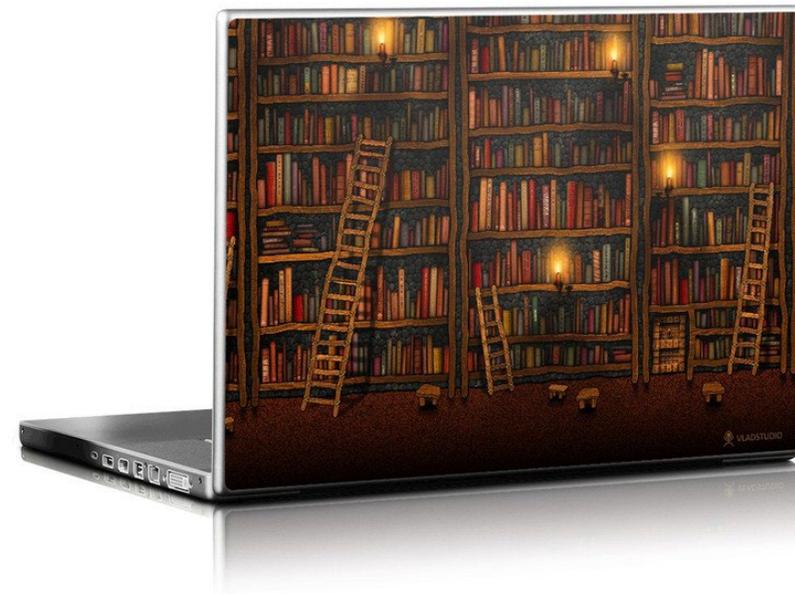


# Your Learning User Guide

Introducing you to the IALTA learning platform



For queries and questions not answered by the FAQ section please contact [info@ialta.aero](mailto:info@ialta.aero)

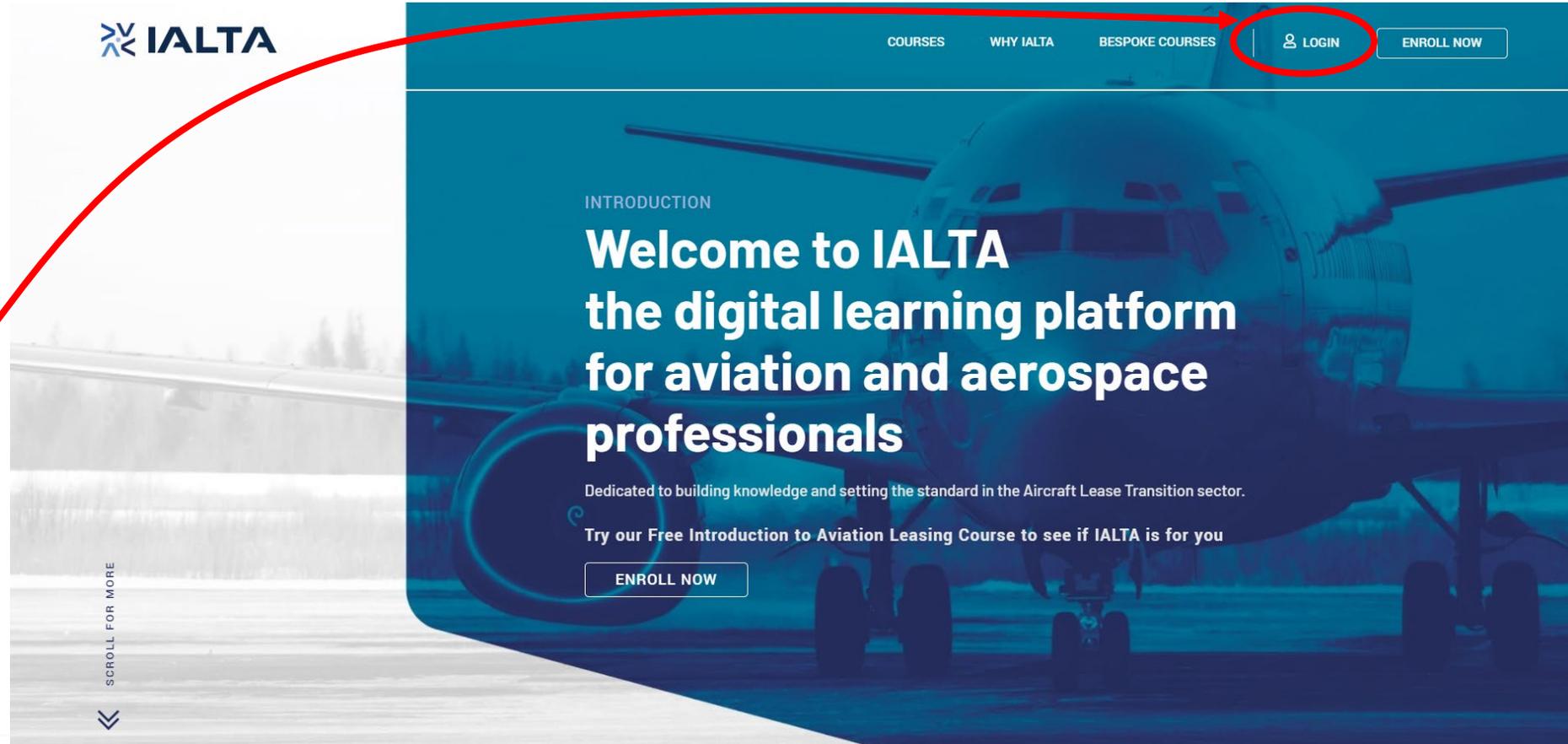
## Logging in and finding us

Go to

[www.IALTA.aero](http://www.IALTA.aero)

