

EDUCATOR GUIDE



2024-2025
ACADEMIC YEAR



SAFETY ELEVATED



WWW.FLYUSI.ORG



SUPPORT@FLYUSI.ORG



1-877-535-SAFE (7233)



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**PLEASE HARD RESET YOUR BROWSER EACH TIME YOU
OPEN THIS DOCUMENT TO ENSURE YOU ARE SEEING THE
LATEST VERSION!
[HOLD THE SHIFT KEY + CLICK REFRESH ON YOUR BROWSER]**



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WELCOME TO OUR TEAM OF DEDICATED EDUCATORS!

I hope this letter finds you in great anticipation and enthusiasm for the exciting journey ahead. On behalf of the entire USI staff, I am thrilled to warmly welcome you as the newest addition to our team of dedicated educators. Your arrival is significant for your school, district, and the aviation industry.

Your expertise and passion for teaching, coupled with USI's experience in the Remotely Piloted Aircraft Systems field, will undoubtedly enrich our workforce development program and contribute to the growth and success of your students. We believe a collaborative and supportive environment is crucial for educators and students to thrive. Our company prides itself on fostering an atmosphere of open dialogue, innovation, and continuous improvement. Your unique insights and fresh perspectives will enhance this dynamic further.

As you settle into your role, rest assured that you will find an unwavering support system here. Our team is committed to providing you with all the necessary resources to succeed in your teaching endeavors. Whether it's curriculum development, Learning Management System support, or any other aspect of your role, we are here to assist you every step of the way.

As a USI designated Educator, you must complete an annual online orientation. Additionally, we have an optional monthly meeting for you to discuss the content, provide feedback, and ask any pressing questions. These meetings are an excellent opportunity to meet fellow educators, familiarize yourself with our teaching methodologies, and get acquainted with the USI team.

We look forward to introducing you to the vibrant community that defines USI as a nationwide leader in workforce development.

Once again, welcome to our team. We are confident that your presence will greatly contribute to the educational excellence we strive for. If you have any questions or need assistance, please don't hesitate to contact our team.

Warm regards,



Vice President for Product & Co-Founder of USI



MEET THE SUPPORT TEAM



MICHELLE DINA
CUSTOMER SUCCESS MANAGER
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Michelle.Dina@FlyUSI.org



PAYTON PERDUE
CUSTOMER SUCCESS MANAGER
West, Southeast Regions
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CAM BALL
CHIEF FLIGHT INSTRUCTOR
Cameron.Ball@FlyUSI.org



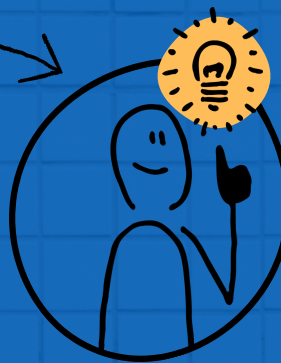
ALEXIS CREEDY
REGISTRAR
Info@FlyUSI.org

Learning Management System technical issues and student enrollment questions should be directed to Alexis Creedy at Info@FlyUSI.org

Questions regarding certification testing, digital certification, or scheduling a virtual meeting should be directed to Payton Perdue and Michelle Dina at Support@FlyUSI.org



ROADMAP TO CERTIFICATION



1

LMS ACCOUNT

Your Learning Management System [LMS] account should already be created, if not please see pg. 7 for directions.

3

LMS TRAINING

This course is designed to help you as the instructor use, manage, and familiarize yourself with the Learning Management System before your students are enrolled.

5

SAFETY LEVEL 1

The Fundamentals of Remotely Piloted Aircraft Systems [RPAS] course provides a comprehensive introduction to the principles and components of RPAS, focusing on their design, operation, and applications.

7

VSO Ground

The Visual Line-of-Sight [VLOS] System Operations: Ground course provides a comprehensive overview of planning and preparation required to conduct successful VLOS operations with a small remotely piloted aircraft system [RPAS].

9

VSO Flight

The Visual Line-of-Sight [VLOS] System Operations: Flight course provides students with the psychomotor skills and knowledge necessary for safe and effective operation of a small Remotely Piloted Aircraft System [RPAS] within the Operator's Visual Line-of-Sight.

2

WHITELIST URLs

Your institution will have to whitelist 5 URLs that are apart of the USI Ecosystem. Please see pg. 7 for more details.

4

COMMERCIAL REMOTE PILOT PREP

This course will help prepare you for the FAA Part 107 Exam [UAG Exam] if you have not already done so. The Part 107 Certificate is highly encouraged prior to the start of our Primary Pathway - Safety Level 1.

6

SAFETY LEVEL 2

This course equips learners with the foundational knowledge and practical skills necessary for maintaining small remotely piloted aircraft systems. Through a combination of theoretical knowledge and hands-on applications, participants will be prepared to contribute effectively to the maintenance and operational integrity of small RPAS.

8

FOI

The Fundamentals of Instruction [FOI] Course will go in depth on how to teach students complex aeronautical knowledge subjects areas in the classroom and in flight.

CURRICULUM AND PROCESSES CHANGE LOG

Change Description	Version History	Effective Date
Certification test process	V 2.0	08/01/2024
VSO Flight requirements updated	V 2.0	07/01/2024
Course structure/design updated	V 2.0	07/01/2024
CEU certificates will be issued in the LMS upon completion of all coursework (only available to instructors in UCI courses)	V 2.0	07/01/2024
Recertification is now completed through coursework on the LMS; certification exams are no longer required in GMetrix	V 2.0	07/01/2024
All IEP/504 plan certification exam times have been extended to 135 minutes to align with FAA test accommodations	V 2.0	07/01/2024
All proctors must be district-approved proctors and MAY NOT be directly affiliated with USI as an instructor	V 2.0	07/01/2024
Certification structure updated to reflect the following: Designations include Instructor, PRO®	V 2.0	07/01/2024
Minimum passing score for sUAS Safety Level 1 and Level 3 certification exams adjusted from 80% to 70% to align with FAA Standards	V 2.0	09/15/2023
sUAS Safety Level 1 and Commercial Remote Pilot Prep separated; all Part 107 Prep content removed from sUAS Safety Level 1 certification exam	V 2.0	07/23/2024
Minimum passing score for ALL USI certification exams adjusted to align with FAA standards at a 70%	V 2.0	11/06/2024



GETTING STARTED

CREATING LMS ACCOUNT

- You will receive an email invitation from usilms@unmannedsafetyinstitute.org, prompting you to create your Learning Management System (LMS) account
- The LMS is where you will access coursework to study for your own certification, manage your student courses, and track student progress and grades
- If you have not received an invite to the LMS or cannot access your account please email: Info@FlyUSI.org

WHITELISTING URLs

In order to access all of the software included in the USI ecosystem, your institution may need approve the following URLs to be accessible on institutions devices/networks

URLs

1. <https://zephyr-sim.com/>
2. <https://usiedu.dronebook.com/>
3. <https://www.FlyUSI.org/>
4. <https://learn.flyusi.org/>
5. <https://www.gmetrix.net/>

Description

1. Zephyr is the simulation software that will be used for the students simulation licenses if your school has purchased seats
2. Drone Logbook is a fleet management software that will help you manage your student flight hours, aircraft hours, and mission planning
3. USI Website Home Page
4. USI LMS. Please have your school whitelist this domain so that students can receive enrollment and course notifications from the Learning Management System.
5. Third-party testing platform



GETTING STARTED

UCI - EDUCATOR TRAINING COURSE

- Complete the short LMS Training, which will go over course set-up, LMS navigation, and management functions prior to enrolling students.



- Then register for and attend a live Educator Training Session to hear directly from the USI Support and Product Teams. In this session, they will review best practices, updates and announcements, and will provide time for Q+A as well.



**DATES FOR TRAINING ARE BELOW;
YOU CAN CLICK ON A DATE TO ACCESS
THE MEETING INVITE**

JANUARY 22ND AT 4PM EST

FEBRUARY 26TH at 4PM EST

MARCH 26TH at 4PM EST



YOUR CERTIFICATION



COMMERCIAL REMOTE PILOT PREP

1. Complete USI's sUAS Safety Certification Level 1
2. Earn FAA's Part 107 Remote Pilot Certificate [RPC]
 - a. Step 1: Obtain an FAA Tracking Number [FTN] by creating an Integrated Airman Certification and Rating Application [IACRA] profile prior to registering for a knowledge test.
 - b. Step 2: Schedule an appointment with a FAA-approved Knowledge Testing Center. Be sure to bring a government-issued photo ID to your test.
 - c. Step 3: Pass the initial aeronautical knowledge test: "Unmanned Aircraft General – Small [UAG]".
 - d. Step 4: Complete FAA Form 8710-13 for a remote pilot certificate [FAA Airman Certificate and/or Rating Application] using the electronic FAA Integrated Airman Certificate and/or Rating Application system [IACRA]*
 - e. Step 5: A confirmation email will be sent when an applicant has completed the TSA security background check. This email will provide instructions for printing a copy of the temporary remote pilot certificate from IACRA.
 - f. Step 6: A permanent remote pilot certificate will be sent via mail once all other FAA-internal processing is complete.

THE FAA PART 107 LICENSE IS VALID FOR 24 CALENDAR MONTHS.

NOTE THAT THE FAA PART 107 CERTIFICATE IS ONLY A REQUIREMENT FOR USI'S VSO FLIGHT CERTIFICATION. NO ADDITIONAL USI CERTIFICATIONS WILL BE ISSUED UPON RECEIPT OF A PART 107 CERTIFICATE.



YOUR CERTIFICATION



SAFETY LEVEL 1 @

1. Complete Safety Certification Level 1 Course through USI Learning Management System

LMS can also be accessed through the “MATRIX LMS” mobile application



2. Complete Safety Level 1 Exam

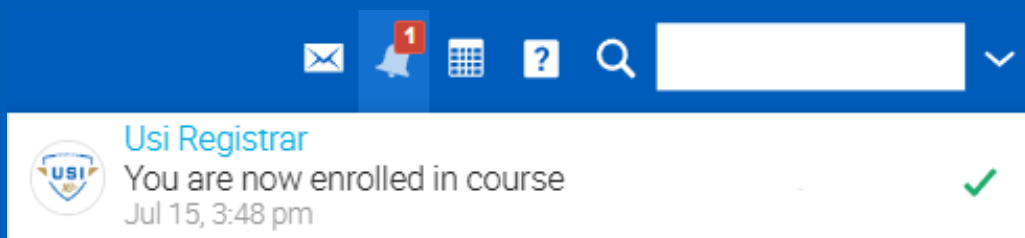
- a. Exam must be proctored and scheduled 3 days in advance [for testing instructions please click [here](#) or email Support@FlyUSI.org]
- b. Exam is taken on the LMS through GMetrix integration
- c. The test consists of 70 questions
- d. 90 minutes are allotted to complete the exam
- e. USI will provide the proctor with GMetrix credentials and testing instructions.
- f. In-Person Proctor:
 - i. Send USI Testing Coordinator [Support@FlyUSI.org] the name and email of your school-approved proctor at least three business days before you plan to test.
 - ii. All proctors must be school-approved and may not be a USI affiliated instructor.
 - iii. Proctors must be physically present during the entirety of the testing session.
- g. Minimum passing score: 70%

CERTIFICATION IS VALID FOR 24 CALENDAR MONTHS

RECERTIFICATION: TO RECERTIFY, PLEASE EMAIL INFO@FLYUSI.ORG TO BE ENROLLED IN THE SUAS SAFETY LEVEL 1 RECERTIFICATION COURSE IN THE LMS.

INSTRUCTOR GMETRIX TESTING INSTRUCTIONS

AT THE TIME YOU ARE SCHEDULED TO TEST WITH YOUR PROCTOR, PLEASE GO TO [HTTPS://LEARN.FLYUSI.ORG](https://learn.flyusi.org) AND SIGN IN WITH YOUR ESTABLISHED LOGIN CREDENTIALS. ONCE LOGGED IN, CHECK YOUR NOTIFICATIONS FOR NEW COURSE ENROLLMENT. SELECT THE COURSE AND CLICK INTO THE TESTING MODULE:



WHEN YOU ARE READY TO TEST, CLICK THE 'PLAY' BUTTON TO LAUNCH YOUR EXAM. YOUR PROCTOR WILL BE PROMPTED TO ENTER THEIR CREDENTIALS:

Proctor Information

This test requires a proctor to sign in.

Username

Password

Verify Proctor

By entering my proctor information I agree to the [GMetrix Proctoring Agreement](#)

AFTER READING THE EXAM INSTRUCTIONS, THE PROCTOR WILL UNLOCK THE EXAM FOR YOU, AND YOU CAN BEGIN TESTING.



YOUR CERTIFICATION



SAFETY LEVEL 2 @

1. Complete sUAS Safety Level 2: Maintenance Technician Course through USI Learning Management System

LMS can also be accessed through the “MATRIX LMS” mobile application



2. Complete Safety Level 2: Maintenance Technician Exam
 - a. Exam must be proctored and scheduled 3 days in advance [for testing instructions please click [here](#) or email Support@FlyUSI.org]
 - b. Exam is taken on the LMS through GMetrix integration
 - c. The test consists of 70 questions
 - d. 90 minutes are allotted to complete the exam
 - e. USI will provide the proctor with GMetrix credentials and testing instructions.
 - f. In-Person Proctor:
 - i. Send USI Testing Coordinator [Support@FlyUSI.org] the name and email of your school-approved proctor at least three business days before you plan to test.
 - ii. All proctors must be school-approved and may not be a USI affiliated instructor.
 - iii. Proctors must be physically present during the entirety of the testing session.
 - g. Minimum passing score: 70%

CERTIFICATION IS VALID FOR 24 CALENDAR MONTHS

RECERTIFICATION: TO RECERTIFY, PLEASE EMAIL INFO@FLYUSI.ORG TO BE ENROLLED IN THE SUAS SAFETY LEVEL 2 RECERTIFICATION COURSE IN THE LMS.



