IMPORTING LEARNING MODULES

Users can import Learning Modules into the CAE Maestro software using a Windows computer and the instructor tablet. Purchased Learning Modules are sent in a .zip file format.

Prior to importing learning modules, users must:

1. Download the Learning Module zip file.

2. Locate the Learning Module zip file on the Windows PC and right-click on the folder.

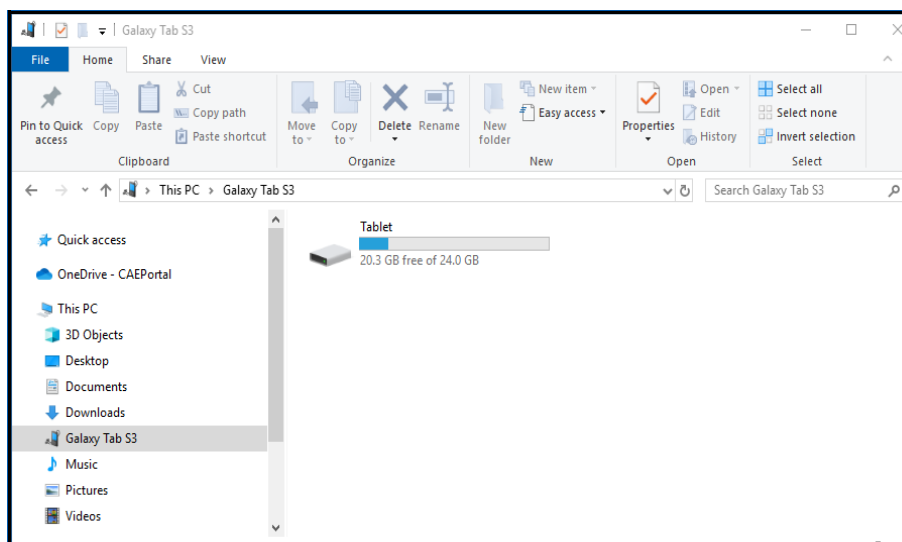3. From the pop-up menu options, select **Extract All** to unzip the folder.

The CAE Maestro software is available on two types of instructor tablets: Samsung Galaxy Tab S3 or the Microsoft Surface Go tablet. For instructions on how to import learning modules on the Surface Go, see *Surface Go Tablet on page 9*.

Note: The following instructions for importing Learning Modules into CAE Maestro will vary depending on the type of tablet provided with the simulator.
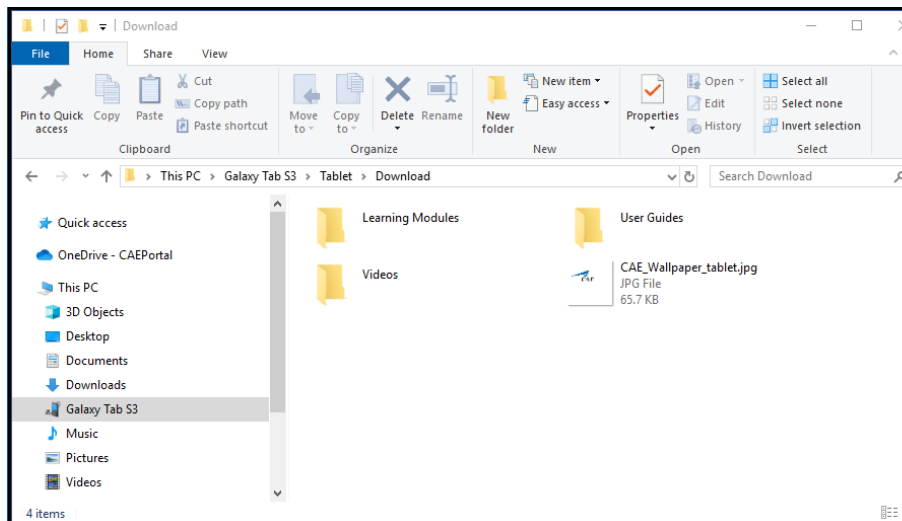
Samsung Galaxy Tab S3

To transfer Learning Modules to the instructor tablet:

1. Connect the Samsung tablet to the Windows PC using the white USB-C interface cable.

2. When the pop-up message appears asking you to allow access to device data, tap **Allow** to access the Samsung tablet as if it were a USB drive.

3. Open File Explorer and locate the Galaxy Tab S3 folder.
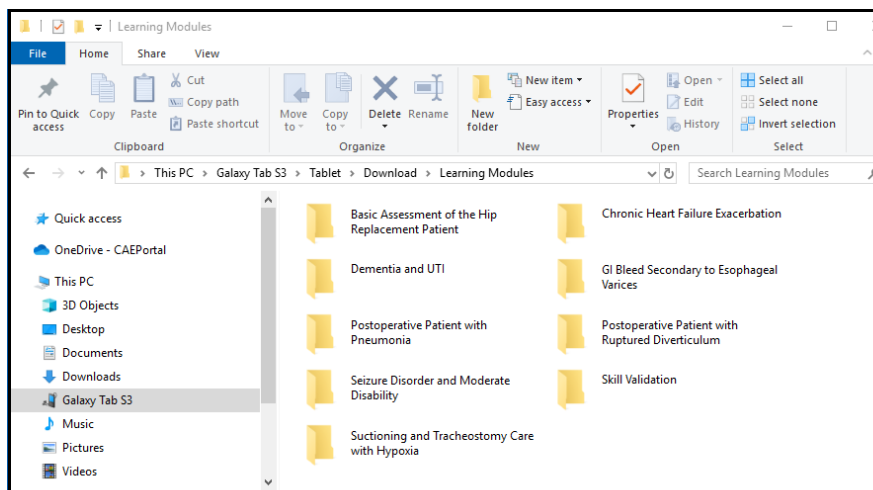

File Explorer - Galaxy Tab S3 Folder

4. Locate Download/Learning Modules folder on the tablet.

File Explorer - Download Folder

Note: If the Learning Modules folder does not yet exist in the Download folder, create the new folder now using the steps below:

    a. While in the Downloads folder, right-click to open a context menu and select **New Folder**.

    b. Name the new folder Learning Modules and press **Enter**.

