

CAEMaestro™

Importing Learning Modules



IMPORTING LEARNING MODULES

Users can import learning modules into the CAEMaestro software via the instructor tablet.

Note: The instructions for importing learning modules into CAEMaestro will vary depending on the tablet provided with the simulator.

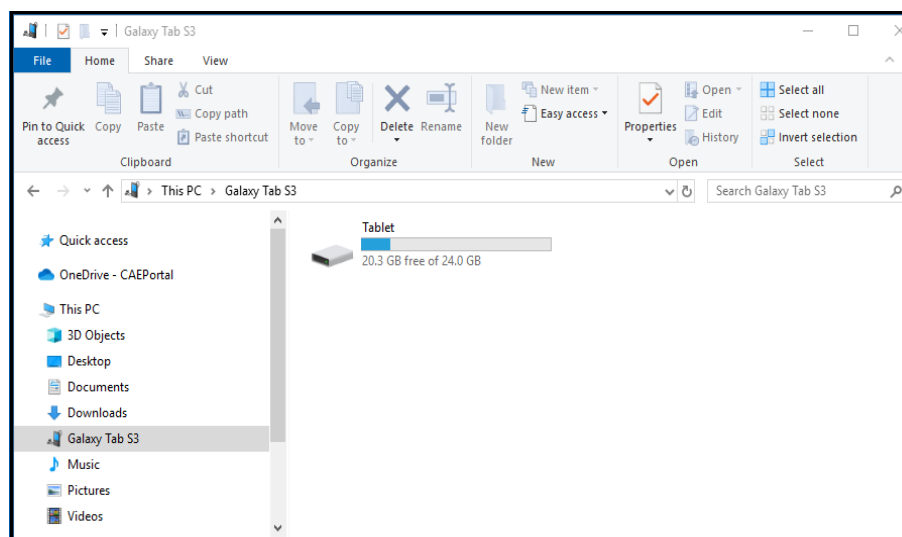
Transfer Learning Modules to the Instructor Tablet

Purchased Learning Modules are sent via email to the institution point of contact in a .zip format. Unzip the file/s and transfer the Learning Module folders to the Instructor Tablet using the USB-C interface cable provided with the tablet.

Note: References to instructions for Samsung Galaxy Tab3 in this section can also be utilized for the Surface Go tablet.

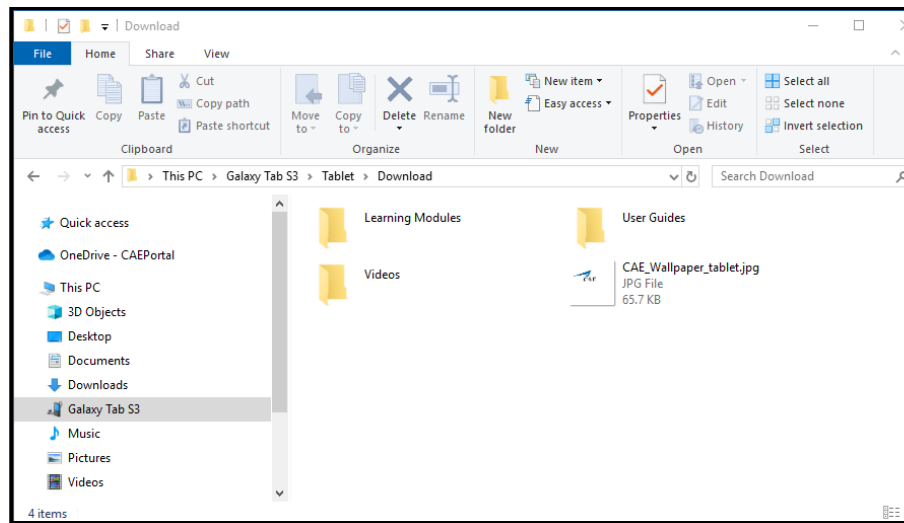
To transfer learning modules to the instructor tablet:

1. Connect the Samsung tablet to your PC using the USB-C interface cable.
2. When the pop-up 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 Windows Explorer and locate the Galaxy Tab S3 folder.



Windows Explorer - Galaxy Tab S3 Folder

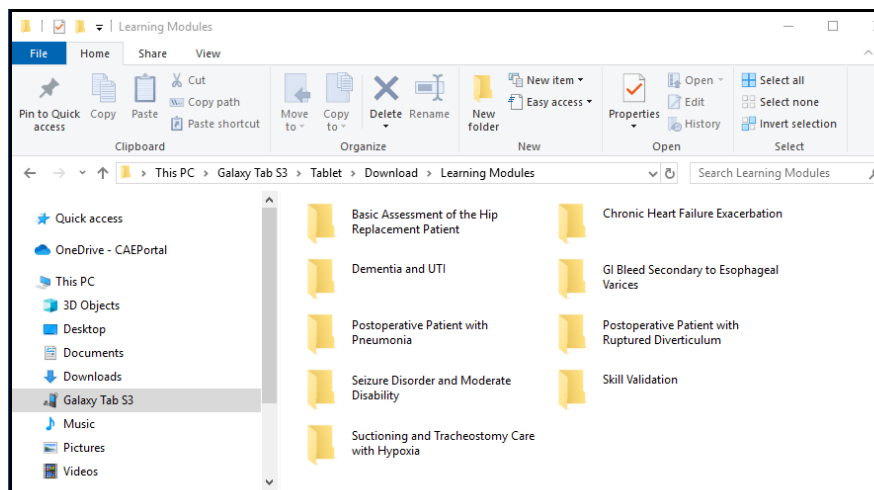
4. Locate the tablet's Download/Learning Modules folder.



