

How to Use the Climb Training Management System (Climb TMS)

Flight Instructor Guide

This guide is intended for flight instructors using Climb TMS to manage students, assign homework, plan lessons, complete instructor actions, grade training activities, and review course progress.

1. Recommended Instructor Workflow

Use the following sequence as the default flow for managing a student in Climb TMS. Individual schools, course structures, and student needs may require adjustments.

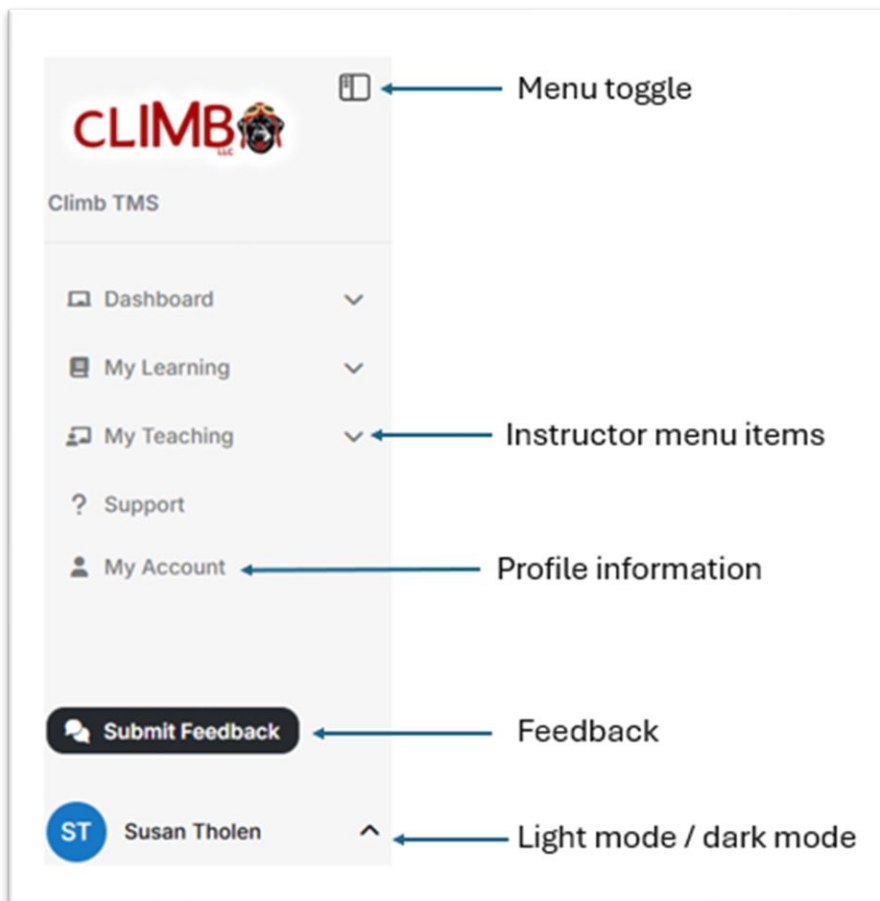
Step	Instructor action	Where
0	Review your overall list of students and status and items awaiting your input	Instructor dashboard
1	Select the student and course.	My Teaching / All Students or My Teaching / Watched Students
2	Review instructor actions and required compliance items.	Instructor To Do
3	Assign or confirm student homework expected before the next lesson.	Instructor To Do / Manage Homework
4	Plan the lesson and select expected training activities.	Training Sessions / Schedule Training Session
5	Conduct the preflight briefing and confirm lesson objectives.	Training Sessions or Companion App (offline)
6	Grade activities, add notes, and record required details.	Training Sessions or Companion App (offline)
7	Complete or send the flight data, then debrief the student.	Training Sessions or Companion App
8	Review progress and reports to plan the next lesson.	Course Map or ???

2. Navigation Overview

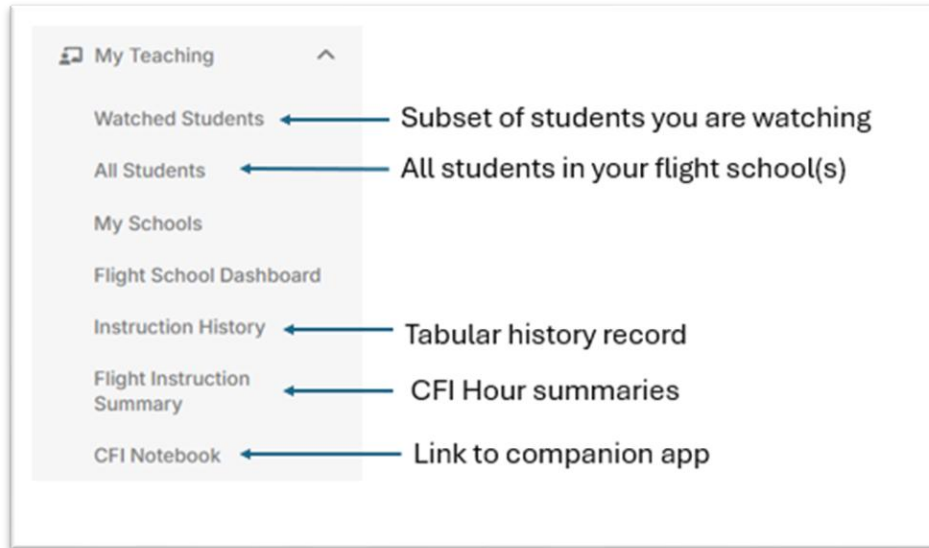
The main menu and available options may vary based on your role, flight school membership, and course permissions.

