

Multimedia Training System

Cessna Pilot Center Instructor's Guide

FOR
CLEARED FOR TAKEOFF
PRIVATE PILOT COURSE

CLEARED FOR APPROACH
INSTRUMENT RATING COURSE

CLEARED FOR HIRE
COMMERCIAL PILOT COURSE

AND
COURSE MANAGEMENT MODULE
AUTOMATED RECORD KEEPING



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INSTRUCTOR'S GUIDE REVISION RECORD

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Private Pilot CBI Course

DVD-ROM List KC-189

DVD-ROM	Version #	Date	Changes
Setup	6.0a	1/14/10	Vista & 64-bit compatible
Labs 1-5	6.0	9/23/10	Vista & 64-bit compatible
Labs 6-9	6.0	9/23/10	Vista & 64-bit compatible
Labs 10-14	6.0	9/23/10	Vista & 64-bit compatible
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Legacy CD-ROM List KC-199 (Not 64-bit Compatible)

Replaced by KC-189 DVD-ROM

CD-ROM	Version #	Date	Changes
Setup	5.3a	4/16/07	Vista compatible
Lab 1	5.3a	4/19/07	
Lab 2	1.1	Original	
Lab 3	2.0	4/30/99	
Lab 4A	2.0	4/30/99	
Lab 4B	1.1	Original	
Lab 5	1.1	Original	
Lab 6	2.0	6/29/04	
Lab 7	2.0	4/30/99	
Lab 8	2.0	4/30/99	
Lab 9A	1.1	Original	
Lab 9B	2.0	4/30/99	
Lab 10	2.0	4/30/99	
Lab 11	2.0	5/29/03	
Lab 12A	3.1a	11/05/02	
Lab 12B	1.1	Original	
Lab 13A	2.0	4/30/99	
Lab 13B	2.0	4/30/99	
Lab 14	1.1	Original	
Lab 15	1.1	Original	
Lab 16	2.0	4/30/99	
Lab 17	1.1	Original	
Lab 18	1.1	Original	
Lab 19A	1.1	Original	
Lab 19B	1.1	Original	
Lab 20	2.0	4/30/99	
Lab Q Ref	2.3e	05/30/05	

Instrument Rating CBI Course

DVD-ROM List KC-289

DVD-ROM	Version #	Date	Changes
Setup	6.0a	04/15/10	Vista & 64 bit compatible
Labs 1-5	6.0	01/20/10	Vista & 64 bit compatible
Labs 6-11	6.0	01/20/10	Vista & 64 bit compatible
Labs 12-17	6.0	01/20/10	Vista & 64 bit compatible
Labs 18-Final	6.0	01/20/10	Vista & 64 bit compatible

Legacy CD-ROM List KC-299 (Not 64-bit Compatible)

Replaced by KC-289

CD-ROM	Version #	Date	Changes
Setup	5.2	02/16/07	Vista compatible
Lab 1	5.2a	04/19/07	
Lab 2A	1.0a	Original	
Lab 2B	1.0a	Original	
Lab 3	1.0a	Original	
Lab 4	1.0a	Original	
Lab 5	1.0a	Original	
Lab 6	1.0a	Original	
Lab 7A	1.0a	Original	
Lab 7B	1.0a	Original	
Lab 8	1.0a	Original	
Lab 9	1.0a	Original	
Lab 10	1.0a	Original	
Lab 11	1.0a	Original	
Lab 12A	1.2	Original	
Lab 12B	1.0a	01/21/03	
Lab 13	1.2	Original	
Lab 14	1.0a	Original	
Lab 15A	1.0a	Original	
Lab 15B	1.0a	Original	
Lab 16	1.0a	Original	
Lab 17	1.0a	Original	
Lab 18A	1.2	Original	
Lab 18B	1.3	10/15/04	KLN 94
Lab 19	1.0a	Original	
Lab 20	1.0a	Original	
Lab 21	1.0a	Original	
Lab 22	1.0a	Original	
Lab 23	1.3	10/15/04	KLN 94
Lab Q Ref	2.3f	06/30/03	

Commercial Pilot CBI Course**CD-ROM List KC-399**

CD-ROM	Version #	Date	Changes
Setup	5.2(.2)	05/16/07	Vista compatible
Lab A/B	5.2a	05/24/07	
Lab C	1.0	02/19/01	
Lab D	1.0	02/19/01	
Lab E	1.0	02/19/01	
Lab F/G	1.0	02/19/01	
Lab H/I	1.0	02/19/01	
Lab J/K	1.0	02/19/01	
Lab L	1.0	02/19/01	
Lab M	1.0	02/19/01	
Lab N	1.0	02/19/01	
Lab Final	1.0	02/19/01	

Multi-Engine CBI Course**CD-ROM List KC-499**

CD-ROM	Version #	Date	Changes
Setup	1.1	09/17/07	Vista compatible
Disk 1	1.0	02/16/04	
Disk 2	1.0	02/11/04	
Disk 3	1.0	02/11/04	
Disk 4	1.0	02/11/04	

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CESSNA PILOT CENTER

PLEASE WATCH THE CMM *QUICKSTART* TRAINING CD-ROMs

You will find two volumes (2 CDs each) with your CPC Start-Up Package, one for the CPC Manager and one for the CPC Flight Instructors. These valuable tools will help you get up and running quickly by showing you how to register students and how to effectively use the Cessna Multimedia Training System. By using the Course Management Module (CMM) to track students' training, CPCs can increase customer satisfaction, training efficiency and opportunities for profit.

(This could mean more money in your pocket)

Section 1—Sharing The Vision

Cessna Multimedia Training System Mission Statement

To provide Cessna Pilot Centers with a state-of-the-art multimedia training system that will attract and retain students and make them safe, capable pilots who will become long-term members of the aviation community.

When Cessna Aircraft Company restarted single-engine piston aircraft production, we had a clear vision for a new generation in aviation learning. The Cessna Multimedia Training System is more than a curriculum – it is also a marketing tool for your Cessna Pilot Center. It is designed to attract today's highly-qualified and sophisticated prospects, and to significantly improve the retention rate of students involved in the training process.

The bottom line? More students, and more income, for you.

The Cessna Multimedia Training System is based on two essential concepts:

- 1. Make learning fun.** Make the learning process enjoyable and entertaining. Fun is embedded in the students' training – not isolated from it. This holds the students' interest and makes them want to learn more.
- 2. Make training effective and efficient.** Take the best from the ground and flight training we have done in the past, but add new concepts and new technology. This reshaping of the learn-to-fly experience makes it a powerful tool for increased knowledge and safety.

Think for a moment. Who are your students? Baby Boomers who were there at the birth of the 'Information Age' and raised

on television. Even Generation X'ers who teathed on computers and were weaned on sound bites. Would either of these groups sit still for, or be satisfied with, a traditional flight training program?

The Cessna Multimedia Training System combines the best of the computer and video. Using full-screen, full-motion video, it teaches your students the theory behind each concept, explains why it's important to know it, and then demonstrates its application in the air so your students can fully visualize how to apply the knowledge learned. The teaching segments help your students retain the information through interesting, evocative examples, plus aviation humor and numerous memory aids. The computer then playfully tests your students' knowledge, with engaging hands-on questions that keep your students learning, and patiently re-teaches when necessary.

The system harnesses the motivational power of goal-setting by continuously displaying to your students their progress through the course, every time they enter the program. This is critical to the student's own achievement orientation. There is nothing more rewarding than to set goals and see them attained.

In short, your students will stay with the program because they actually enjoy, and look forward to, their ground instruction. That's

because the ground instruction is relevant, practical, and integrated into their flying.

Of course, you can easily track your student's home study progress through their Lab Reports which you will enter into the Course Management Module. You will always know which block each of your students is in, and what their weak areas are.

Plus, if your Cessna Pilot Center is Part 141 approved, the system provides you record-keeping compliance.

This integrated program will deliver to you a student who has, for each flight lesson:

1. Met the knowledge requirement, as evidenced by computer-generated documentation (because the student must answer all the Lab questions correctly before he or she can complete the lesson); and
2. Already seen each new maneuver in the flight lesson explained and demonstrated, and is able to visualize what he or she is to do in the air.

Your students will be ready to gain insights and make associations during their flight lesson, because they will already be familiar and comfortable with what you are teaching

them. Instead of passing out basic information, your role as a CFI will be enhanced and brought to a higher level—you'll be teaching finer points and more precision to students who have learned the basics from the computer. Plus, your job will be safer and more fun, because your students are more knowledgeable.

A new and exciting part of the Cessna Multimedia Training System is the emphasis on Decision Making Skills and Personal Minimums. Research shows that 85% of accidents are caused by the pilot rather than by mechanical failure of the airplane. And most of these accidents are due to poor judgment, not lack of skill. For the long-term benefit of General Aviation—as well as you and your Cessna Pilot Center—it is important to produce pilots who can operate safely in today's and tomorrow's aviation environment.

Cessna is creating the biggest opportunity in General Aviation in this generation, and the Cessna Multimedia Training System is the inspired companion to that opportunity. You and your Cessna Pilot Center are part of a team that is leading General Aviation in the 21st Century, and will make the dream of flight a reality for thousands of new pilots.

Section 2—Demonstrating To Your Prospects

INTRODUCTION

The latest Cessna Pilot Center curriculum for new pilots is the state-of-technology Cessna Sport / Private course leading to either a Sport Pilot or a Private Pilot certificate. The home-study instruction (aeronautical knowledge portion) for this course is delivered online.

