

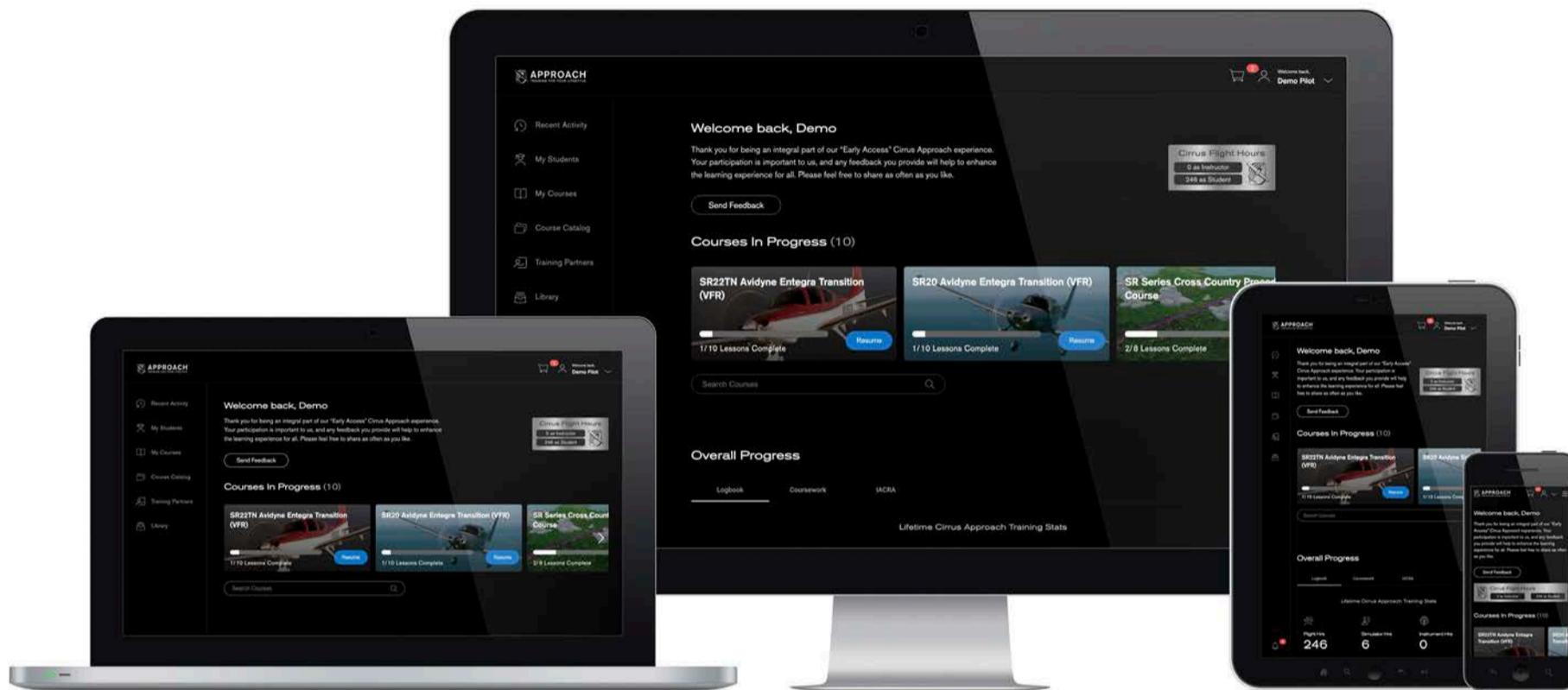
Cirrus Approach

User Guide – *Instructor Version*

learning.cirrusapproach.com

Welcome to Cirrus Approach!

The following guide will help identify some of the key features and give a high level overview of how to use the Cirrus Approach Learning Platform. We will continuously work to improve the user experience and plan to release even more new features throughout the year.



Supported Devices:

Desktop, Tablet & Mobile
learning.cirrusapproach.com



NOTE: The Cirrus Approach iOS App is ONLY available for Instructors to use.

The Cirrus Approach learning platform is a web-app that is best viewed on desktop, laptop or a tablet with a minimum screen width of 600px. Although the web-app will work on most mobile devices, some features may be difficult to view and use with a smaller screen size.

Recommended Browsers:



Google Chrome (Mac/PC)
Safari (Mac)
Microsoft Edge (Mac/PC)

TABLE OF CONTENTS

iOS INSTRUCTOR APP

- 4 iOS Instructor App
- 5 Students Page
- 6 Single Student Page
- 7 Single Course
- 8 Course Overview
- 9 Coursework & Logbook Tabs
- 10 Exporting Logbook Entries
- 11 Single Course
- 12 Transcripts Tab
- 13 Assessment Tab
- 14 Completing Tasks
- 15 Logbook Entry
- 17 Notifications Supported in iOS
- 18 Flight Ready Mode
- 19 Flight Ready Queue
- 20 How to Enter Flight Ready Mode
- 21 Submitting Assessments
- 22 Scratch Pad

CIRRUS APPROACH – LMS

- 23 Recent Activity – Online
- 24 Lesson Landing Page
- 25 Lesson Content Player
- 27 Instructor Features (web)



iOS Instructor App

Once you've updated the Cirrus Approach iOS App, you'll need to open it and log in with your username and password. The app will now open on your Recent Activity home screen.

Main Menu Items

- Activity
- Students
- Flight Ready
- Courses
- Feedback

Cirrus Approach Instructor App – iOS Icon

“Recent Activity” Home Screen

Good Morning, Demo Instructor (DI)

Delete Account

Logout

Although most Instructors stay logged in, the Logout button is accessible by tapping the circle by your Profile.

NOTE: Deleting your account will erase ALL of your data and you will no longer be able to login to the app.

Activity
Home screen where recent/useful data can be reviewed quickly

Students
“My Students” list

Flight Ready
Assessments queue for working while in-flight

Courses
Opens web browser and lands on “My Courses”

Feedback
Opens web browser and allows Instructors to easily report bugs and leave feedback for our team

The iOS App opens to the “Recent Activity” page. Instructors can quickly access Recent Students, review any Notifications, and all relevant Student Performance stats.

Recent Students

Name	Status
Corey Walter (CW)	Connected
Kenneth Grause (KG)	Disconnected
Test (TS)	Connected

Student Task Performance

Most Passed | Most Missed

Instructor Renewal Check

Flight Instruction Hours

Total hours from 8/1/2022 to 7/31/2023: 352.8 (1 Year)

Month	Hours
Aug	89
Sep	122
Oct	90

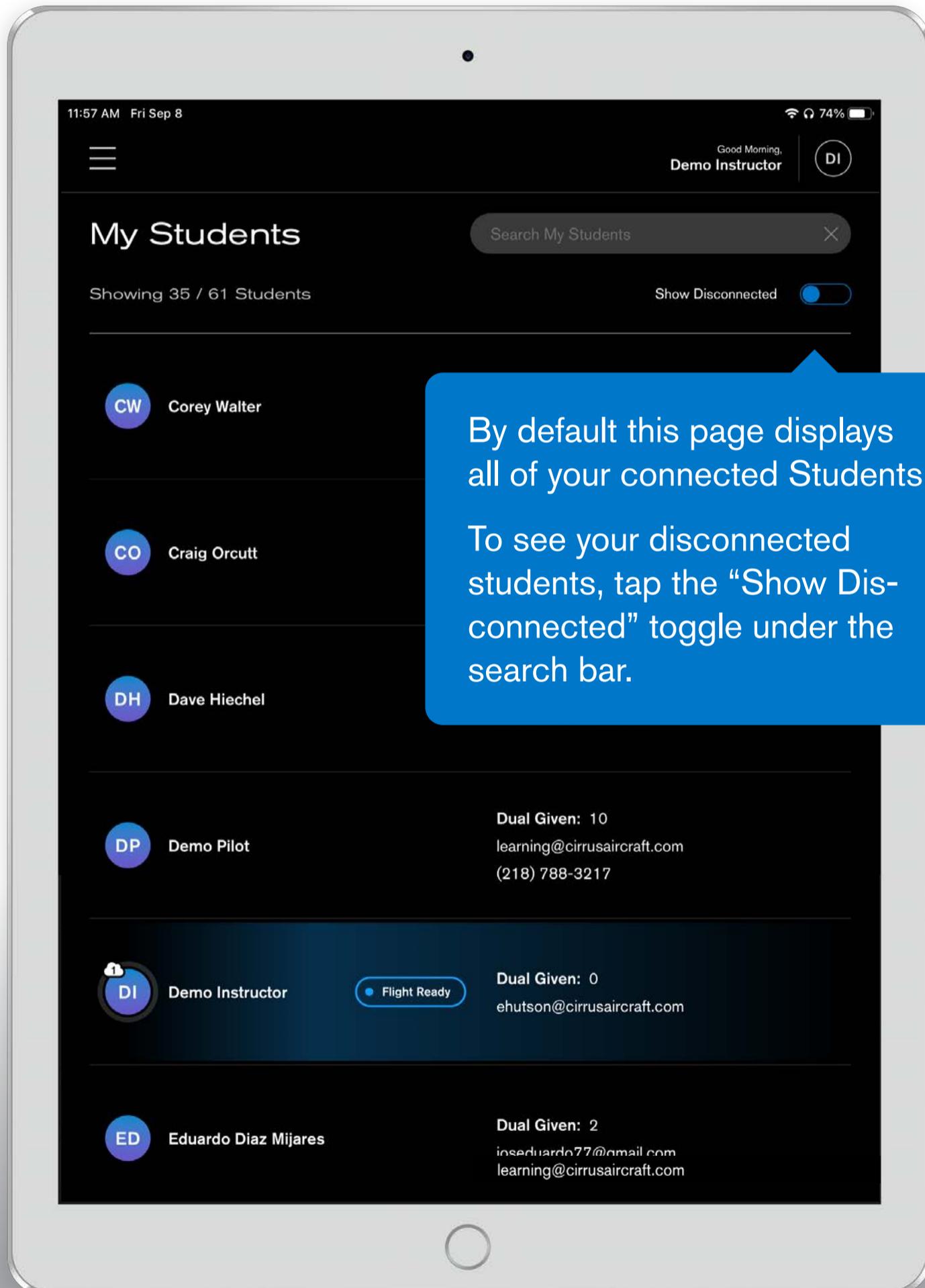
NOTE: Check for Updates often!

We're constantly updating the app and some features may not work unless you have the most recent version.
(Its good practice to quit and close the app every time you are finished.)

Students Page

Here you will find a list of all of your current Students with basic contact info and Dual Given totals. Search to find a specific student and a toggle to show 'Disconnected' Students when needed.

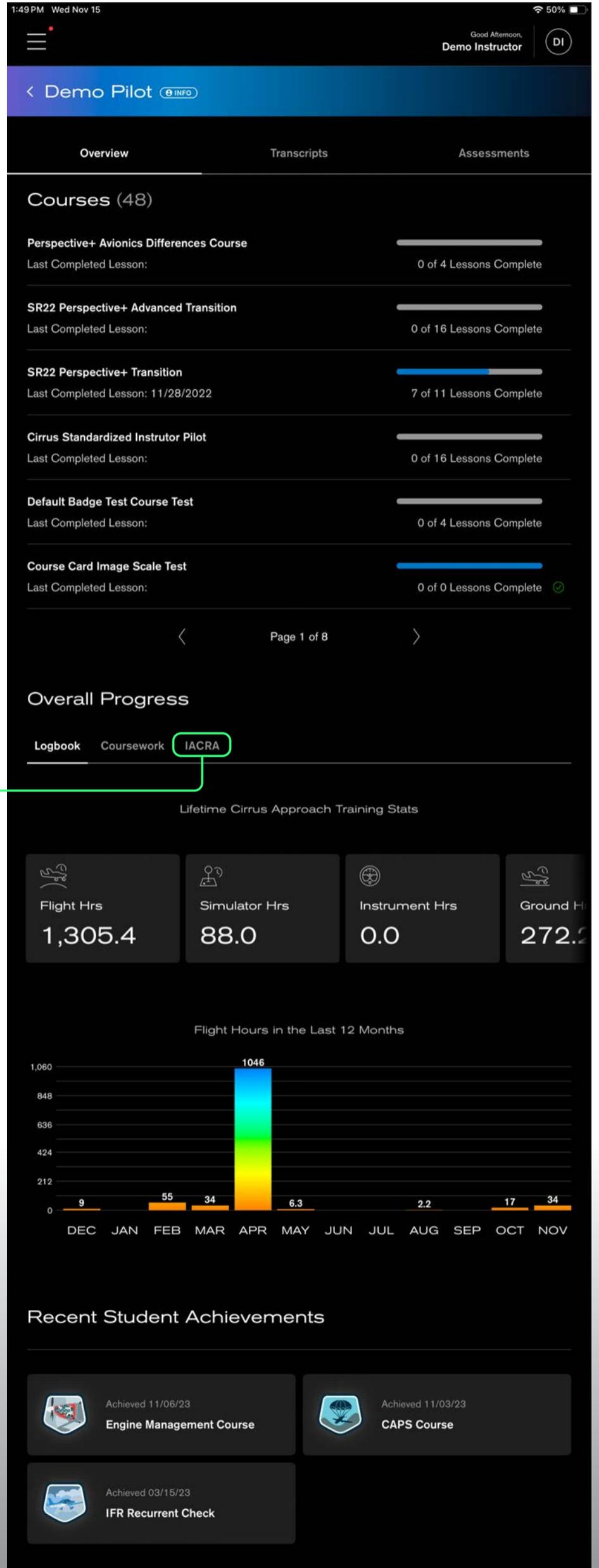
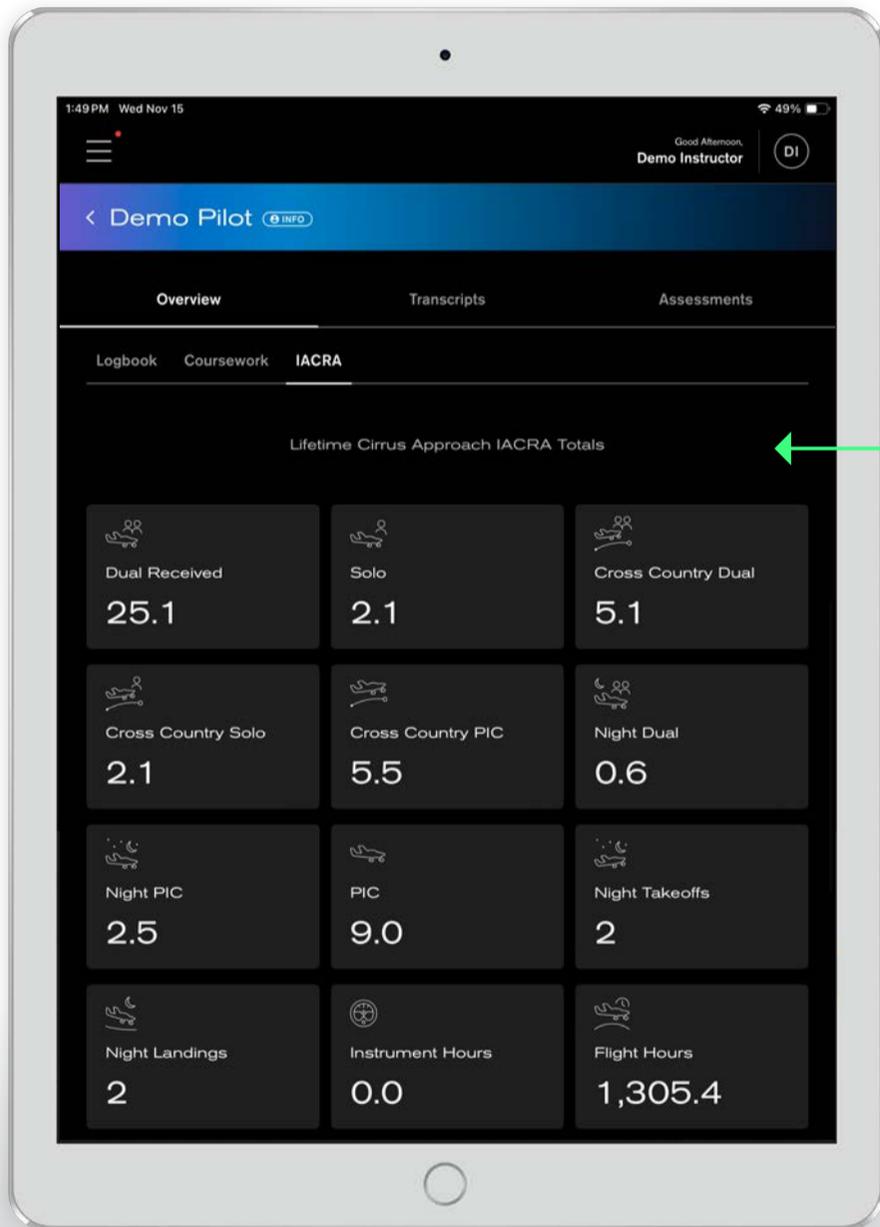
Please make sure the list is showing ALL of your students.



Single Student Page

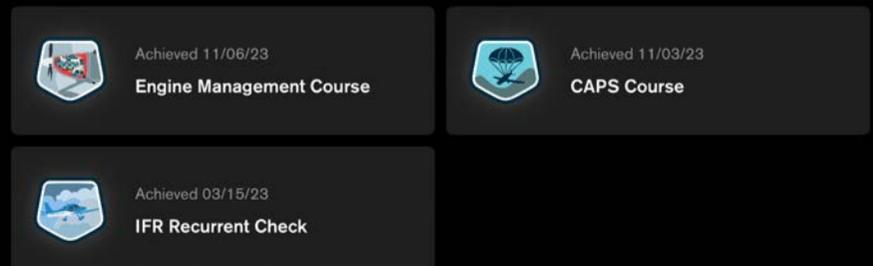
Selecting a Student from your list will open to a page displaying Course progress, Transcripts and Assessments for that Student.

The Overall Progress section contains 'Lifetime' Student Logbook, Coursework stats, as well as IACRA totals.



