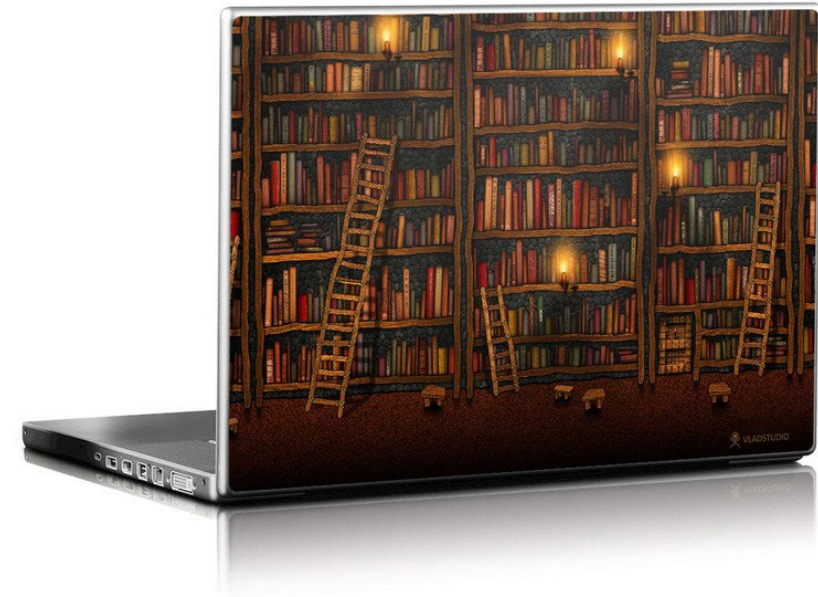


Your Learning User Guide

Introducing you to the IALTA learning platform



For queries and questions not answered by the FAQ section please contact info@ialta.aero

