Pathways Base Camp Manager Reference Guide

PATHWAYS
Base Camp Manager Duties

What do I need to do in Base Camp to support my club members?

In each club, the vice president education (VPE) will serve as the Base Camp manager, with support from the club president and secretary. The VPE is responsible for conducting several tasks in Base Camp to ensure members are fully supported on their Pathways journey. This document will walk you through each of the main tasks. Each task has a tutorial in Base Camp which will walk you through the specific steps. They can be accessed by navigating to Tutorials and Resources.

Level Completion

As VPE you will receive emails from Base Camp notifying you that there are Level Completion Requests, requiring your attention. It is important for VPEs to respond as quickly as possible to ensure members can move forward on their Path. As each member completes a level, they are awarded a certificate. They can print the certificate themselves but, many clubs choose to award Level Completion Certificates at club meetings to honor the effort of their members.

Includes Responding to Level Completion Requests (Paths on Base Camp) and Printing Certificates (Paths on Base Camp).

Path Completion in Printed Materials

Some of your club members may choose to use printed materials. As VPE, it is your responsibility to verify project, level and path completions for members using print materials. The members using printed materials will need the VPE to print certificates for them as well.

Includes Validating Project and Level Completion (Paths in Print) and Printing Certificates (Paths in Print).

Projects Outside Our Club

Many of your club members fulfill project requirements outside the club. In order to do so, they must submit a request for external training. When a request is submitted, you will receive emails from Base Camp notifying you and you will need to approve or deny the request.

After the member has completed their external training, they will submit a completion request. You will receive an email notifying you of the request and will approve or deny the completion request.

Includes Responding to Initial External Training Requests and Responding to External Training Completion Requests.

Tracking Progress

Once your members have been working in Pathways for many months, some of them complete paths and being new ones. There are four Dashboards which help you to understand where your club members are and how you can best support them.

Includes Individual Progress Dashboard, Path Progress Dashboard, Path Type Dashboard, Recently Selected Paths Dashboard and External Training Dashboard.

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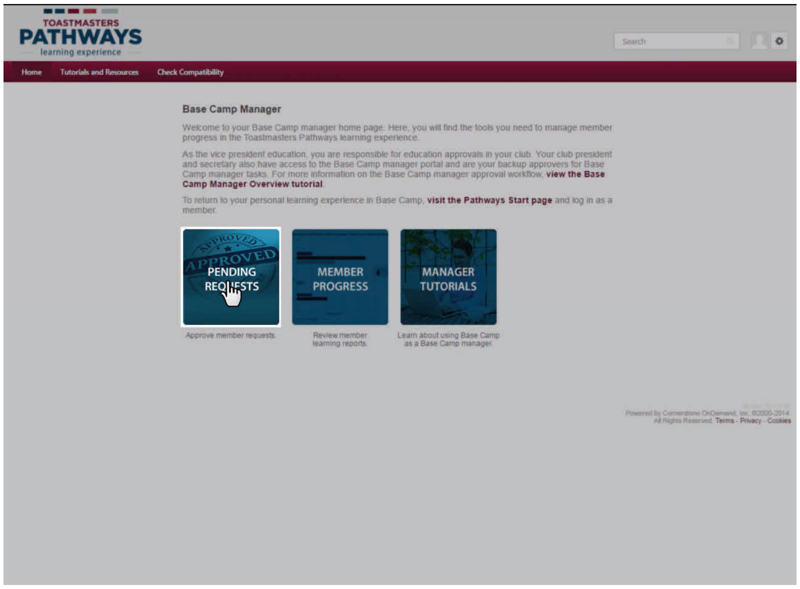
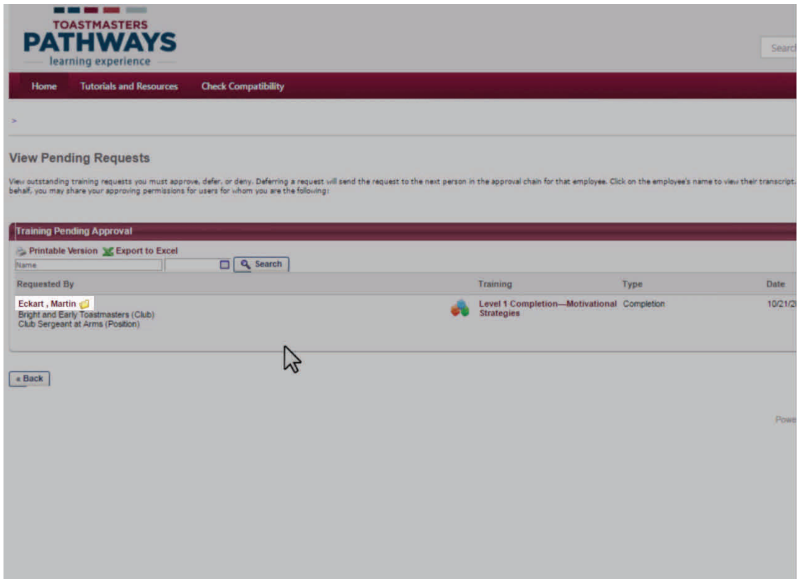
Tutorial Quick Reference Guide

Responding to Level Completion Requests (Paths on Base Camp)

To review a Level Completion Request, select the Pending Requests tile from the homepage.

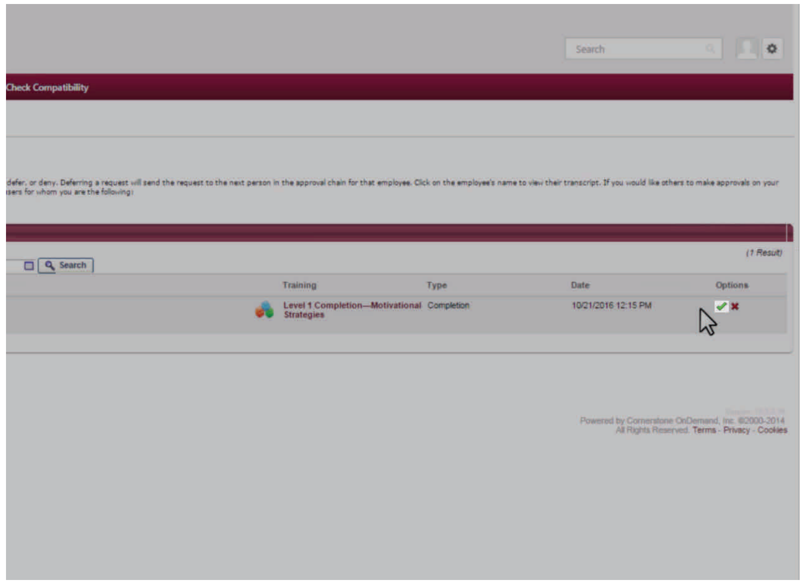


On this page, you can view all pending approval requests from your club members. To review the member's transcript, select the member's name on the left.

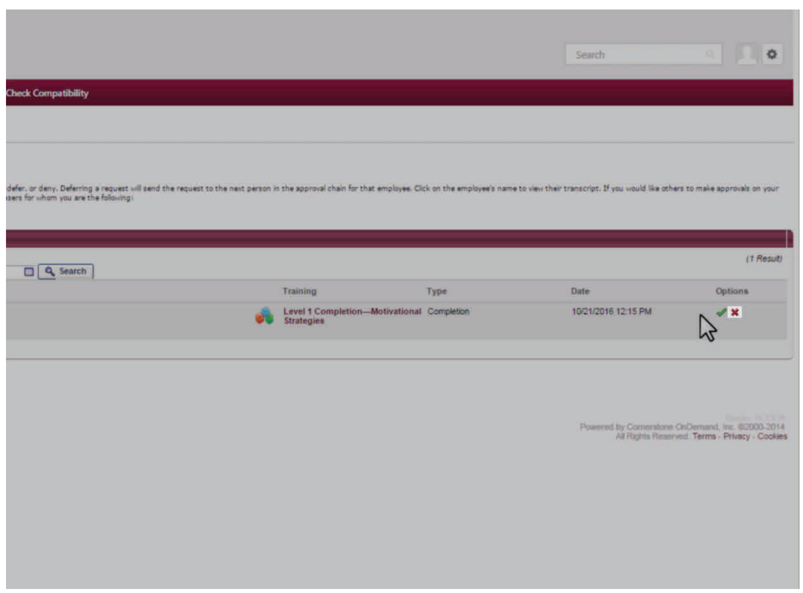


Responding to Level Completion Requests (Paths on Base Camp)

To approve the request, select the green check mark on the right.

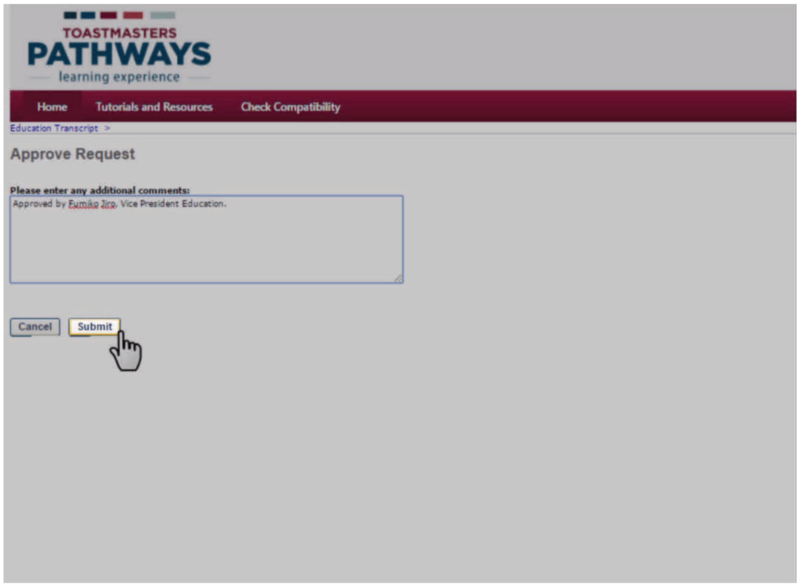


If you find a problem with the request, select the red X to deny it.



Responding to Level Completion Requests (Paths on Base Camp)

Enter your name and comments for the member on the next page. Select the Submit button.



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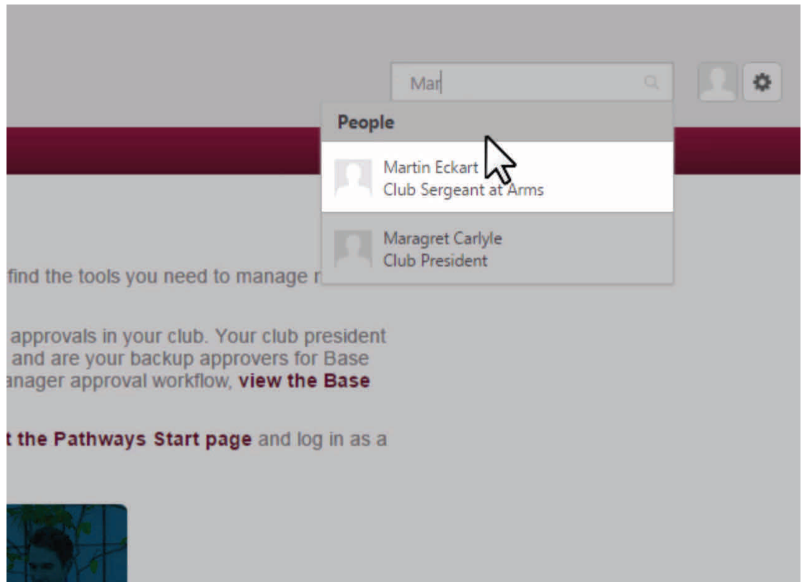
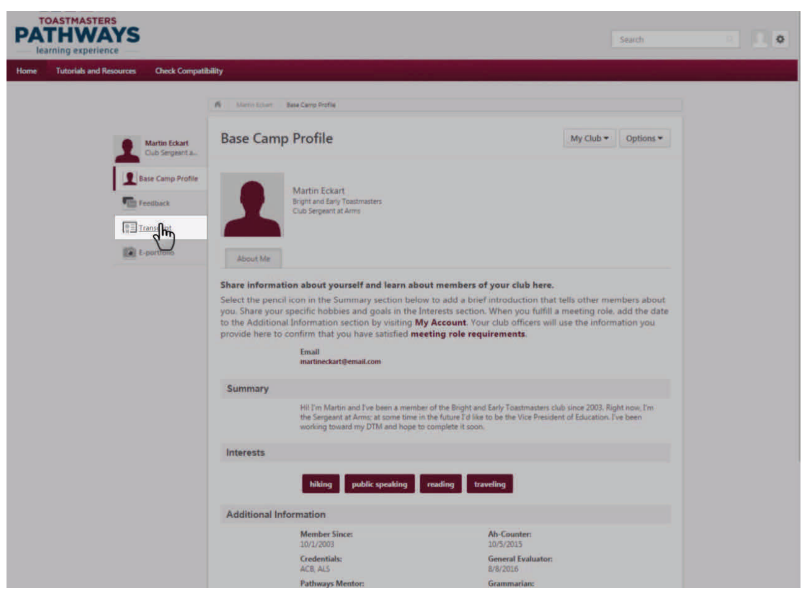
Printing Certificates (Paths on Base Camp)

To print a certificate for a member who completed a level on Base Camp, begin by searching for the member in the Search box. Select the appropriate member name when it appears.

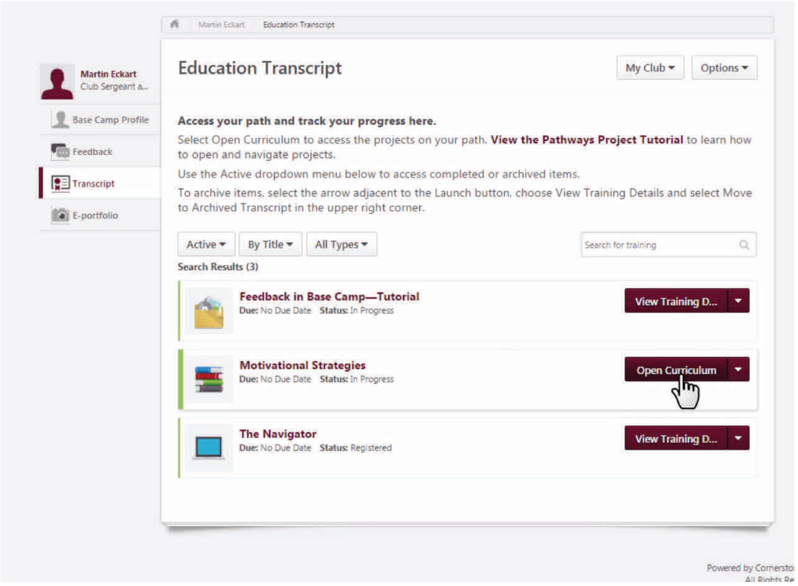


Select the Transcript tab in the member's profile.

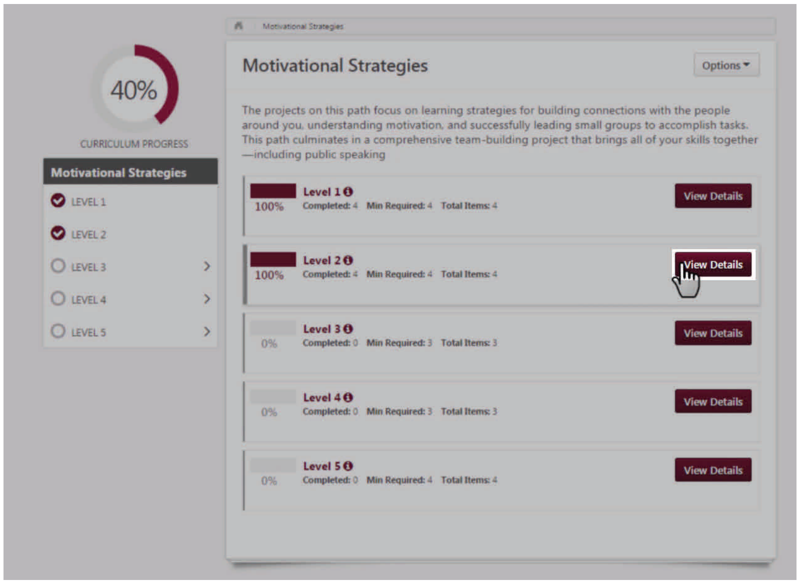


Printing Certificates (Paths on Base Camp)

On the Education Transcript, select the Open Curriculum button next to the path.

