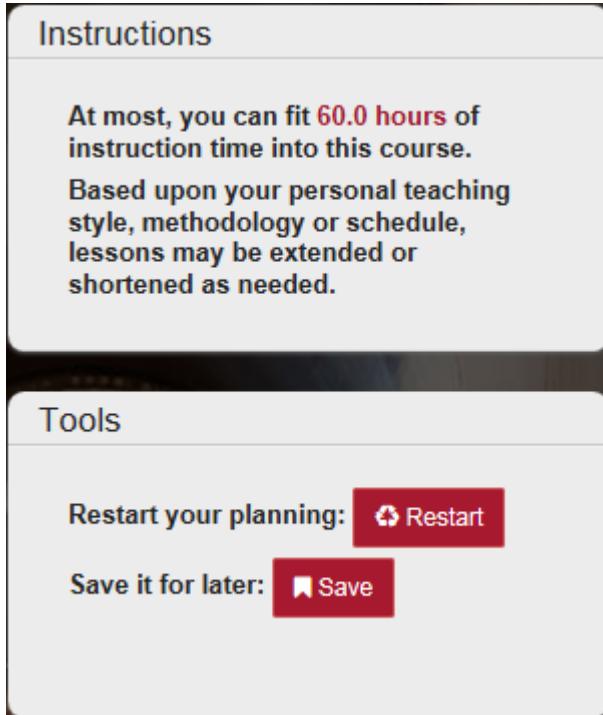







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Navigating Course Builder

Utilize the *Instruction* and *Tools* tiles located on the right of each page for step-by-step help and other useful functions.



	Restart from the beginning
	Save your work to return later
	Opens the calendar
	Hover over this icon throughout the app for instructional guides
	Delete unwanted items

Course Builder Introduction

Lincoln Electric has added functionality to U/LINC where instructors have the ability to manage their students' information. With this functionality, instructors are able to:

- Select modules that connect to state required standards.
- Assign lessons to a teaching calendar.
- Plan lab activities and practice welds by week.
- Audit your course to confirm course competency alignment.

Accessing Course Builder

1. Visit education.lincolnelectric.com
2. Hover over **Training Materials & Equipment**
3. Hover over **Training Materials**
4. Click **Course Builder**
 - Click **Launch Course Builder**

Course Builder: Weld Curriculum Planning Made Easy

Launch Course Builder

Every good welding instructor needs a curriculum plan to properly train someone how to weld. Course Builder makes the whole process of planning your welding instruction easier and quicker.

Course Builder is a web-based curriculum planning tool that creates a program of specific and appropriate welding lessons from Lincoln Electric's U/LINC® welding curriculum that you can deliver to your students. Using the Audit function, you can also track the plan's compliance with state welding standards and requirements for welder training.

- Click **Create a Course**

COURSE BUILDER: LESSON PLANNING MADE EASY

Every good welding instructor needs a curriculum plan to properly teach someone how to weld. But planning can be a time consuming and difficult process, even for the most experienced welding teacher. Regardless, curriculum plans for welding instruction are required under most state and industry standards. It may not be a popular part of the job, but it's mandatory for welder training.


Course Builder makes the whole process of teaching quicker and easier. Course Builder is a curriculum planning tool that creates a program to deliver specific and appropriate welding courses to your students.

Create a Course

Start Planning

Enter course details here.

Note: Some fields are optional.

1. Enter **Course Name**
2. Enter **Course ID** (*optional*)
3. Enter the **School Year**
4. Click  to choose the **Start Date** and **End Date**
5. Select the number of **Semesters or Terms**
6. Choose the **Curriculum Level**
 - Level 1
 - Level 2
 - Level 3

NOTE: The **Semester Length** will automatically populate based on the start and end dates. The length will be split in half based on the number of semesters or terms chosen.

7. Choose the **Classes per Week** for each day this course is taught
8. Enter the **Instructional Time per Day** in minutes or hours
9. Click **Next** to continue



Start Planning

* Field Required

Course Name*

Course ID

School Year*

Start Date*  End Date* 

Semesters or Terms
1

Curriculum Level
Level 1


Semester Length :

Classes per Week*
S M T W R F S

Instructional Time per Day*
 Minutes


Block Out Non-Instructional Periods


This feature blocks out a day, range of days or an amount of time that will not be spent in class. Click **Next** to continue without blocking out days.


1. Click  for the first and last day to be removed
2. Click **Add**

TIP: Click the trashcan icon to remove any dates

Block Out Non-Instructional Periods


Indicate days to be reserved for holidays, vacations and other off-time. 

