

## **SPRING 2024**

## INTRODUCTION TO DRONE TECHNOLOGY FAST TRACK CERTIFICATION PROGRAM OVERVIEW & PACING GUIDE

v1.0





## WELCOME TO THE OHIO FAST TRACK INSTRUCTOR PROGRAM!

We hope this letter finds you in great anticipation and enthusiasm for the exciting journey ahead. On behalf of the entire USI team, we warmly welcome you to this new fast track program.

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 and the tremendous opportunities available to them. 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 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.

## Why This Is So Important



The FAA is forecasting a need for 400,000 trained, highlyskilled drone pilots, monitors, and crew members by 2027. These are great paying career opportunities that your students can be excited about!

The state of Ohio is committed to the future of UAS and AAM and have been investing in it heavily. Review the back side of this brochure for more details.



Don't settle for a mediocre drone program that only gets your students to Part 107. Teach them the skills they need to get certified, stand out, and get hired.

## We're Thrilled That You're Here!

Our team is standing by should you have any questions or need anything. Remember that the coursework must be completed by May 31, 2024 and you must hold your Part 107 certificate to be eligible to participate in the Flight line at The Ohio State University in June.

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

### IT'S NOT TOO LATE TO APPLY FOR FUNDING REIMBURSEMENT THROUGH



#### **The Program**

#### USI Primary Safety Level 1

- Foundations
- Remote Vehicles, Data Links, Control Stations, and Payloads
- Aim to Complete in 7-14 Days

#### <u>USI Primary Safety Level 2</u>

- Meteorology & Weather Analysis, Regulations and Compliance
- Operating in the NAS, Human Factors
- & CRM, Aeronautical Decision Making
- FAA Part 107 Preparation
- Schedule and Sit for Part 107 Exam
- Aim to Complete in 14-28 Days

#### Safety Level 3 - VSO Ground

- Planning Foundations, Preliminary Flight Planning, Site Survey & Safety Review, Mobilization, Structured Decision Making and Professionalism
- Aim to Complete in 7-21 Days

#### Safety Level 4 - VSO Flight

- Flight Planning Foundations
- Hands-on Flight Instruction over three days at The Ohio State University
- Certification Flight Exam

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| 2 <u>zephyr</u> | $\mathbf{c}$ |



PLEASE HARD RESET YOUR BROWSER EACH TIME YOU OPEN THIS DOCUMENT TO ENSURE YOU ARE SEEING THE LATEST VERSION! (SHIFT + CLICK REFRESH ON YOUR BROWSER)

## **MEET THE SUPPORT TEAM**



MICHELLE DINA DIRECTOR OF CUSTOMER RELATIONS



PAYTON PERDUE CUSTOMER SUCCESS MANAGER



CAM BALL INSTRUCTOR; PROGRAM MANAGER







JAKE COOK TECHNICAL SUPPORT MANAGER

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

Questions regarding certification testing, maintaining your designation, or scheduling a virtual meeting should be directed to Payton Perdue at <u>Support@FlyUSI.org</u>



## ROADMAP

## **TO CERTIFICATION**



1

Your Learning Management System [LMS] account should be created. If not, please see pg. 4 for directions.



**COURSE** 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.



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.



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).



#### **SAFETY LEVEL 4**

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.



WHITELIST URLs

Your institution will have to whitelist five URLs that are part of the USI Ecosystem. Please see pg. 4 for more details.



This course will help prepare you for the FAA Part 107 Exam (UAG Exam). This FAA exam may be completed at any time prior to the start of Safety Level 4.



The Fundamentals of Instruction Course goes into great detail on how to teach students complex aeronautical knowledge and subject areas in the classroom and in flight.