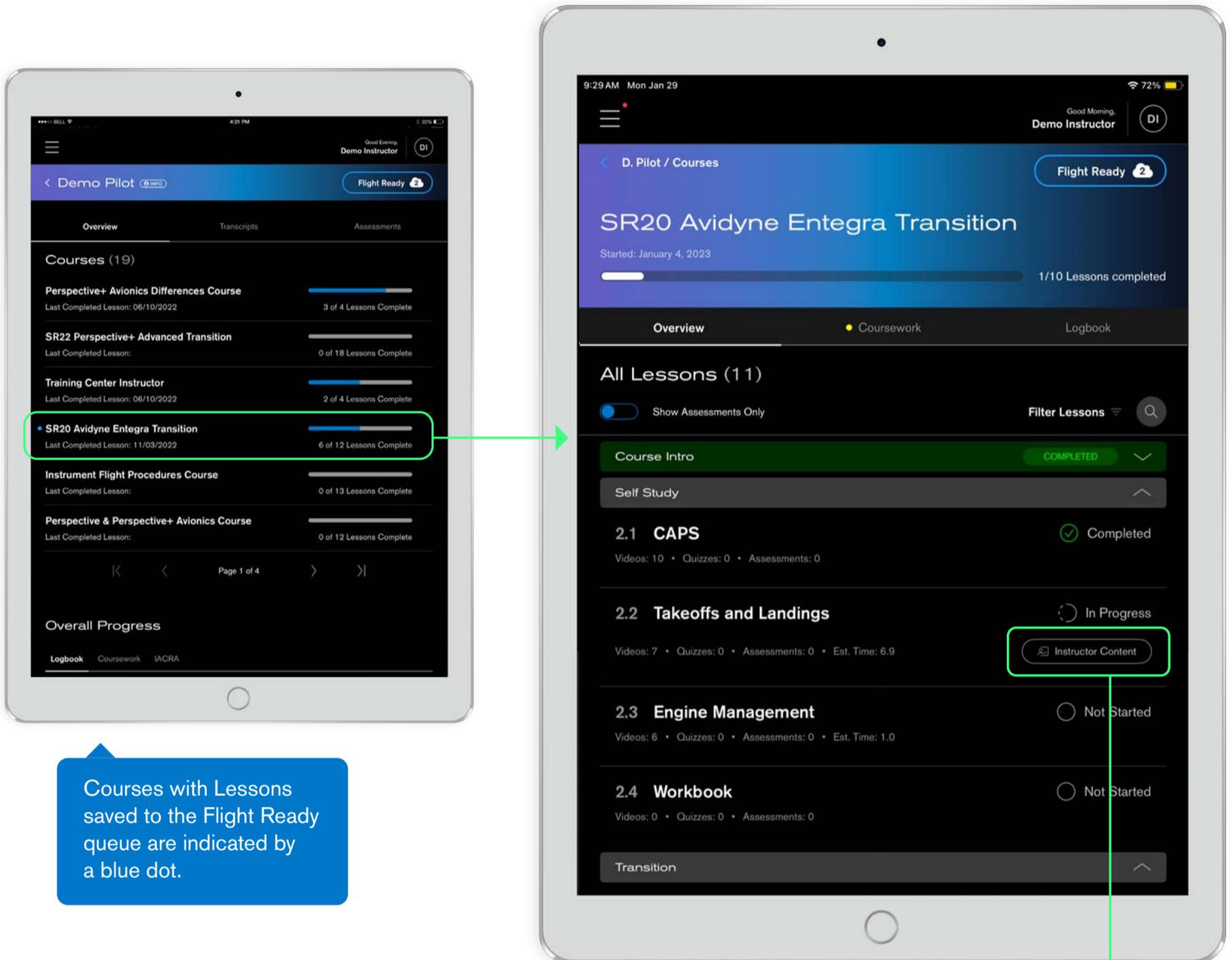
Recent Achievements are also displayed at the bottom of this Overview page.

Don't forget to congratulate your Student any time they complete a Course!



Single Course

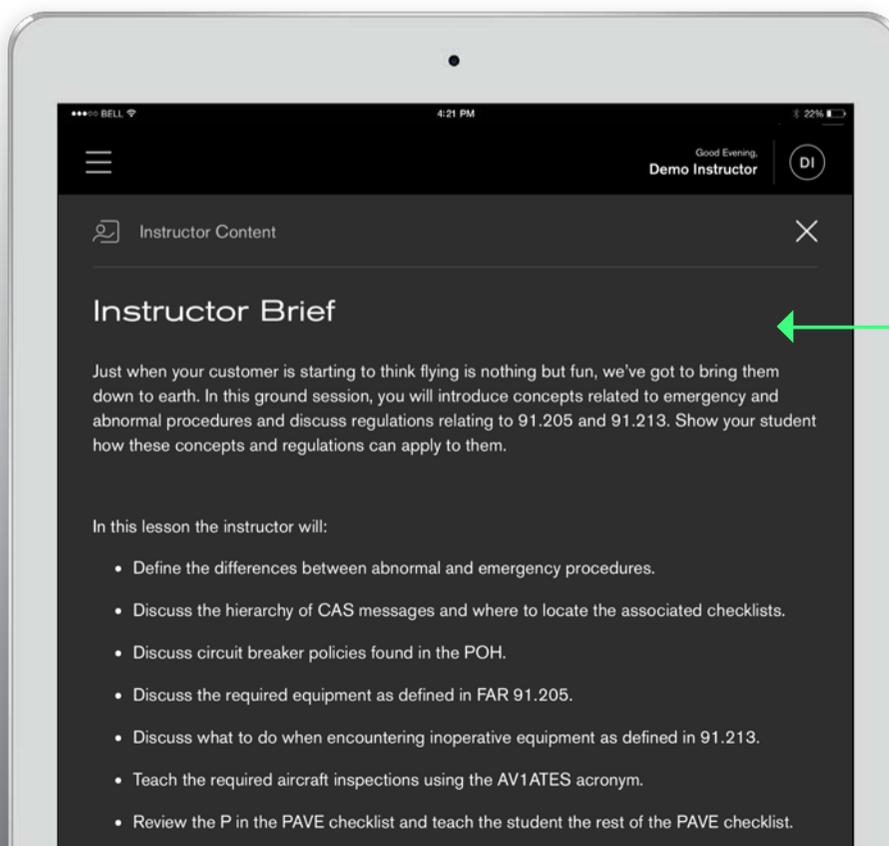
Tapping on a Course from the Single Student page allows you to view Lesson progress, Assessments and Instructor content.



Courses with Lessons saved to the Flight Ready queue are indicated by a blue dot.

Instructor Content is now viewable in the iOS app!

In a future release, ALL lesson contents including Student Content and videos will be available here.



Course Overview

Every course now opens to an Overview tab that contains a dashboard of overall progress, and details of individual content type progress. Also on this tab is the course description and a count of all of the content items associated with the course.

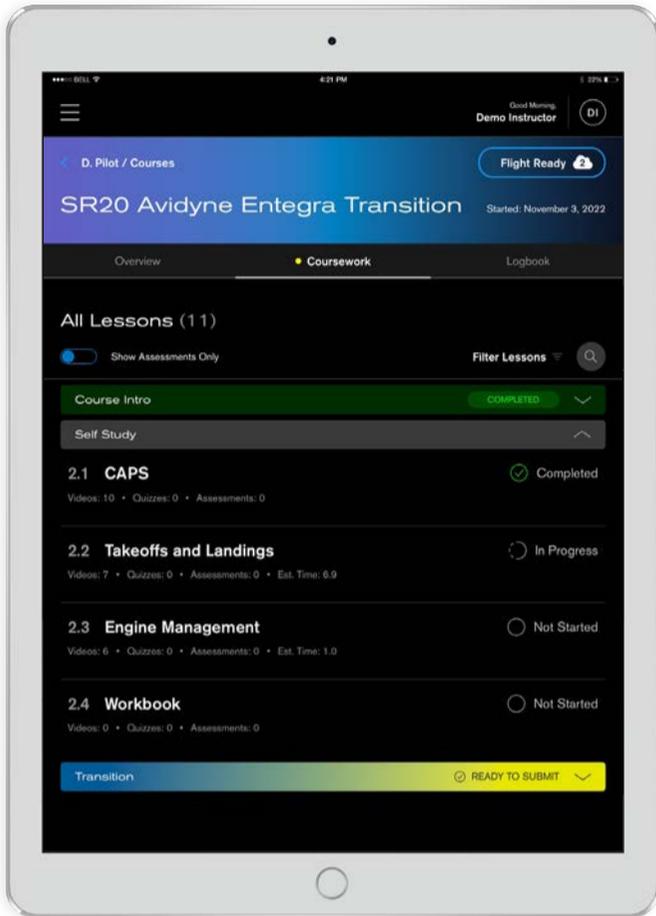
Course Progress broken down by content types including last activity and current flight time for the course.



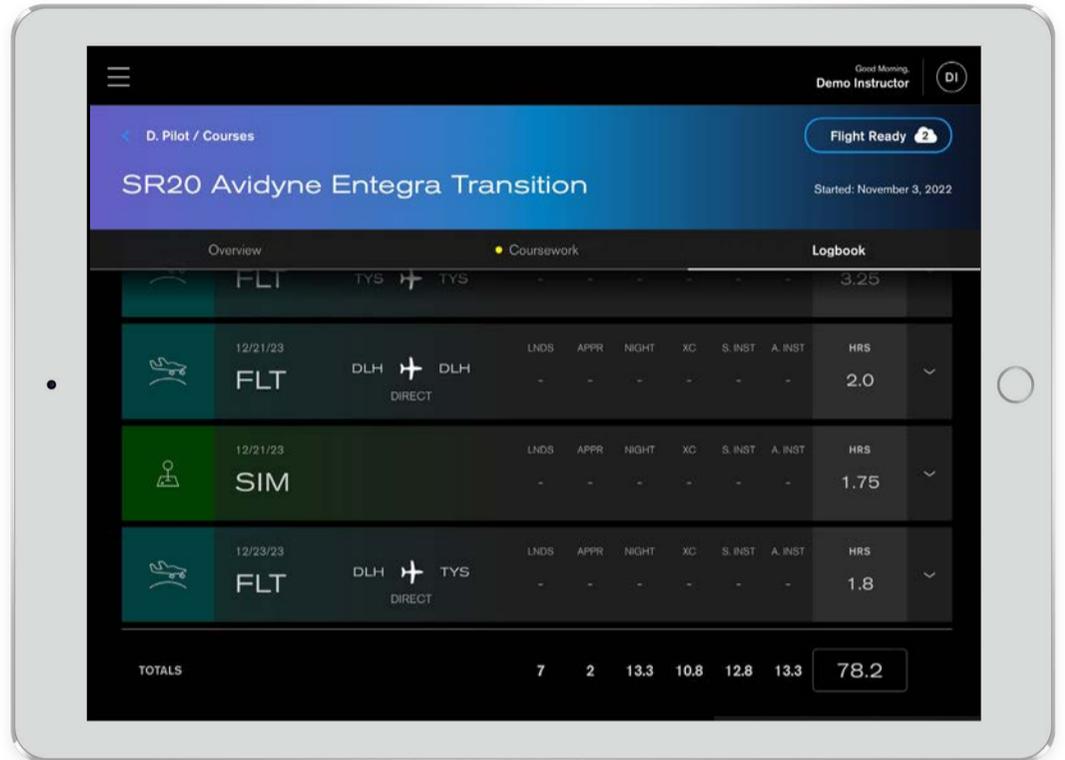
Coursework and Logbook Tabs

The Coursework tab holds all the lesson progress and content items, and we've added a new tab that displays ALL Logbook entries for a course. From here it's easy to see totals for log entries, as well as a drawer with additional data including Dual Given, Instructor name and Aircraft info.

"Coursework" Tab



Single Course "Logbook" Tab

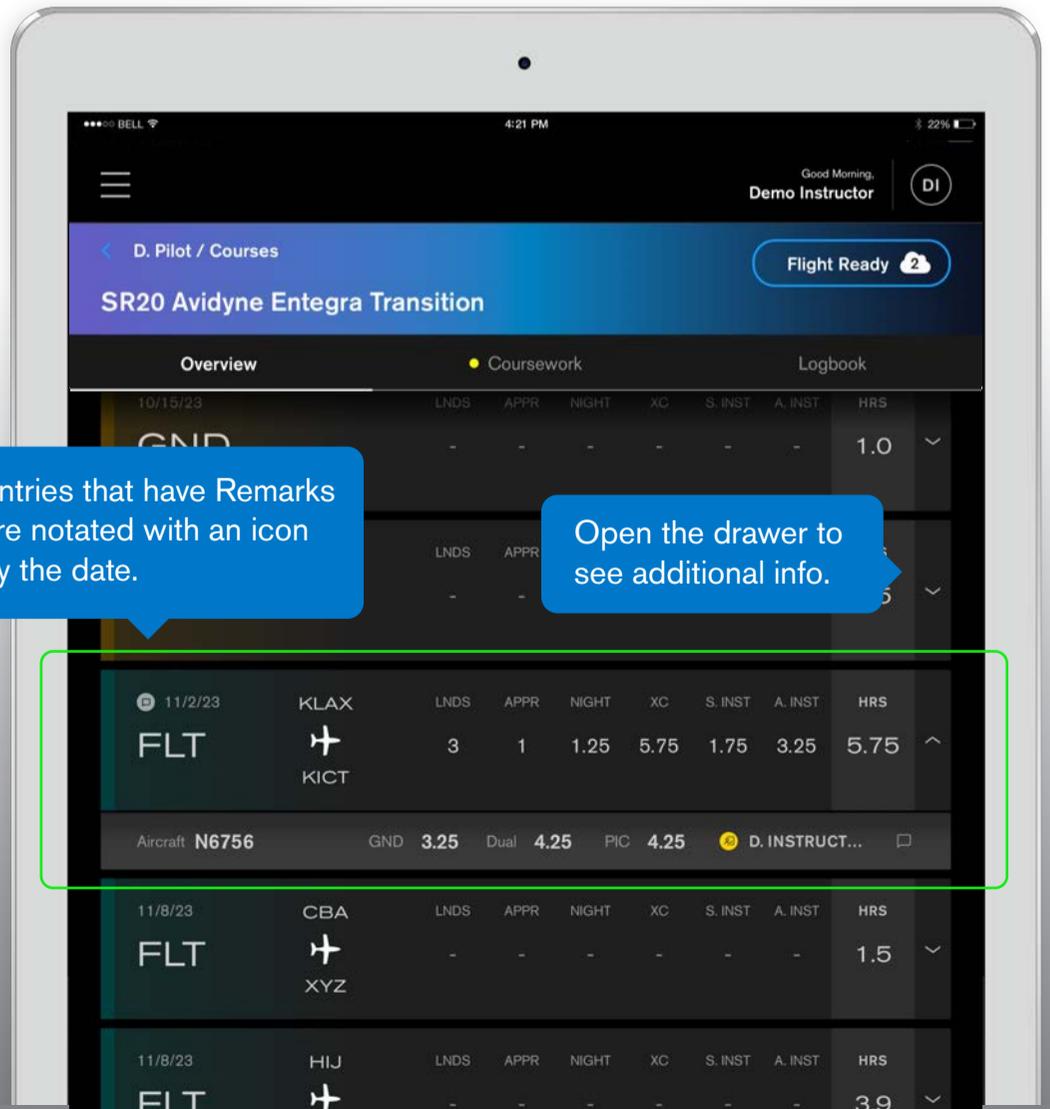
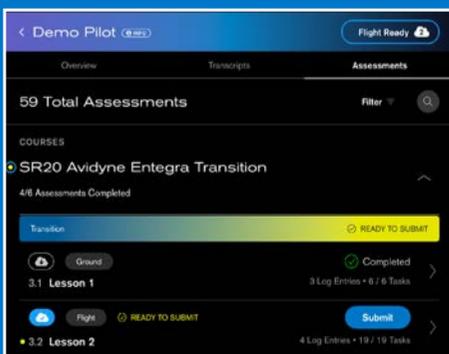


Totals from all Entries are displayed at the bottom of the list.

A yellow dot next to a Course or lesson, and the highlighted stage indicates there's an assessment that is "Ready to Submit".



Also in the Assessments tab under single course.