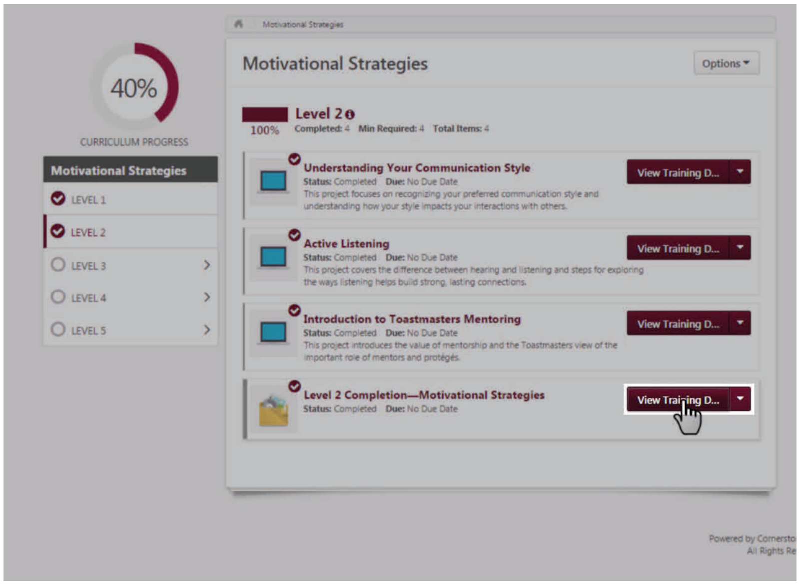


In this example, the member has completed the first two levels in his online path. To print the Level completion certificate, select the View Details button to the right of the completed Level.

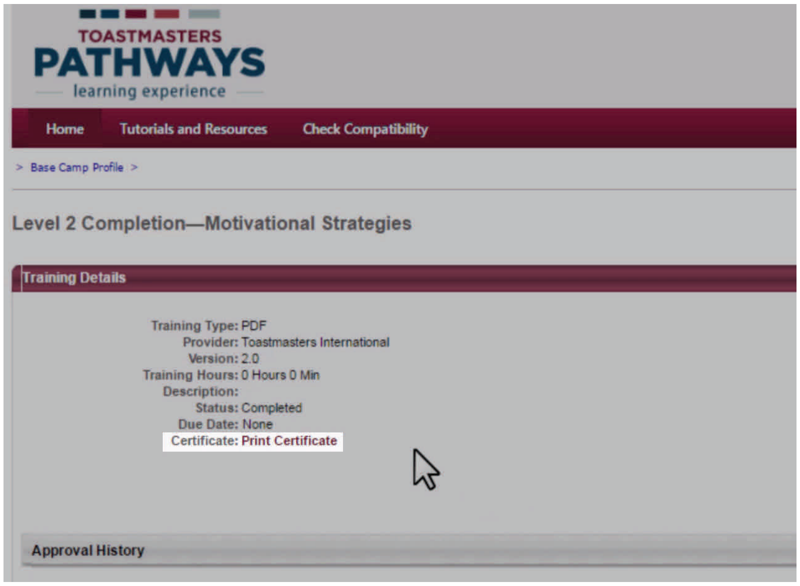


Printing Certificates (Paths on Base Camp)

Next, select the View Training Details button for Level 2 Completion—Motivational Strategies.



On this page, select the burgundy Print Certificate text near the center of the page.



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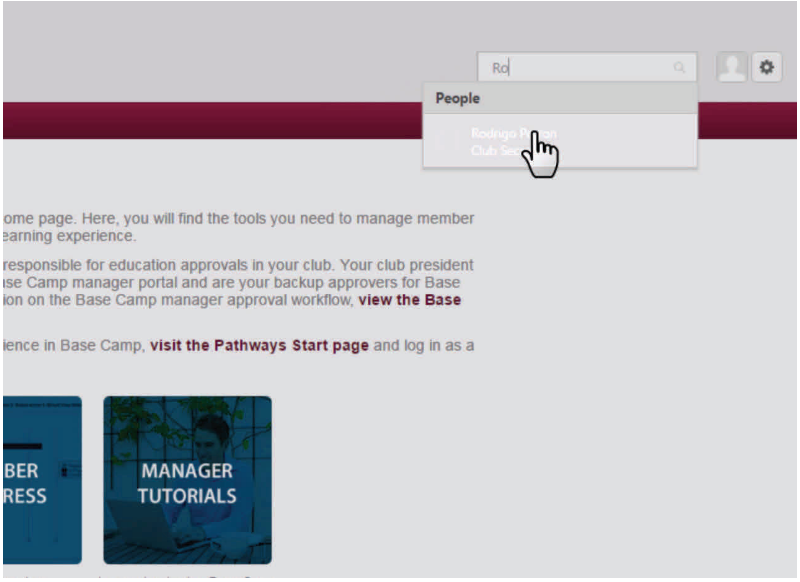
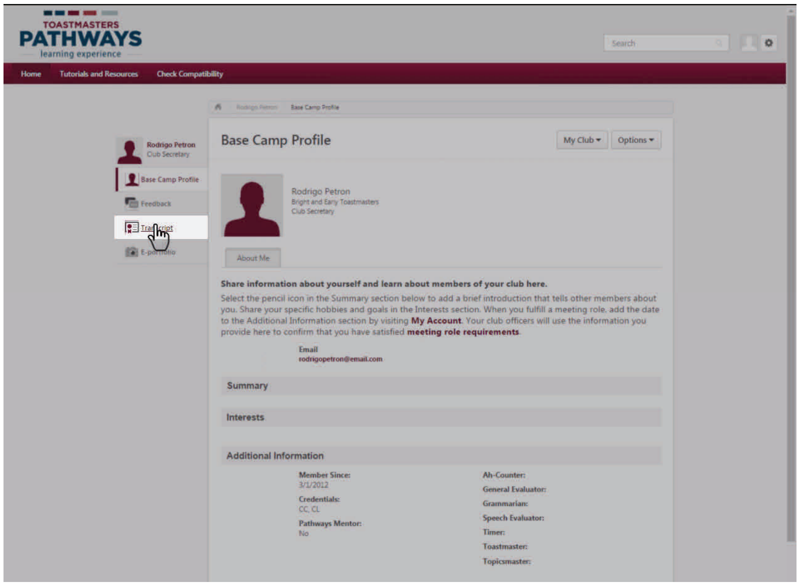
Validating Project and Level Completion (Paths in Print)

For members working on a print path, validate each project as it is completed. When all projects in the level are complete, validate the level.

Begin by searching for the member by typing their name in the Search box. Select the appropriate member.

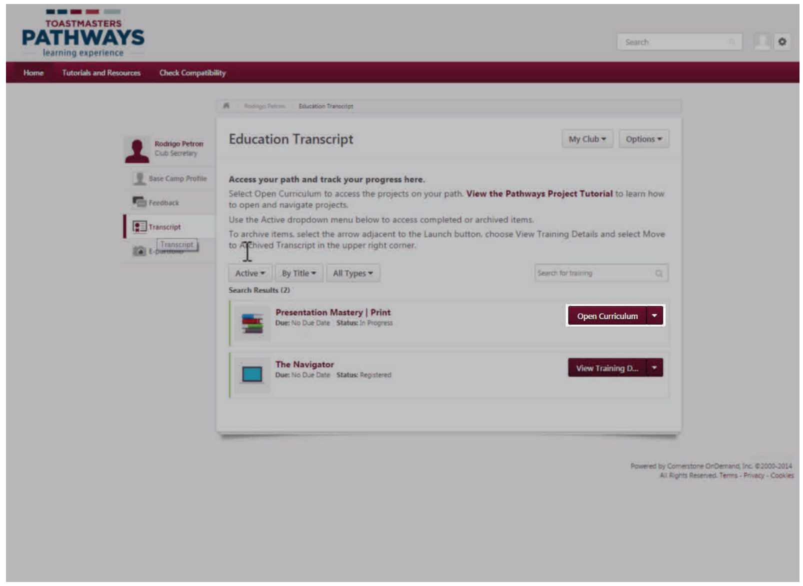


Select the Transcript tab in the member's Base Camp profile.

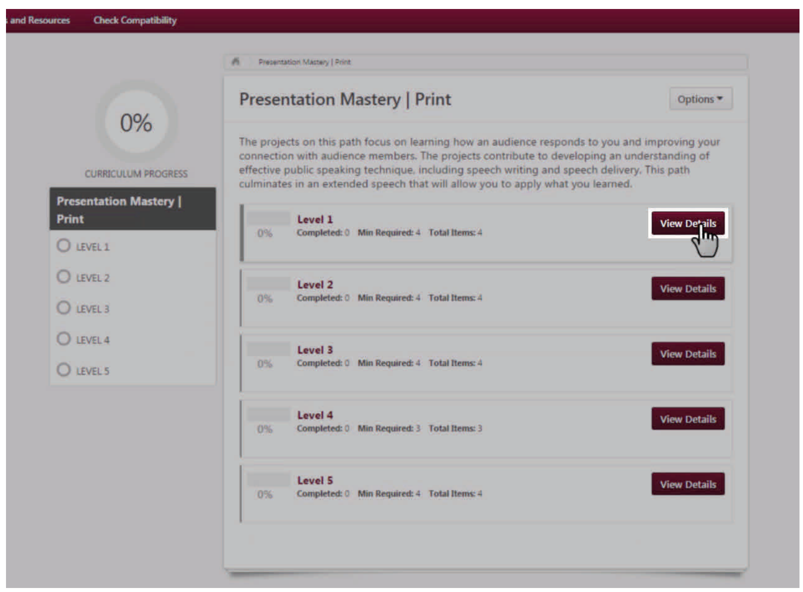


Validating Project and Level Completion (Paths in Print)

On the Education Transcript, select the Open Curriculum button next to the path.

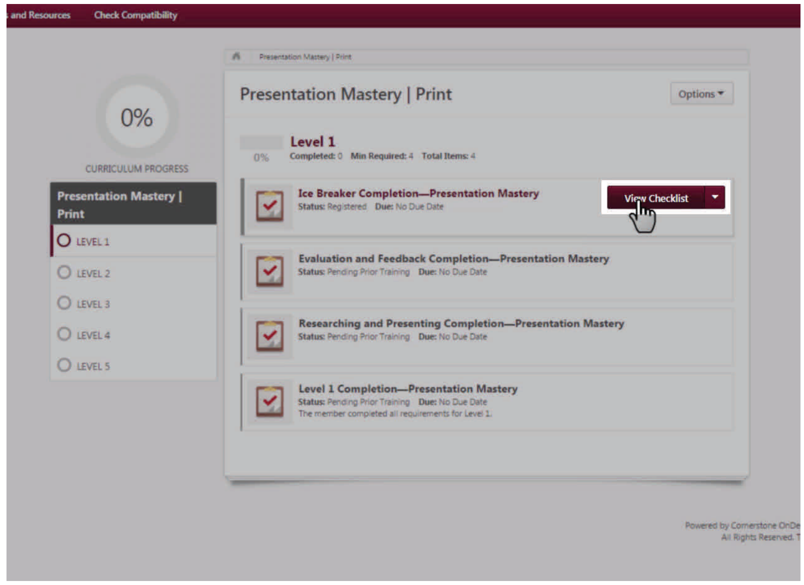


In this example, the member has completed the Ice Breaker in Level 1, and you need to validate the completion. Select the View Details button to the right of Level 1.

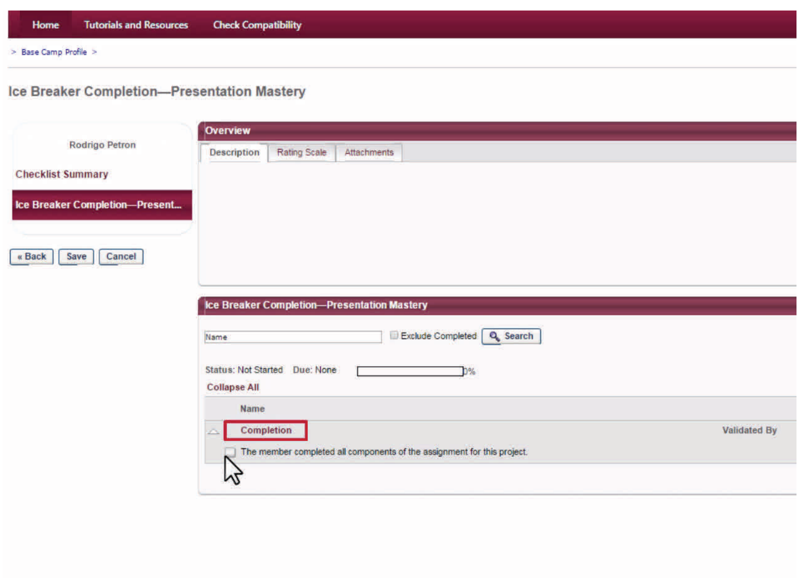


Now you are viewing the projects in Level 1.

Select the View Checklist button next to the Ice Breaker.

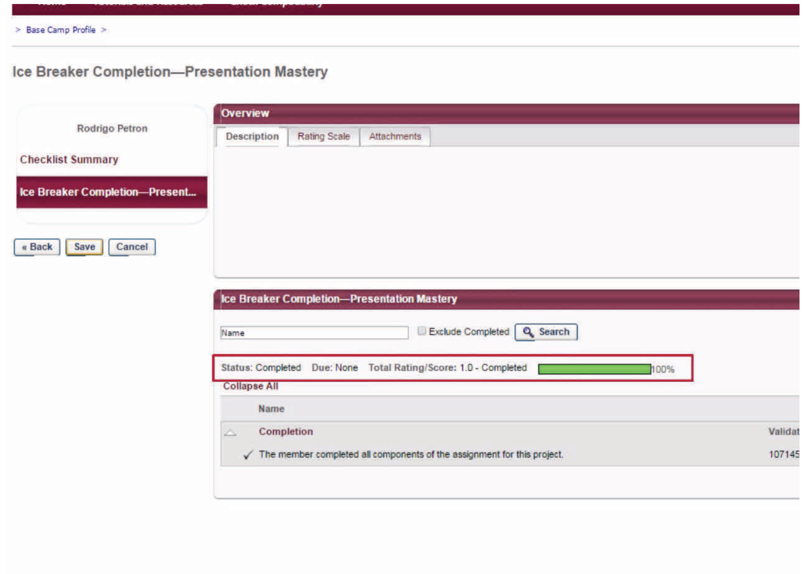


The checklist will open. Check the box under the Completion heading. Select the Save button on the left to save it as complete.