Windows 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. Right-click while in the Download folder 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 computer to the **Download > Learning Modules** folder on the Samsung tablet.



Windows Explorer - Learning Module Folder on Tablet

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

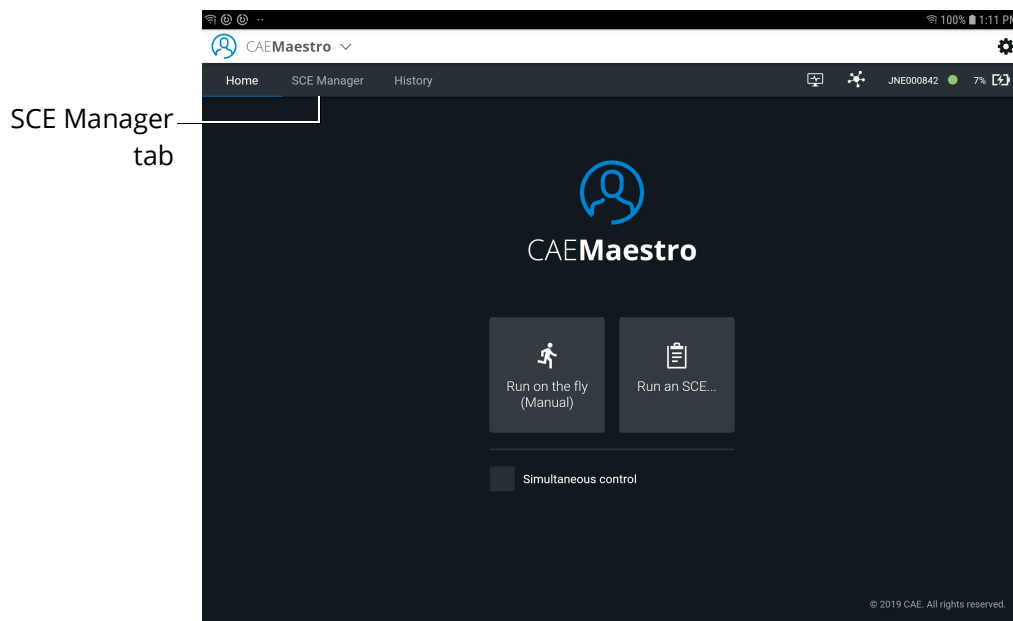
Import a Learning Module into Maestro

Note: The instructions for importing learning modules into CAEMaestro will vary depending on the tablet provided with the simulator.

Samsung Tablet

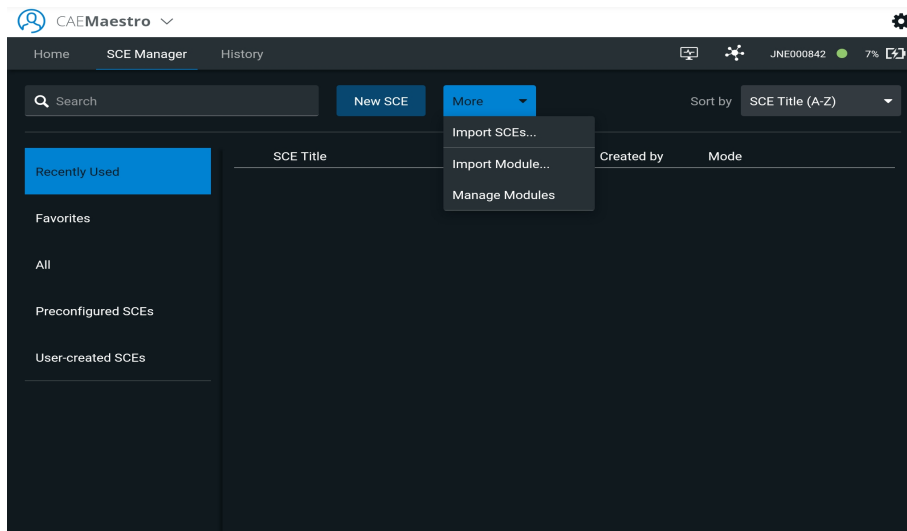
To import learning modules into Samsung instructor tablet:

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 page appears, tap the **SCE Manager** tab.