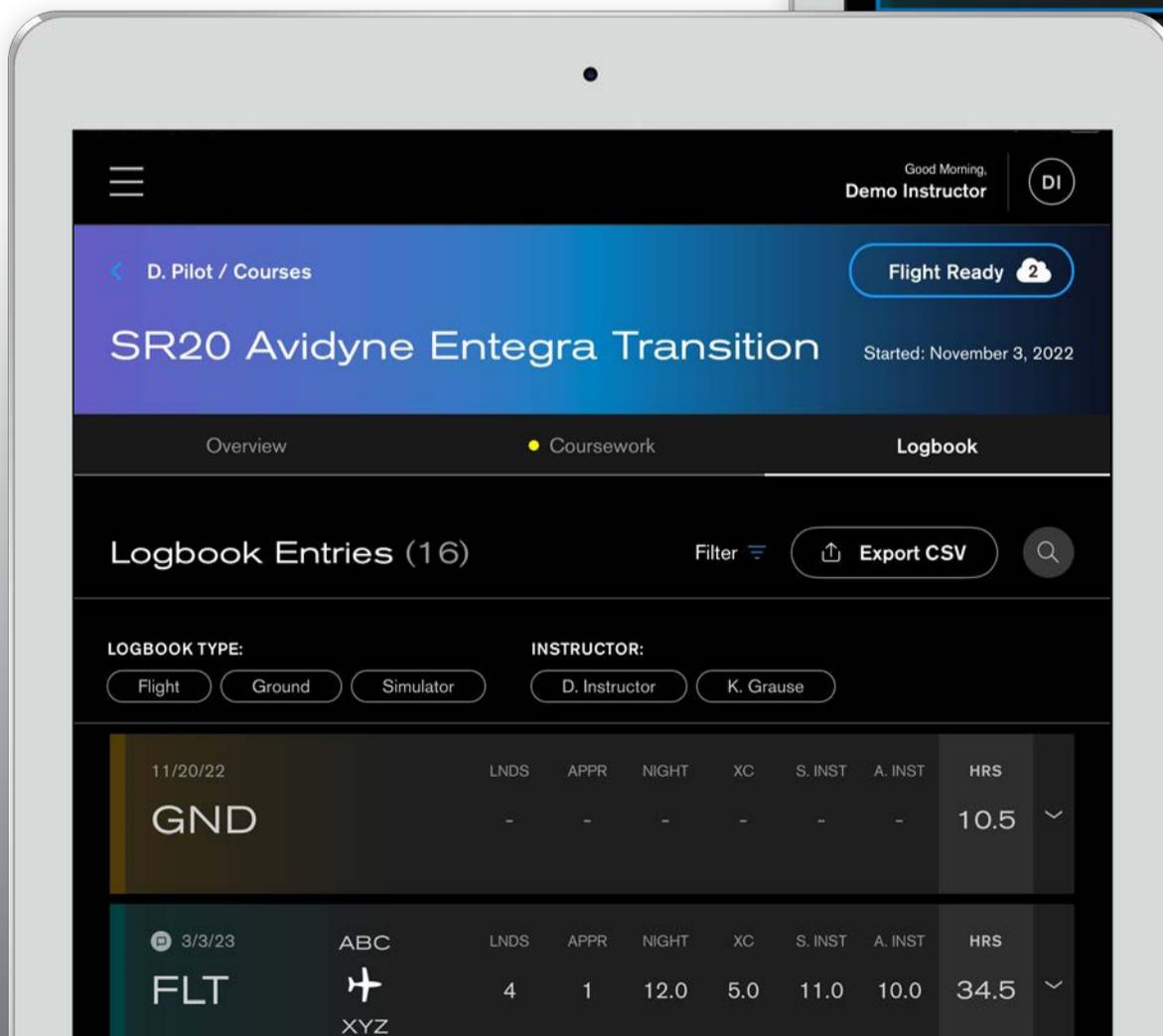
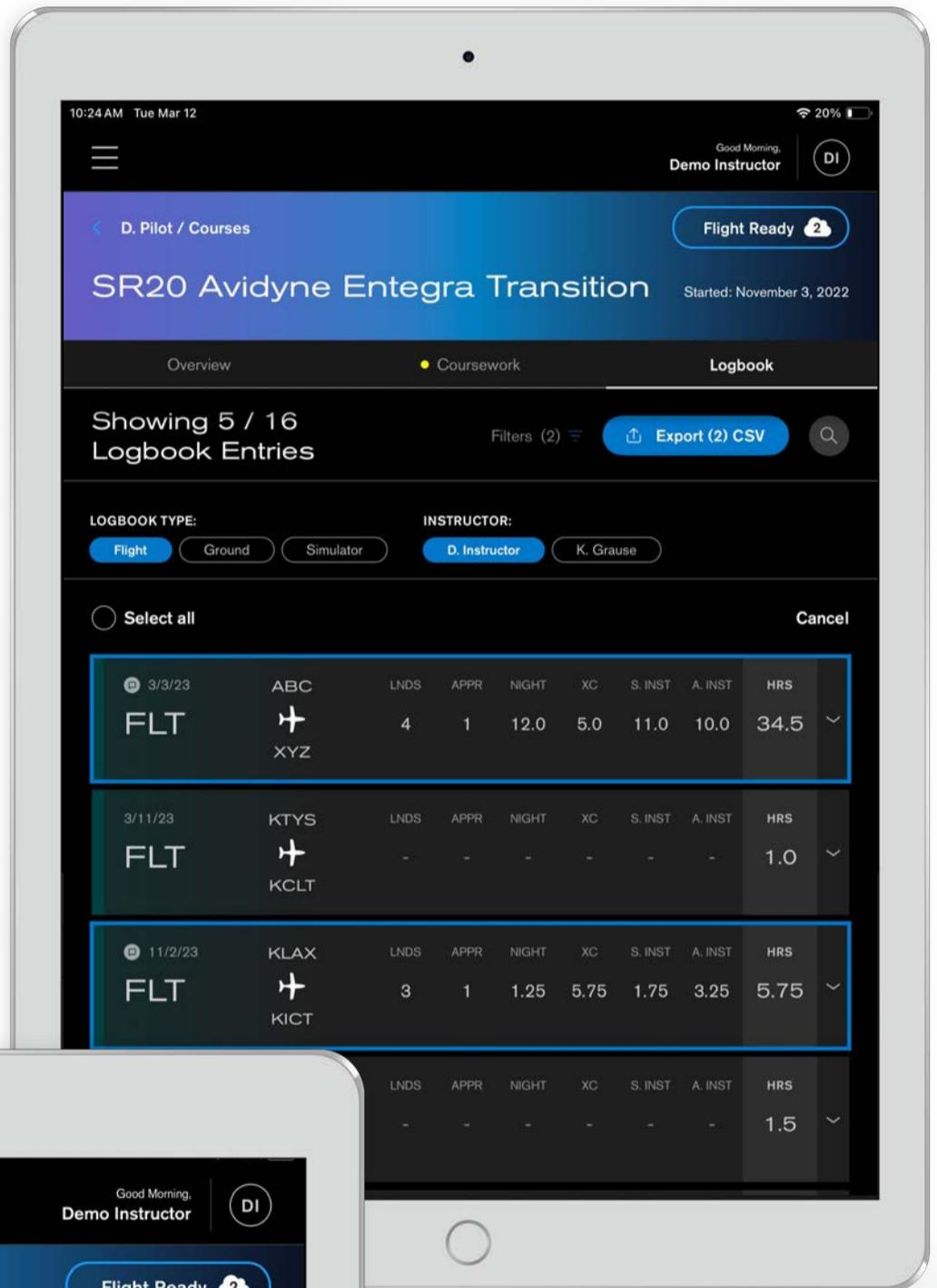
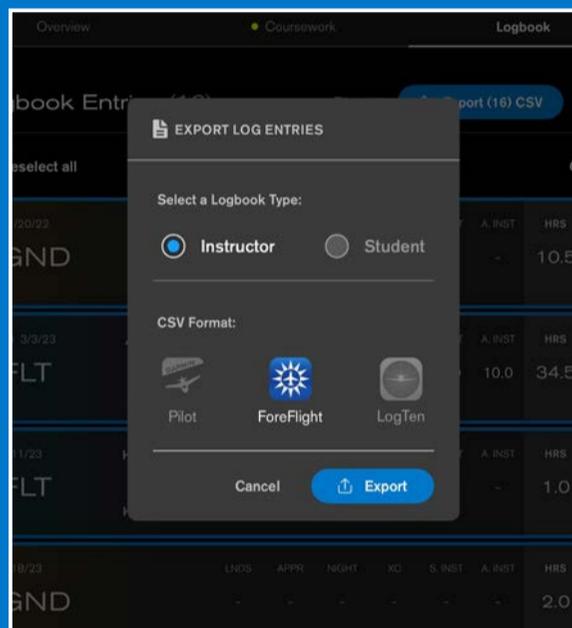
Entries that have Remarks are notated with an icon by the date.

Open the drawer to see additional info.

Exporting Logbook Entries

Exporting logbook entries is now possible from the single course Logbook tab. Tap 'Export CSV' to save or share a .csv type file in either an Instructor format or a Student format, for any of the three common types of logbooks – Garmin Pilot, ForeFlight or Log Ten. Once exported, the .csv file can be uploaded to the logbooks website version of your own or your students account.

To Export any selected Log entries as a .csv file, first choose the type (Instructor or Student) then select the format, and finally tap 'Export'.



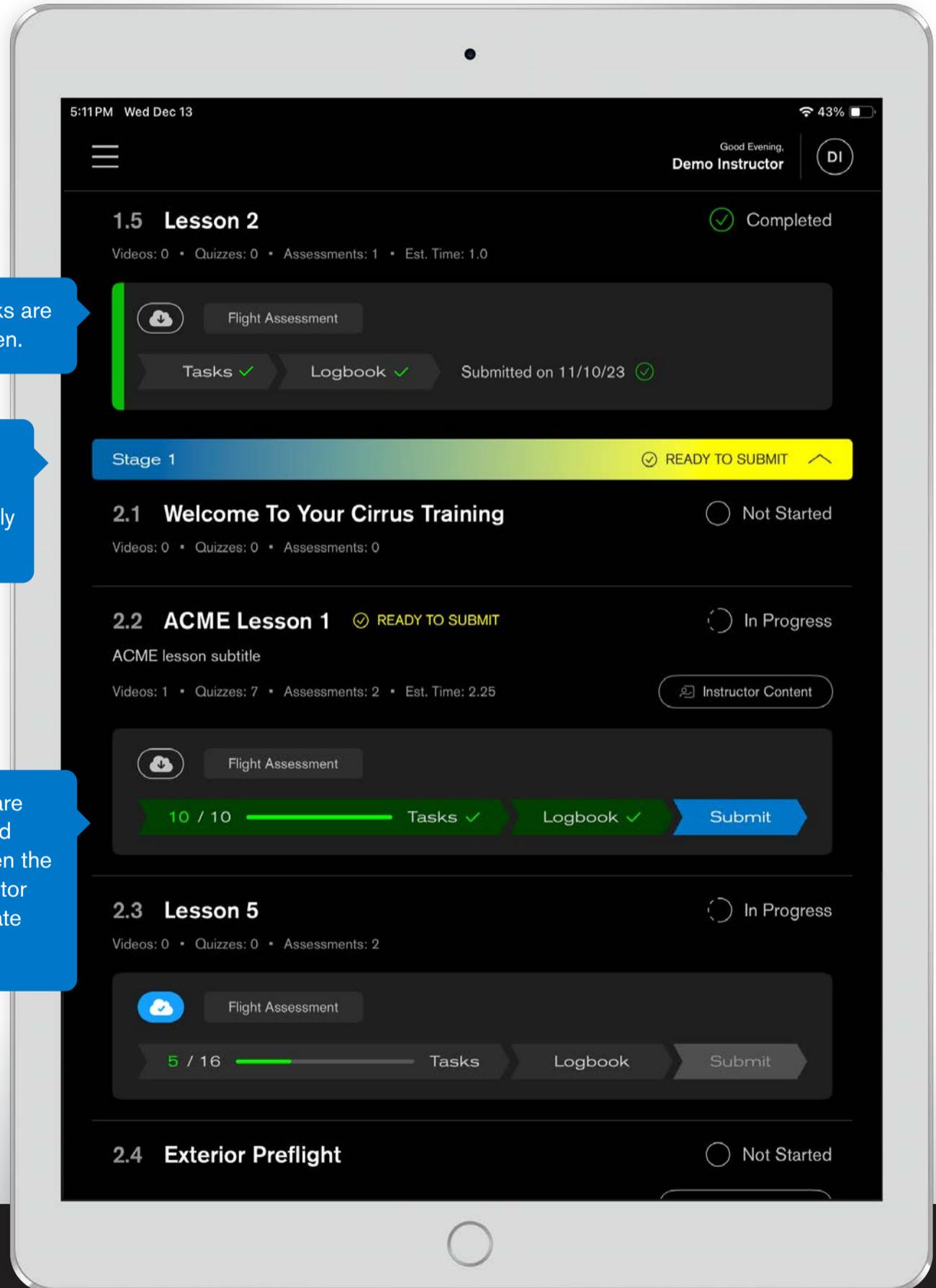
Select, Search, Filter or Export any of the Logbook entries associated with a single course.

NOTE: Only the following CSV export formats are supported:



Single Course – Stages and Assessments

Tapping a Single Course reveals Stage and Lesson Content, all progress, and by default, opens the first incomplete Stage in the list. Assessments can be added to Flight Ready by tapping the cloud icon, and tapping anywhere in the tile will open the Assessment editor.



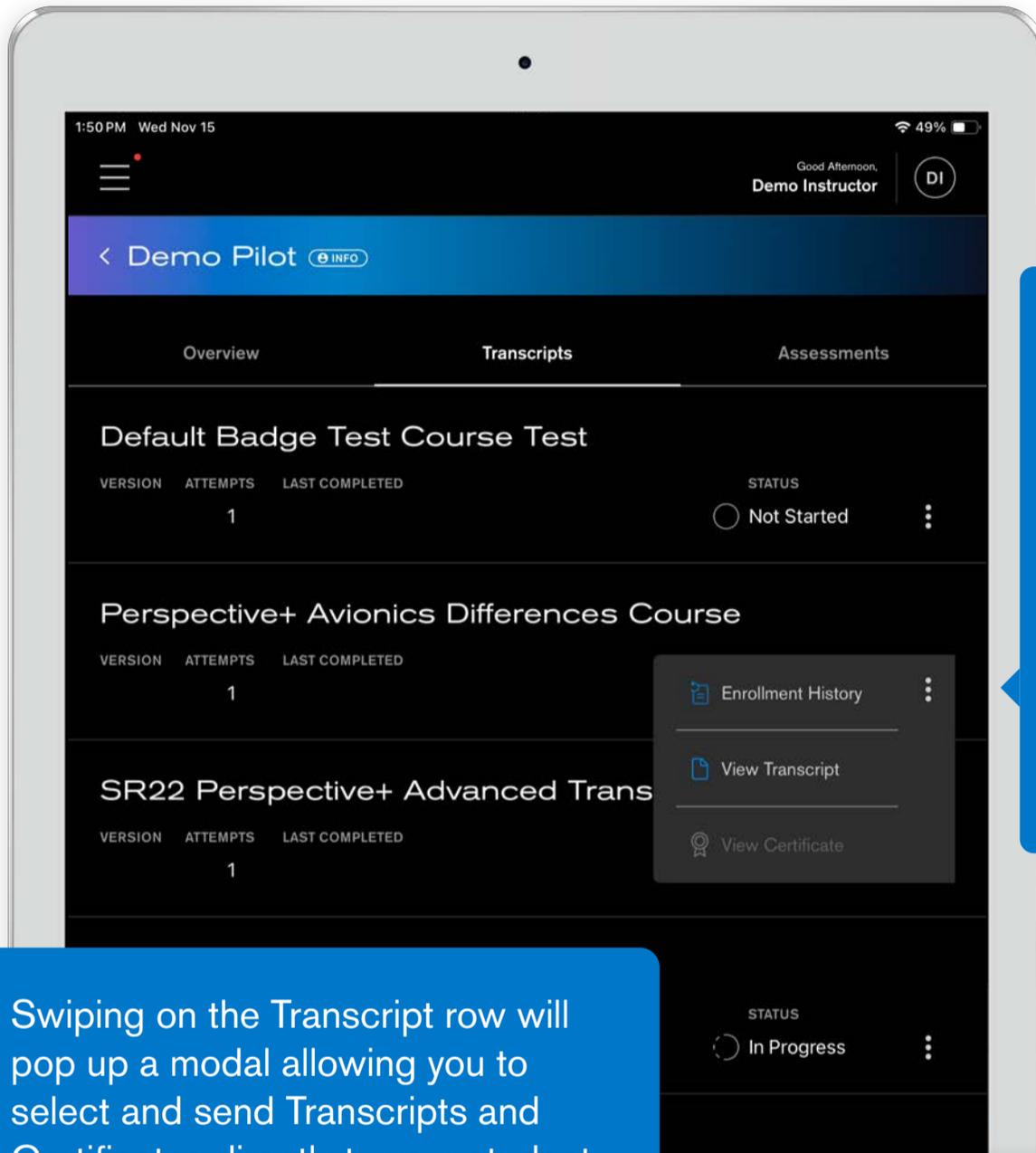
Indicator Key:

When assessments are in the Flight Ready queue, Ready to Submit, or Deferred, an indicator dot will be present next to the title represented by the following:

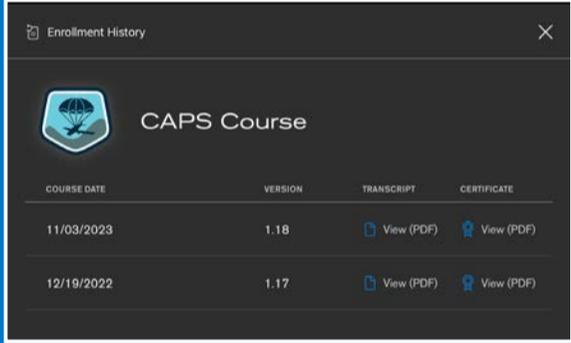
- Flight Ready
- Ready to Submit
- Flight Ready & Ready to Submit
- Deferred or Has Deferments

Transcripts Tab

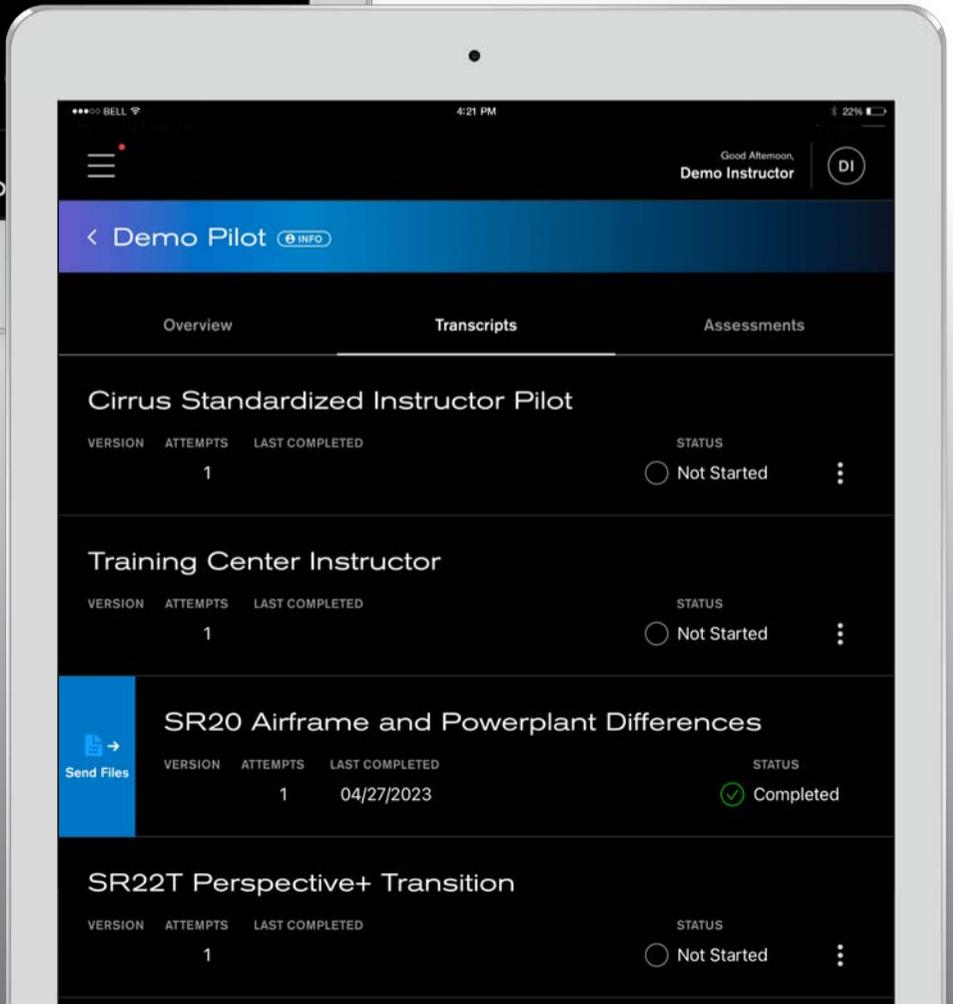
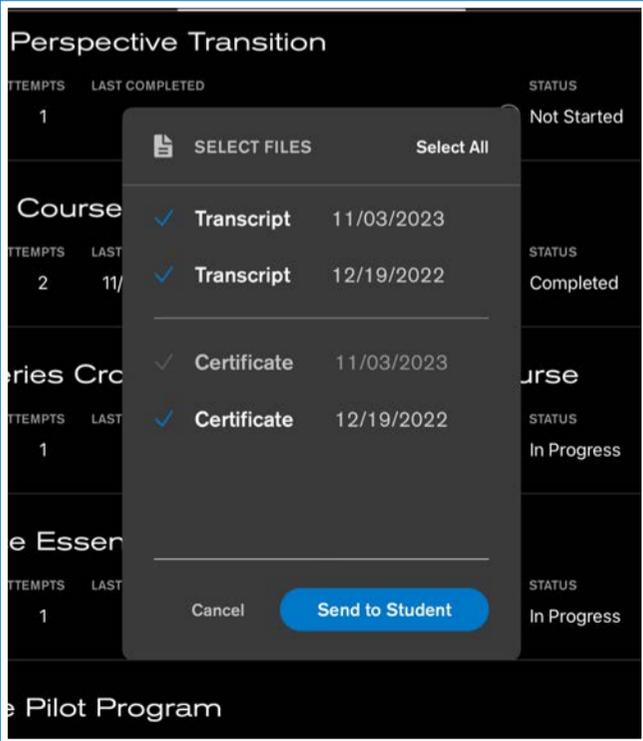
All of your Student's Course Transcripts, Enrollment History, and Certificates are now accessible in the Transcripts tab on the Single Student page.