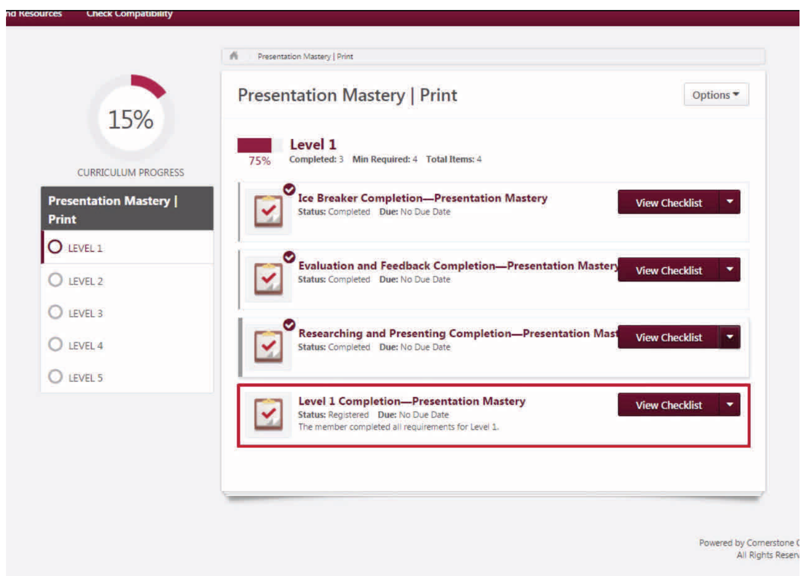


Validating Project and Level Completion (Paths in Print)

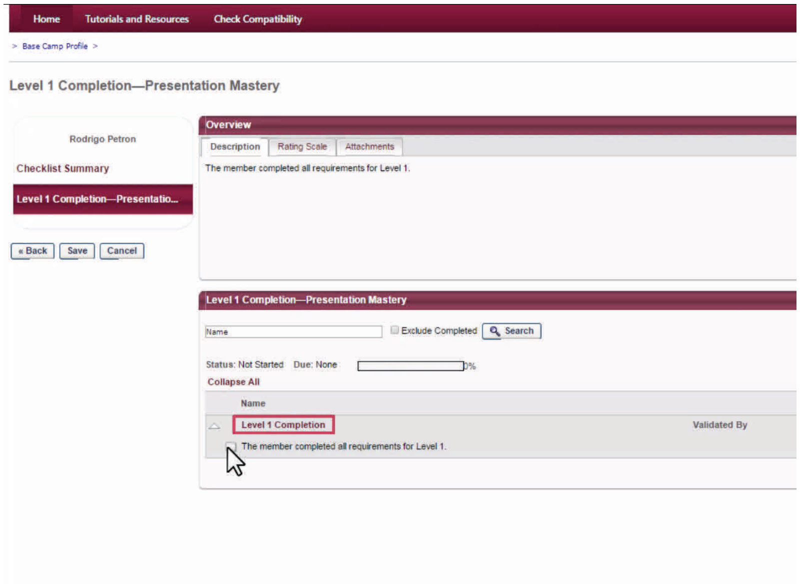
The page will reload and show the project as Completed.



Once all the required projects are validated, you will be able to validate the Level 1 Completion—Presentation Mastery checklist.



For level completion validation, select the check box under the Level 1 Completion heading on this page. Then select the Save button on the left.



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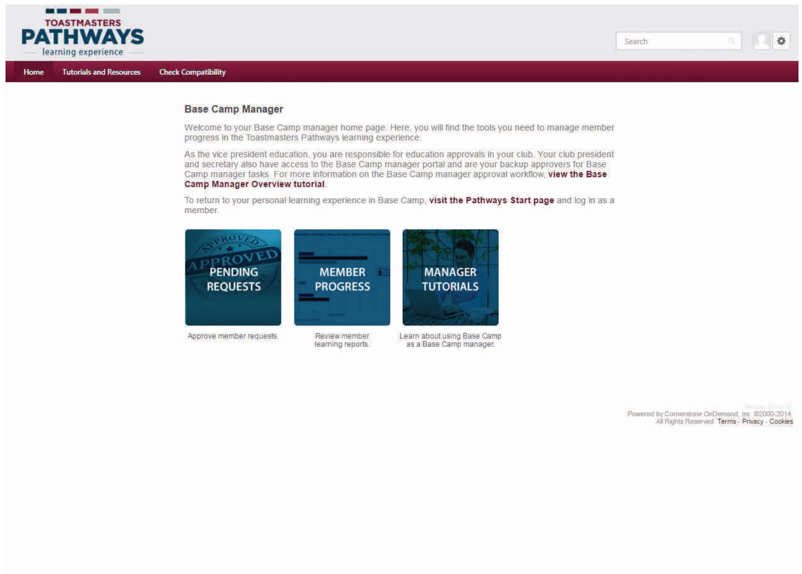
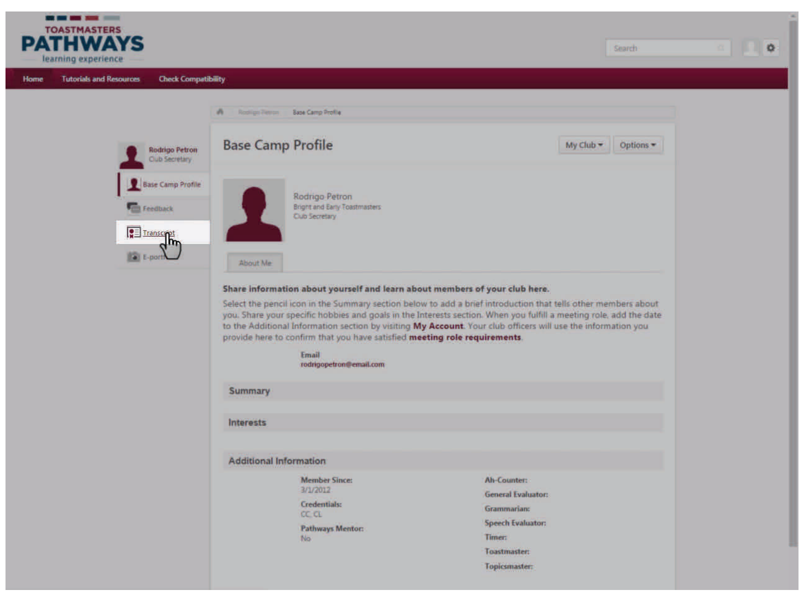
Printing Certificates (Paths in Print)

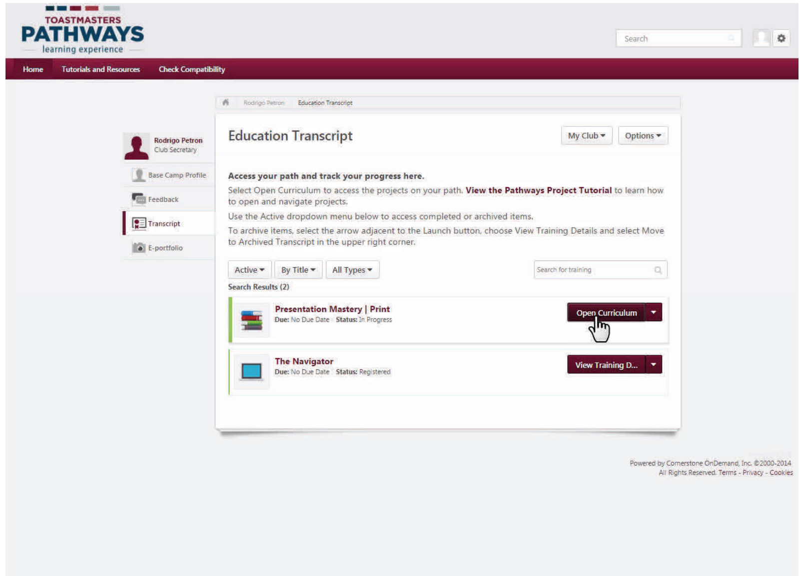
At the completion of each level, you can print certificates for members who are completing their paths with printed materials. Begin by searching for the member in the Search box. Select the appropriate member name when it appears.



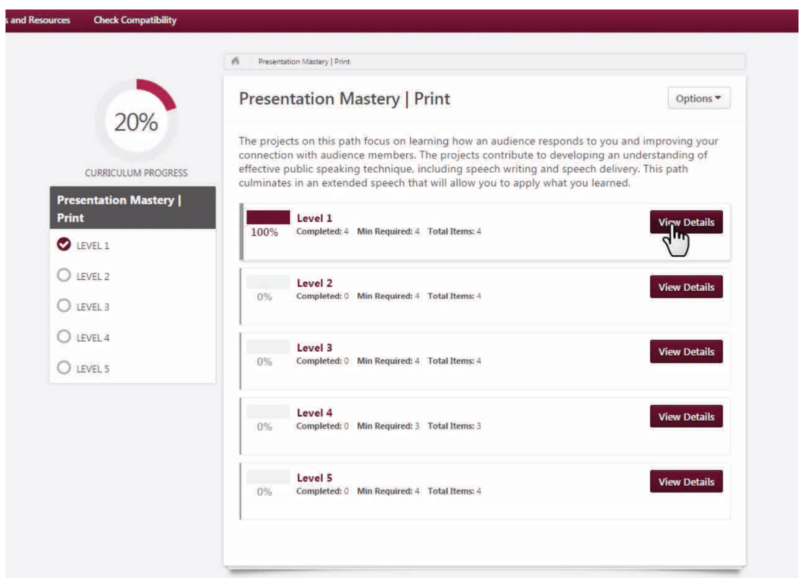
Select the Transcript tab in the member's profile.



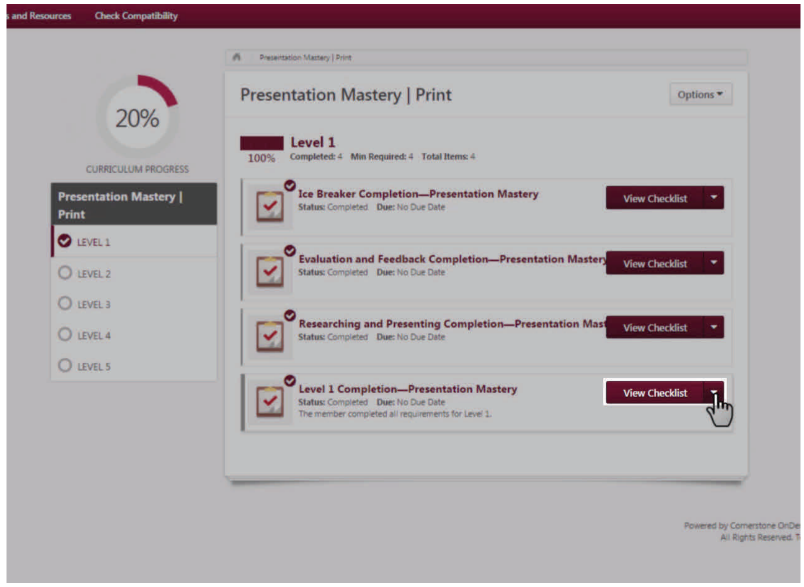
On the Education Transcript, select the Open Curriculum button next to the path. In this example, the member is on the Presentation Mastery | Print path.



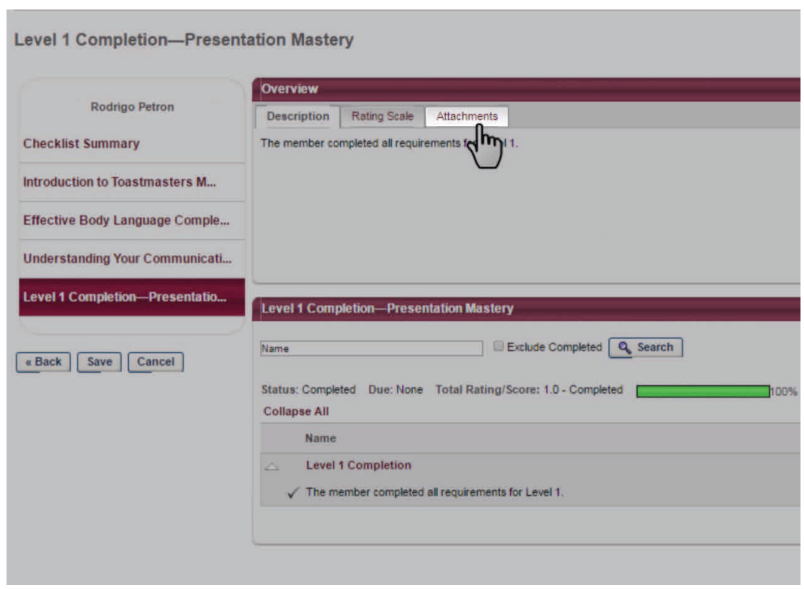
You can see that this member has completed the first level in the path. To print the Level 1 completion certificate, select the View Details button to the right of Level 1.



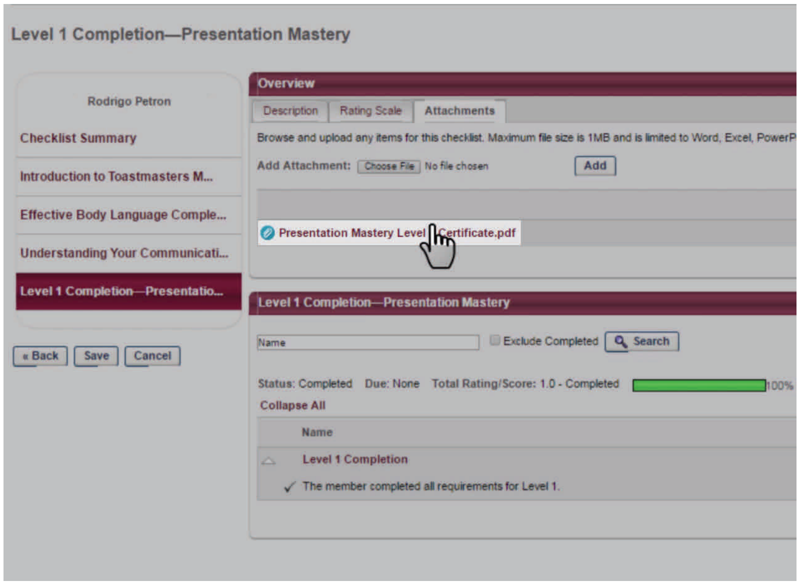
Next to Level 1 Completion—Presentation Mastery, select the View Checklist button.



Select the Attachments tab in the Overview section.



Select the burgundy Presentation Mastery Level 1 Certificate text and the certificate will download to your computer.



Proceed to open the certificate, enter the member name, date, and print or save the
certificate as needed.