#### **CREATING LMS ACCOUNT**

- You will receive an email invitation from <u>usilms@unmannedsafetyinstitute.org</u>, prompting you to create your Learning Management System (LMS) account
- The LMS is where you will access coursework to study and, if in the future you decide to adopt this program, will have access to your student's coursework and progress.
- If you have not received an invite to the LMS or cannot access your account please email: <u>Info@FlyUSI.org</u>

#### WHITELISTING URLs

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

#### **URLs**

- 1. https://zephyr-sim.com/
- 2. https://usiedu.dronelogbook.com/
- 3. https://www.FlyUSI.org/
- 4. https://usi.matrixlms.com/
- 5. https://www.credly.com/
- 6. https://www.gmetrix.net/

#### Description

- 1. Zephyr is the simulation software that will be used for your certification, and 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. Upon passing an exam, you'll receive a digital certification via Credly. First-time users will need to create an account, while returning users can sign in to claim their badge. These badges can be shared on platforms like LinkedIn and Facebook to showcase your achievement.
- 6. Third-party testing platform



## **GETTING STARTED**

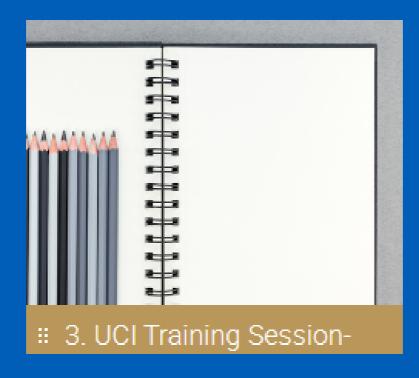


#### **UCI - EDUCATOR TRAINING COURSE**

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

|  | # 1. LMS Training<br>Complete this short course as part of UCI training. |
|--|--|
| Section                                      |  |
| 🗣 UCI LMS Training<br>🌍 UCI VSO Training (On | ly for instructors teaching VSO Ground and/or VSO Flight)                |

• Then watch the pre-recorded Educator Training video. In this video, your instructor will go over the course schedule, best practices, how to navigate the LMS and more.



# 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. Exams will be remotely proctored and must be scheduled 3 days in advance [ask USI rep for help scheduling: <u>Support@FlyUSI.org</u>]
- b. Exam is taken on GMetrix
- c. The test consists of 70 questions
- d. You will have 90 minutes to complete the exam
- e. USI will provide you with testing instructions once set up
- f. Remote Proctor Requirements:
  - Only one monitor connected to the computer you're testing on
  - No applications running in background
  - Computer is connected to camera and a microphone

\*We highly recommend running a system check to confirm your computer is compatible with the remote proctoring software. You can do this here:

https://helpdesk.psionline.com/hc/en-gb/ articles/360054864751-RPNow-Standalone-System-Check\*

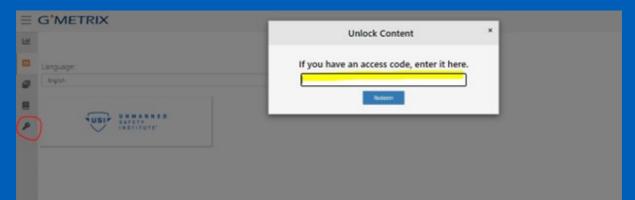
## \*CERTIFICATION IS VALID FOR 24 MONTHS\*

<u>RECERTIFICATION</u>: TO RECERTIFY, YOU MUST RETAKE THE CERTIFICATION EXAM IN GMETRIX. PLEASE EMAIL SUPPORT@FLYUSI.ORG TO BE SET UP.

## INSTRUCTOR GMETRIX TESTING INSTRUCTIONS

AT THE TIME YOU ARE SCHEDULED TO TEST, PLEASE GO TO <u>HTTPS://WWW.GMETRIX.NET/LOGIN.ASPX</u> AND SIGN IN WITH YOUR ESTABLISHED LOGIN CREDENTIALS. USE THE ACCESS CODE PROVIDED TO REDEEM YOUR EXAM.

IF YOU DO NOT ALREADY HAVE A GMETRIX ACCOUNT AND LOGIN CREDENTIALS, CREDENTIALS WILL BE PROVIDED TO YOU AFTER THE TEST IS SET UP AND YOU WILL NOT NEED AN ACCESS CODE.