Tapping on the 3-dot menu to view the full Enrollment History, or the most recently completed Transcript and Certificate for the selected course.



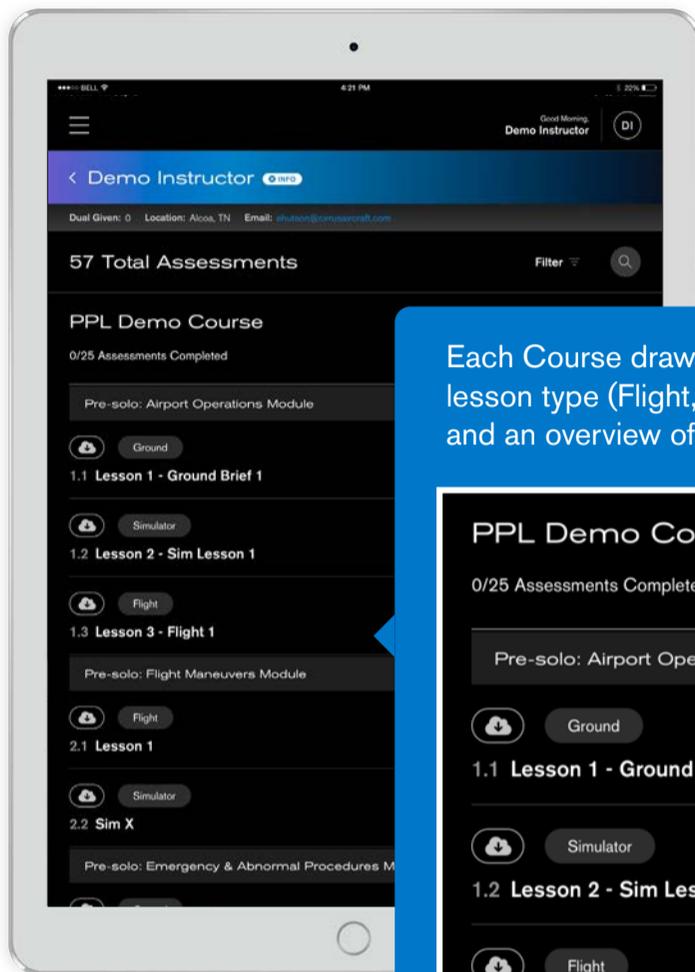
Swiping on the Transcript row will pop up a modal allowing you to select and send Transcripts and Certificates directly to your student.



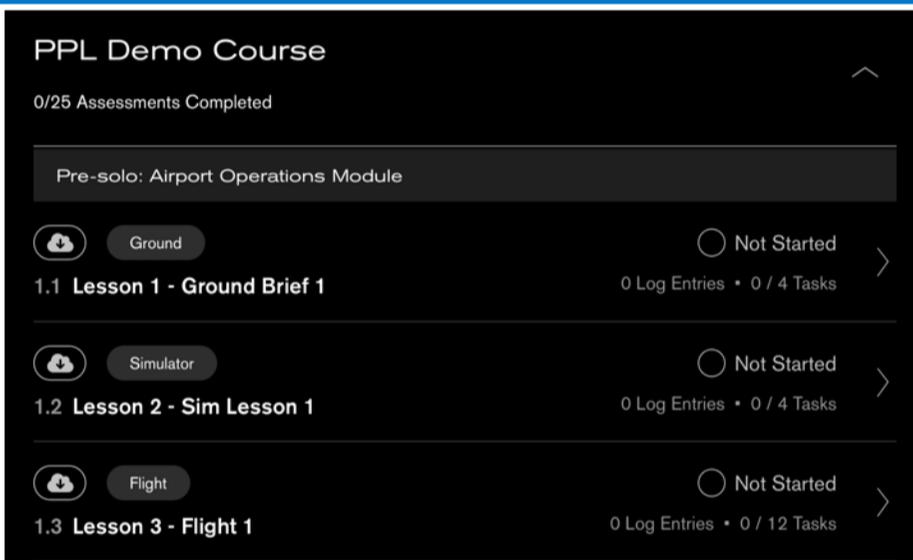
Assessment Tab

Assessments are located within each course. Selecting any lesson from your students list of courses will open the assessment overview page where all tasks and logbooks can be completed.

Course/Assessment List



Each Course drawer has a listing of Lessons, with tags for the lesson type (Flight, Ground or Simulator), a lesson status indicator, and an overview of Logbook Entries and Task progress.



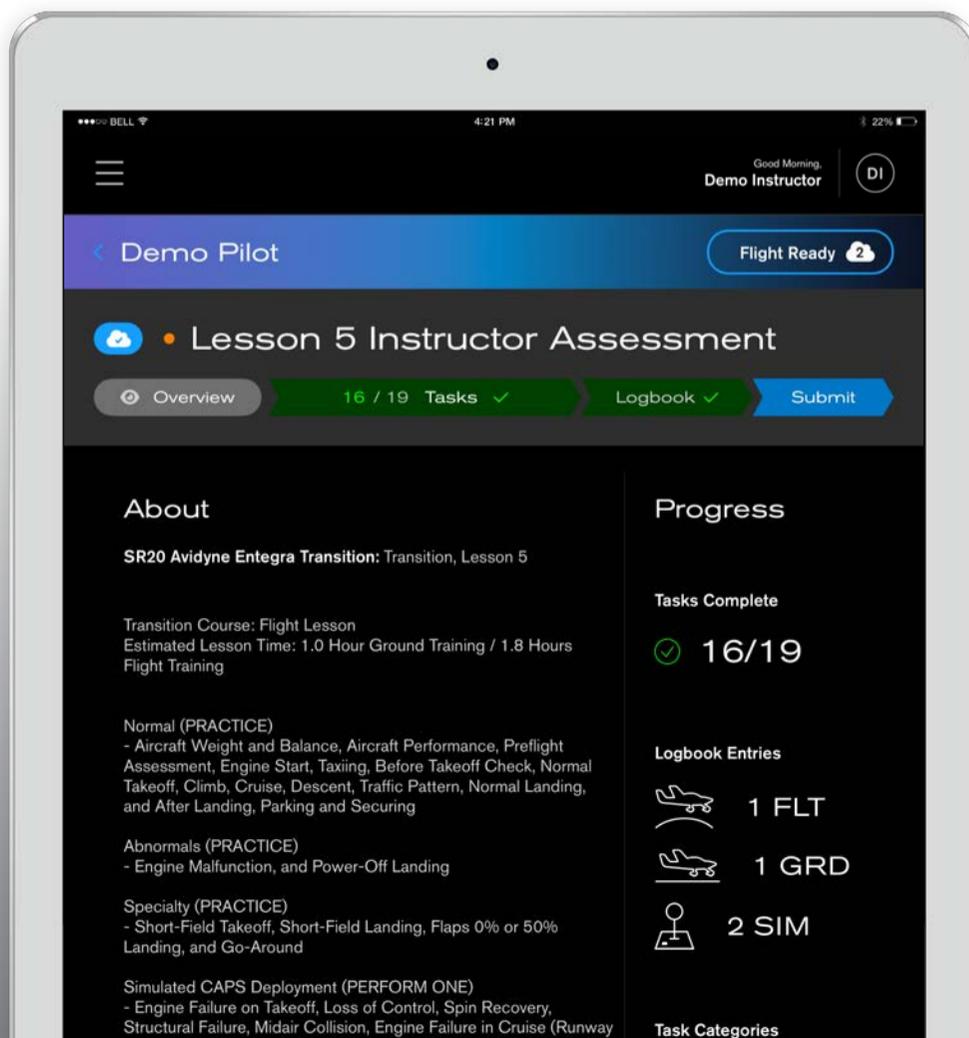
Assessment Overview

Lesson progress bar will turn green once all parts of each section are completed. The Submit button will then become active (blue)...



Logbook ✓ Submit

...allowing the Assessment to be submitted for completion.



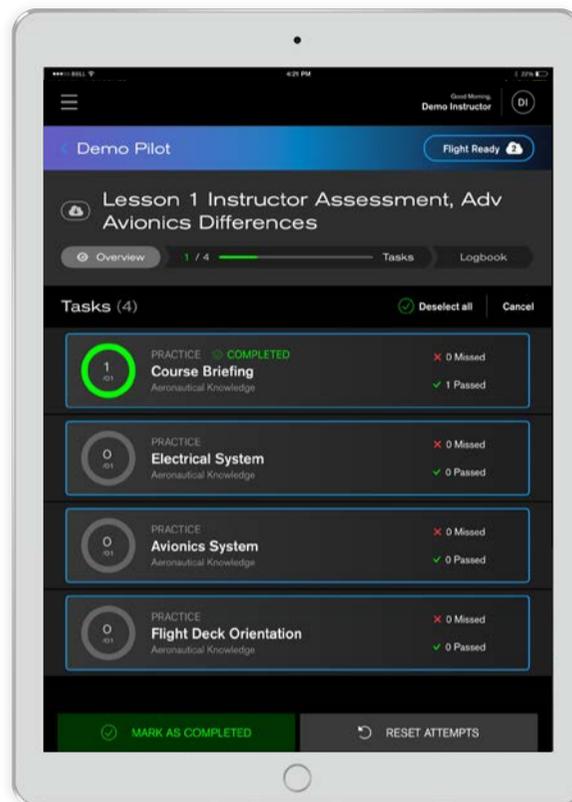
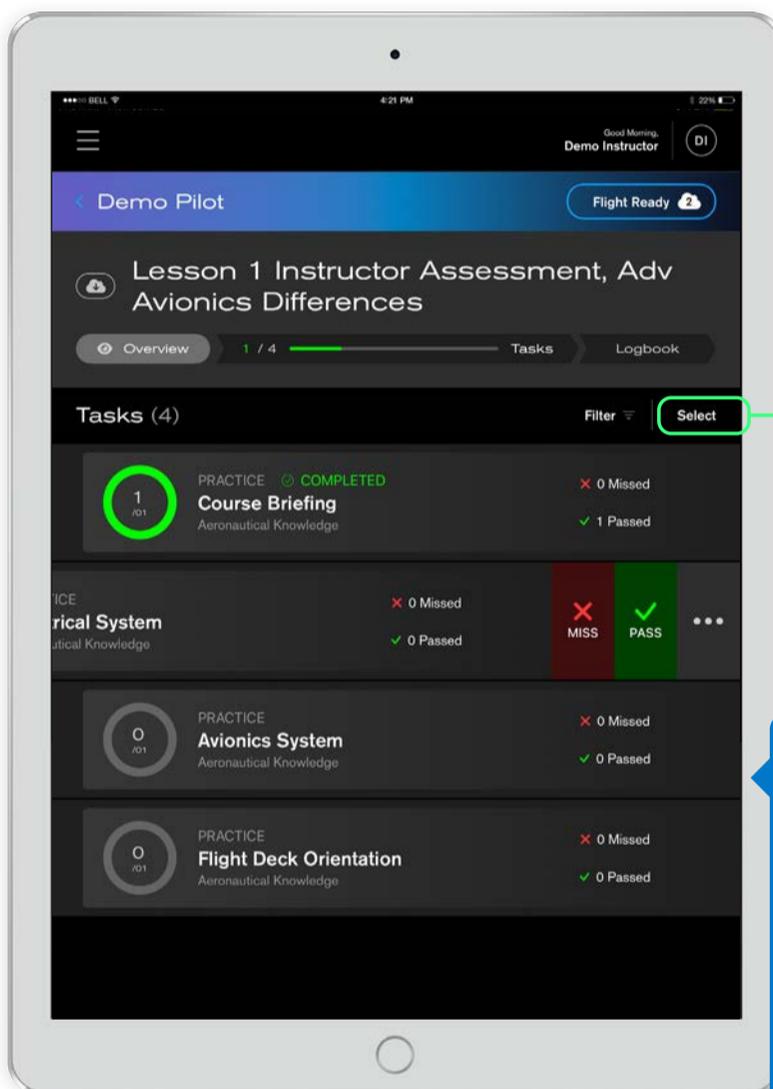
Completing Tasks

Tapping the “Tasks” progress bar now opens the Assessment editor. Here you can quickly mark “passed” or “missed” by swiping to the left on the row. Its also possible to select multiple tasks to “mark complete” or “reset” all of the tasks at once.

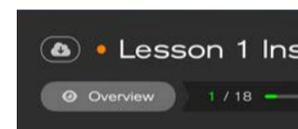
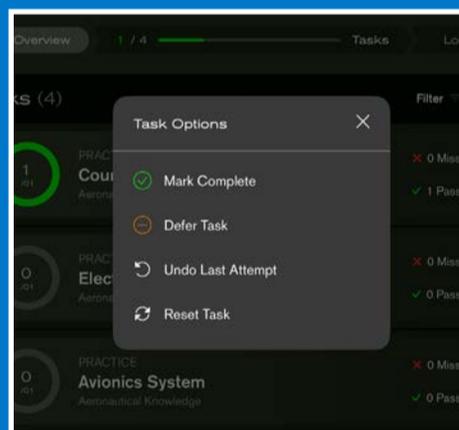
To “Defer” or “Reset” a task, select and open the 3-dot menu by swiping left on a row.

Selecting Multiple Tasks

Swipe to Mark Tasks

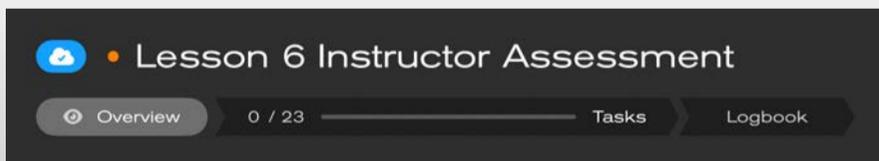


Deferment of a task will move it into the next flight assessment.

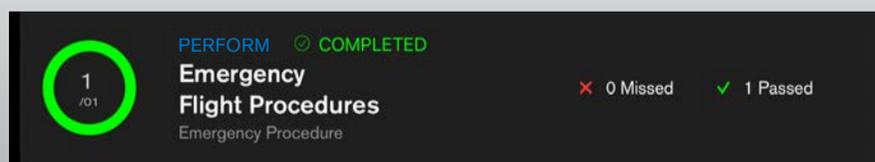


NOTE: If an assessment contains deferred tasks or has tasks deferred, an orange dot will be present next to the title of the Lesson.

Assessment Tasks Status bar

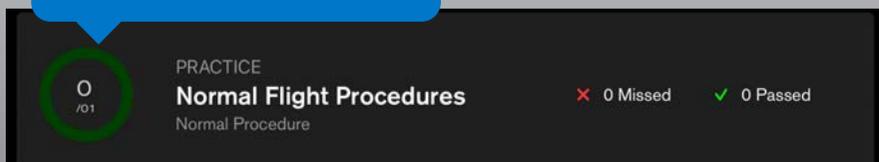


Task – Completed

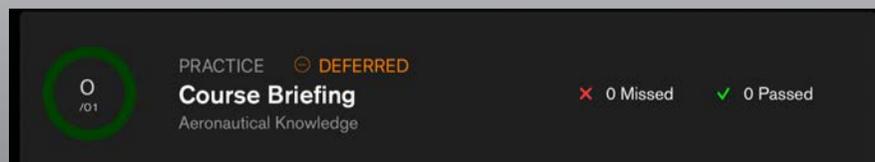


Progress indicator and display for required attempts.

Task – Not Started



Task – Deferred



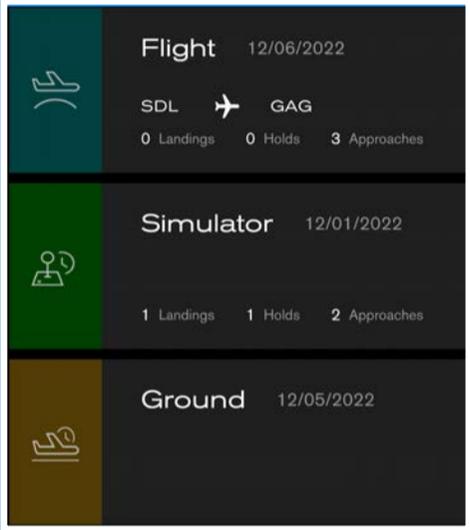
Logbook Entry

At least one logbook entry must be submitted in order to complete a lesson. Tap the “Logbook” progress bar to create a new entry or edit existing entries. When you select a logbook entry type, you’ll notice each option is now color-coded and specific form fields are required. Approaches are easy to add and Remarks can be noted by tapping in the box.

NOTE: Logbook entries can NOT be edited AFTER a Course is completed.

At least ONE logbook must be saved for a Lesson to be submitted for completion

New Icons & color-coded Logbook designations.



Logbook Entry

New Entry Designates Required Fields Log Entry ✕

Please select a logbook entry type.