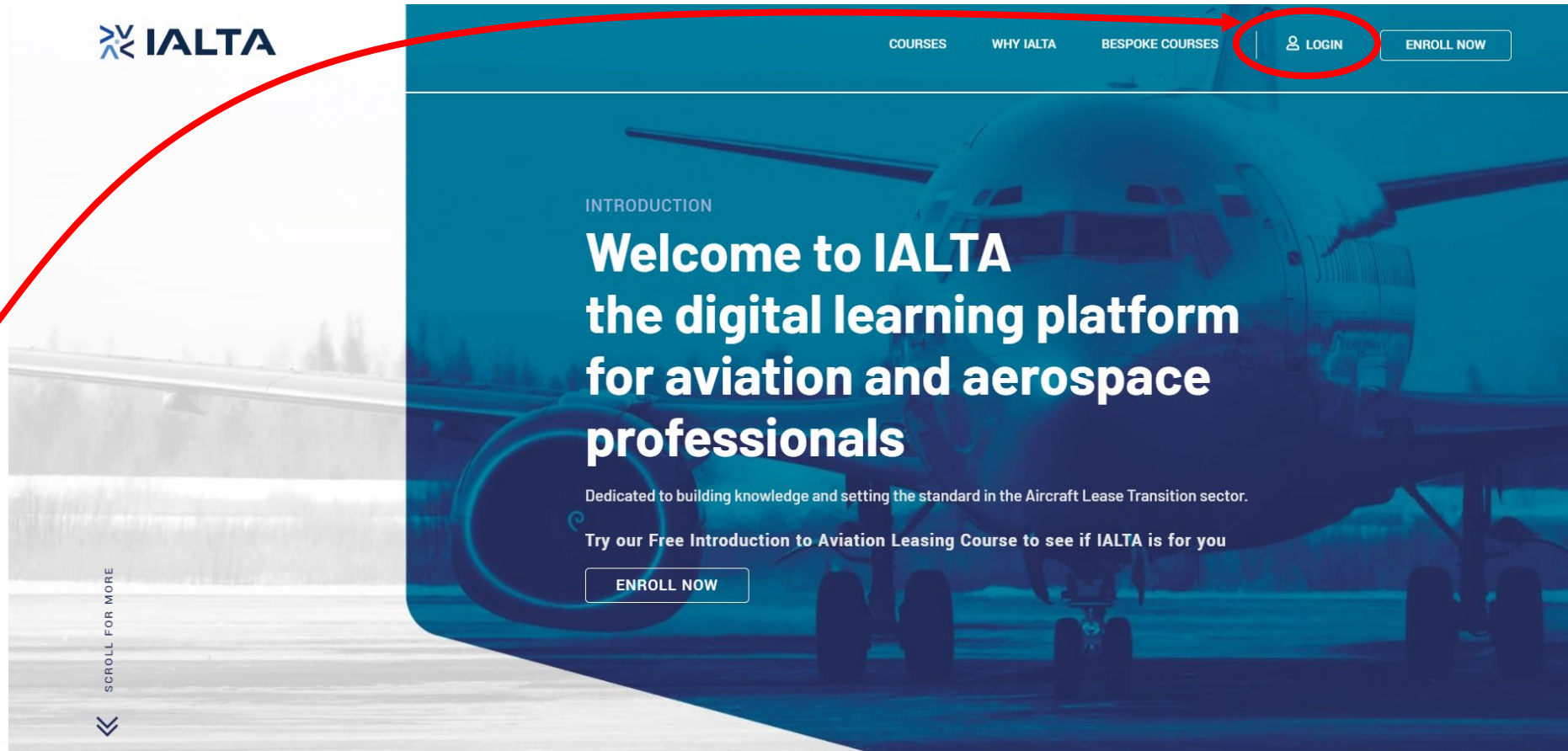
Logging in and finding us

Go to

www.IALTA.aero

to locate the website

Now click on LOGIN in the
top right of the page





Logging in

Enter in your username or email address

Next enter your password

Select “remember me” only if this is your personal login or private computer

Then select Log In

If you can not recall your password then select “lost your password” and follow the onscreen instructions to reset.

The screenshot shows the IALTA Login interface. At the top, the word "Login" is displayed in a large blue font, with a close button (X) in the top right corner. Below the title, the text "Username or Email Address" is centered above a light gray input field with a user icon on the left. Underneath, the text "Password" is centered above another light gray input field with a lock icon on the left. Below the password field, there is a checkbox labeled "Remember Me". A blue "Log In" button is centered below the checkbox. Under the button, the text "Lost Your Password?" is displayed as a link. At the bottom, the IALTA logo is shown, consisting of a stylized blue icon and the text "IALTA".



Your Courses

Once logged in you will be taken to your Profile page where any courses you have signed up to are displayed.

On the top is displayed your Name – Check this is correct as your certificate will state this also!

Next you can see:

- How many courses you have to complete
- How many courses are completed
- How many certificates you have

Now we will look at your courses on the next slide

If your name is spelled incorrectly please contact us at info@ialta.aero

The screenshot displays a user profile for John McGrath. At the top, a blue header bar contains the word 'PROFILE'. Below this, the user's name 'John McGrath' is shown. A statistics row follows, with four columns: 'Courses' (1), 'Completed' (0), 'Certificates' (0), and 'Points' (0). Below the statistics is a section titled 'Your Courses' with a search bar and an 'Expand All' button. A single course, 'Technical Records Course', is listed with a radio button and a dropdown arrow.

Courses	Completed	Certificates	Points
1	0	0	0

John McGrath

Your Courses Search [Expand All](#)

- ☐ Technical Records Course ▼

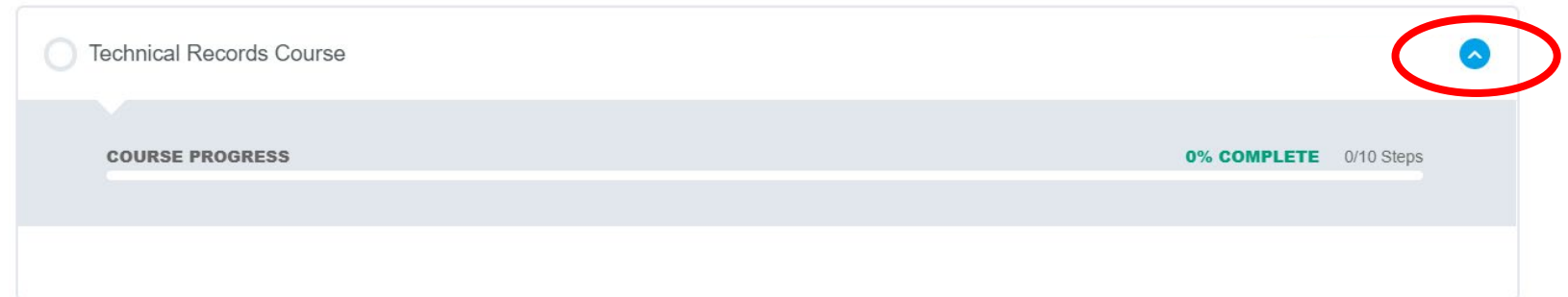


Your Courses

For each course you are subscribed to,
the course title appears such as
“Technical Records Course”

A progress bar will show your status
as you complete the assigned course
and the grey circle next to the course
title also indicates this.