From 

To 

Add →


Non-Instructional Days

8/22/2017 - 8/22/2017 


Recurring Events


1. Enter the name of the **Event**
2. Enter the **Event Length**
3. Choose minutes or hours
4. Select **Frequency**
 - All
 - Sunday
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
5. Click **Add**
6. Click **Next** to continue

TIP: Click the trash can to remove any events.

Add other events that would take away from instructional time. (Examples include field trips, staff meetings, delayed starts, etc.) 


Event

Event Length Minutes 

Frequency -Select 

+ Add

Recurring Events

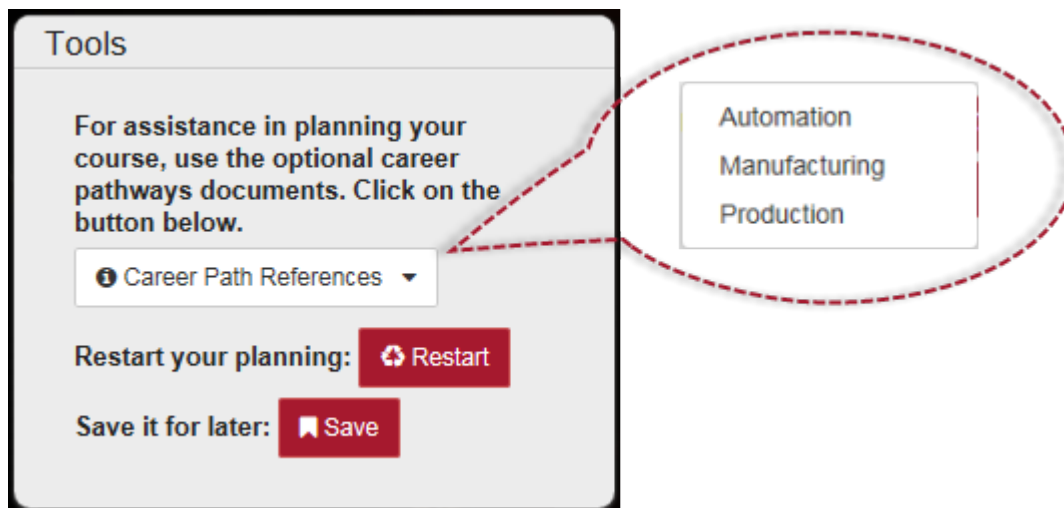
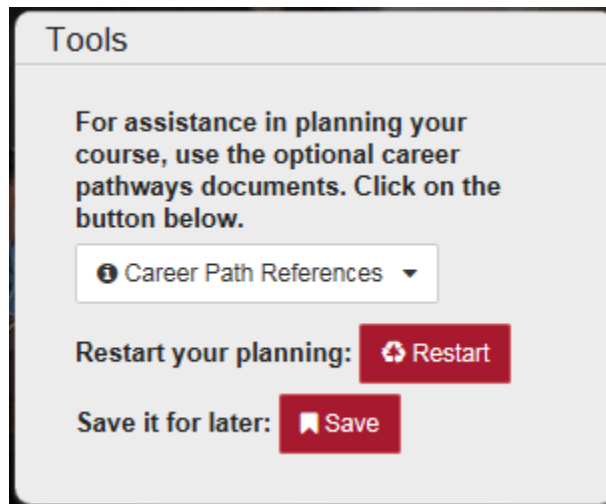
Meeting	20	Minutes	Tuesday	
---------	----	---------	---------	---

Add Course Module: View by Module



Filter Options

1. Choose **Optional Career Pathway**

NOTE: This optional step allows the choice of Automation, Manufacturing and Engineering or Production career pathway to use as a curriculum model. Career Pathway sample documents are available in the *Tools* tile.



Modules

3. Check **Select All** or individual modules
4. Click  to add to the desired semester
5. Click  to remove any modules
6. Click **Next** to continue



Add Course Module: View by Competency

Choosing **View By Competency** ensures that the required competencies by either state or standards body are satisfied.

1. Choose **Standards Body**
2. Check standard(s) to would like to cover

Note: If no lessons available, a message displays in the *Lesson* section.


Lesson
No lessons available for selected competency

3. Select the lesson(s) that are aligned with the chosen competency
4. Click  to add to the desired semester
5. Click  to remove any lessons
6. Click **Next** to continue

Add Lessons

1. Select **Semester** to plan
2. Select **Module**
3. Select **Lesson** by clicking **Select All** or individual lessons



NOTE: Once a class is added, it cannot be added again.