to locate the website

Now click on LOGIN in the top right of the page



## Logging in

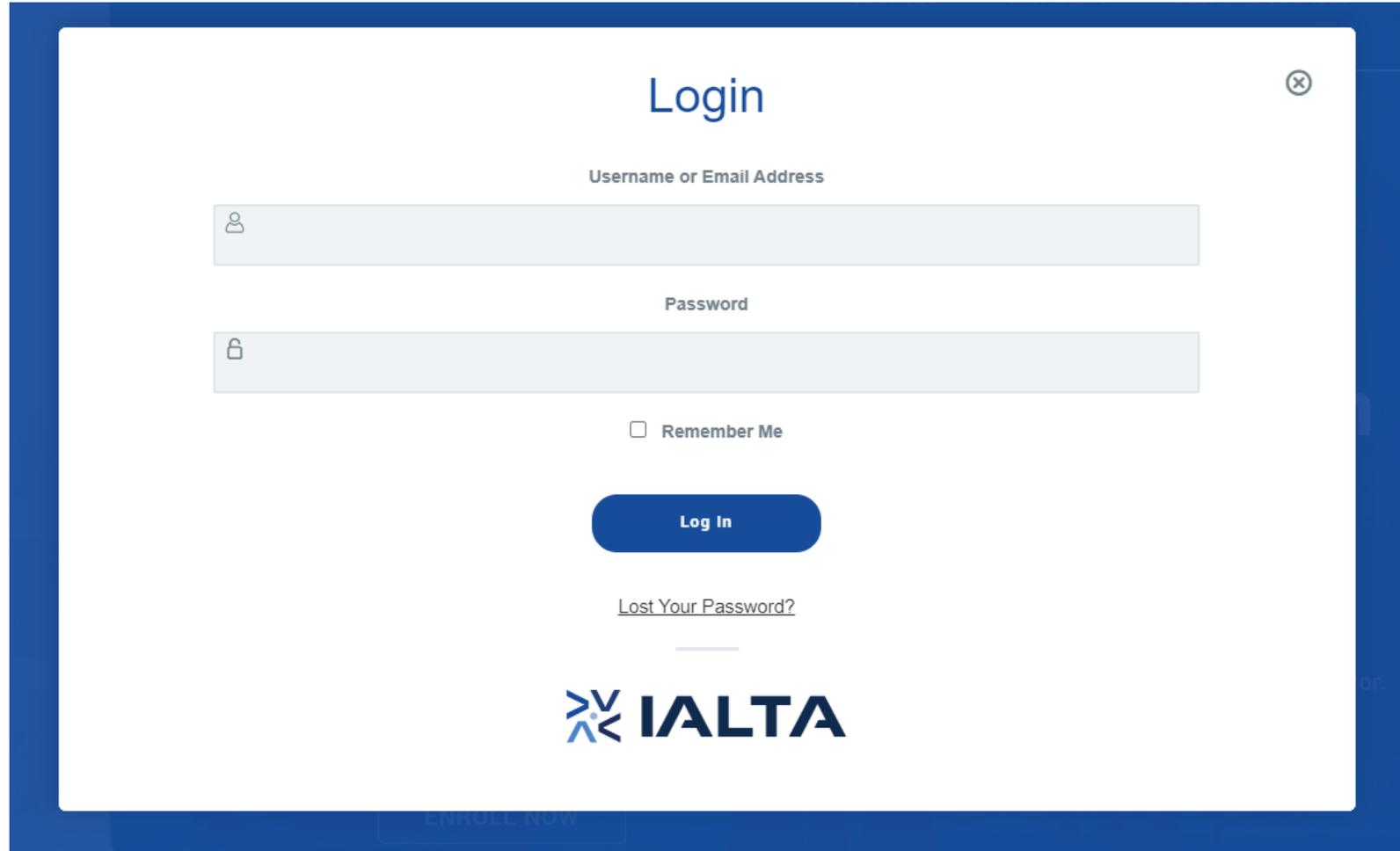
Enter in your username or email address

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 a login interface with the following elements:

- Title:** Login
- Fields:**
  - Username or Email Address:** A text input field with a person icon on the left.
  - Password:** A text input field with a lock icon on the left.
- Remember Me:** A checkbox labeled "Remember Me".
- Log In:** A blue button with the text "Log In".
- Lost Your Password?:** A link below the "Log In" button.
- Footer:** The IALTA logo and name.

