# Using Course Builder

## Saving and Opening Course Builder:

1. Select the Course Builder option for either Mac or Windows from the Ohio FFA Teacher Resource page.
2. Choose the "Save" option and select the proper location to download the files.
3. Once saved, open the folder entitled WinCourseBuilderRuntimev1.13. You may be asked to unzip the files.
4. Select "Course Builder.exe" file. It should display with a blue and white file folder icon.
5. If prompted that the publisher cannot be verified, select "Run".
6. Login using "aged' and "ffa" for the password. This should not be case sensitive. Do not use any spaces before or after entering the login and password.

Creating a New Course:

1. Click on the new record icon located in the middle of the top toolbar. It is a white and blue box with a yellow star. This only needs to be done for the first record.
2. Select "New" in the upper right hand corner of the screen, just under the toolbar (located in the brown stripe).
3. Create a course name, select program area, class period and start date. Then hit continue on the bottom right side of the pop up box.
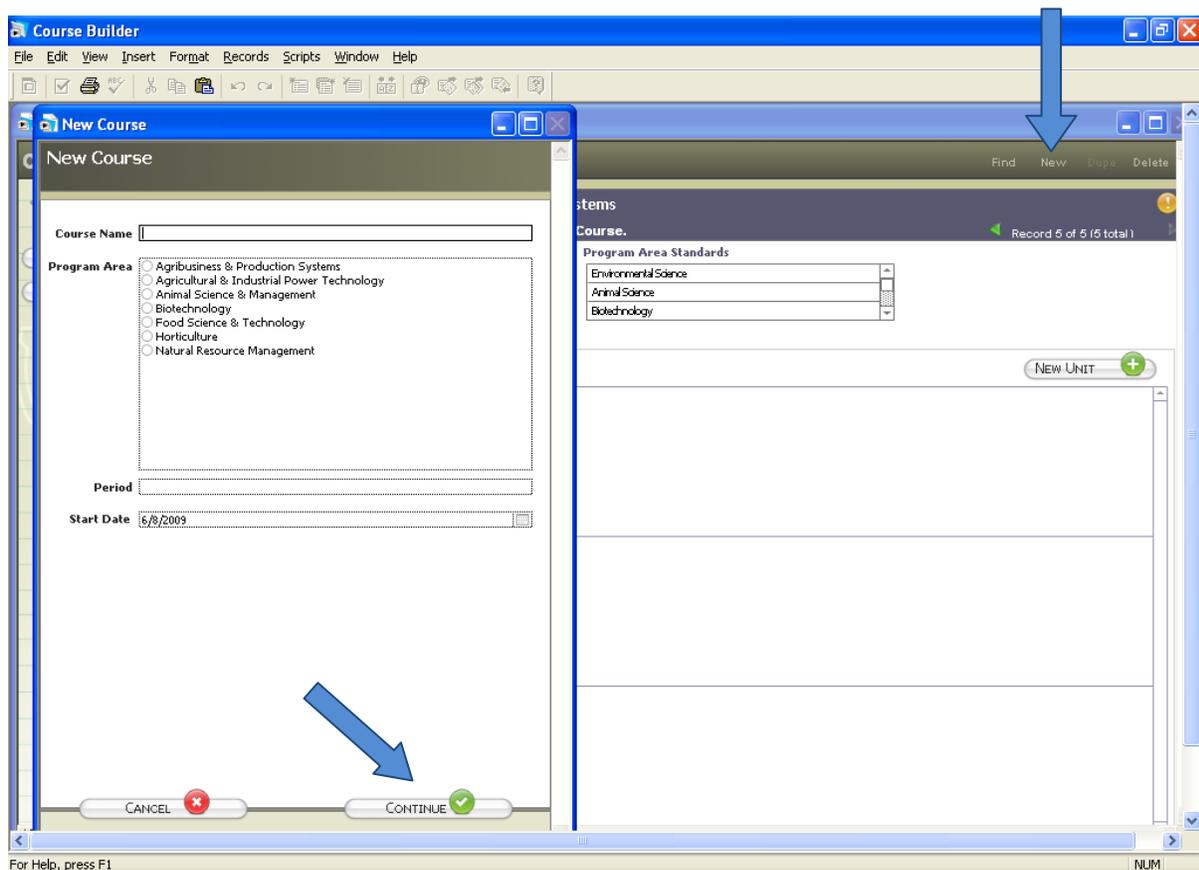