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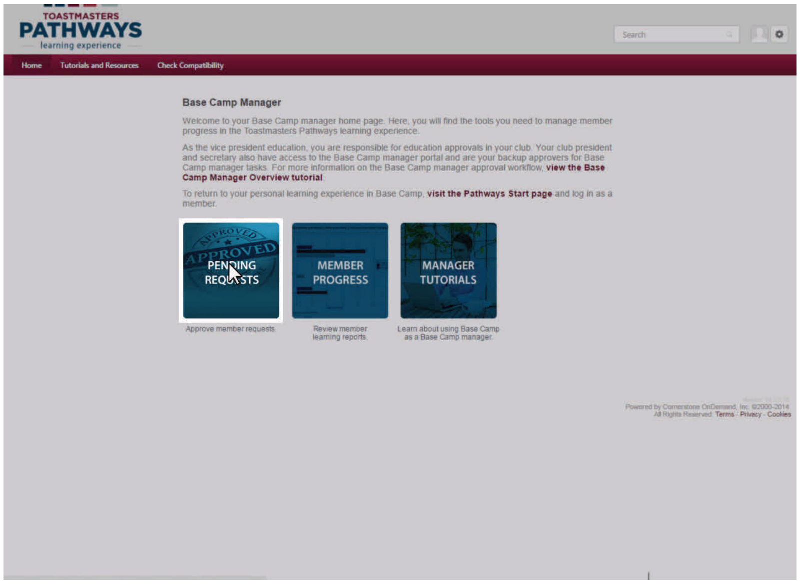
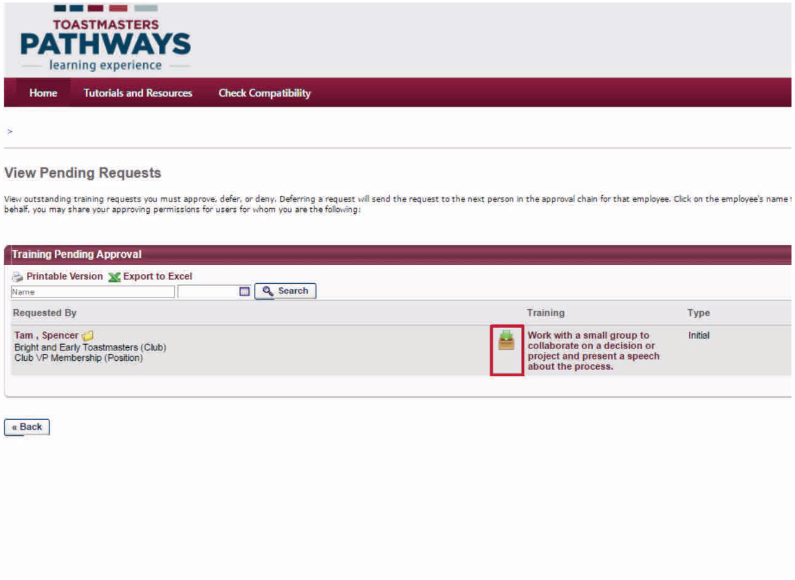
Responding to Initial External Training Requests

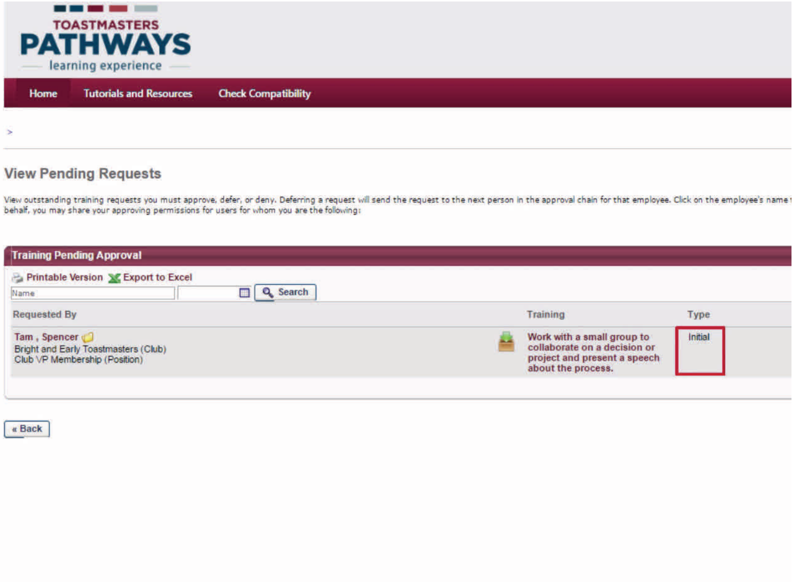
On the homepage, select the Pending Requests tile.



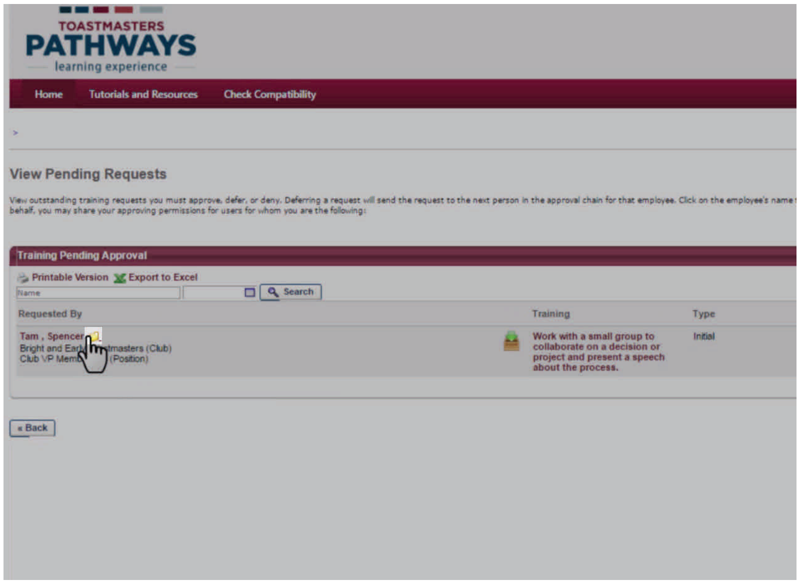
On this page, you can view the External Training Request. Note the icon under the training heading indicates that this is an external training request.



Under Type, it says Initial. That means this is the first step in the external training process and the member needs approval to complete the assignment.

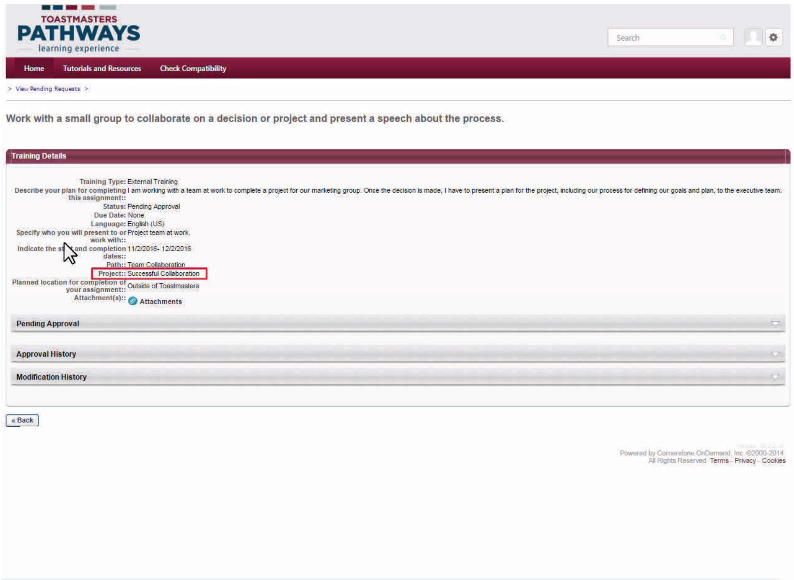


Select the folder next to the member's name to view details about the request.

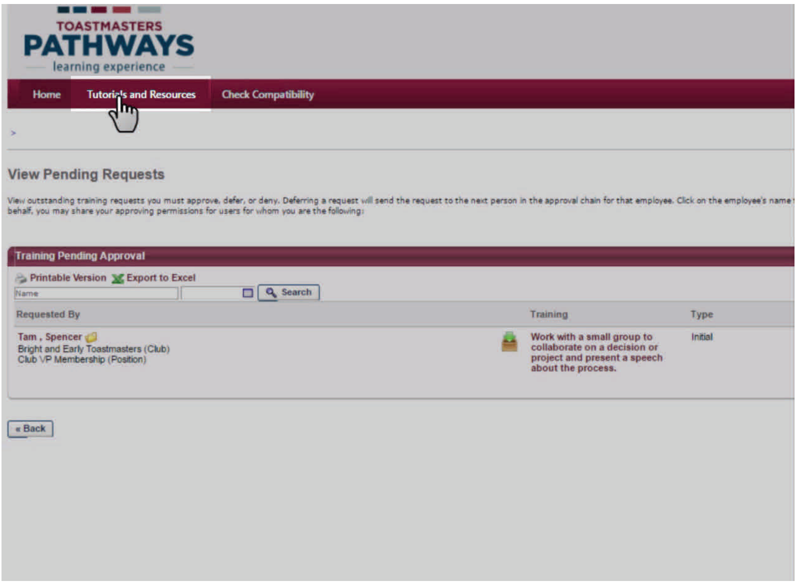


In the Training Details section, review the details of the external training request and decide if it meets the assignment requirements as described in the project description.

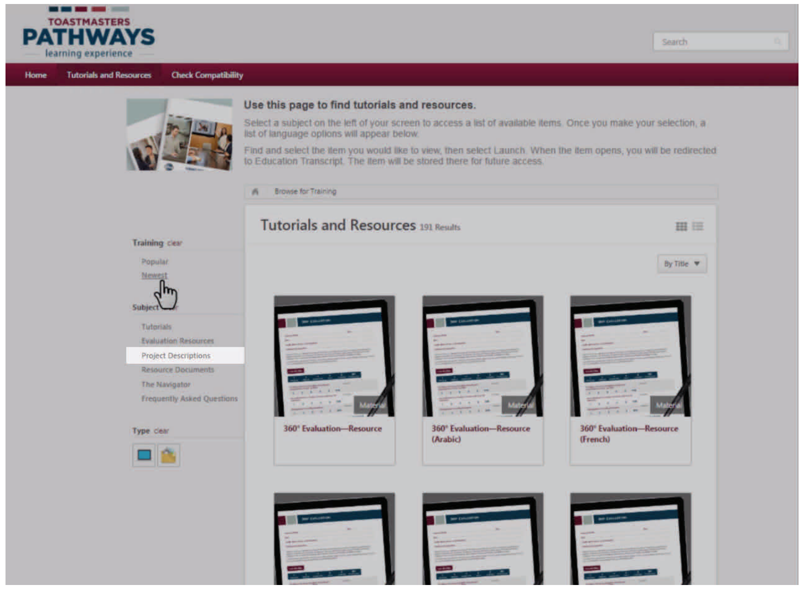
Note the project title.



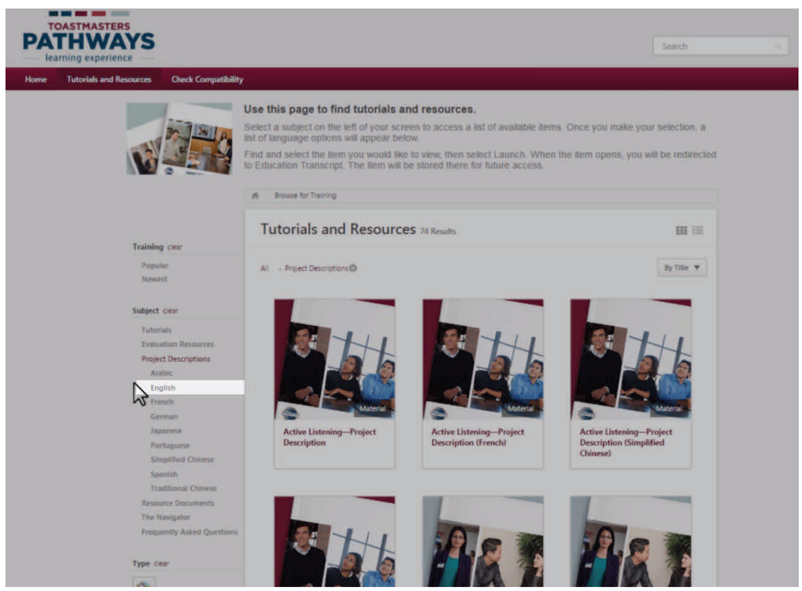
At this point, you will want to review the project requirements and compare it to the proposed external training request. To do so, select Tutorials and Resources on the navigation bar.



On the Tutorials and Resources page, select Project Descriptions under the Subject heading.

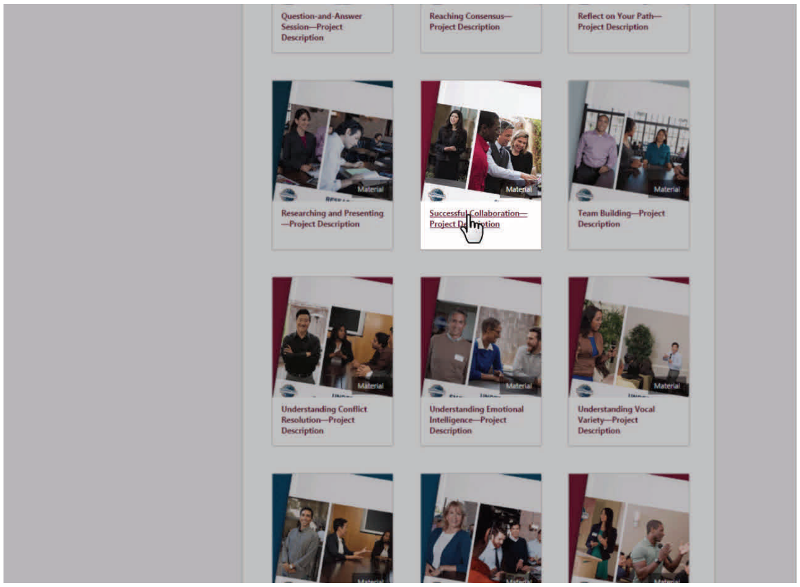


Then select your preferred language.

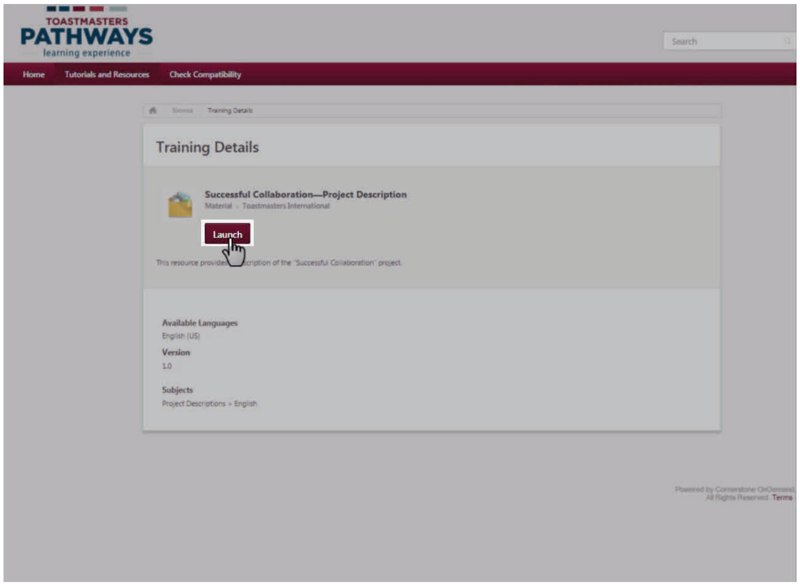


Responding to Initial External Training Requests

The projects will appear in alphabetical order. Navigate to the correct project and select it.

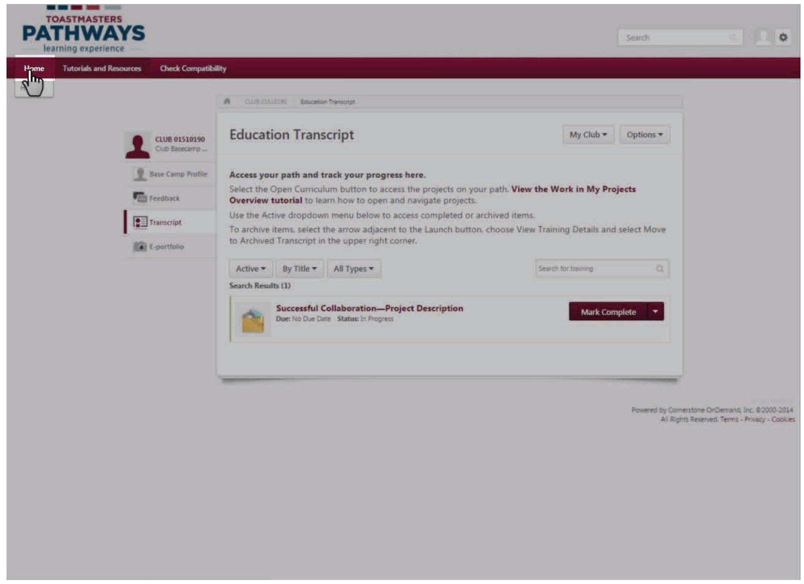


Select the Launch button. The project description will open in PDF form. Proceed to review, save or print the description as necessary.

