

Base Camp Manager (VPE) の仕事

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Base Camp managerとは

Club officer who confirms project and level completions and supports members on Base Camp
Base Campで会員のプロジェクトとレベル終了を確認し会員を支援するクラブ役員。

Most often your vice president education will be the Base Camp manager for your club. The president or secretary can fill these duties if the VPE isn't available for any reason.

クラブではVPEが主となりBase Camp Managerとしての役割を担う。会長と秘書役もVPEがこれに従事できない時は代行できる。

Base Camp manager responsibilities include: verifying level completions, tracking member progress, and approving *external training* requests.

Base Camp Manager の責任には次のことが含まれる。：レベルの完了を確認し、会員の進捗を把握し、クラブ外でプロジェクトの進行の承認。

external training クラブ外でのプロジェクトの進行

Base Camp Manager Home Page とは

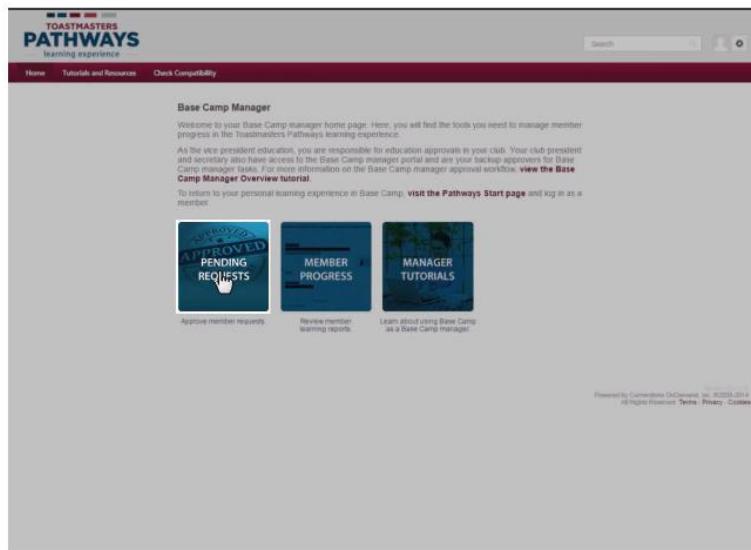
Pending Requests とは

Pending requests, Members Progress, Manager Tutorial という 3 枚のタイルがある。

会員がレベルを終了した会員からメールが届く。

左のタイル Pending requests にクラブのメンバーの承認要請が届く。

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



Responding to Level Completion Requests (Paths on Base Camp)

会員の Level の完了承認の仕方

A) PC を使う会員の場合

会員の教育プログラムの完了を承認する

① 完了承認依頼

VPE you will receive emails from Base Camp notifying you that there are Level Completion Requests,

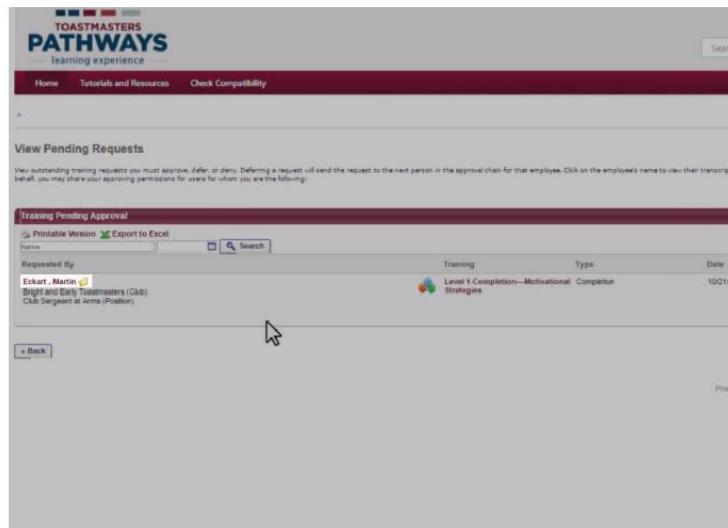
Base Camp より VPE にレベル完了承認依頼が来ていることを知らせるメールが届く。

会員が次のレベルを進めるように、できるだけ迅速に対応する必要がある。

Pending requests を開けると全ての未承認依頼を見ることができる。

承認依頼をしている会員の名前を左側で確認する。

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.