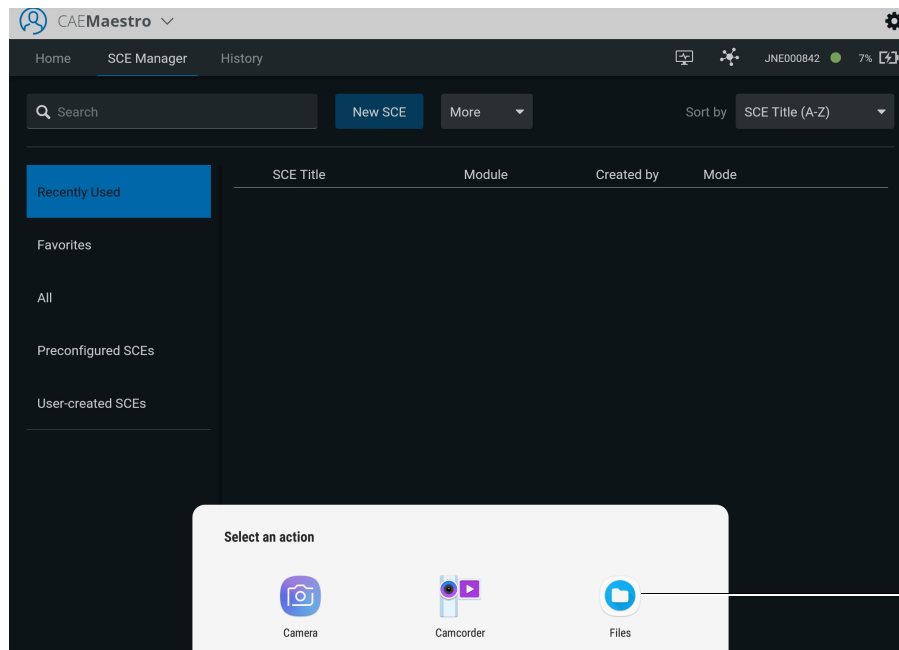
CAEMaestro Home Screen

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



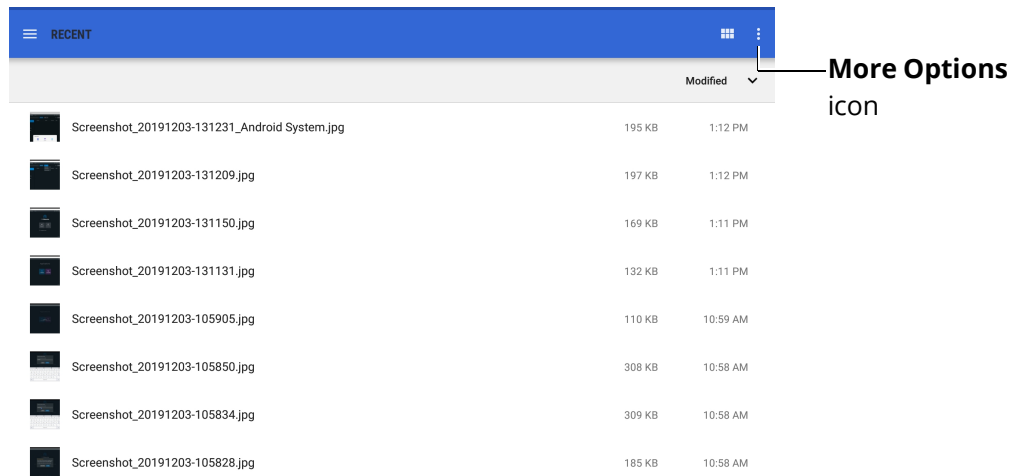
SCE Manager Screen - Import Module

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



SCE Manager Screen - Select an Action

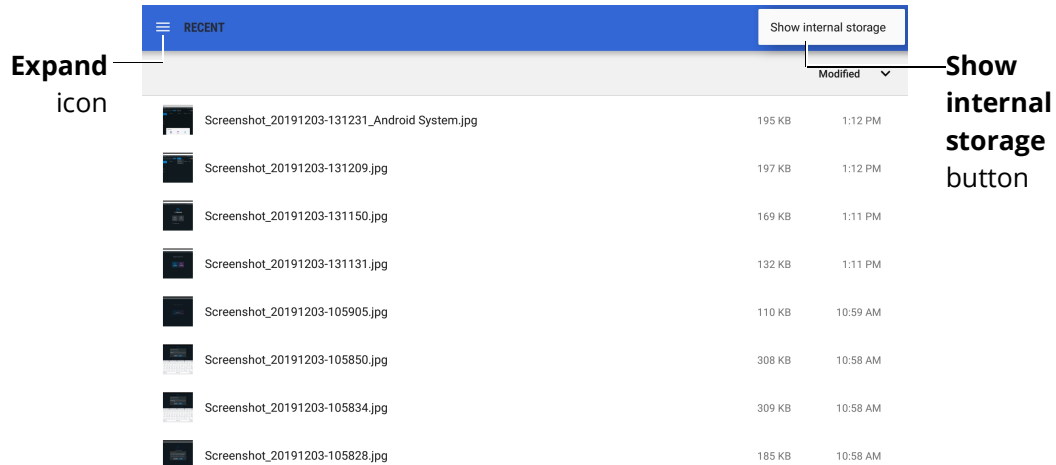
- In the upper-right corner of the screen, tap the **More Options** icon (vertical ellipsis) to display a pop-up menu.