YOUR CERTIFICATION

VSO Ground @



1. Complete sUAS Visual Line of Sight [VSO] Ground Course through USI Learning Management System

LMS can also be accessed through the “MATRIX LMS” mobile application



2. Complete VSO Ground Exam

- a. Exam must be proctored and scheduled 3 days in advance [for testing instructions please click [here](#) or email Support@FlyUSI.org]
- b. Exam is taken on the LMS through GMetrix integration
- c. The test consists of 70 questions
- d. 90 minutes are allotted to complete the exam
- e. USI will provide the proctor with GMetrix credentials and testing instructions.
- f. In-Person Proctor:
 - i. Send USI Testing Coordinator [Support@FlyUSI.org] the name and email of your school-approved proctor at least three business days before you plan to test.
 - ii. All proctors must be school-approved and may not be a USI affiliated instructor.
 - iii. Proctors must be physically present during the entirety of the testing session.
- g. Minimum passing score: 70%

CERTIFICATION IS VALID FOR 24 CALENDAR MONTHS

RECERTIFICATION: TO RECERTIFY, PLEASE EMAIL INFO@FLYUSI.ORG TO BE ENROLLED IN THE SUAS SAFETY LEVEL 3 RECERTIFICATION COURSE IN THE LMS.



YOUR CERTIFICATION



VSO Flight

1. Complete sUAS Visual Line of Sight (VSO) Flight Course through USI Learning Management System
2. Complete In-Person Flight Training
 - a. Consists of 3 Ground Cards, 7 Flight Cards and a Psychomotor-Skill Evaluation
 - b. Plan for 3 full days on site (8 hour days)
 - c. Reach out to Devin Allen (Devin.Allen@FlyUSI.org) to schedule your in-person flight line training
3. Submit RPC or FAA Testing Report to USI via your course._

CERTIFICATION IS VALID FOR 24 CALENDAR MONTHS

**MUST HOLD CURRENT PREREQUISITE CERTIFICATIONS TO BE ELIGIBLE: FAA PART 107
AND VSO GROUND**



YOUR CERTIFICATION



TERMS AND CONDITIONS

1) Scope of Training:

- 1.1. The in-person UAS flight training provided by USI Inc. encompasses instruction and practical flight exercises designed to enhance the participant's understanding and proficiency in operating UAS.
- 1.2. The training may cover various aspects including but not limited to pre-flight checks, flight planning, airspace regulations, emergency procedures, and safe flying practices.

2) Registration and Payment:

- 2.1. Participants must register for the training program in advance through USI Inc's designated registration process.
- 2.2. Payment for the training is required upon registration, unless otherwise specified by USI Inc.
- 2.3. All fees are non-refundable, except in cases where USI Inc. cancels the training session, except as outlined in Section 7 herein

3) Participant Requirements:

- 3.1. Participants must be at least 18 years of age at the time of registration; those under 18 will require adult supervision
- 3.2. Participants must possess a valid government-issued identification.
- 3.3. Prior experience or knowledge in UAS operations is not mandatory but may be beneficial.

4) Health and Safety:

- 4.1. Participants are responsible for ensuring that they are capable of engaging in the educational content and hands-on flight related training activities.
- 4.2. Participants must be free from the effects of alcohol and drugs during the training sessions.
- 4.3. USI Inc. reserves the right to refuse participation or remove any participant from the training if their conduct jeopardizes the safety of themselves or others.

5) Intellectual Property:

- 5.1. All training materials, including but not limited to presentations, handouts, and manuals, are the intellectual property of USI Inc. and may not be reproduced or distributed without prior consent.

6) Liability:

- 6.1. While USI Inc. endeavors to provide comprehensive training in a safe environment, participants acknowledge and accept the inherent risks associated with UAS flight training.
- 6.2. USI Inc. shall not be liable for any injuries, damages, or losses incurred by participants during the training sessions.

7) Cancellation and Rescheduling:

- 7.1. USI Inc. reserves the right to cancel or reschedule training sessions due to unforeseen circumstances or insufficient enrollment.
- 7.2. In the event of cancellation by USI Inc, participants will be offered the option to reschedule or receive a full refund of the training fee.
- 7.3. Participants may cancel their registration for the training program up to three weeks prior to the scheduled training session without penalty.
- 7.4. Cancellations made within three weeks of the training session will result in forfeiture of 50% of the training fee and any travel expenses incurred by USI Inc.
- 7.5. Participants must notify USI Inc. of any cancellation in writing.

8) Code of Conduct:

- 8.1. Participants are expected to conduct themselves professionally and respectfully towards instructors, staff, and fellow participants.
- 8.2. Participants must adhere to USI Inc's code of conduct at all times during the training sessions.
- 8.3. Any form of harassment, discrimination, or disruptive behavior will not be tolerated and may result in immediate expulsion from the training without refund.

9) Indemnification:

- 9.1. Participants agree to indemnify and hold harmless USI Inc. and its affiliates from any claims, liabilities, damages, or expenses arising from their participation in the training program.

10) Governing Law:

- 10.1. These terms and conditions shall be governed by and construed in accordance with the laws of Florida, USA, without regard to its conflict of law provisions.
- 10.2. Participants acknowledge that Federal Aviation Regulations [FARs] also apply to their operation of Unmanned Aircraft Systems [UAS] and agree to comply with all relevant regulations.

By registering for the in-person UAS flight training, participants signify their understanding and acceptance of these terms and conditions.



YOUR CERTIFICATION

FOI COURSE



1. Complete the Fundamentals of Instruction [FOI] Course through USI Learning Management System.

LMS can also be accessed through the “MATRIX LMS” mobile application



2. Complete FOI Exam within the USI Learning Management System
 - a. The FOI Exam is a non-proctored exam that is taken through the LMS.
 - b. The test consists of 50 questions.
 - c. You will have 75 minutes to complete the exam.

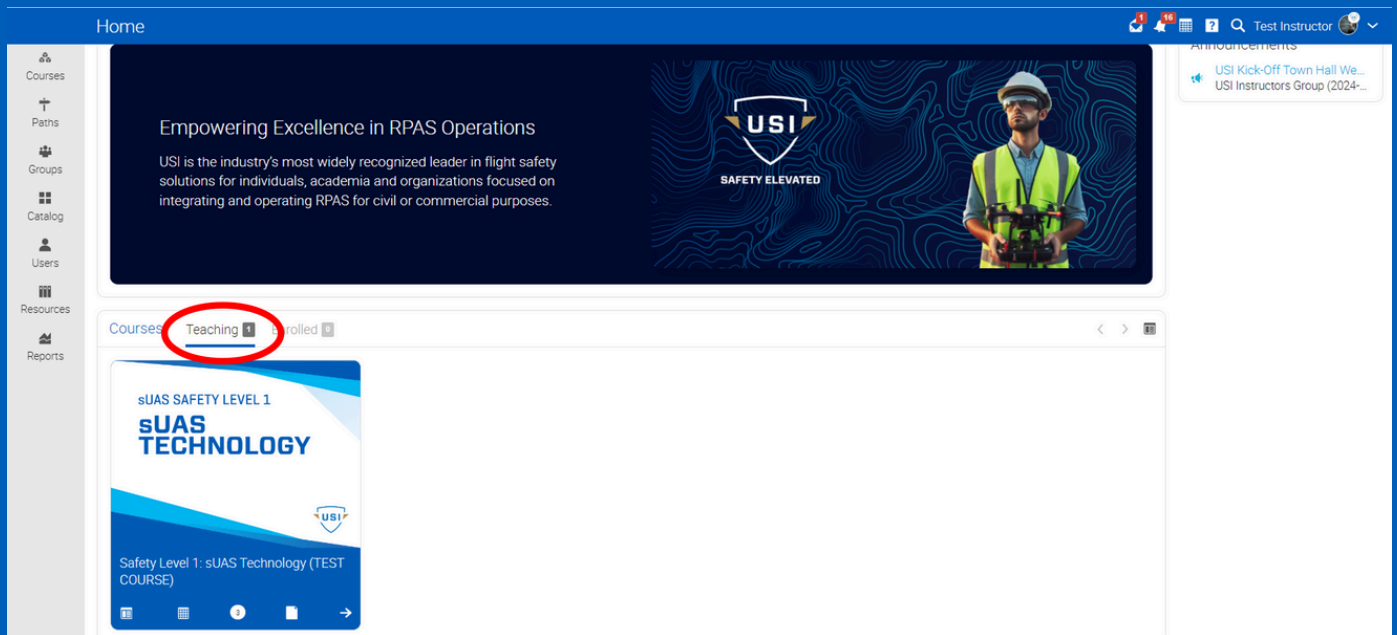
MUST HOLD ALL CURRENT PREREQUISITE CERTIFICATIONS TO BE ELIGIBLE: FAA PART 107, SAFETY LEVEL 1, SAFETY LEVEL 2, VSO GROUND AND VSO FLIGHT



ENROLLING STUDENTS

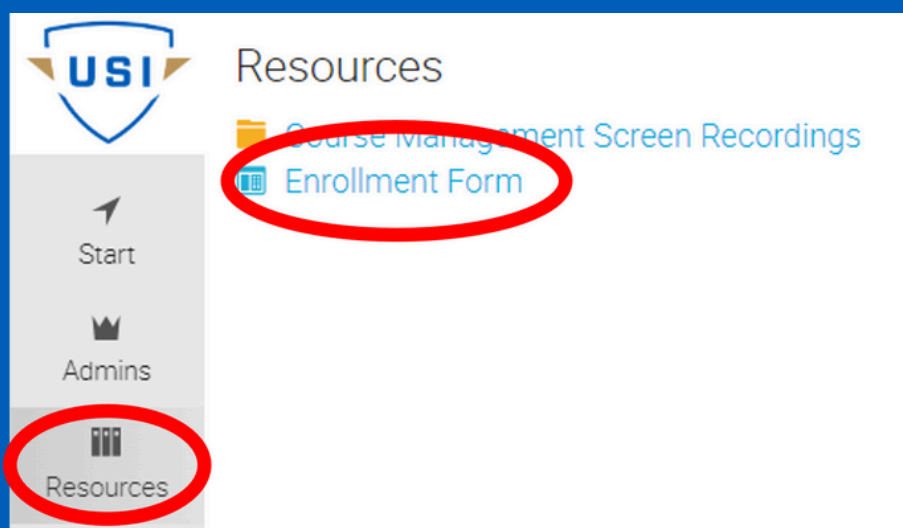
ENROLLING STUDENTS INTO LMS

- After completing the UCI Educator Training course, submit your enrollment form to Info@FlyUSI.org. The form will be processed within three business days and your course with enrolled students will be set up under your account on USI's Learning Management System:



***The first/last name and email address used for student LMS accounts will also be used for certifications , please ensure they are spelled correctly and placed in the correct columns.**

- Your role is to guide students in connecting the material to prior knowledge and building a strong cognitive foundation.
- The enrollment form can be found in the **Resources** section of the USI Instructors Group:





MANAGING YOUR COURSE

HOW TO's:

Click the photos on PG 18 + PG 19!

- To view and/or reset your student's password[s]

Users

User id/passwords

[Reset passwords](#)

<input type="checkbox"/>	User ID	Password
<input checked="" type="checkbox"/>	sc	*****
<input type="checkbox"/>	dc	*****
<input type="checkbox"/>	m	pxor2330
<input type="checkbox"/>	jhs	*****
<input type="checkbox"/>	ar	utnd0888
<input type="checkbox"/>	gh	*****

- To give a student an additional attempt on a progress check:

Dina Test

Max. attempts: 2

Allow late submit: 1

Timed: ☐

3

4

5

6

Save



MANAGING YOUR COURSE

HOW TO's:

- To adjust the start/due date on a progress check:

The 'Edit' form for the assessment 'Chapter 1: UAS Foundations: Progress Check' is shown. It includes fields for Title, Max score (9), Category (Test), Start date (Jan 31 2024 12:00 am), Module (Chapter 1: Foundations), Max. attempts (2), Allow late? (checkbox), Grading (Normal), Due date (Mar 31 2024 08:00 pm), and Grading scale (Default). A 'Save' button is at the bottom right.

Overview		Options	
Title Chapter 1: UAS Foundations: Progress Check			
Max score 9	Category Test	Start Jan 31 2024 12:00 am	Module Chapter 1: Foundations
Max. attempts 2	Allow late? <input type="checkbox"/>	Grading Normal	Due Mar 31 2024 08:00 pm
		Grading scale Default	
Save			

- To adjust due dates in bulk:

The 'Bulk edit' table shows a list of assessments with columns for Assessment, Max score, Category, Grading, and Due. The table includes five rows of data, with the first row highlighted. A 'Save' button is at the bottom left, and a 'Cancel' button is at the top right.

Assessment	Max score	Category	Grading	Due
Chapter 1: UAS Foundations: Progress Check	-	Test	Normal	Mar 31 2024 08:00 pm
AL2 banks	-	None	Normal	May 15 2024 08:00 pm
Copyright Understanding	-	None	Not graded	May 15 2024 08:00 pm
SCORM TEST	100	None	Normal	May 15 2024 08:00 pm
SCL 1 2023 test holding	-	None	Normal	Jun 27 2024 04:30 pm



YOUR CLASSROOM

IF YOU WOULD LIKE TO PURCHASE ADDITIONAL SUPPLIES SUCH AS WORKBOOKS OR PART 107 STUDY GUIDES, YOU CAN PURCHASE THEM DIRECTLY FROM OUR **ONLINE STORE** OR CONTACT YOUR SALES REPRESENTATIVE OR REGIONAL CUSTOMER SUCCESS MANAGER FOR ADDITIONAL SUPPORT.