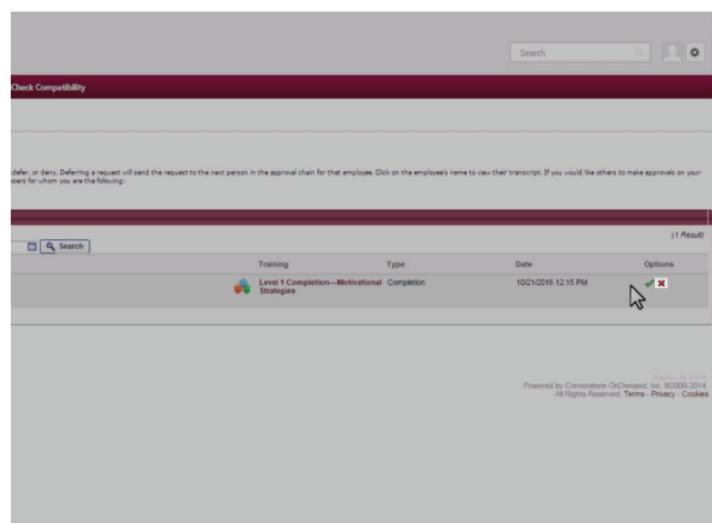


② 承認の仕方と否認の仕方

承認であれば右側の緑のチェックマークを選ぶ。

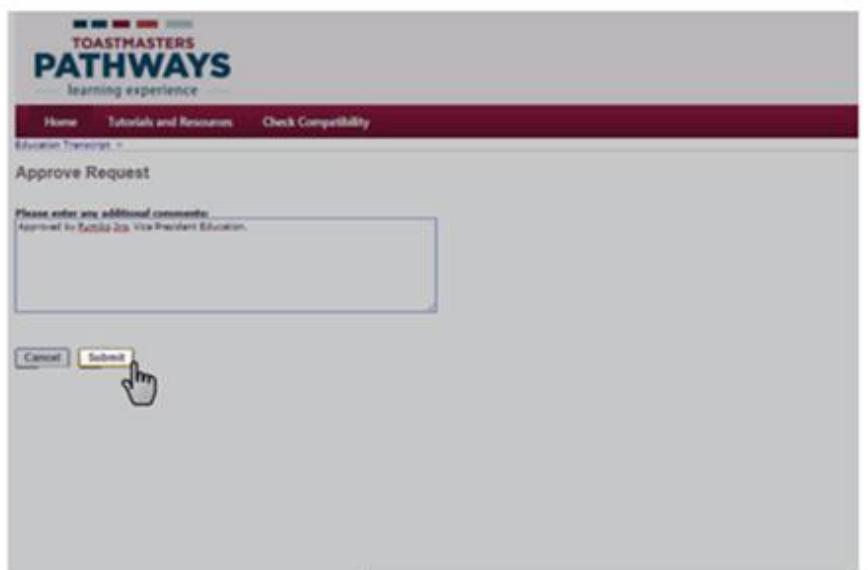
何か問題があれば、承認できない時は赤の×マークを押す。

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



③ 承認者のサインとコメント、そして登録

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

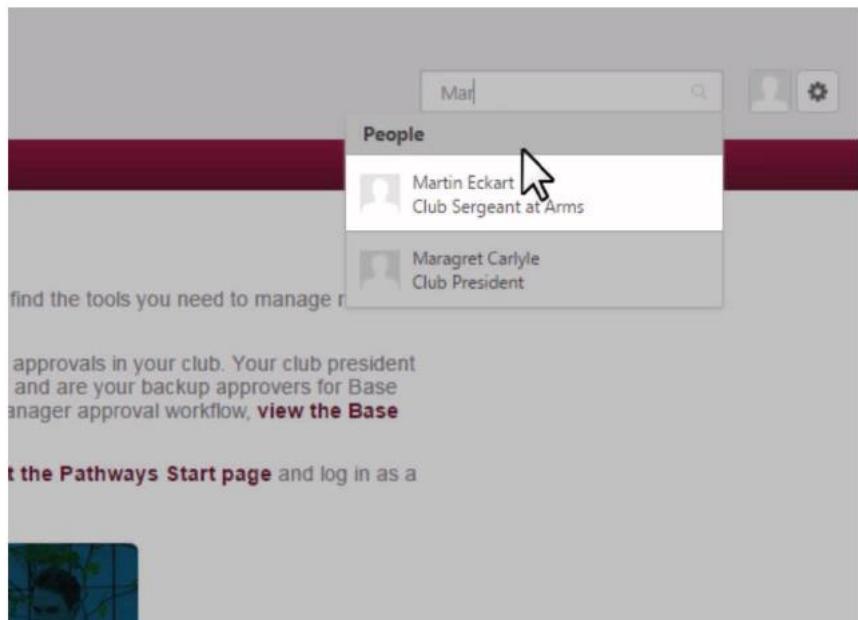


④ Certificate の発行

レベルを終わるごとに会員はサーティフィケイトをもらえる。会員自身で印刷もできる。
クラブ表彰をする場合はManagerが印刷する。

i)Search boxにメンバー名を入れる>>会員の名前が出る

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.



ii) 会員のプロファイルの中のTranscript tabを選ぶ。

Select the Transcript tab in the member's profile.

The screenshot shows the 'Base Camp Profile' section of the Pathways website. On the left, there is a sidebar with icons for 'Base Camp Profile', 'Feedback', 'Transcript' (which is highlighted with a cursor icon), and 'E-portfolio'. The main content area displays a member's profile for 'Martin Eckart' with a placeholder image. Below the profile, there is a summary section with a brief introduction, interests (hiking, public speaking, reading, traveling), and additional information like member since and ah-counter. A note at the bottom encourages users to share their story and learn about other members.

iii) Open Curriculumを開く

Printing Certificates (Paths on Base Camp)

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

