



AOPATM
your freedom to *fly*

AOPA FLIGHT TRAINING ADVANTAGE
Student Portal User Guide

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Student Portal

The student portal is a web site created for the student pilot to be able to access any information relating to their flight training. Everything from the activities that will be performed in their next lesson to the activities performed in their previous lessons. All lesson history in summary and detail and any prep work assigned to prepare for their upcoming lesson.

Student Dashboard

Upon sign-in the student will see a dashboard. This is the high-level view of the students training history. Additionally, to go to the dashboard there is a link on the left side main menu.

View Progress



The percentage shown is the percent towards completion of the listed goal, not including Aeronautical Knowledge (ground). When clicking this image, you will see your flight training progress on the [My Progress](#) page.

GOAL: PRIVATE PILOT CERTIFICATE Goal shown is the goal that the student is training for (one of three possibilities; Recreational, Sport, and Private Pilot)

Total Flight Hours



A quick view of the total number of flight training hours.

Badges Earned (with social integration)



Display of all badges earned during training. All badges earned are able to be shared on your Facebook and/or Twitter

accounts.

 The two small Facebook and Twitter icons displayed are only to indicate that you can post your badges. They are not clickable.

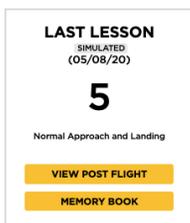


To share a badge, click on the badge you'd like to share and click the appropriate button.



Facebook and Twitter are the only linked ways to share within AFTA.

Last Lesson



The far-left tile shows information from your last lesson. This tile will display your last lesson type (regular or simulated), the date of the last lesson, the highest grade received on any activity in the last lesson, the name of the activity for which that grade was given, and two yellow buttons. One button for View Post Flight and another for Memory Book.

The View Post Flight button will take you to your last lesson history. The details of the lesson will be displayed, including the date of the lesson, the instructor name, logbook entries, lesson highlights, list of activities and scores received, and activities skipped along with more information on the activities with labels (review and new). You will also be able to see a link for a description of score meanings.

The Memory Book button takes you to the memory book (within a lesson history) to see the Nickname, lesson number, lesson date, picture (if any), along with four different areas with lesson highlights. Today's Greatest Triumph, To Remember for Next Time, Memorable/Fun Moment, and Today I Grew as a Person. Additionally, there are two buttons that allow you to share the lesson information to either Facebook or Twitter. To enter new information or to edit existing information click on the Edit Entry button.

Once clicking the Edit Entry button, you are taken to an edit page that allows you to add/change/delete information for this lesson. The cursor appears in the Nickname field upon first click.



If there isn't a nickname already the cursor will appear in a blank box.

You can also add a photo to this lesson memory by clicking the Select Photo button.

Next Lesson

This middle tile of information contains all the information necessary to prepare for your next flight. If your school uses a third-party scheduler and you are not already signed in, you will see a "Sign in" link to connect with your scheduler. Once signed in you will see the date and time of your next lesson.

 Your school will have to set you up with an account in the scheduler in order to sign in. Currently we have integrated with Flight Circle and Holdshort.

 If your school does not use Flight Circle or Holdshort then you will only see the title “Next Lesson”.

Activities listed are the activities that will be practiced in the next lesson. Each activity is clickable to its respective activity index. The activity index displays 10 tabs of information for you to understand what the activity is and how to prepare for it.

 Some activities might have labels attached.
Review: this activity was performed to proficiency and is being reintroduced in order to maintain proficiency
New: first time the activity has been assigned

Prep Items are the “homework” or preparatory items that were assigned to prepare for your next lesson. Each prep item is clickable to its activity index.

 The View Lesson Prep button will take you to the [lesson prep](#) page which displays the listed, assigned prep items in more detail.

Alerts

The tile on the bottom far right is for Alerts. The alerts displayed could be 90 take-off/landing currency, medical expiration, and endorsements.

 Alerts displayed will appear if they are within 30 days of expiration. The alert will appear in **orange** if it's within 30 days of expiration and **red** if it's within 10 days of expiration.

If there is any alert that needs to be updated, you can click the update link provided at the bottom of the tile. Clicking the update link will take you to the My Profile page where you can update the alert.

My Profile

 The top right of the student profile page shows the students name with two links, My Profile and Logout. The [My Profile](#) link will take you to your profile where you can add/update any personal information including photo, address, medical, and currency.

Logout

The logout link will log you out of the portal.

Lesson Prep

This is the second item on the left side main menu. This page shows the next lesson and associated prep items.

Next Lesson

A list of the planned activities for the next lesson. You will see labels next to activities that pertain to the following criteria:

- NEW** An activity that has never been assigned.
- REVIEW** An activity that has been graded as proficient and is being re-assigned to maintain proficiency.

	Activities labeled as REVIEW are activities that have been graded to proficiency several lessons ago. Anything labeled as review is being re-assigned in order to maintain proficiency.
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Prep Items

A list of the prep items assigned for the next lesson and the date the prep was assigned. Each prep item is listed in more detail than what is displayed on the dashboard and clickable to their respective activity index. Each prep item will have one of three icons:

-  This icon signifies the prep item is a link
-  This icon signifies the prep item is a PDF
-  This icon signifies the prep item is a video

Lesson History

This page shows your entire lesson history in descending order starting with the most recent lesson. Lessons are listed by lesson number. Clicking on the lesson number will take you to the lesson detail.

