



Guide to Scheduling ETA Academics

KFF-O-D014E
Revision 0 11APR2017
Document Level 3

From the Home Page, click on Scheduling,

21 JAN 2016 16:18 [Current Condition=]

CAE Oxford Aviation Academy **ETA Home Page**

Posted Schedule Status: THU (21) 23:59, FRI (22), SAT (23), SUN (24), MON (25), TUE (26), WED (27)

Navigation: New Request | New Message | Directory | Menu | Log Out | Home | Help

ETA Home Page Menu:

- Course Catalogue
- Management
- Operations
- Personnel
- Planning
- Reports
- Scheduling**
- Training Records
- Training Resources
- Log Out

Main Content Area:

My Schedule | My Issues

Start	Stop	Status	Activity Type	Res	Course	Unit	Inst/PIC	Student 1	Student 2	Observers
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On the left hand side of the screen you will see the “Academic Schedule” tab, click here

	Start Date	Stop Date
TODAY	<< 21 JAN 2016	21 JAN 2016
Main Menu		
Schedule	Start	Stop
Scheduler		
Enter Schedule Requests		
Pending Schedule Requests		
Payroll Adjust Requests		
Repeat Requests		
Resource Type Allocation		
Location Training Calendar		
Team Work Week		
Resource Schedules		
Student Schedules		
Instructor Schedules		
Other Personnel Schedules		
Team Schedules		
Academic Schedule		
Crew Schedule		



Select NEW from the top right hand side to open a scheduling window.

request | new message | Directory | Menu | Log Out | Home | Help

Academic Schedule

Course

Scheduling Window

Start by selecting your unit. Only academics will be displayed and selectable.

Academic Activity - New

Class: **INDIGO 2016-01** Previous Unit: OPTIONAL ACADMIC

Date: 11 APR 2017 Start: 15:00 SCHEDULE Stop: 18:00

Course: INDIGO CPL Unit: **OPTIONAL ACADMIC** Unit Duration: 1.0

Instructor: GOO GOO Not Current Not Qualified Resource: **BRF ROOM A**

Activity Comments


STUDENTS

Team: All Instructor: All Crew: All Class: All

Flight Block: All Registration Term: All Person Subtype: All FILTER SELECT ALL STUDENTS

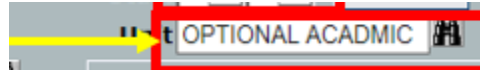
Schedule	Student	Team	Optioned	Not Current	Not Qualified	Unavailable	Completed
<input type="checkbox"/>	IAGRA	FAA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	IGUPT	FAA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	IROYB	FAA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ISAHN	FAA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ISCAR	FAA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	IAROR	FAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	IBHAD	FAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	IBHAR	FAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	IBIAL	FAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ICHOP	FAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	IGAUD	FAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	IGAUS	FAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	IGOVI	FAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SAVE CANCEL

Select the  to select a unit. The “Unit Finder” window will open. Make sure you select the **CORRECT** COURSE/SYLLABUS.



You will see a list of available academics. Make your selection. For any type of extra orals or ground work select OPTIONAL ACADMIC or the closest variance depending on the syllabus. (Note, academic may be abbreviated)



IF you want to schedule students from multiple classes, leave the CLASS field BLANK.

The date will auto populate to the **current day so be sure this is the correct date**. Click to change because in most cases it will be for a future date.

The course window will auto populate after you make your academic selection in the Unit Finder.

The top Instructor entry is not actually required and the bottom instructor entry should auto populate showing just your students.

Clear these fields if you are selecting students other than your own.

Select a start and end time. The duration will auto populate.

Select a briefing room.

BELOW the Student line



This is only necessary if you want to add additional filters to reduce the number of students on the selection list.

White means they have never completed the unit selected.

Yellow means they have completed the unit selected on a previous date.

Please make sure everything is correct (DATE etc.) before you SAVE because **you will not be able to edit your academic.**

You will need the assistance of a Flight Lead to make changes.

MAKE SURE YOU ENTER A DESCRIPTION OF YOUR ACTIVITY IN THE COMMENTS!

Here is an Example of reducing the return list of students by using the filters below the student line.

Academic Activity - New

Class: INDIGO 2016-01 Previous Unit: OPTIONAL ACADMIC

Date: 11 APR 2017 Start: 10:00 SCHEDULE Stop: 11:00

Course: INDIGO CPL Unit: OPTIONAL ACADMIC Unit Duration: 1.0

Instructor: GOO GOO Not Current Not Qualified Resource: BRF ROOM A

Activity Comments: [Text Box]

STUDENTS

Team: FAA Instructor: GOO GOO Crew: All Class: INDIGO 2016-01

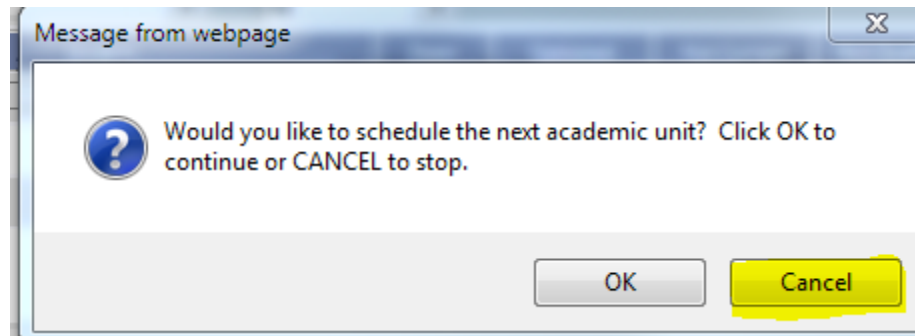
Flight Block: All Registration Term: All Person Subtype: All FILTER SELECT ALL STUDENTS

Schedule	Student	Team	Optioned	Not Current	Not Qualified	Unavailable	Completed
<input type="checkbox"/>	ICHOP	FAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	IPAND	FAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ISHAR	FAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SAVE CANCEL

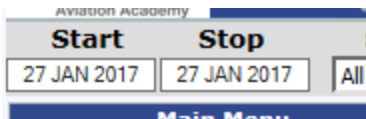
Tick the appropriate boxes and **SAVE**

When you see this box choose **CANCEL** because you won't be scheduling the NEXT academic unit in the syllabus.







AFTER completion of the academic, you need to complete the activity.

From the Academic screen, select the dates that you performed the briefing and Click "Filter"



Once you click filter you should see your academic with a green "GO" still listed on the page; From here click the "A" button

	Status	Start	Stop	Course	Unit	Instructor	Num Students	Resource	Attendance
  	Scheduled	27 JAN 14:00	27 JAN 17:00	APPFO CPL v3	AP25 BRIEF NAV	DEM DEMAREZ	2	BRF ROOM T	

Select the Grade you would like to give for each student that attended and then Hit **SAVE**

Academic Activity - ATTENDANCE

Date: 27 JAN 2017 Start: 14:00 Stop: 17:00

Course: APPFO CPL v3 Unit: AP25 BRIEF NAV Instructor: DEM DEMARE Resource: BRF ROOM T

Activity Comments:

Grade Sheet Comments:

Student	In Attendance	Grade	Score	Audit	Optioned	Not Current	Not Qualify
C ODEMO_S	<input checked="" type="checkbox"/>	S	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C OMAUS_S	<input checked="" type="checkbox"/>	S	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GRADE SHEET RESET PRINT **SAVE** CANCEL

Activity Completed

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