Click the Blue Chevron to expand the
course details which we can see on
the next slide





Your Courses

Now the course is expanded and you can see the high level course progress and the details of any exams associated with the course also.

The pass mark is 80% and an exam icon turns green for passed or remains grey when you are yet to complete or pass the







exam



Next we can click on the course title to get into the course; in the example “Technical Records Course”

Also note in this example the course progress is now shown in the progress bar and also the circle next to the course title

The screenshot shows the 'Your Courses' interface. At the top, the 'Technical Records Course' is listed with a green circle icon next to it. Below the course title, a progress bar indicates '12% COMPLETE' and '2/16 Steps'. Below the progress bar, a table lists the exams associated with the course.

Exams	Certificate	Score	Statistics	Date
 Exam 1: Lease Transition Planning		85.71%		December 11, 2020 11:10 pm
 Exam 1: EOL Introduction		100%		December 11, 2020 11:30 pm



Course Main Page

Now we are on the course main page; our course title is displayed in the main header with the progress bar shown underneath.

A brief summary of the course contents is shown and it is important to note there the “downloads” You will need these as you progress through the course.

Now in the course we can see the different modules we have to complete.

Click “Expand All” to have a look in more detail



Welcome to the Technical Records Course.

This course consists of 2 modules. Module 1 contains 3 elements and 3 exams. Module 2 contains 11 elements and 10 exams. The content in each element is presented in slideshows. Please read and study the element content and then complete the accompanying exam. Student handouts are available to download in the Materials section of Module 1.

Course Content



Module 1: Lease Transition Planning

3 Elements | 3 Exams

Expand



Module 2: End of Lease (EOL) Transition Records Review

11 Elements | 10 Exams

Expand



Course Main Page

You will now see that the Modules in the in the course have expanded and we can see the different elements and titles that we have to complete.

We can also see where the exams are located – these are continual taking a modular approach to learning.

The circle next to the title of each can be:

- Grey – yet to start the module
- Coloured Green – In Progress
- Solid Green & Ticked – Completed

Now we will click on the Module Title to begin

Course Content

[^ Collapse All](#)

Module 1: Lease Transition Planning

3 Elements | 3 Exams


[^ Collapse](#)


Module Content

33% COMPLETE | 1/3 Steps

 Element 1: Lease Transition Planning

 Exam 1: Lease Transition Planning

 Element 2: Lease Return Conditions

 Exam 2: Lease Return Conditions

 Element 3: On-Site Technical Records Process

 Exam 3: On-Site Technical Records Process



Starting your course

You are now greeted by the main module page

On the Left is a menu which acts as a quick select for navigating to any of the elements in your course – note you can also see any other additional modules in the course which we can expand and navigate also.

On the right is a listing of the different elements for the module. We have 2 tabs on the top here; remember we will need to get the “Downloads” prior to beginning so lets click onto “Materials” tab

The screenshot displays the IALTA course interface. On the left, a sidebar menu shows the course structure, with 'Module 1: Lease Transition Planning' selected. The main content area features a header with the module title and progress (12% COMPLETE). Below this, there are two tabs: 'Module' and 'Materials' (highlighted with a red circle). The 'Materials' tab shows a list of module content items, including 'Element 1: Lease Transition Planning' and 'Exam 1: Lease Transition Planning'.



Downloads & Handouts

Under the “Materials” tab we can see the different downloadable handouts we will need are listed.

Click on each to download and make sure you can access this on your device – you will need to reference throughout the course.

When completed use the Left Hand menu to select Element 1 to begin learning

The screenshot displays the IALTA Technical Records Course interface. On the left, a sidebar menu lists the course structure. Under 'Module 1: Lease Transition Planning', 'Element 1: Lease Transition Planning' is highlighted with a red circle. The main content area shows the title 'Module 1: Lease Transition Planning' and a progress bar indicating '12% COMPLETE' and '2/16 Steps'. Below the title, there are tabs for 'Module' and 'Materials'. The 'Materials' tab is active, showing a list of student handouts for download: Abbreviations, Certificate Examples, Lease Checklist Airframe, Open Item List (OIL) Review, and Technical Records Plan. At the bottom, a blue bar indicates '33% COMPLETE' and '1/3 Steps'.

