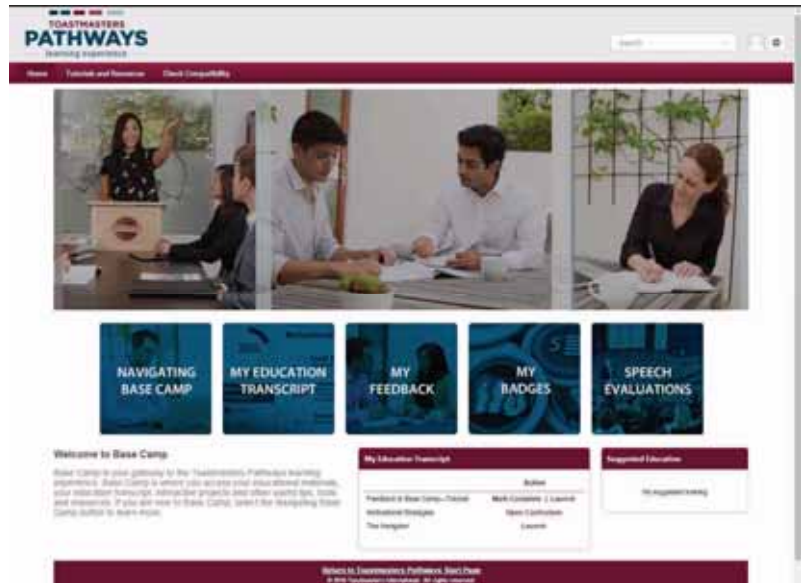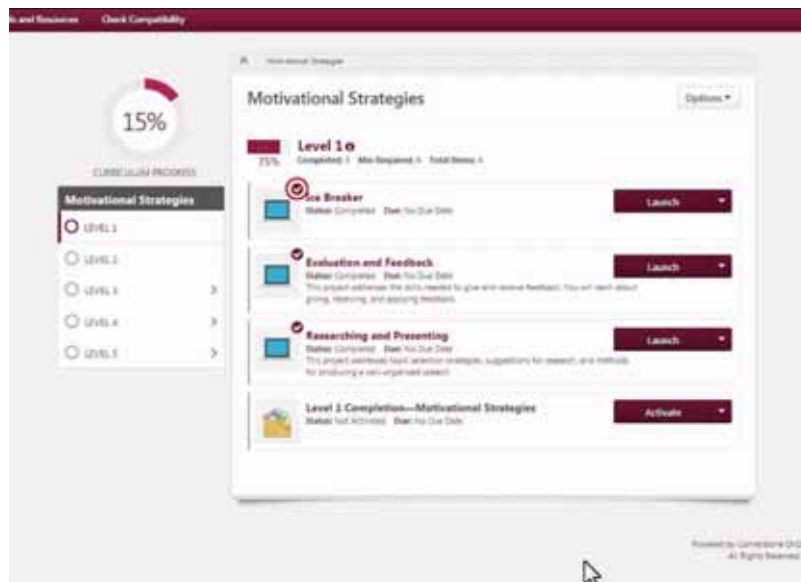# BASE CAMP
Tutorial Quick Reference Guide

Completing a Level

Once you have completed all projects in a level, submit your level completion request to your vice president education. Navigate to your Education Transcript, open the curriculum and view details of the level.
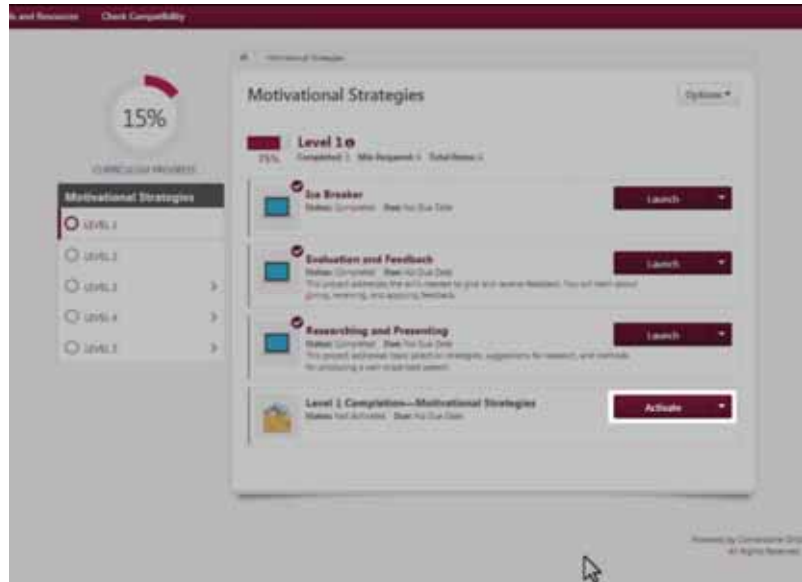