Main menu

- Use the menu toggle to open or close the navigation panel.
- Use feedback tools to submit product feedback when available.
- Use your profile or name menu for account options such as appearance settings or sign out.



3. Managing Students and Courses



All Students

Use the student list to locate students you are authorized to instruct.

- Sort, filter, or search the list to find the correct student.
- Use available row actions to open the student course or export course information.
- Group or organize columns if supported by the current screen.

Use this to find and 'start watching' a new student, to manage a student you are instructing to fill in for another instructor, or to manage a student for a phase check flight.

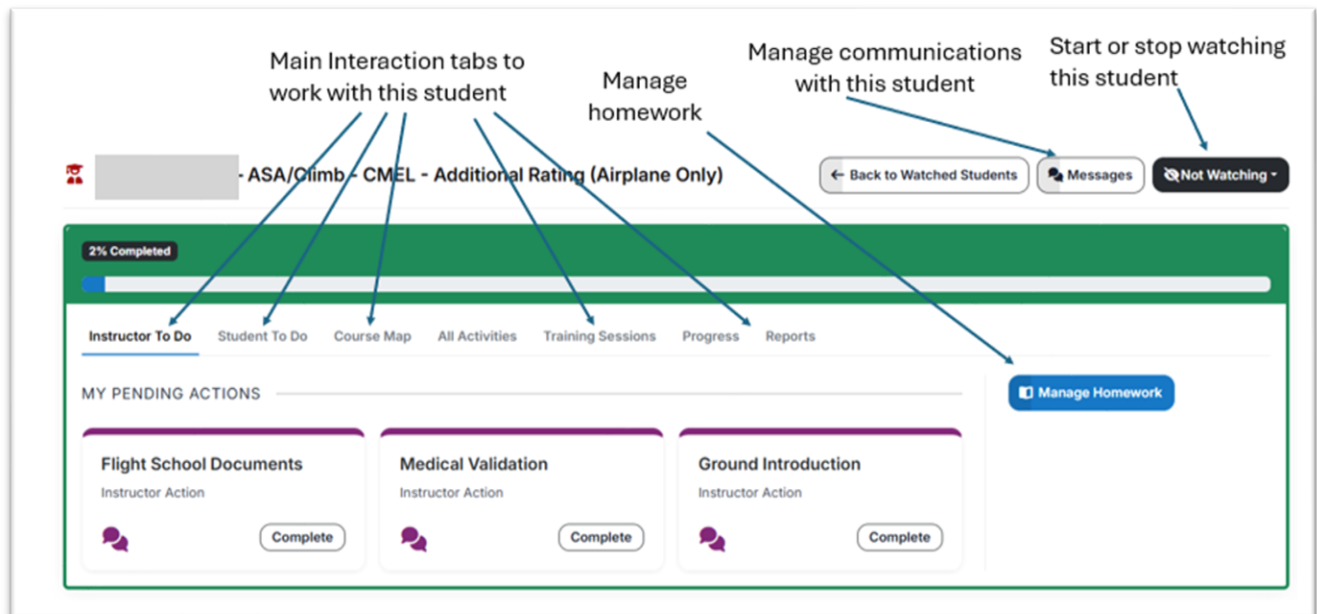
A screenshot of the 'All Students' table. The table has columns: First Name, Last Name, School, Course Title, Date Purchased, Completion Status, % Complete, and Target Completion. Annotations include: 'Drag a column here to group the list by that column' pointing to the 'School' column header, and 'Sort or filter individual columns' pointing to the 'Date Purchased' column header. A red bar at the top of the table has a label 'Drag a column header here to group its column'. The table contains five rows of student data, each with an 'Actions' button in the first column.

	First Name	Last Name	School	Course Title	Date Purchased	Completion Status	% Complete	Target Completion
Actions				Climb / FAA Private Pilot ASEL	02/22/2026	In Progress	23%	05/23/2026
Actions				ASA/Climb - CMEL - Additional Rating (With Simulation)	02/19/2026	In Progress	77%	03/21/2026
Actions				The Science of Flying	09/04/2026	In Progress	15%	09/09/2026
Actions				Sue Private Pilot Airplane SEL	09/02/2026	In Progress	3%	12/31/2026
Actions				ASA/Climb - CMEL - Additional Rating (Airplane Only)	12/06/2025	In Progress	15%	01/05/2026

Watched Students

Use watched students to keep an easy-access list of students you are actively instructing or monitoring.