## Your Courses

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

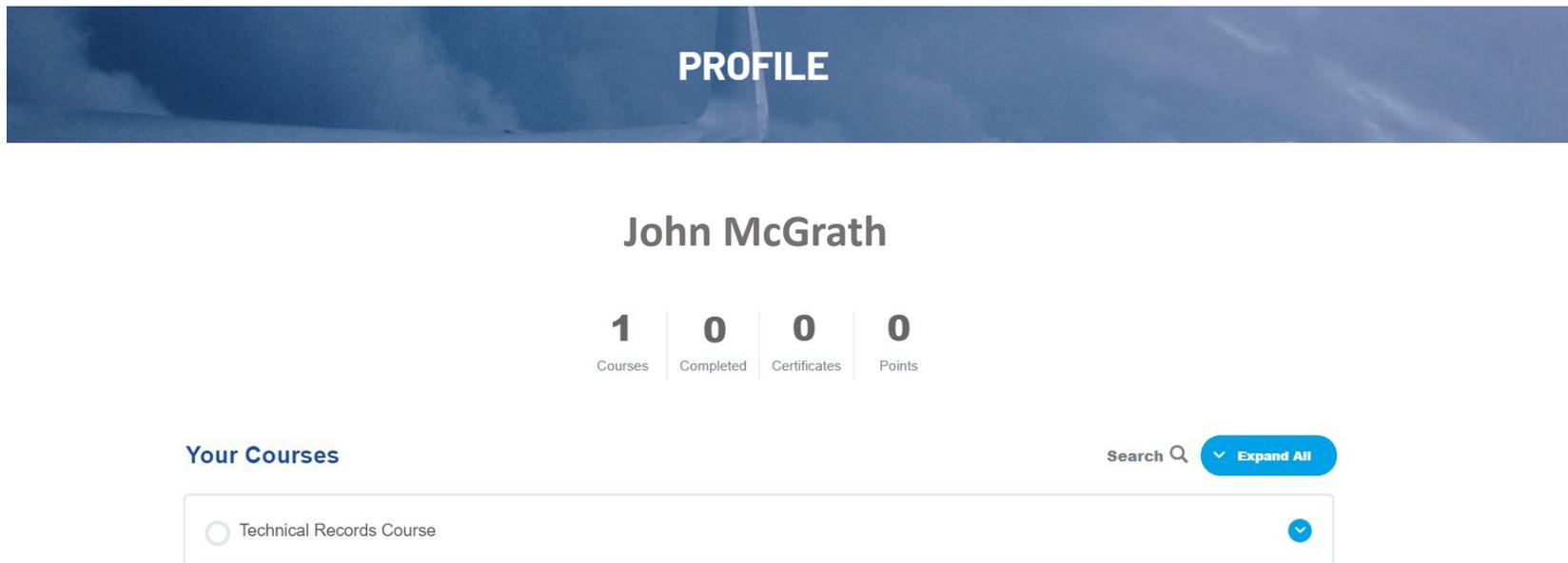
On the top is displayed your Name – Check this is correct as your certificate will state this also!

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](mailto:info@ialta.aero)



The screenshot displays a user profile for John McGrath. At the top, the word "PROFILE" is centered in a dark blue header. Below the name, four statistics are shown in a row: 1 Courses, 0 Completed, 0 Certificates, and 0 Points. Underneath, the "Your Courses" section features a search bar and an "Expand All" button. A single course, "Technical Records Course", is listed with a radio button and a dropdown arrow.