NICK LANGOLF
WEST REGION

Nick.Langolf@FlyUSI.org



ROBERTO TORREGGIANI
SOUTHEAST REGION

Roberto.Torreggiani@FlyUSI.org



ANDREW FISCHER
NORTHEAST REGION

Andrew.Fischer@FlyUSI.org



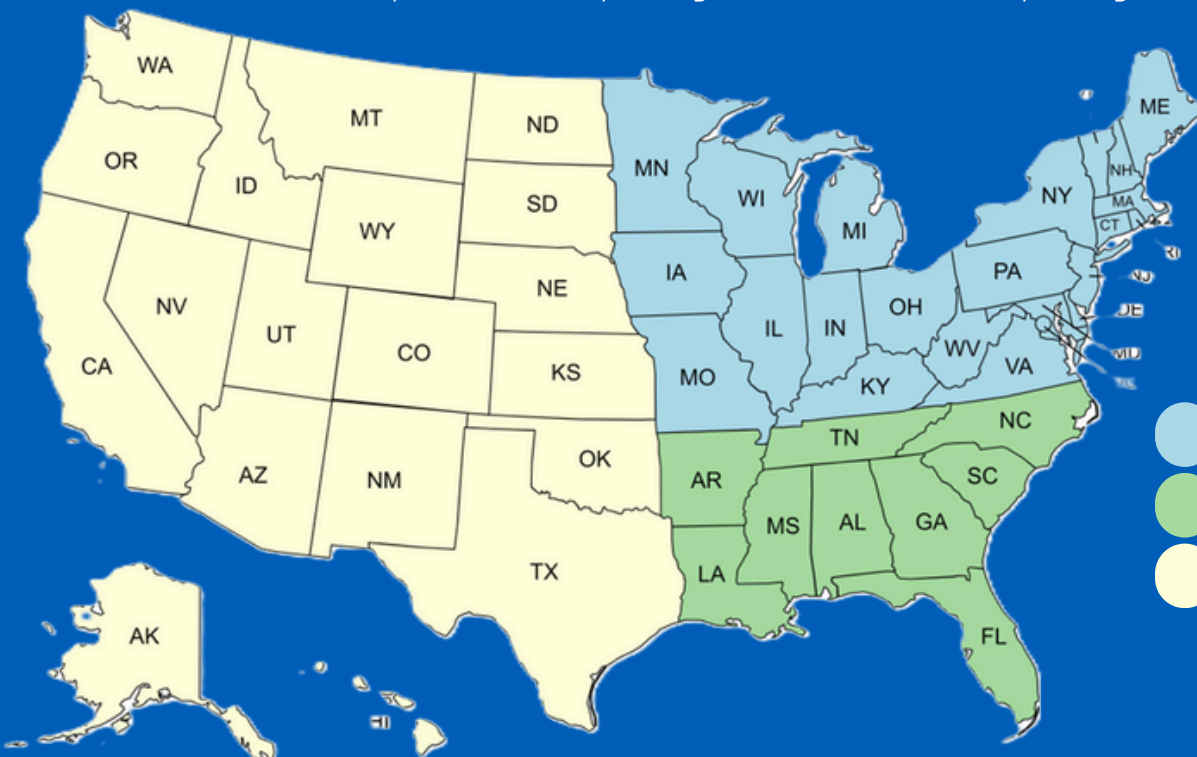
PAYTON PERDUE
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Michelle.Dina@FlyUSI.org



- Michelle/Andrew
- Payton/Roberto
- Payton/Nick



YOUR CLASSROOM

CLASSROOM MATERIALS

AVAILABLE NOW

Course

PART 107 PREP
**COMMERCIAL
REMOTE PILOT**



sUAS SAFETY LEVEL 1
**sUAS
TECHNOLOGY**



VSO GROUND
**sUAS MISSION
PLANNING**



VSO FLIGHT
**sUAS FLIGHT
OPERATIONS**



Workbook

PART 107 PREP
Workbook



Commercial Remote Pilot

sUAS Safety Level 1
Workbook



Systems Technology

VSO* Ground
Workbook



Mission Planning & Ground Safety

VSO* Flight
Training Course Outline



Flight Path Management & Procedures

New workbooks are now available for Commercial Remote Pilot Prep, sUAS Safety Level 1, and Safety Level 3: VSO Ground.



YOUR CLASSROOM

CLASSROOM MATERIALS

GIVE YOUR STUDENTS A
MORE HANDS-ON
APPROACH TO OUR
CONTENT BY ADDING ON A
PITSCO KIT!

PITSCO
E D U C A T I O N

Course

PART 107 PREP

COMMERCIAL REMOTE PILOT



- Echo Drone 5-Pack
- Drone Flight Guide Curriculum and Field Elements Kit with Aerean
- Weather Station

sUAS SAFETY LEVEL 1

sUAS TECHNOLOGY



- TETRIX® MAX R/C Robotics Set
- Wireless Camera Kit for TETRIX® MAX

VSO GROUND

sUAS MISSION PLANNING



- Estes Altitrak Altitude Finder
- Portable Wind Meter

VSO FLIGHT

sUAS FLIGHT OPERATIONS



- CrossFlight Drone Field Kit



YOUR CLASSROOM

CLASSROOM MATERIALS

DOWNLOADABLE RESOURCES

GET YOUR CLASSROOM POSTERS AND MORE
HERE FOR FREE!

RESOURCES FOR UAS MISSION PREPARATION

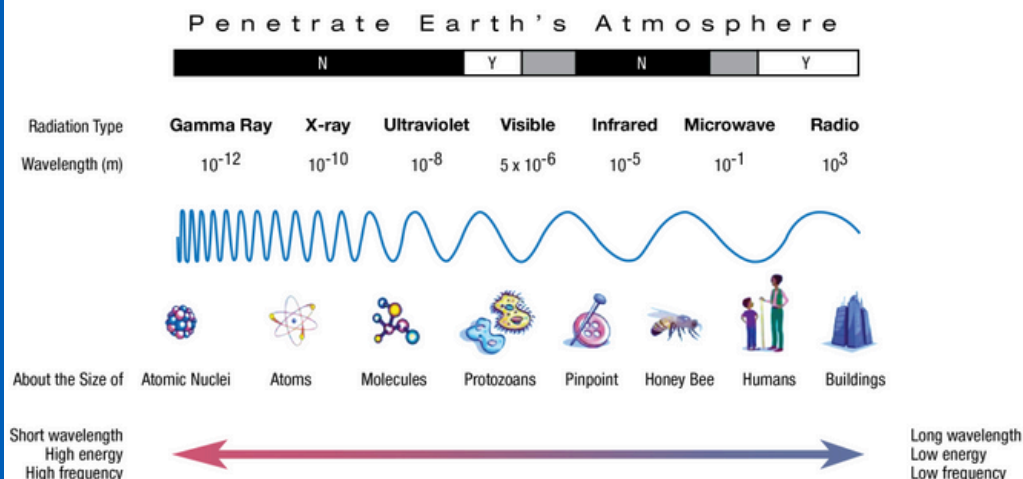
- 1 Check Airspace**
The first place to visit when planning ANY drone mission:
airspacelink.com/sign-in
- 2 FAA UAS Map**
Create UAS operations map and verify operational parameters
udds-faa.opendata.arcgis.com
- 3 GPS Coordinates**
Identify latitude and longitude to find GPS coordinates
www.latlong.net
- 4 Google Maps**
Find Latitude and Longitude of operational area and general situational awareness
maps.google.com
- 5 Google Streetview**
Check for site obstacles and visible hazards
- 6 FAA Drone Zone**
Submit Certificate of Authorization (COA) or Part 107 Waiver applications
faadronezone.faa.gov
- 7 SkyVector**
Check for Temporary Flight Restrictions (TFRs) and Drone NOTAMS (DROTAMS)
skyvector.com
- 8 Flight Service**
Submit UAS Operational Areas (DROTAMS)
1800wxbrief.com
- 9 LAANC Authorization**
Visit airspacelink.com to obtain LAANC authorization



STANDARD PHONETIC ALPHABET

A ALPHA	N NOVEMBER
B BRAVO	O OSCAR
C CHARLIE	P PAPA
D DELTA	Q QUEBEC
E ECHO	R ROMEO
F FOXTROT	S SIERRA
G GOLF	T TANGO
	U UNIFORM
	V VICTOR
	W WHISKEY
	X X-RAY
	Y YANKEE
	Z ZULU

The Electromagnetic Spectrum



Source: MyNASAData



BEST PRACTICES



TEACHING USI COURSES

Teaching a USI-designed course requires a systematic approach to ensure effective learning. Here's a detailed guide.

STEP 1 ENGAGE THE LEARNER

- Begin by actively involving learners, employing methods to capture their interest. Utilize resources such as videos or links within the instructor folder [not visible to students].
- Emphasize the practical significance of the topic, as provided by USI.
- State learning objectives from the 'Engage' section, making them more applicable to individual learners.
- Connect to prior knowledge by linking new information to what learners already know. Use analogies, engage in class discussions, or incorporate reflection activities from the course.

STEP 2 EXPLORE THE CONTENT

- Break down USI material into 5 or 6 units, each covering 3 to 4 topics. Use presentations and written text, revisiting or breaking down content into manageable chunks.
- Utilize digital or physical workbooks with exercises that draw directly from the written content. Supplement with videos from the instructor folder for richer processing.

STEP 3 EXPLAIN THE CORE CONCEPTS

- Present models, worked examples, and organizers to aid in forming mental schemas.
- Encourage learners to answer open-answer questions in their own words.
- Introduce study strategies like elaboration and concept mapping to promote metacognition.



BEST PRACTICES

STEP 4

ELABORATE AND ELICIT PERFORMANCE

- Each unit offers optional exercises, scenarios, simulations, or group discussions for active application of knowledge.
- These assignments facilitate long-term recall and deeper understanding of concepts, moving beyond mere memorization.
- Provide concurrent feedback to individual students during learning activities and summarize key points for whole-class feedback.

STEP 5

EVALUATE

- At the end of each unit, use the provided progress check to assess learners' recall of facts, concepts, and procedures.
- Combined with other learning activities, this check provides an indication of future success on the certification exam.

STEP 6

ENHANCE RETENTION AND LONG TRANSFER

- After completing the course, encourage students to reflect on their learning journey and contemplate the real-world relevance of the acquired knowledge.
- Incorporate writing about experiences in the course or applying knowledge to practical scenarios.

SHOWCASE YOUR SUCCESS

Take photos to capture the success of your classroom. USI certifications give you bragging rights! If you'd like to share your progress and milestone achievements with us, we'd be happy to help magnify your incredible accomplishments on social media. **Email us at Marketing@FlyUSI.org with anything you'd like to share.** Feel free to share to your own channels and tag @Fly_USI or use the hashtag #FlyUSI so we can support your efforts.



CERTIFYING STUDENTS

STEP 1

SCHEDULE STUDENT EXAMS

- When your students are ready to take their exams, please fill out and email the Certification Exam Endorsement Form to Support@FlyUSI.org. Students will be set up for testing within three business days. Details will be sent to the proctor; further testing instructions can be found [here](#).
 1. The Certification Exam Endorsement Form can be found in the Resources tab of the course you are teaching within the LMS.
 2. Please keep in mind that during high test volume seasons, exams can take longer to be processed. This is why it is imperative to send in endorsement forms **at least THREE business days in advance**, as your students are not guaranteed to be set up within a smaller timeframe.
 3. Be sure to indicate students with 504/IEP plans on your [enrollment](#) form. These students will be allotted 1.5x time on their exam [135 minutes] in alignment with FAA Test Standards.

STEP 2

TEST TRACKING + REPORTS

- You may check exam scores at any time by logging in to the LMS: learn.flyusi.org with your established LMS credentials. Once logged in, you can review their scores by going to "Reports" on the left-hand menu and selecting the 'Certification Exam Score Report'. Then select 'Run' to run the report. GMetrix offers the ability for students to view how they scored in each learning objective as soon as they've completed their exam. Once their exam is submitted, they can select 'Submissions' within the module and the 'Results' box will open a separate window with their total score and a score percentage for each learning objective.

STEP 3

CERTIFICATION VIA CREDLY

- Exams are processed automatically upon submission and will automatically issue certification upon receipt of a passing score. Students will receive an email from USI prompting them to accept their digital certification in [Accredible](#). We encourage all students to accept their badges and share them to their LinkedIn and other social media profiles.

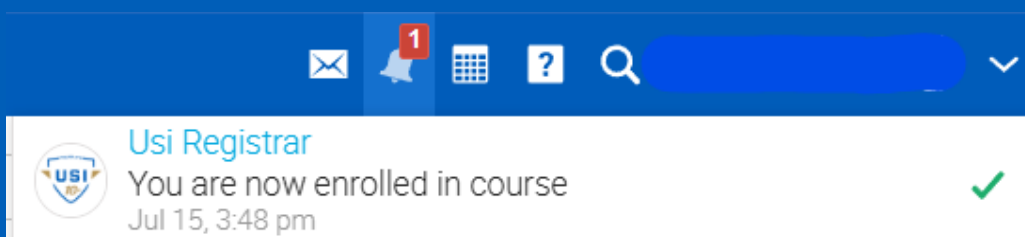
STEP 4

RETAKES

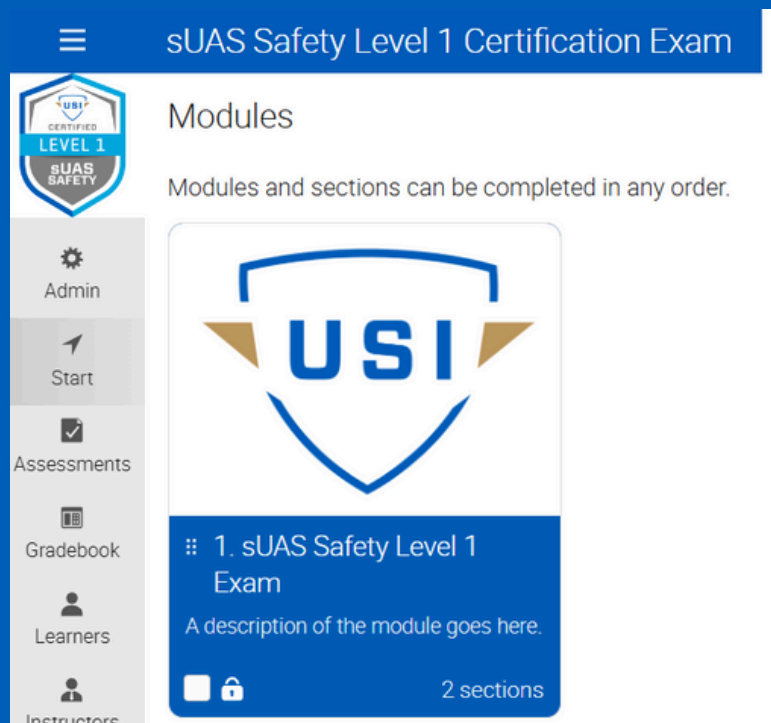
- Students that fail may retake the exam 20 calendar days after their prior attempt. Up to 3 attempts per academic year are permitted. Students will receive a notification in the LMS that the exam has become available after 20 calendar days.