Flight Ground

General

Date 03 / 12 / 2024

Aircraft Make CIRRUS

Aircraft ID Aircraft ID

RECENTLY USED AIRCRAFT: 1233TM 1233T

Aircraft Model Aircraft Model

Edit Entry Designates Required Fields Update Entry ✕

Approaches

+ Add Approach

Remarks

Add remarks

Demo Pilot Flight Ready

Lesson 2 Instructor Assessment

Overview 5 / 19 Tasks Logbook ✓

Flight 01/29/2024 5.0 Hrs Inst: D. INSTRUCTOR DELETE

SDL ✈ KTYS

0 Landings 0 Holds 0 Approaches

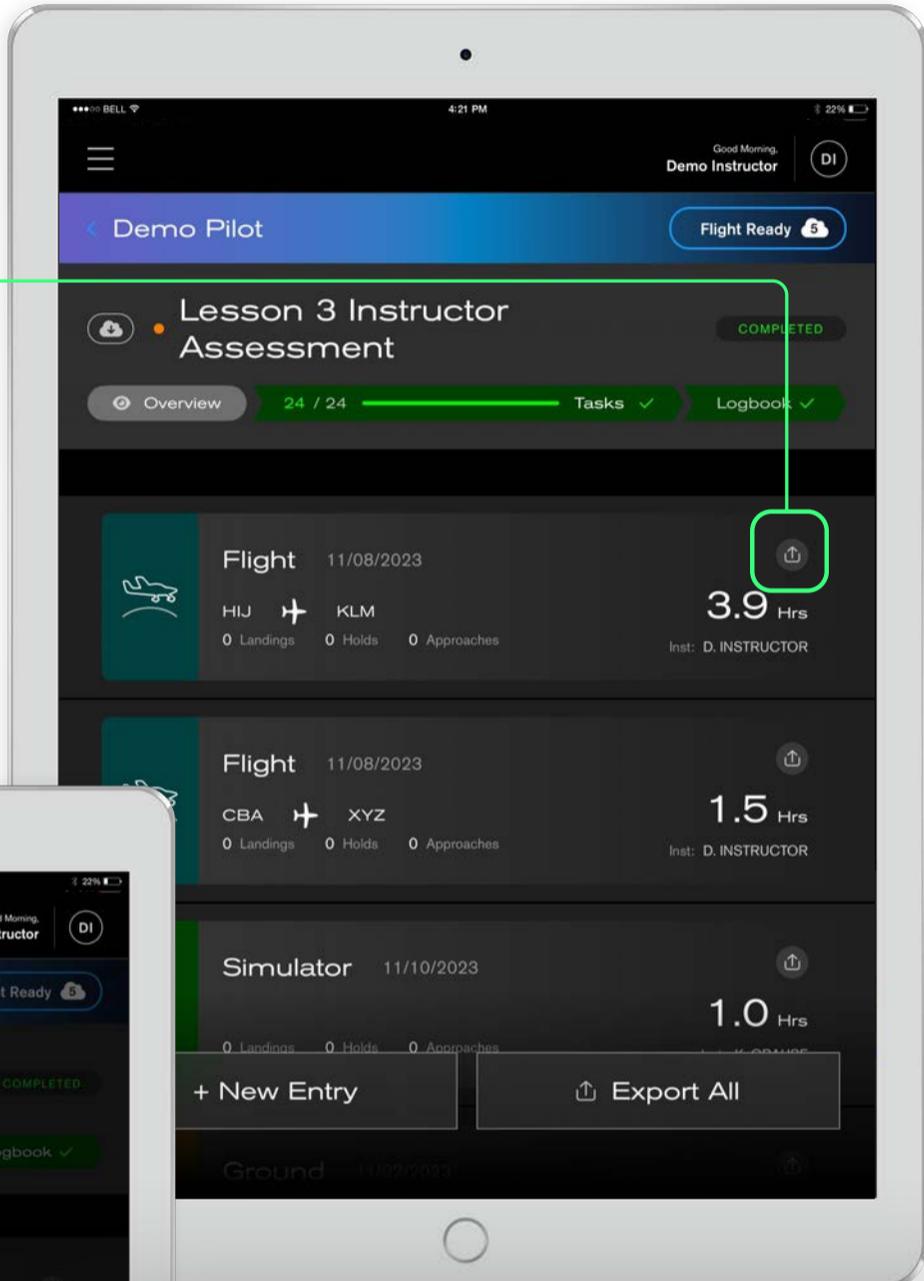
Logbook Entry (continued)

Once a logbook entry is saved, it can easily be exported as a .CSV file which can be sent via your device to either your Client, or to your own logbook app (Garmin Pilot, ForeFlight, or LogTen).

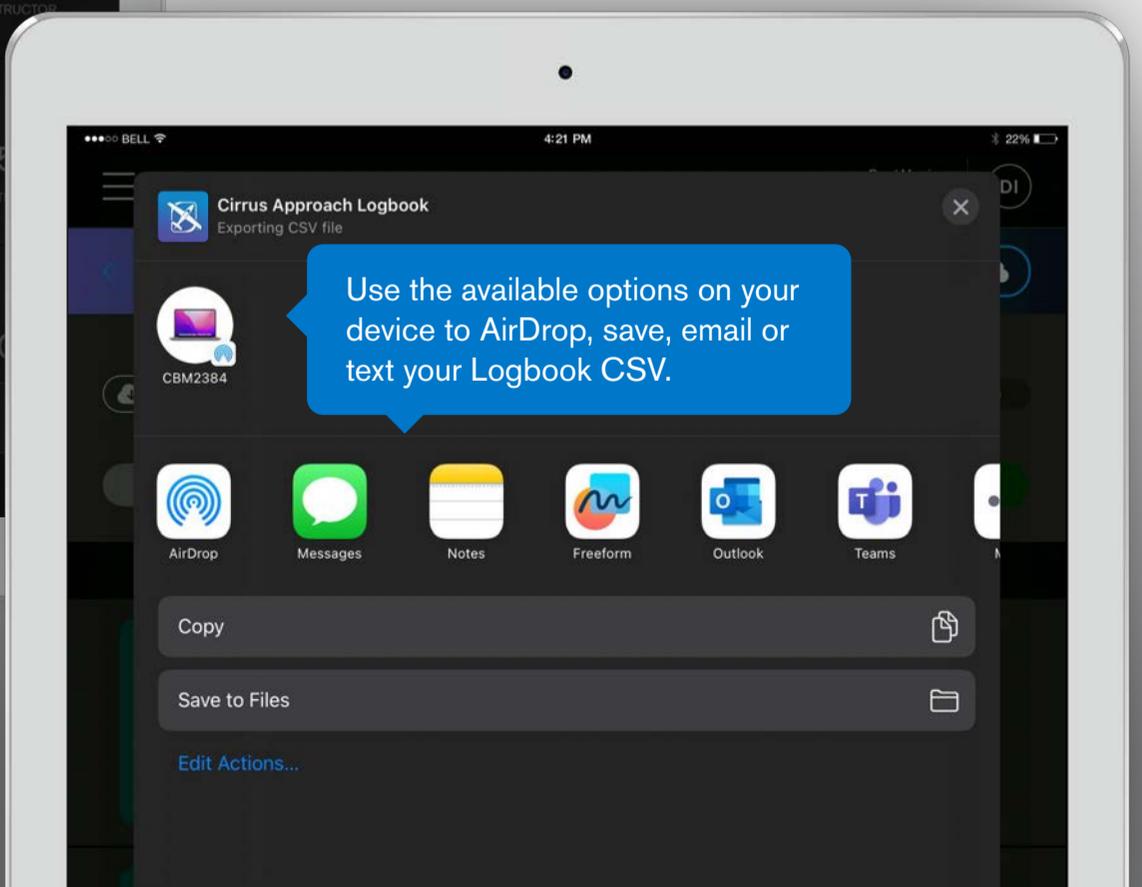
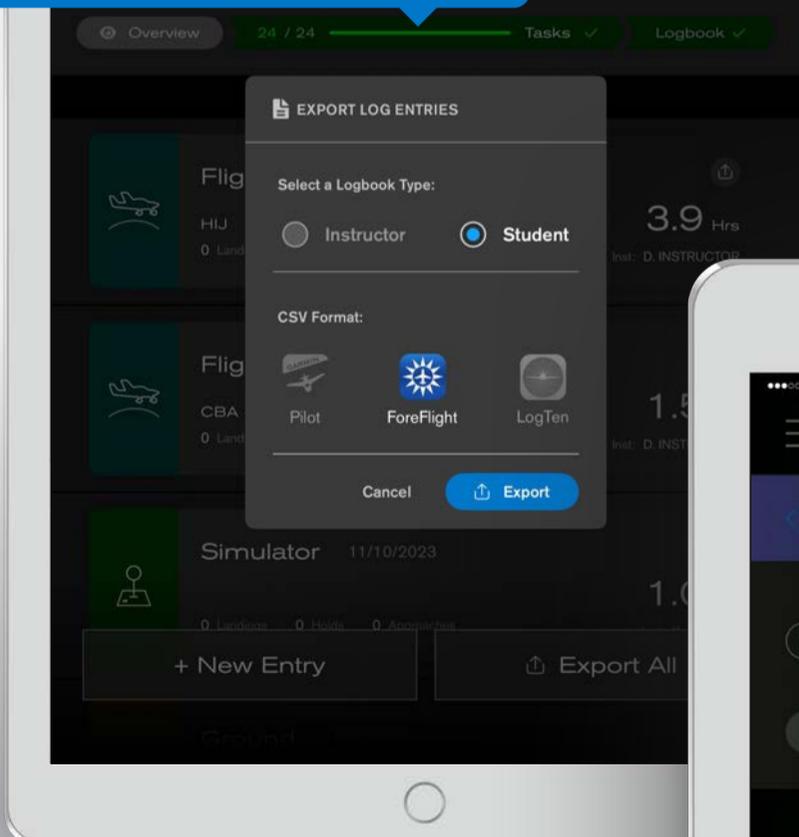
Tap the 'Export' icon, just above the flight hours to export individual entries.



'Export All' automatically selects all entries for the lesson.



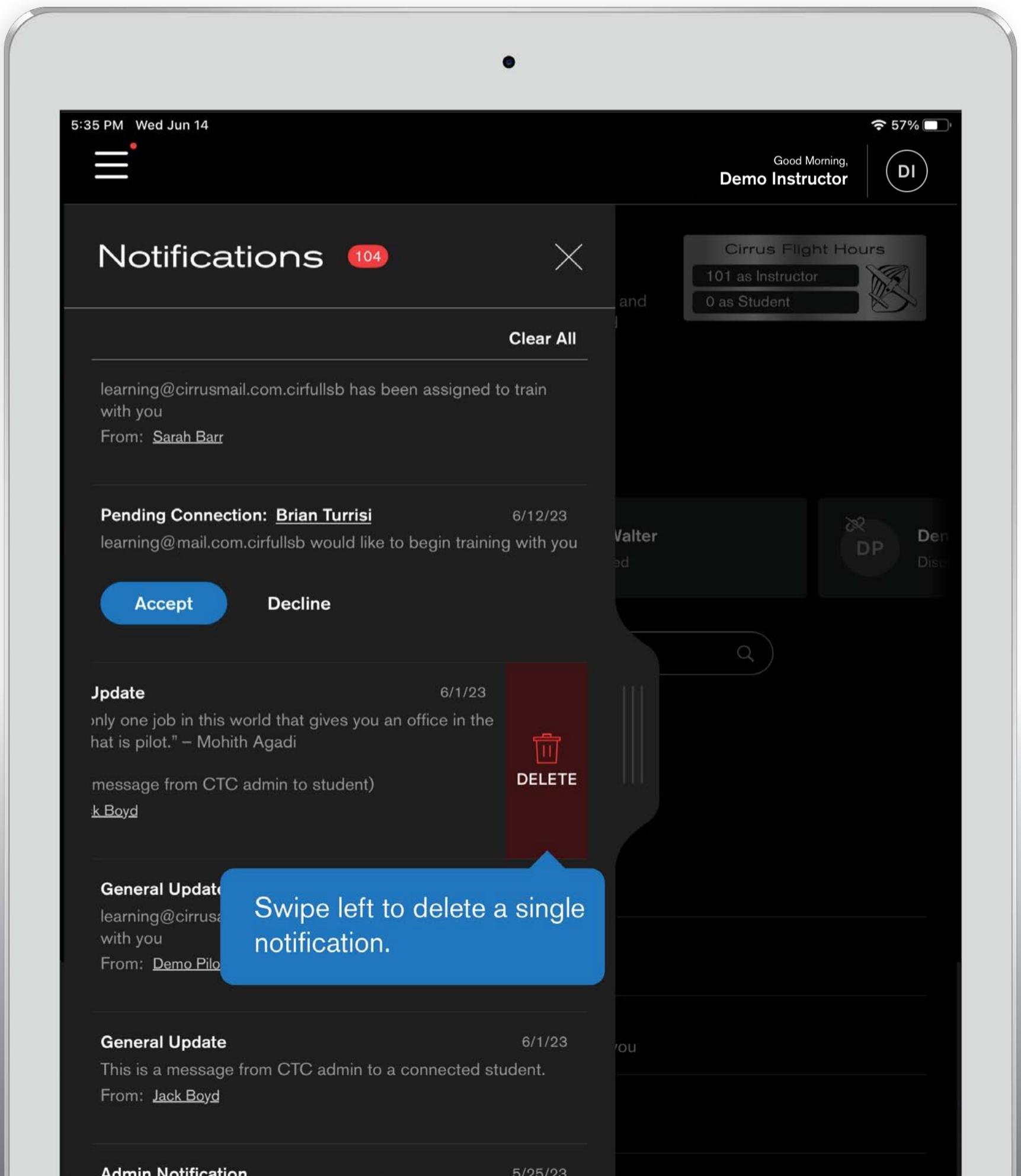
First, pick the type of log entry you'd like to export. Select either an Instructor (Dual Given) or Student, and then choose the formatting type (Garmin Pilot, ForeFlight or LogTen). Finally tap 'Export' to create the .csv file and open the send options.



Notifications Supported in iOS

New student connections and notifications are managed through the notifications panel. Accepting or declining a connection request can be accomplished by opening the notifications drawer or by tapping the bell icon in the main menus.

NOTE: Make sure that you've "Accepted" or "Declined" ALL connection requests before clearing all notifications.



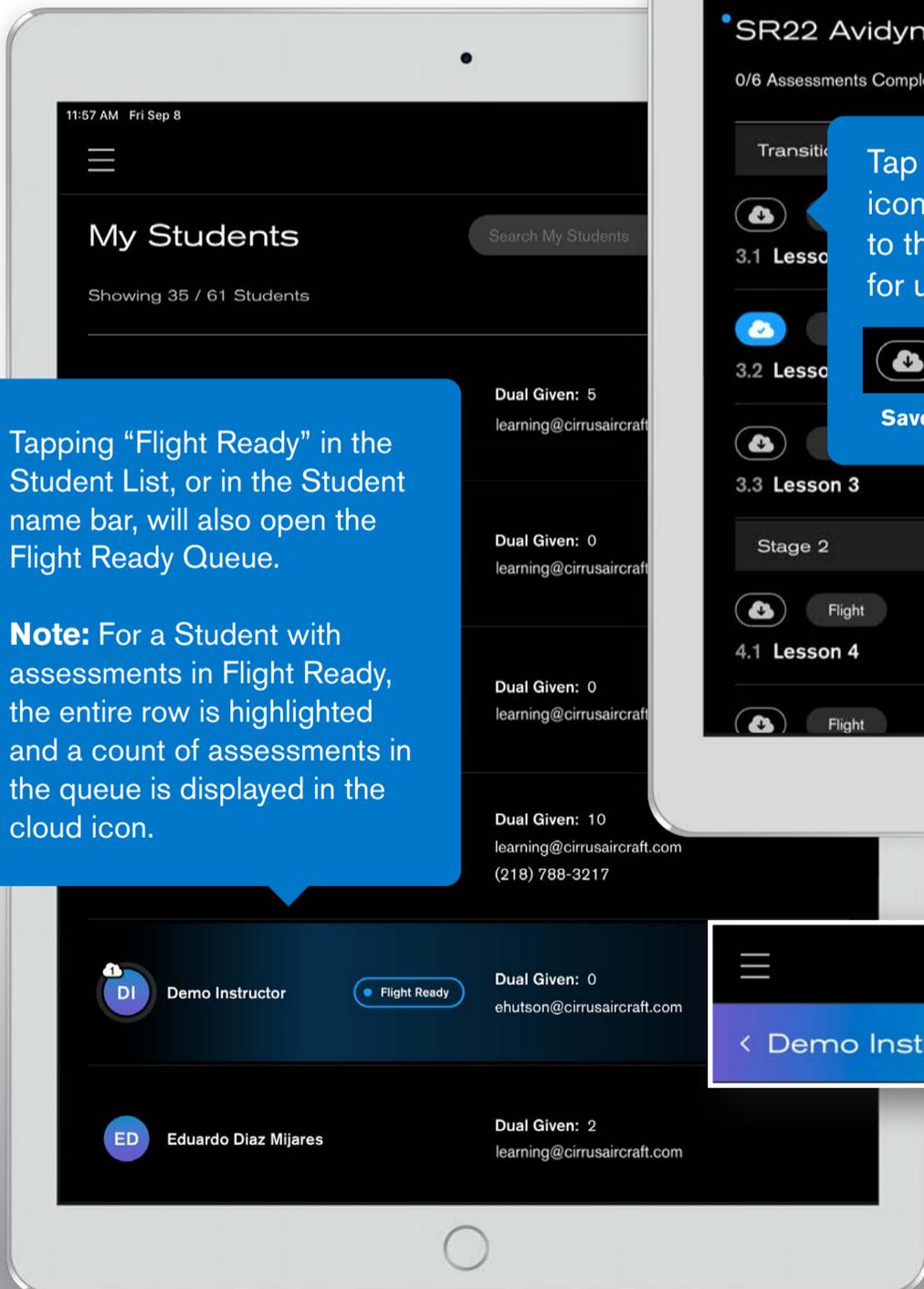
Flight Ready Mode – Offline Capability

Up to 3 Assessments can now be saved to your device for completing assessments offline and in-flight!
Tap the 'Download Cloud' icon next to any lesson to add an assessment to the Flight Ready Queue.



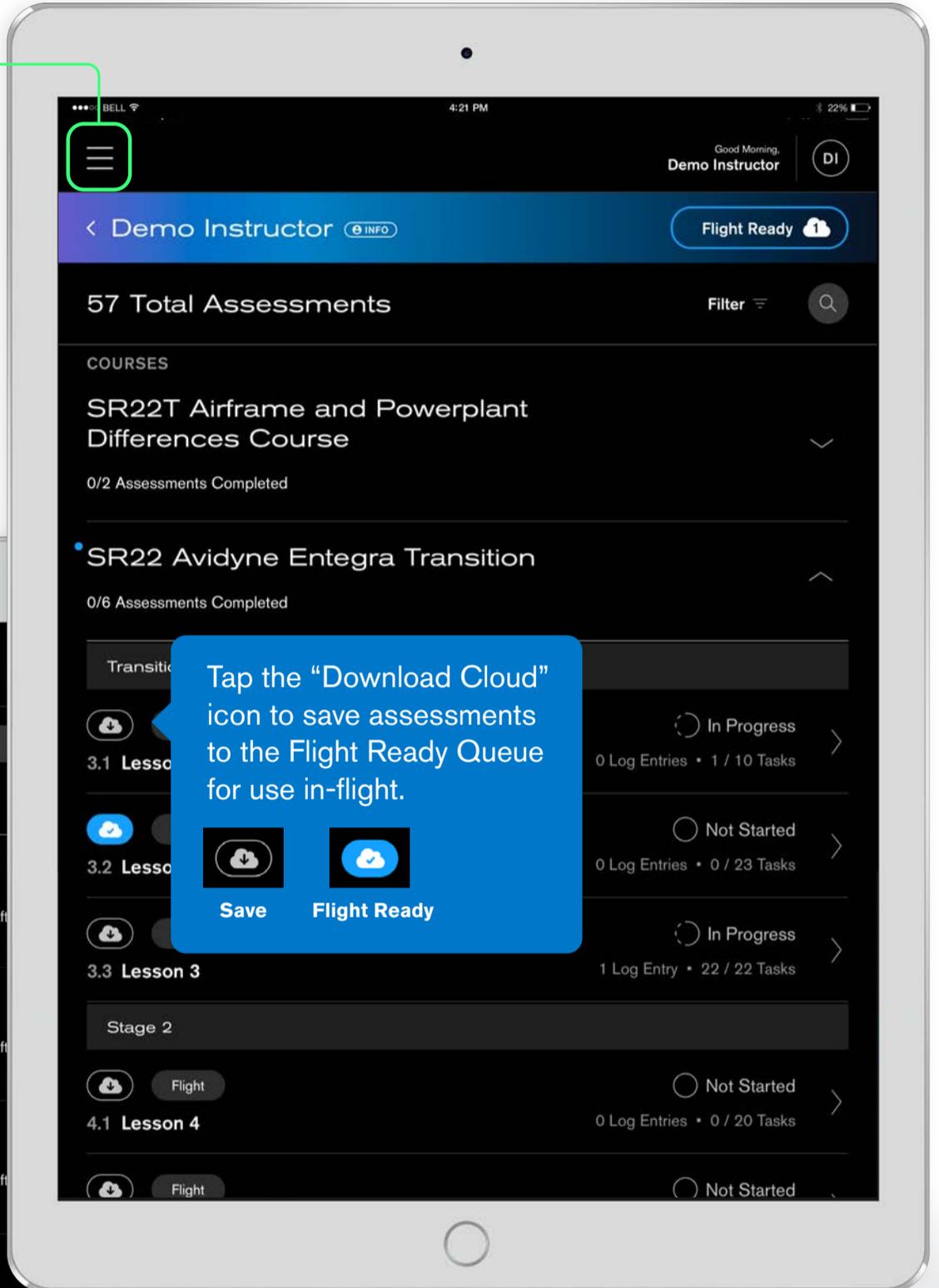
Get to the Flight Ready Queue from the main menu.

