

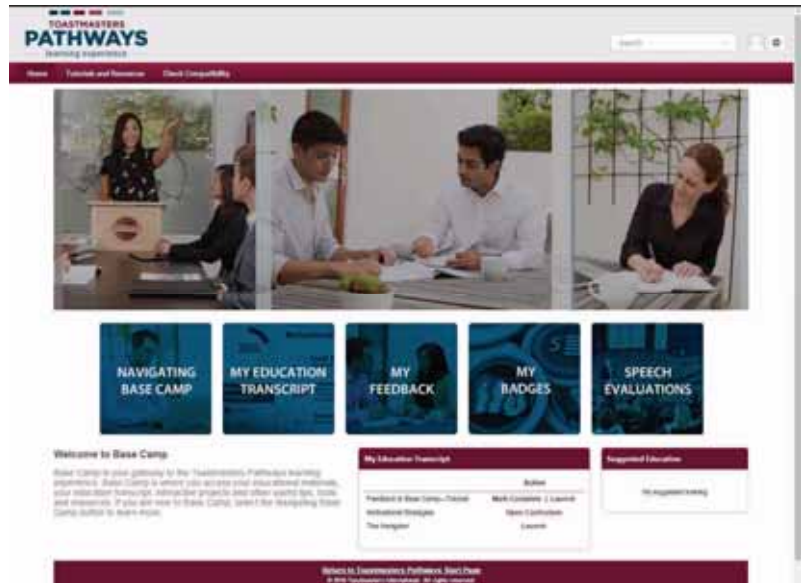


BASE CAMP

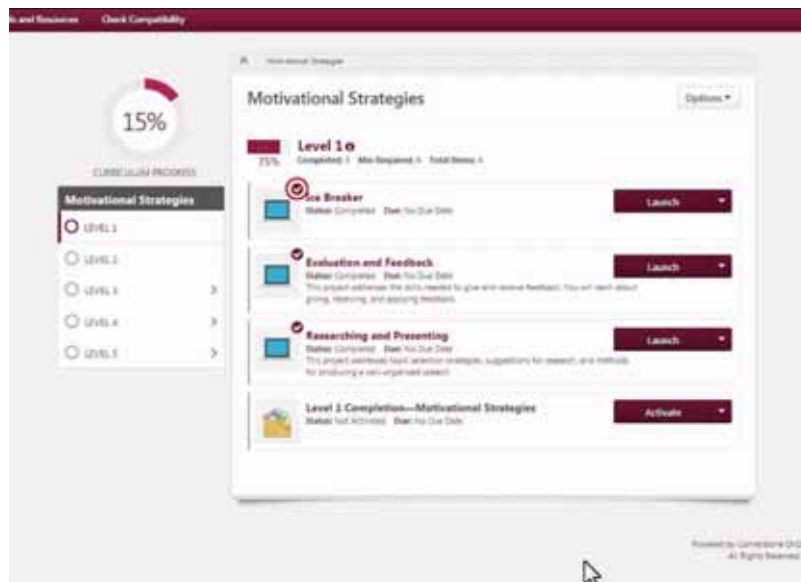
Tutorial Quick Reference Guide

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.

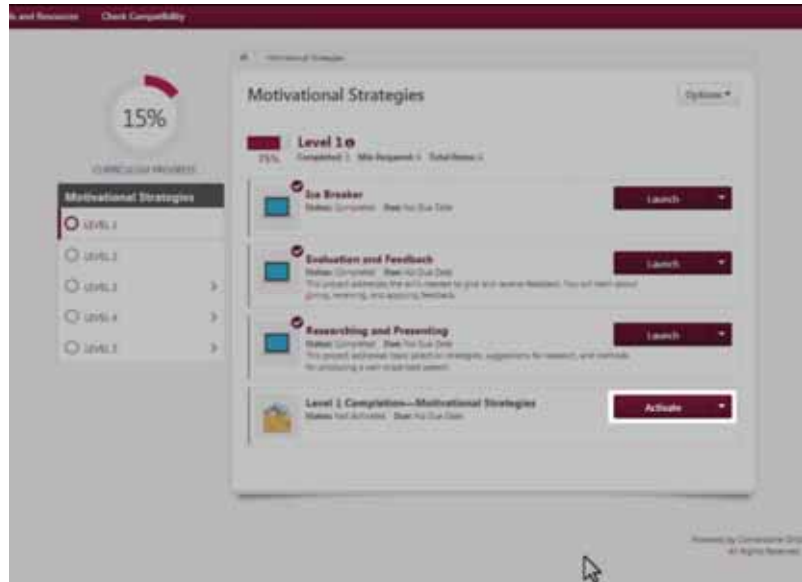


Notice on the page that each project has a burgundy check mark, indicating completion.