Technical Records Course

Module 1: Lease Transition Planning

3 Elements | 3 Exams

Element 1: Lease Transition Planning

Exam 1: Lease Transition Planning

Element 2: Lease Return Conditions

Exam 2: Lease Return Conditions

Element 3: On-Site Technical Records Process

Exam 3: On-Site Technical Records Process

Module 2: End of Lease (EOL) Transition Records Review

11 Elements | 10 Exams

12% COMPLETE 2/16 Steps

Module 1: Lease Transition Planning

Technical Records Course > Module 1: Lease Transition Planning

IN PROGRESS

Module Materials

Student handouts for this course

Click on a handout title below to download

- Abbreviations
- Certificate Examples
- Lease Checklist Airframe
- Open Item List (OIL) Review
- Technical Records Plan

Module Content 33% COMPLETE 1/3 Steps



Learning Screen

The first slide of the course is now shown in the main screen.

For learning mode we can close the menu on the left by clicking the chevron

The screenshot shows the IALTA Learning Screen interface. At the top, a progress bar indicates 12% completion (2/16 Steps). The left sidebar, titled 'Technical Records Course', lists the course structure. A red circle highlights a chevron icon in the top right of the sidebar, which is used to collapse the menu. The main content area displays 'Element 1: Lease Transition Planning' with a 'COMPLETE' status. Below this, it shows 'Lease Transition Planning: Slides 1 - 26'. The main slide content features the title 'Lease Transition Planning Module' and the subtitle 'Planning & Preparation, Lease Return Conditions and On-site Records Process.'.

IALTA

12% COMPLETE 2/16 Steps

Next Element > Hello,

Technical Records Course

Module 1: Lease Transition Planning
3 Elements | 3 Exams

- ✓ Element 1: Lease Transition Planning
 - Exam 1: Lease Transition Planning
 - Element 2: Lease Return Conditions
 - Exam 2: Lease Return Conditions
 - Element 3: On-Site Technical Records Process
 - Exam 3: On-Site Technical Records Process
- Module 2: End of Lease (EOL) Transition Records Review
11 Elements | 10 Exams

Element 1: Lease Transition Planning

Technical Records Course > Module 1: Lease Transition Planning > Element 1: Lease Transition Planning COMPLETE

Lease Transition Planning: Slides 1 - 26

Technical Records Course – Lease Transition Planning

Lease Transition Planning Module

Planning & Preparation, Lease Return Conditions and On-site Records Process.



Learning Screen

The course now occupies the screen for easier reading.

Clicking the chevron will bring back the menu if you need it.

Depending on your screen you may need to scroll down a little – at the bottom of the course current slide is a menu and slider we will look at on the next slide.



12% COMPLETE 2/16 Steps

Next Element > Hello,

Technical Records Course – Lease Transition Planning

Lease Transition Planning Module

Planning & Preparation, Lease Return Conditions and On-site Records Process.