File Folder - More Options Icon

- Choose the **Show internal storage** button.

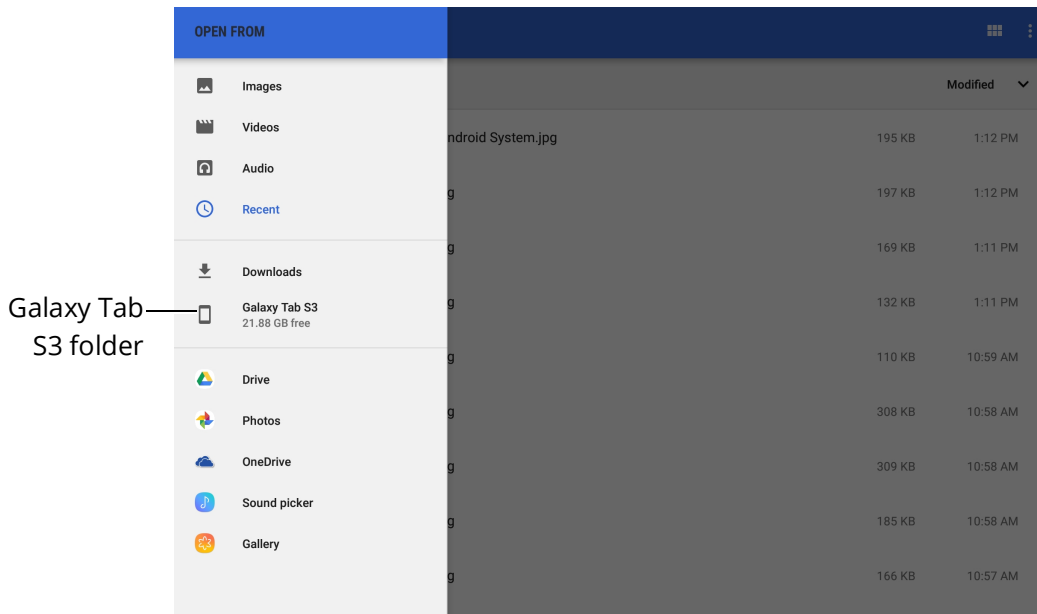
Note: If the dialog box opens with Hide internal storage displayed, close the menu by tapping anywhere outside of the box.



File Folder - Expand Icon and Show Internal Storage Button

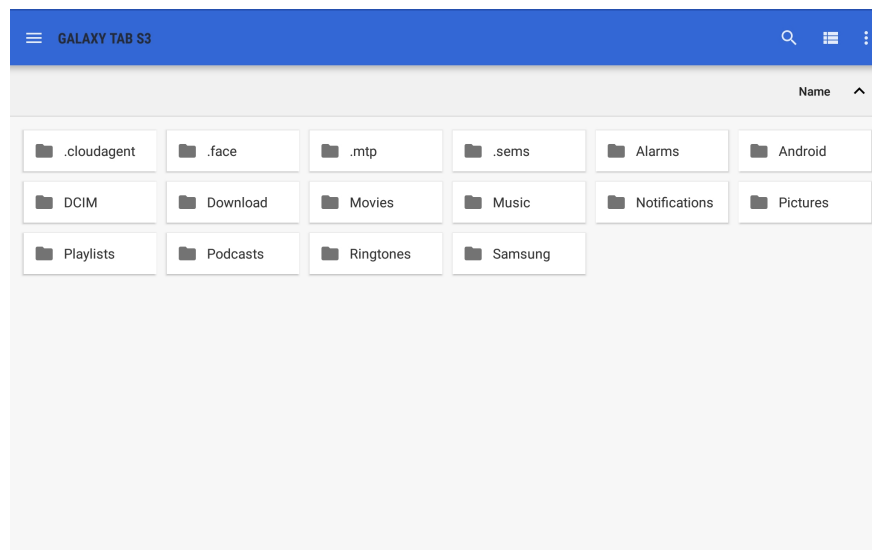
- In the upper-left corner, tap the Expand icon (three horizontal lines) to open the File Manager