The screenshot shows the 'Education Transcript' section. On the left, there is a sidebar with icons for 'Base Camp Profile', 'Feedback', 'Transcript' (selected), and 'E-portfolio'. The main content area displays a list of training paths. One path, 'Motivational Strategies', has its 'Open Curriculum' button highlighted with a cursor icon. Other paths listed include 'Feedback in Base Camp—Tutorial' and 'The Navigator'.

IV) View Details button(レベル2を終わった例)レベル2のview detailsをクリック。

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.

The screenshot shows the 'Motivational Strategies' curriculum progress page. A large circular progress meter indicates 40% completion. Below it, a table lists five levels:

LEVEL	Completion Status	Min Required	Total Items	Action
LEVEL 1	Completed: 4	Min Required: 4	Total Items: 4	<button>View Details</button>
LEVEL 2	Completed: 4	Min Required: 4	Total Items: 4	<button>View Details</button>
LEVEL 3	0%	Min Required: 3	Total Items: 3	<button>View Details</button>
LEVEL 4	0%	Min Required: 3	Total Items: 3	<button>View Details</button>
LEVEL 5	0%	Min Required: 4	Total Items: 4	<button>View Details</button>

V) 次はView Training Detailsボタンをクリック。

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

The screenshot shows the 'Motivational Strategies' curriculum progress page. A large circular progress meter indicates 40% completion. Below it, a table lists five levels:

LEVEL	Completion Status	Min Required	Total Items	Action
LEVEL 1	Completed: 4	Min Required: 4	Total Items: 4	<button>View Details</button>
LEVEL 2	Completed: 4	Min Required: 4	Total Items: 4	<button>View Training D...</button>
LEVEL 3	0%	Min Required: 3	Total Items: 3	<button>View Details</button>
LEVEL 4	0%	Min Required: 3	Total Items: 3	<button>View Details</button>
LEVEL 5	0%	Min Required: 4	Total Items: 4	<button>View Details</button>

On the right side, a detailed view of the completed Level 2 projects is shown:

- Understanding Your Communication Style**: Status: Completed - Due: No Due Date. Description: This project focuses on recognizing your preferred communication style and understanding how your style impacts your interactions with others. View Training D...
- Active Listening**: Status: Completed - Due: No Due Date. Description: This project covers the difference between hearing and listening and steps for exploring the ways listening helps build strong, lasting connections. View Training D...
- Introduction to Toastmasters Mentoring**: Status: Completed - Due: No Due Date. Description: This project introduces the value of mentorship and the Toastmasters view of the important role of mentors and protégés. View Training D...
- Level 2 Completion—Motivational Strategies**: Status: Completed - Due: No Due Date. Description: View Training D...

Vi) Detailsの中にCertificateの印刷(Print Certificate)

ここから印刷をする。

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

The screenshot shows a web page from the Toastmasters Pathways learning experience. At the top, there's a navigation bar with links for Home, Tutorials and Resources, and Check Compatibility. Below the navigation, a breadcrumb trail shows 'Base Camp Profile >'. The main content area is titled 'Level 2 Completion—Motivational Strategies'. Under this title, there's a section labeled 'Training Details' which contains the following information:

Training Type: PDF	Provider: Toastmasters International
Version: 2.0	
Training Hours: 0 Hours 0 Min	
Description:	Status: Completed
Due Date: None	
Certificate: Print Certificate	

A mouse cursor is positioned over the 'Print Certificate' link. Below this section, there's a button labeled 'Approval History'.

B) 印刷資料を利用する会員の場合

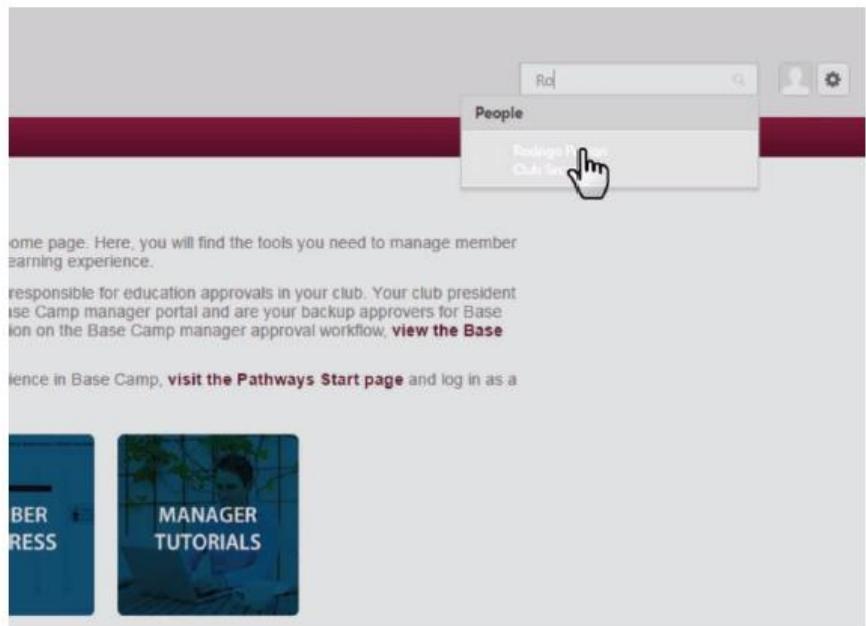
印刷資料を利用する会員のプロジェクト終了を、マネージャー（VPE）有効にする方法