IALTA International Aviation Lease Training Association

Element 1



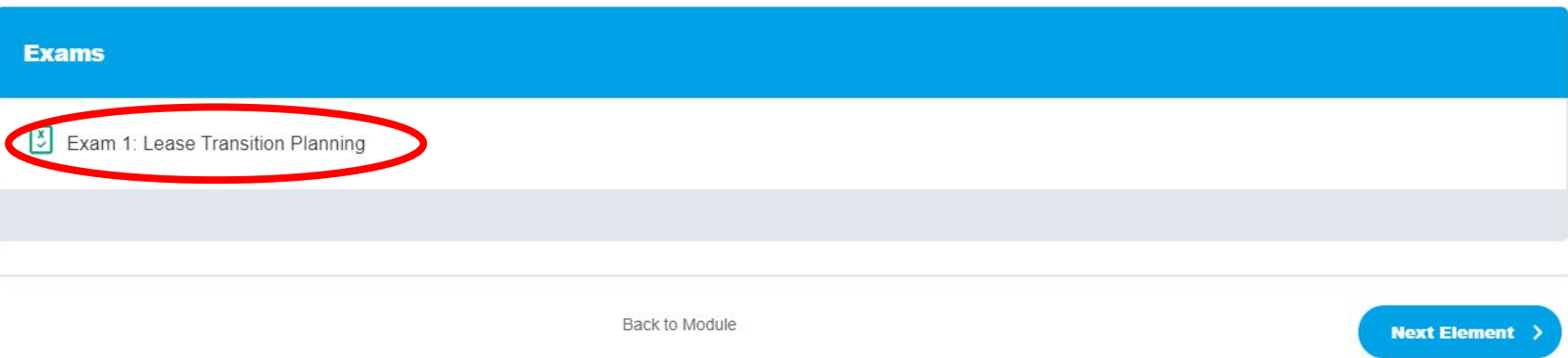
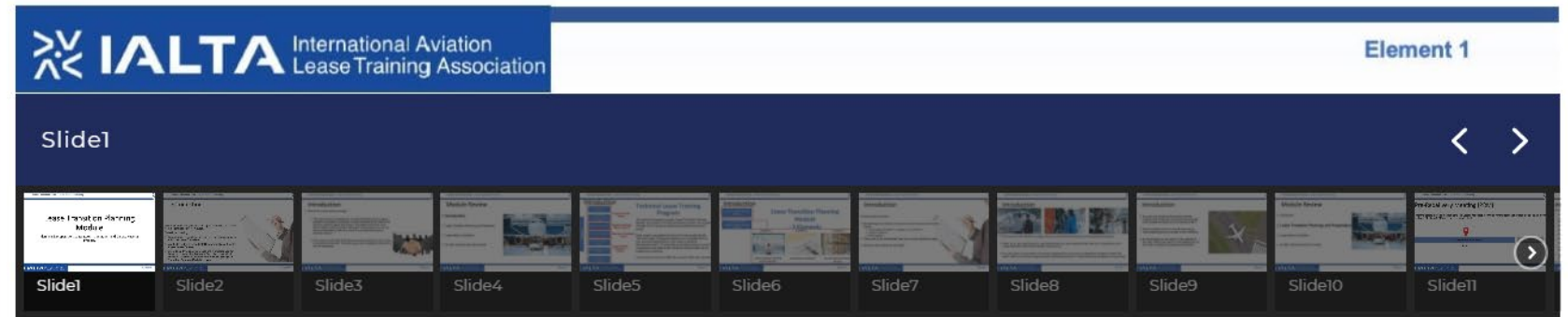
Navigation & Exams

Under the course you can see a slider bar showing a thumbnail of the different slides which you can use to navigate through slides faster than scrolling right or left if required.

(note you can swipe or use arrow keys to change slides dependant on devices used)

Under the slider bar then you can see any associated exam with the course for you to complete after the course. Let's click into the exam now.

You can also jump to the next element if required





Exams

The exam title is shown at the top of the screen and a “Start Button” exam is also displayed. The exam is not timed and you are encouraged to use the material to help you in another tab. The importance of the exam is to ensure you are familiar with the knowledge within any given element.

When you click “Start Exam” the questions are displayed. Each question will have several answers and you select the answer you think is correct. When finished click “Finish Exam” and your exam will be marked and your score shown on screen

Exam 1: Lease Transition Planning

Technical Records Course > Module 1: Lease Transition Planning > Element 1: Lease Transition Planning > Exam 1: Lease Transition Planning

Start Exam

6. True or False, Hard Copy Records are always on-site at the MRO during Transition?

☐ True

☐ False

7. Which of these is **NOT** an “on-site tool” required by you as a consultant at lease transition?

☐ (a) Redelivery Conditions

☐ (b) Technical Records Checklist

☐ (c) Open Item List (OIL)