Notice on the page that each project has a burgundy check mark, indicating completion.
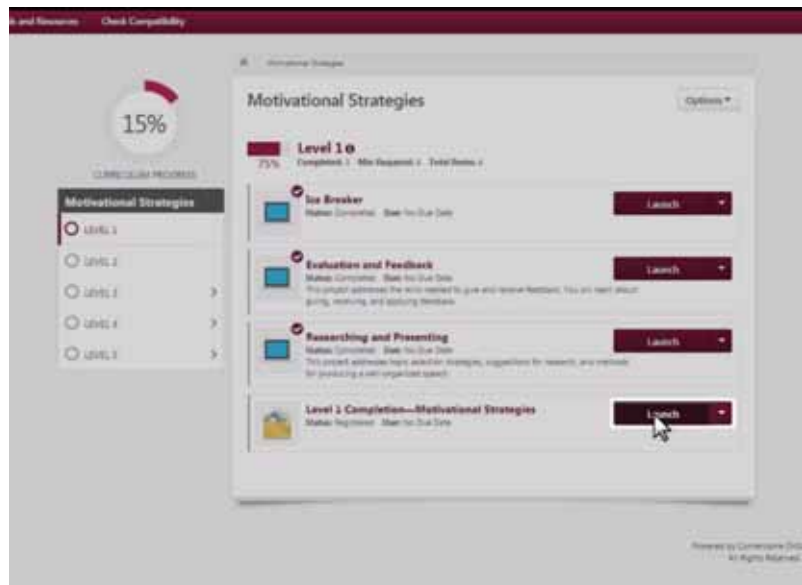
Once you confirm that all required projects have been completed, select the Activate button to the right of the level completion item. In this example, it is Level 1 Completion—Motivational Strategies.
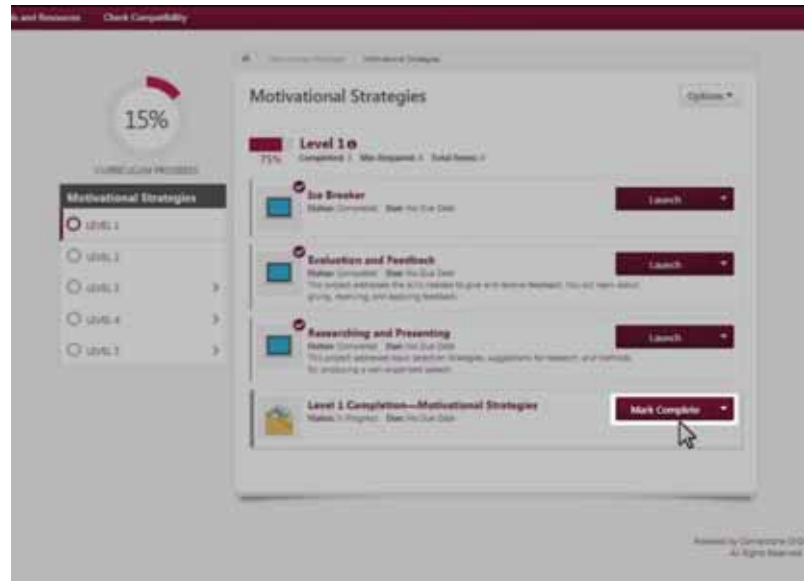