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



File Folder - Galaxy Tab S3 Folder

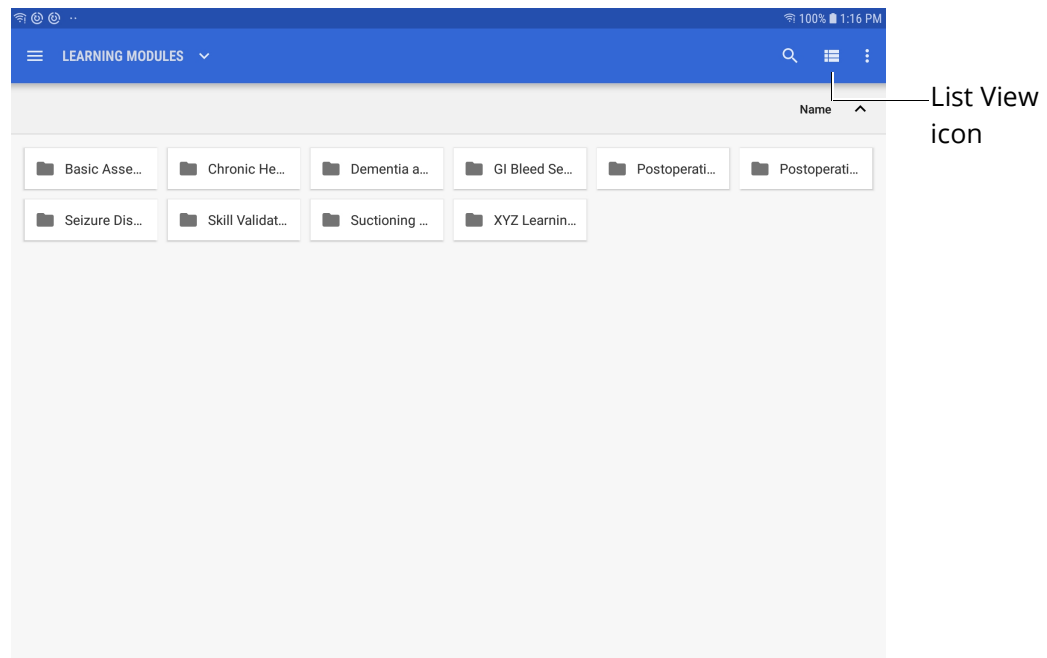
The Galaxy Tab S3 folder menu appears.



Galaxy Tab3 Folder Menu - Grid View

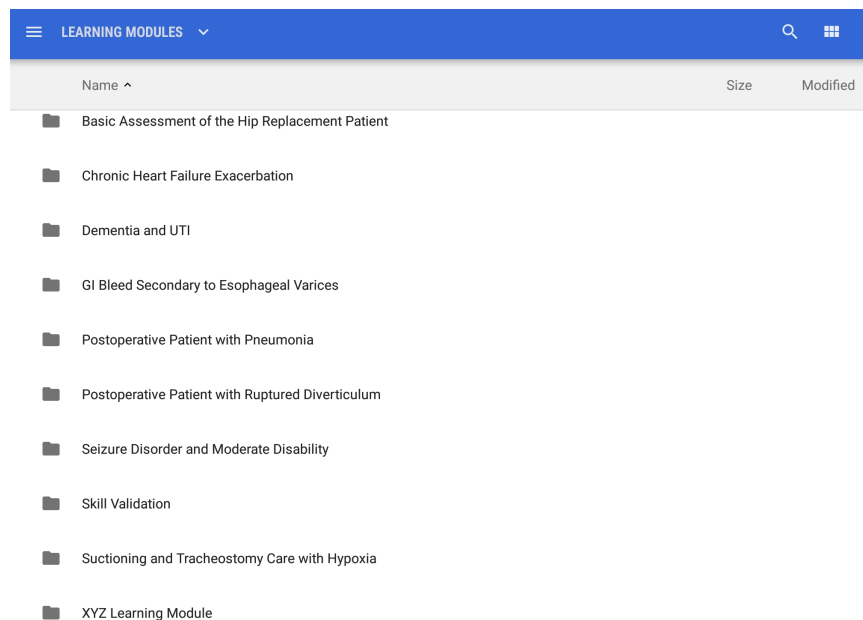
10. Tap the Download folder.
11. Tap the Learning Module folder.