ONCE LOGGED INTO GMETRIX AND YOUR EXAM IS REDEEMED, SELECT UNMANNED SAFETY INSTITUTE ON THE TAKE A TEST PAGE:

|     |          | Nov account is missing a Secret Consticut & Answer. Add one now |
|-----|----------|---|
|     |          |   |
| ø   |          | Take a Test   |
| 8   | Language |   |
| 日郎・ | English. | -   |
| ٩   |          | UBI- UNHANNED   |
|     |          |   |

AND THEN SELECT THE EXAM YOU ARE SCHEDULED TO TAKE. WHEN THE PROCTOR REQUIRE BOX POPS UP, CLICK "USE RPNOW" WHICH WILL PROMPT A DOWNLOAD OF LOCKDOWN SOFTWARE ON YOUR COMPUTER.

| Proctor Required  | ×         |  |
|---|-----------|--|
| This exam requires a proctor.   |           | IF YOU RUN INTO ANY ISSUES<br>DURING REGULAR BUSINESS<br>HOURS, YOU CAN CALL RPNOW |
| RPNow<br>This exam can be proctored in the<br>RPNow system. Click here to use the<br>RPNow Proctoring system to start your<br>proctoring session. | Use RPNow | SUPPORT AT 1-855-436-2039  |
| proctoring session.   | Close     |  |

## **YOUR CERTIFICATION**



PART 107 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 <u>Integrated</u> <u>Airman Certification and Rating Application</u> (IACRA) profile prior to registering for a knowledge test.
  - b. Step 2: Schedule an appointment with a <u>FAA-approved Knowledge</u> <u>Testing Center</u>. 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.

3. Submit RPC or testing report to USI via <u>Credential Request Form</u> or upload through the LMS in the Safety Level 2 course.

THE SAFETY LEVEL 2 CERTIFICATION IS VALID FOR THE SAME DURATION AS YOUR PART 107 CERTIFICATE (24 MONTHS). WHEN YOU RENEW YOUR 107 CERTIFICATE PLEASE UPLOAD A COPY OF YOUR CERTIFICATE TO THE LMS UNDER THE SAFETY LEVEL 2 COURSE.

# YOUR CERTIFICATION

## CERTIFIED LEVEL 3 VSOTM GROUND

#### **SAFETY LEVEL 3**

1. Complete Safety Certification Level 3 Course through USI Learning Management System

\*LMS can also be accessed through the "MATRIX LMS" mobile application\*



#### 2. Complete Safety Level 3 Exam

- a. Exams will be remotely proctored and must be scheduled 3 days in advance [ask USI rep for help scheduling: Support@FlyUSI.org]
- b. Exam is taken on GMetrix
- c. The test consists of 70 questions
- d. You will have 90 minutes to complete the exam
- e. USI will provide you with testing instructions once set up
- f. Remote Proctor Requirements:
  - Only one monitor connected to the computer you're testing on
  - No applications running in background
  - Computer is connected to camera and a microphone

\*We highly recommend running a system check to confirm your computer is compatible with the remote proctoring software. You can do this here: https://helpdesk.psionline.com/hc/en-gb/ articles/360054864751-RPNow-Standalone-System-Check\*

## \*CERTIFICATION IS VALID FOR 24 MONTHS\*

<u>RECERTIFICATION</u>: TO RECERTIFY, YOU MUST RETAKE THE CERTIFICATION EXAM IN GMETRIX. PLEASE EMAIL SUPPORT@FLYUSI.ORG TO BE SET UP.





#### **FOI COURSE**

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

\*LMS can also be accessed through the "MATRIX LMS" mobile application\*



#### 2. Complete FOI Exam

- 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.

## **YOUR CERTIFICATION**



#### **SAFETY LEVEL 4**

- 1. Complete Safety Certification Level 4 Course through USI Learning Management System.
- 2. Complete the Autel Evo II Systems Safety Exam.
  - a. This exam is located on the LMS in the VSO Flight course.
- 3. Complete required Zephyr simulation modules.
  - a. When you are ready to complete the exercises please email: <u>Jacob.Cook@FlyUSI.org</u> to get an account created.
  - b. The simulation license is only valid for 30 days once accepted, on average it takes our students 5 hours to complete the assignments, so please plan accordingly.
  - c. Please see <a href="mage32">page 32</a> for instructions on how to use Zephyr.
  - d. All exercises except for "Obstacle Course Timed Race" must be completed with a score of at least 450/500.
  - e. "Obstacle Course Timed Race" must be finished with a score of 500/500 in 90 seconds or less.
  - f. Required exercises are below:
    - i.Tutorial
    - ii. Basic Training (25 Exercises)
    - iii. Yard:

**1. Basic Exploration** 

### iv. Obstacle Course

- **1. Timed Race**
- 4. Complete the FOI Course
- 5. Complete In-Person Flight Training \*scheduled to be held in June 2024\*

a. Your instructor, Cameron Ball (<u>Cameron.Ball@FlyUSI.org</u>), will provide this schedule and further details at a future date.

## \*CERTIFICATION IS VALID FOR 12 MONTHS\*

## **YOUR CLASSROOM**

#### **CLASSROOM MATERIALS**

USI

IF YOU ARE IN NEED OF ANY SUPPLIES SUCH AS TEXTBOOKS, WORKBOOKS, OR PART 107 STUDY GUIDES, YOU CAN PURCHASE THEM DIRECTLY FROM OUR ONLINE STORE.





IF AN ESTIMATE IS NEEDED, PLEASE CONTACT YOUR INSTRUCTOR OR A REGIONAL CUSTOMER SUCCESS MANAGER FOR ADDITIONAL SUPPORT.



CAMERON BALL Cameron.Ball@FlyUSI.org



PAYTON PERDUE Payton.Perdue@FlyUSI.org



MICHELLE DINA Michelle.Dina@FlyUSI.org



## **HOW-TO MANUAL**





### DRONE LOGBOOK

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#### ZEPHYR

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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! <u>DLB Support Website</u> DLB Tutorial Videos

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

#### **CREATING YOUR ACCOUNT**

- To create your account you will receive an email from <u>support@dronelogbook.com</u> (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.



Access to DroneLogbook Platform Created

Dear John Doe ,

USI

You have been added to access the organization USI on the DroneLogbook platform.

Platform URL: <u>https://usi.dronelogbook.com</u> Email Login: Password: flywithUSI1! You can change your password after login, in the Profile page.

You need to finalize your account creation by following this link: https://usi.dronelogbook.com/webservices/emailValidation.php?token=MTAxNDtqYWNvYiSjb29rOThAb3V0bG9vay5jb20=

- 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.

### COMPLETE "YOUR PROFILE" ADD YOUR DOCUMENTS AND REGISTRATION THEN SAVE!

|                              |  |  | <b>↓</b>                 |   |   |
|------------------------------|--|--|--------------------------|---|---|
| John Dot<br>US<br>Your Prate | Profile Information<br>Your Organization<br>Action History<br>Terms of Service | Your Profile<br>If you are incorporated as a business entity and/or have<br>profile is what DironeLopbook uses to create learns an |                          | an organization profile after completin                       | g your personal profile. The organizational |
| Report / Import              |  | Full Name  |                          | Email   |   |
| Projects                     |  | John Doe   |                          |   |   |
| Inventory                    |  | Title  |                          |   |   |
| Inspections                  |  |  |                          |   |   |
| Maintenance                  |  | Phone  | Country<br>United States |   | Language<br>English                         |
| Customers                    |  | Certificate Certif   | ficate Type              | Aviation Jurisdiction   |   |
| Personnel                    |  |  |                          | FAA   | Use SORA Framework                          |
| Incidents                    |  | Time Zone  |                          |   |   |
| Settings & Support           |  |  |                          | UTC date/time is : 2024-01-0<br>Local date/time is : 2024-01- |   |
|                              |  | Imperial Unit (Default Metric)   |                          |   |   |
|                              |  | Password   |                          | Confirm Password  |   |
|                              |  |  |                          | Confirm Password  |   |