Courses with assessments saved to the queue are indicated in the list by a blue dot.



Tapping "Flight Ready" in the Student List, or in the Student name bar, will also open the Flight Ready Queue.

Note: For a Student with assessments in Flight Ready, the entire row is highlighted and a count of assessments in the queue is displayed in the cloud icon.



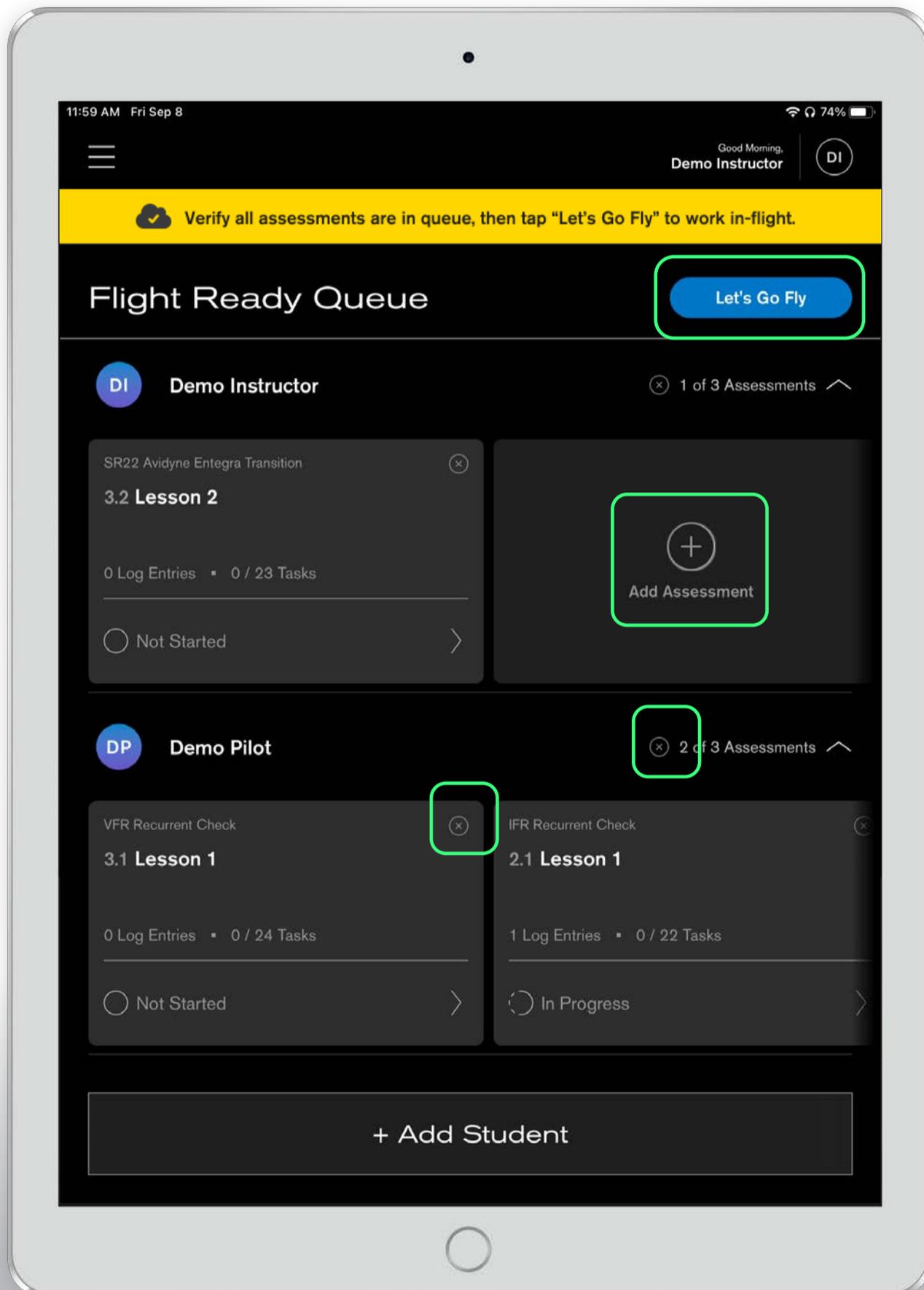
Tap the "Download Cloud" icon to save assessments to the Flight Ready Queue for use in-flight.



The Flight Ready Queue can be opened from the Student name bar if any assessments were added.

Flight Ready Queue

Downloaded Assessments are saved to a Flight Ready Queue for quick access while in-flight. To enter Flight Ready mode and work offline, first VERIFY that you have the correct assessments saved in the queue, and then tap “Let’s Go Fly”.



IMPORTANT:
You must tap the “Let’s Go Fly” button to enter ‘Flight Ready’ mode and begin working offline. Once in ‘Flight Ready’ mode, it is possible to complete saved assessments while in-flight.

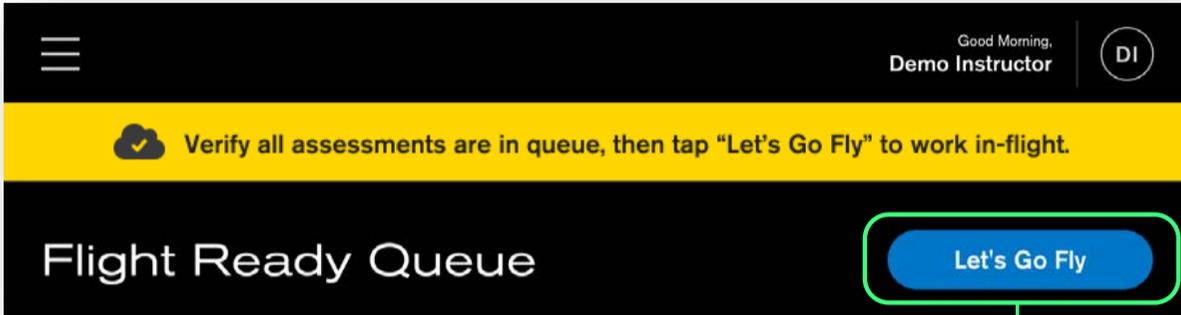
To edit the queue tap the ‘plus’ icon to add an Assessment, or the close icon to remove or clear Assessments from the queue.

REMINDER:
The Flight Ready Queue can hold a max of 3 students, with up to 3 assessments each, for in-flight use.

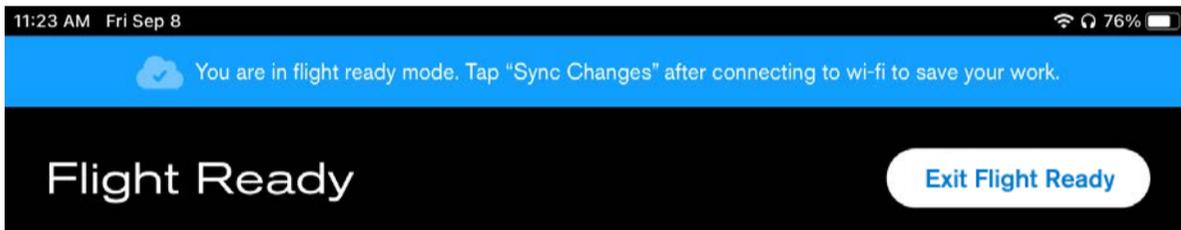
How to Enter Flight Ready Mode

In order to work offline or in-flight you must 'ACTIVATE' Flight Ready mode.

First, verify that you have all the correct assessments in the queue, then tap "Let's Go Fly". This will download all of the Flight Ready assessments to your device so they can be worked on without a wifi connection. *Make sure to do this before heading to the aircraft!*

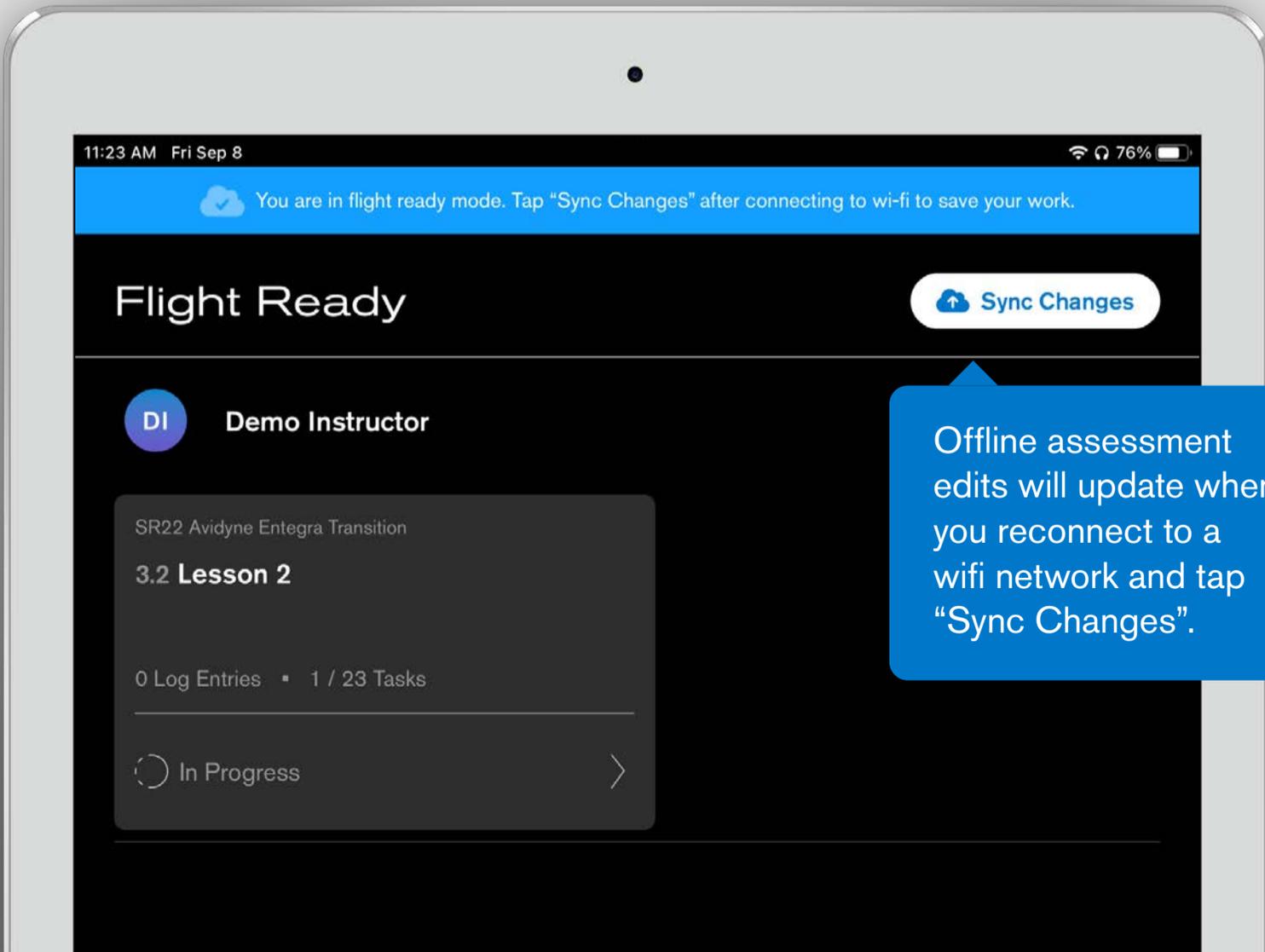


Verify the correct assessments are in queue and tap "Let's Go Fly" before heading to the aircraft.



Once the banner turns blue, your device is 'Flight Ready' and you can begin work offline.

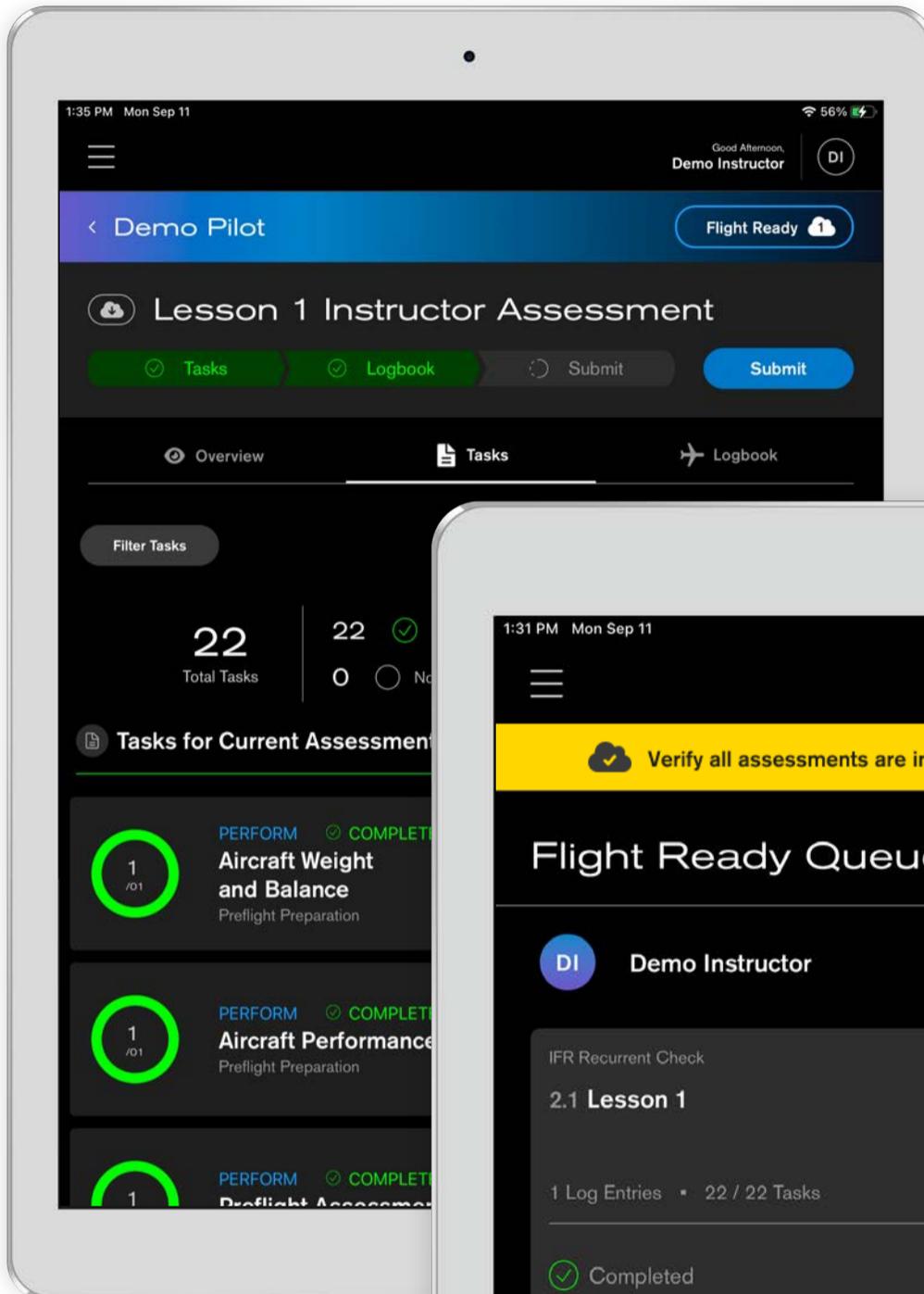
If no edits have been made in Flight Ready mode, tapping "Exit Flight Ready" will navigate back to the queue.