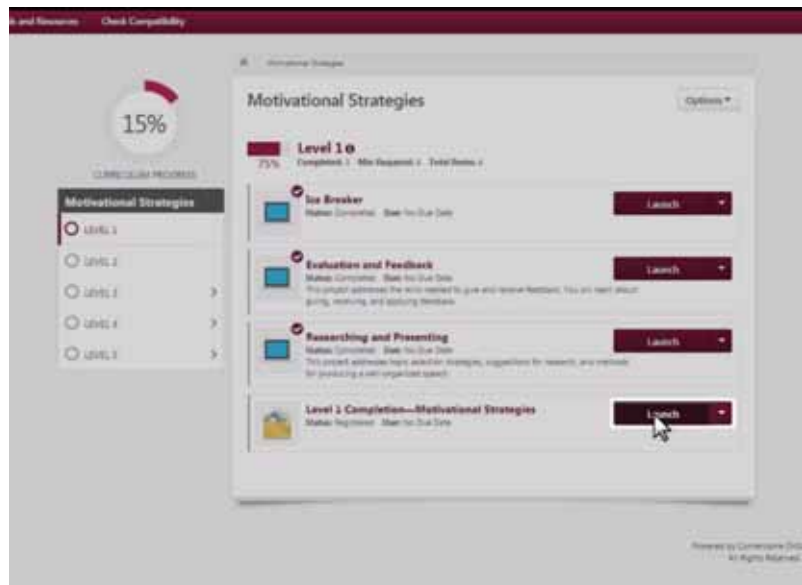


Completing a Level

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.

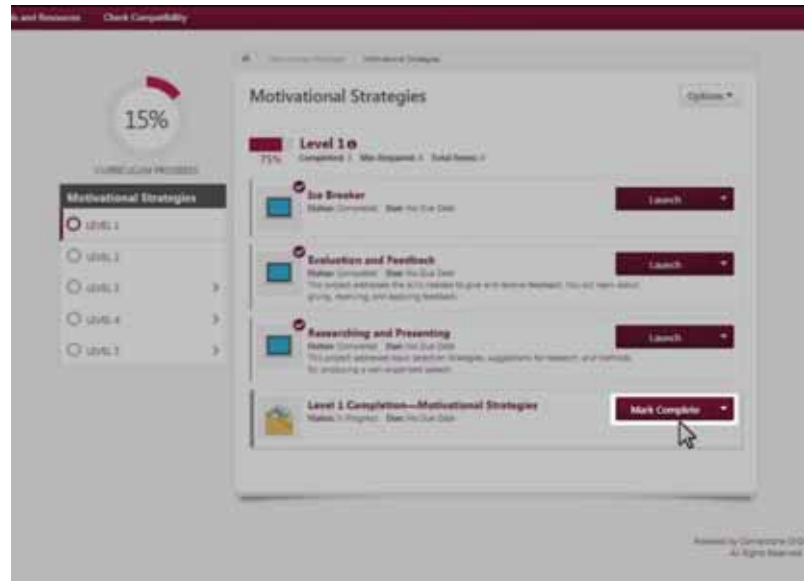


Then select the Launch button. A PDF will open containing information about submitting your level completion.

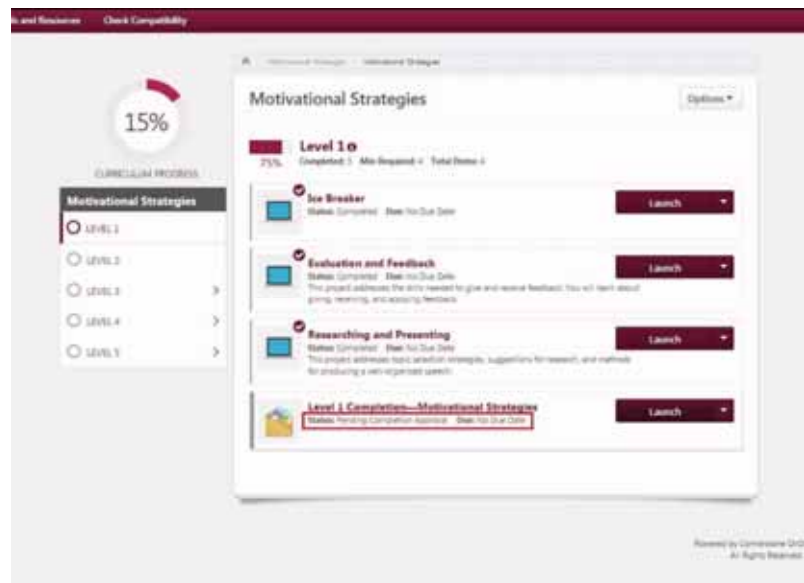


Completing a Level

Next, select the Mark Complete button.