- Add or remove a student from the watched list from the student course view or current student management controls.
- Use the watched list as a focused dashboard for routine lesson preparation.



Viewing a Student Course

After opening a student course, use the available work tabs to move through instructor actions, student work, lesson planning, completed work, progress, and reports.

3. Work Tabs

Instructor To Do

The Instructor To Do tab highlights actions the instructor must review, complete, or sign off. These may include instructor actions or quiz reviews

- Open each item to review the details before completing it.
- Enter required information only after confirming the item is accurate.
- Use required authentication or signature fields when prompted.

In the example above, the instructor needs to complete 3 actions. The medical validation, for example, would require the instructor to validate that the student has a current medical

certificate, as this is a prerequisite for solo operations. They would also enter the expiration date so the system can alert the instructor if/when this expires.

The instructor can also view existing and assign additional homework items for the student from this tab.

Managing Homework for Susan Tholen — The Science of Flying

← Back to Student Course

ASSIGNED HOMEWORK (18 OF 40)

Actions	Activity Type	Activity
Remove Preview	Knowledge	Wind & Navigation
Remove Preview	Quiz	Quiz on Wind & Navigation
Remove Preview	Knowledge	Energy
Remove Preview	Quiz	Quiz on Energy
Remove Preview	Knowledge	Electricity
Remove Preview	Quiz	Quiz on Electricity
Remove Preview	Knowledge	Heat
Remove Preview	Quiz	Quiz on Heat.

AVAILABLE HOMEWORK

Actions	Activity Type	Activity	Open Prerequisites	
			Total	Additional
+ Assign Preview	Knowledge	Air Density	4	0
+ Assign Preview	Quiz	Quiz on Air Density	5	1
+ Assign Preview	Knowledge	Lift	0	0
+ Assign Preview	Quiz	Quiz on Lift	1	1
+ Assign Preview	Knowledge	Drag	2	2
+ Assign Preview	Quiz	Quiz on Drag	3	3

Student To Do

The Student To Do tab (titled What's Next for the student) shows work assigned and additional work-ahead items available to the student. Use this tab to understand what the student can work on, what is blocked by prerequisites, and what may need to be assigned as homework.

- Use search, sort, and filter tools to locate specific activities.
- Open an item to review its contents, prerequisites, and related items.
- Assign homework when you want the student to prepare for a specific lesson or activity.

 The Science of Flying

[What's Next](#) [Course Map](#) [Activity List](#) [Training Sessions](#) [Progress](#) [Reports](#)

MY HOMEWORK

Wind & Navigation

Knowledge Activity



Not Started

View

Quiz on Wind & Navigation

Quiz Activity



Not Available

Preview

Electricity

Knowledge Activity



Not Started

View

Quiz on Electricity

Quiz Activity



Not Available

Preview

Heat

Knowledge Activity



Not Started

View

Quiz on Heat.

Quiz Activity



Not Available

Preview

Combustion

Knowledge Activity



Not Available

Preview

Quiz on Combustion

Quiz Activity



Not Available

Preview

Quiz on Balance & Orientation

Quiz Activity



Not Started

Take Quiz

Decisions

Knowledge Activity



Not Started

View

Quiz on Decisions

Quiz Activity



Not Available

Preview

Review of Torque & Moments

Training Activity



Not Started

Preview

WORK AHEAD

Activity List

The Activity List shows a list of all course activities, including those completed, with sort and filter capabilities. The student can come here to review any previously-completed items or view quiz scores.

What's Next Course Map Activity List Training Sessions Progress Reports							
Action	Status	Type	Activity	Completed On	Flight School	Flight Activity...	Last Quiz Score
View	Completed	Knowledge	Newton's Laws of Motion	09/04/2026			
View	Completed	Quiz	Quiz on Newton's Laws of Motion	09/04/2026			100.00
View	Completed	Knowledge	Torque and Moments	09/04/2026			
View	Completed	Quiz	Quiz on Torque & Moments	09/04/2026			100.00
View	Not Started	Knowledge	Wind & Navigation				
Preview	Not Available	Quiz	Quiz on Wind & Navigation				
View	Completed	Knowledge	Energy	09/04/2026			
View	Completed	Quiz	Quiz on Energy	09/04/2026			100.00
View	Not Started	Knowledge	Electricity				
Preview	Not Available	Quiz	Quiz on Electricity				

Homework

Homework helps connect the student's independent preparation to the next lesson. Assign homework intentionally so the student knows what to review before arriving for training. The homework shows up on the top part of the student's "What's Next" page. Below that are additional items if the student wishes to work ahead on self-paced activities.