4. Click on the tab entitled, "Plan" on the left side of the screen, under course name and information.
5. Select "New Unit" on the right side of the screen. The icon will have a green circle with a plus sign in the corner.
6. Type in unit name and number of weeks, then select the "Topics" to be taught using the scrolling menu on the left side of the pop-up box. Select "Continue" when finished.
7. Next, select the specific indicators by clicking on the green circle with the plus sign to the right of the Indicators box. It is possible to add and/or remove additional topics and indicators as needed by clicking on the green and red circles. The order of the units may also be changed by either clicking on the green arrows on the right-hand side of the screen, or during the selection of unit topics.
8. Repeat steps 4 through 6 for each unit of study within the course.
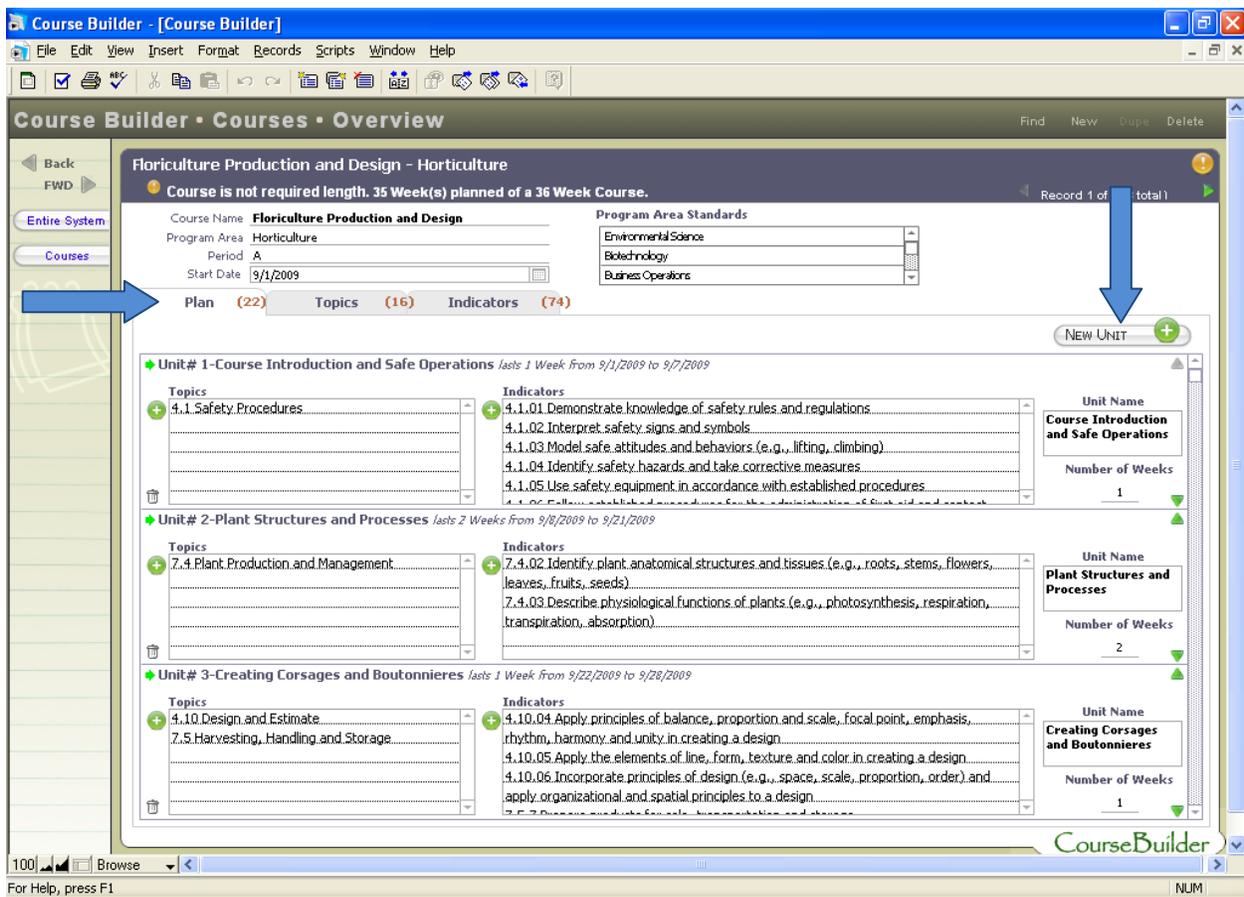
Creating Course Reports:

1. The topics and indicators used in the course, as well as those not included in the course will display within each tab: Plan, Topics, and Indicators.
2. To create a printable course report, select the "Courses" tab on the left side of the screen. Then choose "Reports".