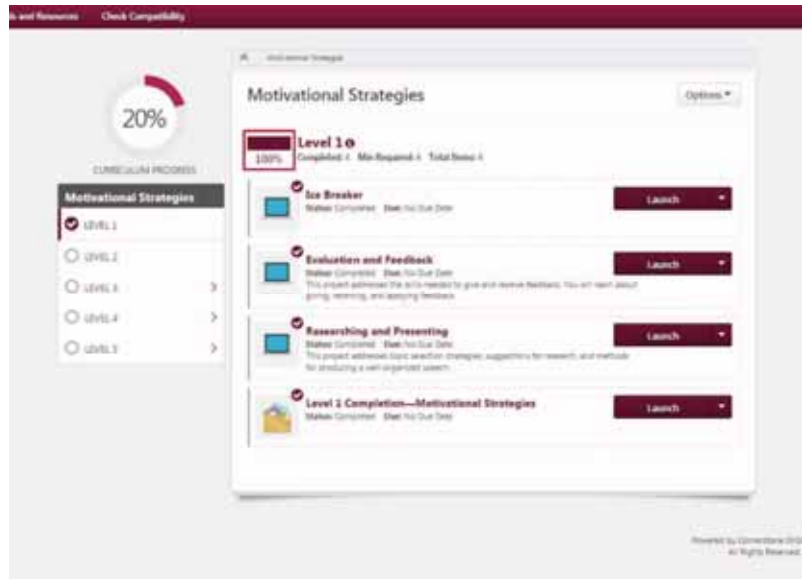


Notice the status has changed to Pending Completion Approval. An email notification will be sent to your vice president education informing him or her of your pending request. Your vice president education will then log in and approve or deny your completion request.

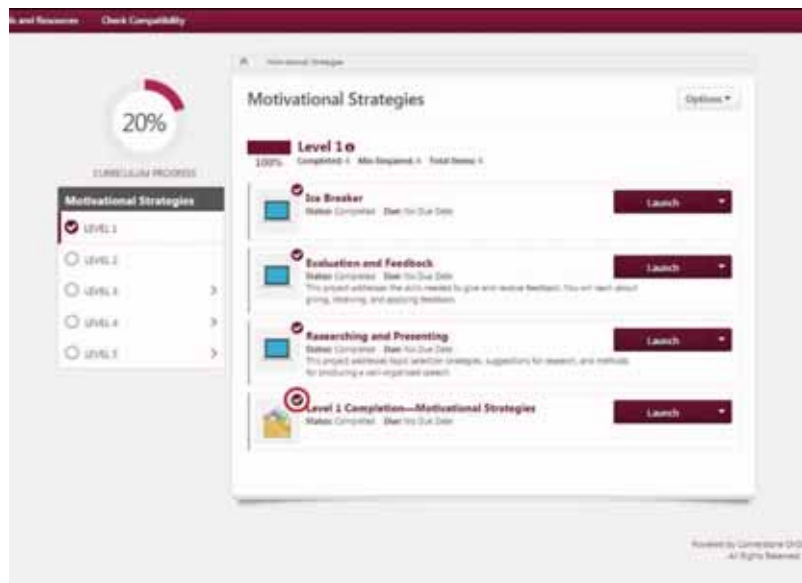


Completing a Level

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.



Completing a Level

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.

The screenshot displays a user interface for tracking curriculum progress. On the left, a circular progress indicator shows 20% completion. Below it, a 'CURRICULUM PROGRESS' section lists 'Motivational Strategies' with radio buttons for LEVEL 1 (selected), LEVEL 2, LEVEL 4, and LEVEL 5. A hand cursor is positioned over the LEVEL 2 button. The main content area, titled 'Motivational Strategies', shows 'Level 2' with a progress bar at 27% (Completed: 2, Mile Required: 4, Total Items: 6). Three project cards are visible: 'Understanding Your Communication Style', 'Active Listening', and 'Introduction to Toastmasters Mentoring', each with an 'Activate' button. A fourth card, 'Level 2 Completion—Motivational Strategies', is partially visible. The bottom right corner contains the text 'Powered by Cornerstone SOO All Rights Reserved.'