For prospective customers walking into your CPC, you may demonstrate the interactive format of this course at any computer connected to the Internet using the following URL:

www.cessnaflighttraining.com/cpcdemo

This demo displays the exact look and feel of the Sport / Private course providing the menu structure of the full course so you can show them the extent of the material they will learn. Your prospects may go through and interact with the fully functional first two lessons in Phase 1. They will see the easy-to-follow material with video clips, intuitive graphics, animations and the Flight Preview video presentations of what they will see during their instruction with the airplane.

You will want to make sure the link to this demo is prominently placed on your CPC's website and include it in your correspondence with prospects.

This demo is meant for you to use when a prospective customer comes to you with questions like:

- What would my life be like if I knew how to fly?
- What do the controls of an airplane do?
- How does your instructional course work?

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Section 3—The Integrated Multimedia Program

INTRODUCTION

Your students are about to embark on one of the most exciting endeavors in their lives - learning to fly. They will find it physically challenging, emotionally and intellectually stimulating, and fun. As you well know, flying gives them the opportunity to develop talents they never imagined they would have.

Do you remember your first flight? Your first solo? Remember the excitement and incredible sense of accomplishment you felt when the examiner welcomed you into the ranks of those who call Lindbergh and Earhart “brother” and “sister”?

But one of the things you probably also remember is the tedium of flight training - of large books that altered the center of gravity of your airplane and appeared to be written in a language other than your own.

What we have developed is a complete ground and flight training program that will lead your student to a Private Pilot Certificate or advanced ratings in a way that's fun. It's a non-traditional learning atmosphere aimed at the new generation of students who may have grown up with MTV or Headline News.

The Cessna Multimedia Training System includes everything a student needs to complete the necessary training, to develop good pilot judgment, and to pass the FAA Knowledge and Practical Tests. It integrates all of that training into an entertaining, organized, step-by-step program. We've designed each lab and each flight lesson to provide the finest and most efficient presentation of information you (and your students) have ever seen. In each learning environment we develop and reinforce the areas of knowledge and pilot operation that are necessary for your students to become safe and confident pilots.

While the Cessna Multimedia Training System has been designed to meet the requirements of 14 CFR Part 141, the flexibility of computer based instruction is ideally suited to meet the training needs of your Part 61 students as well.

This section of the Instructor's Guide describes the components of the Cessna Multimedia Training System and how it functions.

SYLLABUS SCREEN

The syllabus is your guide to helping your students through their learning adventure. It visually helps them know the objective of each lesson and where it fits in the overall program.

And since completed lessons and blocks of learning are “grayed out”, your students will use the syllabus screen to visually track their own progress throughout the training program.

The syllabus follows the building-block theory of learning, which recognizes that each item taught must be presented based on previously learned knowledge and skills. It's designed for you to integrate the training support material, or Labs, with the Flight Lessons, so that your student is exposed to the material that applies to a flight lesson just before the flight.

Labs and Flight Lesson Previews

The core of the Cessna Multimedia Training System is the computer based training program itself. A set of DVD-ROM disks, containing Lab Lessons and their associated Flight Lesson Previews (FLPs), provide complete presentations of all required aeronautical knowledge areas and flight maneuvers. These Labs and Flight Lesson Previews cover the new material to be learned, either for the FAA Knowledge and Practical Tests or to be practiced in the associated flight lesson.

Most Labs are correlated with a specific Flight Lesson Preview to provide an integrated learning environment. Each Lab contains multiple lessons which playfully present information in short segments so your students have the option of watching the entire lesson or just selected subjects. Selecting a Lab presents a “pull-down” menu grouping the lessons so that your students can look at any or all of the lessons within a group, in any order, at any time, as often as they wish.

At the conclusion of each lesson, your students will be asked drag & drop, multiple choice, true/false, matching, and completion questions. The questions are interactive and fun, and provide continuous testing of the subject matter. Students receive immediate feedback to their answers and positive reinforcement when they are correct.

The Flight Lesson Previews provide realistic demonstrations of the flight maneuvers and procedures your students will learn as they proceed through their flight training.

Ask your students to print and bring their Individual Lab Report so that you can review the report on each Lab with them before its associated flight lesson. That way they'll be comfortable with the information covered, and you'll be certain that they're prepared to have a productive flight lesson. You will also use this report to record the student's Lab progress in the Course Management Module (CMM) at the CPC.

THE HOME STUDY PROGRAM

The Cessna Multimedia Training program gives your students the content of the Labs and Flight Lesson Previews. It allows them to prepare for their next flight in the relaxed atmosphere of their own homes. After completing each Lab, they'll answer the questions on their computer and be ready for their next Flight Lesson. The course program and video DVD-ROMs are included in each student kit.

CESSNA HANDBOOK

The Cessna handbook included in each pilot kit provides the content of the Labs in a textual format. It is a handy soft-cover book designed to supplement the training your students receive in the Lab instruction and allows them to take their aviation training with them wherever they go—and review their lessons at home, on an airliner, or at the beach.

Because it is, after all, a book, it does not possess the interactive capacity or teaching devices contained in the computer program, nor does it outline any of the Flight Lesson Previews. And although it follows the syllabus closely, it is not a rehash of the Labs. It was designed, primarily, for people who feel uncomfortable relying on a computer to teach them what they need to know to become a pilot. It also contains additional historical information that's not included in the Labs. It's written in a conversational style since, in the past, many aviation texts have been more of an obstacle to learning than an aid.

INDIVIDUAL BRIEFINGS

At various times during the training program you should personally review your students' overall progress, taking into account the results of their Flight Lessons and Labs. You should quiz them periodically, to ensure that they understand the material, while placing special emphasis on your local flight environment. This is the ideal time for you to encourage them to ask questions, and to make sure they understand where they are in the syllabus and what they can expect to learn next.

EXPANDED BRIEFINGS

In addition to individual briefings, there is a Solo Briefing, a Cross Country Briefing, and a Check Ride Briefing included in the Private Pilot course and a Check Ride Briefing in the Instrument Rating course. During these expanded briefings, you should ask your students questions about their airplane and the local flight environment as well as questions specific to the block of training they've just completed.

You can conduct these briefings as private tutoring sessions in which you and your students discuss each question to be sure that they understand all aspects of the knowledge area.

STAGE PROGRESS QUIZZES

There are three Stage Progress Quizzes in the Cessna Private Pilot training program. "Pre-Solo" is mandatory at Lab 11 prior to the first student solo flight. We've included two optional Progress Quizzes, "Knowing Your Airplane" at Lab 6 and "Cross-Country" at Lab 15, if you'd like additional evaluations. There are also three Stage Progress Quizzes in the Cessna Instrument Rating program. "Attitude Instrument Flying, Enroute Charts, And Weather" at Lab 7, "Navigating On Instruments" at Lab 13, and "Flying Instrument Approaches" at Lab 20. The Commercial Pilot program has Progress Quizzes: "Cross-Country and Night Procedures" after Lab F, "Complex Airplanes and Commercial Maneuvers"

after Lab L, and "Flight Operations and FARs" after Lab N. Each of these is there to help you keep track of where your student is headed with the Aeronautical Knowledge requirements. The questions are drawn from the current FAA Airman Knowledge Test question bank.

COURSE FINAL EXAM

The course final exam - called the Cessna Pilot Center Practice Knowledge Test - is taken from the FAA Airman Knowledge Test question bank, and it's similar to what your students will see when they take the actual FAA Airman Knowledge Test. There are two versions of this test, both on the CPC computer. (Test question answers and explanations are located in the section of this Instructor's Guide entitled "CPC Practice Knowledge Test"; you should take care that these are kept secure so the tests are not compromised.)

After completing Lab Lesson 19, "Reading Weather Reports and Charts" in the Private Pilot course, Lab Lesson 23, "Making Decisions That Lead To Desirable Results" in the Instrument Rating course, or Lab N "Federal Aviation Regulations" in the Commercial Pilot course your students should take the CPC Practice Knowledge Test. This test must be taken at the CPC using the CPC multimedia computer. It contains 60 questions for the Private and Instrument tests and 100 questions for the Commercial test that cover knowledge in all the areas they've studied during their training. All the CPC Practice Knowledge Tests require a grade of at least 80% to pass. When they've finished the test, you should go over it with them and, if necessary, assign whatever areas they need for review. As soon as you're satisfied with their review, you should have them take the FAA Airman Knowledge Test.

STUDENT RECORD FILES

The Course Management Module (CMM) offers you an easy way to keep track of your student's progress in the program. Whether a student is enrolled under Part 61 or Part

141, you should record the student's background information, enrollment and graduation dates, Lab and flight maneuver progress. Detailed information on how to use the Course Management Module is in Section 5 and in your Quickstart training video.

LAB & FLIGHT LESSON PREVIEW TIMES

The following tables show the video times for each Lab and Flight Lesson Preview as a reference for when you're preplanning lessons with your students. The actual time spent on each lab will vary with each student, depending on how much time he or she spends on the questions.