- ① Search boxにその会員の名前を入れ、当該会員を選ぶ。

Validating Project and Level Completion (Paths in Print)

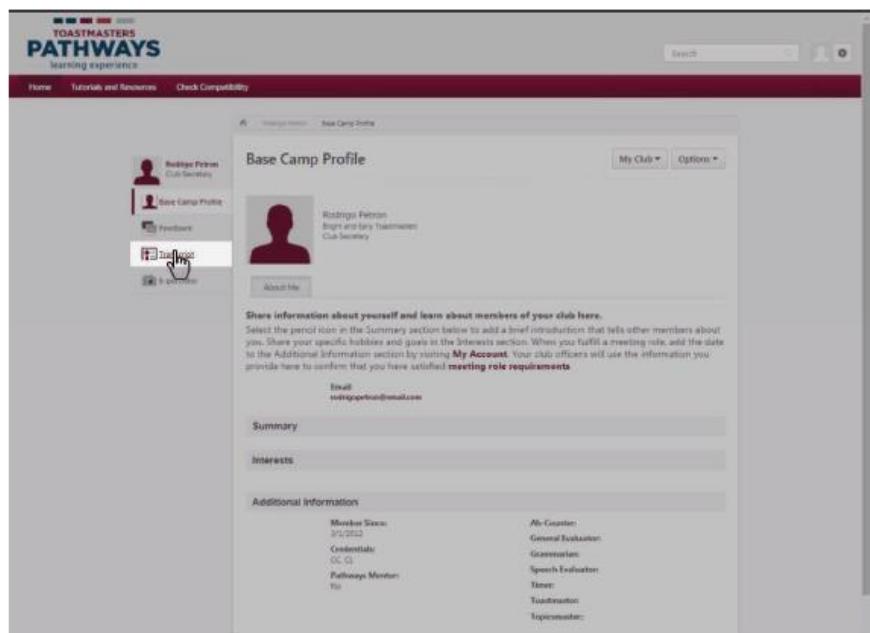
For members working on a print path, validate each project as it is completed. When all projects in the level are complete, validate the level.