	To see the lesson in detail you have to click on the lesson nickname or lesson number. Clicking on the photo will take you to the Memory Book function.
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Each lesson will be initially displayed with a blank photo, lesson nickname, lesson number, date of lesson, and the instructor's name. Some lessons might have **SIMULATED** a label and/or a badge. If the lesson was completed in a simulator, that lesson will have **SIMULATED** a label.

If a lesson earned you a badge, that badge will be displayed to the right of the lesson information.

My Progress

This page displays an overview of your progress towards your chosen goal.

GOAL: PRIVATE PILOT CERTIFICATE Displays your desired training goal.



Similar to View Progress from the dashboard, this percentage is the percentage of flight training completed towards earning your desired goal. Unlike the percentage dial on the dashboard, this link takes you to your course requirements or [Successes](#) page instead of My Progress.

FLIGHT TIME	32.6	LANDINGS (DAY)	37	DUAL	23
ASEL	23	PIC	0	SOLO	0

[More](#)

The logbook shows all training log entries entered by your instructor during flight training.

 The initial logbook entries displayed are the more often recorded training logs. To see the lesser used entries, click the More link.

PROGRESS BY CATEGORY This section displays the seven categories of flight training by percent complete broken into two stages; Pre-solo and Solo stages. Each category is clickable for detailed information on each of the proficient activities.

 Activities are added to the percent complete number shown after they have been marked Proficient. There are several criteria for an activity to be marked completed, when the individual activity meets its proficiency criteria, it will be added to the completed percentage.

 Clicking on a category will only show the activities that have been graded proficient. Non-proficient or non-assigned/non-graded activities will not be displayed.

Successes

This page shows specific detail on what activities, and how many, have been graded proficient and which activities are remaining, and how many.

FLIGHT PROFICIENCY This shows all 7 categories of training, how many total activities to be graded and the total number of proficient activities. In this case, 12 of 25 activities have been graded proficient. Each activity is clickable to see the list of completed and non-completed activities.

 When clicking on a category the full list of all activities needed to be completed will appear. When an activity has been completed it will display in **Green Bold**, with a number or 'Y'. The number is the highest grade received and the letter will be a 'Y' for Yes completed. If a dash appears, that means the activity has not been graded. If a number appears with no color, that is the last grade received and the activity needs to be repeated at least once more to be evaluated for proficiency.

AERONAUTICAL EXPERIENCE REQUIREMENT This will show the big picture requirements necessary to complete to get to check-ride. Hours based requirements are listed in x number of hours completed of xx hours. Regulatory requirements that need

to be completed are listed with a completion box. Once requirements are completed, they are marked with a green box and checkmark. The requirements are listed in three categories, General, Night, and Solo.

 This section is very important to see what's remaining however, it will only be useful if the CFI is correctly entering training log information and marking off completed ground requirements after each lesson.

Resources

This page will display all resources available to the student. This contains resources made available by your school and/or AOPA. The FAA resources are made available by AOPA.

 The resources are different from prep because the resources are not required during training or assigned during training. Resources are just for reference, for example, a POH would be a resource.

Scheduler (Only appears if the student's school is integrated with a 3rd party scheduler)

This menu item only appears if your school uses a 3rd party scheduling system. In our case, as of June 2020, there are two scheduling systems integrated into AFTA. Flight Circle and Holdshort are the first systems to be integrated.

If you click the Scheduler button you will be taken directly to the scheduler.

 If you are signed into the scheduler in another tab you will be taken directly into the scheduler. If you are not signed into your scheduler in another tab you will be taken to your scheduler sign-in screen.

My Profile

The epicenter of all your information. Starting with the name and goal. You can update all your personal information including emergency contact. Additionally, you will find flight school information and any currency information.



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421 Aviation Way
AOPA
Frederick, MD 21701
[UPDATE](#) [RESET PASSWORD](#)

AOPA ID:
DATE OF BIRTH:
EMERGENCY CONTACT
NAME:
RELATIONSHIP:
PHONE:

The personal information profile section allows updating of your profile picture, email address,

phone number, home address, emergency contact information and password.

ALL BADGES EARNED



30 HOURS



20 HOURS



DISCOVERY FLIGHT



10 HOURS



This will display all of your badges earned. Each badge allows sharing to your Facebook or Twitter

account. Badges are listed in order of receiving.

MY FLIGHT SCHOOL

Displays all of your schools contact information.

SCHOOL SPECIFIC INFORMATION

This will show any information specific to you and your school. AOPA and your flight school can both create custom information fields. Once the fields are created, they appear here blank. Each student can then fill-in their information by clicking the Update link.

MY FLIGHT INSTRUCTOR

This contains basic information about your flight instructor.

CERTIFICATE & MEDICAL

You can add your certificate number and medical information here.

90-DAY CURRENCY

Currency information can be updated here, this is a user input field. There isn't any scheduler integration with currency.

CHECKOUTS

The information displayed here is entered and maintained by your instructor.

ENDORSEMENTS

The information displayed here is entered and maintained by your instructor.