12. Click on the View icon in the upper-right corner to toggle to List View.



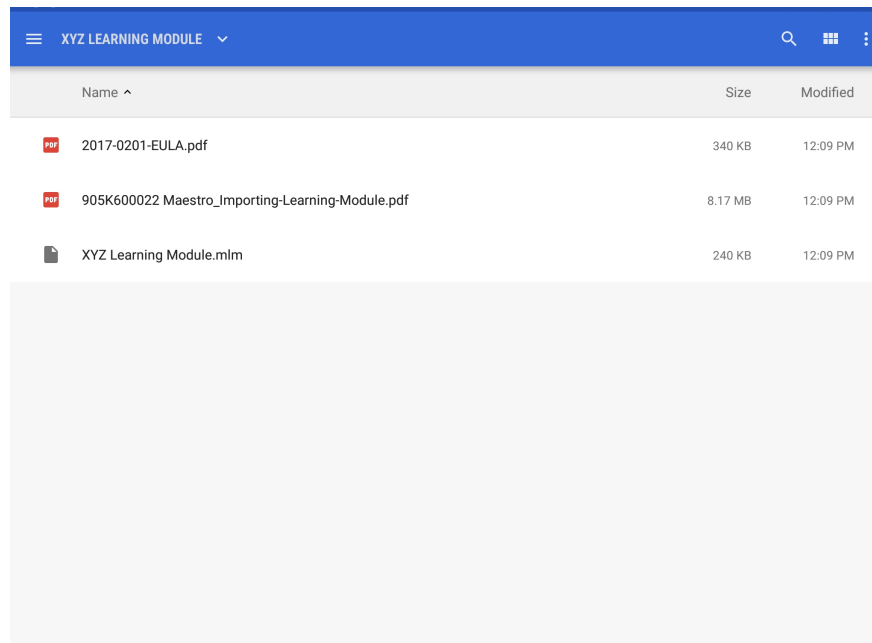
Learning Module Folder - Grid View

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



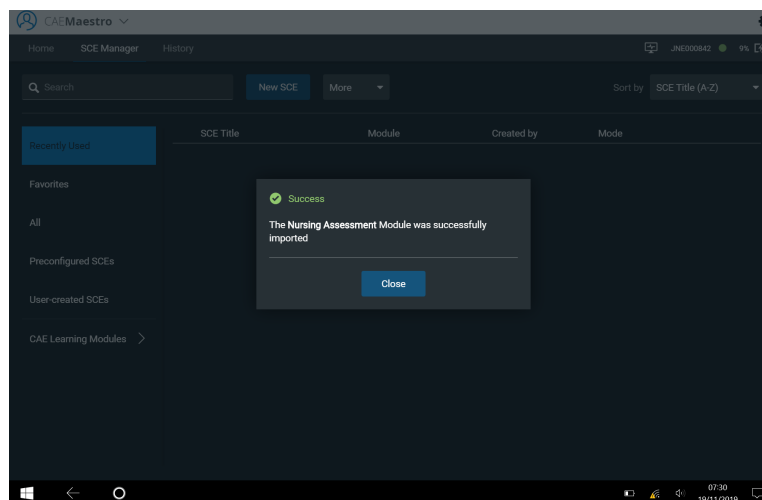
Learning Module Folder - List View

- Tap the desired learning module 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 CAEMaestro software. When the import is completed, a **Success** message appears.



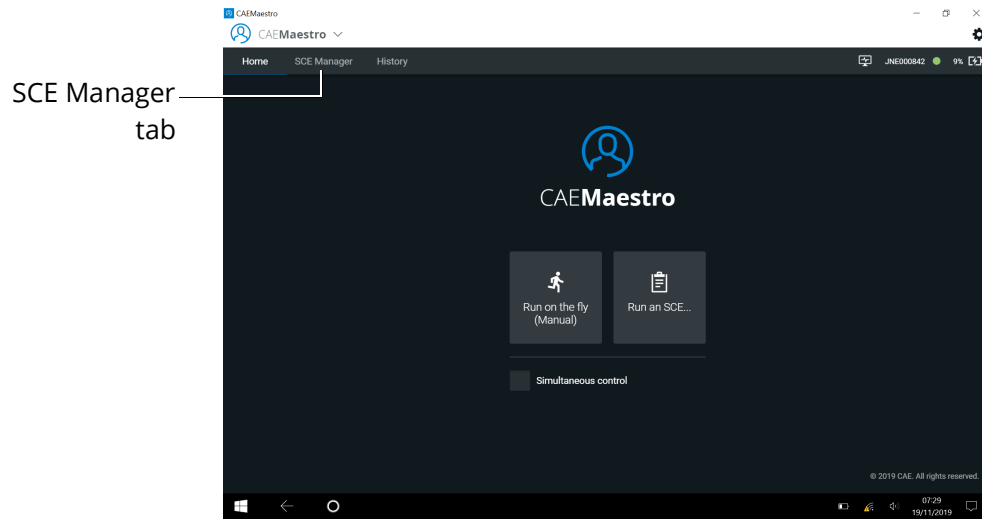
SCE Manager - Success Message

- Tap **Close** and the contents of the learning module appear in the SCE Manager.

Surface Go Tablet

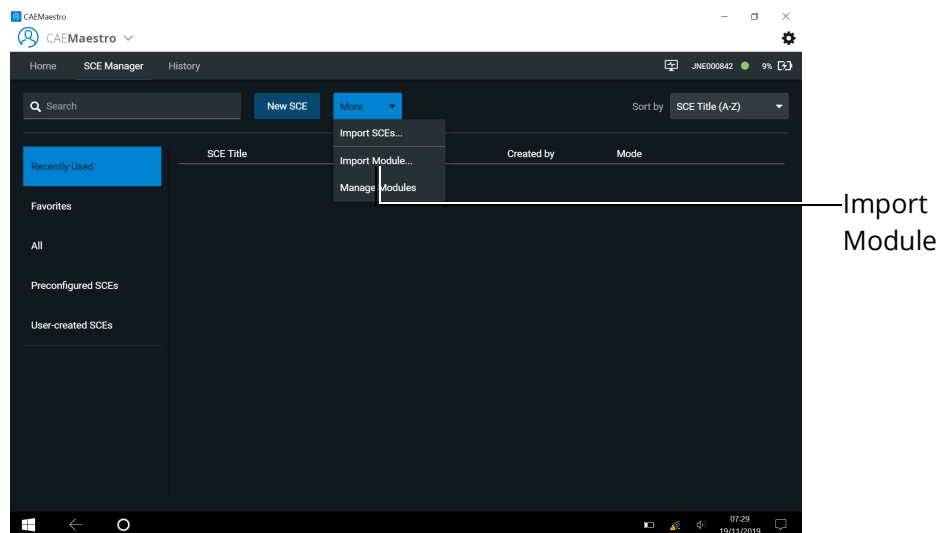
To import learning modules into Surface Go Tablet:

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 page appears, tap the **SCE Manager** tab.