5. Move the Learning Modules folder/s from the location on your PC to the **Downloads > Learning Modules** folder on the Samsung tablet.
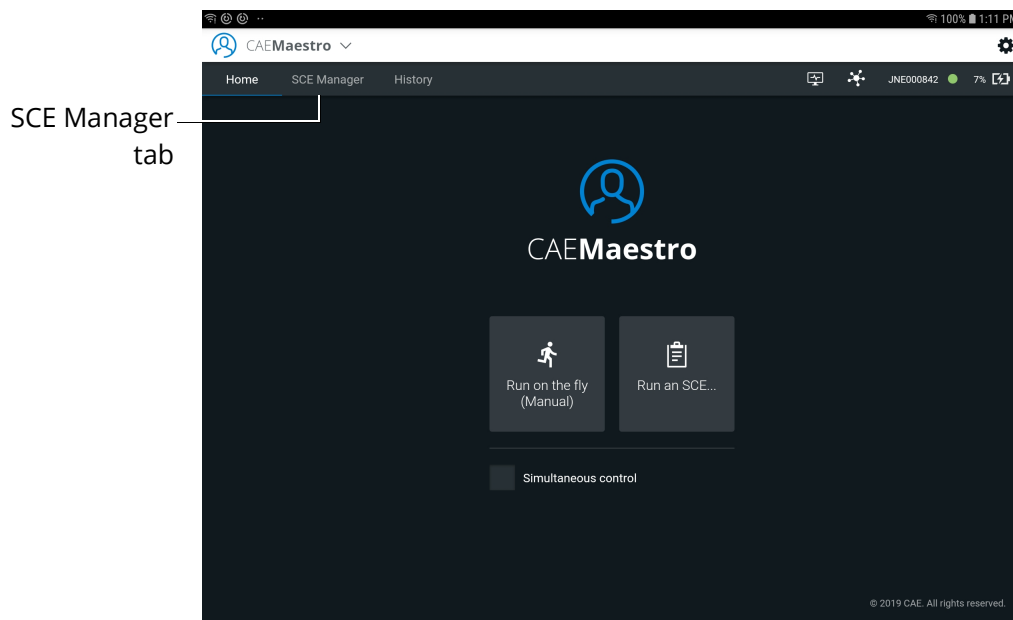

File Explorer - Learning Module Folder on Tablet

6. Disconnect the tablet from the PC after the transfer/s are complete.

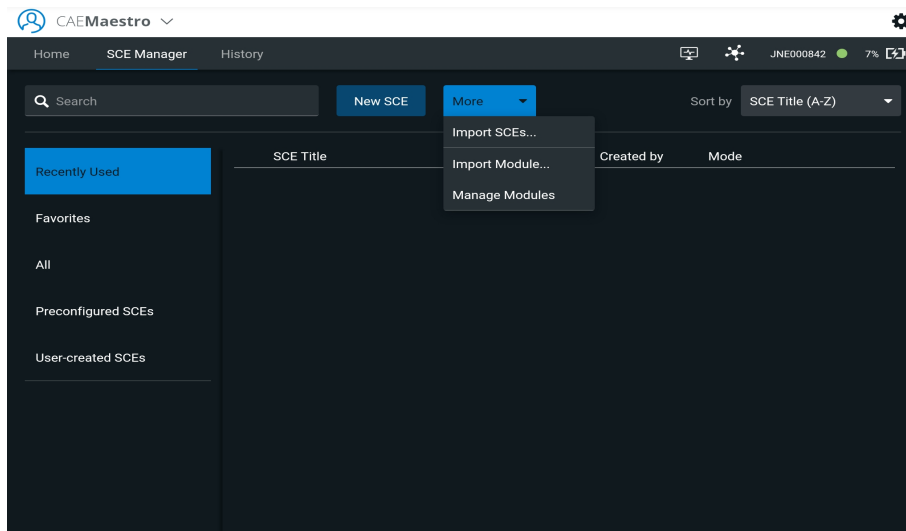# Import Learning Modules from the Samsung Tablet into CAE Maestro

To import Learning Modules into the Samsung instructor tablet:

1. Power on the simulator and wait for it to say, "Hello."

2. Power on the tablet, tap **CAEMaestro** to start Maestro, and log in.

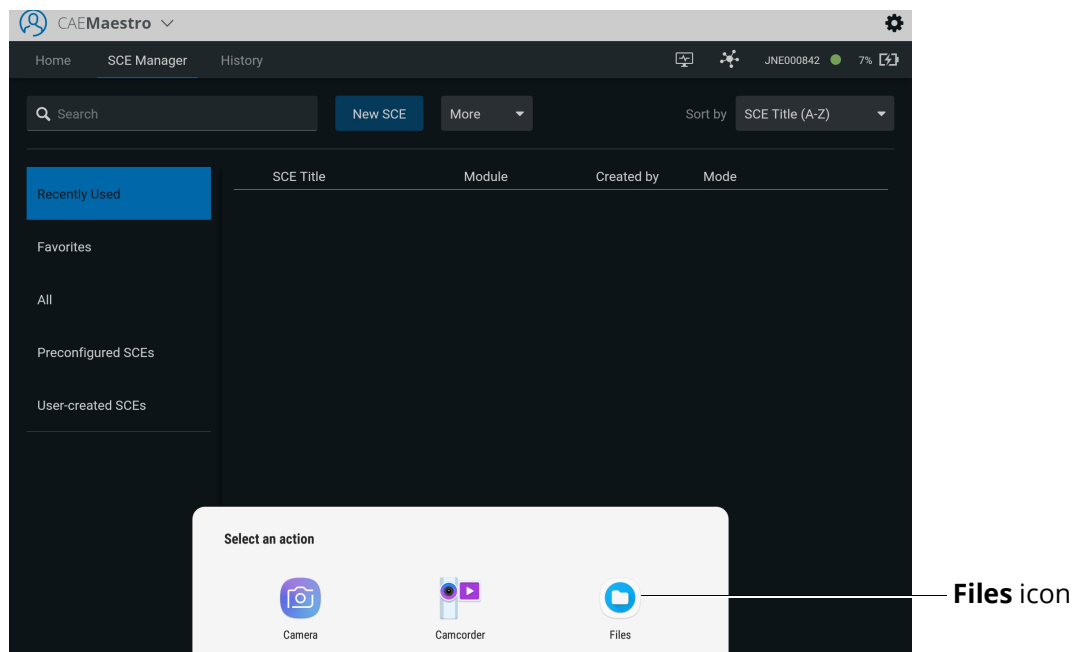3. When the Home screen appears, tap the **SCE Manager** tab.

SCE Manager tab

CAE Maestro Home Screen

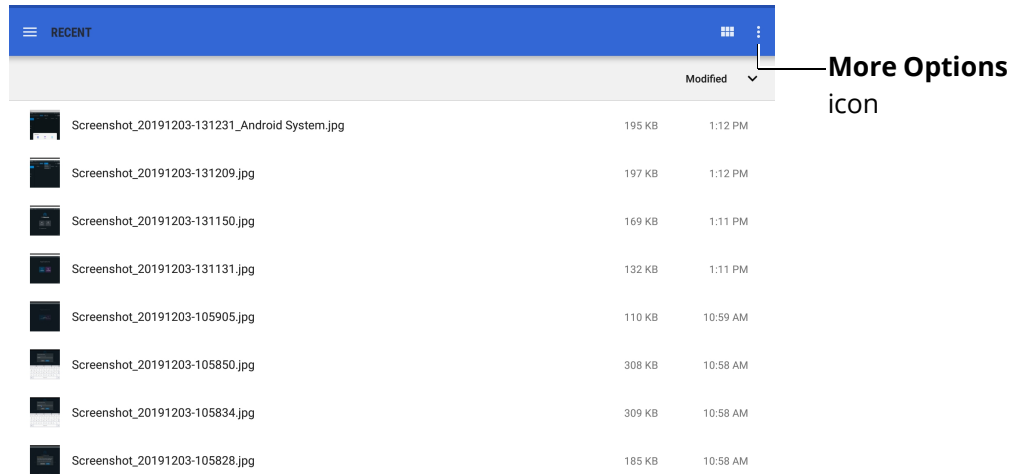4. Tap the **More** tab and choose **Import Module** from the drop-down menu.