☐ (d) Mechanical toolbox

Finish Exam

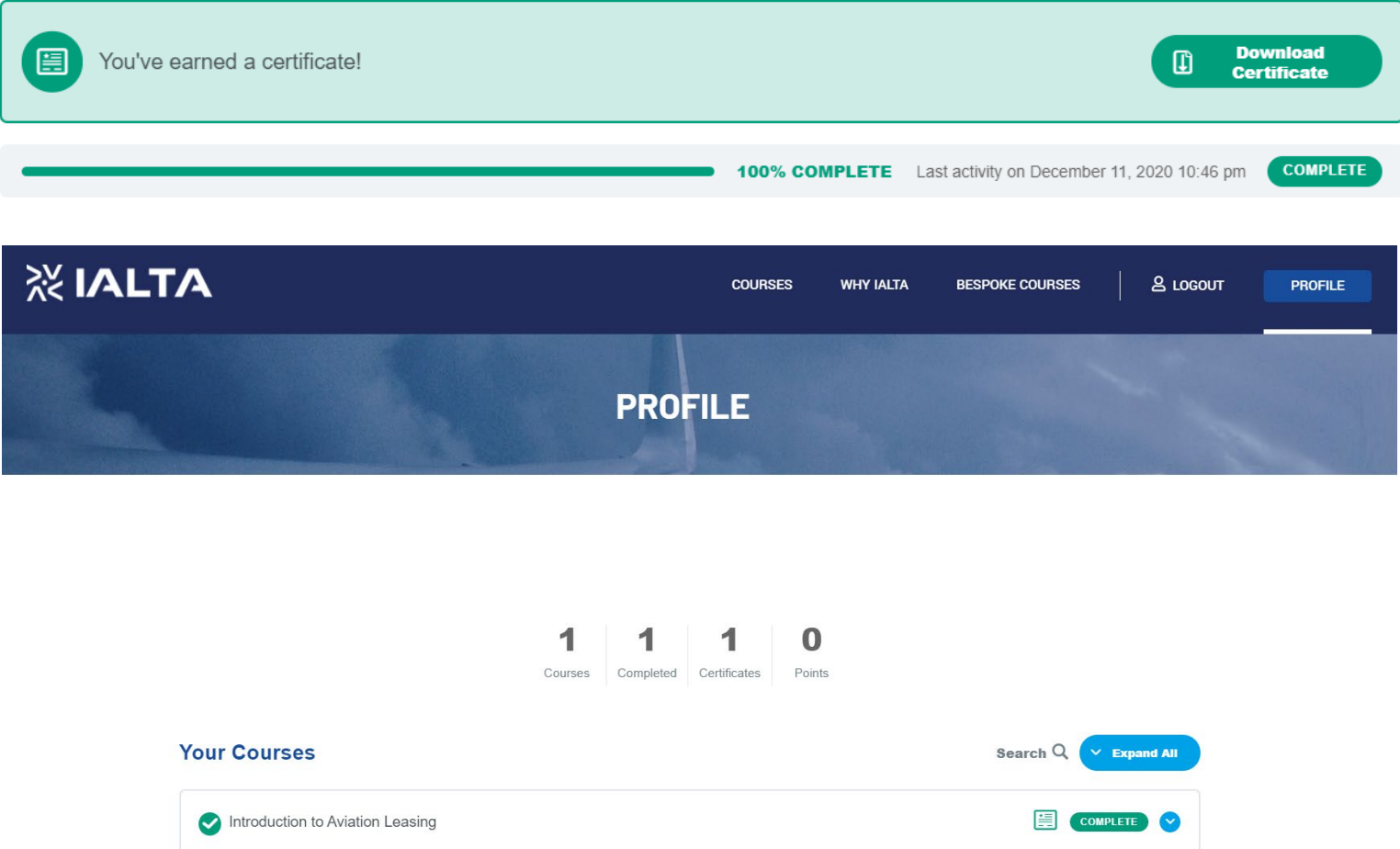


Certification

When you complete all of the Modules learning and exams successfully completed then you will be granted a certificate and you can download this.

On your Profile Page you can also re download the certificate if needed; a green certificate logo is shown next to a course title when you have completed the course and passed the exams. 

Simply click on the course title to get the option to download the certificate again if required.



The screenshot displays the IALTA user interface. At the top, a green banner states "You've earned a certificate!" with a "Download Certificate" button. Below this is a progress bar at 100% completion, dated December 11, 2020. The main header includes the IALTA logo and navigation links: COURSES, WHY IALTA, BESPOKE COURSES, LOGOUT, and PROFILE. The "PROFILE" section is active, showing a "PROFILE" title and statistics: 1 Course, 1 Completed, 1 Certificate, and 0 Points. Under "Your Courses", the "Introduction to Aviation Leasing" course is listed with a green checkmark, a "COMPLETE" button, and a dropdown arrow.

Course	Completed	Certificate
Introduction to Aviation Leasing	Yes	Yes



Returning to your Courses Page & Logging out

In the top right of the screen you have the options to return to your courses home page or log out.

LOG OUT – This will return you to a logging in page and you will need to enter your credentials again to gain access to the training material; it is recommended to do this at a public or shared computer.

MY COURSES – This will bring you to a summary page displaying all the courses you have access to; you can use this option to get access to any of the courses.