CAEMaestro Home Screen

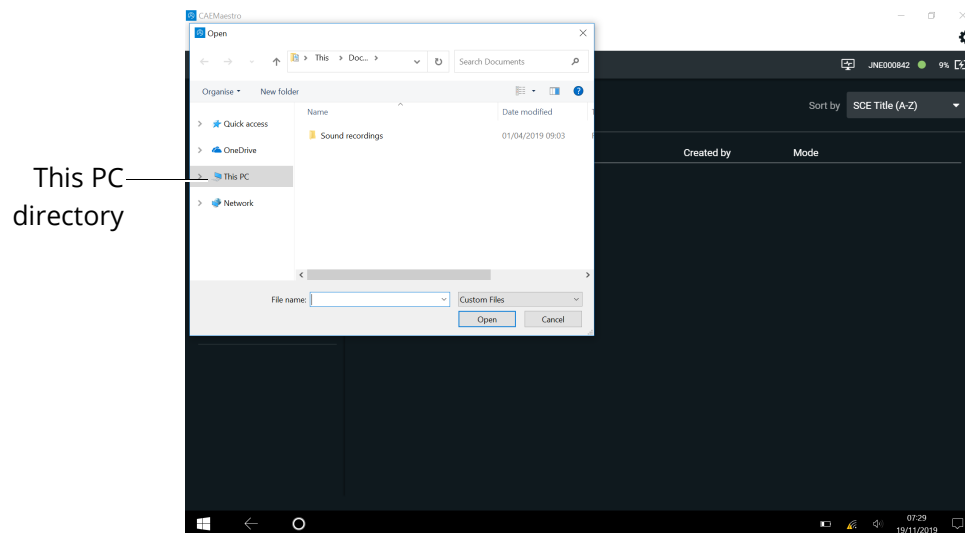
4. Tap the **More** tab and choose **Import Module** from the drop-down menu.



Import Module

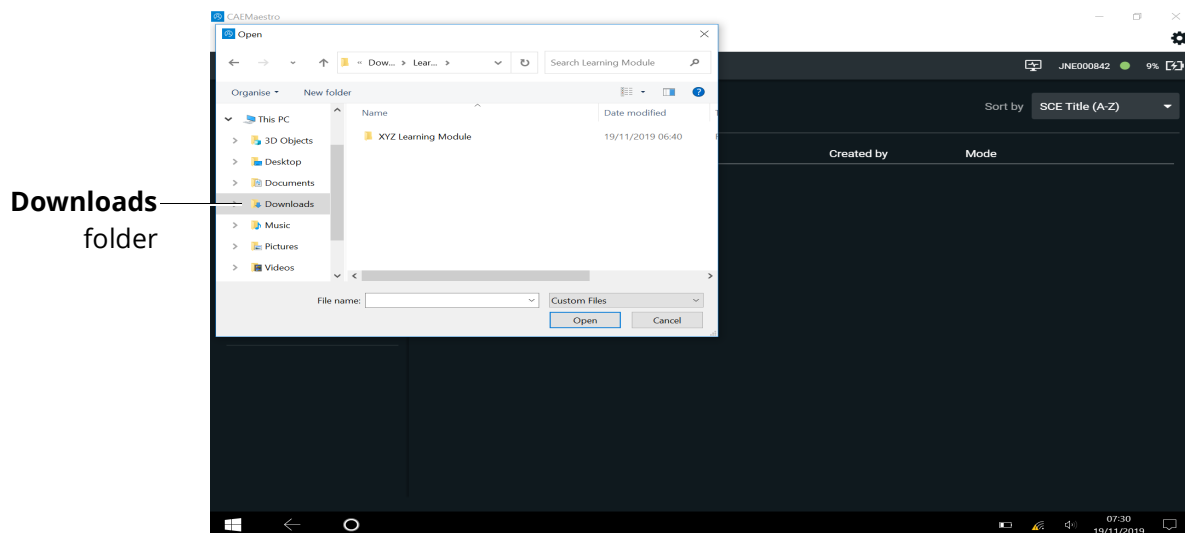
The Windows Explorer appears.

- From the directory pane, tap **This PC**.