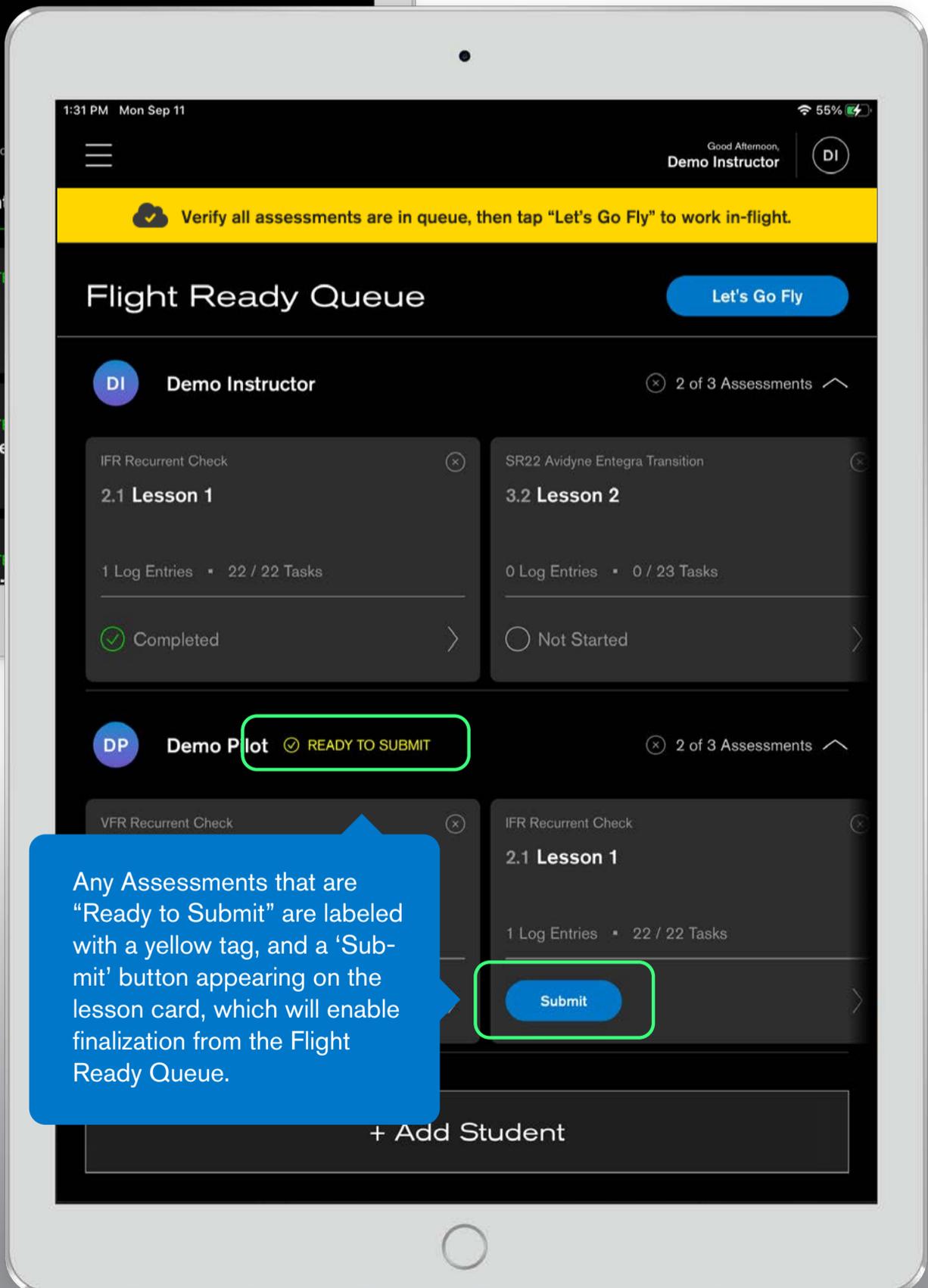
Offline assessment edits will update when you reconnect to a wifi network and tap "Sync Changes".

Submitting Assessments

Completed Assessments can now be submitted directly from the Flight Ready Queue.



Assessments with ALL tasks complete and at least one logbook entry can be finalized and Submitted from the status bar at the top of each assessment, or directly from the Flight Ready Queue.



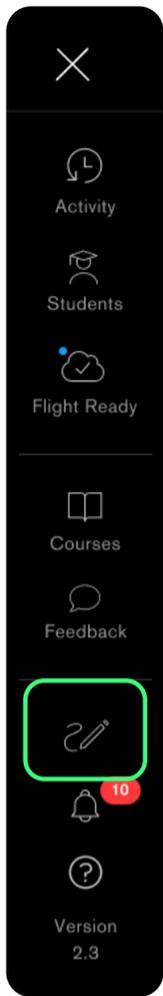
Any Assessments that are "Ready to Submit" are labeled with a yellow tag, and a 'Submit' button appearing on the lesson card, which will enable finalization from the Flight Ready Queue.

NOTE: Tasks and Logbook entries can NOT be edited once all lessons have been submitted and the Course has been marked 'complete'.

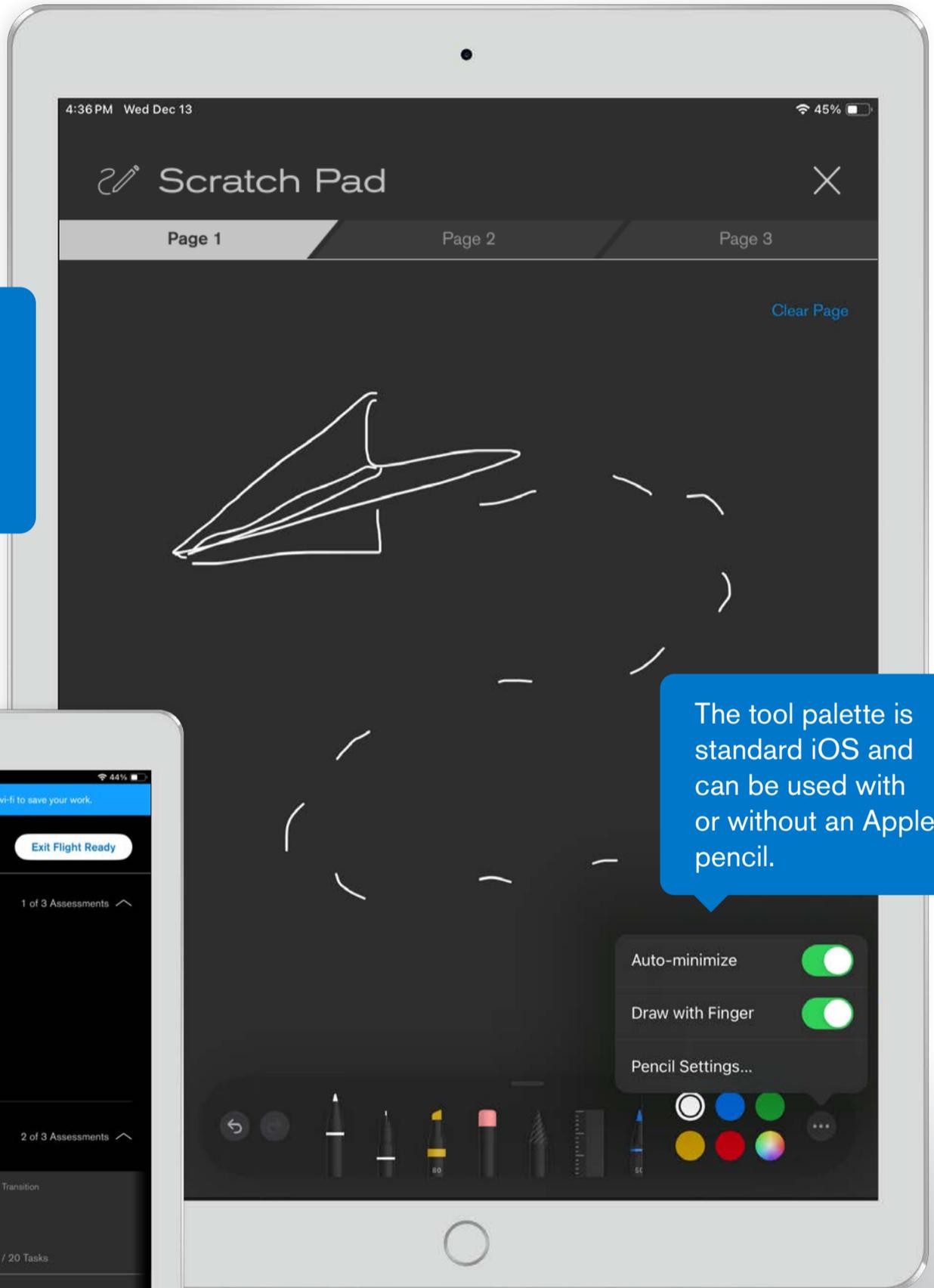
Scratch Pad

We've introduced a new scratch pad feature for taking notes or making a quick sketch while in-flight.

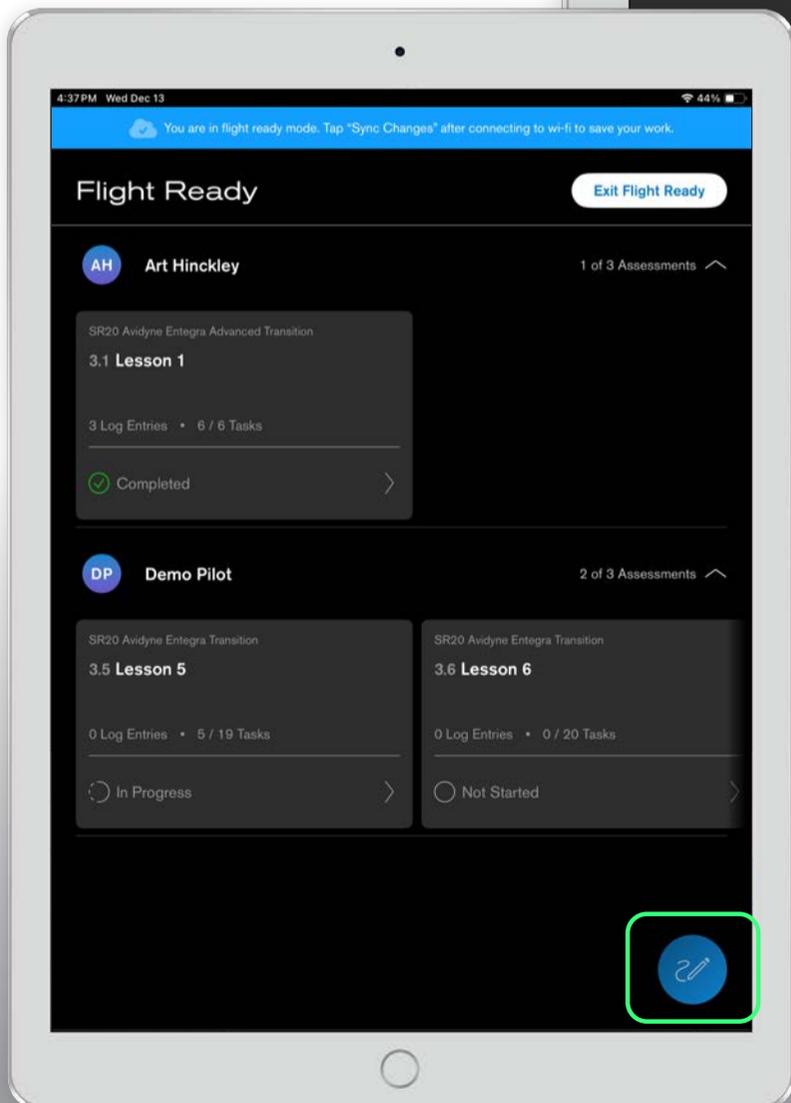
NOTE: Scratch Pad pages are NOT saved to files, so if you 'clear' a page, the content will no longer be accessible.



The Scratch Pad is a new menu item just above the Notifications icon.



The tool palette is standard iOS and can be used with or without an Apple pencil.



When in Flight Ready mode, the Scratch Pad is accessible via a floating button with the icon in the lower right corner.

Recent Activity – Online

Welcome to the new “Recent Activity” home screen for the Cirrus Approach Instructor app. From here you can quickly access the students you’ve most recently worked with, view notification messages, student task performance, your instructor hours, and a list of your student’s most recent achievements.

The screenshot displays the app's home screen with a dark theme. At the top, a user profile for James Bond is visible. The main content area is divided into several sections: 'Recent Students' with a row of student cards; 'Notifications' with a list of messages; 'Student Task Performance' with progress bars for various tasks; 'Flight Instruction Hours' with a bar chart; and 'Recent Student Achievements' with a list of milestones. Callout boxes provide context for key features.

Recent Students

Initials	Name	Status
CM	Chanel Montgomery	Connected
SR	Spencer Rysman	Connected
NK	Nicole Lauren Villagomez Kneip	Disconnected
LB	Larry Berry	Connected

Notifications (5)

- 2/12/22: Course Name is expiring soon! You need to Re-Enroll in Course Name. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod.
- 2/12/22: John Hancock would like to add you as an instructor.
- 2/12/22: You have 2 unread messages.
- 2/12/22: John Hancock would like to add you as an instructor.
- 2/12/22: Course Name is expiring soon! You need to Re-Enroll in Course Name. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod.

Student Task Performance (Last 30 Days)

Task	Most Passed	Most Missed	Percentage
Normal Landing	43230	43230	100%
Course Briefing & Longer Title That Extends	1233	1233	100%
Traffic Pattern	7	8	88%
Electrical System	7	8	88%
Normal Takeoff	7	8	88%

Flight Instruction Hours (Total hours from 1/1/2022 to 12/31/2022: 58)

Month	Hours
JAN	0
FEB	0
MAR	0
APR	20
MAY	80
JUN	31
JUL	15
AUG	97
SEP	81
OCT	72
NOV	100
DEC	100

Recent Student Achievements

- 3/10/22: **Charollette Lauren Villagomez:** Long Milestone Name Private Pilot License
- 3/10/22: **Spencer Rysman:** Long Pilot Certificate Name
- 3/10/22: **Bartholomew Thompson:** SR22TN Perspective Advanced Transition (VFR + IFR)
- 3/10/22: **Scott Mora:** Long Pilot Certificate Name
- 3/10/22: **Longer Student Name:** Long Pilot Certificate Name

Access students you are currently working with.

Quickly view your most recent notifications.

Gain insights on the most passed and missed tasks from all your students.

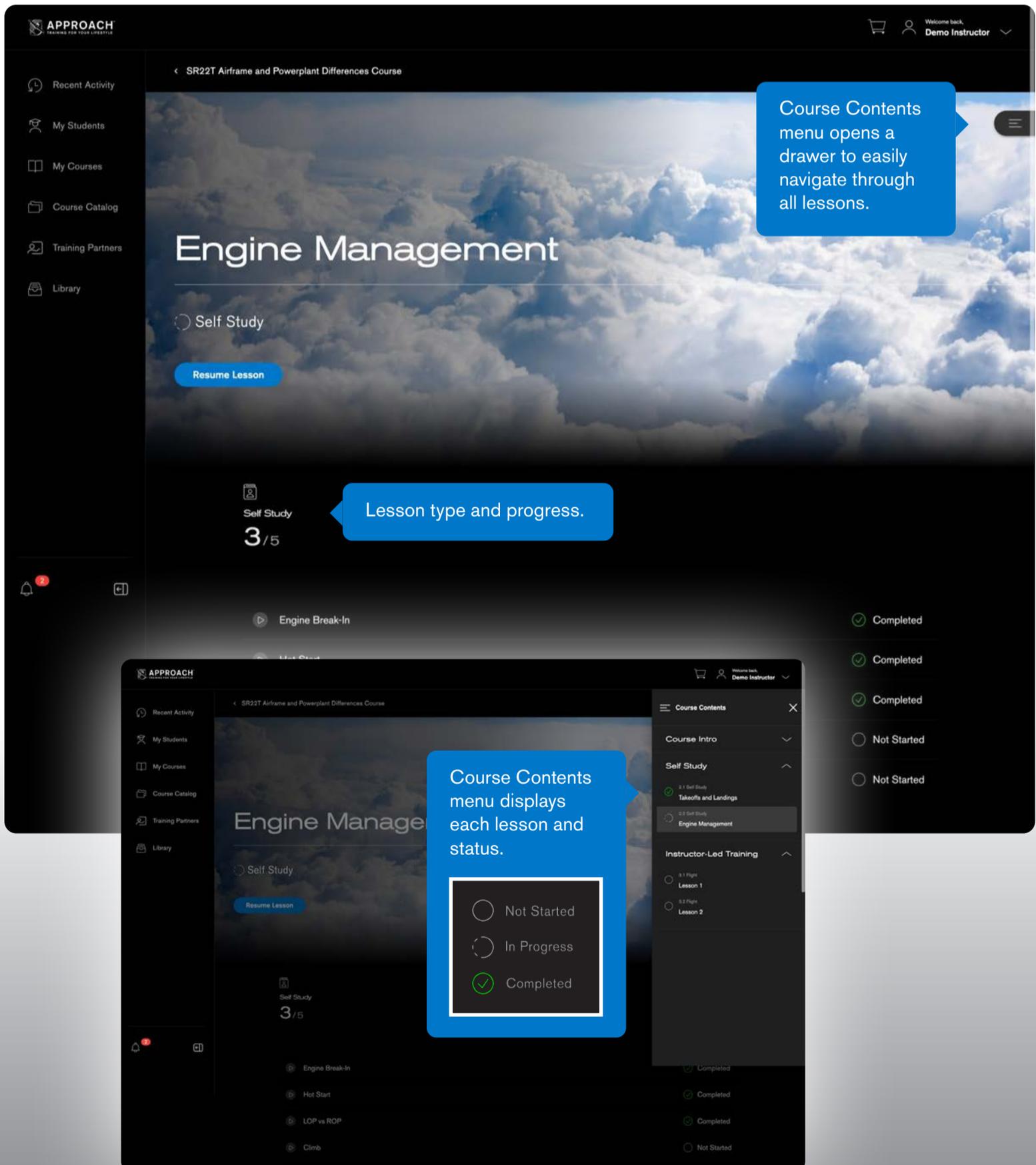
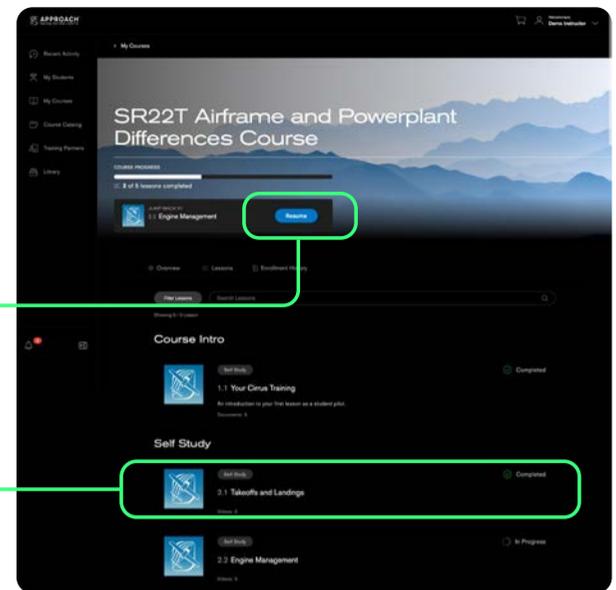
View your dual given flight hours for various time frames.

View your students achievements.