SCE Manager Screen - Import Module

5. In the Select an Action pop-up menu, tap **Files**.

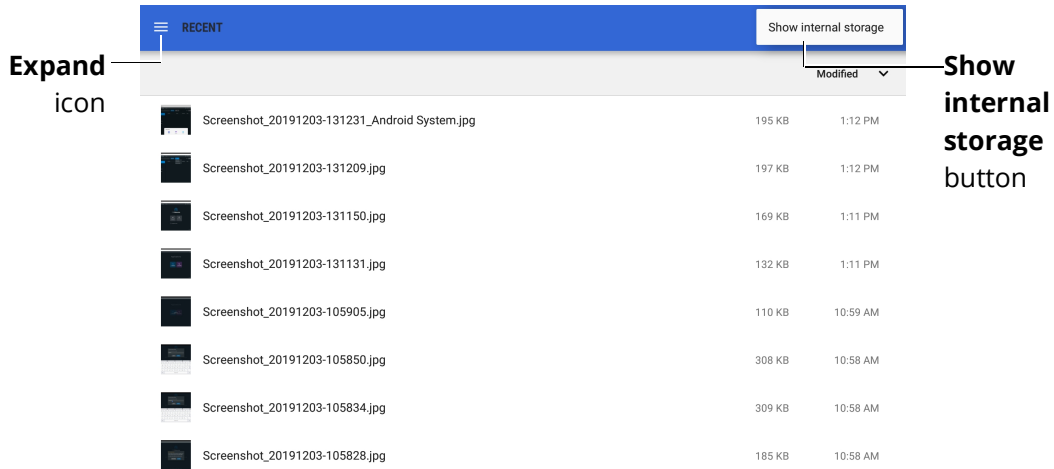*SCE Manager Screen - Select an Action*

Files icon

6. In the upper-right corner of the screen, tap **More Options** (vertical ellipsis) to display a pop-up menu.

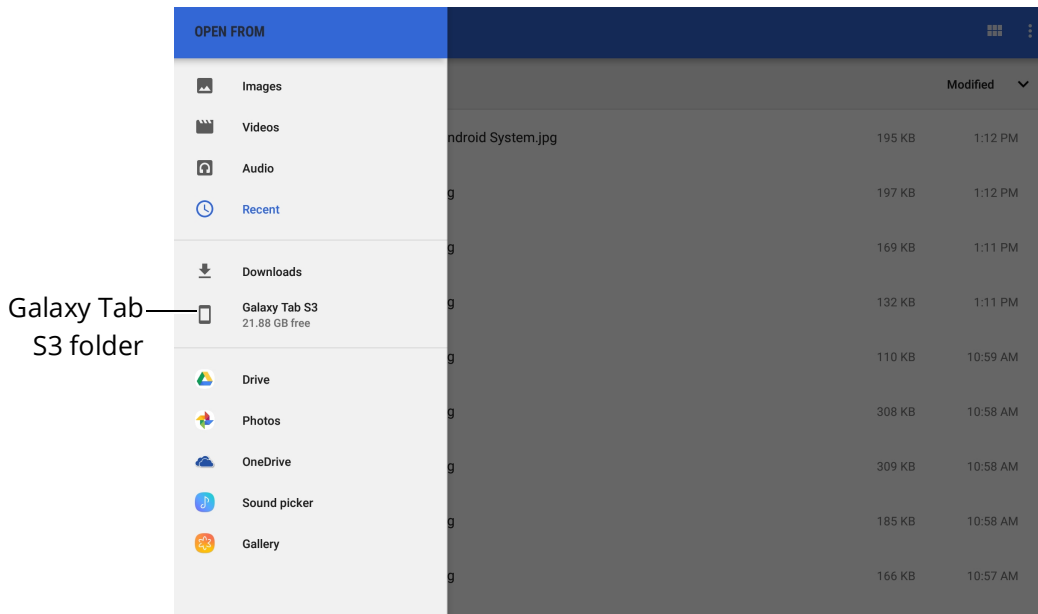*File Folder - More Options Icon*

7. Tap **Show internal storage**.

> **Note:** If the dialog box opens with Hide internal storage displayed, close the menu by tapping anywhere outside of the box.

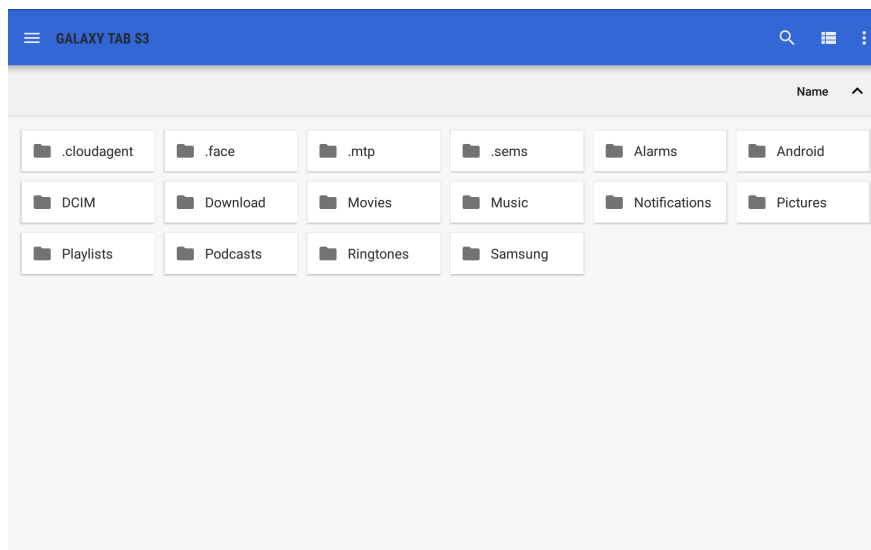*File Folder - Expand Icon and Show Internal Storage Button*