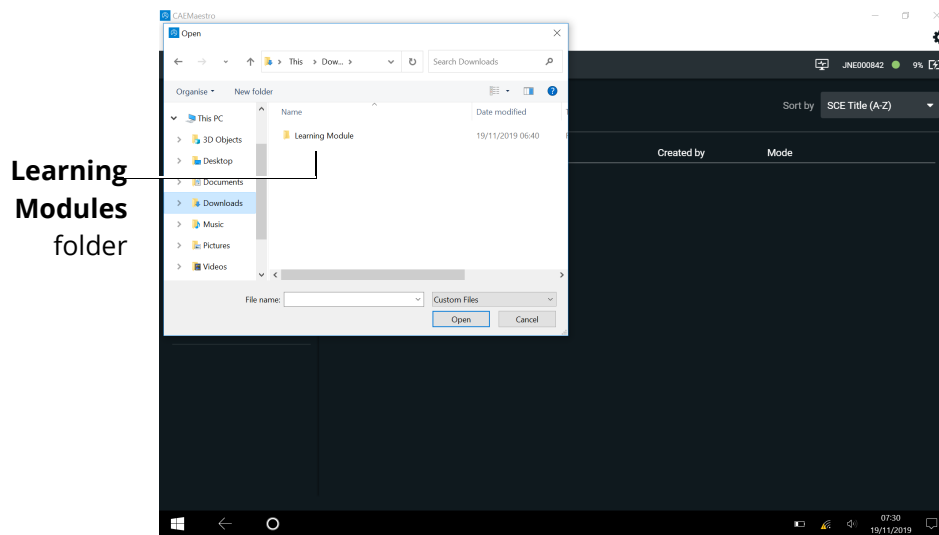
Windows Explorer - This PC directory

- Tap the **Downloads** folder.



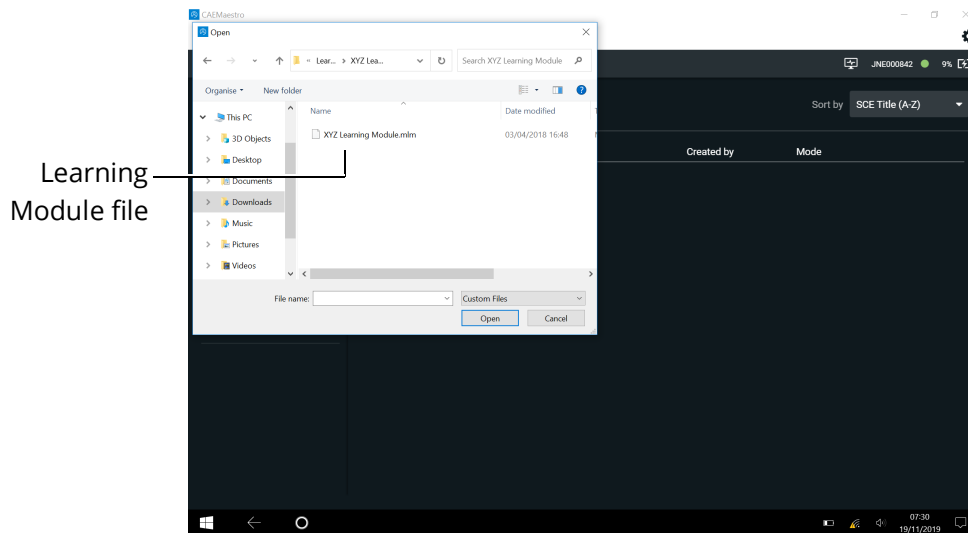
Windows Explorer - Downloads Folder

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



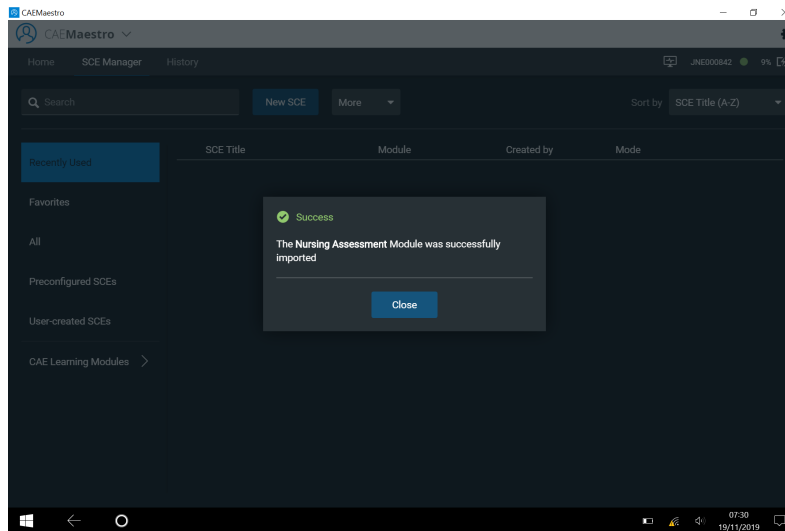
Windows Explorer - Learning Modules Folder

8. Select the learning module file (with .mlm extension) and tap **Open**.



Windows Explorer - Select the .mlm File

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



Success Message

9. Tap **Close** and the contents of the learning module appear in the SCE Manager.



For more information about CAE products, contact your regional sales manager or the CAE distributor in your country, or visit caehealthcare.com.

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