- Assign knowledge items that support the planned lesson.
- Assign flight or training activities when the student should preview expectations before the lesson.
- Confirm homework completion during the preflight briefing.

As an instructor, you should assign homework using the Assign Homework button in the Instructor To Do tab as noted previously. In addition, when you schedule a training session, all the prerequisites for items added to the session will be added to homework as well. A counter helps you see how much homework is currently in the student's queue and how many items will be assigned with each training session activity.

You might see that a knowledge item or group of items is followed by a quiz and the quiz has the knowledge item(s) as prerequisite. In that case you can save some time and assign both items by simply assigning the quiz since that will automatically assign the quiz *and* its prerequisites.

A future enhancement may allow the assigning of groups of items as homework through the interactive Course Map also. Stay tuned!

5. Planning and Conducting a Flight Lesson

Schedule or Build a Training Session

Use the flight or lesson planning area to create the lesson, select expected training activities, and prepare the student for the work to be completed.

- Enter a title for the session and a description
- Confirm the lesson overview or objective.
- Select activities the student is eligible to complete.
- Include activities you may reasonably perform, even if every item may not be included during the actual session.

The screenshot displays a web interface for managing training sessions. At the top, a navigation bar includes links for 'Instructor To Do', 'Student To Do', 'Course Map', 'All Activities', 'Training Sessions' (which is the active tab), 'Progress', and 'Reports'. Below the navigation bar is a blue button labeled 'Schedule Training Session'. The main content area is divided into two sections: 'SCHEDULED TRAINING SESSIONS' and 'COMPLETED TRAINING SESSIONS'. The 'SCHEDULED' section features a card for a 'Ground Discussion items' session, marked as 'Scheduled' in a pink box. The description is 'Review Energy and basic Physics', and there is a 'View' button. The 'COMPLETED' section features a card for an 'Oral Exam on First few topics', marked as 'Completed' in a green box. The description is 'Reviewing completed reading items in our half hour available.', and it shows 'Completed Activities: 5 / 5'. The 'Completed Date / Time' is '09/04/2026 07:41 UTC', and there is a 'View' button.

Instructor To Do Student To Do Course Map All Activities **Training Sessions** Progress Reports

[Schedule Training Session](#)

SCHEDULED TRAINING SESSIONS

Ground Discussion items Scheduled

Review Energy and basic Physics

[View](#)

COMPLETED TRAINING SESSIONS

Oral Exam on First few topics Completed

Reviewing completed reading items in our half hour available.

Completed Activities: 5 / 5

Completed Date / Time:
09/04/2026 07:41 UTC

[View](#)

You can build multiple training sessions ahead of time, especially since the contents are flexible and can be updated. A best practice is often to build one flight as well as at least one training session that is primarily ground discussion items or simulator activities in case of bad weather.

Training Session Title

Ground Discussion Items

Training Overview *

Review Energy and basic Physics

ACTIVITIES

You must select at least 1 activity to schedule the training, you may select more, but note that as you "add to training" your ability to add may be limited.

Actions	Location	Title	Status	Skill Drill
+ Add Preview	Ground Discussion Only	Review of Torque & Moments	Not Started	False
+ Add Preview	Ground Discussion Only	Review of Wind & Navigation	Completed	False
+ Add Preview	Ground Discussion Only	Review of Energy	Not Started	False
+ Add Preview	Ground Discussion Only	Review of Heat	Not Available	False
+ Add Preview	Ground Discussion Only	Review of Combustion	In Progress	False
+ Add Preview	Ground Discussion Only	Review of Lift	Not Available	False
+ Add Preview	Ground Discussion Only	Review of Drag	Not Available	False
+ Add Preview	Ground Discussion Only	Review of Balance & Orientation	Not Available	False
+ Add Preview	Ground Discussion Only	Review of Vision	Not Started	False
+ Add Preview	Ground Discussion Only	Review of Decision Making	Not Available	False

1 of 1 pages (11 items)

CURRENT TRAINING PLAN

The items in this section are included in the training plan. NOTE: Only training activities are shown in this view, instructor actions or homework additions are not displayed here.

Actions	Location	Title	Status	Last Score
Remove Preview	Ground Discussion Only	Review of Electricity	In Progress	4

STUDENT HOMEWORK OVERVIEW

12 + 4 = 16 of 40

12 4

Currently Assigned

This Flight

REQUIRED INSTRUCTOR ACTIONS

Preflight Briefing

Use the planned lesson as the structure for the preflight briefing, but keep the briefing focused on the student's learning objective, risk management, and operational context.

1. Confirm assigned homework was completed.
2. Explain the lesson objective and scenario.
3. Review planned activities and expectations.
4. Discuss risks, weather, aircraft considerations, and mitigation plans.
5. Confirm what will be graded and what will be practiced.

Use the scheduled training session to brief the items to be performed during the flight.

