Syllabus   Help bits

Contents

There are some videos on the syllabus and planning windows in our web site.

Overview

This window allows creation and edition of course syllabus. It is visible only to 'Pro' rate users, and enabled to users with execute permissions on this window.

Operation

This window shows its content in several tabs:

- First one allows selecting a course or creating a new one.
- In the second one we will edit the theory content of the selected course.
- Third one holds the definition of the course practical exercises (flights).
- Next one contains the manoeuvres to be performed during the course.
- Times tab allows setting the time to be devoted to each one of the course theory subjects
- 'Pupils' tab shows the list of currently active pupils for the course, with a summary of time flown on each course phase.
- Flight time tab defines the time to be flown in each course phase.

Courses tab

Active

When the 'Active' check-box is checked, the selected course appears in the tree-view control and in the planning Pro window selector. Otherwise, the course is hidden.

The rate is the one which applies on calculating the amount to charge to each flight performed under this course.

The course manager is the user on charge for the selected course. It will be included in the recipients list of the email messages that can be sent on evaluating each one of the course exercises.

Aircraft course

This check-box must be checked to establish this course as an theory aicraft course.

This check-box is important to classify the courses within the course tracking report accessible from the courses tab of the pilot window.

Adding a new course

Out of an existing one

When we need to add a course whose content is the same or very similar to an existing one, we will save a lot of work by using the 'Course clone' main menu option.

This option creates a new course with exactly the same content as the selected one, though it will be active by default.

The new course will include requisites, both for theory exercises and ratings.

The new course will show to the bottom of the list. It is convenient to select it and change its name. Note that the name of the new course is identical to the old one except for a start that precedes the name.

From scratch

To create a new course please select the 'Courses' folder and press the 'New course' button.

New course will show at the end of the list, and to the window right side several empty fields like alias and rate. Please complete these fields and change the course colour if you wish.

Deleting a course

After selecting a course, the delete button is enabled only when there is no pupil enrolled to that course, and no events reference it.

After pressing this button, please be patient. Deleting a course takes much more work than cloning an existing one.

Context menu

The context menu that pops up when right-clicking a node contains the options described next:

Copy

It copies the selected node and all its descendants into the clipboard.

Paste

When the clipboard contains nodes after using the copy option, and the selected node is not the same one which was copied and the currently selected node is at the same level of the node in the clipboard, this option duplicates the node in the clipboard in the selected position.

Course clone

It performs a copy of the selected node and all its descendants, adding a new node at the end of the selected group.

This option is enabled only if the course has a selected rate.

Paste and duplicate options do not take into account neither practical exercise requisites nor theory exercise associated documents.

This is so for the same reason it is not allowed to add requisites or associated documents to a node that has just been created. Associated documents and requisites can only be added to nodes previously saved to the database.

Show active only

This check-box allows showing only those courses which are active **and with an active rate.**

Theory

In this tab we define the theory course content.

This content is divided into subjects, classes, sections and matters.

Subjects are defined in the miscellaneous window subjects tab.

A course is defined by adding the necessary number of classes to each subject. We can do that by selecting a subject and pressing the 'add class' button. To the right will show a frame with several fields which we comment on below:

Class

It is the long class name. It can contain up to 384 characters.

Alias

It contains up to 8 characters. When choosing an alias, it is convenient it refers the subject the class belongs to.

Remember that in the planning window we will use these aliases very often, so that they better be as descriptive as possible.

Currently accepted formats include:

- A group in between 2 and 5 letters followed by a group from 0 to 2 digits followed by a group from 0 to 2 letters
- A letter followed by 4 digits

Evaluation

This check-box sets the class as it must be evaluated.

Exam

This check-box allows classifying this exercise as an exam.

The exams appear next to the score obtained by the pilot in the pilot tracking report, which is obtained from the courses tab in the pilot window.

Exam exercises also show highlighted in red in the activity and school tabs.

Hours

Here we define the class duration, which must be in between 1 and 5 hours. It is not necessary to type in the colon which separates hours from minutes.

Associated documents

The three buttons to the left allow adding, viewing and deleting the documents associated to this class.

When checking the week planning, pupils will see that the exercise has one or more associated documents which they can download. Documents can be of any type, but

remember that document recipients must have the proper software installed to open them, or else an error will occur when trying to.