#### ON LEFT SIDE MENU CLICK ON "YOUR PROFILE"

|                    | Dashboard Map Plan Mission Documents Flights Operations Calendar 🔲 🗹  |  |
|--------------------|---|--|
| John Dot<br>USI    | USI<br>(Vew Individual State) (Vew Current Year)  |  |
| Voor Profile       | Summary Flights Inspections Maintenance Inventory Personnel Documents Incidents   |  |
| Report / Import    | Your Operations Overview  |  |
|                    | Flights #  Flights #  Dutain  10  10  10  10  10  10  10  10  10  1   |  |
|                    | Total Flying Time O0:00:00 Total Flights  |  |
|                    | 5 5 Last 90 Days : 00:00:00   |  |
| Maintenance        | 0<br>2013er 2013er 2013er 2013er 2013er 2013er 2013er 2014zt 0<br>You have flown less than 5 flights or hours within last 50 days   |  |
|                    | too interentimenta da interesta de la constante   |  |
|                    | Quick Actions         Add New Flight         Perform Drone<br>Inspection         Check Whether A Drone<br>Is Safe To Operate         Vew My Personnel Page         Log An Incident  |  |
| Incidents          |   |  |
| Settings & Support | Current Weather Drone Inspection Expiration   |  |
|                    | Content requestions     C |  |

## **Complete Your Profile Information**

**DLB INITIAL SETUP** 

Personal Profile

1

## DLB INITIAL SETUP

2

Inventory

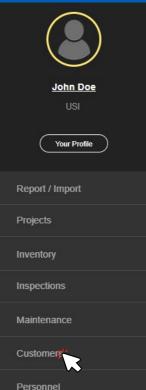
| John Doe<br>USI<br>Your Profile | 1. ON THE LEFT SIDE<br>MENU CLICK ON<br>"INVENTORY" | John Doe<br>USI<br>Your Profile |
|---------------------------------|---|---------------------------------|
| Report / Import                 |   | Report / Import                 |
| Projects                        |   | Projects                        |
| Inventory                       |   | Inventory                       |
|                                 |   | Drones                          |
| Inspections                     |   | Batteries                       |
| Maintenance                     |   | Equipment<br>Kits               |
| Customers                       | 2. CHOOSE ANY OF                                    | Locations                       |
| Personnel                       | THE 5 OPTIONS FROM                                  | Inspections                     |
| Incidents                       | THE DROPDOWN  | Maintenance                     |
|                                 | MENU TO ADD   | Customers                       |
| Settings & Support              | INTO YOUR ORG                                       | Personnel                       |
|                                 |   |                                 |

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



## **DLB INITIAL SETUP**

### **Customers**



1. ON THE LEFT SIDE MENU CLICK ON "CUSTOMER"

## 2. ON THE TOP RIGHT OF THE PAGE CLICK ON "ADD CUSTOMER"

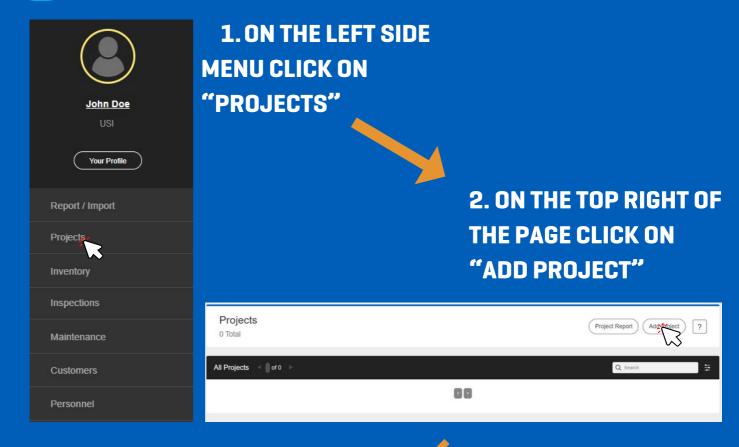
| Customers<br>0 Total |    | Customers Mass-Import Add Catemer ? |
|----------------------|----|-------------------------------------|
| All Customers I of 0 |    | Q Search                            |
|                      | 80 |                                     |
|                      |    |                                     |

### 3. COMPLETE THE FORM AND CLICK "ADD"

| Contact Phone    | Contact Email    |
|------------------|------------------|
| Contact Phone    | Contact Email    |
|                  |                  |
|                  |                  |
| State Postal Coo | de Country       |
|                  |                  |
|                  |                  |
| Cancel           | )                |
|                  | State Postal Con |