Individual items can be opened 1 at a time to view the full contents, including instructor and student guidance and completion standards as well as 'tips and tricks' and common errors.

In addition, 3 pdf options exist if you would like to view and/or print the lesson. The scoring pdf is a simplified list of flight activities to print and then use to jot down grades in flight. The content pdf is useful as a preflight briefing tool to see everything in one place with less clicking. The third option includes both of these.

View full details about this training activity: Instructor guidance, Student Guidance, Completion Standards

Susan Tholen - The Science of Flying (Scheduled Training Details)

← Return to Student Overview PDF(s) Edit Session

Scoring PDF
Content PDF
Scoring & Content PDFs

Scheduled By Flight Overview
Susan Tholen Review Energy and basic Physics

Starting HOBBS
Save Starting Hobbs

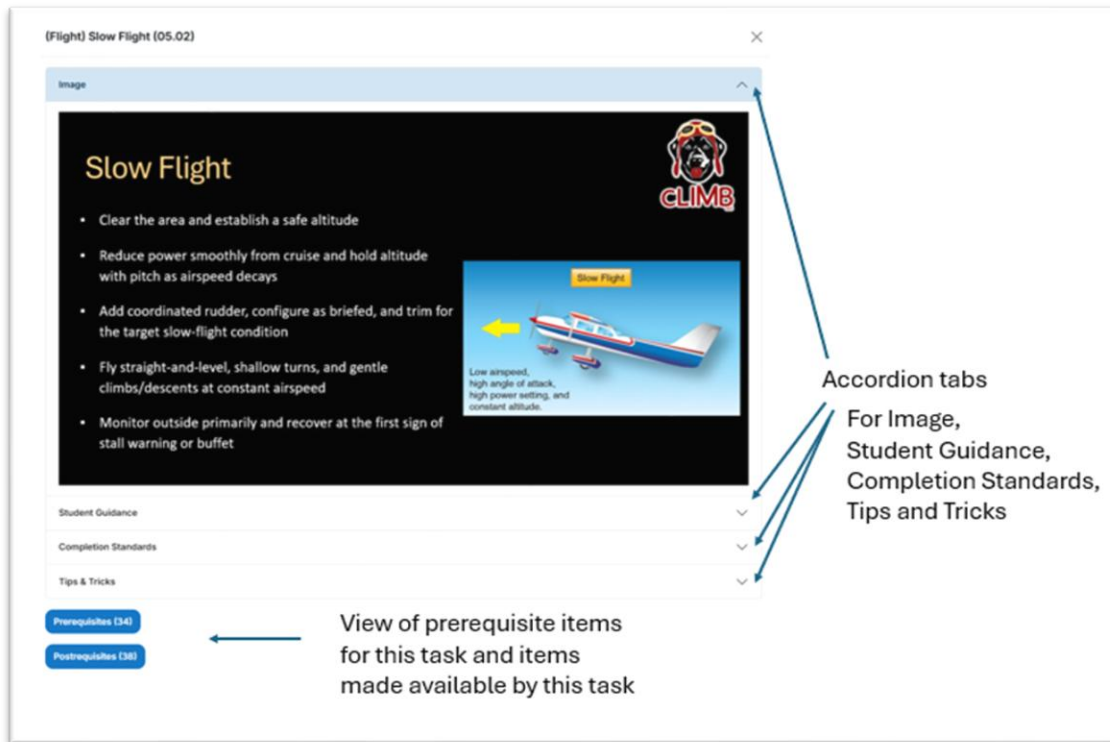
Activity	Status (Most Recent)	Status (This Session)	Quick Grade	Common Errors	Note
Review of Electricity	Capable (4)	Not Started	Not Started		View/Submit
Review of Air Density		Not Started	Not Started		View/Submit
Review of Radio	Beginning (1)	Not Started	Not Started		View/Submit
Review of Oxygen		Not Started	Not Started		View/Submit
Review of Torque & Moments		Not Started	Not Started		View/Submit
Review of Energy		Not Started	Not Started		View/Submit

Viewing and Grading Activities

During or after the lesson, open each activity to review standards, guidance, common errors, grading options, and instructor notes. From within the item, grades can be assigned as well as common errors and custom notes. From the list of items, if desired, a quick grade can be assigned without opening the item. No common errors or notes can be added from this main screen.

- Use available accordion sections or panels to focus on the information needed at that point in the lesson.
- Record grades consistently and add actionable comments where needed.
- Use common error selections when they help standardize feedback.

In addition to helping the student with clear grading standards, good data collection helps with handoffs to other instructors, and can also be used by the flight school and course author to continuously improve instruction.



Complete or Send the Flight

After the lesson, send or complete the flight according to the current workflow. Confirm whether the flight should remain open for debriefing and ground time entry or be fully completed.

During "finalize flight" the instructor will also have the ability to add times to track the student's progress toward the required hours for the certificate/course. Overall lesson notes can be added there both for the student and for other instructors to review.