Then select the Launch button. A PDF will open containing information about submitting your level completion.
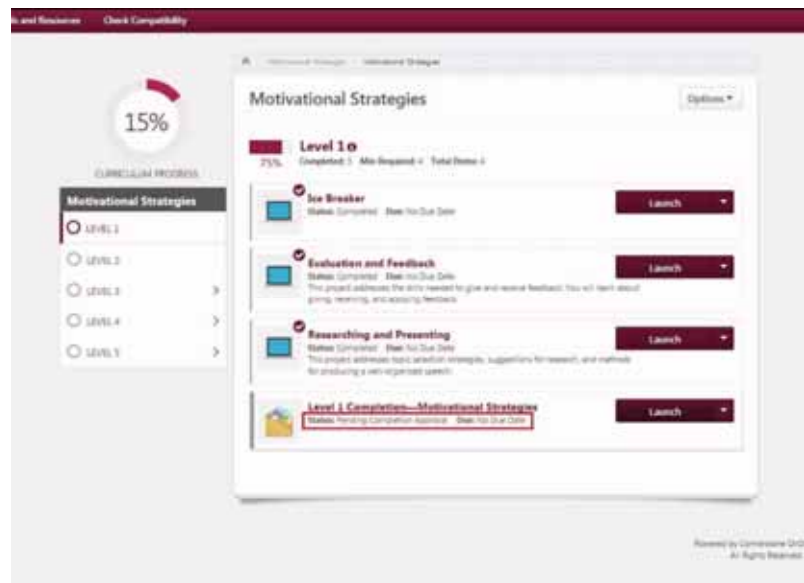
Next, select the Mark Complete button.

Notice the status has changed to Pending Completion Approval. An email notification will be sent to your vice president education informing him or her of your pending request. Your vice president education will then log in and approve or deny your completion request.
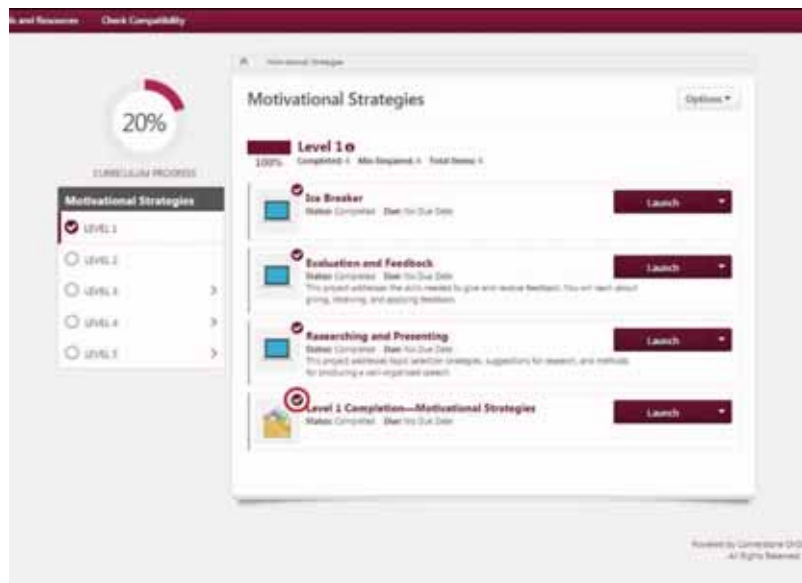
After your vice president education has approved your request, the Level Progress Tracker will change to 100%.
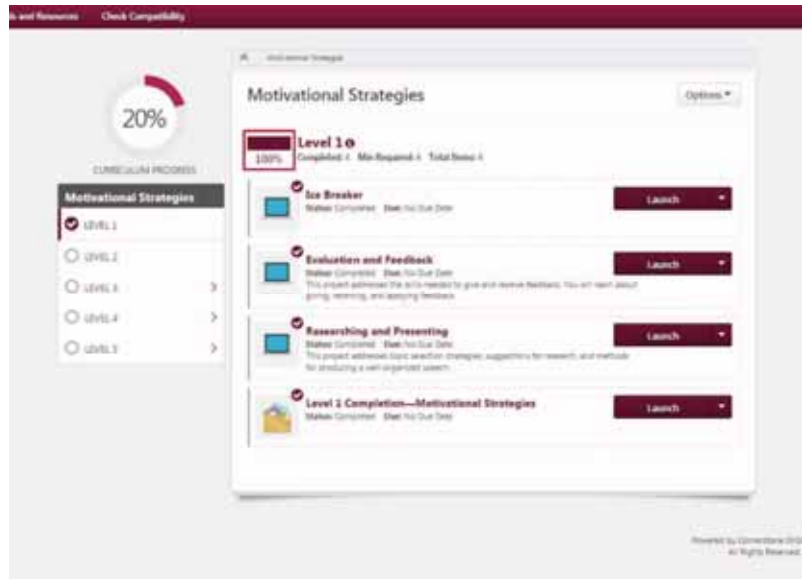
Burgundy checkmarks also appear next to the yellow folder icon, and next to Level 1 on the Curriculum Progress Tracker. The system will also award you a learning badge. To learn more about badges, view the Viewing Badges tutorial.

If you select the next level in the Curriculum Progress Tracker, you will notice that the projects there are now unlocked and you can continue on your path.