8. In the upper-left corner, tap **Expand** (three horizontal lines) to open the File Manager.

CAEMaestro

9. From the File Manager menu, tap Galaxy Tab S3 folder.

Galaxy Tab S3 folder

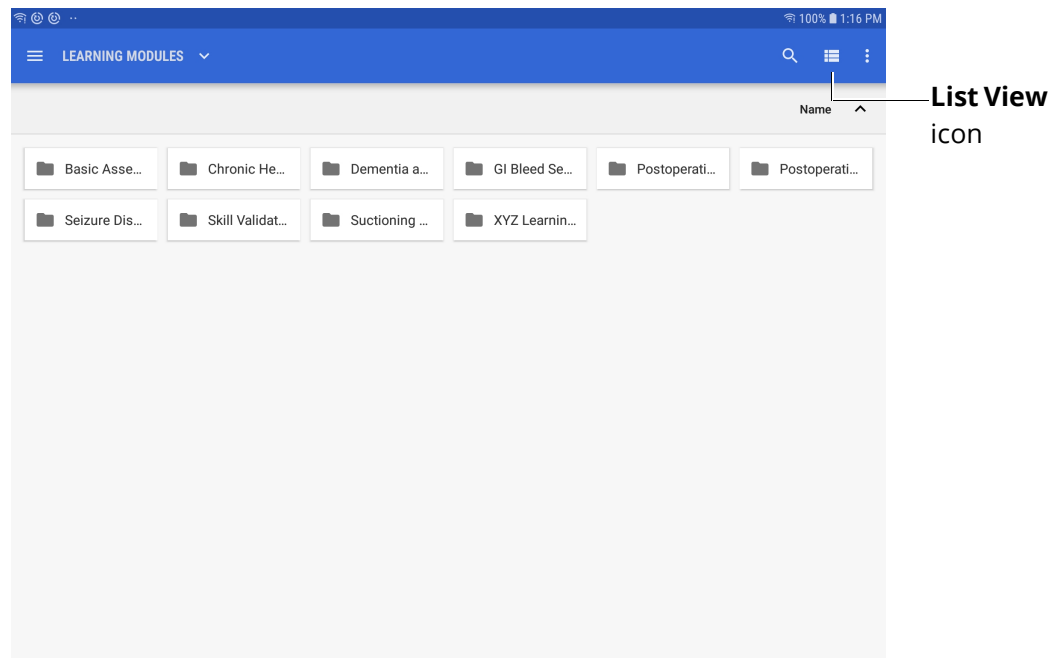*Galaxy Tab S3 Folder*

The Galaxy Tab S3 folder menu appears.

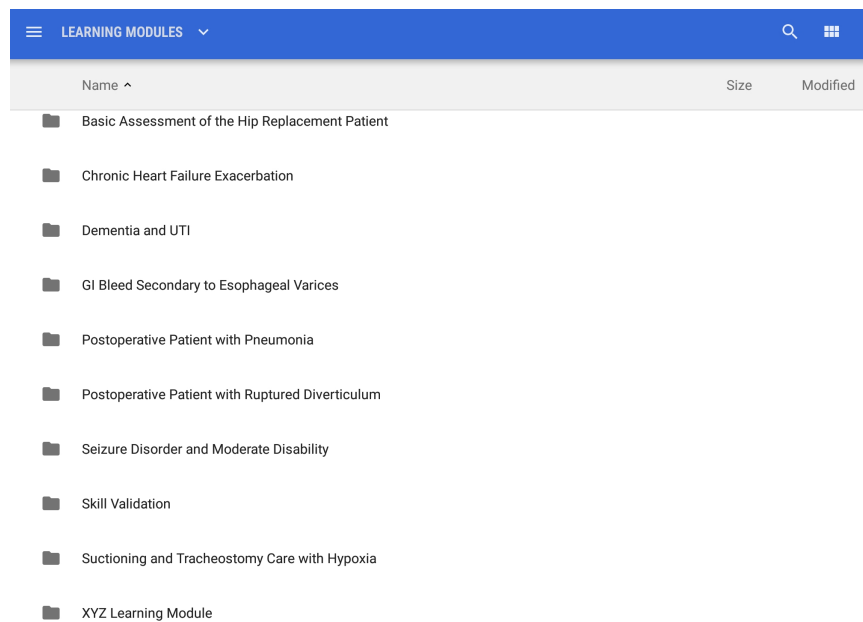*Galaxy Tab3 Folder Menu - Grid View*

10. Tap the Download folder.

11. Tap the Learning Modules folder.

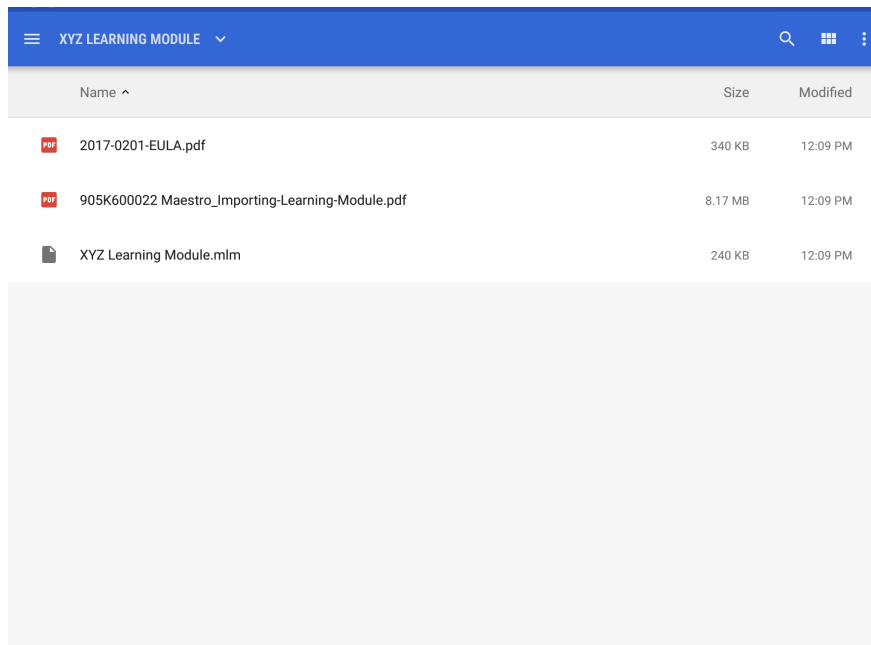12. In the upper-right corner, tap **View** to toggle to List View.

Learning Module Folder - Grid View

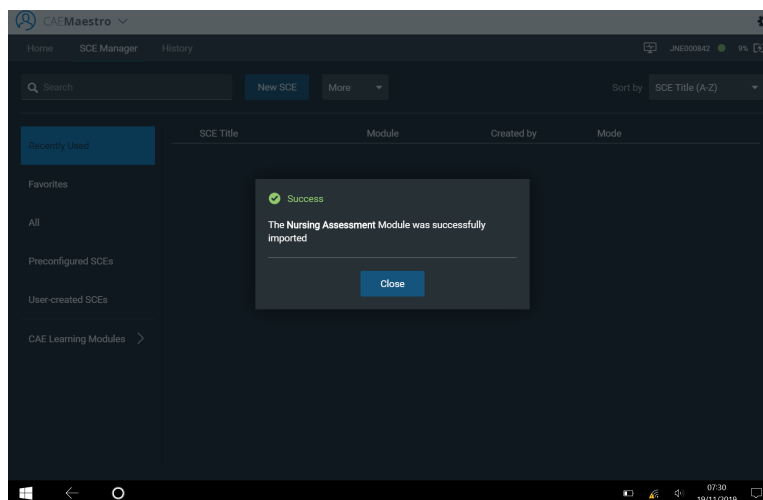The items in the Learning Modules folder appear in List View.

Learning Module Folder - List View

13. Tap the desired Learning Modules folder to view folder contents and tap the Learning Module file (with .mlm extension) to select and import the file.