STUDENT TESTING INSTRUCTIONS

DURING THE TESTING SESSION, STUDENTS WILL GO TO [HTTPS://LEARN.FLYUSI.ORG](https://learn.flyusi.org) AND WILL SIGN IN WITH THEIR ESTABLISHED LOGIN CREDENTIALS. STUDENTS WILL HAVE RECEIVED A NOTIFICATION THAT THEY HAVE BEEN ENROLLED INTO A CERTIFICATION EXAM COURSE:



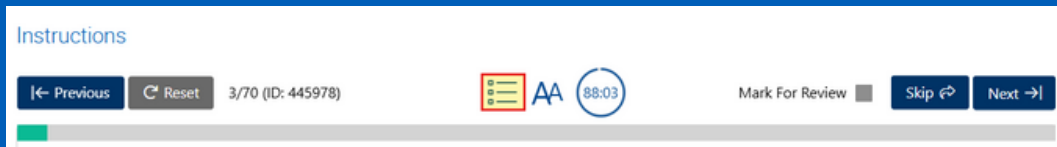
STUDENTS WILL SELECT THE COURSE AND, WHEN READY TO TEST, WILL CLICK INTO THE EXAM MODULE:



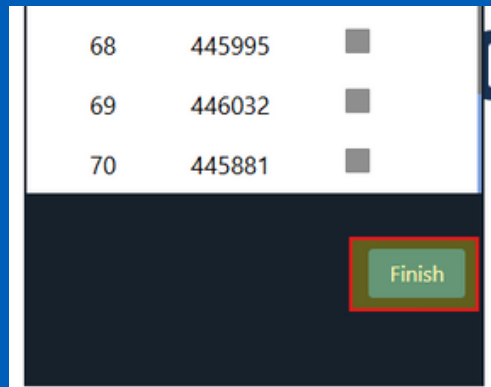
THE PROCTOR WILL THEN BE PROMPTED TO ENTER THEIR CREDENTIALS. AFTER TAKING ATTENDANCE AND READING THE EXAM INSTRUCTIONS, THE PROCTOR WILL UNLOCK THE EXAM FOR EACH STUDENT AND THEY CAN BEGIN TESTING.

STUDENT TESTING INSTRUCTIONS

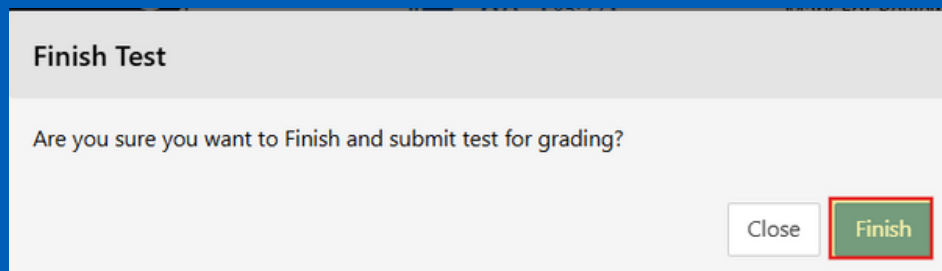
WHEN A STUDENT IS FINISHED WITH THEIR EXAM, THEY WILL SELECT THE LIST ICON:



SCROLL TO THE BOTTOM, THEN SELECT 'FINISH'.



GMETRIX WILL ASK IF SURE - IF YES, SELECT 'FINISH' AGAIN:



AS SOON AS THE STUDENT HAS SUBMITTED THEIR EXAM, THEIR EXAM RESULTS WILL APPEAR ON THE SCREEN INCLUDING A BREAKDOWN OF HOW THE STUDENT PERFORMED WITHIN EACH LEARNING OBJECTIVE. STUDENTS CAN COME BACK TO THIS PAGE AT ANYTIME TO VIEW THESE RESULTS BY CLICKING INTO THE MODULE.



DRONE LOGBOOK

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- PERSONAL PROFILE31
- ORGANIZATION32
- PERSONNEL33
- INVENTORY34
- CUSTOMERS35
- PROJECTS36
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- RISK ASSESSMENT TEMPLATES38
- CUSTOM FORM TEMPLATES39
- DRONE SYNC40



ZEPHYR

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- INITIAL SETUP42
- CREATING COURSES43
- INVITING STUDENTS44
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DRONE LOGBOOK

Drone Logbook [DLB] is a fleet management software that will make tracking your students hours, aircraft hours, aircraft maintenance, mission planning, etc. easy and autonomous. DLB is widely used across the commercial industry and using the software in the classroom will better prepare your students for the workforce. DLB has many features and reading through this guide will ensure you are using it correctly and should answer many of the questions you may have. There is an abundance of features within DLB, this guide will provide instruction to get your organization setup will not cover workflows. For more guidance on workflows, please watch the how to videos found [here](#).

DLB also has support videos/guides that can be found at the links below!

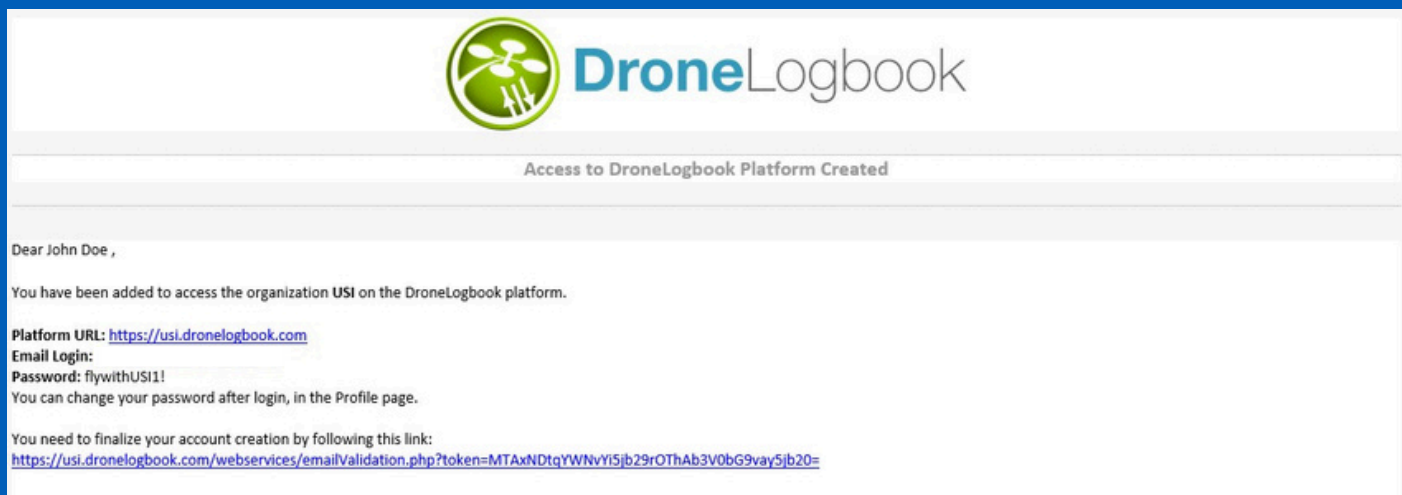
[DLB Support Website](#)

[DLB Tutorial Videos](#)

If further assistance is required please contact VISTA@FlyUSI.org for support!

CREATING YOUR ACCOUNT

- Once your school's PO has been approved the USI team will be motioned to set up your school. To create your account you will receive an email from support@dronebook.com [if you are not receiving your invite, check your spam folder or allow the support email into your inbox].
- When you receive the email [example below] click on the link to start the account creation process.



- After clicking the link you will be asked to login.
- Use the email and password information that was provided on the initial email from DLB support.

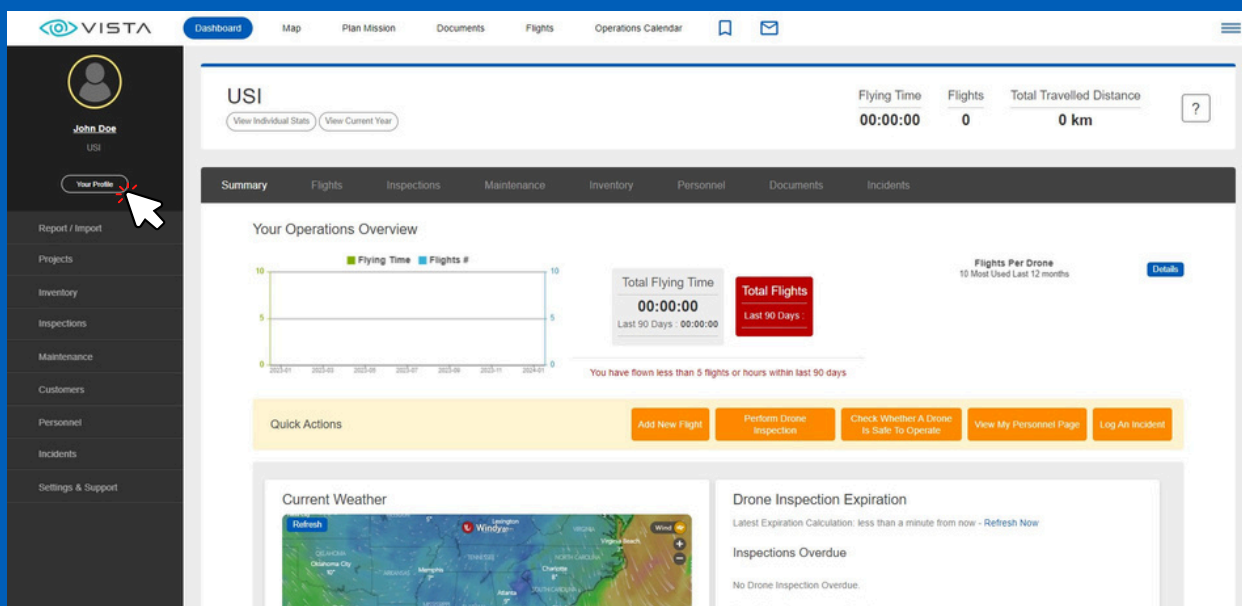


DLB INITIAL SETUP

Personal Profile

1

Complete Your Profile Information



ON LEFT SIDE MENU
CLICK ON “YOUR PROFILE”



The screenshot shows the 'Your Profile' page. The left sidebar menu is visible, and the 'Your Profile' button is highlighted. The main content area contains a form for personal information, including fields for Full Name, Email, Title, Phone, Country (United States), Language (English), Certificate, Certificate Type, Aviation Jurisdiction (FAA), Time Zone, and Password. There is also a checkbox for 'Use SORA Framework' and a section for 'Imperial Unit (Default Metric)'. The form is titled 'Your Profile' and includes a sub-header 'Profile Information'.

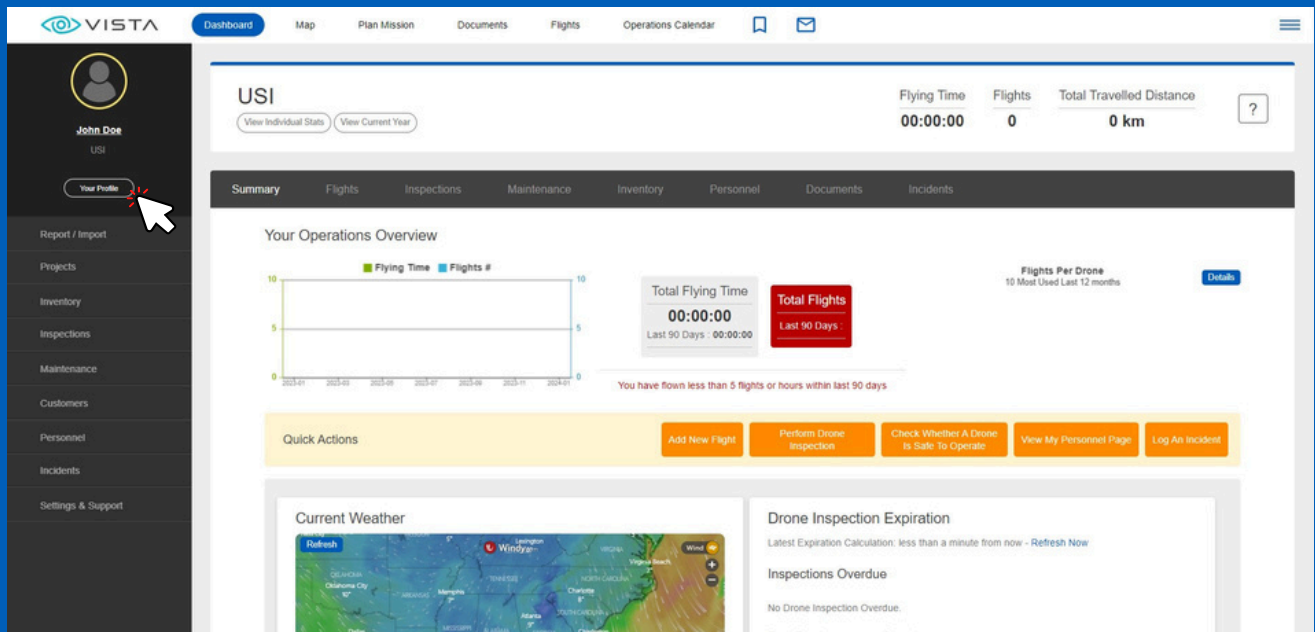
COMPLETE “YOUR PROFILE”
ADD YOUR DOCUMENTS AND REGISTRATION THEN SAVE!