By filling out the fields below this flight will be completed, and the respective flight activities updated. Any flight activities that were not scored will not be updated.

Starting HOBBS	Ending HOBBS
792.6	794.0

Flight Date *

Time in UTC

Flight Duration (Hours) *	Route of Flight
1.4	KSFM KSFM

Experience	Quantity
Cross-Country Flight Training (Hours)	
Night Flight Training (Hours)	
Night Cross-Country (> 100 nm total distance) (Flights)	
Night Takeoffs (Takeoffs)	
Night Landings (Landings)	
Instrument Training (Simulated or Actual) (Hours)	
Solo Flight Time (Hours)	
Total Flight Time (Hours)	1.6
Flight Training (Dual) (Hours)	1.6
Day Takeoffs (Takeoffs)	2
Day Landings (Landings)	
Solo Cross-Country Time (Hours)	
Long Solo Cross-Country (> 150nm, segment > 50nm) (Flights)	

7. Instructor Notebook Companion App

The Instructor Notebook companion app supports use away from reliable internet access. Use it to access planned flights, review activities, grade work, and later send data back to Climb TMS when connectivity is available. The app is available for iOS and Android devices.

It can be used for preflight briefing as well as grading. The use for in-flight grading will be described here.

Typical companion app workflow

1. Open the app and confirm the correct student flight is available.
2. Store the planned flight to the device before leaving internet coverage.
3. Open the stored flight and review the planned activities.
4. Grade activities and add notes during or after the lesson.
5. Reconnect to the internet and send or complete the flight according to the current workflow.

At the end of the lesson, you will have the option to either finalize the flight (if within WiFi or cellular coverage) or send to the web. The latter option sends existing grades and comments but then allows you to log into the TMS and perform a post-flight debriefing, add or change any grades and comments, and then finalize the flight from there.

This can be helpful if you prefer to use an iPad or laptop to get a full-screen experience and work with your student on the review.

8. Progress and Reports

Course Progress

Use Course Progress to understand the student's overall completion status, flight totals, and progress toward course requirements.

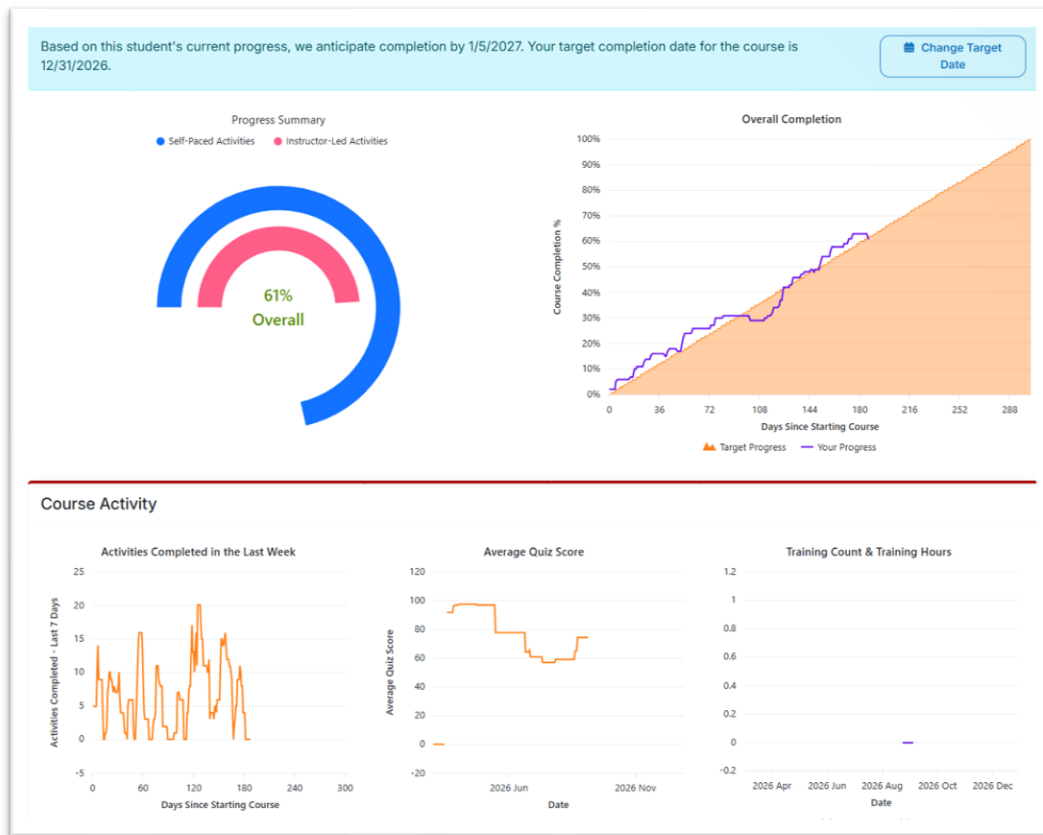
- Review overall completion indicators.
- Review dual instruction, solo, and self-paced progress as applicable.
- Use progress trends to help plan upcoming lessons and identify gaps.