Lesson Landing Page

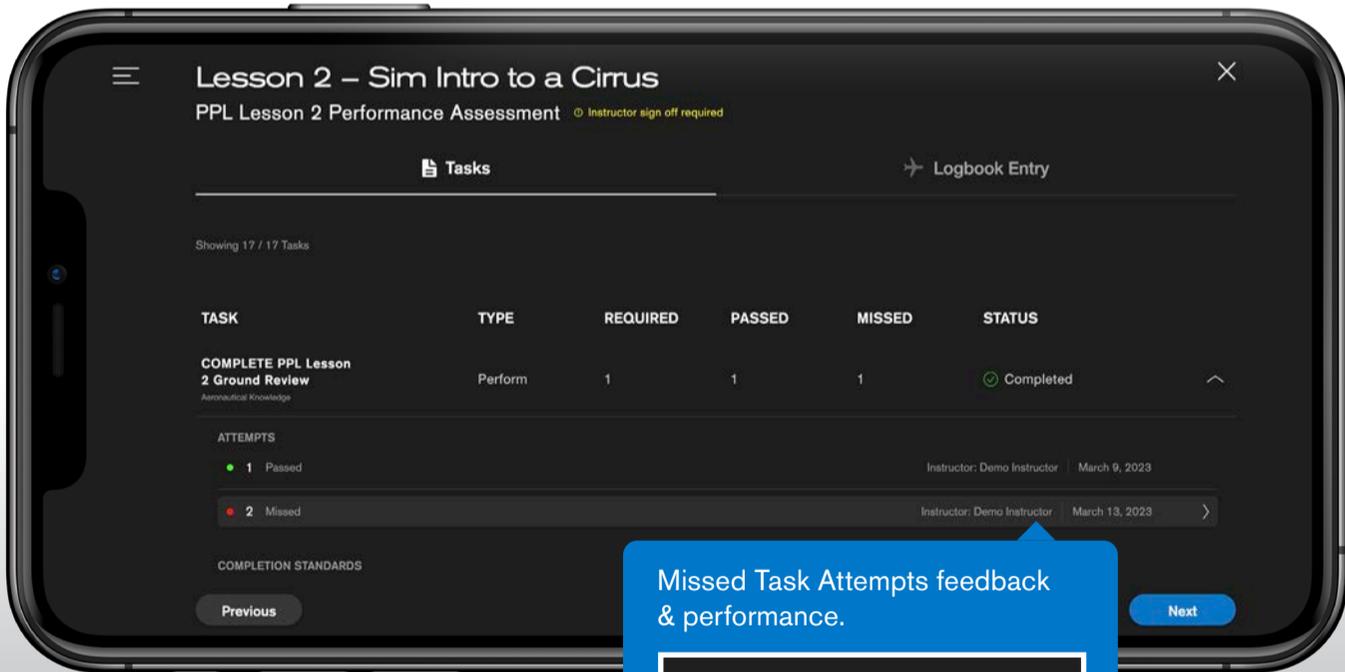
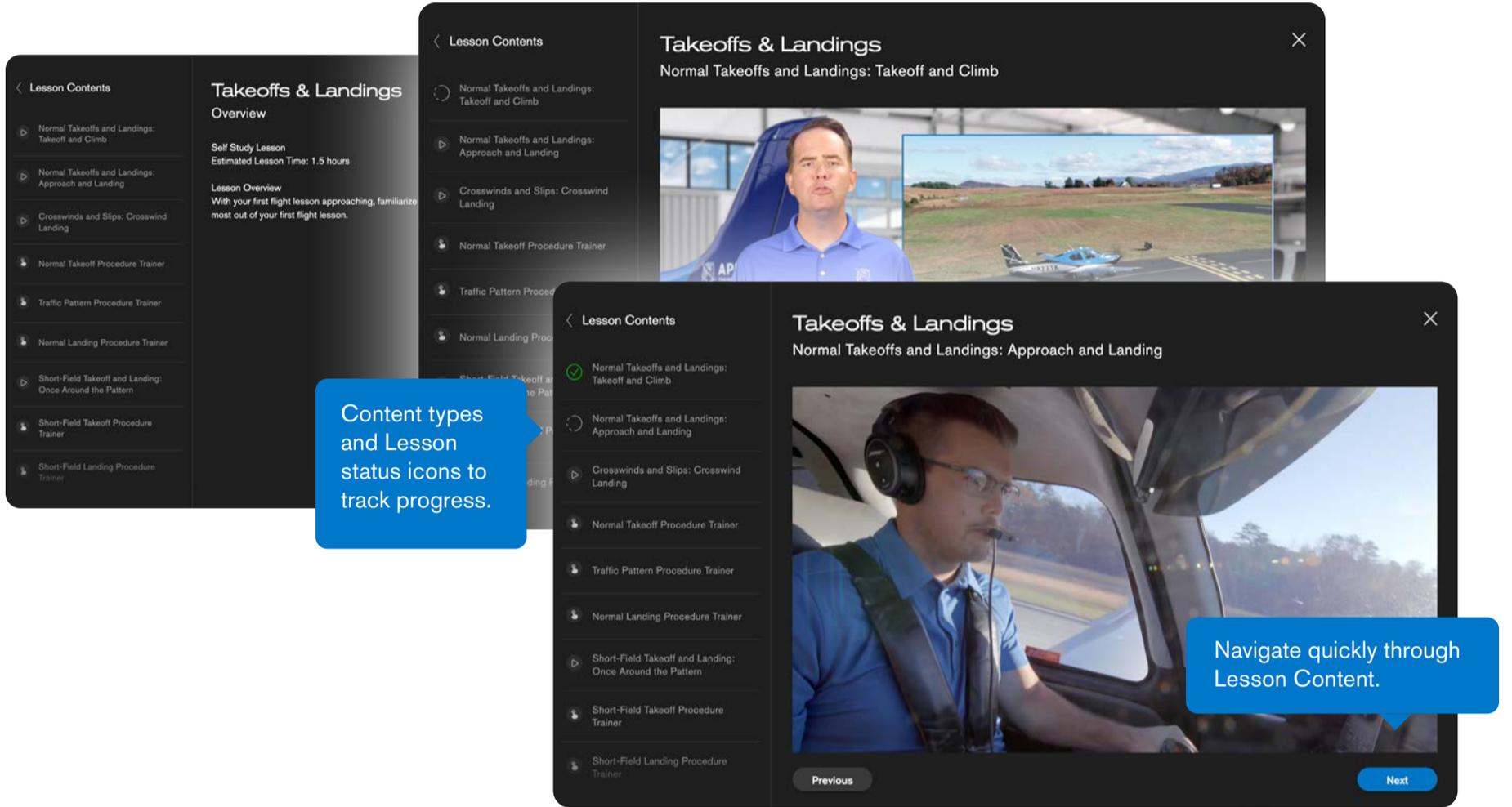
Clicking on “Get Started” or any lesson from the course overview page, brings you to the lesson landing page where training begins. The course contents menu in the top right allows you to navigate to any lesson, and displays the status of each lesson in the course.

Course Overview page:



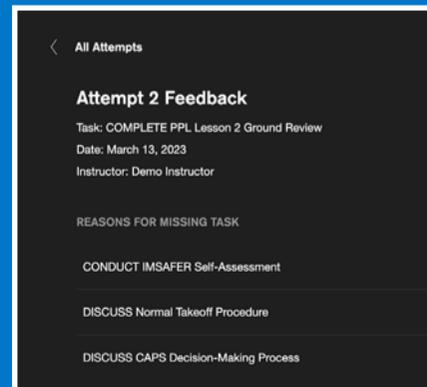
Lesson Content Player

Once a lesson is started, the new content player makes it easy to navigate to lesson content by using the “Next” and “Previous” buttons, or with the list in the top left menu. As lessons are completed, progress will be tracked on the course overview page as well as throughout the site.



NOTE: Logbook entries and task performance are also viewable in the lesson content player

Missed Task Attempts feedback & performance.

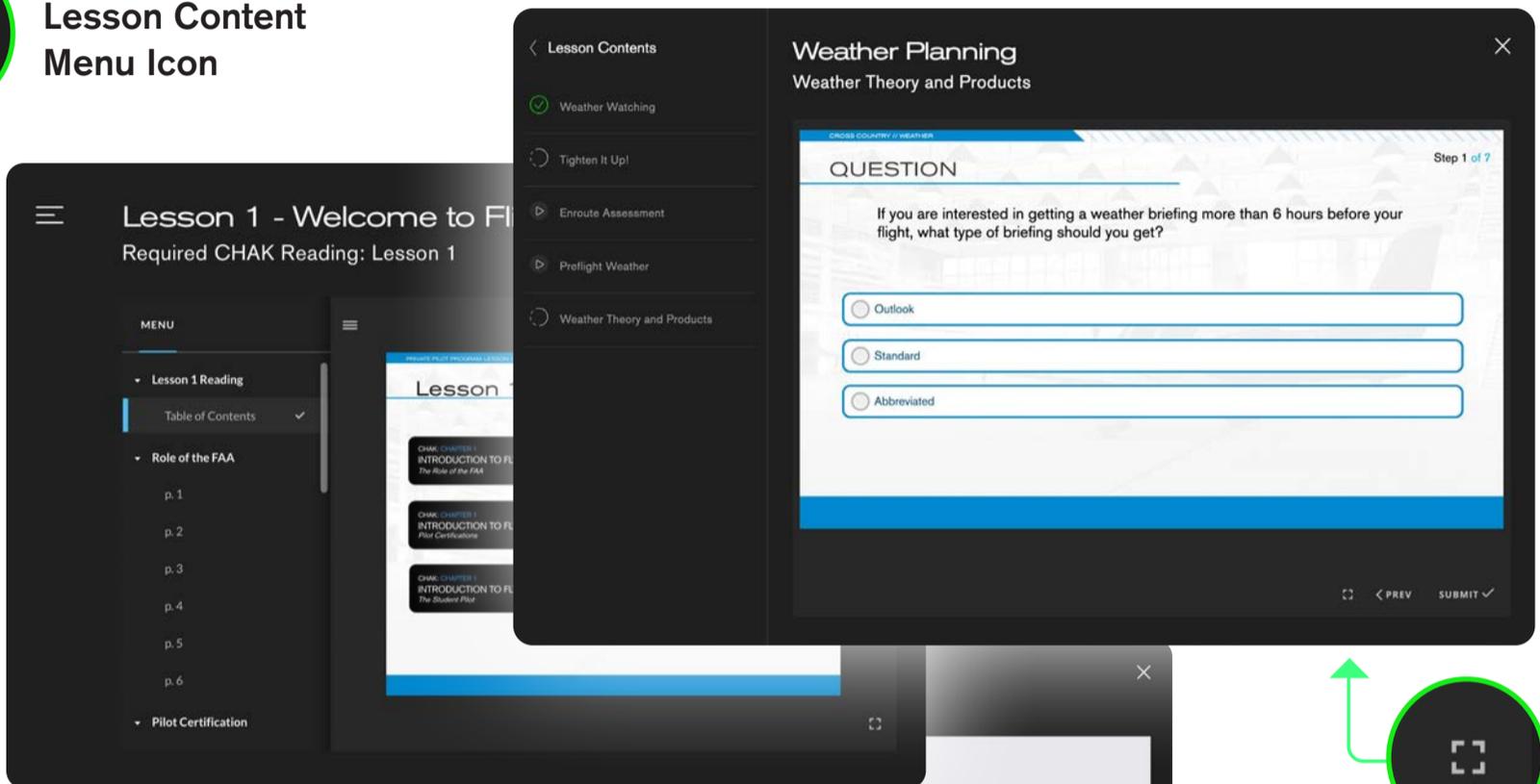


Lesson Content Player (continued)

While in the player, it may be useful to view content fullscreen depending on your device type. Videos have the fullscreen button in the controller bar and for other content types it is located in the lower right corner. Pressing “esc” on your desktop keyboard will exit fullscreen mode.



Lesson Content Menu Icon



Fullscreen Icon: Quizzes/Interactives

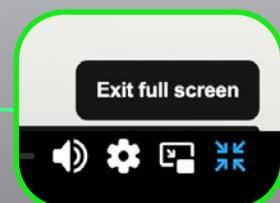


Fullscreen Icon: Video



NOTE: Pressing “esc” on your keyboard will also exit fullscreen mode.

Video Controller bar appears on hover.



Instructor Features (web)

On the Recent Activity page online, it's now very easy to switch views between roles going from Instructor back to your own progress as a Student. Also if Instructor-specific content is available in a lesson, a white bar and toggle switch will appear at the top of the page allowing you to view relevant content for helping teach that lesson.

Instructor's Recent Activity Page

Flight Hour widget displays both Instructor hours and your hours as a Student.

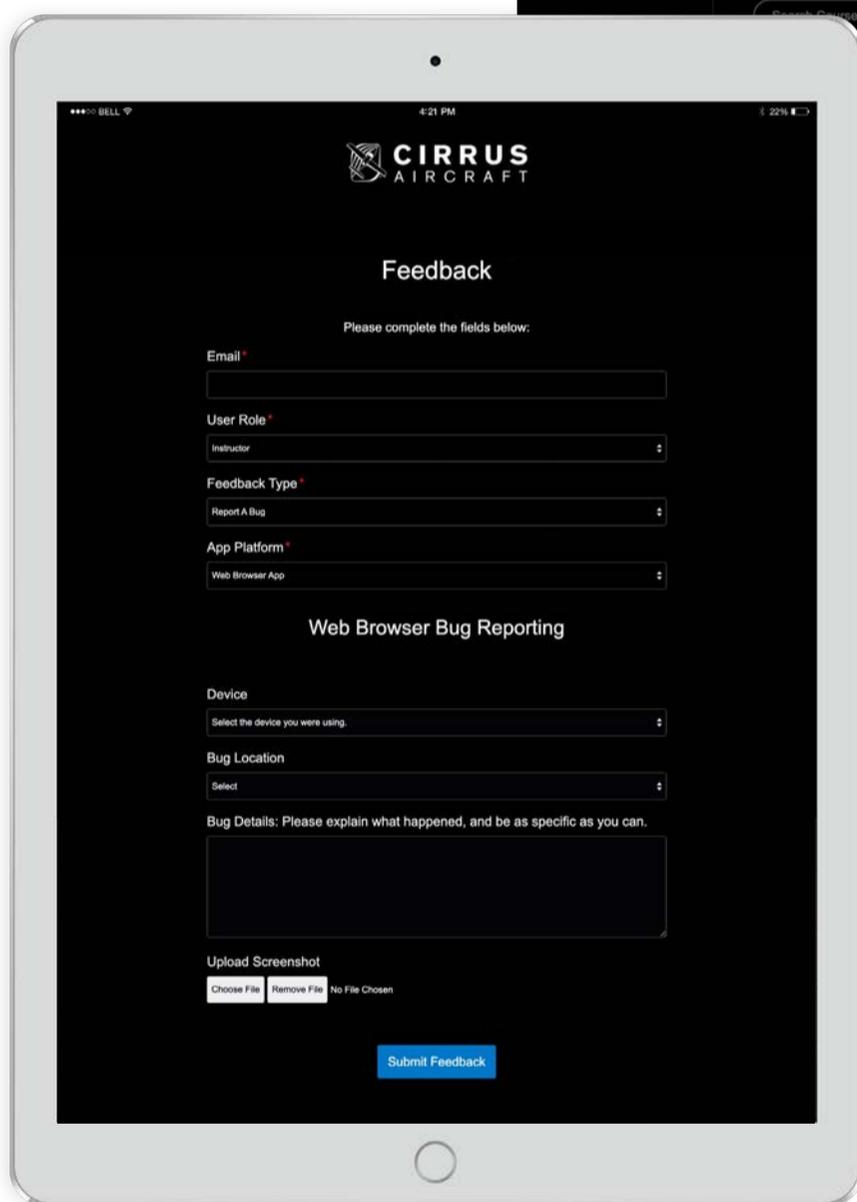
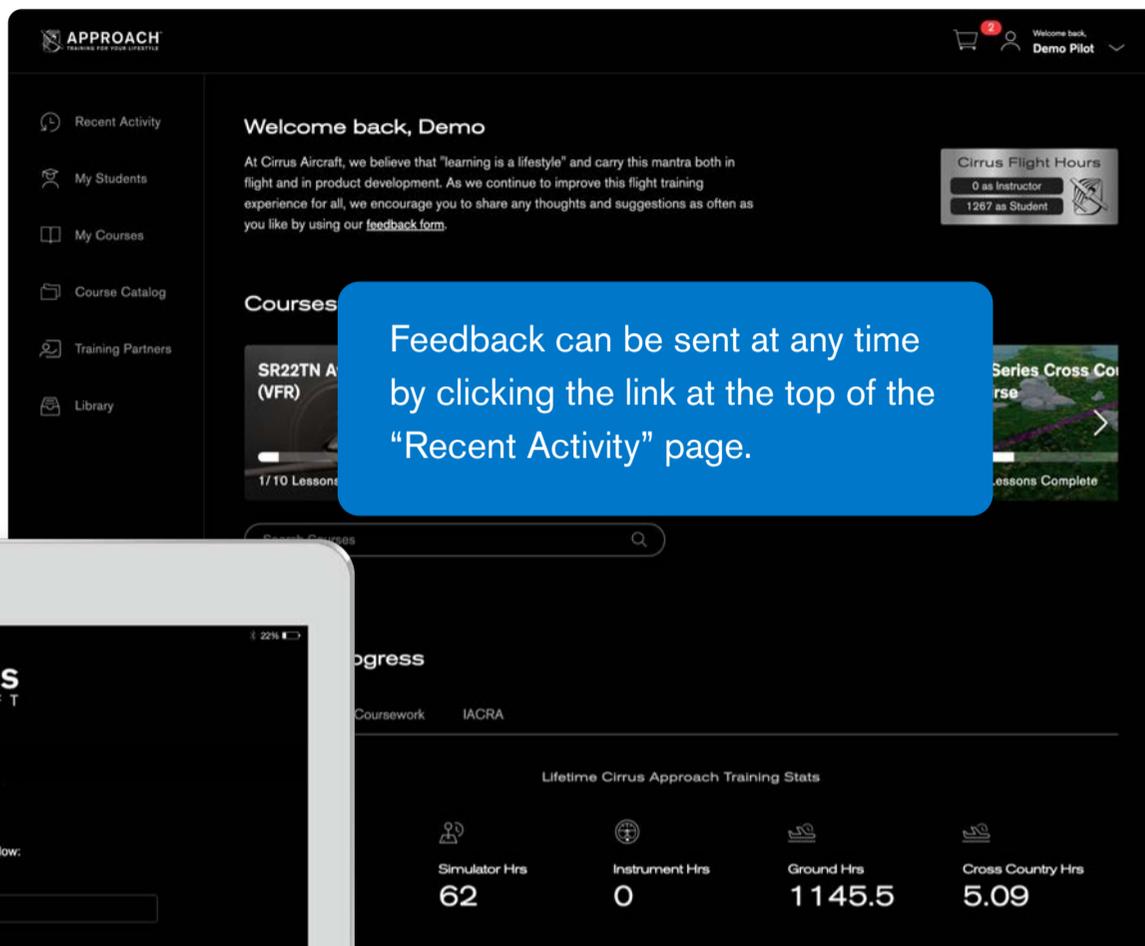
Easily switch between Student and Instructor roles.

For some Lessons, the top bar will be white with a toggle switch allowing you to view Instructor-relevant content or Student progress.

Example of a Student Lesson Page with Instructor content

We're committed to making the Cirrus Approach learning experience the best it can be.

These updates are just the beginning of what's on deck. New features and functionality are currently in development so if you have suggestions, find bugs or have any issues, we want to know.



We value your opinion!

Any input or feedback you provide will be extremely helpful in creating a better experience for all.

If you experience any difficulty with the app, please contact learning@cirrusaircraft.com or use our online form [here](#).