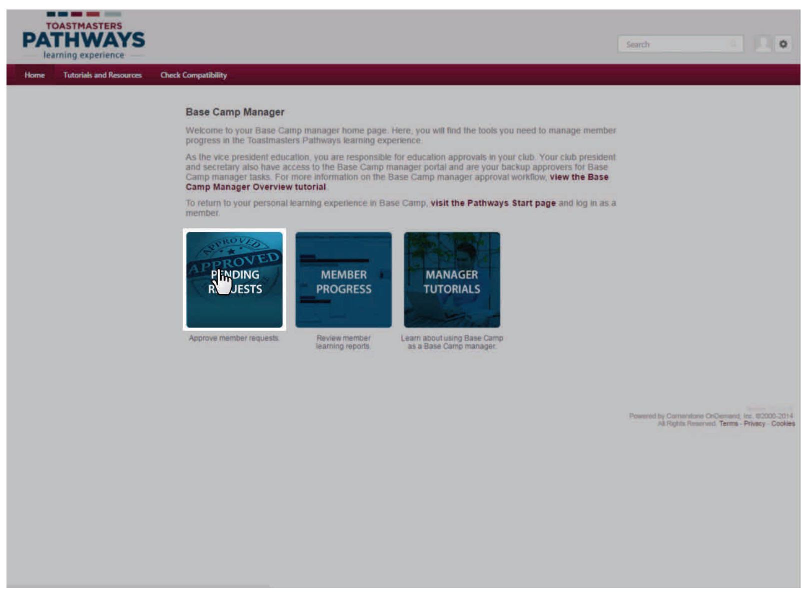


Responding to Initial External Training Requests

Once you have reviewed the project description, select Home on the navigation bar.



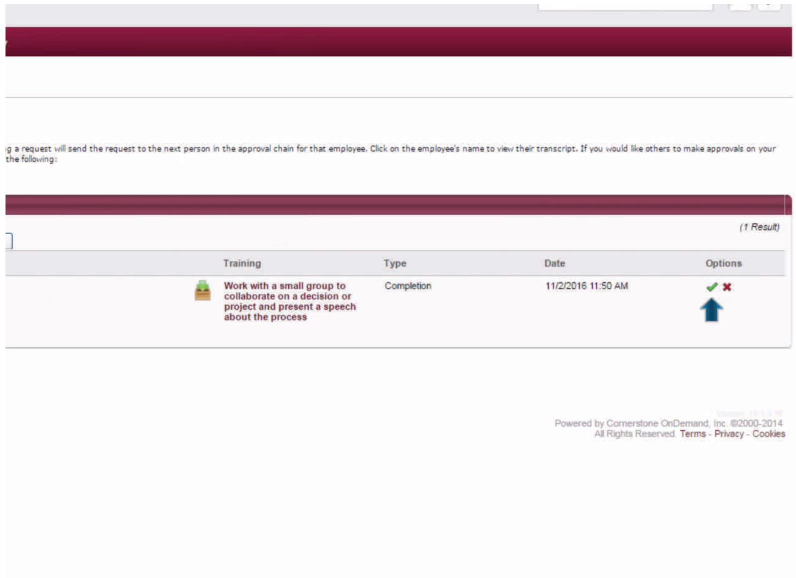
Then select the Pending Requests tile.



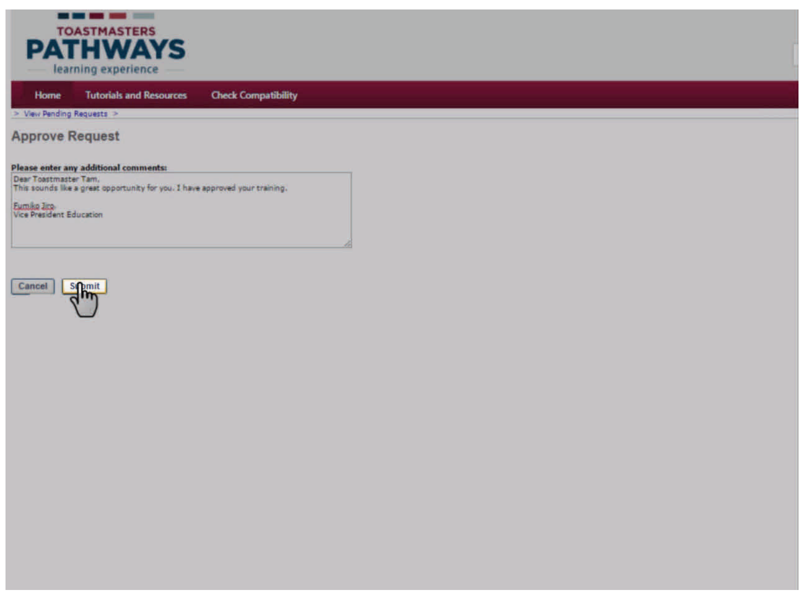
At this point, you can approve or deny the external training request.

To approve the request, select the green check mark.

To deny the request, select the red X.



Enter your name and comments for the member. Then select the Submit button.



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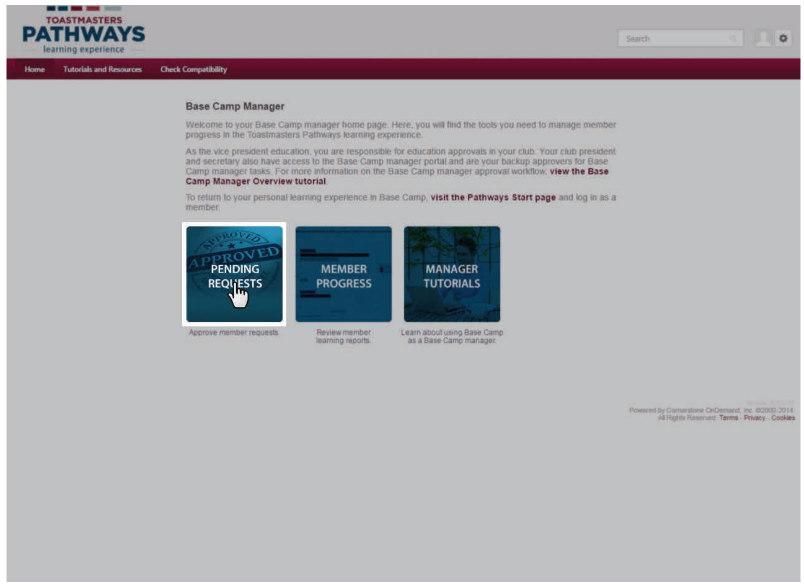
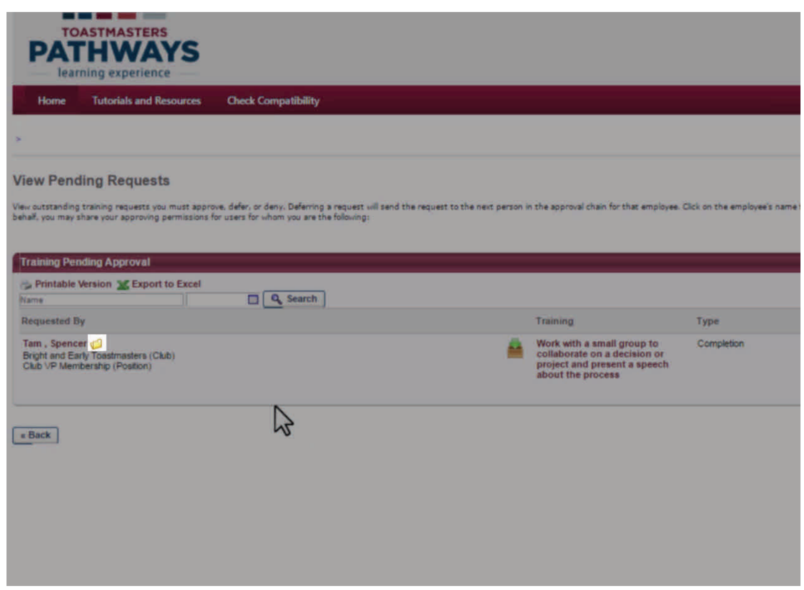
Responding to External Training Completion Requests

Once a member has completed an External Training assignment, they will submit a request for approval of completion. Select the Pending Requests tile on the homepage. Note that under type, it now reads Completion.

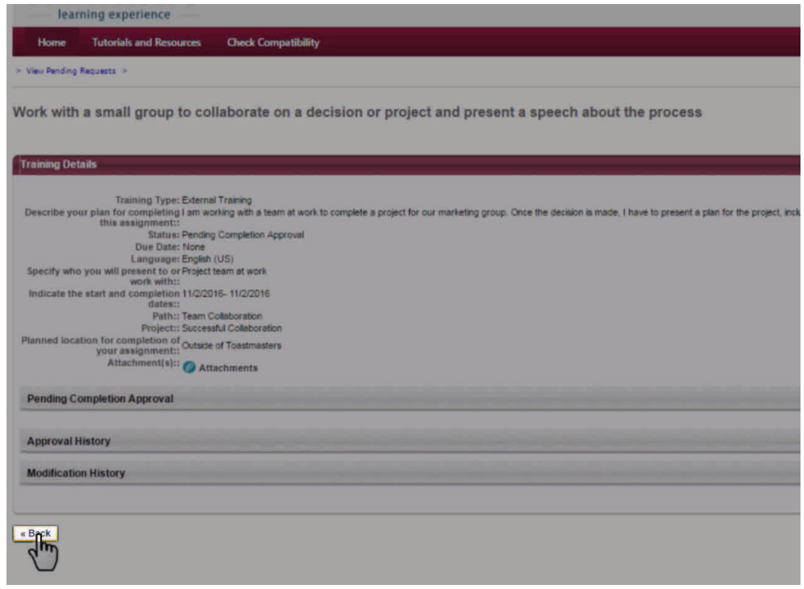


Select the folder next to the member's name to view details about the request.



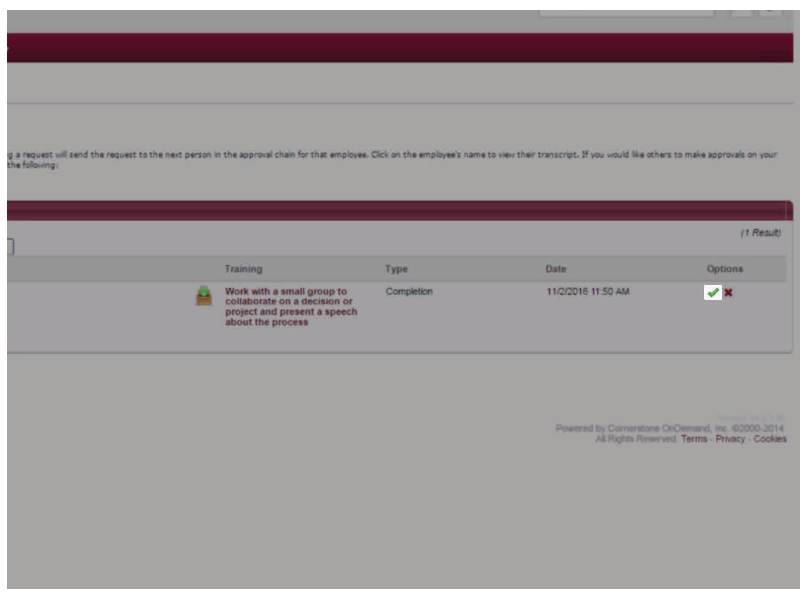
Responding to External Training Completion Requests

In the Training Details page, review the request and decide if it met the assignment requirements. Select the Back button at the bottom to return to the Pending Requests page.

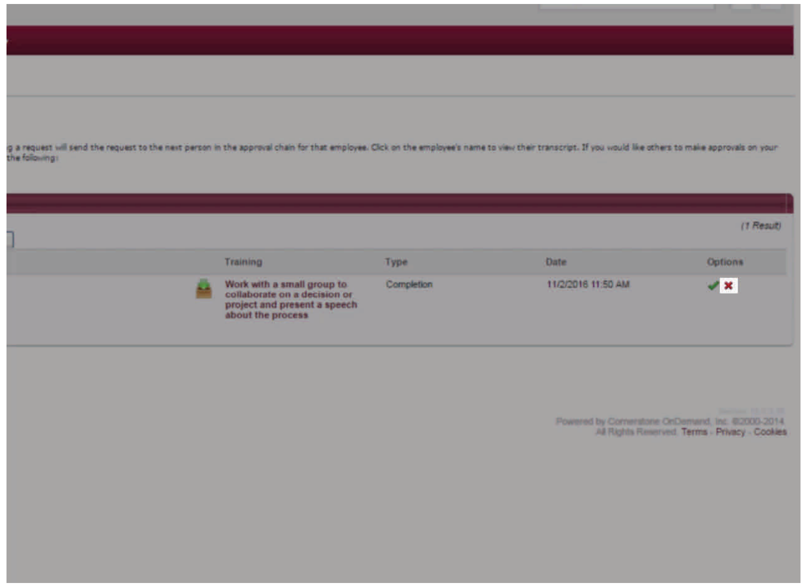


At this point, you can approve or deny the completion request.

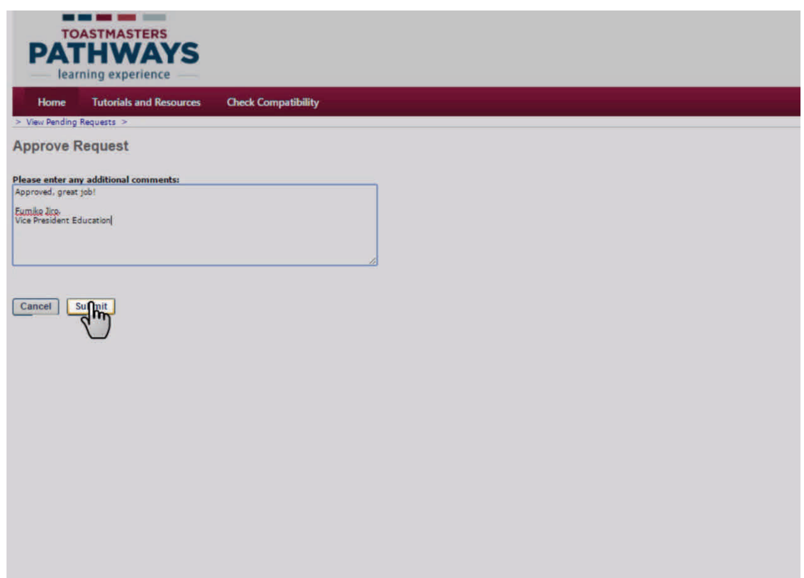
To approve, select the green checkmark.



To deny, select the red X.



Enter your name and comments for the member and select the Submit button.



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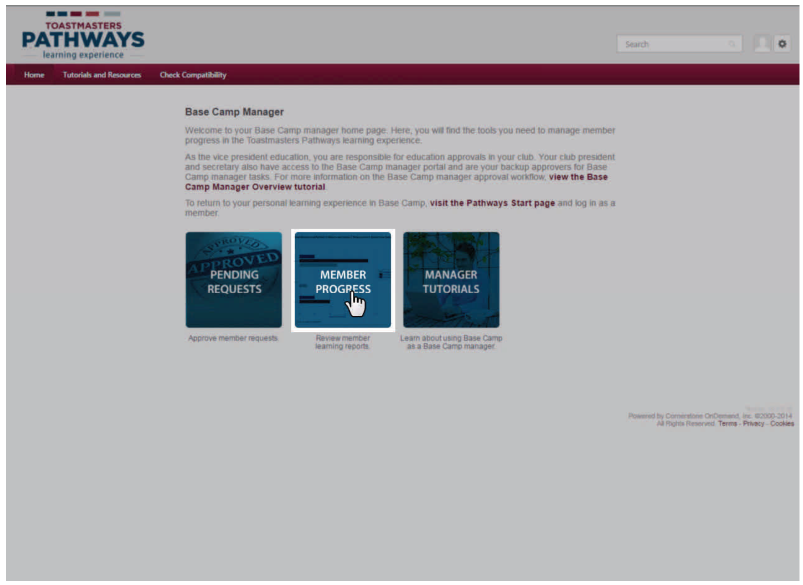
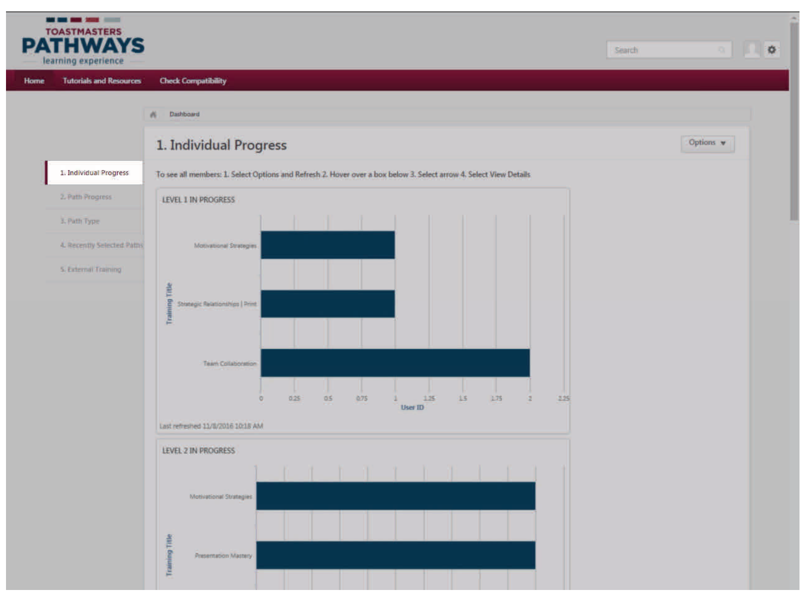
Individual Progress Dashboard

Use the Individual Progress dashboard to review each individual member's progress through their path by level.