CLEARED FOR TAKEOFF PRIVATE PILOT COURSE

Lesson Number	Title	Lesson Video Times (H:MM)	
		LAB	FLP
1	GETTING TO KNOW YOUR AIRPLANE	0:33	0:32
2	HOW AN AIRPLANE FLIES	0:47	0:20
3	LEARNING MORE ABOUT YOUR AIRPLANE AND ITS ENVIRONMENT	0:59	0:25
4	USING AND NOT ABUSING AIRPORTS, MICS, AND ANGLE OF ATTACK	1:23	0:13
5	LEARNING MORE ABOUT YOUR AIRPLANE	0:58	0:18
6	FLIGHT INSTRUMENTS AND FLYING "BLIND"	0:48	0:21
7	AIRPLANE LEGALITIES AND LIMITATIONS, TAKEOFFS, AND LANDINGS	0:44	0:18
8	AIRSPACE AND WEATHER MINIMA	1:05	0:09
9	CHARTS, HAZARDS AND EMERGENCIES	1:32	0:17
10	RULES TO LIVE BY	0:47	—
11	LEARNING HOW TO MAKE GOOD DECISIONS	0:30	—
12	PREPARING FOR YOUR CROSS COUNTRY FLIGHTS	1:35	—
13	BASIC NAVIGATION PROCEDURES	1:27	0:09
14	ELECTRONIC HIGHWAYS	1:09	0:14
15	MORE ON RADIO NAVIGATION	0:40	0:14
16	PLANNING AND DECISIONS FOR YOUR CROSS COUNTRY FLIGHTS	0:41	0:18
17	FLYING AND THE HUMAN BODY	0:59	0:13
18	WHETHER IT RAINS OR SNOWS IT'S WEATHER	1:20	—
19	READING WEATHER REPORTS AND CHARTS	1:36	—
20	DEVELOPING YOUR DECISION MAKING SKILLS FOR CROSS COUNTRY FLYING	0:15	—
	CPC FINAL LAB	0:16	

**CLEARED FOR APPROACH
INSTRUMENT RATING COURSE**

Lesson Number	Title	Lesson Video Times (H:MM)	
		LAB	FLP
1	USING YOUR INSTRUMENTS TO SEE OUTSIDE	0:32	0:20
2	MAKING YOUR GYROS WORK FOR YOU	0:49	0:12
3	RADIO NAVIGATION AND YOUR MAGNETIC COMPASS	0:44	0:07
4	IFR ENROUTE CHARTS, COPYING A CLEARANCE, AND BEING ORGANIZED FOR IFR FLIGHT	0:37	0:03
5	WHETHER OR NOT IT'S WEATHER	1:14	0:06
6	DEALING WITH INSTRUMENT FAILURES AND UNUSUAL ATTITUDES	0:20	0:25
7	READING THE WEATHER	1:51	
8	USING YOUR VORs, AND IFR DEPARTURES	0:46	0:18
9	USING ADF AND RMI NAVIGATION	0:38	0:08
10	IFR DEPARTURES AND THE AIRSPACE SYSTEM	1:10	0:09
11	HOLDING PATTERNS AND WEATHER MINIMUMS	0:48	0:10
12	USING YOUR GPS AND DME, AND FLYING STARS	1:15	0:17
13	APPROACH CHARTS	1:04	
14	WHAT YOU NEED TO KNOW ABOUT RULES, PLUS LOCALIZER COURSES, AND COURSE REVERSALS	0:42	0:14
15	ILS APPROACHES—THE CROWN JEWELS OF IFR FLYING	1:23	0:17
16	LOCALIZER AND LOCALIZER TYPE APPROACHES	0:33	0:22
17	CLEARANCES, ATC SERVICES, AND VOR AND VISUAL APPROACHES	1:07	0:15
18	USING GPS AND RNAV FOR A COMPLETE IFR FLIGHT	0:48	0:25
19	EXPEDITING ARRIVALS, RADIO FAILURE, AND NDB APPROACHES	0:39	0:18
20	PROCEDURES AND RULES FOR CROSS-COUNTRY FLYING	0:52	
21	PLANNING YOUR CROSS-COUNTRY FLIGHT	0:39	
22	IFR SAFETY TIPS AND TOOLS	0:42	
23	MAKING DECISIONS THAT LEAD TO DESIRABLE RESULTS	0:18	
24	FLIGHT LESSON 24		0:43
F	CPC FINAL LAB	0:18	

**CLEARED FOR HIRE
COMMERCIAL PILOT COURSE**

Lesson Number	Title	Lesson Video Times (H:MM)	
		LAB	FLP
A	CROSS-COUNTRY PLANNING	0:35	
B	SECTIONAL CHARTS	0:09	
C	RADIO NAVIGATION AND FLIGHT INSTRUMENTS	1:26	
D	AIRSPACE AND WEATHER MINIMUMS	0:45	
E	WEATHER	1:56	
F	WEIGHT AND BALANCE	0:44	
G	AERODYNAMICS	1:01	
H	STEEP TURNS	0:22	0:04
I	CHANDELLES	0:22	0:03
J	LAZY EIGHTS	0:20	0:04
K	EIGHTS ON PYLONS	0:21	0:05
L	AIRCRAFT PERFORMANCE	1:34	
M	FLIGHT OPERATIONS	1:37	
N	FEDERAL AVIATION REGULATIONS	0:56	
FINAL	YOUR FINAL LAB	0:27	

Section 4—Showing Your Students How To Use The Multimedia Program

INTRODUCTION

As you already know, the computer-based instruction program is the core of the Cessna Multimedia Training System. In this section, we'll discuss how to show your students how simple and easy the Cessna Multimedia Training System is to use.

It will be especially helpful to your students if you're familiar with the program, with the information provided, and how it's taught. To do that, you'll need to be registered in the system as an instructor. Get with your Chief Instructor, or the manager of your CPC, to find out how to register. It's easy to do - and fun.

INSTALLING AND USING THE HOME STUDY COURSE

Your customers will study the program on their own computer. And if they are using a portable computer, they can study anywhere they want. They just need to make sure they have the correct disk(s) for the Labs/Flight Lesson Previews they plan to study.

Starting up is easy. Just insert the setup disk and follow the simple installation instructions. Your customer will need to activate their course using an Internet connection or the alternative phone procedure. Note: The customer's course is independent of the Course Management Module (CMM) installed on your Cessna Pilot Center's computer.

When customers have completed a lab in their course, they will want to print their Individual Lab Report and take it with them for flight or ground lessons at your Cessna Pilot Center. You will use that report to update the customer's record in

the CMM. (See the Course Management Module Section 5 of this Instructor's Guide for details of enrolling a customer and updating their records.

THE MAIN SCREEN

After starting their the Cessna Multimedia Training System program, your student will see the Main Menu or syllabus screen showing all the Lab and Flight lessons in their course. In the upper left corner, the screen is personalized with your student's name, and records his or her entire training schedule with all the Labs and Flight Lessons that make up the training syllabus.

Your student begins and ends each session on the main screen. Each screen in the program is designed in such a way that the next logical step to any session is activated by the button in the lower right (which could read, "Proceed with Lesson", "Next Question" or "Lesson Menu", depending on where your student is in the program). Your student can end the program, and close the records, by clicking on the "Save and Exit" button at the lower right of the main screen.

"CLICK HERE TO START" BUTTON

When your student first opens the Main Menu, he or she will see a bright red button at the beginning of the course syllabus path. That button, labeled ***"Click HERE to Start,"*** starts a short video presentation that tells your student how to use this course. That button remains on the screen in case a student wants to review it again, but it turns gray after that segment has been viewed once.

SELECTING A LAB

When your student clicks on a Lab icon, a pull-down menu will appear showing one or more subject areas that make up the Lab. After selecting a subject area, the program will request the correct DVD disk needed for that subject (if it is not already in the drive).

Lesson Menu Screen

When your student clicks on a subject, he will see a "Lesson Menu" screen showing all the lessons that make up the subject area. A Skyhawk will "fly down" the screen and "land" at the next lesson - whether that's the first lesson (for an initial visit to the subject area) or the next lesson that has yet to be completed. We recommend that your students explore the subject areas, and the lessons, in the sequence they are presented, since each lesson often contains material necessary to understand concepts that follow (the building block method).

Your student can select the recommended lesson by either clicking on the lesson name or the "Proceed With Lesson" button. Normally, any time your student wants to leave a screen or continue on to the next logical portion of the program, he can click on the icon in the lower right of the screen. Your student can explore a lesson different than the one offered by the Skyhawk simply by clicking on the lesson he wants to view, and can always return to the Main Menu from the "Lesson Menu" screen by clicking on the "Main Menu" button.

Preview Screen

When a lesson begins, a preview screen that describes the lesson objectives is displayed. The program uses this time to load the video. When video loading is finished, the "Proceed With Lesson" button will appear indicating the lesson is ready to view.

Video Teaching Segment

Your student can start, pause, or stop the video at any time and drag the progress indicator to any portion of the segment.

Question Screen

When the video segment ends, the first in a series of questions for that lesson appears. These questions are presented in a variety of interactive formats. Most of them involve moving the mouse and clicking the left button to activate video, audio, or animations - and to make selections. Some questions may direct your student to "drag" an object in order to make answer selections. To "drag", your student places the cursor on the first object, depresses and holds the left button, then moves the mouse to the desired spot where he or she releases the left mouse button. Sometimes your student will be asked to drag the head of an arrow to the appropriate spot in the same way.

Some questions may require multiple choices of statements or graphics for a complete answer. In these cases, after pointing the mouse at the selection and clicking on it, your student will need to click on a "Done" button to let the program know they're finished - but not all multiple choice questions require a "Done" button.

If your student selects insufficient items for a multiple choice question, they'll see a prompt telling him that they've not completely answered the question. At that point, your student can click the "OK" button in the prompt box which allows them to resume answering the question.

A chime indicates that the question was answered correctly, and the "Next Question" button at the bottom right turns from gray to bright blue - this means that

the button is now active and your student can click it to move on to the next question. Buttons that are inactive will remain gray until they can be used.