Sections and matters

Each class is divided into sections, and each section in matters.
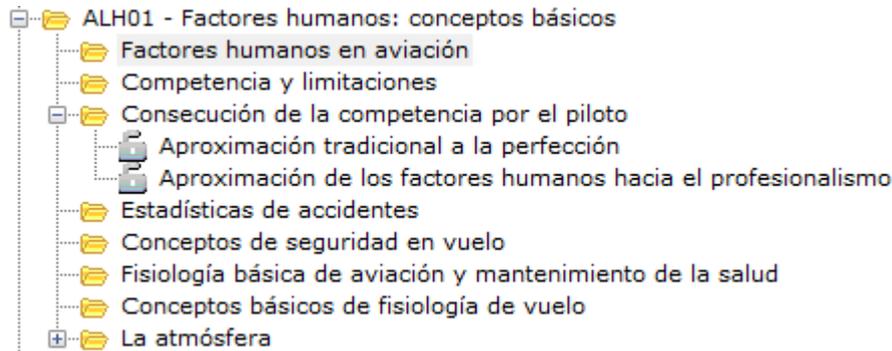
This figure shows ALH01with its sections and matters.

Sections and matters are optional, and may be useful to describe the class content to develop during class time.

Sections and matters will be in the class report which we can obtain from the context menu in the planning window before the class starts, and can serve as script to the teacher.

Flights

Flights define the practical part of the course. Same as in theory, here we define each one of the course exercises and, optionally, its content in sections and matters.

Class

Here we write the long exercise name. It contains up to 384 characters.

Alias

It can hold up to 8 characters. It is convenient its name refers to the course it belongs to.

Currently accepted formats include:

- A group in between 1 and 5 letters followed by a group from 0 to 2 digits followed by a group from 0 to 4 letters.
- A letter followed by 4 digits

Remember that in the planning window we will use these aliases very often, so that they better be as descriptive as possible.

Pre

This field holds the briefing time that will be booked on request for a classroom from the planning window from the event context menu. The booking will be automatically set in a separate event for the time immediately anterior to the exercise event.

Post

This field holds the briefing time that will be booked on request for a classroom from the planning window from the event context menu. The booking will be automatically set in a separate event for the time immediately posterior to the exercise event.

T/a

This field holds the briefing time that the aircraft will be booked on request from the event context menu in the planning window. The booking will be automatically set in a separate event for the time immediately posterior to the practical exercise event.

Functions

This controls selects the default functions for pilots in the flight entry window.

Possibles values are:

Empty	No default values will be set in the flight entry window.
Dual/FI	In the flight entry window, the default function for the first pilot will be DUAL, and for the second one, 'FI'.
PIC/SP	Select this value for a **SOLO** flight, to allow the week planning window detecting the conflict of a course-related flight with no instructor.
	In addition, when the event is mentioning an instructor, the instructor is considered to be supervising the flight from ground. The instructor is available to supervise other flights, but is considered not available to teach classes or fly (unless he/she is only supervising the flight).
	In the flight entry window, the default function for the first pilot will be PIC, and for the second one, 'Sp' (supervising instructor).
Spic/FI	In the flight entry window, the default function for the first pilot will be SPIC, and for the second one, 'FI'.

Split flight

Check this check-box to define one event which will turn into two flights when entering its data in the flight entry window.

The first flight is assumed to go from origin to destination airports set in the event, with pilot1 performing as PIC and pilot2 as COP.

Second flight is supposed to go from the destination to the origin airports set in the event, while pilot1 performs as COP and pilot2 as PIC.

Phase

This number allows grouping course flight hours into phases. Phases will be useful to set goals per each course phase and flight type, and then grouping flown hours this way in pilot window flight tab and in the pupils tab in this window.

Hours

Here we define the flight duration, which must be in between 00:30 and 05:00 hours. It is not necessary to type in the colon which separates hours from minutes.