Statistic	Value
Courses	1
Completed	0
Certificates	0
Points	0

**John McGrath**

**1** Courses | **0** Completed | **0** Certificates | **0** Points

**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

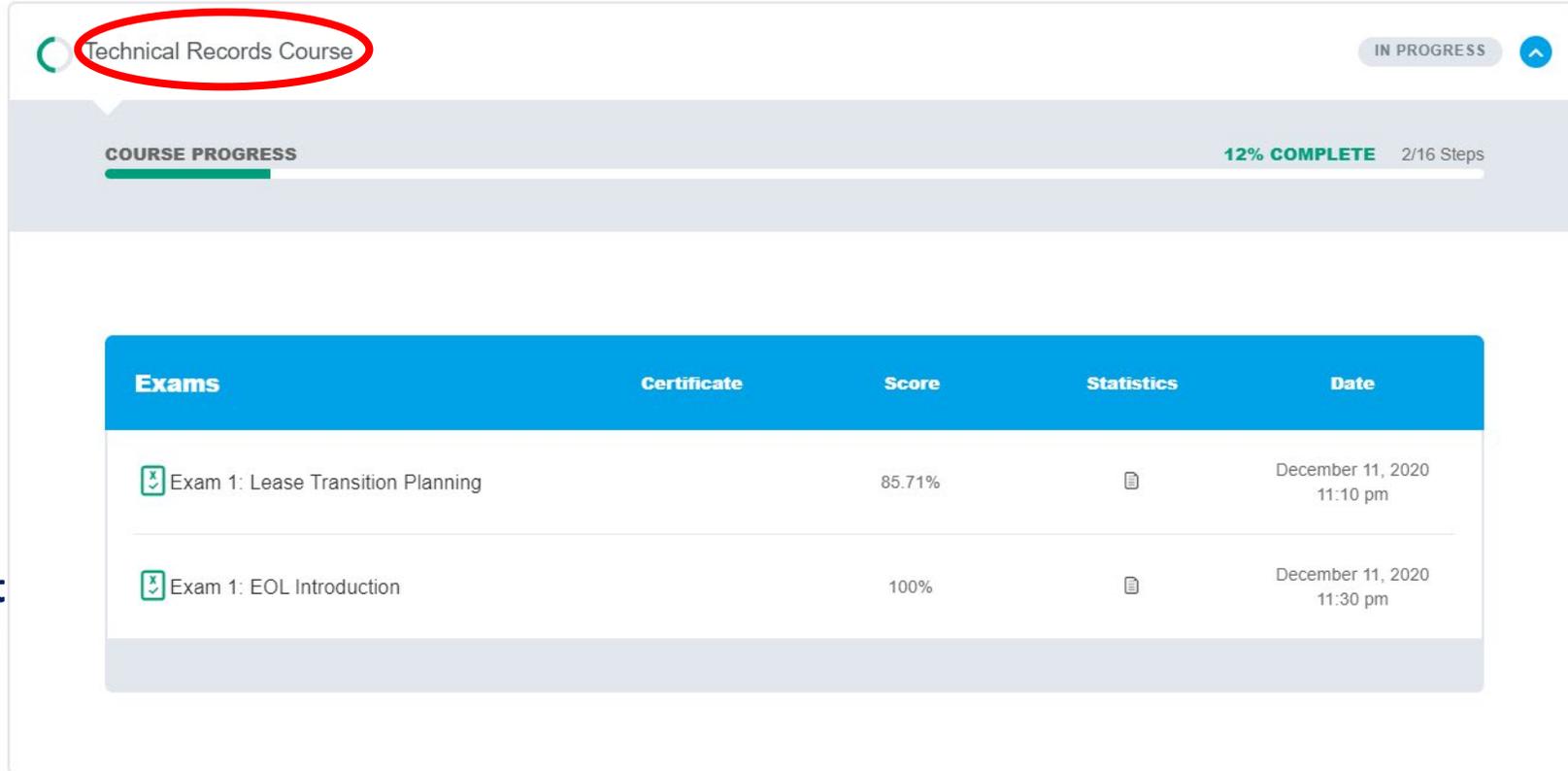


exam



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 'Technical Records Course' interface. The course title 'Technical Records Course' is circled in red. Below the title is a progress bar labeled 'COURSE PROGRESS' showing '12% COMPLETE' and '2/16 Steps'. Below the progress bar is a table of exams.

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



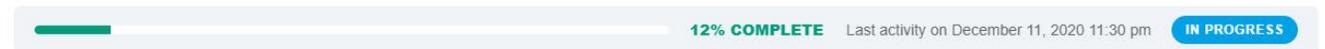
## Course Main Page

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

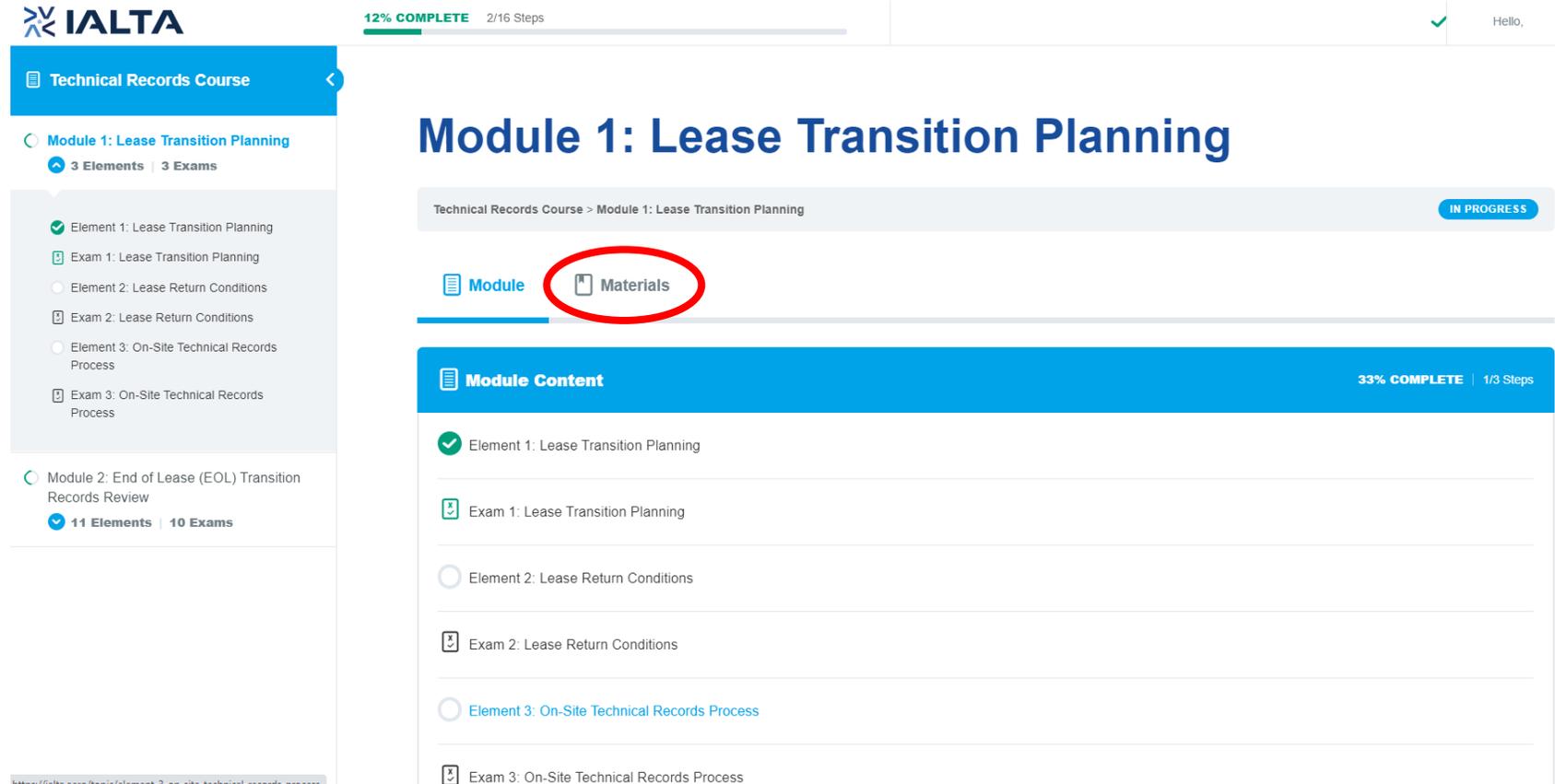
 Exam 3: On-Site Technical Records Process