4

## DLB INITIAL SETUP Projects





**Project Overview** 

### 3. COMPLETE THE FORM AND CLICK "ADD"

| External Case ID           | Income Revenue | Currency |
|----------------------------|----------------|----------|
| Work Order, Police File ID |                |          |
| Customer Add New Customer  |                |          |
| - None -                   |                |          |
|                            |                |          |
|                            |                |          |
| Tags                       |                |          |

X

5

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

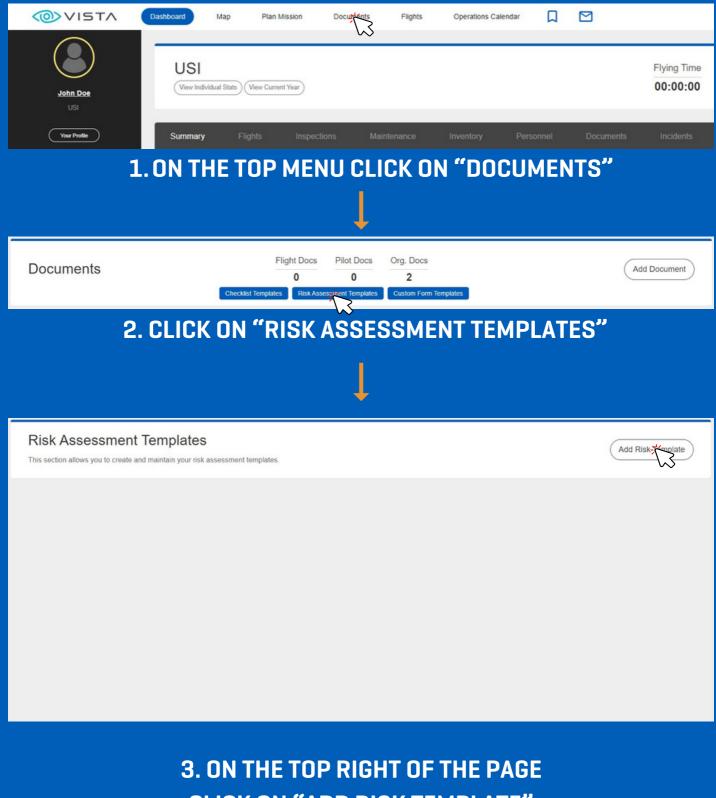
|  | Dashboard  | Мар               | Plan Mission               | Documents          | Flights                       | Operations Calen | dar 🔲          |     |                         |
|--|--|-------------------|----------------------------|--------------------|-------------------------------|------------------|----------------|-----|-------------------------|
| John Doe<br>ISU  |  | ividual Stats     | View Current Year          |                    |                               |                  |                |     | Flying Time<br>00:00:00 |
| Your Profile   | Summary  |                   |                            |                    |                               |                  |                |     |                         |
|  | 1. ON THE TOP MENU CLICK ON "DOCUMENTS"                |                   |                            |                    |                               |                  |                |     |                         |
|  |  |                   |                            | Ļ                  |                               |                  |                |     |                         |
| Documents  |  | Checklis          | Flight Docs<br>0<br>Risk A | sessment Templates | Org. Docs<br>2<br>Custom Form | Templates        |                |     | Add Document            |
|  | 2. C   | LICK              | ON "C                      | HECK               | LIST                          | TEMPLA           | TES"           |     |                         |
|  |  |                   |                            |                    |                               |                  |                |     |                         |
|  |  |                   |                            |                    |                               |                  |                |     |                         |
| Checklist Templa<br>This section allows you to create a  |  | dist templates.   |                            |                    |                               |                  |                | Add | New Checklist           |
| Pre-Flight<br>[PRE-FLIGHT]   |  |                   |                            |                    |                               |                  |                |     | 2                       |
| Switch >   | ci   | hecklist Items    |                            |                    |                               |                  | Inactive Items |     | Add Item                |
| 1- Check surrounding areas for   |  |                   |                            | Ø                  |                               |                  |                |     |                         |
| 2- Check motor is mounted sec  |  | cracks and tightr | ness                       | 0                  | →                             |                  |                |     |                         |
| Charle Contact of Constitution in  |  |                   |                            |                    |                               |                  |                |     |                         |
| <ul> <li>↑ J 3- Check Center of Gravity is in</li> <li>↑ J 4- Check CAN bus connection</li> </ul>                                  |  |                   |                            | _                  |                               |                  |                |     |                         |
|  | right position   |                   |                            | 0                  |                               |                  |                |     |                         |
| 1 4- Check CAN bus connection  | right position   | ed against engir  | e vibration                | 0                  |                               |                  |                |     |                         |
| 4- Check CAN bus connection  | right position<br>hanics<br>d in the model and protect | ed against engir  | e vibration                | 0<br>0<br>0        |                               |                  |                |     |                         |
| <ul> <li>4- Check CAN bus connection</li> <li>5- Check Wiring is clear of mec</li> <li>6- All radio equipment is secure</li> </ul> | right position<br>hanics<br>d in the model and protect | ed against engir  | e vibration                | 0<br>0<br>0        |                               |                  |                |     |                         |