Learning Modules Folder - Select the .mlm File

The Importing window appears in the CAE Maestro software. When the import is completed, a Success message appears.
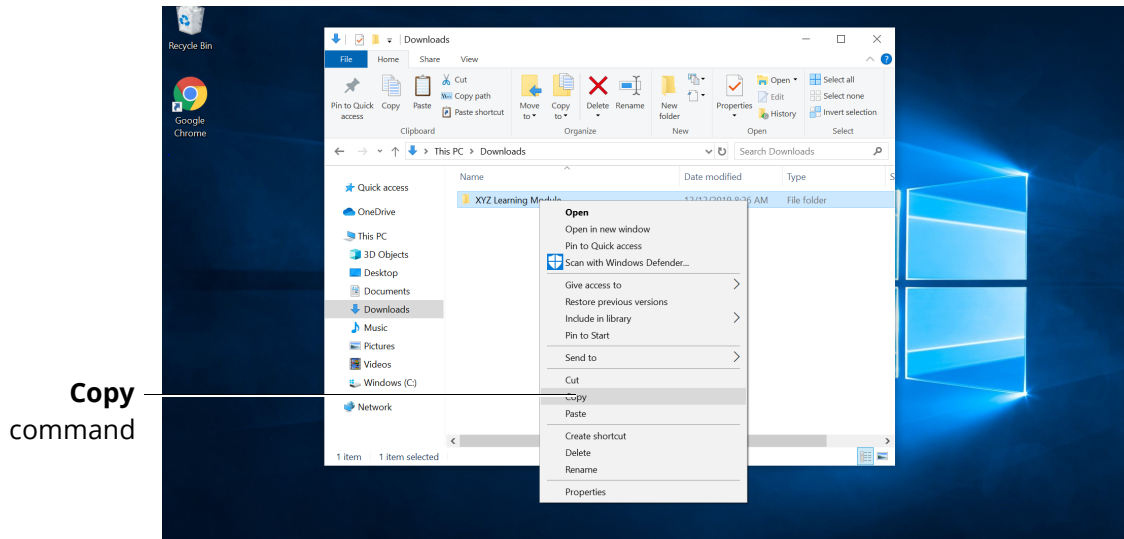

SCE Manager - Success Message

14. Tap **Close** and the contents of the Learning Module appear in the SCE Manager.
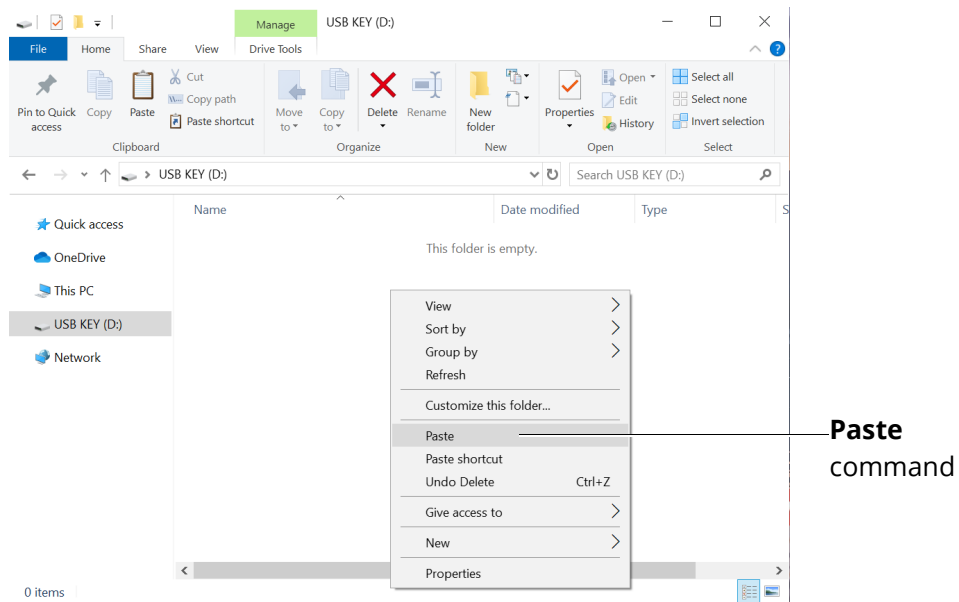
Surface Go Tablet

To transfer Learning Modules from the Windows PC to the Surface Go Tablet:

1. Insert a USB Key into the PC. On the PC, navigate to Downloads then right-click on the Learning Modules folder and choose **Copy**.
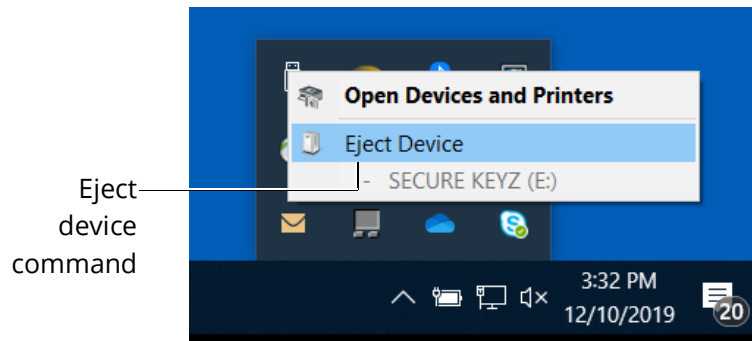
Copy command

Learning Modules Folder on PC - Copy Command

2. Select the USB Key in File Explorer. Right-click in the USB Key folder, then choose **Paste**.

Paste command
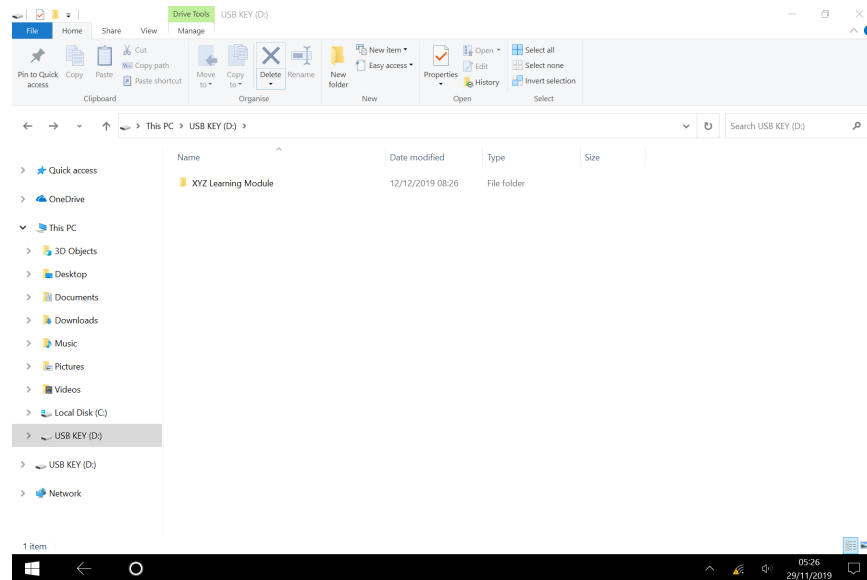
Learning Modules Folder on PC - Paste Command