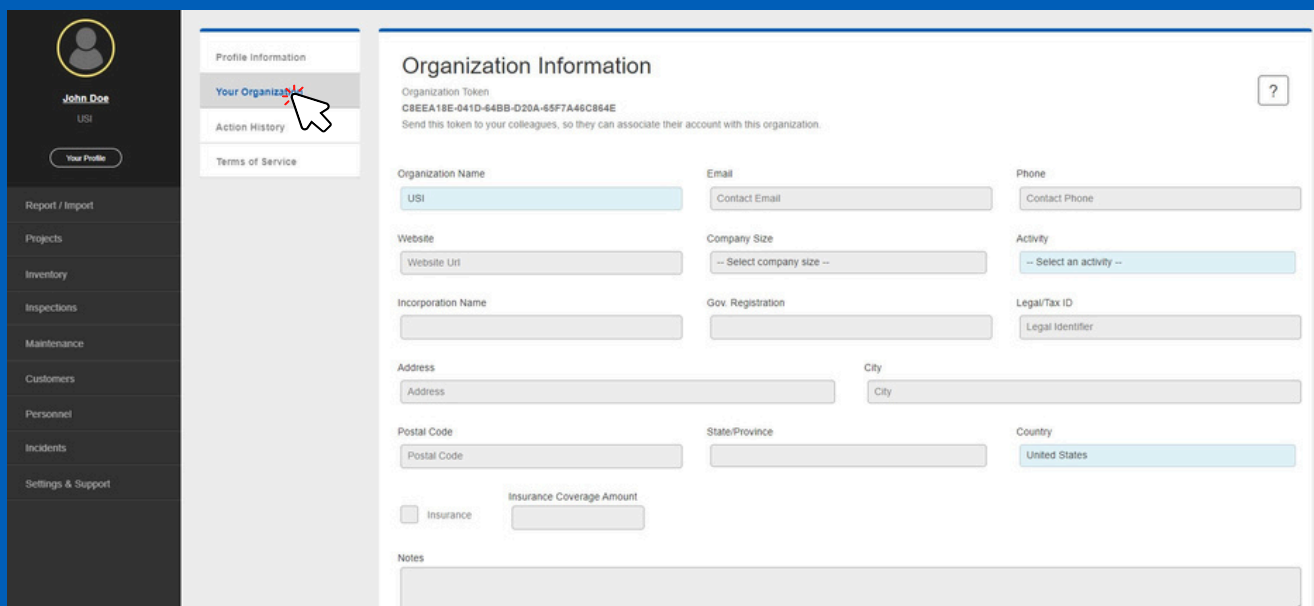
DLB INITIAL SETUP

Organization

2



**ON LEFT SIDE MENU
CLICK ON “YOUR PROFILE”**



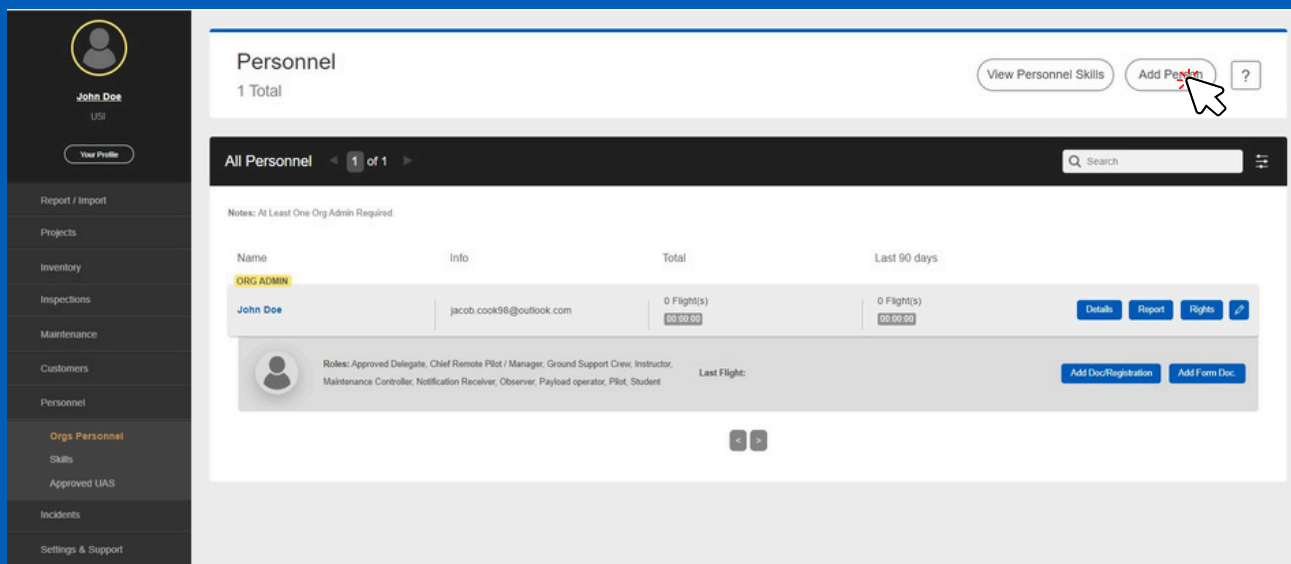
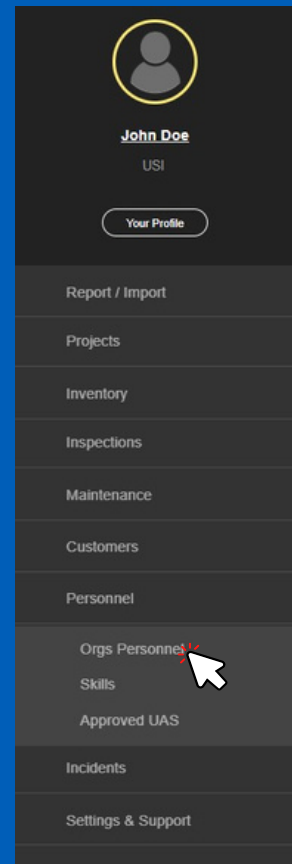
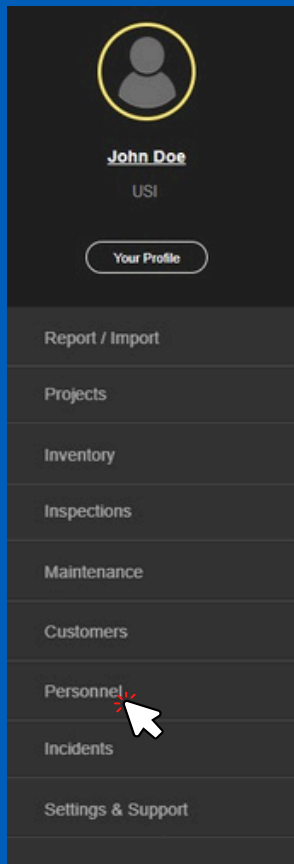
**CLICK ON “YOUR ORGANIZATION”
AND FILL ORGANIZATION INFORMATION
THEN SAVE!**



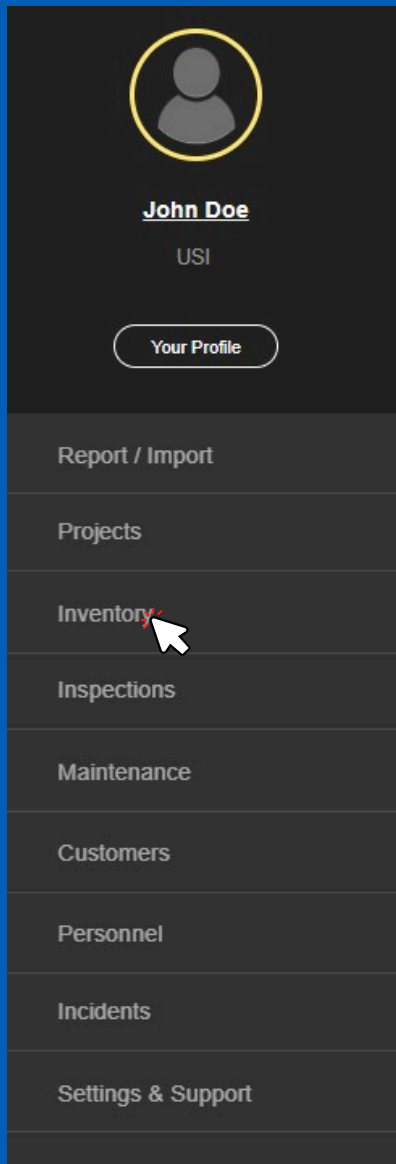
1. ON LEFT SIDE
MENU CLICK ON
“PERSONNEL”



2. ON DROP DOWN
MENU CLICK ON
“ORG PERSONNEL”



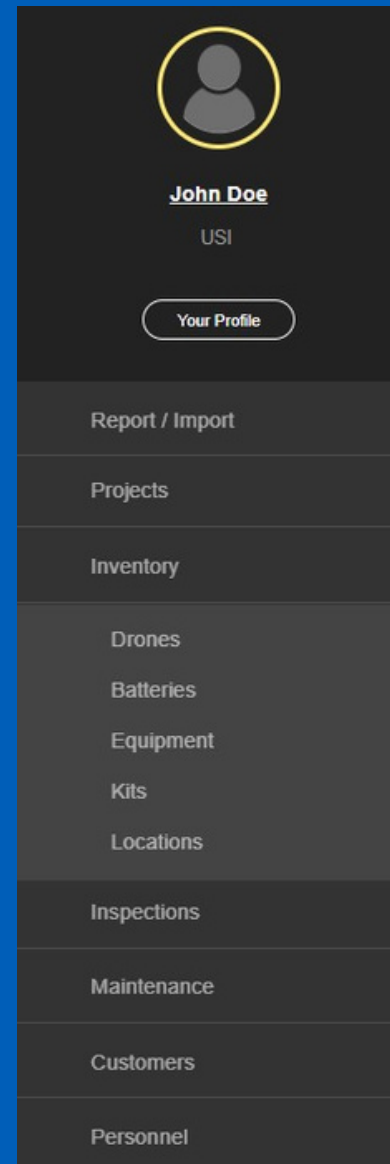
3. ON THE TOP RIGHT OF THE
PAGE CLICK
“ADD PERSON”



**1. ON THE LEFT SIDE
MENU CLICK ON
“INVENTORY”**



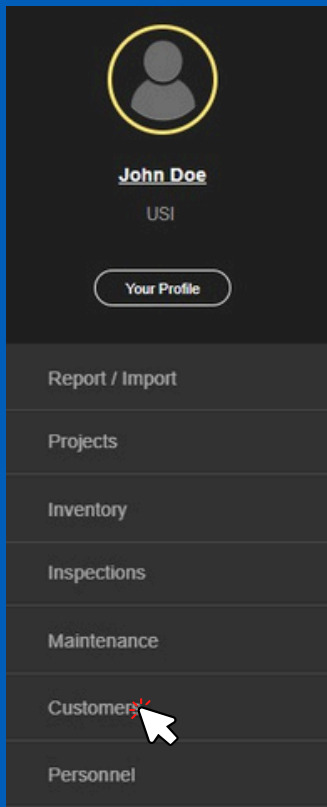
**2. CHOSE ANY OF
THE 5 OPTIONS FROM
THE DROPDOWN
MENU TO ADD
INTO YOUR ORG**



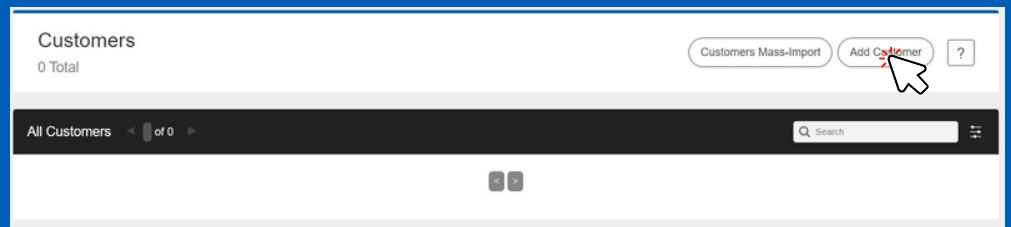
**AFTER SELECTING DRONES, BATTERIES, EQUIPMENT,
KITS, OR LOCATIONS; CLICK “ADD” ON THE TOP
RIGHT OF THE PAGE AND COMPLETE THE POP UP FORM.**



1. ON THE LEFT SIDE
MENU CLICK ON
“CUSTOMER”



2. ON THE TOP RIGHT OF
THE PAGE CLICK ON
“ADD CUSTOMER”



3. COMPLETE THE
FORM AND CLICK
“ADD”

Customer Overview

Customer Name

Contact Name Contact Phone Contact Email

Address

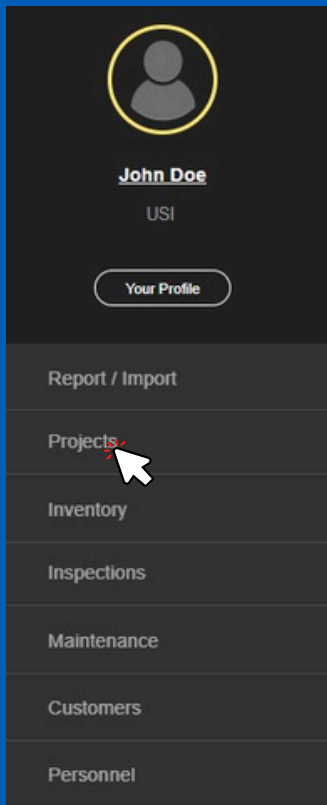
City State Postal Code Country

Description

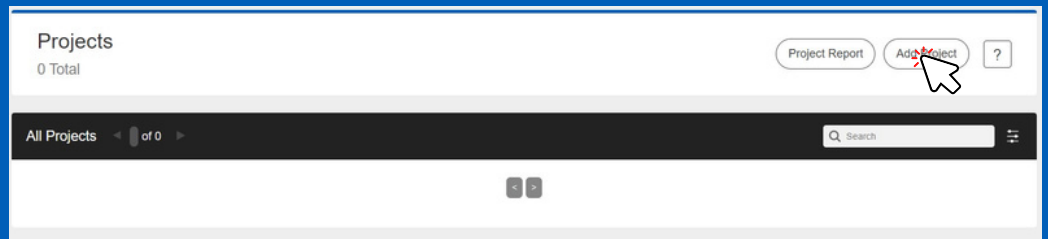
Add Cancel



1. ON THE LEFT SIDE
MENU CLICK ON
“PROJECTS”



2. ON THE TOP RIGHT OF
THE PAGE CLICK ON
“ADD PROJECT”



3. COMPLETE THE
FORM AND CLICK
“ADD”

Project Overview

Project Name

External Case ID: Work Order, Police File ID...