#### **3. CREATE AND EDIT YOUR CHECKLIST TEMPLATE**

DLB INITIAL SETUP Risk Assessment Templates

6

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



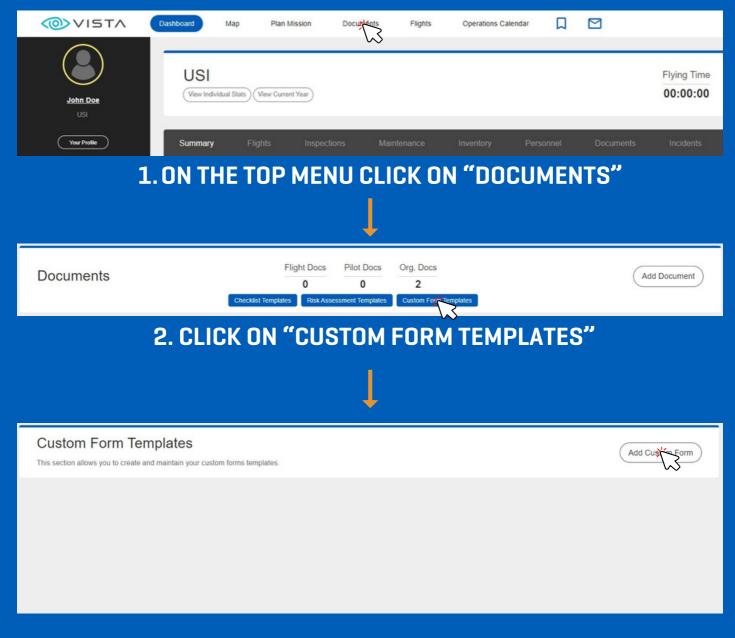
CLICK ON "ADD RISK TEMPLATE"