The overall progress summary shows:

- self-paced activities in a blue circle bar
- instructor-led activities (flights and ground sessions) in a pink circle bar
- the overall course completion status % value in the middle
(based on activity count)

The overall completion graph shows the student's progress over time as well as a reference line based on their target completion date. Each student can adjust their target completion date based on how much time they have to devote to their training.

For example, a typical part-61 private pilot student working a full-time job and training on weekends might expect to take 9 months to complete the course while a full-time part 141 student may plan to fly 2-3x per week and finish in 4 months.



The course activity graphs provide additional information to help understand their progress.

Reports

Reports help instructors, schools, and students review progress, document completion, and prepare for practical test or school recordkeeping needs.

- Use course summary reports to confirm required knowledge or training areas have been covered.
- Use document reports to locate uploaded course documents and certificates.
- Use heatmaps or milestone reports to identify strengths and weak areas.

The course summary report is extremely helpful at checkride time. This report can be used to validate coverage of all required items, and can be taken to the DPE as proof of the required training including dates, instructor name, and regulation reference number.

The document report can be used to quickly locate all documentation uploaded to the course, for example, during a TSA audit to prove that the validation step was performed and display an image of the documents and/or endorsement associated with that student.

The heatmap can be beneficial for a chief flight instructor to examine a given student's progress and potential trouble areas, or for a handoff to a new instructor wishing to understand a student's status at a glance. A sample heatmap is shown below:

Flight Info	Preflight AC Inspect	Normal TO	Slow Flight	Engine and Balance	Radio Usage	Go-Arounds	P-Off Stall	Power-On Stalls	Steep Turns	Rect Course	Turns And Point	S Turns	Normal Landing	Slips
03/08/2026 - Susan Tholen	2	2	2	-	-	-	-	-	-	-	-	-	-	-
03/22/2026 - Susan Tholen	-	-	-	2	-	-	-	-	-	-	-	-	-	-
03/29/2026 - Susan Tholen	3	2	3	2	2	-	-	-	-	-	-	-	-	-
04/05/2026 - Robert Montgom...	-	-	-	4	-	-	-	-	-	-	-	-	-	-
04/25/2026 - Susan Tholen	4	3	4	4	2	-	-	-	3	-	-	-	-	-
04/26/2026 - Susan Tholen	-	3	-	-	2	-	2	-	-	2	-	-	-	-
05/01/2026 - Susan Tholen	-	3	-	-	-	-	-	-	-	3	3	3	-	-
05/17/2026 - Susan Tholen	4	4	-	-	3	3	-	2	-	-	-	-	-	-
05/17/2026 - Susan Tholen	-	4	-	-	3	-	3	-	4	-	-	-	-	-
05/17/2026 - Susan Tholen	4	5	4	-	4	4	3	4	-	-	-	-	2	-
06/01/2026 - Susan Tholen	-	-	-	-	-	-	-	-	-	4	-	-	3	-
06/07/2026 - Susan Tholen	4	-	-	-	-	-	-	-	-	-	-	-	-	-
06/13/2026 - Susan Tholen	-	-	-	-	4	-	-	-	-	-	-	-	3	-
06/14/2026 - Susan Tholen	-	-	-	-	-	-	-	-	-	-	-	-	4	-
06/28/2026 - Susan Tholen	-	-	-	-	-	-	-	-	-	-	-	-	-	-
07/03/2026 - Susan Tholen	-	-	-	-	5	-	-	-	-	-	-	-	4	-
07/05/2026 - Susan Tholen	5	-	5	5	-	-	4	-	-	5	-	-	-	4
07/11/2026 - Susan Tholen	-	-	-	-	-	-	-	-	-	-	-	-	4	-
07/19/2026 - Susan Tholen	-	-	-	-	-	4	-	-	-	-	-	-	-	-
07/27/2026 - Susan Tholen	-	-	-	-	4	-	-	-	-	-	-	-	4	-