Income Revenue

Currency

Customer: Add New Customer

- None -

Description

Tags

Add Cancel

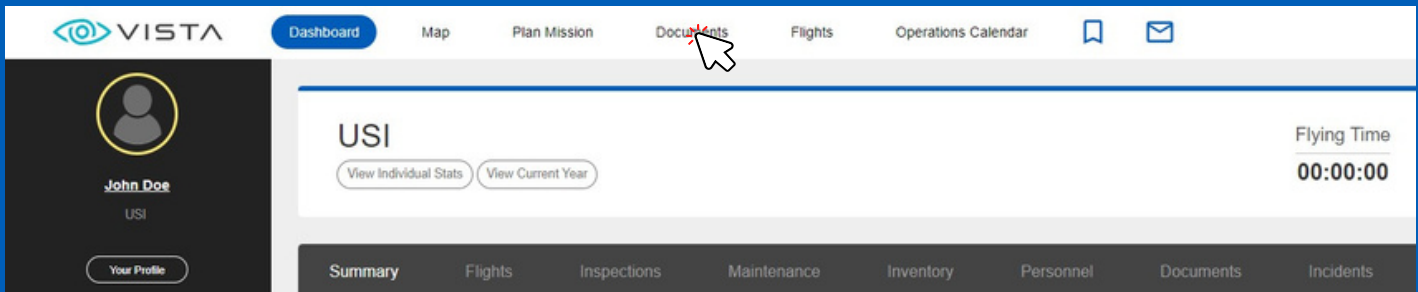


DLB INITIAL SETUP

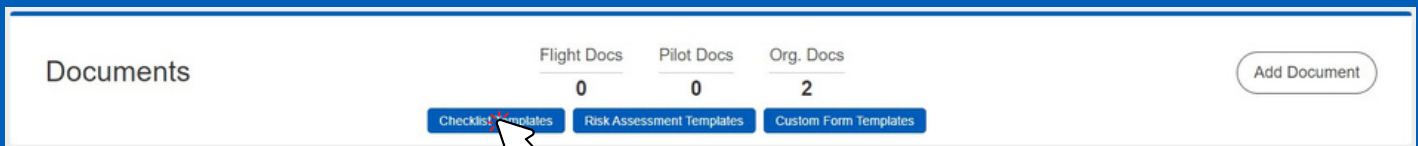
Checklist Templates

7

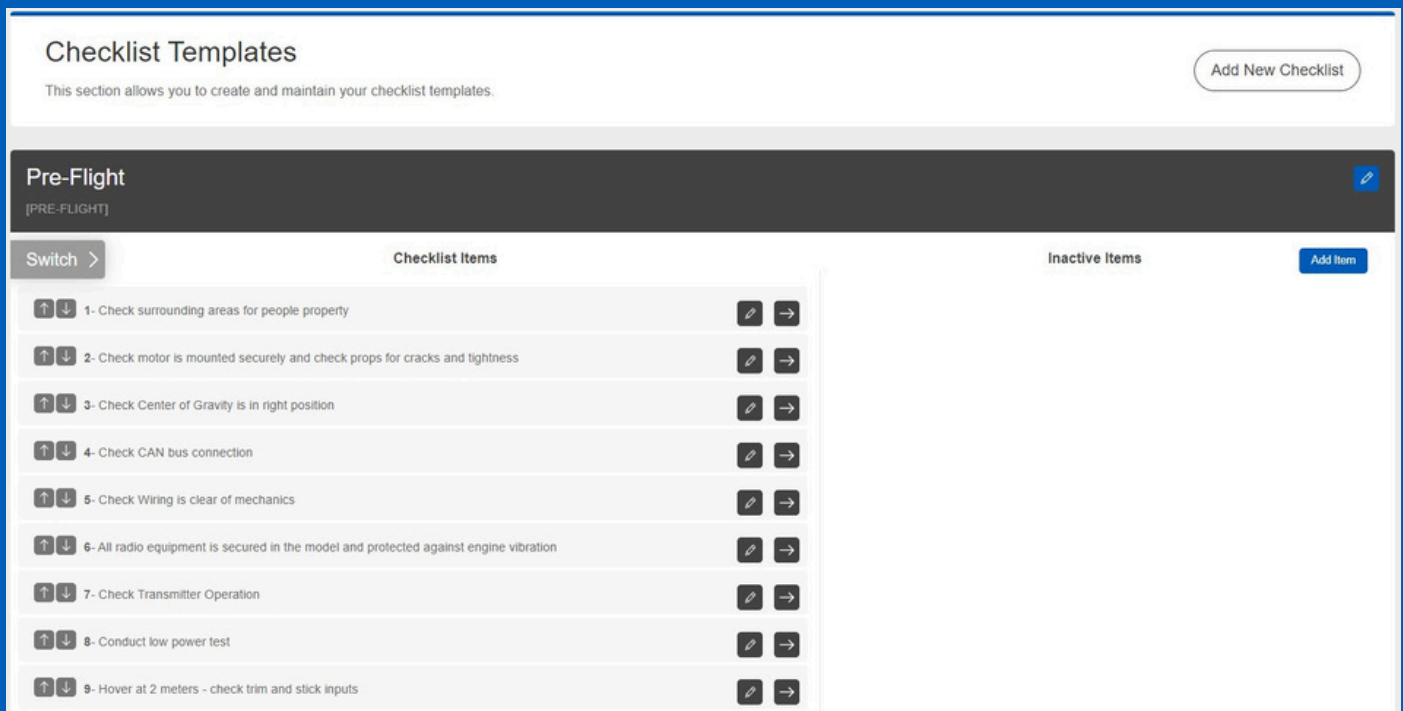
**THIS ALLOWS USERS TO CREATE CUSTOM CHECKLISTS,
RISK ASSESSMENTS, AND FORMS FOR LATER USE**



1. ON THE TOP MENU CLICK ON “DOCUMENTS”



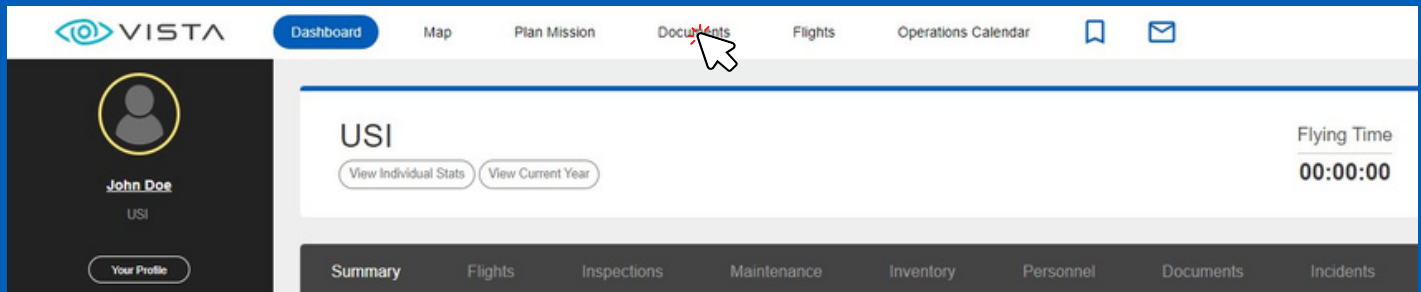
2. CLICK ON “CHECKLIST TEMPLATES”



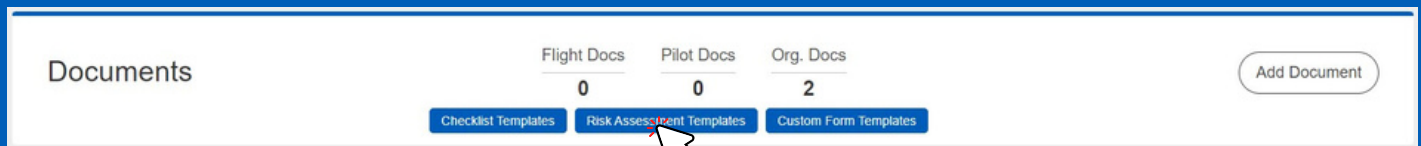
3. CREATE AND EDIT YOUR CHECKLIST TEMPLATE



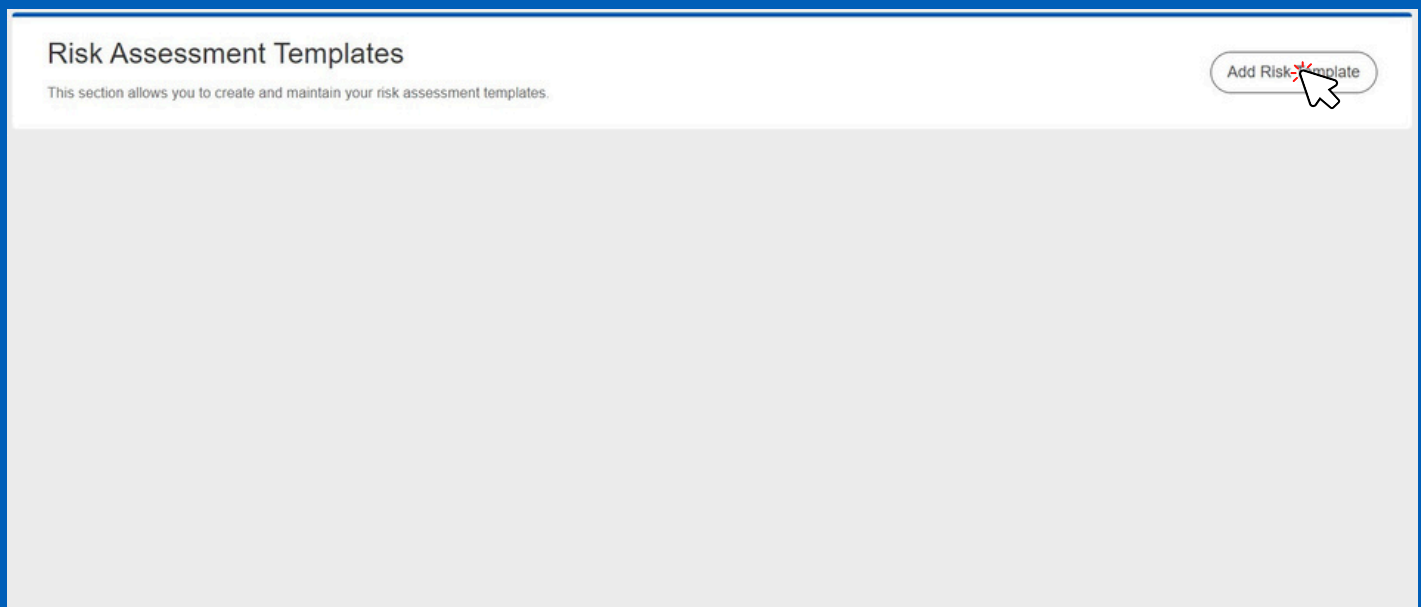
**THIS SECTION ALLOWS YOU TO CREATE AND MAINTAIN
YOUR RISK ASSESSMENT TEMPLATES**



1. ON THE TOP MENU CLICK ON “DOCUMENTS”



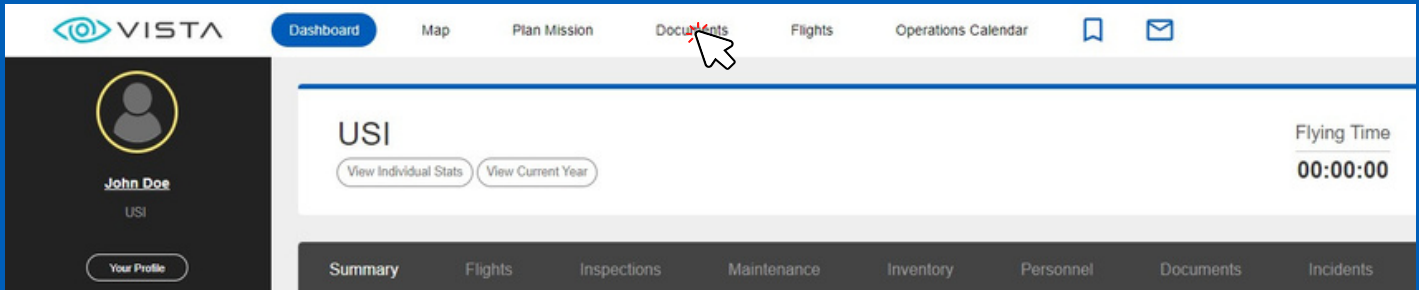
2. CLICK ON “RISK ASSESSMENT TEMPLATES”