3. Choose options by checking and/or un-checking boxes to include all benchmarks and academic content standards. Select the course using the green arrows, or check the box entitled "Include All Courses".
4. Select the "Course Report" button to view report. Print report by clicking on the "Continue" button on the left side of the screen and choose the "Print" option.
5. To create a report of indicators not used in the current course, select "Unassigned Indicator Report".
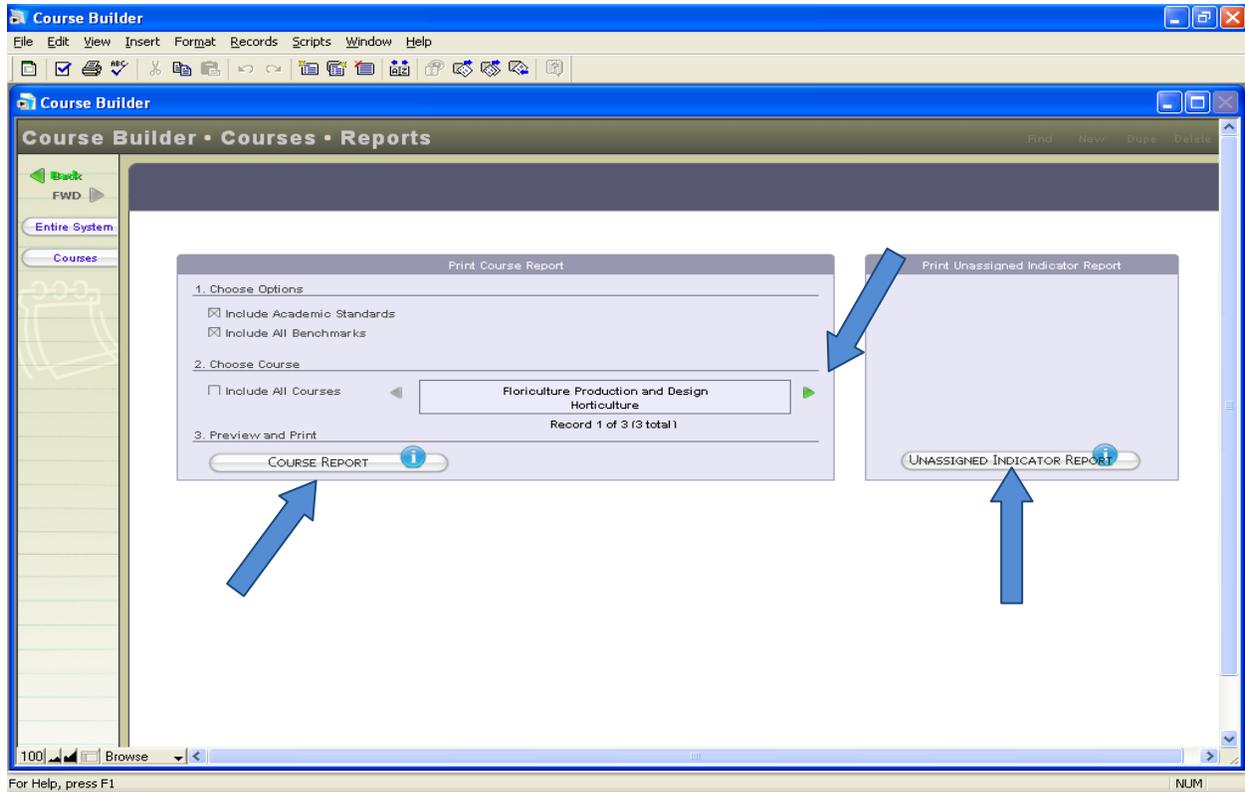
Tips for Saving Files:

1. Files save automatically. It is not necessary to save courses using "file" menu.
2. To save courses for use on another computer, the entire WinCourseBuilderRuntimev1.13 folder with all contents must be saved to a portable source (e.g., removable drive).