## 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



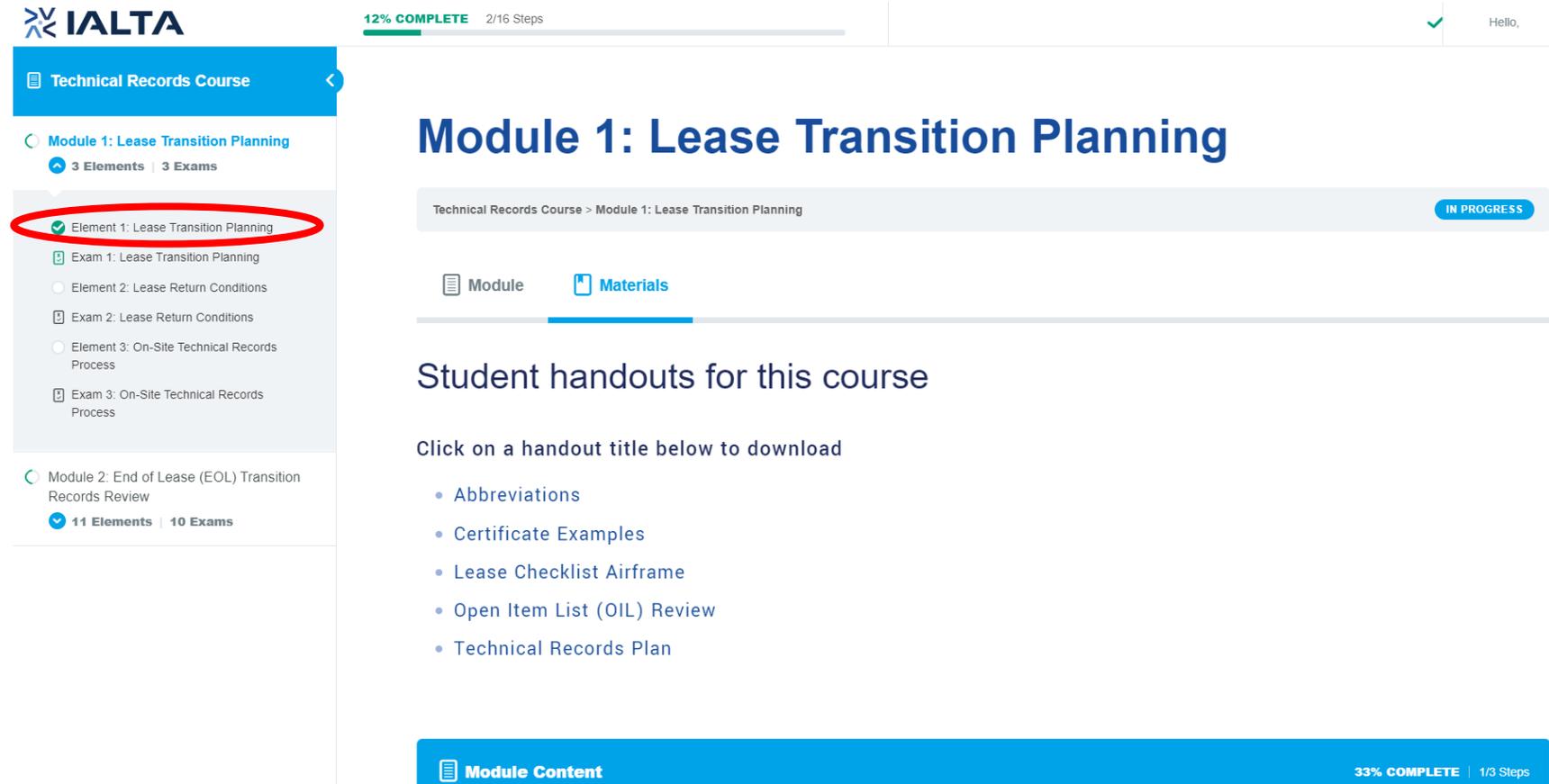
The screenshot displays the IALTA course interface. At the top, the IALTA logo is on the left, and a progress bar shows '12% COMPLETE' with '2/16 Steps' and a 'Hello,' greeting on the right. The main content area is titled 'Module 1: Lease Transition Planning' and includes a breadcrumb trail 'Technical Records Course > Module 1: Lease Transition Planning' and an 'IN PROGRESS' status. Below the title, there are two tabs: 'Module' and 'Materials', with the 'Materials' tab highlighted by a red circle. The 'Module Content' section shows a list of elements and exams: 'Element 1: Lease Transition Planning' (checked), 'Exam 1: Lease Transition Planning' (download icon), 'Element 2: Lease Return Conditions' (unchecked), 'Exam 2: Lease Return Conditions' (download icon), 'Element 3: On-Site Technical Records Process' (unchecked), and 'Exam 3: On-Site Technical Records Process' (download icon). A left-hand navigation menu lists 'Technical Records Course' and 'Module 1: Lease Transition Planning' (3 Elements | 3 Exams), along with 'Module 2: End of Lease (EOL) Transition Records Review' (11 Elements | 10 Exams).