3. Right-click on the USB Key device folder and choose Eject Device.

Eject device command

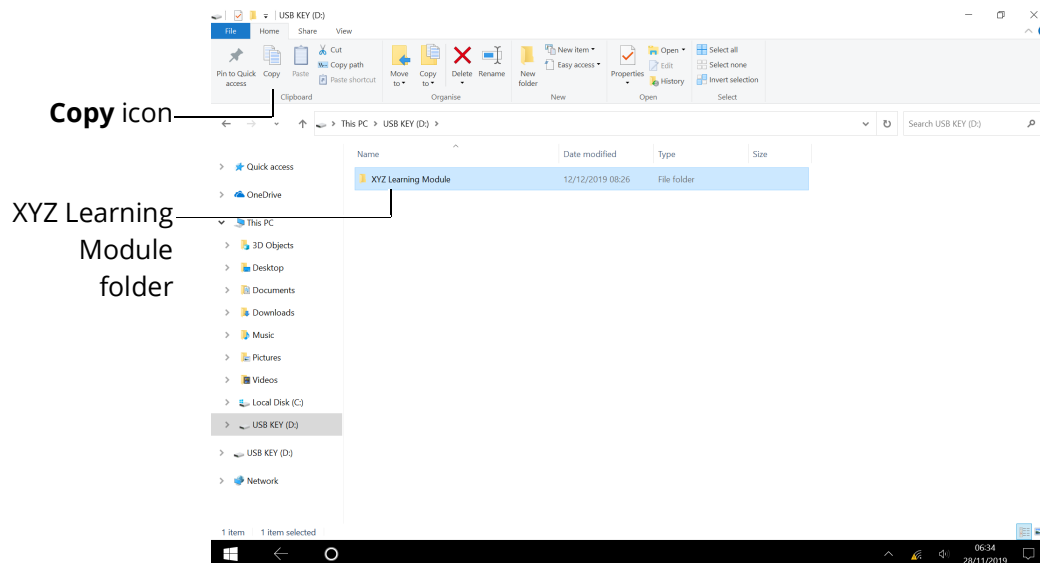*USB Key Folder on PC - Eject Device*

Connect the USB Key to the USB-C dongle, then connect the USB-C dongle to the Surface Go Tablet.

4. Power on the Surface Go Tablet. In File Explorer, the USB Key drive appears. Tap on the USB Key drive to open the USB Key file directory.
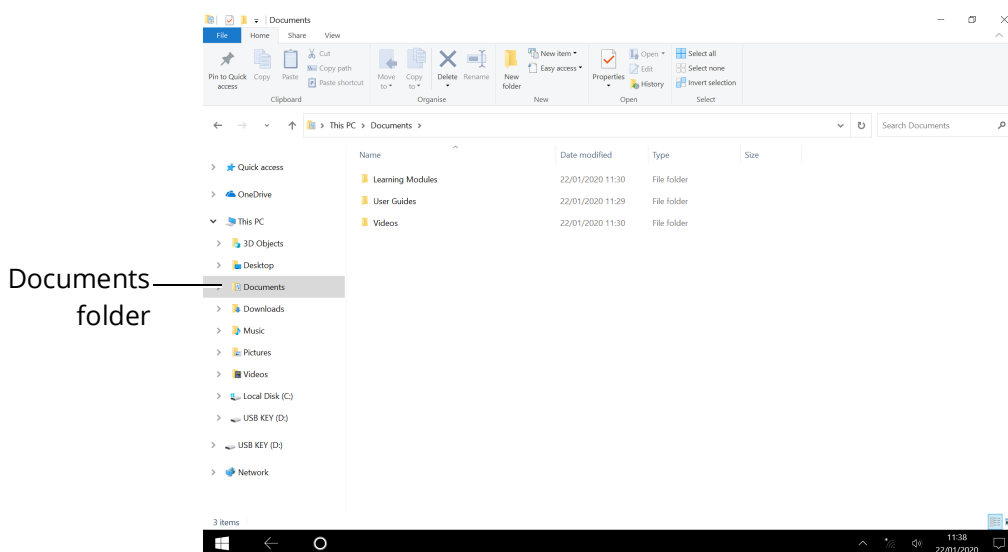

USB Key Drive on Surface Go Tablet - File Directory

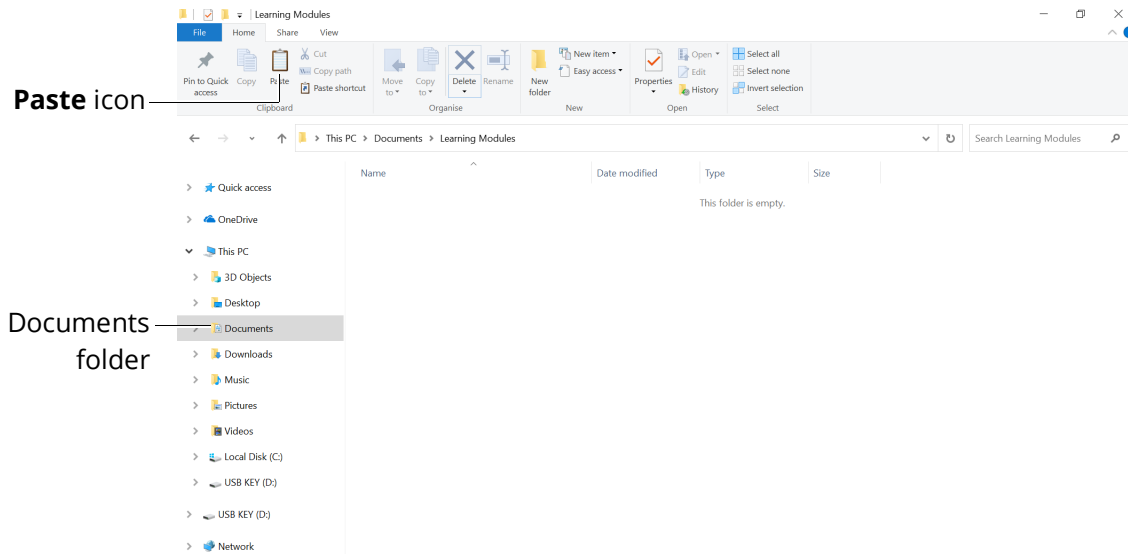5. Tap on the folder named XYZ Learning Module. In the menu bar, tap **Copy**.