After a question is answered correctly, a box confirming or explaining more about the answer may appear on the screen. Your student can remove the “Correct Answer” box and examine the question screen by clicking on the “X” (close) button in the upper right hand corner.

Should your student answer a question incorrectly, he’ll hear a “twang” sound, and an explanation box will appear. After reading the explanation, your student clicks on the “close” button or the “OK” button below the text, which brings up a brief video clip covering the material he needs to review in order to answer the question correctly. Since some explanations are lengthy, your student might need to scroll down to the bottom to find the “OK” button. During the video clip, your student may pause, fast forward or review the material at any time, as well as exit the clip using the buttons at the bottom of the viewing screen.

When the video clip is finished, the program will return your student to the incorrectly answered question. The “Next Question” button remains gray and your student cannot proceed to the next question, until he answers this question correctly. However, the student may return to a prior question or to the Lesson Menu at anytime.

There are three other buttons adjacent to the “Next Question” button: the “Lesson Menu” button, which whisks your student back to the Lesson Menu screen at any time; the “Review Lesson” button which allows your student to view that lesson’s entire video segment again; and the “Prior Question” button which transports them back to the previous question. (On the first question screen this button will be gray since there is no prior question.)

At the lower left of the question screen there’s an indicator that allows your student to see how many questions are in this lesson and which question they’re on.

After your student answers all the questions in that lesson correctly, the last question screen displays the “Lesson Menu” button in the lower right. Clicking on the “Lesson Menu” button takes your student back to the Lesson Menu screen. At the Lesson Menu screen, a checkmark will appear in the box to the left of the lesson title, the title will turn green, and the date your student completed the lesson will appear immediately underneath the lesson title.

Your students may occasionally see a “Legends and Lore” biplane appearing on the Lesson Menu screen after completing a lesson. Clicking on “Legends and Lore” will offer them a brief bit of aviation history or information that relates to the material they’ve just seen.

Once your student completes all the lessons in all the subject areas of a Lab, the Lab icon on the Main Screen will turn gray. This gives your student continuous visual tracking of the Labs completed.

Even after the Lab is finished, your student can return to the lessons and re-take the material at any time. In this case, your student will need to click on the lesson he wants to take. (Since all the lessons have been completed at an earlier time, the “Proceed With Lesson” button would take your student back to the Main Menu.) If a student retakes a Lab, the latest date the Lab was completed shows on the Lesson Menu screen.

SELECTING A FLIGHT LESSON

When your student clicks on a Flight Lesson icon, a pull-down menu will appear showing two subject areas: “Flight Preview” and “Flight Training.”

When your student clicks on a “Flight Preview,” a Flight Lesson Menu will appear showing the area(s) that comprise the Flight Lesson. Just like in the Lab lessons, a Skyhawk will fly down and offer the next section not completed. Your student can select that section by either clicking on its name or the “Proceed With Lesson” button

at the lower right of the screen. If they want to explore a different section than the one indicated by the Skyhawk, your student simply clicks on the section they want to view. As before, to return to the Main Menu, your student can click on the “Main Menu” button at the lower left.

Flight Preview Screen

The first area is titled “About This Lesson” and includes four sections:

1. **Lesson Objectives** - When your student clicks on “Lesson Objectives,” they will see a screen showing a description of the Flight Lesson objectives, and hear them explained by background audio. Your student can exit this screen at any time by clicking on the “Lesson Menu” button, which takes them back to the “Flight Lesson” menu screen.
2. **What’s New This Flight** - By clicking on “What’s New This Flight,” your student views a screen showing a list of the maneuvers that he or she will be introduced to in this Flight Lesson. The list can also be printed by clicking on the print icon in the lower left of the screen. Clicking on the “Lesson Menu” button will return him to the “Flight Lesson” menu screen.
3. **Let’s Review** - If your student clicks on “Let’s Review,” they’ll see a screen depicting a list of the previously introduced maneuvers to review this Flight Lesson. (This feature is not applicable to Flight Lesson 1.) As before, this list can be printed by clicking on the print icon in the lower left of the screen. Clicking on the “Lesson Menu” button in the lower right will take him back to the “Flight Lesson” menu screen.
4. **Completion Standards** - When your student clicks on “Completion Standards,” they will view a screen that describes the Flight Lesson completion standards, and hear

them explained on audio. Your student can exit this screen at any time by clicking on the “Lesson Menu” button, transporting them, once again, to the ever-popular “Flight Lesson” menu screen.

Most Flight Lessons contain a second area titled “Flight Lesson Preview.” This contains (amazingly enough) a video preview of your student’s next flight lesson. The “Flight Lesson Preview” consists of one or more lessons and introduces the new maneuvers that your student will discover in the flight portion of the lesson, as well as techniques and insights to help them learn the new maneuvers efficiently.

When your student clicks on a lesson under the Flight Lesson Preview title, they will first see a preview screen with the description of the maneuvers in this portion of the flight. Your student may then click on the “Proceed With Lesson” button will and control the video in the same manner as the Lab segments.

Flight Training Screen

When your student clicks on the “Flight Training” selection, they will see a screen that contains all of the syllabus items for that Flight Lesson. They may want to print it to use during the preflight briefing.

When your student finishes viewing the “Flight Preview” items for a Flight Lesson, the icon will grey out.

The yellow arrow above a group of Lab and Flight Lesson icons (the syllabus steps) will not turn gray until all those icons in that step are gray and all the changes are saved when you exit the screen.

SELECTING A PROGRESS CHECK

By clicking the “Progress Check” icon, your student will view a screen that lists all the items to be evaluated. Clicking on the “Print” button in the lower left can print these items, and the screen can be exited by clicking on the “Main Menu” button.

GIVING FEEDBACK

Students are encouraged to give feedback to King Schools and Cessna about the program, video segments and questions. Providing they have an Internet connection, they may click on the “Feedback” button at the bottom of the screen which will link to an input screen at King Schools.

PRINTING LAB AND FLIGHT LESSON REPORTS

Finally, by clicking the “Reports” icon, your student can print detailed information about individual Labs or Flight Lessons. (More information about the content and use of these reports is in Section 5 “Using the Course Management Module.”)

The student can choose whether to print a Lab report only, a Flight Lesson report only, or both, and then choose which Lab or Flight Lesson (by number) to print.

You will ask your student to print the individual report as they finish a lab and bring it to their corresponding flight lesson. You will use that report to identify and review areas of difficulty and record the lab completion in the Course Management Module.

We have designed the Cessna Multimedia Training System to be the most fun and effective pilot training course ever produced, and we’ve tried to make “ease of operation” our mantra. We believe that we’ve succeeded, and we hope that you agree.

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Section 5 - Using The Course Management Module

INTRODUCTION

Included in the Cessna Multimedia Training System you'll find one of the most powerful management tools available. The Course Management Module (CMM) not only tracks your students' progress, but it allows you, the instructor, and your flight school management to print out a variety of reports and generate information that will help the CPC manage its business and retain students.

You'll find that another marvelous feature of the CMM is its ability to track and report the required information and reports for FAR Part 141 schools. These include enrollment certificates, graduation certificates, student training records and instructor qualification and training records. This automated, up-to-the-minute tracking frees you to do what you do best: teach students to fly.

As a CPC flight instructor, the system depends on your intimate knowledge of the Labs and Flight Lesson Previews (FLP). For maximum benefit, you should review the Lab and FLP prior to teaching the associated lesson for the first time.

LOGIN

To start the Course Management Module, double-click on the Cessna icon labeled "CMM". Type in your Login Name and Password (selected when you registered in the program as an instructor or as the Program Administrator), and when you click [OK], you're ready for business at the CMM main menu. The four buttons under "Student Records" are the ones you'll use to manage your students' progress: [Students], [Flight Lessons], [Reports and Forms], and [Add New Student].

STUDENT ENROLLMENT

One of your most important tasks is enrolling a new student pilot. We strongly recommend that you do this as soon as the kit is purchased and before your new student leaves the CPC. Completing the

enrollment process varies slightly depending on whether the student's home-study software is Version 6.0 or an earlier version.

Note: For pre-version 6.0 student software your student will not be able to activate their home-study course beyond Lab 6 unless the enrollment process is completed.

To enroll a new student, click on the [Add New Student] button, and the "Enroll New Student" screen will appear.

Enroll New Student Screen

The first field you see at the top left is the "Enrollment Date" which defaults to the current date. You may change this date if necessary.

The next field down, "Enrollment No", is normally your first entry when you enroll a new student.

Note: For version 6.0 student software: you'll find the alphanumeric "number" printed on the Password sticker attached at the top of the Cessna Software Installation card in the front of the software disk binder.

Note: For pre-version 6.0 student software: you'll find the alphanumeric "number" printed on the Enrollment Card (color 4x6) that came in the student's kit.

When you've finished enrolling the student, make sure the enrollment number remains in the student's kit (Cessna Software Installation card with Password sticker or the 4x6 Enrollment card). The student needs the enrollment number to install the program on their computer.

After you enter the student's first and last name, the CMM will suggest a Login Name: the first letter of the student's first name plus the first 7 letters of his or her last name. If the student prefers a different Login Name, they can change it at this time, but it must have between 4 and 8 letters.

Enter the student's street address, city, state, and zip code. Also enter the student's Airman Certificate Number (Student Pilot Certificate number for the Private Pilot course), if the student has one. Email, phone and fax numbers are optional.