## 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 course interface. On the left, a sidebar menu for the 'Technical Records Course' is visible. The 'Module 1: Lease Transition Planning' section is selected, showing '3 Elements | 3 Exams'. The first element, 'Element 1: Lease Transition Planning', is highlighted with a red circle. Below it are 'Exam 1: Lease Transition Planning', 'Element 2: Lease Return Conditions', 'Exam 2: Lease Return Conditions', 'Element 3: On-Site Technical Records Process', and 'Exam 3: On-Site Technical Records Process'. The 'Module 2: End of Lease (EOL) Transition Records Review' section is also visible, showing '11 Elements | 10 Exams'.

The main content area shows the course progress: '12% COMPLETE | 2/16 Steps'. The current module is 'Module 1: Lease Transition Planning', which is marked as 'IN PROGRESS'. The breadcrumb trail is 'Technical Records Course > Module 1: Lease Transition Planning'. The 'Materials' tab is selected in the navigation bar.

The section title is 'Student handouts for this course'. Below it, a list of handouts is provided for download:

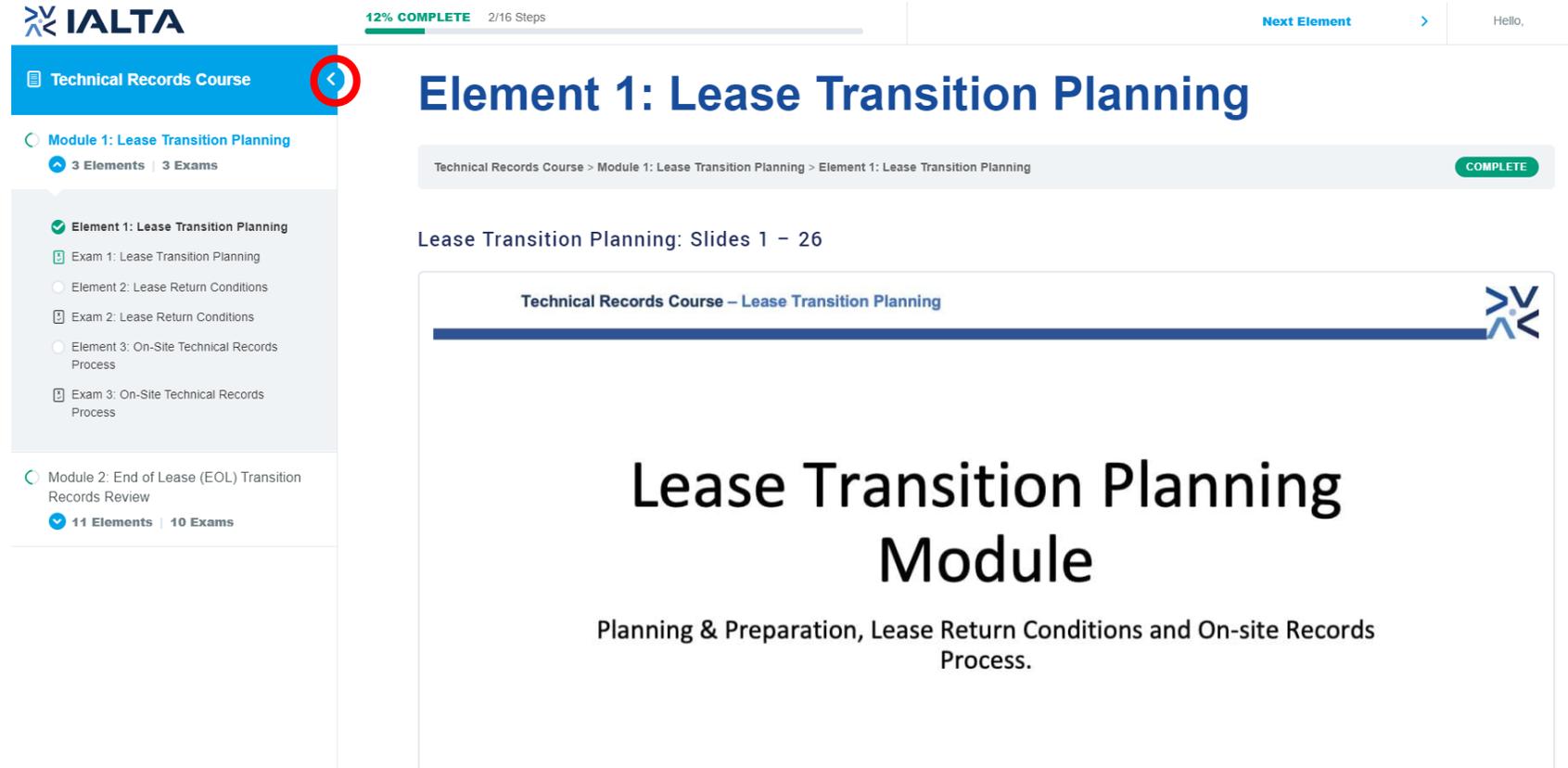
- Abbreviations
- Certificate Examples
- Lease Checklist Airframe
- Open Item List (OIL) Review
- Technical Records Plan