4. Click 
5. Repeat Steps 2-4 to complete plan

TIP: To reorder chosen lessons, simply drag and drop to the desired position. Use the trashcan icon to delete a lesson.


6. Click **Next** to continue

Add Lessons

Semester  Semester 1 

Module Safety 


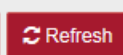
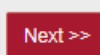
Lesson

Select All 







Arc Welding and Cutting Equipment Safety

Electrical Safety

Inspection and Troubleshooting

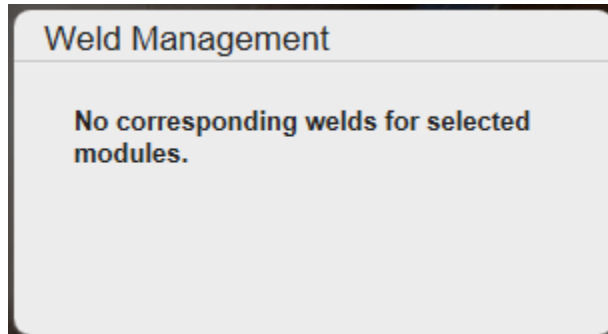




**Drag and drop lesson to reorder*
**Click the trashcan to delete a lesson*
**Mouse over here to View Non-Instructional Dates and Times*
**Recurrent events on specific days not calculated below*

9/5/2017	↓ AWS-ANSI Z49.1:2012 Standard 
9/7/2017	↓ Fire Safety 
9/12/2017	↓ First Aid 
9/14/2017	↓ Safe Working Conditions 
9/19/2017	↓ Personal Protective Equipment 
9/21/2017	↓ MSDS/SDS Sheets 

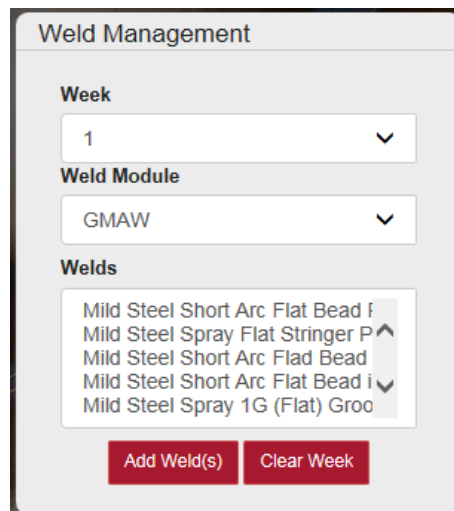
Weld Management

The FCAW, GMAW, SMAW and GTAW modules include practice welds to add to the plan. If there are no welds for the courses chosen, the message below appears.



1. Choose the week # to add a weld
2. Choose **Weld Module**
3. Select one or more welds to add to the plan

TIP: Click + Shift to select more than one weld at a time.




4. Click **Add Weld(s)**
5. Change the week number and repeat steps 2-4

Your Course Calendar

Your Course Calendar

Instructional Teaching Calendar

1

Welding Program Course Title:	School Year	Course #	Semester
Welding Basics	2017		Semester 1 


2

Non-Instructional Dates	Recurrent Events
• No Non-Instructional Dates.	• Meeting occurs every Thursday for 20 Minutes

1. Choose the semester to view.
2. All non-instructional days or recurrent events displays here.

3

4

Week	Date	Days	Lesson	Lab Activity	Welds 
1	8/2/2017	1	Advanced GMAW Process Controls	Advanced GMAW Process Controls	Mild Steel Short Arc Flat Bead Plate on 1/4 in. 0.035 2010114
1	8/4/2017	2	GMAW Advanced Waveform and Modes of Transfer	Advanced Waveform and Modes of Transfer	
1	8/7/2017	3	GMAW Aluminum Welding	GMAW Aluminum Welding	
2	8/9/2017	4	GMAW Electrodes	GMAW Electrodes	Mild Steel Spray Flat Stringer Plate on 1/4 in. 0.045 2010214, Mild Steel Short Arc Flad Bead Plate on 1/4 in. 0.035 Multi-pass 2010314
2	8/11/2017	5	GMAW Equipment and Accessories	GMAW Equipment and Accessories	
2	8/14/2017	6	GMAW Maintenance, Repair and Troubleshooting	GMAW Maintenance, Repair and Troubleshooting	
3	8/16/2017	7	GMAW Modes of Metal Transfer	GMAW Modes of Metal Transfer	
3	8/18/2017	8	GMAW Pipe Welding	GMAW Pipe Welding	
3	8/21/2017	9	GMAW Safety		
4	8/23/2017	10	GMAW Shielding Gases		
4	8/25/2017	11	GMAW Stainless Steel Welding	GMAW Stainless Steel Welding	
4	8/28/2017	12	Principles of GMAW Welding	Principles of GMAW	

