



# Final Cut Server Train-the-Trainer Course

## Final Cut Server, Your Assets' Greatest Asset

### Benefits

Attending the Final Cut Server T3 course and passing the T3 presentation evaluation and certification exam offers these benefits:

- Certifies you to deliver the Final Cut Server 100 and 101 courses.
- Makes you eligible to use the Apple Certified Trainer logo.
- Makes you eligible to administer certification exams at Apple Authorized Training Centers.
- Gives you access to the Apple Certified Trainer list-serve and Apple Sales Web.
- Provides you with a point person at Apple who can respond to special needs and requests.

### Course Description

This intensive, three-day course prepares training professionals and industry experts to deliver Apple's Final Cut Server curriculum. The course combines lectures with hands-on, case study exercises that reinforce practical skills.

### Apple Certified Trainer for Pro Applications

To attend a Pro Applications Train-the-Trainer (T3) course, you must first be accepted into the Apple Certified Trainer (ACT) for Pro Apps program. This program trains and certifies qualified individuals to deliver curriculum focused on Apple's suite of digital Pro Apps. ACTs work with Apple Authorized Training Centers (AATCs) to deliver a range of end-user courses.

Apply for admission by completing the online Apple Certified Trainer application at: <http://training.apple.com/act/>. Be sure to specify the T3 course you want to attend. The application will be reviewed by Apple Pro Training, and you must meet all prerequisites to be accepted into the program. Please allow at least seven business days for your application to be processed.

Once you are accepted into the ACT program, you'll be sent a code to take the end-user exam for the application you identified. If you have not taken that exam previously, you should take it prior to the T3 course. You will also receive an email with information on registration and fee payment for the T3 course you selected. If you have any questions, please email: [training@apple.com](mailto:training@apple.com).

### Apple Certified Trainer for Final Cut Server

This course covers the requirements necessary to successfully become an Apple Certified Trainer, Level One in Final Cut Server. To become certified, you must attend the Final Cut Server T3 course, and pass the presentation evaluation and the certification exam. The exam is administered during the last day of class. For details on Apple's certification offerings, please visit <http://training.apple.com/certification/>

### Tuition and Fees

The \$1400 tuition per student includes class fees and the trainer exam fee. Before attending the class, you must review the *Apple Pro Training Series book, "Getting Started with Final Cut Server"* by Matthew Geller (ISBN 0-321-51024-2). Once accepted, you will be sent a link to order the book online at a 35% discount. You must bring the book to class with you. This courseware will help you prepare for the end-user exam that you must pass before attending the T3. Instructions for taking the exam online for \$25.00 USD will be sent to you.

Please note, while most Apple train-the-trainer courses include an NFR copy of the software upon successfully passing the trainer exam, no software will be distributed in this course.

If you do not pass the trainer exam on the first attempt, a retake code will be included in your Prometrics results email. Retakes cost \$150.00USD. You must wait one week before you can retake the exam, and can only retake the exam once. If you fail on your second attempt, you must take the full T3 course.

## To Register

This course is only available for registration at one of our Apple Training Centers. Please visit [training.apple.com/schedule](http://training.apple.com/schedule) for a schedule and [training.apple.com/act/](http://training.apple.com/act/) for an application.

## Prerequisites

Participants must meet the following prerequisites prior to attending this course:

- Understanding of Macintosh OS X, basic troubleshooting experience or Mac OS X Support Essentials v10.5 preferred
- Thorough knowledge of Final Cut Pro 6 or other Final Cut Studio application. Final Cut Pro 6 Level One end user certification is highly recommended.
- An accepted ACT application. The program guide and a link to the application are available at [training.apple.com/act/](http://training.apple.com/act/).
- Minimum of three years of experience as a teacher or professional in any of these fields: editor, visual effects artist, web designer, DVD author, graphic designer, system administrator or other closely related field. Technicians for resellers, Apple field employees working with Pro Apps, and Technicians working in a post house, studio or facility will also qualify. Experience as a professor or teacher in these fields, will also be considered.
- Xsan knowledge or ACSA status recommended
- Some teaching experience in a structured, classroom setting
- Thoroughly review the *Apple Pro Training Series* book: "Getting Started with Final Cut Server" by Matt Geller

## Train-the-Trainer Class Schedule

- First day: 10 am - 5 pm
- Subsequent days: 9 am - 5 pm

## Course Outline - Day 1

Topic	Description
Introduction	Overview of topics covered in the course, and a summary of the certification program
Lesson 1 Using Final Cut Server	Overview of Final Cut Server, Client/Server/Device Paradigms and Diagrams, Understanding Assets, Proxies, Metadata, Productions and Jobs, Downloading the Client Application, Installing Final Cut Server, Logging into Final Cut Server, and Interface Overview
Lesson 2 Working with Assets	Performing Basic and Advanced Searches for Assets, Viewing Asset Details, Adding Metadata, Annotating Assets, Uploading Assets into Final Cut Server, Previewing and Adding Assets to your Cache, Preparing Assets for Disconnected Use, Exporting Assets out of Final Cut Server, Archiving, Restoring, and Deleting Assets, Duplicating Assets to Different Devices, Checking Out, Checking In, Locking and Unlocking Assets
Lesson 3 Working with Final Cut Studio Projects	Adding Final Cut Studio Projects to Final Cut Server, Working with FCP Project Assets, Working with Elements, Check Out and Check In with FCP Project Assets, Exporting FCP Project Assets, Using Media Prepared for Disconnected Use and Archiving Assets Associated with Final Cut Pro Projects
Lesson 4 Working with Productions	Searching for Productions, Associating Assets with Productions during Upload, Creating Productions, the Production Contextual Menu, Viewing Production Details, Adding Assets to Productions, and Deleting Productions
Presentation Assignments and Homework	As part of this course, trainers present to the instructor and their peers

## For More Information

Please visit <http://training.apple.com/training/> for more information about Apple Pro Training courses and certification.

## Day 2

Topic	Description
Lesson 5 Working with Devices	Searching a Device for Files, Viewing Device Content, the File Contextual Menu, Viewing File Details, Cataloging a Device File, Viewing the File, Using Export and Duplicate, and Deleting Files
Lesson 6 Working with Jobs	Viewing the Downloads and Uploads Window, Viewing the Jobs Window, Searching Jobs, the Jobs Contextual Menu, and Viewing Job Details with Callouts
Lesson 7 Basic Final Cut Server Administration	Administration Overview, Administration Tools within the System Preferences, Defining Groups and Permission Sets, Defining Devices, Defining Watchers, Defining Metadata Subscriptions and Backing Up the Final Cut Server Database
Lesson 8 Advanced Final Cut Server Administration	Administration Tools within the Client Application, Defining Transcoding Settings, Defining Devices (Advanced) Defining Watchers, Defining Scheduled Events, Defining Metadata Subscriptions (Advanced), Defining Responses and Response Details, Adding/Editing MetaData, Adding/Editing Permission Sets, and Admin Preferences
Trainer Presentations	Trainers present to the instructor and their peers

## Day 3

Topic	Description
Lesson 9 Workflow Scenarios	Understanding Common Workflows, Paradigms, Diagrams and Instructions
Appendix Best Practices for Installation	Optimizing Final Cut Server, Optimizing your LAN, Planning File Locations, Optimizing Transcoding Operations, and Installing Final Cut Server
Certification Exam	
Exam Review, Evaluations and Wrap Up	

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