At the bottom of the main content area, a blue bar indicates 'Module Content' and '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 left is the IALTA logo. A progress bar indicates '12% COMPLETE' with '2/16 Steps'. On the right, there are 'Next Element' and 'Hello,' buttons. A left-hand menu is titled 'Technical Records Course' and contains a chevron icon circled in red. The menu lists 'Module 1: Lease Transition Planning' (3 Elements | 3 Exams) and 'Module 2: End of Lease (EOL) Transition Records Review' (11 Elements | 10 Exams). Under Module 1, 'Element 1: Lease Transition Planning' is selected with a checkmark, followed by 'Exam 1: Lease Transition Planning' and three other items. The main content area is titled 'Element 1: Lease Transition Planning' and shows a breadcrumb trail: 'Technical Records Course > Module 1: Lease Transition Planning > Element 1: Lease Transition Planning'. A 'COMPLETE' button is visible in the top right of the main area. Below the breadcrumb, it says 'Lease Transition Planning: Slides 1 - 26'. The main slide content is titled 'Lease Transition Planning Module' and includes the subtitle 'Planning & Preparation, Lease Return Conditions and On-site Records Process.' The IALTA logo is also present in the top right corner of the slide content area.

## 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.

 International Aviation Lease Training Association

Element 1

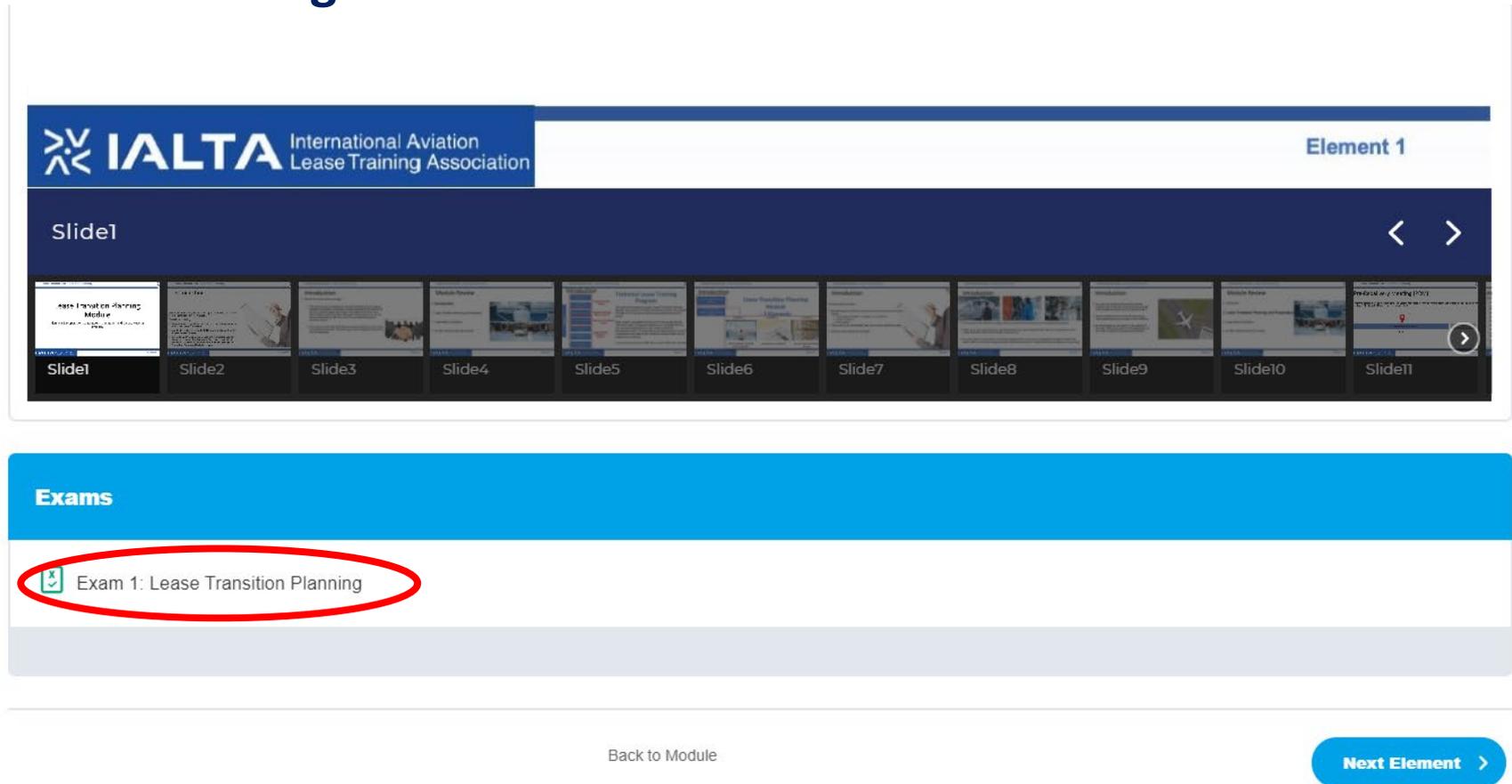
## Navigation & Exams

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



The screenshot displays the IALTA course interface. At the top, the IALTA logo and name "International Aviation Lease Training Association" are visible. Below this is a slide navigation bar labeled "Slide1" with a series of thumbnails for "Slide1" through "Slide11". A red circle highlights the "Exam 1: Lease Transition Planning" option in the "Exams" section below the slide bar. At the bottom of the interface, there are two buttons: "Back to Module" and "Next Element >".