If you'd like to assign the student to an instructor at this time, click on the down arrow at the right side of the Instructor field, and choose the instructor's name from the dropdown list. Assigning an instructor lets the program sort students by instructor in the student status reports. If you don't want to assign an instructor now, you can assign one later by editing the student's information.

In the "Course/Part Status" block at the upper right, select the appropriate course for the student by again clicking on the down arrow to get the dropdown list of courses. Next, select whether the student is enrolling as Part 141 or Part 61. Make sure your Part 141 students are correctly entered so the program can produce the required Part 141 reports.

If your student already has a medical certificate, you can enter the class and issuance date now; otherwise, you can add it later.

To complete the enrollment, your student will need to enter a password in the appropriate block and retype it on the Verify block immediately below.

Note: The login and password while required for CMM enrollment are only used if the customer studies at the CPC.

All the fields that are required to complete a student's enrollment are marked with an asterisk (*). When you and the student have filled in all the required fields, click on the [Submit] button. If your computer is configured with an always-on Internet connection, or you are already logged on, your computer will connect to the King Schools server to process the enrollment.

If your computer is not logged on, but your CPC has an Internet account on that computer, the program will launch the Internet connection when you click on [Submit]. You may, however, have to enter a User Name and Password to login with your Internet Service Provider (ISP). You should check with your CPC administrator to learn your local log-on procedures.

If there is a problem with the enrollment—most likely related to the enrollment number—you will get instructions that help you correct the problem. But in most cases, you will get a "Enrollment Successful" message followed by a short Demographic Survey questionnaire.

Demographics Questionnaire

The information requested in the Demographic Survey questionnaire is very important to the network of CPCs, to Cessna and to the flight training industry, but the questionnaire is entirely optional—your student may elect to skip it. They may feel uncomfortable having you fill out this information, or with you looking over their shoulder, so you might consider leaving for a few minutes to allow them to complete the questionnaire in private.

Any demographic information will be used only in the aggregate—none of the information is attached to your student's name. It will allow the industry to determine who, by common demographics, are likely candidates to learn to fly. When more pilots are actively involved in general aviation, more products and services can be made available to them—and you, the flight instructor, will have additional opportunities to fly and, perhaps, see your income grow.

When your student has finished the demographic survey, and clicks on [Submit], the computer will record the information. It then thanks you. Click the [Close] button in the upper right hand corner to close the browser.

If your student does not want to fill out the demographic questionnaire, have him or her simply click the [Close] button in the upper right hand corner to close the browser.

Note: For pre-version 6.0 student software the program will now automatically check for this student's progress on the Daily Automated Exchange server. If any progress is found, it will be downloaded to the CMM.

You'll find a checklist at the end of this section covering the steps to enroll a student, activate the student's home study version of the program, and enable the CMM to track the student's progress. You may access the Instructor's Guide in the 3-ring binder hard copy or electronically by

clicking on the [Instructor's Guide] button on the main menu.

STUDENT INFORMATION

Click the [Students] button on the Main Menu to get the Student Information screen. As a flight instructor, if you click on a student's name in the Student Information screen, you activate the [Update Data], [Progress], [Test Scores], [Edit], and [Add Course] buttons. If your students are using the version 6.0 software, your Chief Flight Instructor or CPC Manager may contact Technical Support and request a CMM patch that will additionally allow flight instructors access to the [Give Credit] button to use for updating student Lab study.

Update Data Button

Note: For pre-version 6.0 student software if you find the CMM isn't showing a student's current Lab and Flight Preview progress, you can perform a single student update by highlighting the student's name and clicking on the [Update Data] button. You will get the latest data stored on the King Schools server.

Note: Students using version 6.0 software do not post data to the exchange server so there will be no information to download.

Progress Button

When you click on the [Progress] button, you can see at a glance which Labs and Flight Lessons are shown as completed for your student. Depending on the student's software version, the Lab icons will display grayed-out through the Daily Automated Exchange or when updated at the CPC from the student's Individual Lab report. The Flight Lesson icon will turn gray after the student has viewed the Flight Lesson Preview and the instructor has marked all items in the actual Flight Lesson as completed.

The horizontal yellow arrow above a group of Lab and Flight Lesson icons (one of the syllabus steps) will not turn gray until all the icons in that step are gray.

Edit Button

You can use the [Edit] button at the bottom of the “Student Information” screen to make changes or to add more information to your student’s record. You will use the [Edit] button for assigning a new instructor, updating the student’s medical date, address changes, etc. When you edit a student’s information, you’ll notice that the student is shown as “Active” at the bottom of the screen. The status may be changed to “Graduated”, “Transferred”, or “Terminated” as appropriate. However, the program will not let you mark a student as “Graduated” if that student has not finished all the elements of the course.

Test Scores Button

Clicking on the [Test Scores] button lets you enter the results of the student’s FAA Knowledge and Practical Tests. CPCs with Part 141 self-examining authority should enter the date the student completed the Final Progress Check instead of a FAA Practical Test. Make sure you also check “Pass”. Both tests must be recorded as complete for the program to process a student graduation.

If a student has passed the FAA Knowledge Test, but not taken the CPC Practice Knowledge Test (also required by the program to process graduation), the Chief Flight Instructor may give a student credit for the CPC Practice Knowledge Test. The Chief Flight Instructor does this by clicking on the [CPC Test] button and then checking the “Give Credit” box.

Add Course Button

You click on the [Add Course] button to enroll a current student in a new course. You will need to enter an enrollment number for the course you are adding. Also make sure you check Part 141 or Part 61 as appropriate. After you add a new course, you will see this student’s name listed for each course he is enrolled in, with the course identifier after his name: PVT, IFR, etc.

Give Credit Button

The [Give Credit] button enables the Chief Flight Instructor to give credit for Labs and Flight Previews to a student transferring in from another flight school. (Note: If the student is transferring from another Cessna Pilot Center, the training records will be available on the King Schools server. The Chief Flight Instructor must contact King Schools to gain access to them.)

To credit a Lab, the Chief Instructor clicks on the [Give Credit] button, and if not already selected, he clicks on the “Lab Credit” tab. Clicking on a Lab number at the left brings up the list of lesson groups for that lab with check boxes. Checking all the lesson groups for a lab and then clicking on the [Save Lab Credit] button completes credit for that lab. A credited lab’s icon will now be gray on the “Progress” screen.

Note: For those students using version 6.0 home-study software, CPC administrators or flight instructors (with the proper CMM patch installed) use the [Give Credit] button to record lab completion in the CMM.

Crediting a Flight Lesson is a two-step process. The Chief Instructor must first credit the Flight Preview using the [Give Credit] button and then credit the Flight Lesson using the [Flight Lessons] button on the main menu. To credit the Flight Preview, the Chief Instructor selects the Flight Preview tab at the top of the page, and then clicks on the desired Flight Preview number. To complete the credit he must click on the [Save Flight Preview Credit] button at the bottom of the screen. Notice that the Flight Preview number disappears, but the flight lesson icon on the Progress Screen won’t gray out until the flight lesson is also credited.

The two-step procedure gives the Chief Flight Instructor an opportunity to review each of the maneuvers in a flight lesson he is considering for credit so he can evaluate any items he feels should be included in the student’s training. A completion date cannot be recorded in the student’s training

record, nor will the Flight Lesson icon gray out, until all items in “Improving Your Skills” and “New This Flight” are marked as completed.

If you make a mistake entering the Lab or Flight Preview credits, you can undo part or all of the entries *before you save the student's record in the database*. **However, once either the [Save Lab Credit] or [Save Flight Preview Credit] button is clicked, the credit given cannot be revoked.**

Purge Button

The Chief Flight Instructor or Program Administrator can remove a student from the database by highlighting student's name and then clicking on the [Purge] button. A message will prompt you to be sure this is what you want to do. Once a student is purged, all the student's records are deleted from the database—including name and address. **These records are not recoverable.**

If you wish to retain a record of this student, print out a copy of the student enrollment and training record from the “Reports and Forms” screen. Do this, of course, before you purge the student.

REPORTS AND FORMS

To view or print student forms and reports, click on the [Reports and Forms] button on the CMM main screen. This will take you to the “Reports and Forms” screen in a Windows Explorer-style format with a tree-view structure on the left side. You can expand or collapse the branches of the tree by clicking on the “+” or “-” boxes. When you open “Reports and Forms,” it defaults to the Private Pilot course. You can select a different course by using the drop-down list at the upper left. When you do that, you will be able to see the reports and forms associated with that course.

There are a variety of reports you can access. Some are for tracking the status of individual students, and some are for analyzing all the students at the CPC. Samples of these reports and forms are at

the back of this section. You select a report or form by clicking on its title at the left. The report or form then appears in the viewer in the right-hand pane. Some reports and forms require that you select a specific student. The program will tell you if you need to select a student before you can activate the report. You select the student's name with the drop-down list to the right of the course drop-down list.

If you want to access more than one report or form, just click on the additional reports and/or forms you wish to see and they'll be activated. (Please allow sufficient time for each report/form to be created in the viewer before clicking on an additional report or form.) You will only see one report at a time, but you can use the left and right arrows at the top of the viewer to scroll through each active report or form. You can also click on the report icon in the tree-view to navigate back to that report.

You can tell which reports are open because they'll have a magnifying-glass icon next to the report name in the tree-view structure.

Viewer Controls

When you have activated a report or form in the viewer, you have two sets of tools to control what you see or print, one set at the top left corner of the screen and the other just above the viewer.

Starting at the upper left corner of the screen, you'll see a [Wide View] button. You click that button to spread the viewer across the full width of the screen and hide the tree-view structure. If you have selected Wide View, then clicking the [Wide View] button again restores the tree-view structure.