Surface Go Tablet - Copy Icon

6. In File Explorer, tap on the Documents folder.
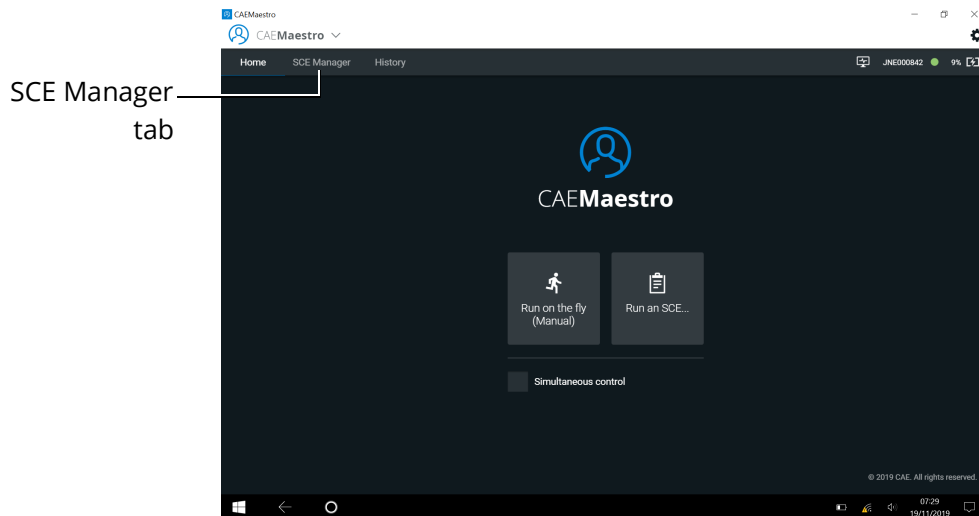

Surface Go Tablet File Explorer - Documents Folder

7. In File Explorer, tap on the Documents folder.

Paste icon

Documents folder

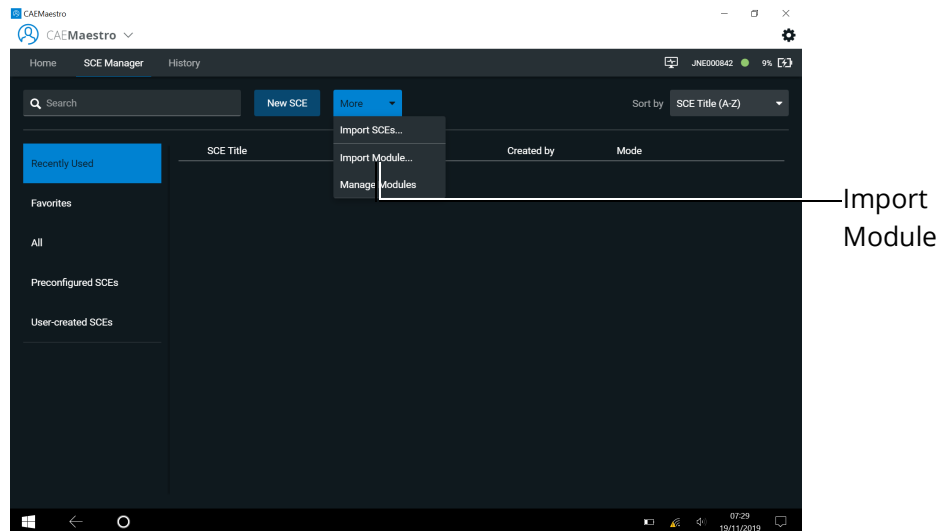*Surface Go Tablet File Explorer - Documents Folder*

To import learning modules from the Surface Go tablet into CAE Maestro:

1. Power on the simulator and wait for it to say, "Hello."

2. Power on the Tablet, tap **CAEMaestro** to start Maestro, then log in.

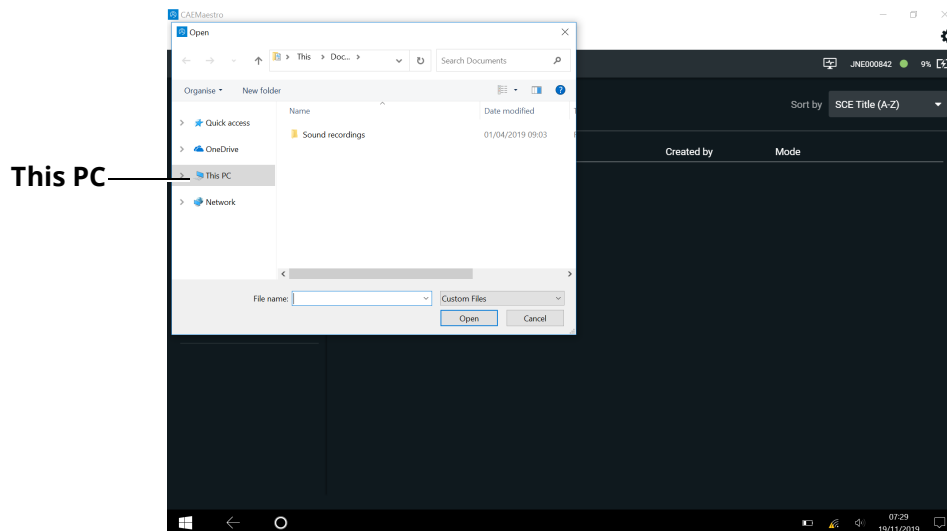3. When the Home page appears, tap the **SCE Manager** tab.