## 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

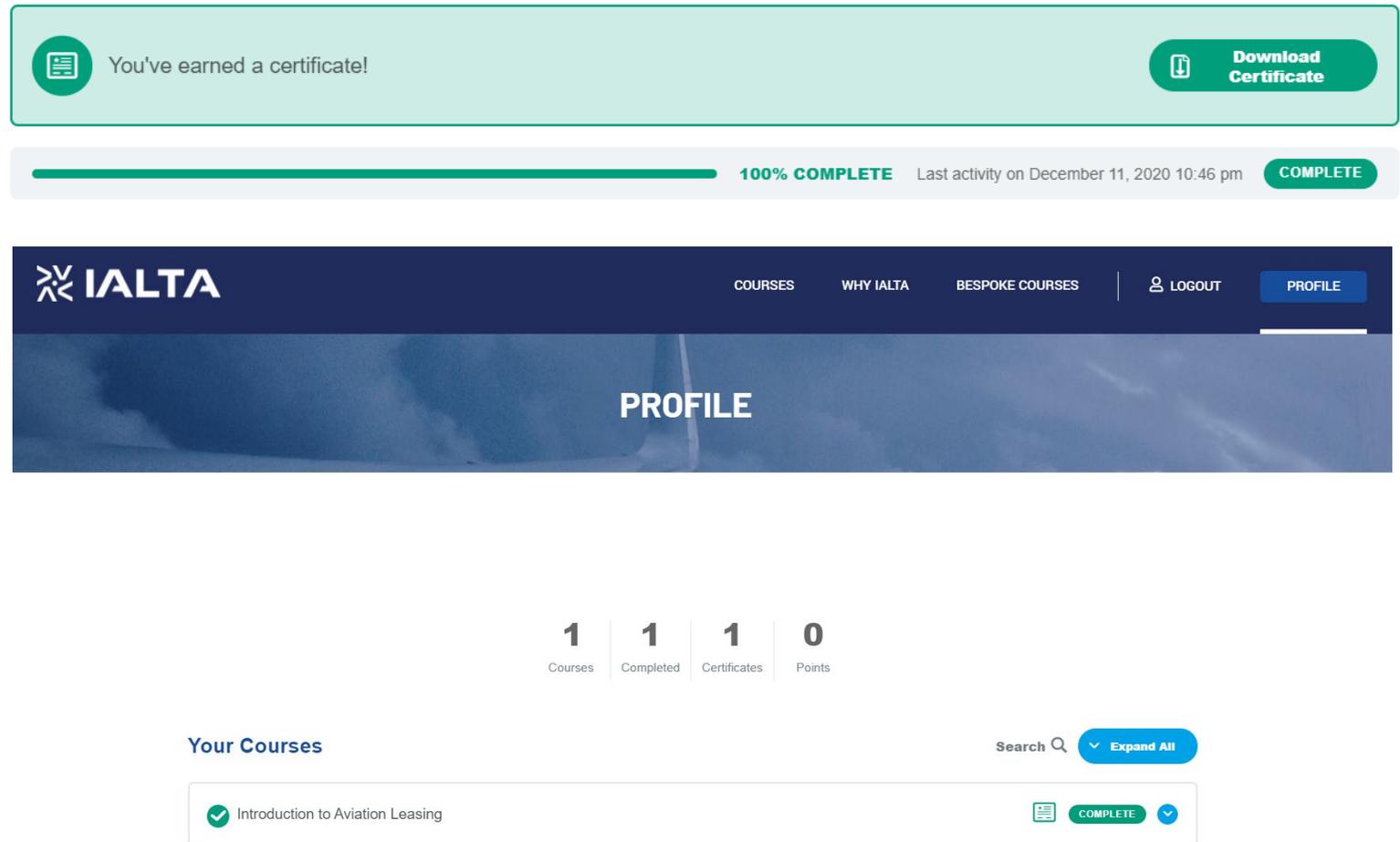
Finish Exam

## 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 shows a user profile page with the following elements:

- Notification:** A green banner at the top states "You've earned a certificate!" with a "Download Certificate" button.
- Progress Bar:** A progress bar indicates "100% COMPLETE" with the text "Last activity on December 11, 2020 10:46 pm" and a "COMPLETE" button.
- Navigation:** The top navigation bar includes "COURSES", "WHY IALTA", "BESPOKE COURSES", "LOGOUT", and "PROFILE".
- Profile Header:** A dark blue header with the IALTA logo and the word "PROFILE" in white.
- Statistics:** A row of four statistics: 1 Courses, 1 Completed, 1 Certificates, and 0 Points.
- Your Courses:** A section titled "Your Courses" with a search bar and an "Expand All" button. It lists one course: "Introduction to Aviation Leasing" with a green checkmark icon, a "COMPLETE" button, and a dropdown arrow.

## 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.