Just to the right of the [Wide View] button is a [Clear Viewer] button that, when clicked, clears the viewer of any reports and forms you have activated. You may find it useful to clear the viewer before you activate additional reports, especially to eliminate any confusion if you are going to print them.

When you click the [Print] button, you'll see a standard "Print" dialogue box for printing activated reports. If you have activated more than one report or form in the viewer, you can print all or choose the pages you want to print. The pages print in the order in which you selected the active reports and/or forms.

When you click the little down arrow just to the right of the [Print] button, you'll see a menu item: "With Continued Items." You will see "With Continued Items" enabled only when you have selected a flight lesson and there are previous flight lessons with one or more continued items. If you click on "With Continued Items," all the flight lessons that have continued items become active in the viewer. Again, since you have multiple reports activated, you may print all of them or select the pages you want.

If you click on the [Help] button, you'll open the CMM Help screen. If you click on the little down arrow to the right of the [Help] button, you'll get a drop-down list of the Help options: "What's This?", "FAQ", and "Help".

Export Report Button

The button with an envelope-shaped icon at the left of the "Viewer" tool bar may be used to export data from the CMM to other file formats. When you click on the [Export Report] button you get an "Export" dialogue box with two drop down lists. The first list labeled, "Format," gives you choices of exporting report data in several application file formats or as comma, character, or tab-separated values. The "Destination" drop-down list below "Format," allows you to choose either "Disk file" or "Application".

If you want to export the data to a file, you would choose "Disk file." But if you want to work on the data immediately, you would choose "Application." Then, after clicking [OK], the CMM will open the program for the file format you have chosen with the data imported into a new file.

If you choose "Application" as a destination and a format associated with a program

that you do not have installed on your computer, you'll get an "Open with..." dialogue box that has a list of all the programs currently installed. You may also get the "Open with..." dialogue if you choose a generic separated value format and "Application". In either case, you may choose any program compatible with your selected format or choose another file format.

Compatible destination program formats include recent versions of Adobe Acrobat, Microsoft Excel and Word, and Lotus 1-2-3.

Viewer Navigation

The field to the right of the [Export Report] button has a drop-down list for zoom control that allows you to display the report or form at a percentage of its actual size.

You also have buttons to use for navigating between multiple activated reports and to search for text. The left-pointing arrows take you to either the First Page or the Previous Page and to the right go to the Next Page or the Last Page. The field between shows the page you're on.

If you click on the binoculars at the right end of the viewer tool bar, you will open a search window that you can use to find text in any active report or form.

REPORTS AND FORMS FREQUENTLY USED BY INSTRUCTORS

There are several reports and forms that instructors access on a regular basis and others that are primarily of interest to the Chief Flight Instructor or the CPC's management. The following reports and forms are those a flight instructor will use more frequently.

Enrollment And Graduation Reports

The ***Pilot Registration Record*** is a form with the information from your student's enrollment already filled in. It also has blanks where you can (on a printed copy) note any additional information that you'll

want to track as the student progresses through his or her training. You'll find keeping a paper copy in your student's file a handy source for contact information.

When you click on this form, if you haven't already selected a student you'll be prompted to select the student you want. In that case, click OK on the reminder and select the student from the drop-down list at the top of the page. Then click again on the desired report or form, in this case the *Pilot Registration Record*.

You can print ***Enrollment and Graduation Certificates*** by selecting your student's name from the drop-down list box. If your CPC is a Part 141 school, you'll probably want to print out two copies, one for the school and one for the student.

Clicking on the ***8710-1 Airman Certificate Application*** form gives you the first page of that familiar FAA form with much of the required data already filled in.

When your student is ready to take the checkride, just click on the "8710-1 Airman Certificate Application" icon in the tree-view. The first thing you may notice when the form comes up is that it is not in the viewer and you don't see any of the viewer control buttons. At the top left of the screen you will see a [Save 8710] button for saving any data you have added or edited, and a [Print 8710] button.

The program automatically enters the Certificate or Rating the student is applying for, checks "Airplane Single-Engine Land", fills in the student's name and address, current Pilot Certificate information, Medical Certificate, Medical Certificate information, and student pilot flight time (including night landings) data. You will need to fill in the other required blocks. You will need to edit the data of a Private course student pilot who has logged flight time from other sources. For pilots completing the Instrument and Commercial courses, you will need to fill in all the flight time data.

If you edit or enter data in any block on the form, make sure you click on the [Save 8710] button before you exit the form. Otherwise the data reverts to what you saw when you first opened it.

When you are ready to print the 8710, click on the [Print 8710] button. Since the FAA wants the 8710 form printed on both sides of the paper, you will get a message telling you to turn the paper over before printing page two. When the printer is ready for the other side, click [Continue]. By the way, while you're at it, print two copies—one for the student to submit for the checkride and one for the file.

Lab And Flight Lesson Reports

You can print individual Lab Reports to check on your student's Lab study progress. When you want to look at or print a student's Lab or Flight Lesson Report, you first select the student and then go to Lab and Flight Reports and select the Lab or Flight you want.

The individual Lab Report lists each lesson in the Lab and the date the lesson was completed. To the right of the completion date, you'll see which questions were missed (if any), and next to the question number, you'll see a number in parentheses that tells you how many attempts the student used to answer the question correctly. You'll find this report a valuable tool to help you identify areas where your student might be having difficulties. ***Note: For students using version 6.0 home-study software, you will want to review the printed report from their home-study course.***

If your student correctly answered all questions in a lesson on his first attempt, you'll see nothing in the right-hand column for that lesson. If you see an entry for questions missed, but there's no completion date, it means that your student started the lesson, but did not finish it.

Before each flight, as part of the pre-flight briefing, make sure that you go over your student's lab results for this flight.

The Lab Question Reference CD (Private and Instrument) has a screen capture of every question in the course specifically designed to give you a quick call-back to a question without going into the CBI program. You can pull questions up on the screen or print them out so you and your student can review them together. Some CPCs have already printed all the questions and keep them in binders for their instructors.

After you review the printed Lab report with your student, you should both sign it and then place it in the student's file folder.

It's a good idea to maintain a paper file folder for students, not just the computer record in the Course Management Module. Paper files serve as a hard-copy backup in case of a computer failure and are ready documentation in case your CPC's Principal Operations Inspector (POI) from the FAA prefers reviewing paper records.

The ***Flight Lesson Report*** is one of the most innovative features of the CMM. The Flight Lesson Report serves as a tailored lesson plan for each flight. It contains much information from the course syllabus—but it is customized for each individual student, based on the information you have entered after each Flight Lesson. Prior to each flight you should print out the Flight Lesson Report and take it with you in the airplane, not only to use as a lesson plan for the flight, but also to mark your student's performance and the flight training hours logged. After the lesson, you should review the results of the flight with your student, and transfer the information to the CMM (using the [Flight Lessons] button on the main menu). This will update your student's training record in the computer.

Each maneuver in the lesson has a "Continued" or "Completed" box to indicate whether or not your student has met the completion standards for that maneuver in that lesson. If you mark a maneuver as "Continued," or leave both boxes blank (indicating that you didn't introduce it in this lesson), it will be carried forward to the

next Flight Lesson. Before you print a Flight Lesson Report, you can look at it in the viewer to see if there are any "Continued" items. If there are "Continued" items, you'll see the number of items near the top of the Flight Lesson Report.

You can view and/or print the "Continued" item flight lessons with the current flight lesson. To do that, click on the drop-down arrow next to the [Print] button at the top of the viewer. You'll see a box that says "With Continued Items". If you click on the "With Continued Items" box, the program will activate all of the previous flight lessons that have continued items in them. Once the flight lessons are activated, you'll be able to look at them using the right and left arrows at the top of the viewer. You'll also be able to print any, or all, of them using the [Print] button and the dialogue box it produces. Of course, if you only want to print the flight lesson you're working on, simply click on the [Print] button at the top of the viewer without clicking the adjacent drop-down arrow.

At the bottom of this report, the CMM notes the number of days since your student completed the associated Lab. We recommend that your student review the Lab if more than 15 days have passed between the Lab and Flight Lesson. The bottom of the report includes blanks to fill in the actual training times spent on the Flight Lesson. After you and your student date and sign the report on the appropriate lines, you should place the report in your student's file.

Training Record Reports

The ***Student Training Record*** maintains a chronological record of your student's training. It lists the dates ground and flight lessons were completed, and the total time spent on each Flight Lesson by type of flight training. For Private students it also tracks the number of night landings and the number of landings at tower-controlled airports. For Instrument students it also tracks the number of instrument approaches by type.

Since this report keeps a running total of all your student's times, along with the minimum required times, you can see at a glance if he's not meeting the FAA graduation minimums in any area.

You'll find a section at the bottom of the report for the Chief Flight Instructor to certify the training records of your student, and a place to indicate if your student Graduated, Transferred or was Terminated from the course. You may also provide your student with a copy of the record if he requests it.

The three **Training Summary** reports show you a student's Lab and Flight Lesson completion dates. As an instructor, you'll most likely want the report of a particular student (**Training Summary – Selected Students**) or a report for all your students (**Training Summary – Selected Instructor**). You'll find the Training Summary reports useful in planning sessions with your students because you can easily see their progress and the time gaps between Labs and Flight Lessons.