Begin by selecting the Member Progress tile from the Base Camp Manager home page.

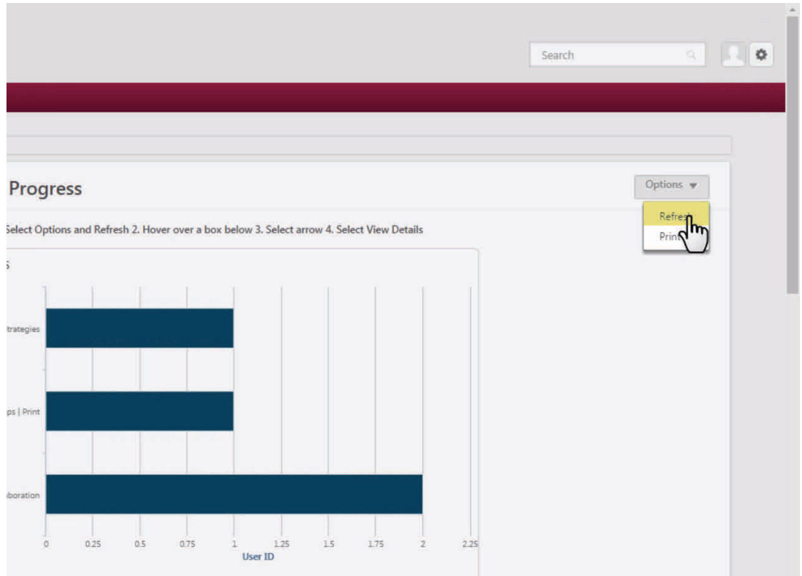


Select the "1. Individual Progress" tab.



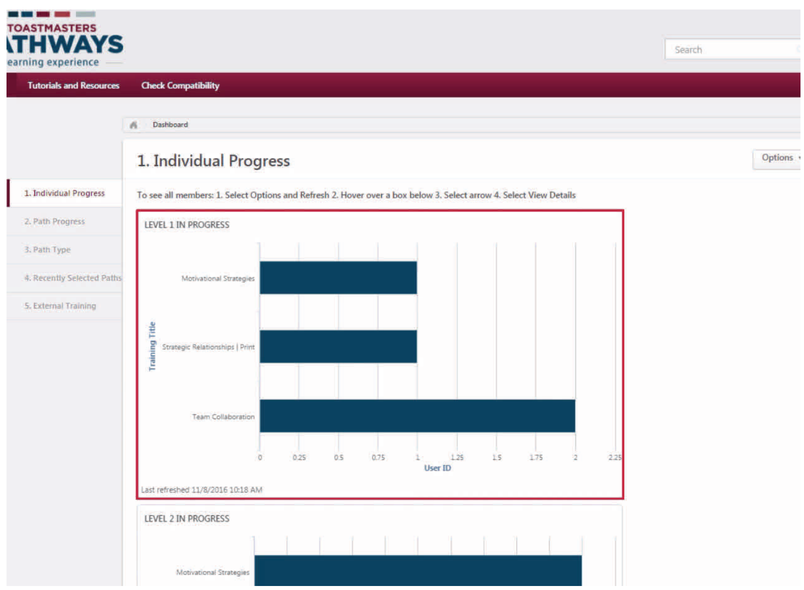
Individual Progress Dashboard

To ensure you have the most up-to-date information, refresh all graphs. To refresh all graphs, select the Options dropdown menu, then select Refresh. To confirm the refresh is complete, check the “Last refreshed” date and time.



Each graph on the page shows individual member progress by path.

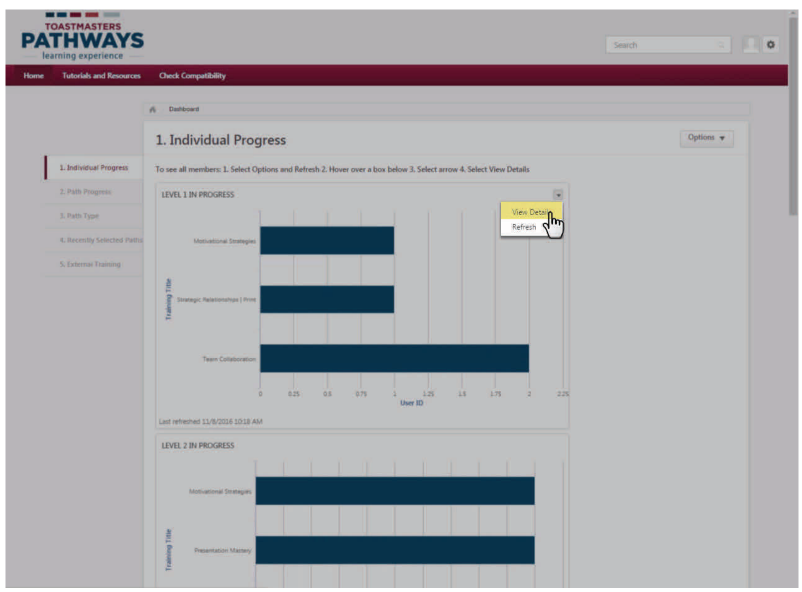
There are five graphs, one for each level.



Individual Progress Dashboard

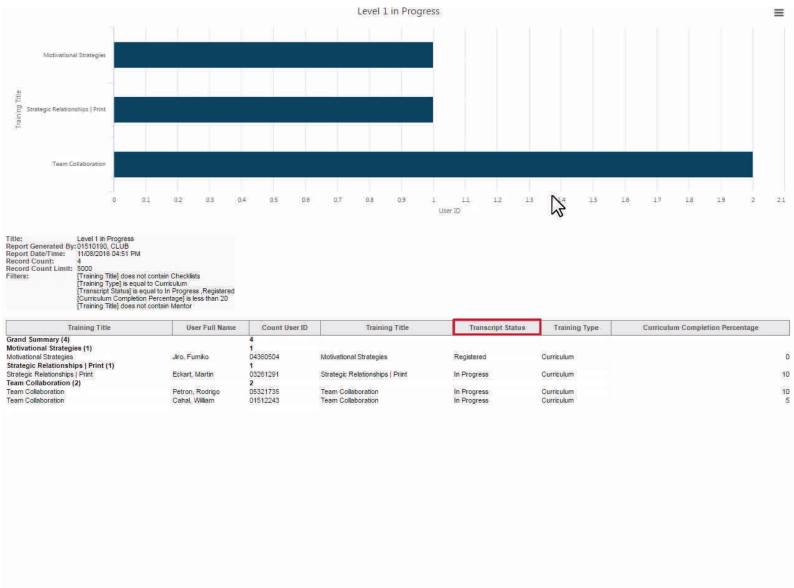
In this example, there are members working in projects in Levels 1, 2 and 3. The bar indicates the number of members in each path. In Level 1, there is one member in Motivational Strategies, one member in Strategic Relationships | Print and two members in Team Collaboration.

Select View Details to see which members are progressing through the level.



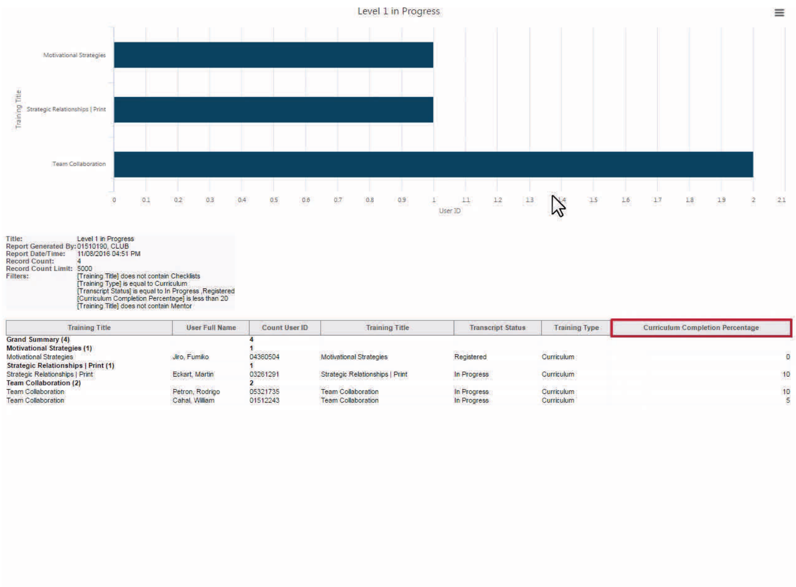
Individual Progress Dashboard

Under the Transcript Status heading, you will see “Registered” when a member has added the path to their transcript. You will see “In Progress” when a member has launched projects in the path. You will only see “Registered” in Level 1.



You can also see the percentage of the path a member has completed under the Curriculum Completion Percentage heading.

This information is especially helpful when you are determining which education goals your members are working to achieve.



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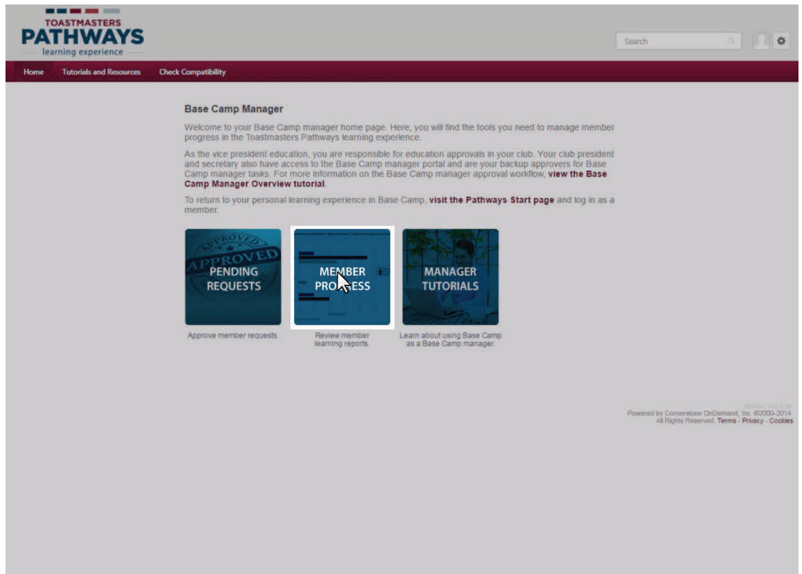
Path Progress Dashboard

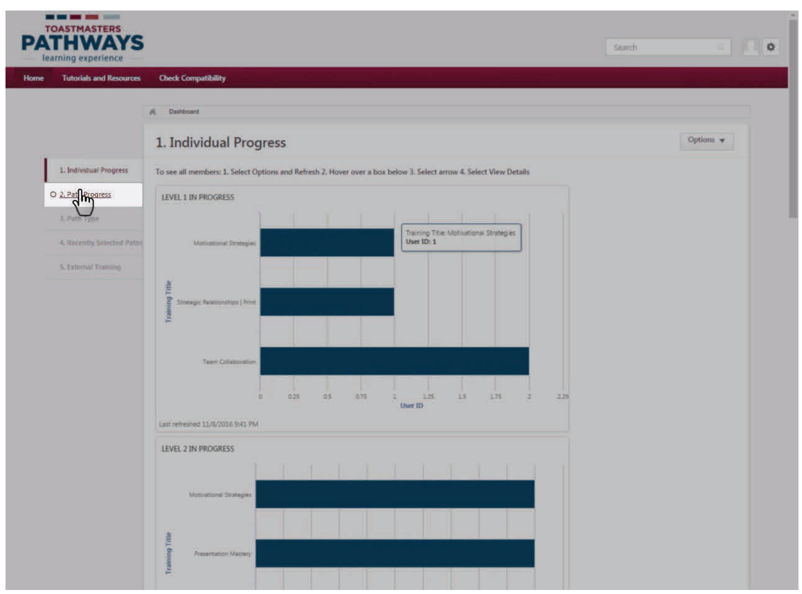
Use the Path Progress dashboard to review the paths that have been selected, are in progress, or have been completed by members in your club.

This information will help you support members connect with others who have completed work on their selected path.

Begin by selecting the Member Progress tile from the Base Camp Manager home page.

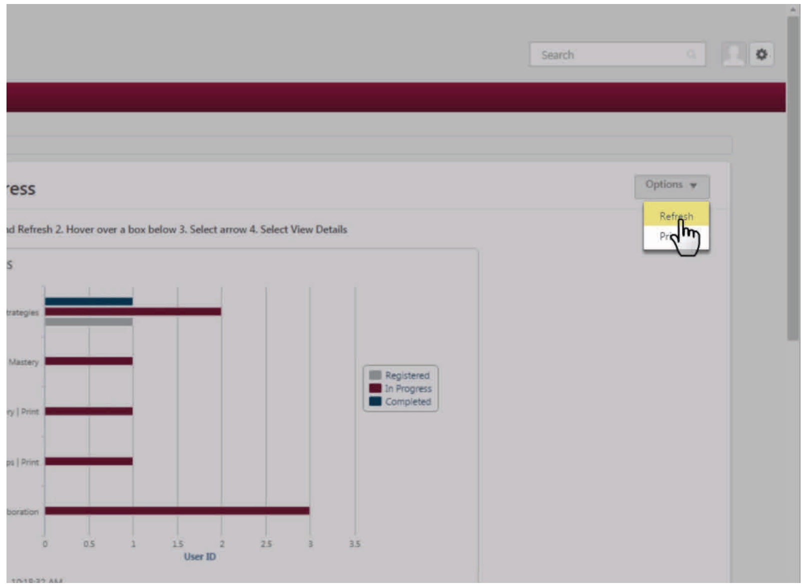


Select the “2. Path Progress” tab.



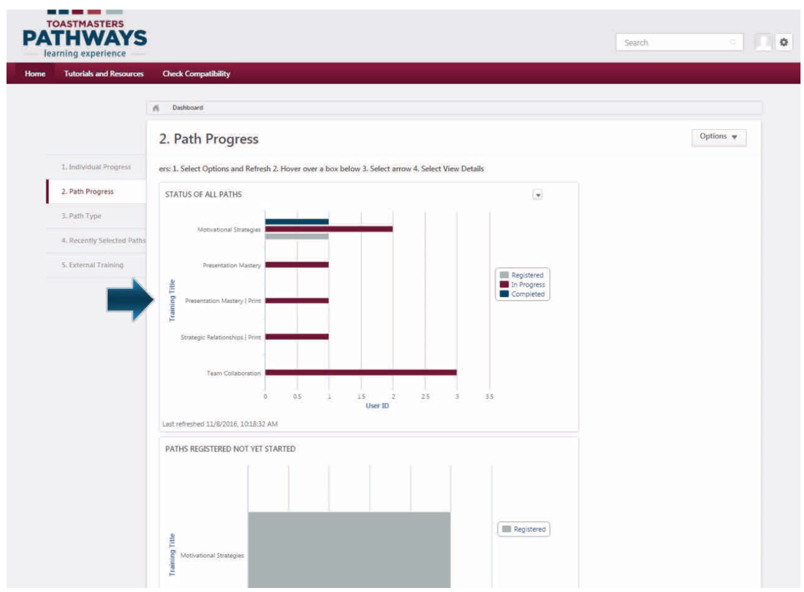
Path Progress Dashboard

To ensure you have the most up-to-date information, refresh all graphs. To refresh all graphs, select the Options dropdown menu, then select Refresh. To confirm the refresh is complete, check the “Last refreshed” date and time.



