TUTORIAL INSTRUCTION CHECK SHEET

INITIAL GROUNDSCHOOL

Teaching Assistants (names)	**Groundschool Session** (season and year)
	Tutorial Meeting (day of week and time)

Guidelines:

1. Teaching Assistants (TAs) must record student attendance in tutorials; class files are confidential, and must be returned to the desk of the Chief Groundschool Instructor.
2. Tutorials shall be student-focused, in that they should revolve around questions students have regarding class material.
3. Where applicable (i.e., all students questions have been addressed), TAs should focus on navigation and weather information, and should draw from the checklist outlined below. Note the list is not sequential, and effective planning of tutorial lessons relative to student level of knowledge will be required.
4. In the event that a TA is unable to attend a scheduled tutorial, it is the responsibility of the TA to ensure a substitute TA is provided for; only other TAs and Groundschool Instructors may be assigned as a substitute TA.
5. Contact the Chief Groundschool Instructor if you have any last-minute problems attending a tutorial.

Instructions: Indicate by initials the subject item was covered in class.

Subject Description	Initials and date (day/month covered)
Interpreting Aviation Charts	
Identifying date of issue.	
Hypsometric tints and elevation data (including contour lines).	
Identification of highways.	
Highest elevation point on chart.	
Obstruction type, identification, and elevation information.	
Identification of highest valley-floor point in mountain passes using hypsometric and contour lines.	
Identification of airports and airport data (runway length and surface, differences between airports and aerodromes, custom services, lighting, frequencies, MF and ATF, etc.)	
Maximum Elevation Figures.	
Transmission lines.	
Reading of degrees longitude and latitude.	
Communication Boxes.	

Subject Description	Initials and date (day/month covered)
Control Zones with Towers.	
Control Zones with MF and MFA procedures.	
Isogonic lines.	
Navigation Track Plotting	
Drawing direct tracks from departure airports Set Heading point to destination.	
Measuring distance of tracks—nautical and statue miles.	
Determining directions of tracks—degrees true.	
Determining direction of tracks—degrees magnetic (mid-track isogonic data).	
Drawing drift lines.	
Drawing multi-segment track lines (as per *Flight Training Handbook*).	
Plotting tracks through mountain passes (establish segments as per *Flight Training Handbook*).	
Checkpoint preparation and use.	
Complete Navigation Scenario (practice trip).	
Interpreting Airspace Classification.	
Determining visibility and ceiling requirements for various vertical positions on the chart.	
Canadian Flight Supplement	
Symbols and Interpretation of Airport diagram.	
CFS Terminal Procedures Charts (Langley, Boundary Bay, Victoria, Calgary).	
REF, OPR, PF, SERVICES data.	
RWY DATA, LIGHTING data.	
COMM, NAV data.	
PRO data (Victoria, Vancouver, Boundary Bay, Calgary airports, for example)	
Aircraft Performance Charts	
Altitude Conversion Chart	
Takeoff Performance	
Climb Performance	
Engine Performance	
Cruise Performance—TAS	
Cruise Performance—Range	
Glide Performance	
Stall Speed and Weight	

Subject Description	Initials and date (day/month covered)
Stall Speed and Bank	
Landing Performance	
Cessna Takeoff Distance	
Cessna Rate of Climb	
Cessna Time, Fuel, and Distance to Climb	
Cessna Cruise Performance	
Cessna Range Profile	
Cessna Endurance Profile	
Cessna Landing Distance	
ATC Flight Plan	
Review requirements interpretation of document.	
Scenario completion of flight plan.	
E6B Work	
Determine time to destination based on groundspeed.	
Determining fuel required based on rate of consumption and flight time.	
Conversion scale from minutes to hours.	
General division using Index (10-marker on inner scale).	
General multiplication using Index (10-marker on inner scale).	
Converting nautical to statute.	
Converting US gals. to litres.	
Determining density altitude.	
Determining calibrated airspeed given true airspeed.	
Determining true airspeed given an indicated airspeed in the Cherokee, given the IAS/CAS conversion table on P.7-7 of the POH.	
Plotting a wind-vector line.	
Positioning a wind-vector line.	
Determine wind correction angle, given true track.	
Determining groundspeed given TAS and wind effect.	
Weight and Balance. When required, use LFS W&B form in *Flight Training Handbook.*	
Standard weights.	
Cherokee C of G/weight graph.	
Scenario calculation of a two-passenger loading with 36 gal (**Cherokee**).	
Scenario calculation of a two-passenger loading with maximum fuel (**Cherokee**)	

Subject Description	Initials and date (day/month covered)
Scenario calculation of maximum fuel given three passengers and 100 lbs. of cargo (**Cherokee**).	
Cessna loading calculations and the concept of "pound-inches".	
Scenario calculation of a two-passenger loading with 36 gal (**Cessna**).	
Scenario calculation of a two-passenger loading with maximum fuel (**Cessna**)	
Scenario calculation of maximum fuel given three passengers and 100 lbs. of cargo (**Cessna**).	
Weather Reading. Avoid as much as possible the interpretation and explanation of weather phenomena, and focus on reading current and forecast weather conditions—e.g., visibility, cloud heights, wind, etc.	
METAR reading.	
TAF reading.	
FD reading.	
GFA reading.	
NOTAM Reading	
Interpretation of NOTAMs.	
Reading sample NOTAMs.	