SCE Manager tab

CAE Maestro Home Screen

4. Tap the **More** tab and choose **Import Module** from the drop-down menu.

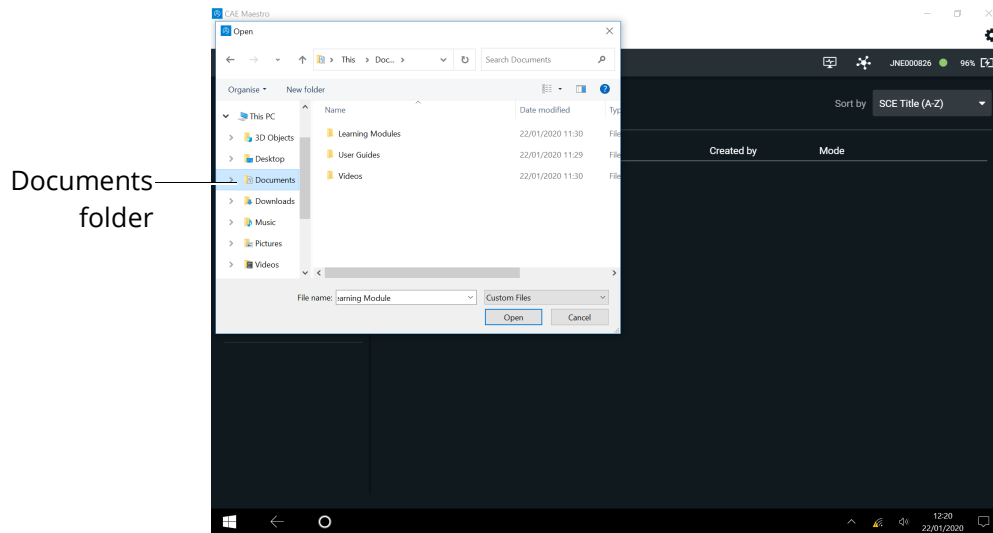

Import Module
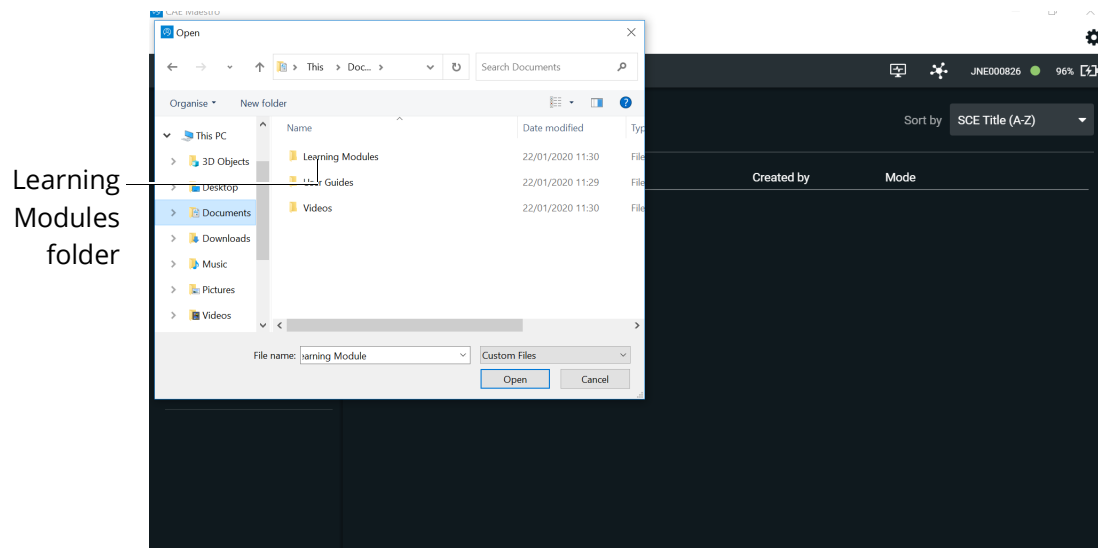
5. The File Explorer pane appears. Tap **This PC**.

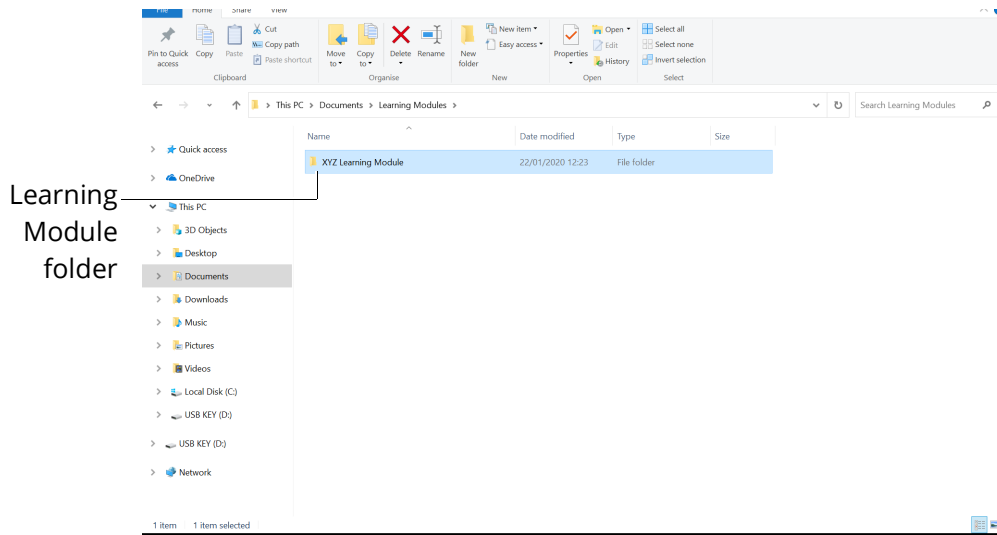*File Explorer - This PC*

6. Tap the **Documents** folder.

Documents folder

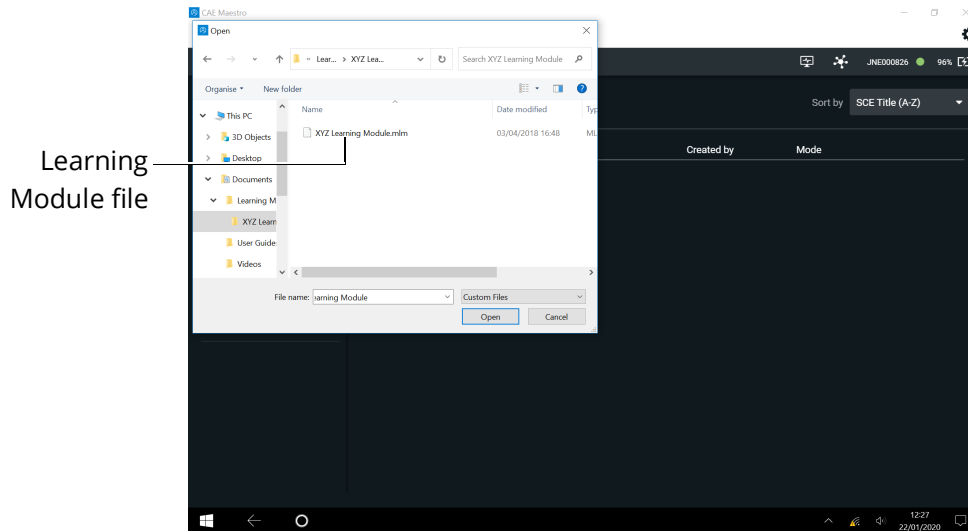*File Explorer - Documents Folder*

7. Tap the **Learning Modules** folder.

Learning Modules folder

File Explorer - Learning Module Folder
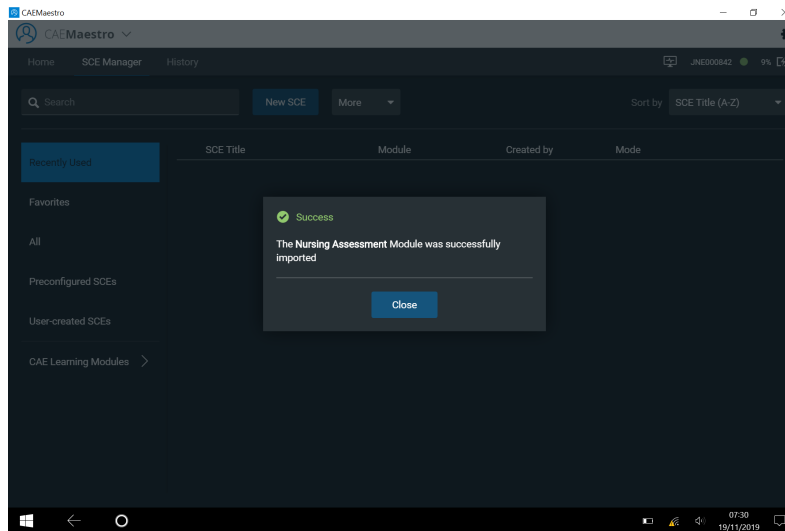
8. Select the desired Learning Module folder.

Learning Module folder

File Explorer - Learning Module Folder

9. Select the Learning Module file (with .mlm extension) and tap **Open**.

Learning Module file

File Explorer - Select the .mlm File

The Importing window appears in the CAE Maestro software. When the file is imported, a Success message appears.

Success Message

10. Tap **Close** and the contents of the Learning Module appear in the SCE Manager.