The first graph shows an overview of the number of members in each status of each path. The legend indicates the color of the bar for Registered, In Progress and Completed.

The other three graphs on this page highlight one of the statuses from the overview.



Path Progress Dashboard

The second graph shows the number of members who have registered for a particular path but have not yet begun working on the projects. This graph is especially useful for identifying which members to encourage and to schedule for their Ice Breaker.

To view the member names, hover over the graph. A down arrow will appear in the upper right corner of the graph. Select it, then select View Details.

The third graph shows the number of members in progress in each path. This graph helps you to align members with similar goals.

To view the member names, hover over the graph. A down arrow will appear in the upper right corner of the graph. Select it, then select View Details.

The fourth graph shows the number of members who have completed a path. This graph is great for highlighting major accomplishments of members in the club.

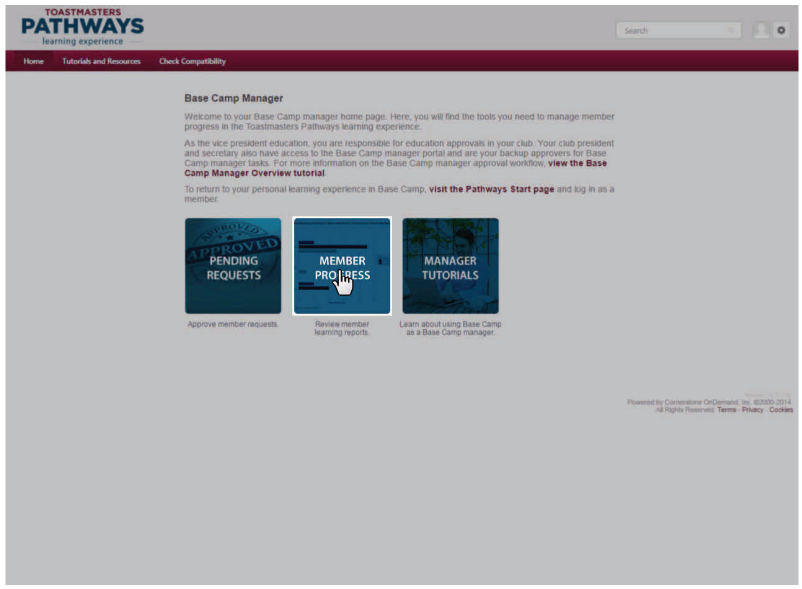
To view the member names, hover over the graph. A down arrow will appear in the upper right corner of the graph. Select it, then select View Details.

BASE CAMP MANAGER
Tutorial Quick Reference Guide

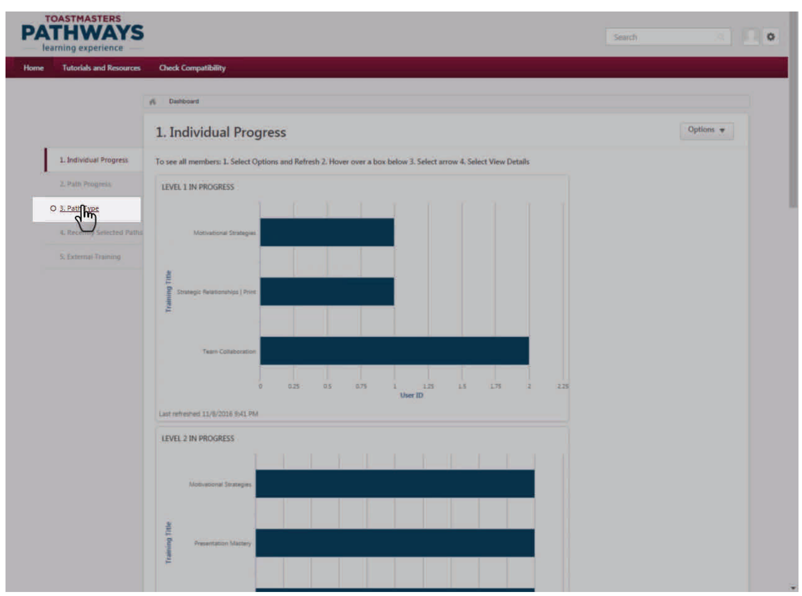
Path Type Dashboard

Use the Path Type dashboard to review the number of members completing paths on Base Camp versus in printed materials.

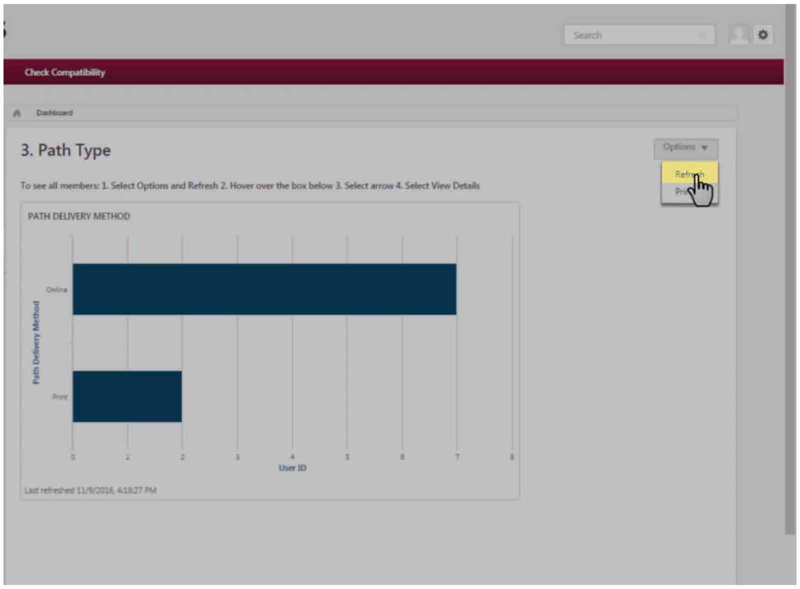
Begin by selecting the Member Progress tile from the Base Camp Manager home page.



Select the “3. Path Type” tab.

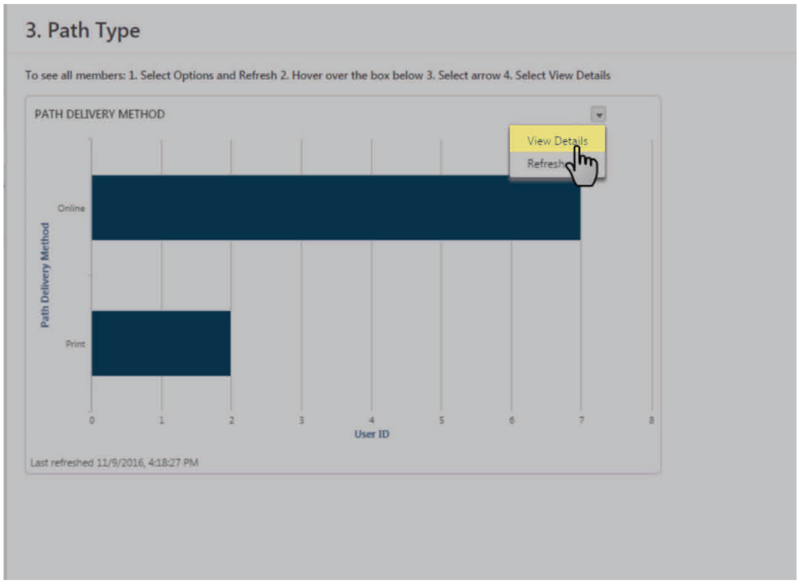


To ensure you have the most up-to-date information, refresh all graphs. To refresh all graphs, select the Options dropdown menu, then select Refresh. To confirm the refresh is complete, check the “Last refreshed” date and time.



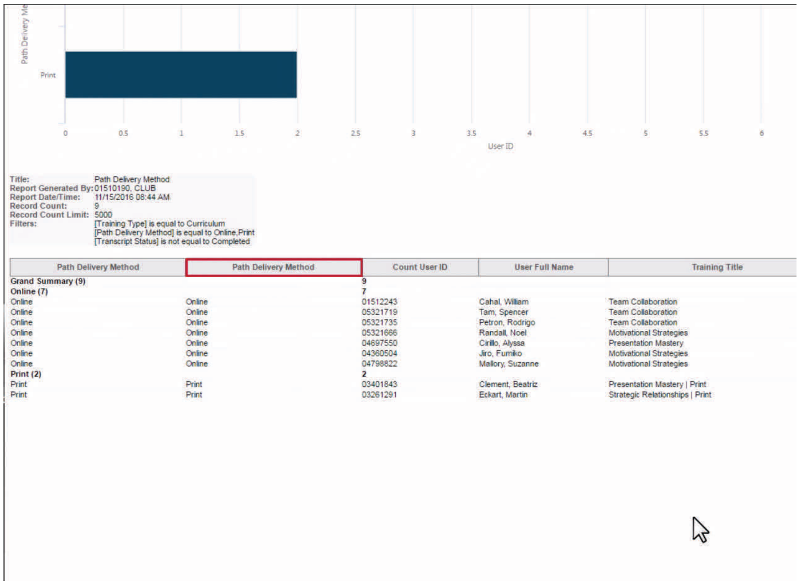
In this example, seven members are completing their paths on Base Camp and two members are completing their paths in printed materials.

Select View Details to see which members are completing their paths on Base Camp or in printed materials.



Path Type Dashboard

Under the Path Delivery Method heading, you can see which members are completing their path in printed materials. This information is especially useful for identifying members who will require a different type of support. For more information, view the Members in Printed Materials tutorial.



Title: Path Delivery Method
Report Generated By: 01510190, CLUB
Report Date/Time: 11/15/2016 08:44 AM
Record Count: 9
Record Count Limit: 5000
Filters: [Training Type] is equal to Curriculum
[Path Delivery Method] is equal to Online,Print
[Transcript Status] is not equal to Completed

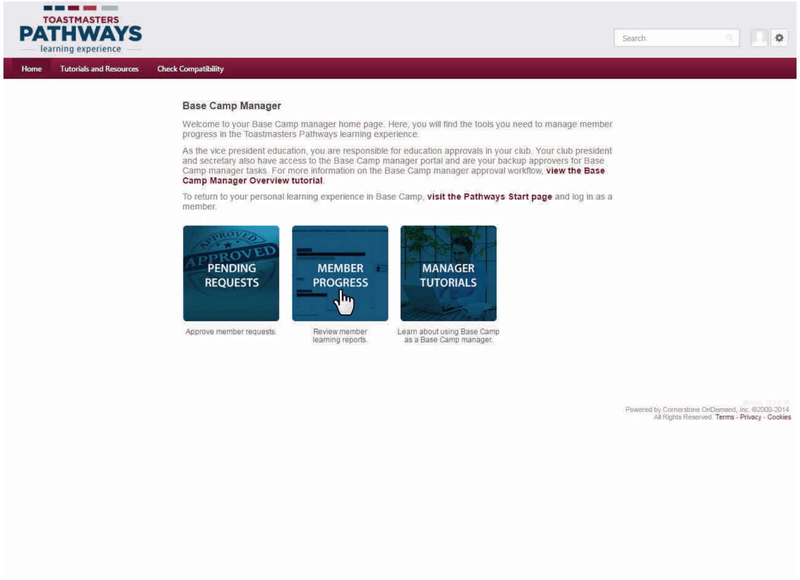
Path Delivery Method	Path Delivery Method	Count User ID	User Full Name	Training Title
Grand Summary (9)		**9**		
Online (7)		**7**		
Online	Online	01512243	Cahal, William	Team Collaboration
Online	Online	05321719	Tam, Spencer	Team Collaboration
Online	Online	05321735	Petron, Rodrigo	Team Collaboration
Online	Online	05321666	Randall, Noel	Motivational Strategies
Online	Online	04697550	Cirillo, Alyssa	Presentation Mastery
Online	Online	04360504	Jiro, Fumiko	Motivational Strategies
Online	Online	04798822	Mallory, Suzanne	Motivational Strategies
Print (2)		**2**		
Print	Print	03401843	Clement, Beatriz	Presentation Mastery | Print
Print	Print	03261291	Eckart, Martin	Strategic Relationships | Print

BASE CAMP MANAGER
Tutorial Quick Reference Guide

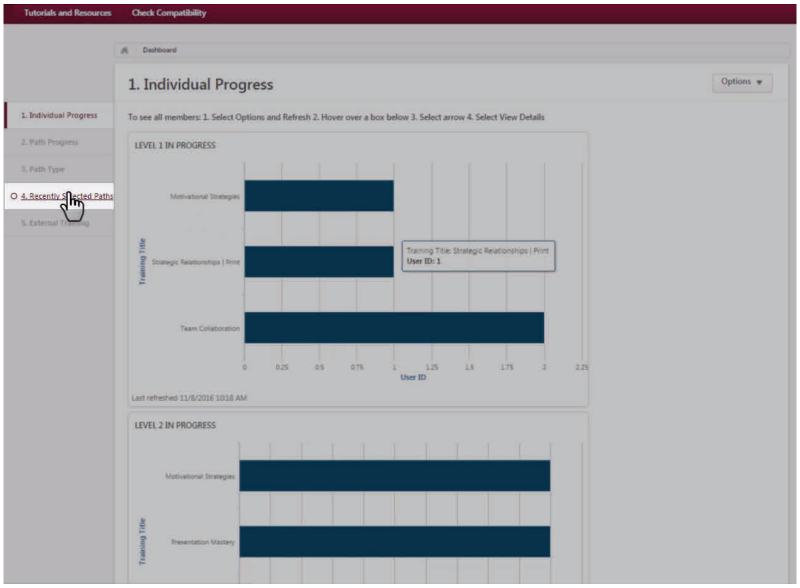
Recently Selected Paths Dashboard

Use the Recently Selected Paths dashboard to review the paths members of your club have registered for in the last month.

Begin by selecting the Member Progress tile from the Base Camp Manager home page.

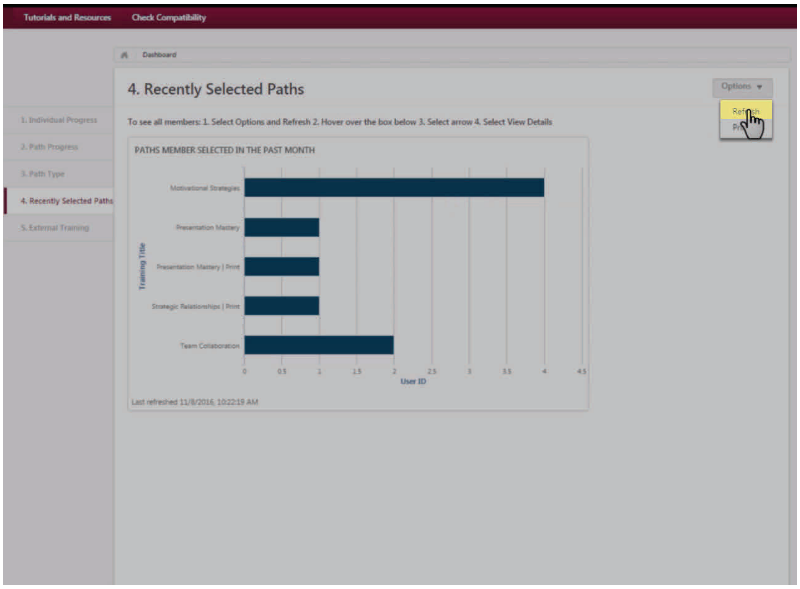


Select the "4. Recently Selected Paths" tab.



