

Subject:	Technology
Topic:	Manipulating the Details Tab in Teamcenter and Exporting to Excel
Integrated Curriculum:	Other – Manufacturing Technology Systems
Estimated Time:	30 minutes

PURPOSE OF THE LESSON DESIGN:

We are often requested at times to retrieve data from the Teamcenter system for manipulation and review by various departments. As such, reviewing the information within Teamcenter is just too overwhelming where downloading the information into Excel and routing within our team allows everyone review of the data. This allows the individuals on the team the ability to learn how to manipulate the Details Tab in Teamcenter and Export the data placed on that tab into an Excel Spreadsheet.

ISTE STANDARDS:

Students demonstrate a sound understanding of technology concepts, systems, and operations.

- a. Understand and user technology systems.

DID MODEL FOR THIS LESSON:**1. KNOW THE LEARNERS:**

- The learners for this lesson will be individuals who work for the Ridge Tool Company who have access to Teamcenter. They are based not just in Elyria, but all locations globally, 192 users.
- There will be multiple classes locally in Elyria to accommodate working schedules and video-based training and video conferencing for individuals not located in Elyria to learn the same processes.
- All individuals have prior knowledge and experience using both Teamcenter and Excel.

2. OBJECTIVES FOR THIS LESSON:

- The student will search for a pre-defined set of information with 80% accuracy.
- The student will format that information in the Details Tab in Teamcenter with 80% accuracy.
- The student will export the data into Excel with 80% accuracy.
- The student will format the exported data once in Excel with 80% accuracy.

3. THE LEARNING ENVIRONMENT:

- For the Elyria location, classes will be held that can accommodate 10 individuals at a time, with each individual bringing their own laptops. In the even that an individual does not use a laptop, the instructor will have PC's on loan from the IT department for training. Each student will work on their own laptop.
- The instructor will have her computer projecting on a screen through the projector where she can describe the tasks that the participants will complete.
- For all other locations, the video-based training will be available that will walk the participants through the activities the instructor-led classes are completing. For all other locations, they have the opportunity to take the training as needed at their own workstations or within groupings in conference rooms.

4. TEACHING AND LEARNING STRATEGIES:

Warm-up:

The instructor opens Teamcenter and Excel.

The instructor will walk through the process of locating the data, formatting the Details Tab. Then, the instructor will export the data to Excel.

Activity:

Give the students the worksheet with the information to search and the steps to build the Details Tab, along with tips on the fields that can be used for the columns.

Walk the participants through how to save the views for future searching.

Have the instructor walk around the room, while the participants build the Details Tab.

Have the participants complete the steps to export the tab to Excel.

Wrap-up:

Participants will be able to save the Excel files they have created.

Participants will be able to save the Details Tab columns they are creating so that they can use them on future searching.

Participants will be able to take the training back with them to their desks to enable them to use immediately.

5. IDENTIFY AND SELECT TECHNOLOGIES:

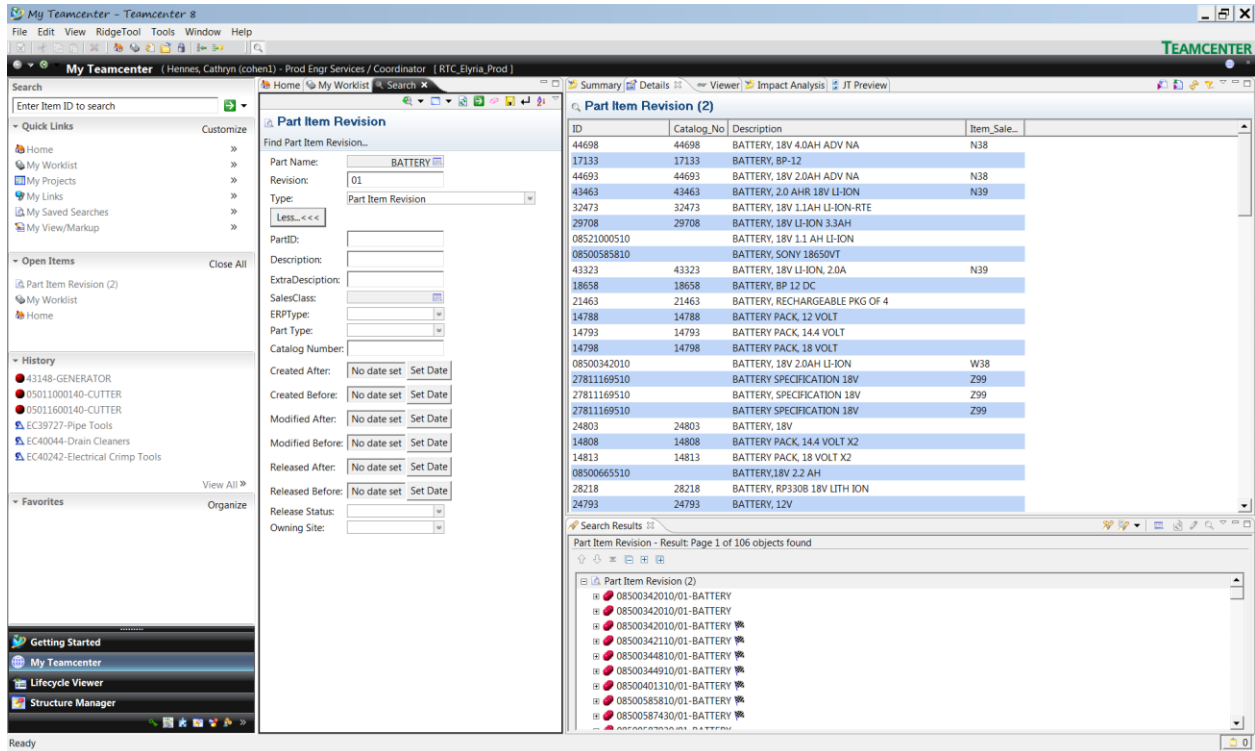
- Laptops
- Projector
- Teamcenter
- Excel
- Exercises