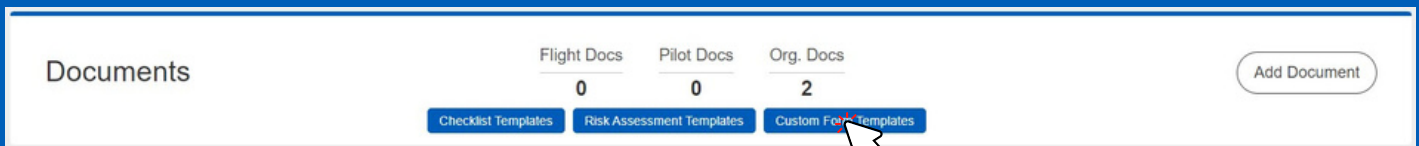
**3. ON THE TOP RIGHT OF THE PAGE
CLICK ON “ADD RISK TEMPLATE”**



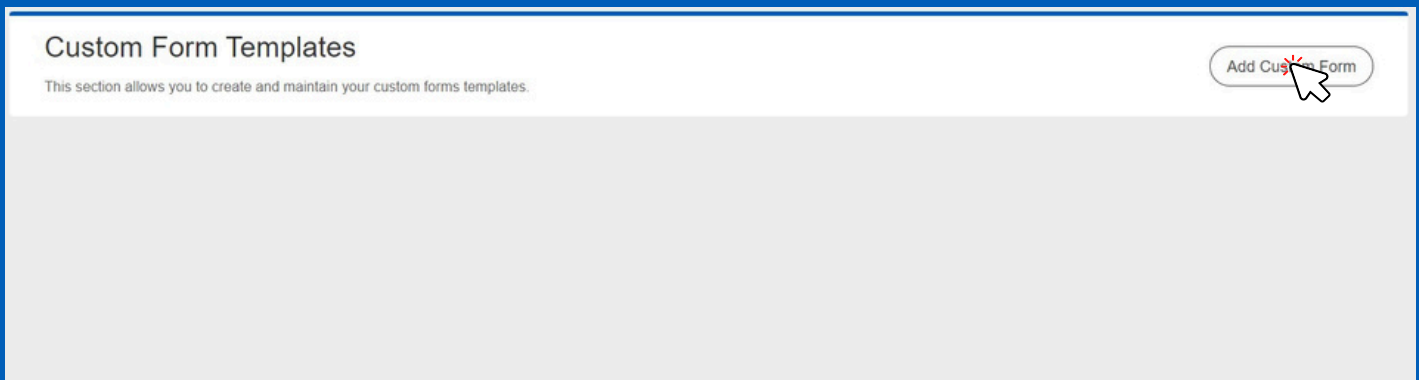
**THIS SECTION ALLOWS YOU TO CREATE AND MAINTAIN
YOUR CUSTOM FORM TEMPLATES**



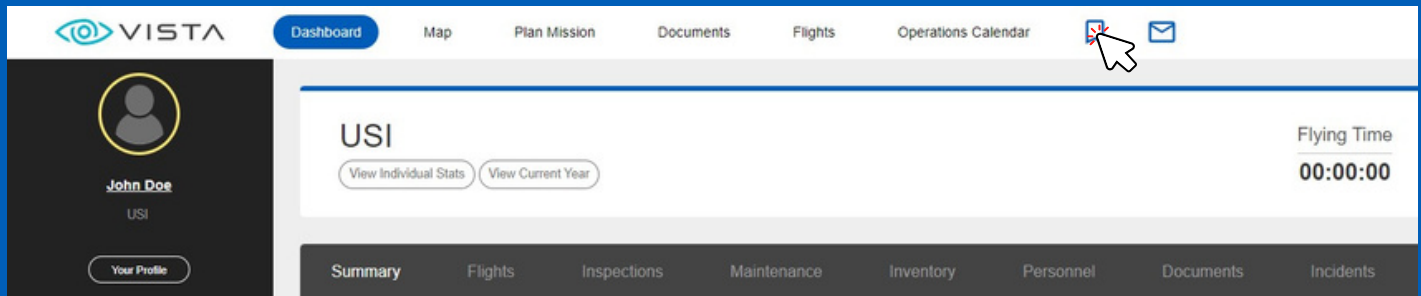
1. ON THE TOP MENU CLICK ON “DOCUMENTS”



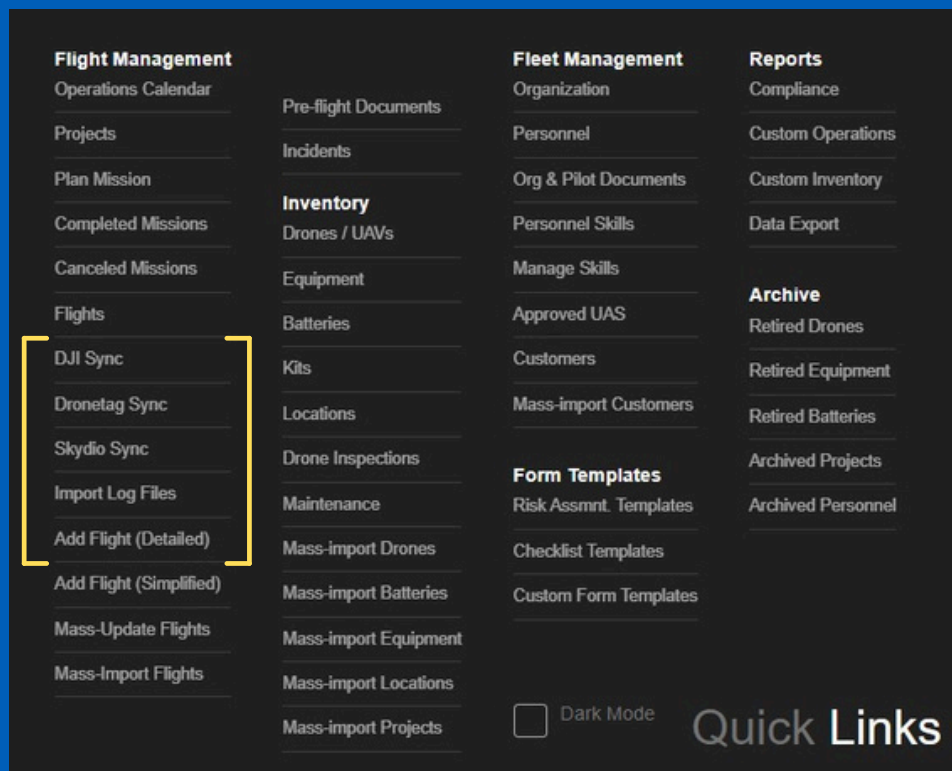
2. CLICK ON “CUSTOM FORM TEMPLATES”



**3. ON THE TOP RIGHT OF THE PAGE
CLICK ON “ADD CUSTOM FORM”**



1. ON THE TOP MENU CLICK ON THE CHEVRON ICON



THERE ARE SEVERAL WAYS TO IMPORT TELEMETRY INTO DLB. THERE IS A DJI CLOUD SYNC, AUTEL CLOUD SYNC, SKYDIO CLOUD SYNC, MANUAL FILE UPLOAD, AND AN OPTION TO ADD BASIC FLIGHT WITHOUT TELEMETRY.



RECOMMENDED SYSTEM REQUIREMENTS:

- Operating System: Windows 10 or higher / Mac OS High Sierra10.13 or higher
- CPU: Intel Core i7 @ 3.6 GHz or equivalent
- Memory: 8 GB RAM
- Hard Drive: 10 GB available in hard disk
- Graphics Hardware: Direct X 10 or higher compatible graphics card [GTX660 equivalent or higher]
- Internet Connection: DSL or higher

MINIMUM SYSTEM REQUIREMENTS:

- Operating System: Windows 10 or higher / Mac OS High Sierra10.13 or higher
- CPU: Intel Core i5 @ 3.4 GHz or equivalent
- Memory: 4 GB RAM
- Hard Drive: 10 GB available in hard disk
- Graphics Hardware: Direct X 10 or higher compatible graphics card [GTX660 equivalent or higher]
- Internet Connection: DSL or higher

SUPPORTED CONTROLLERS FOR MAC AND WINDOWS OPERATING SYSTEMS

- Orqa FPV Controller
- Xbox One Controller via wired or wireless via Bluetooth [wireless for Windows OS only]
- Playstation 4 & 5 controllers wired only
- Fly Sky FS-i6s controller



Zephyr - How To

Initial Setup

YOU WILL RECEIVE AN EMAIL FROM SUPPORT@LITTLEARMS.COM TO SET UP YOUR ADMIN ACCOUNT [BE SURE TO CHECK JUNK/SPAM]. IF YOUR SCHOOL PURCHASED SIMULATION, YOU WILL RECEIVE AN ADMIN ACCOUNT. OTHERWISE YOU WILL RECEIVE A STUDENT ACCOUNT FROM USI TO COMPLETE CERTIFICATION, AND YOU CAN SKIP TO [INSTALLING THE SIMULATOR](#) STEP.

If you don't receive an email, reach out to VISTA@FlyUSI.org



ONCE YOU'VE RECEIVED THIS EMAIL, FOLLOW THE PROMPTS THROUGH THE LINK TO SETUP YOUR ACCOUNT

For additional help setting up your account and downloading Zephyr, check out these videos:

[Zephyr Introduction](#)

[Downloading Zephyr](#)



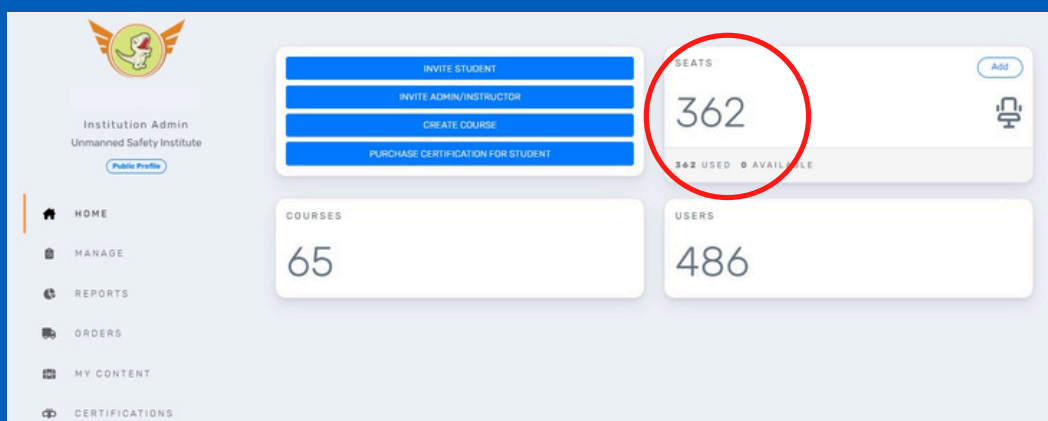
WITH THE ACCOUNT SETUP, NAVIGATE TO THE DASHBOARD:

a. Go to: <https://zephyr-sim.com/dashboard/>

b. Sign in



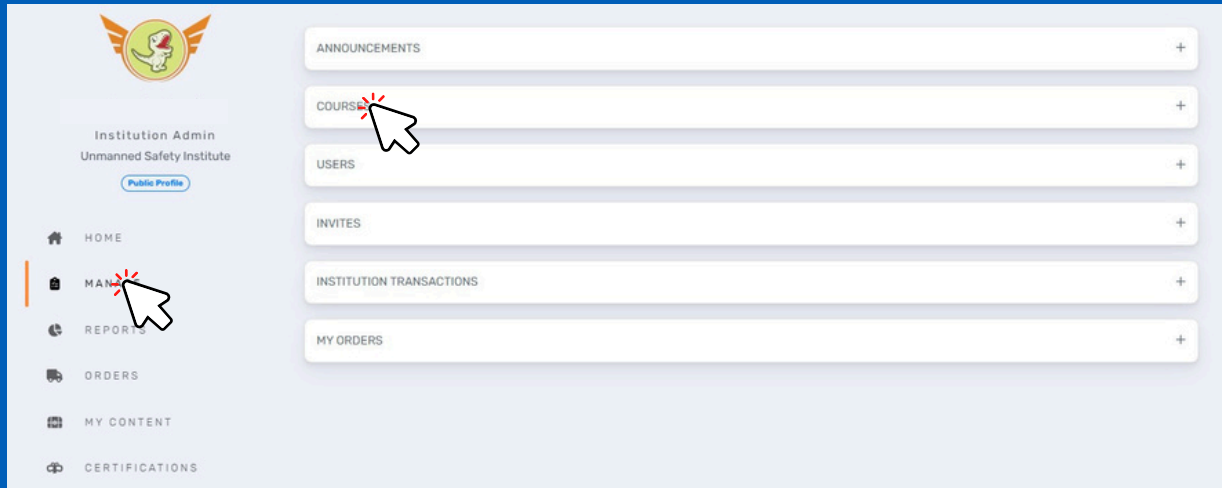
AT THE DASHBOARD, YOU'LL SEE HOW MANY "AVAILABLE LICENSES" YOUR ORGANIZATION HAS PURCHASED. THINK OF THESE LICENSES AS A SINGLE SIGN IN THAT YOU CAN ASSIGN TO A STUDENT OR COMPUTER. IF YOU WISH TO TRACK INDIVIDUAL STUDENT PROGRESS ON SIMULATION, YOU MUST ASSIGN EACH STUDENT A LICENSE. IF A LICENSE PER STUDENT IS NOT FEASIBLE, WE RECOMMEND ASSIGNING A LICENSE TO A COMPUTER THAT MULTIPLE STUDENTS CAN ACCESS.





Zephyr - How To Creating Courses

CLICK “MANAGE” FROM THE MENU ON THE LEFT SIDE OF THE DASHBOARD. THEN SELECT “COURSES”

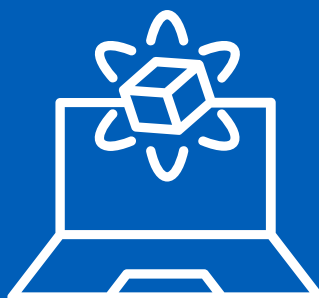


CREATING YOUR COURSE IS REALLY UP TO YOU AND HOW YOU WANT IT SET UP. TO HELP SEPARATE DIFFERENT CLASSES/DEPARTMENTS, WE RECOMMEND MAKING A COURSE FOR EACH CLASS AND THEN ASSIGNING YOUR STUDENTS TO EACH COURSE.