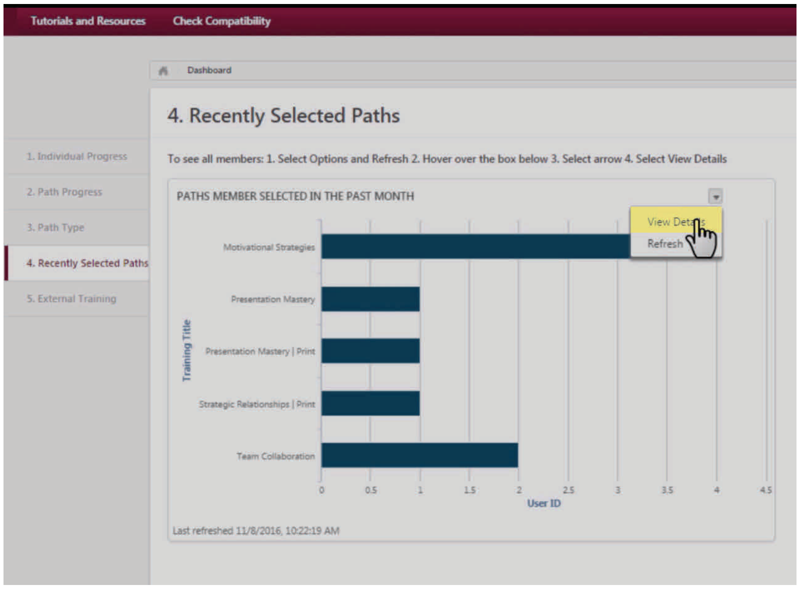
Recently Selected Paths Dashboard

To ensure you have the most up-to-date information, refresh all graphs. To refresh all graphs, select the Options dropdown menu, then select Refresh. To confirm the refresh is complete, check the “Last refreshed” date and time.



This graph shows that four members have registered for Motivational Strategies, two have registered for Team Collaboration and the remaining three paths have had one member register in each.

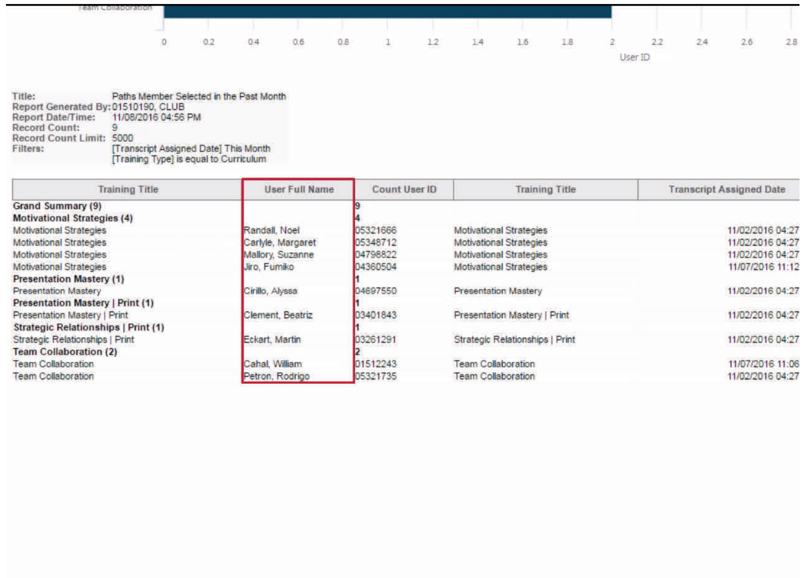
Select View Details to see which members have recently begun each path.



Recently Selected Paths Dashboard

The names of the members who have registered for each path are visible at the bottom of the screen.

This information is especially useful for connecting new members or members starting a new path with other members working in the same path.



Title: Paths Member Selected in the Past Month
Report Generated By: 01510190, CLUB
Report Date/Time: 11/08/2016 04:56 PM
Record Count: 9
Record Count Limit: 5000
Filters: [Transcript Assigned Date] This Month
[Training Type] is equal to Curriculum

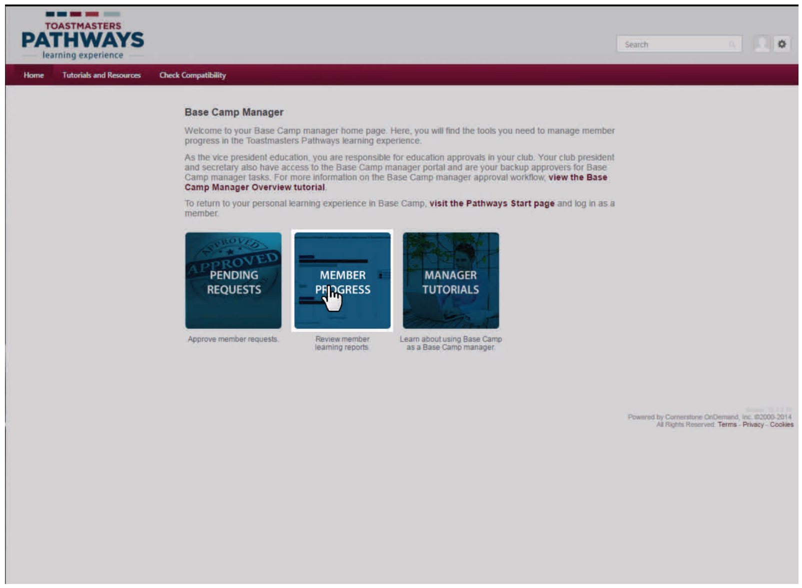
<table>
<tr><th>Training Title</th><th>User Full Name</th><th>Count User ID</th><th>Training Title</th><th>Transcript Assigned Date</th></tr>
<tr><td>Grand Summary (9)</td><td></td><td>9</td><td></td><td></td></tr>
<tr><td>Motivational Strategies (4)</td><td></td><td>4</td><td></td><td></td></tr>
<tr><td>Motivational Strategies</td><td>Randall, Noel</td><td>05321666</td><td>Motivational Strategies</td><td>11/02/2016 04:27</td></tr>
<tr><td>Motivational Strategies</td><td>Carlyle, Margaret</td><td>05348712</td><td>Motivational Strategies</td><td>11/02/2016 04:27</td></tr>
<tr><td>Motivational Strategies</td><td>Mallory, Suzanne</td><td>04798822</td><td>Motivational Strategies</td><td>11/02/2016 04:27</td></tr>
<tr><td>Motivational Strategies</td><td>Jiro, Fumiko</td><td>04360504</td><td>Motivational Strategies</td><td>11/07/2016 11:12</td></tr>
<tr><td>Presentation Mastery (1)</td><td></td><td>1</td><td></td><td></td></tr>
<tr><td>Presentation Mastery</td><td>Cirillo, Alyssa</td><td>04697550</td><td>Presentation Mastery</td><td>11/02/2016 04:27</td></tr>
<tr><td>Presentation Mastery | Print (1)</td><td></td><td>1</td><td></td><td></td></tr>
<tr><td>Presentation Mastery | Print</td><td>Clement, Beatriz</td><td>03401843</td><td>Presentation Mastery | Print</td><td>11/02/2016 04:27</td></tr>
<tr><td>Strategic Relationships | Print (1)</td><td></td><td>1</td><td></td><td></td></tr>
<tr><td>Strategic Relationships | Print</td><td>Eckart, Martin</td><td>03261291</td><td>Strategic Relationships | Print</td><td>11/02/2016 04:27</td></tr>
<tr><td>Team Collaboration (2)</td><td></td><td>2</td><td></td><td></td></tr>
<tr><td>Team Collaboration</td><td>Cahal, William</td><td>01512243</td><td>Team Collaboration</td><td>11/07/2016 11:06</td></tr>
<tr><td>Team Collaboration</td><td>Petron, Rodrigo</td><td>05321735</td><td>Team Collaboration</td><td>11/02/2016 04:27</td></tr>
</table>

BASE CAMP MANAGER
Tutorial Quick Reference Guide

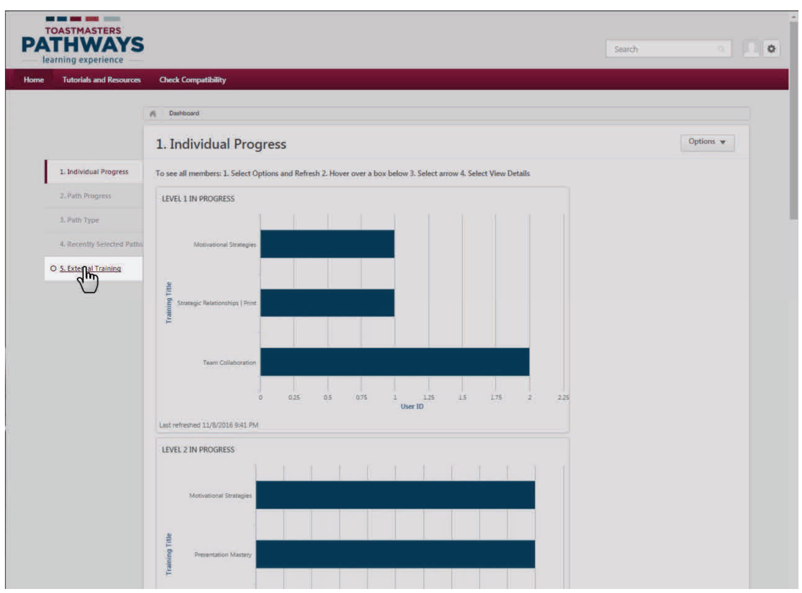
External Training Dashboard

Use the External Training Dashboard to review members completing an assignment outside your club.

Begin by selecting the Member Progress tile from the Base Camp Manager home page.

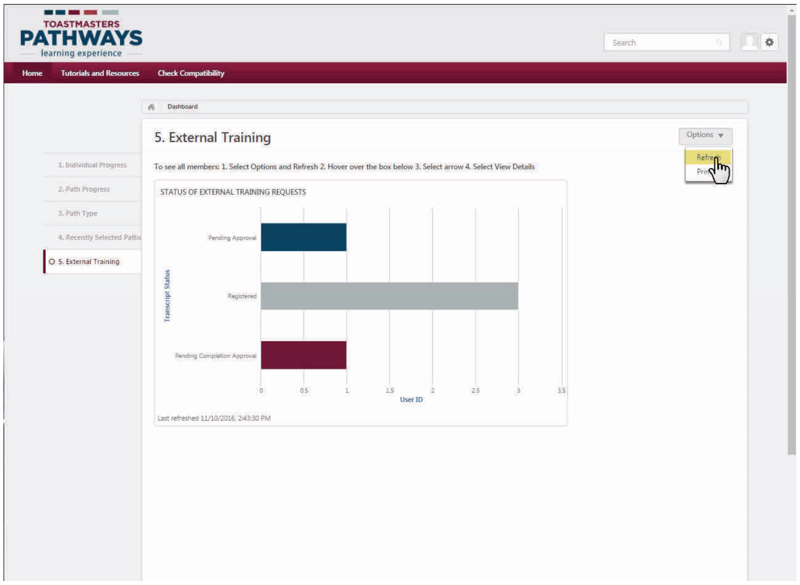


Select the "5. External Training" tab.



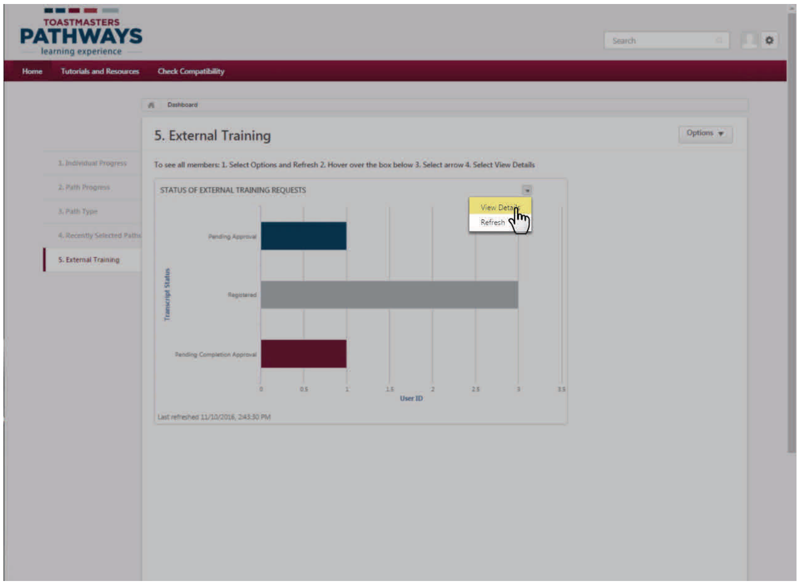
External Training Dashboard

To ensure you have the most up-to-date information, refresh all graphs. To refresh all graphs, select the Options dropdown menu, then select Refresh. To confirm the refresh is complete, check the “Last refreshed” date and time.

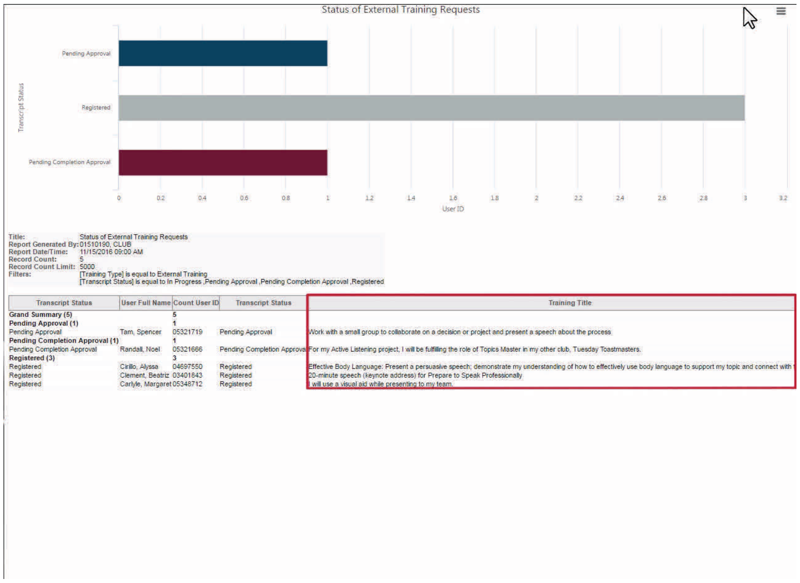


In this example, one member has submitted the initial request to complete an assignment outside the club, and is awaiting approval. Three members are registered, which means they have had their request approved but have not yet completed their assignments. One member has completed their assignment and is awaiting approval for credit.

Select View Details to see member names.



The details page shows the names of members represented on the graph. Under Training Title the brief description of each member's assignment is visible.



Transcript Status	User Full Name	Count User ID	Transcript Status	Training Title
Grand Summary (5)		**5**		
Pending Approval (1)		**1**		
Pending Approval	Tam, Spencer	05321719	Pending Approval	Work with a small group to collaborate on a decision or project and present a speech about the process.
Pending Completion Approval (1)		**1**		
Pending Completion Approval	Randall, Noel	05321666	Pending Completion Approva	For my Active Listening project, I will be fulfilling the role of Topics Master in my other club, Tuesday Toastmasters.
Registered (3)		**3**		
Registered	Cirillo, Alyssa	04697550	Registered	Effective Body Language: Present a persuasive speech; demonstrate my understanding of how to effectively use body language to support my topic and connect with
Registered	Clement, Beatriz	03401843	Registered	20-minute speech (keynote address) for Prepare to Speak Professionally
Registered	Carlyle, Margaret	05348712	Registered	I will use a visual aid while presenting to my team.