DLB INITIAL SETUP Custom Form

7

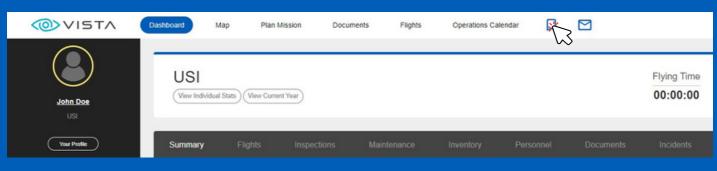
Templates

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



**3. ON THE TOP RIGHT OF THE PAGE CLICK ON "ADD CUSTOM FORM"**  8

DLB INITIAL SETUP Drone Sync



#### 1. ON THE TOP MENU CLICK ON THE CHEVRON ICON

| Flight Management<br>Operations Calendar | Pre-flight Documents       | Fleet Management<br>Organization         | Reports<br>Compliance     |
|--|----------------------------|--|---------------------------|
| Projects                                 | Pre-night Documents        | Personnel                                | Custom Operations         |
| Plan Mission                             |                            | Org & Pilot Documents                    | Custom Inventory          |
| Completed Missions                       | Inventory<br>Drones / UAVs | Personnel Skills                         | Data Export               |
| Canceled Missions                        | Equipment                  | Manage Skills                            |                           |
| Flights                                  | Batteries                  | Approved UAS                             | Archive<br>Retired Drones |
| DJI Sync                                 | Kits                       | Customers                                | Retired Equipment         |
| Dronetag Sync                            | Locations                  | Mass-import Customers                    | Retired Batteries         |
| Skydio Sync                              | Drone Inspections          |  | Archived Projects         |
| Import Log Files                         | Maintenance                | Form Templates<br>Risk Assmnt, Templates | Archived Personnel        |
| Add Flight (Detailed)                    | Mass-import Drones         | Checklist Templates                      |                           |
| Add Flight (Simplified)                  | Mass-import Batteries      | Custom Form Templates                    |                           |
| Mass-Update Flights                      | Mass-import Equipment      |  |                           |
| Mass-Import Flights                      | Mass-import Locations      |  |                           |
|  | Mass-import Projects       | Dark Mode Q                              | uick Links                |

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



#### YOU WILL RECEIVE AN EMAIL FROM <u>SUPPORT@LITTLEARMS.COM</u> TO SET UP YOUR ACCOUNT (BE SURE TO CHECK JUNK/SPAM).

If you don't receive an email, reach out to Jacob.Cook@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: <u>https://zephyr-sim.com/dashboard/</u>b. Sign in

## FROM THE DASHBOARD, YOU WILL BE ABLE TO SEE THE ASSIGNMENTS THAT ARE DUE AND WHEN THEY ARE TO BE DONE BY.



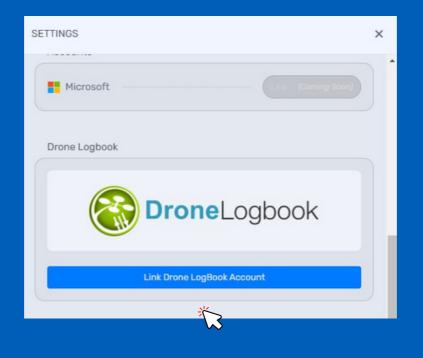
VUSI/

### STUDENTS 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.

| TRE   |                                    |                      |        |
|---|------------------------------------|----------------------|--------|
| 1   | INVITE STUDENT                     | SEATS                | Add    |
|   | INVITE ADMIN/INSTRUCTOR            | 362                  | ı<br>ج |
|   | CREATE COURSE                      | 302                  | 모      |
| Unmanned Safety Institute<br>Public Profile | PURCHASE CERTIFICATION FOR STUDENT | 362 USED O AVAILABLE |        |
| 🚔 НОМЕ                                      | COURSES                            | USERS                |        |
| MANAGE                                      | 65                                 | 486                  |        |
| e ∾   |                                    |                      |        |
| . ORDERS                                    |                                    |                      |        |
| MY CONTENT                                  |                                    |                      |        |
| db certifications                           |                                    |                      |        |

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*  |            |
|   |            |
| Drone Logbook Password*   |            |
|   |            |
| Server URL (optional)   |            |
|   |            |
| Only provide the domain name for your server. For example, if your server is at "https://dronelogbook.com", you w<br>"dronelogbook.com" in the field below. | ould enter |
| Close   | Link       |

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



JUS!

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

| ₹∰F                                      | Zephyr FAQ Features Certifications Shop 🖉 😤 |                      |     |
|--|---|----------------------|-----|
|  | INVITE STUDENT                              | SEATS                | Add |
|  | INVITE ADMIN/INSTRUCTOR<br>CREATE COURSE    | 362                  | Ļ   |
| Unmanned Safety Institute Public Profile | PURCHASE CERTIFICATION FOR STUDENT          | 362 USED 0 AVAILABLE |     |
| # НОМЕ                                   | COURSES                                     | USERS                |     |
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| C REPORTS                                |   |                      |     |
| , orders                                 |   |                      |     |
| MY CONTENT                               |   |                      |     |
| CERTIFICATIONS                           |   |                      |     |

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

Additional help videos can be found <u>here</u>.



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 <u>here</u>.