Goals

These text-boxes hold the goals for the pupil and the instructor. These goals will show to the end of the flight report document, along with the mission evaluation and pupil and instructor signatures:

Pupil:	Debe notar el efecto de la velocidad aerodinámica y el torbellino de las hélices sobre los mandos, así como cualquier variación o ajuste que se realice sobre los mandos de control del avión.
Instructor:	Irá realizando progresivamente el procedimiento de la transferencia – aceptación de los mandos del avión – al alumno. Deberá demostrarle confianza ante las reacciones del avión debidas a las variaciones de los ajustes y de las configuraciones durante las maniobras.
Observaciones:	Hard wind conditions during exercise. The pupil reacted very well

Evaluation:	Pupil signature:	Instructor's name and signature:
☑ Repeat	js	Avril Aquitaine, Albert AA
☐ Next mission		

Associated documents

The three buttons to the left allow adding, viewing and deleting the documents associated to this class.

When checking the week planning, pupils will see that the exercise has one or more associated documents which they can download. Documents can be of any type, but remember that document recipients must have the proper software installed to open them, or else an error will occur when trying to.

Requisites

Requisites define the conditions to be met by instructor, plane and pupil for the exercise to be performed.

In the list to the left, if we select one or more theory classes, the pupil must have been through these classes for a conflict not to be detected.

We can also limit the exercise to the instructors or aircrafts rated as described here.

Requisites are processed in the week planning window, were they will appear as conflicts when the conditions are not met.

Because this window contains a large information amount which is processed only when selecting a new course or when exiting the window, please make sure the changes you perform are saved by closing and re-opening the window from time to time.

Manoeuvres

This tab allows defining the list of mandatory manoeuvres to be performed during the course.

This list will show in the pre-flight report, with the date and the evaluation of the performed manoeuvres. The ones still to be performed with appear also in the list, for the instructor to know about the pupil's progress in the course.

The 'Order' column allows setting the default list sort order. The value in this column must be in the range 0 to 255.

Although the description column allows a maximum length of 384 characters, it is advisable not to enter long descriptions, because they will alter the pre-flight report layout.

Deleting a manoeuvre

To delete a line, select it by clicking in the first column with grey background and then press the 'del' key.

Times

This tab allows defining the time to devote to each one of the course subjects in theory classes.

Pupils

This tab shows the set of pupils belonging to the selected course.

The header shows the total flight hours for each flight type and phase, as set in the 'Flight time' tab.

Next, total flown hours show for each pupil. Upper line corresponds to phase 1, next line to phase 2, and so on.

Columns:

Ac   Indicates whether the pupil is currently active in the selected course or not. Only active pupils will be considered by default when adding theory class events in the planning window.
*   It shows the worst indicator within the ones shown to the right
BL   Indicates the status of the pupil account balance.
IA   Indicates if the pilot has flown not long ago.
Lic   Licence and rating status.
MC   Medical check-up status.
Lin   Language certificate status.

Other columns show flown time for each flight type related to the selected course exercises. In these columns, flight hours show in bold when it has not reached the goal for a particular phase. Otherwise, when hours flown exceeds the goal, regular font is used.

Flight hours may not appear when related to an exercise belonging to a phase with no goal defined.

The check-box in the window bottom allows toggling in between all flights and those related to the selected course.

Flight time

This tab allows assigning flight hours per each phase and category in the selected course.