For more help setting up a Course, check out this video: [Creating a Course](#)

NOTE

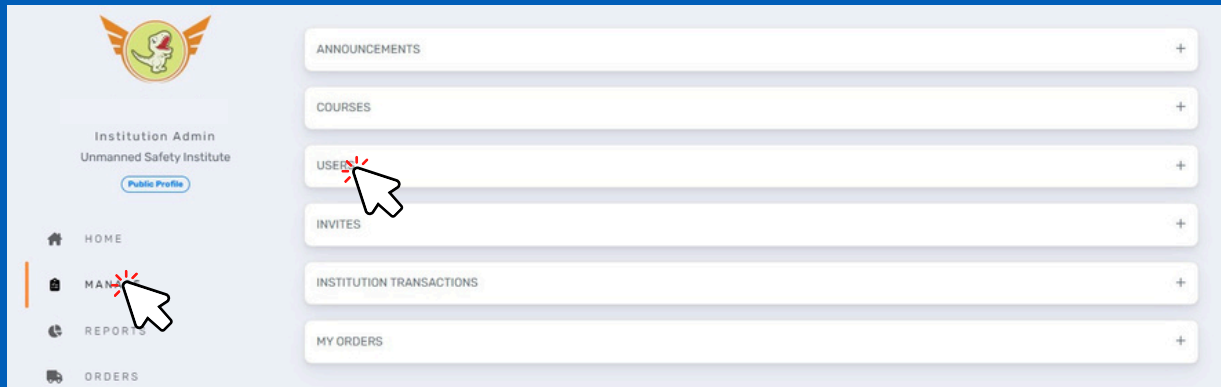
Once you have created assignments for your students, they will have to track their progress through a course from the online Zephyr dashboard. Seeing course progress is not available inside the simulation.



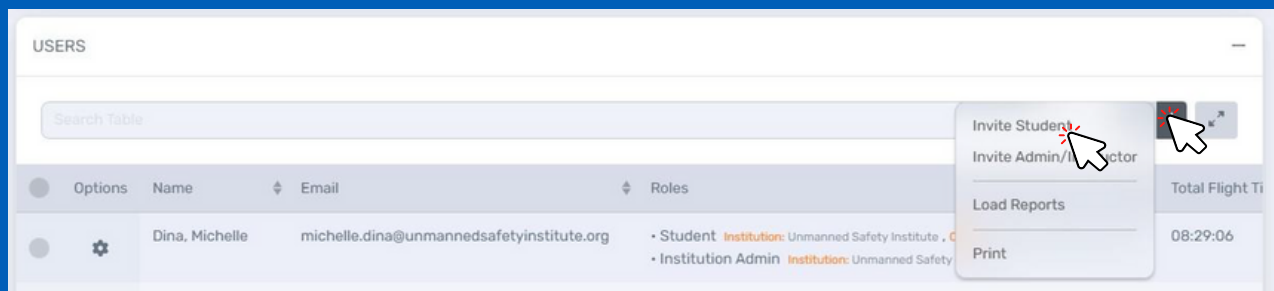


Zephyr - How To Inviting Students

**NEXT, INVITE STUDENTS AND ASSIGN THEM TO A COURSE.
SELECT “MANAGE” AND THEN SELECT “USERS”.**



SELECT THE THREE DOTS, AND SELECT “INVITE STUDENTS”



**SELECT THE COURSE YOU WISH TO ASSIGN STUDENTS TO
AND ENTER THE STUDENT’S EMAIL ADDRESS IN THE FIELD
BELOW.**

**NOTE: YOU ARE ABLE TO
ADD MULTIPLE STUDENT
EMAILS IN THIS STEP.
THESE EMAIL INVITES
MAY END UP IN
SPAM/JUNK.**

INVITE STUDENT(S)

Available Licenses: 14

Course*

Select a course

A disabled option indicates that the corresponding course has already ended.


Emails*

john.smith@example.com

Press Enter or click 'Add' after entering each email.

CLOSE

INVITE

For more help inviting  students, check out this video: [Inviting Students](#)



Zephyr - How To Reports & DLB Sync

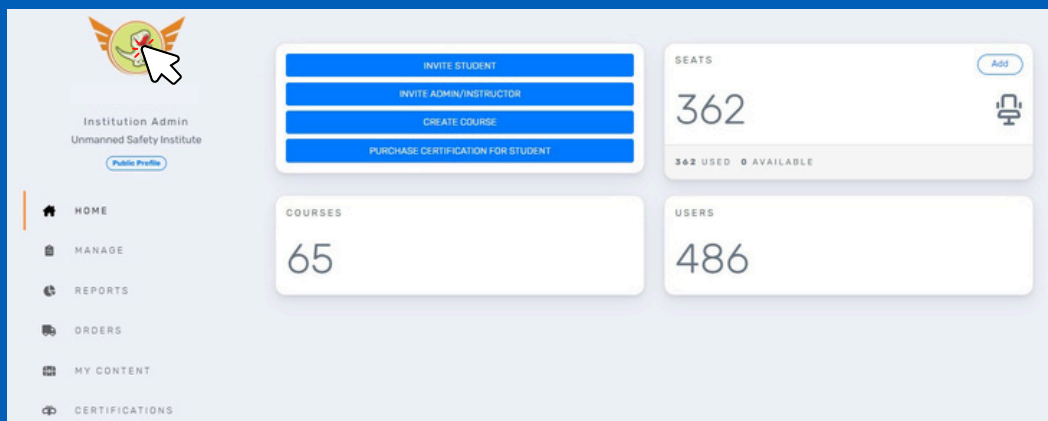
**PLEASE WATCH THE VIDEO BELOW FOR GUIDANCE
ON HOW TO PULL REPORTS**

[Generating Reports](#)

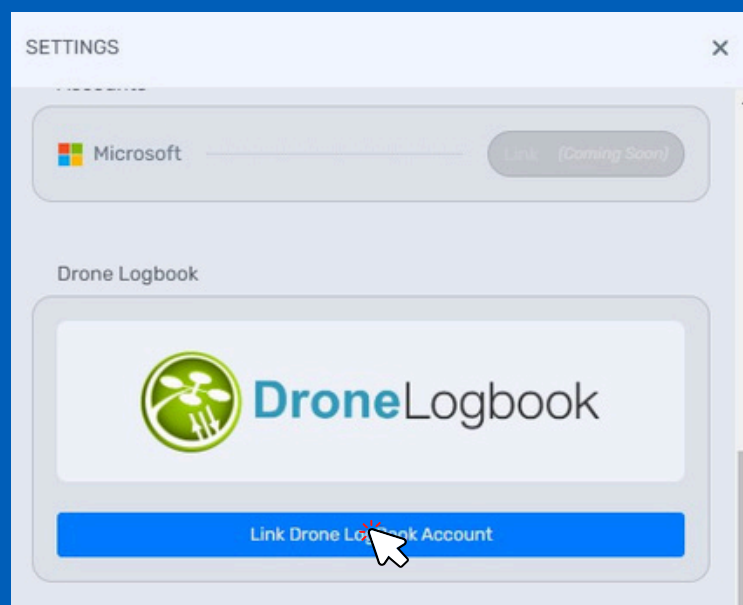


**STUDENTS AND INSTRUCTORS ARE ABLE TO SYNC THEIR
ZEPHYR ACCOUNTS TO DRONE LOGBOOK SO ALL
SIMULATION HOURS CAN BE TRACKED AUTONOMOUSLY.**

To do this, you will need start at the Zephyr online dashboard. Once signed in click on the green dinosaur on the top left of the page to open the settings page.



With the settings open, scroll down until you see “Link Drone Logbook Account”





Zephyr - How To

DLB Sync Continued

LINK DRONE LOGBOOK ACCOUNT

Drone Logbook Email*

name@email.com

Drone Logbook Password*

Server URL (optional)

yourserver.com

Only provide the domain name for your server. For example, if your server is at "https://dronelogbook.com", you would enter "dronelogbook.com" in the field below.

Close

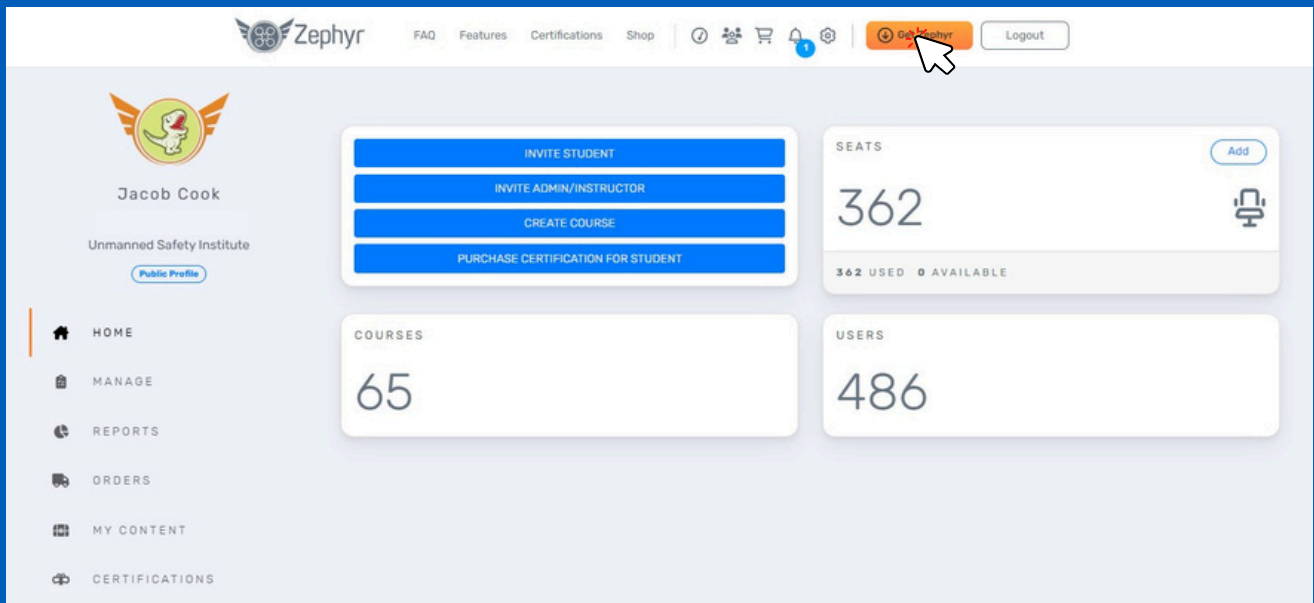
Link

1. Enter your Drone Logbook Email
2. Enter your Drone Logbook Password
3. Enter the URL <https://usiedu.dronelogbook.com/>



Zephyr - How To Installing Simulator

**THE SIMULATION SOFTWARE CAN BE DOWNLOADED FROM
THE ONLINE ZEPHYR SIMULATION DASHBOARD**



Once on the dashboard, select “Get Zephyr”
Then follow the on-screen instructions.

Additional help videos can be found [here](#).



Zephyr - How To Controller Guide

The controller comes ready to go out of the box. The following instructions below are to configure the scroll wheel to the gimbal

THIS GUIDE IS ONLY FOR THE FLY SKY FS-I6S CONTROLLER

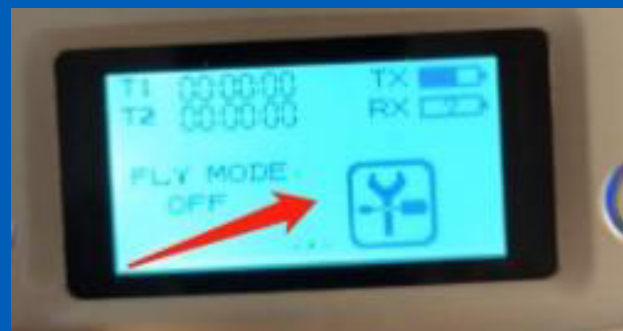
**TO TURN THE CONTROLLER ON, PRESS BOTH POWER
BUTTONS SIMULTANEOUSLY.**



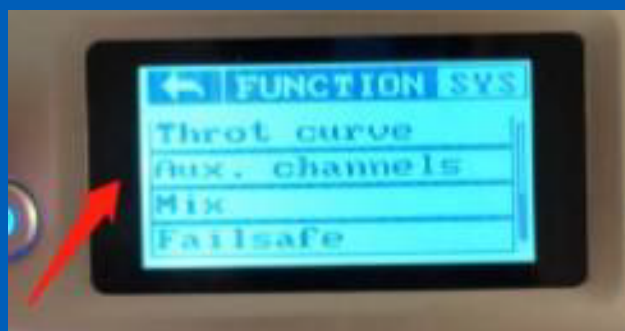
You will see a lock icon. If you don't see it, scroll left or right on the screen.



**PRESS AND HOLD THE LOCK ICON UNTIL YOU HEAR A BEEP.
A WRENCH ICON SHOULD APPEAR.**



**PRESS AND HOLD THE WRENCH ICON, THEN SCROLL
DOWN ON THE MENU TO FIND THE "AUX CHANNELS" TAB.
CLICK TO ENTER CONFIGURATION.**



If you don't see this option,
ensure you're on the
'Function' page, not SYS.



FIND AN EMPTY CHANNEL (USUALLY CHANNEL 5) AND CONFIGURE IT TO VRA (LEFT SCHROLL WHEEL). THEN, SELECT ANOTHER OPEN CHANNEL (CHANNEL 6) AND CONFIGURE IT TO VRB (RIGHT SCROLL WHEEL).



Prior to each flight, you will need to enter the “controller” page in Zephyr and click the mapping tab. Make sure the 2 locations marked by red arrows show “FS-i6S”. if showing “none” recheck the connection. If you cannot get the controller to connect, try a different Micro USB cable. Several have been known to be defective.

*A known bug will cause the user to see stick movements in the settings, however it will not work when running the simulation. You need to redo the above suggestion every time you return to the main menu.

*If you followed this tutorial, you should be able to pitch the gimble using the left wheel and capture a picture using the right wheel.

Additional videos on how to setup the controller can be found [here](#).

THANK YOU FOR FLYING USI!

WE ARE THANKFUL TO BE PARTNERING WITH YOU AND YOUR STUDENTS.