Quizzes

You'll find the three Stage Progress Quizzes near the bottom of the tree-view. The "Pre-Solo" quiz in the Private Pilot course is a mandatory part of the Solo Briefing just before Flight Lesson 11. You'll need to augment the questions in this quiz with questions that focus on the specific airplane, environment, and airport where the student will be soloing. Section 6 of this Instructor's Guide offers suggestions for this expanded area.

There are two additional Progress Quizzes in the Private course: "Knowing Your Airplane" (taken after Lab 6) and "Cross-Country" (taken after Lab 15).

There are also three Stage Progress Quizzes in the Instrument Rating program: "Attitude Instrument Flying, Enroute Charts, And Weather" (taken after Lab 7), "Navigating On Instruments" (taken after Lab 13), and "Flying Instrument Approaches" (taken after Lab 20).

The Commercial Pilot program includes three Stage Progress Quizzes: "Cross-Country and Night Procedures" (taken after Lab F), "Complex Airplanes and Commercial Maneuvers" (taken after Lab L), and "Flight Operations and FARs" (taken after Lab N).

Student Pilot Records

The **Solo Endorsements And Certificates Form** is a blank form that you can print out and keep in your student's file. This form helps you keep a record of all the required solo endorsements in one location.

The **Pre-Solo Checklist Form** contains a list of items you can use to ensure that your student has met all the requirements for solo flight training before releasing him for solo. It provides instructor signature and date blocks for certifying the information, and should be placed in the student's file.

FLIGHT LESSONS

Normally you'll use the [Flight Lessons] button on the main menu page to update the activity that occurred during the Flight Lessons. However, you may also print out the Flight Lesson from here for use during the flight, the same as you did in the Reports and Forms section.

As we've already mentioned, if there are continued items from any previous Flight Lessons, you will have the option of viewing the flights with continued items, printing them, or just viewing and/or printing the selected Flight Lesson.

After you finish each Flight Lesson, go to the flight lesson screen, select your student in the proper course, and check each item in the Flight Lesson as "Cont." (Continued) or "Comp." (Completed). If you leave the item blank, you've indicated that the maneuver was not introduced. For your convenience, there is a [Complete All] button at the top of the screen that will instantly mark all items as completed on the page you are reviewing ("New This Flight" or "Improving Your Skills"). Make sure you check off the items not only in "New This Flight", but

also in “Improving Your Skills” (beginning with Flight Lesson 2). You may switch between either list with the appropriate buttons located at the bottom of the screen.

Next, go to the left side of the screen and enter the “Total Lesson Flight Time” and the individual times in the appropriate categories—including (for a Private student) landings at towered airports, or at night, and any Flight Training Device (FTD) time. “PIC” (solo) time is different from “Flight Training” (instructional) time and you should enter each under the correct heading. For the Instrument course there are entries for the types of approaches, conditions of the flight, and whether a PCATD, simulator, or flight training device was used for the training. And in the Commercial course there are entries for “Complex Aircraft” and “Night Solo”. Be sure to click “Save” before you exit. The program will then show the totals for each entry in red.

If you make a mistake and need to decrease an entry after you’ve already saved, simply enter a negative amount in the “Total Lesson Flight Time” and in the appropriate entry or entries as needed.

What do you do when you need more than one flight to complete a lesson? Select the lesson in question and you’ll see that the cumulative times from the previous flight(s) are displayed in the red blocks. Just enter the times for this flight in the appropriate blocks to the left of the red cumulative times. When you click “Save,” the times for this flight will automatically be added to the cumulative times.

By keeping your student’s records up to date at all times, you enable the computer to personalize each Flight Lesson for that student. By promptly entering the information after each flight, you can always see at a glance if your student is meeting the minimum required times for graduation.

INSTRUCTOR’S CORNER

Instructors

The [Instructors] button opens the Flight Instructor Registration screen. The Chief Flight Instructor will use this screen to add new instructors or edit instructor information.

Instructor’s Guide Button

The [Instructor’s Guide] button allows you to have the entire Instructor’s Guide at your fingertips on the CMM computer. Once opened, you can view the document page by page or navigate with the Table of Contents.

Instructor’s Video Button

If you click on the [Instructor’s Video] button, you’ll get a prompt that tells you to insert the Instructor’s Video CD-Rom into your CD drive. When the CD is inserted, the CMM computer will begin playing the Instructor’s QuickStart video. This video gives you a great overview of the program, with detailed tips on common instructor CMM functions.

HELP BUTTON

Now if for any reason you have difficulty with a particular section or you need to know more about the program’s functions, each screen has a [Help] button, which looks like a yellow question mark (?) When you click this button, you’ll have access to the program’s help features.

The main “**Help**” selection breaks down to “**Contents**”, “**Index**”, and “**Search**” window. This is similar to most Windows-based programs’ “Help” features that you’re probably already familiar with.

You’ll also find a **Frequently Asked Questions (“FAQ”)** section. Your support team at King Schools has developed this area using the questions they are most often asked during a technical support phone call.

The “What’s This” section of the program’s “Help” feature enables you to click on the “What’s This” line, roll the question mark it produces to the area you’re uncertain about, and click on it to get more in-depth information about that item.

PROGRAM ADMINISTRATION

Registering Flight Instructors

Once the Cessna Multimedia Training System software is installed, the first thing the Program Administrator should do is register each flight instructor in the Course Management Module. When the flight instructors are registered, the program will be able to sort student status reports by instructor—which is helpful to both the administrator and the instructors. Registered instructors also have access to all courses, and can track their own progress as a student would. We encourage instructors to review each course so they are very familiar with everything their students are learning. This can be accomplished by having the instructor login to the appropriate School Edition program with their Login Name and Password that was entered during their registration.

Instructor Button

To register Flight Instructors, first open the CMM program. To start the CMM, double-click on the Cessna icon labeled “CMM” and enter your Login Name and Password. Click on the [Instructors] button. You’ll see a “Flight Instructor Registration” screen with a list of the instructors who are already registered. This screen has three buttons on the bottom: [Add], [Edit], and [Purge]. The buttons allow you to add or register a new instructor, edit existing instructors’ information, or purge an instructor’s records from the database. If you click on the [Add] button, a screen similar to one instructors use to enroll new students will appear.

The Registration Number comes from one of the Flight Instructor Registration Cards included with each Instructor’s Guide. Each

instructor is assigned a unique registration number and they are not re-usable. If more cards are needed, just give King Schools a call.

The information required to register an instructor is the registration number, his or her first and last names, and his address. The instructor must also have a Login Name—the program suggests the first letter of the first name plus the first seven letters of the last name, but it can be changed if the instructor prefers another. (However, the Login Name allows a minimum of four and a maximum of eight characters—entering less than four or more than eight will result in an “Invalid Login Name” message). The instructor must also choose a Password.

When you click on the [Continue] button, the computer will prompt the instructor to enter a Password. He should choose a Password he is comfortable with, and one he’ll remember easily. After entering the Password, he must retype it to verify that he entered it correctly. When that’s done, click [OK]. If your computer is configured with an always-on Internet connection or you are already logged on, your computer will connect to the King Schools computer to process the registration.

If your computer is not logged on, but your CPC has an Internet account on that computer, the program will launch the Internet connection when you click [OK]. You may, however, have to enter a User Name and Password to login with your Internet Service Provider (ISP).

If there is a problem with the registration—most likely related to the registration number—you will get instructions that help you correct the problem. But in most cases, you will get a “Registration Successful” message.

When finished, click the [Close] button in the upper right hand corner to finish the registration process. The program will let you know that your new instructor has been added successfully.

After the registration is complete, the program returns you to the “Flight Instructors” screen. Close that window by clicking [Close]. To allow the instructor to review the curriculums, close the CMM and have the instructor click on either the “Private Pilot”, “Instrument Rating”, or “Commercial Pilot” icon from the desktop, and then enter his Login Name and Password when prompted. Your instructor can use the program at the CPC to review all the Labs, take the questions, and view the Flight Lessons just as a student would. All they need to do is to select the disk for the Lab desired, insert it into the computer, click on the appropriate Lab icon located on the Main Menu, and then choose the section to review.

REPORTS AND FORMS DESIGNED TO ASSIST CPC MANAGEMENT

The following reports and forms were created primarily to assist a CPC's Chief Flight Instructor or the Program Administrator with making management decisions.

Many of these reports allow you to select the dates for the period you want the report to cover. When you select a report with a selectable date range, you will get a “Records Selection Date Range” prompt with two date fields. These fields default to one year ago and the current date. To change either date in the range, you may highlight and type in a new date or use the drop-down calendar feature.

Enrollment and Graduation Records

The ***Part 141 & Part 61 Monthly Student Enrollment Reports*** provide the names and enrollment dates of current students by either Part 141 or Part 61 and selected course.

The ***Part 141 Graduation Report*** gives you a list of all the Part 141 students who graduated during the previous 24 months. In addition to each graduating student's name and graduation date, you'll see whether the student passed the Practical Test on the first try and the date they

passed the test. At the bottom of the page, you'll see important statistics on this list: “Total Passed Practical Test on First Try”, “Total Failed Practical Test on First Try”, “Number Of Students Graduated This Period”, and finally, saving you the chore of getting out the calculator, “Percent Passed Practical Test on First Try”.

You can use this report to help establish the criteria for issuance (or renewal) of your Part 141 approved school certificate, or to establish that your school is eligible for examining authority.

The next three reports, ***Part 141 Knowledge Test Report***, ***Part 61 Practical Test Report***, and ***Part 61 Knowledge Test Report*** are all formatted the same and will give you the same statistics as the Part 141 Graduation Report (passed, failed, number this period, and percent passed first try). The two Part 61 reports also offer the “Records Selection Date Range” feature so that you can choose any date period you want.