Since course flight exercises can be grouped into phases, the 'phase' indicates the phase these goals refer to. Phases are assigned to each flight exercise in the practical exercises tab, allowing the flight hour grouping per course phase and type of flight.
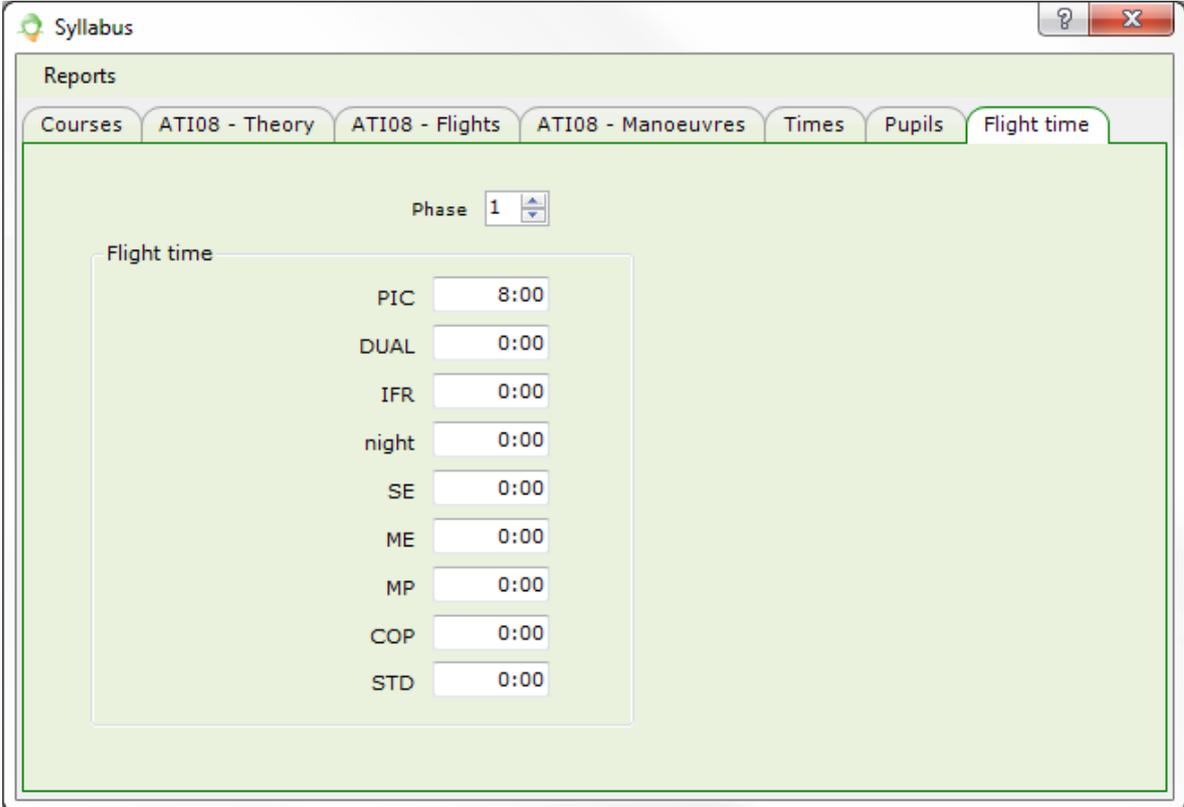
This information is used when showing pilot flight information related to the course.

Reports

Once a course is selected, the user can ask for two reports about planned hours in theory and flight exercises.

Theory

This report includes non-cancelled events with confirmed and performed status (requested events are not considered)

In the theory report there is a column per month and one row per subject, totalised by subject:

Theory - 10/2012	11/11	12/11	01/12	02/12	03/12	04/12	05/12	06/12	07/12	08/12	09/12	10/12	Total
ALE													
ALH													
CGAIN													
CGASI				09:00						21:00	12:00		42:00
COM													
DA				18:00						12:00			30:00
MET										04:00			04:00
NG													
NR													
PO													
PV													

Print   Exit

Flights

The flights report includes also a column per month and one row per course pupil, totalised by pupil.

Flight hours - 10/2012	11/11	12/11	01/12	02/12	03/12	04/12	05/12	06/12	07/12	08/12	09/12	10/12	Total
ACS	00:45												00:45
CCG													
JAB	00:45												00:45
JAC													
LUI													

Print   Exit

Performed missions

FBO Explorer

Report on course classes
Course: ATPL 10

04/08/2013

Date	Start	End	Course	Classroom Aircraft	Exercise	Flight	Professor Instructor	Pilot	eval	Remarks
05/03	13:00	12:00	ATPL 10	A1	PRES		AVC			
07/03	17:00	16:00	ATPL 10	A2	PRES		DFA			
12/03	11:00	10:00	ATPL 10	A1	HF		AVC			
12/03	12:45	11:45	ATPL 10	A1	POF		JLA			
12/03	14:30	13:30	ATPL 10	A1	MET		DFA			
13/03	11:00	10:00	ATPL 10	A1	ALW		JLA			
13/03	12:45	11:45	ATPL 10	A1	COMMS		JLA			
31/07	17:00	15:00	ATPL 10	A1	INST		PMT			
31/07	18:45	16:45	ATPL 10	A1	SYS		PMT			
31/07	20:30	18:30	ATPL 10	A1	POF		JLA			

Total: 141 Events, 211:30 Hours

This report shows all planned and non-cancelled classes belonging to the selected course.

Performed flights

In a format similar to the previous one, this report includes the performed flights belonging to the selected course.