6. PLAN A SUMMATIVE EVALUATION:

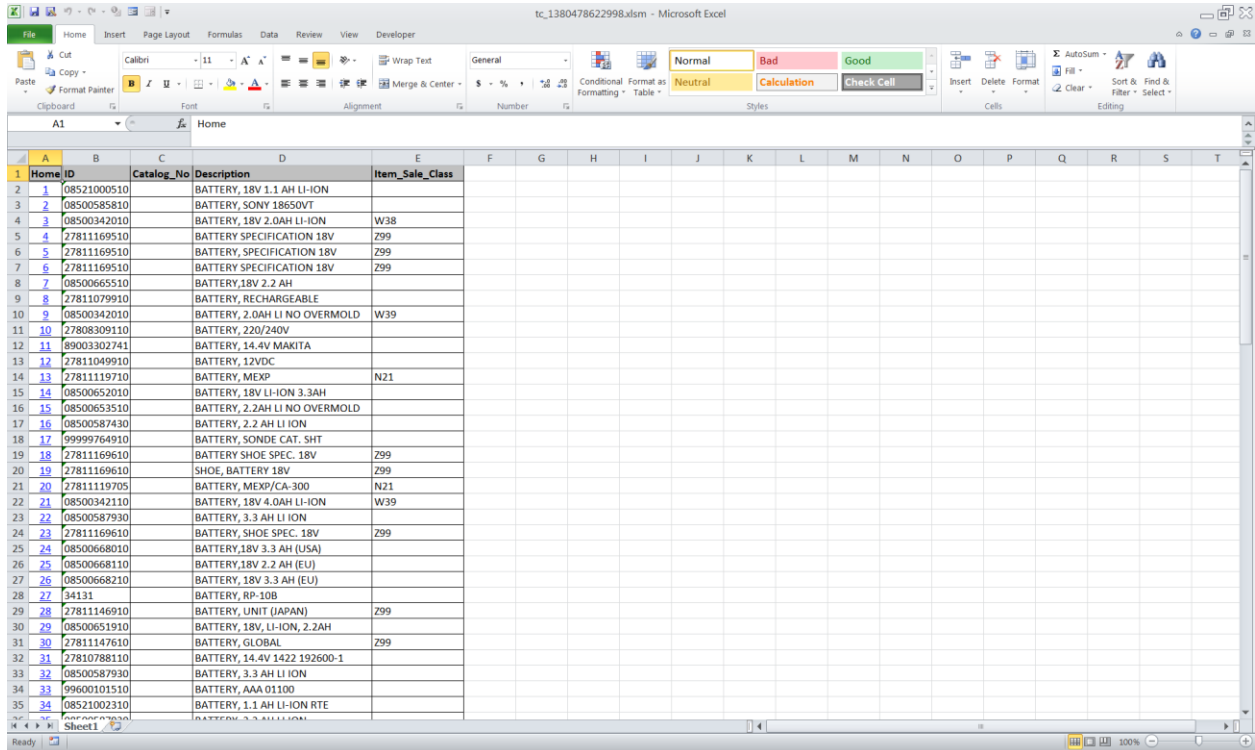
Based on the course of the training for those in the instructor-led environment, the instructor has the ability to know immediately who understands the steps being explained and can evaluate immediately. All participants have prior knowledge of Teamcenter and Excel. Being able to connect both together is what allows this training to happen.

For those people taking the lessons globally, screen shots like the one provided as an example would be necessary for an accurate evaluation to be completed of their skills.

Search for Specific Items in Teamcenter: Teamcenter



Excel



Participant Evaluation:

- _____ Teamcenter screen looks like screen shot provided.
- _____ Details Tab was saved for future use with the fields provided.
- _____ Excel spreadsheet was exported correctly.

Instructor Evaluation:

- _____ Participants understood the directions clearly from the instructor.
- _____ Participants were able to follow all directions and complete in a timely manner.
- _____ Teamcenter and Excel steps were followed correctly.