Customer Relationship Management

The ***14, 30, and 90 Day Inactivity Reports*** list students, by course, who according to the CMM have not taken any Labs, Flight Lessons, or CPC tests during the last 14, 30, or 90 days. These reports may be grouped by instructor and will include the students' home and work phone numbers, and the last dates these students were active. You'll find this information invaluable in retaining your students because it helps you quickly identify and contact those who may require additional encouragement in their training—or those who might need the motivation to continue.

The ***Selected Date Inactivity Report*** lets you adjust the interval of the inactivity report and provides the same information as the fixed interval inactivity reports.

The CMM gives you three options for outputting mailing addresses for your students and one for Email addresses. If you select any of the ***Student Name And Address*** options or the one for ***Student Email Addresses***, you are first asked to

select whether you want the information based on either Student Enrollment or Student Inactive periods. After you select one of those two choices, you choose the date range.

The **Active Student Names and Addresses Report** lists the instructor's name, Part 141 or Part 61, and the student's name and address.

The **Active Student Name and Address (export form)** lists the students' names and addresses and allows you to export the form to a text file, Microsoft Office programs, and several other programs that may be installed on your computer.

The **Active Student Name and Address (5160 labels)** form lists the students' names and addresses formatted to fit when printed on an Avery 5160 label sheet.

The **Active Student Email Addresses Report** lists the instructor's name, Part 141 or Part 61, and the student's name and Email address.

There are two kinds of **Archived Students Reports**: "All Students" and "Students Archived More Than 12 Months Ago". These reports provide you with a record of all students who have Graduated, Transferred or Terminated from the course you select. You'll also get the students' home and work phone numbers as well as their assigned instructor and last activity date. The latter report shows you a list of students who have been in this category for more than 12 months. Your Chief Flight Instructor can use it to determine which students' records may be purged from the system.

When a student Graduates, Transfers or is Terminated, the program archives the student and puts the student's records in an "inactive" status in the database. A list of inactive students can be viewed from the "Student Information" screen by clicking on the [Inactive] button. It's a good idea to review this report yearly to remove old files from your records.

Instructor Forms (accessed from Private Pilot course)

The **Chief/Asst. Chief Flight Instructor Annual Training Form** is a blank form that provides a convenient way to track the required annual training dates for the Chief and Assistant Chief Flight Instructor, as required when operating under Part 141 regulations.

The **Flight Instructor Form** is a blank form that allows tracking of the training required under Part 141 for each instructor. The form is divided into four sections and allows the tracking of an instructor's certificates and medical currency, which aircraft he or she is authorized to fly, which courses he's qualified to teach, and the dates of their annual check rides.

Course Information and Completion Reports

At the bottom of the page, there are a number of reports that will help with the marketing efforts of your school. They'll also show you at a glance your school's overall performance. These reports can be loosely broken down into 3 categories. They are **Minimum Time to Completion**, **Student Status** and **School Performance**.

Three reports make up the **Minimum Time to Completion** category. They are "**Least Flight Hours to Completion**", "**Least Days to Completion**", and "**Least Flight Hours to Solo**" (Private course only). These reports can work for you in your school's marketing efforts by showing you the minimum hours it has taken a student to complete a course, the minimum number of days a student has taken to complete a course, and the minimum hours it has taken a student to Solo (Private course). By comparing your school's numbers to the national average and that of your competitors, prospective students can easily see the benefits of your school and the Cessna program. These reports use the date range feature, and show the date range you've entered, the student, minimum time/days to complete a course (or solo), and the instructor.

Three reports make up the **Student Status** category. **“Number of Active Students Registered”** lists the total number of active students registered under Part 141 or Part 61, for the course you’ve selected. The **“Student Starts Form”** uses the date range feature and lists the number of student starts for the course and the dates selected. The **“Percentage Private Continuing for Instrument”** (Private course only) also uses the date range feature. It lists the number of graduated private pilots, and the number and percentage of students who have moved on to the Instrument course at your school.

The third category, **School Performance**, has 7 reports in it. These reports incorporate graphs, giving you a visual representation of the reported data.

“Flight Number Progress by Instructor” lists the flight lesson name, the instructor, and the number of students currently in each lesson.

“Average Graduated Student Hours by Instructor” lists the instructor, the number of graduated students, the average flight hours to complete the selected course, and the course average for all instructors.

“Average Graduated Student Days by Instructor” lists the instructor, the number of graduated students, the average days to complete the selected course, and the course average for all instructors.

“Average Hours to Solo by Instructor” lists the instructor, the number of students who have soloed, the average hours to solo, and the course average for all instructors (Private course only).

“Percent Terminations by Instructor” lists the instructor, the number of students who have been terminated, the percentage of terminations, and the course average for all instructors.

“Percent Transfers by Instructor” lists the instructor, the number of students who have transferred, the percentage of transfers, and the course average for all instructors.

“Flight Training and PIC Hours by Instructor” lists the instructor, the total flight training hours for a course, the total PIC hours for a course, and a course summary.

All of these reports are broken down by instructor and can be adjusted using the date range feature (except for Flight Number Progress by Instructor, which does not use the date range feature). All of the reports and records that we’ve discussed are designed to be easy to use and interpret. As you become comfortable with them, you’ll see that you can access much useful information about your CPC’s operation.

Daily Automated eXchange Button

For those students using Pre-version 6.0 home-study software, the [Daily Automated eXchange] or DAX button provides for the Internet updating of both the CMM with student home study and the student’s program at home with flight and Lab study at the CPC over the Internet. The DAX also backs up the CPC’s student data to the King Schools server for protection. The Program Administrator may set the backup time and frequency of student data updates

Purge Records Button

The [Purge Records] button is reserved for the Program Administrator to purge aged records. When the [Purge Records] button is clicked, you’ll see a “Purge Records” dialogue with a selectable date field for purging records prior to that date and another field for selecting the course. **If you use the Purge Records function, those records are not recoverable.**

If you want to retain records of the students that will be lost, we suggest that you Export the Student Registrations and Student Training Records from the Reports and Forms screen before you purge the records, so you will have them saved in an electronic format. You may also want to print out copies.

School Information Button

The [School Information] button lists your flight school's information such as name, airport ID, and CPC Number. You'll also see the Program Administrator's information. This is the area where the administrator can change the Administrator Password.

CPC Performance Reports Button

The [CPC Performance Reports] button provides a link for the Program Administrator or Chief Flight Instructor to see how your CPC's data compares with the rest of the CPCs.

CMM Updates Button

The [CMM Updates] button provides the Program Administrator with a link for the latest updates to the CMM and DAX—Daily Automated eXchange—programs.

Manager's Video Button

The [Manager's Video] button provides an easy way for the Program Administrator or Chief Flight Instructor to review the Manager's Video.

INSTRUCTOR CHECKLIST – CMM USE

A. Register A New Student

1. Click [Add New Student] on CMM main screen
2. Enter data in the appropriate fields on “Enroll New Student” Screen
3. Complete demographic questionnaire.

Note: Students using the pre-version 6.0 software will not be able to activate their home-study course beyond Lab 6 unless the enrollment process is completed in the CMM.

B. Before Each Flight Lesson For Students Using Software Version 6.0

Note: Make sure that students using version 6.0 software print and provide their current Lab Report for each preflight briefing.

1. Use the lab report for review with the student. Both student and instructor sign the report before filing in the student's training folder.
2. Record lab completion in the CMM using the [Give Credit] button on the Student Information screen.
3. Select [Reports and Forms] on the main menu to print out the Flight Lesson. Use the drop-down arrow next to the [Print] button to view/print lessons with continued items. Print those lessons if needed for this flight.
4. Use Flight Lesson Report during lesson:
 - a. For lesson objectives, completion standards, and the maneuvers
 - b. To indicate if a maneuver is complete, continued or not done (left blank)
 - c. To indicate the actual flight times used during the flight lesson (bottom of report)

B. Before Each Flight Lesson For Students Using Software Pre-Version 6.0

Note: Students using pre-version 6.0 software may print and bring their lab report or you may print it from the CMM.

1. Access student's progress screen using the [Students] button and the [Progress] button.
2. If the CMM isn't showing the student's current completed Lab study, return to the Student Information screen and select the [Update Data] button.
3. Verify lab completion on the progress screen; if lab still not grayed out, return to main menu, and select [Reports and Forms] for the appropriate Lab to check for incomplete lessons.
4. Print out a copy of the completed Lab report for review with the student. Both student and instructor sign the report before filing in the student's training folder.
5. Also in Reports and Forms, print out the Flight Lesson and use the drop-down arrow next to the [Print] button to view/print lessons with continued items. Print these lessons if needed for this flight.
6. Use Flight Lesson Report during lesson:
 - a. For lesson objectives, completion standards, and the maneuvers
 - b. To indicate if a maneuver is complete, continued or not done (left blank)
 - c. To indicate the actual flight times used during the flight lesson (bottom of report)

C. After Each Flight Lesson

1. Use filled-out Flight Lesson Report to review/critique student performance.
2. Use [Flight Lesson] button and filled out Flight Lesson Report to add data to CMM.
3. Use [Complete All] button if lesson complete (saves time). Make sure you check the Improving Your Skills items
4. Enter flight times/landings/etc. into left column (note cumulative values in red).
5. Click the [Save] button to save the data you've just entered.
6. Both sign and date printed Flight Lesson Report. Add to student's training folder.