9. Understanding Course Structure

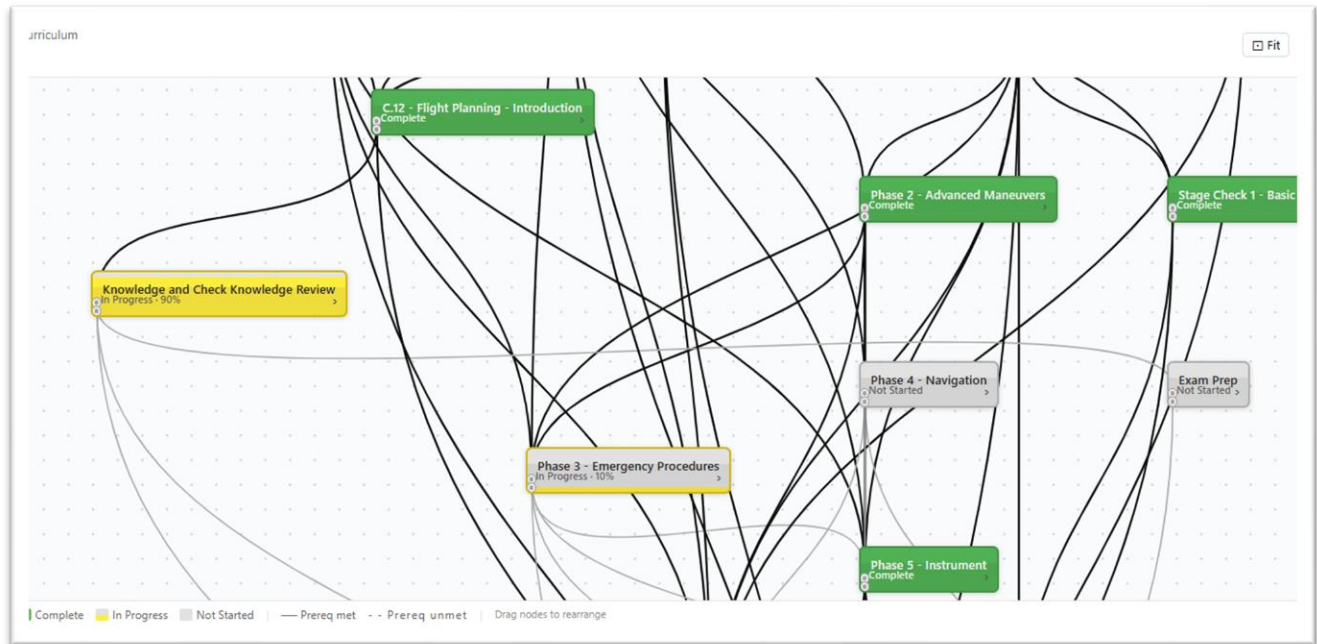
Some courses contain many small activities so instructors can assign, track, and grade training with flexibility. Most interactive screens allow sorting and filtering to assist with finding relevant activities because of this.

One additional tool to use when a course feels complex, or to view the student's individual pathway in completing the course, is to use the interactive course map. This displays the course structure as well as the particular student's progress in that course. Use it to:

- Review prerequisites before assigning or scheduling an activity.
- See the broader course structure.
- Look for course author markers, stages, phases, or grouping items that explain the intended order.

You can drag items to view the course more easily, click into an item to drill down into its contents, view the completion (yellow boxes show % complete), prerequisites (solid arrows show completed prerequisites, dashed lines show incomplete prerequisites).

A future enhancement may allow the assigning of groups of items as homework through the interactive Course Map also. Stay tuned!



10. Best Practices for Instructors

Effective Preflight Briefing

1. Confirm the student completed assigned preparation.
2. Start with the overall learning objective, not just a task list.
3. Connect each activity to a scenario, risk, or decision-making skill.
4. Discuss operational considerations such as weather, aircraft status, airspace, and risk mitigation.
5. Invite the student to brief portions of the plan as their knowledge and skill improve.

Effective Flight Planning

The overall flight scenario and objective is still up to you to define. The list of items to add to a training session is just a task list for tracking and grading. Use the Title and Description of the flight to add overarching concepts.

For example, you may wish to have the student fly to a nearby airport as a training scenario while the flight itself focuses on attitude flying, introduces radio frequency changes and simple sectional interpretation. The “fly to a nearby airport” is the overarching scenario, and the individual tasks include various maneuvers and skills.

The Climb TMS is meant to assist instructors, not replace them!

Effective Postflight Debriefing

1. Begin with the lesson as a whole before reviewing individual tasks.
2. Ask the student what went well and where they noticed improvement.
3. Review grades and comments in the context of applicable standards.
4. Give actionable feedback that explains how to improve.
5. Close with the focus for the next lesson and any assigned homework.

11. Frequently Asked Questions

What happens if I bypass prerequisites?

The item becomes immediately available for the student to complete (if self-paced) or for you to perform/grade in flight (if instructor-led).

Do I need to assign homework for flight or training activities?

No. The items you select in a training session will have their prerequisites added to the student’s homework automatically. For this reason, try to stay one or two flights ahead of the student ideally (one ground session and one flight ideally).

How should I handle activities that are unavailable or blocked?

You should either work with the student to complete the required prerequisites or, if you truly feel that skipping the prerequisites is warranted, bypass them. Please enter a reason.

Can I skip activities?

Yes, in some cases. This is meant primarily for something like VOR training activities which may be in a course but your particular airplane does not have a VOR installed. You can skip any activity allowed by the course author. Otherwise it is mandatory for course completion.

Other questions not shown here? Please submit through the TMS and we’ll answer you and add to this document as soon as possible!