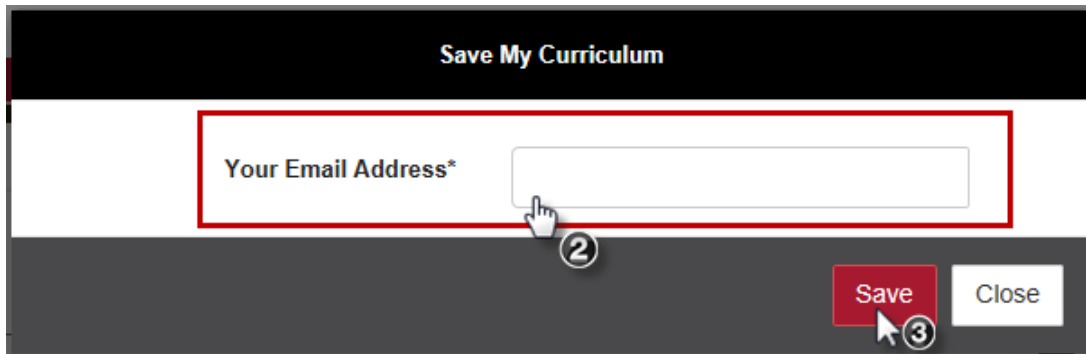
3. Some lessons have an associated lab activity.
4. Welds chosen in *Weld Management* shown by week.

Printing Your Course Calendar

1. Click **Print** from the *Tools* tile

Saving Progress

1. Click **Save** in the *Tools* tile
2. Enter your **Email Address**
3. Click **Save**



Note: The Saved notification will appear in the bottom right portion of the screen.



Sample E-mail



Hello,

You have recently saved a planned curriculum at U/LINC Course Builder. You may access the curriculum at [My Curriculum](#).

Note: The curriculum will only be available until 12/14/2017.

USEFUL LINKS

About U/LINC
News
Getting Started
Tech Requirements
FAQ

Our Curriculum
Customer Support
Terms
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GET CONNECTED



Alignment to Standards

1. Click **View by Semester** or **View by Module**.
2. Choose **Standards Body (Choose up to 3)**

TIP: Hover over the standards body to review the description of the standard.

3. OPTIONAL:
 - a. Click **Audit Standards**
 - b. Choose
 - Col. 1 Standards
 - Col. 2 Standards
 - Col. 3 Standards

Standards Audit

Standard Semester 1

Unfulfilled Standards	Lessons to Consider	Standards Fulfilled
<ul style="list-style-type: none"> • OH_4.1.10 • OH_4.1.11 • OH_4.1.2 • OH_4.1.3 • OH_4.1.5 • OH_4.1.6 • OH_4.1.7 • OH_4.1.7 • OH_4.1.8 • OH_4.1.9 • OH_4.5.2 • OH_4.5.2 • OH_4.5.3 • OH_4.5.4 • OH_4.5.5 • OH_4.6.4 • OH_4.6.6 • OH_AG_3.2.17. • OH_AG_4.2.3. • OH_AG_4.2.3. • OH_AG_5.10.11. • OH_AG_5.10.11. • OH_AG_5.3.10. • OH_AG_5.9.2. • OH_AG_5.9.4. • OH_AG_5.9.5. • OH_AG_5.9.6. • OH_AG_5.9.7. • OH_AG_5.9.9. 	<ul style="list-style-type: none"> CNC Plasma Cutting Machine Destructive Tests GMAW Advanced Waveform and Modes of Transfer GMAW Maintenance, Repair and Troubleshooting GMAW Modes of Metal Transfer Non-Destructive Tests Plasma Arc Cutting Safety Principles of FCAW Principles of GMAW Welding 	<ul style="list-style-type: none"> OH_AG_5.3.10. OH_4.5.3 OH_AG_5.10.11. OH_4.1.7 OH_4.1.9 OH_AG_5.9.6. OH_AG_4.2.3. OH_4.1.5 OH_4.1.6 OH_4.1.7 OH_AG_5.9.4. OH_4.5.4 OH_4.5.5 OH_AG_5.10.11. OH_4.6.4 OH_AG_5.9.9. OH_4.1.10 OH_4.1.11

Print Audit
Close

NOTE: Viewing the Standards Audit allows a review of the unfulfilled standards and which U/LINC™ lessons satisfy them.

4. Click **Print**