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



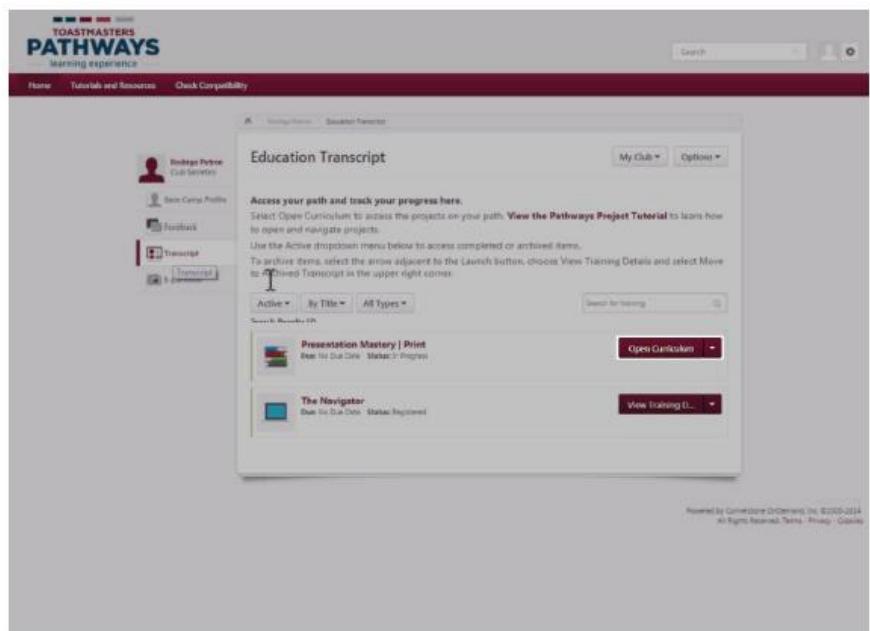
- ②会員のprofileからTranscript tabを選ぶ。

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



③ Education Transcript のOpen Curriculumを選ぶ。

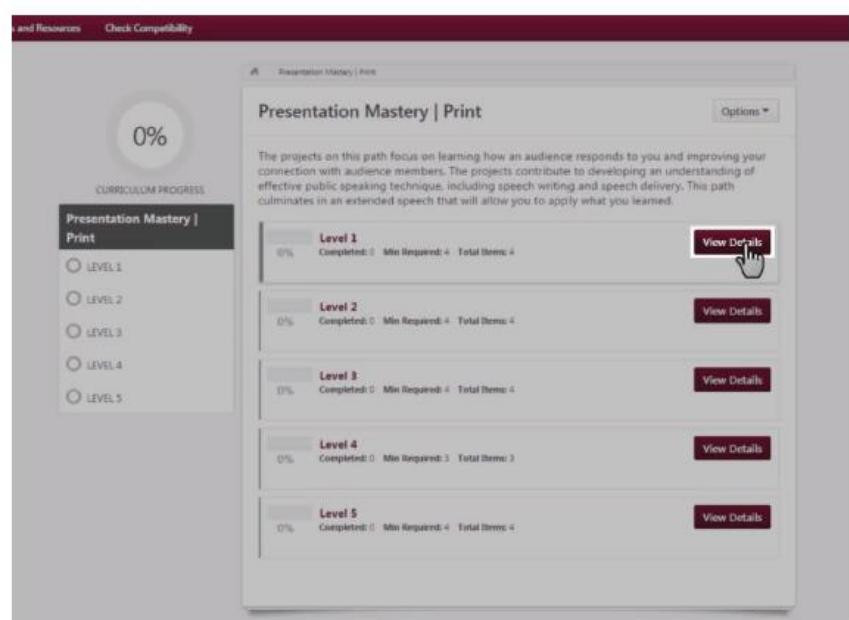
On the Education Transcript, select the Open Curriculum button next to the path.



この会員のpathはPresentation Masteryで、レベル1のアイスブレークを完了した例。

④ View Detailsを選ぶ。

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.



⑤ View Checklist button

マネージャーはプロジェクトレベル1のIce Break の横のChecklist buttonを選ぶ。

Now you are viewing the projects in Level 1.

Select the View Checklist button next to the Ice Breaker.

The screenshot shows a user interface for managing projects. On the left, there's a sidebar with 'CURRICULUM PROGRESS' showing '0%' completion. Below it are five levels: LEVEL 1 (selected), LEVEL 2, LEVEL 3, LEVEL 4, and LEVEL 5. The main area is titled 'Presentation Mastery | Print' and shows 'Level 1' with a progress bar at 0%. It lists four items:

- Ice Breaker Completion—Presentation Mastery**: Status: Registered, Due: No Due Date. A checklist icon with a checkmark is shown, and a 'View Checklist' button is highlighted with a mouse cursor.
- Evaluation and Feedback Completion—Presentation Mastery**: Status: Pending Prior Training, Due: No Due Date. A checklist icon with a checkmark is shown.
- Researching and Presenting Completion—Presentation Mastery**: Status: Pending Prior Training, Due: No Due Date. A checklist icon with a checkmark is shown.
- Level 1 Completion—Presentation Mastery**: Status: Pending Prior Training, Due: No Due Date. A checklist icon with a checkmark is shown. A note below says 'The member completed all requirements for Level 1.'

At the bottom right, it says 'Powered by Cornerstone OnDemand All Rights Reserved. ©'.

⑥ このような画面になり、Complete を選び、saveを押して保存する。

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

This screenshot shows the 'Ice Breaker Completion—Presentation Mastery' checklist details. At the top, there's an 'Overview' tab with tabs for 'Description', 'Rating Scale', and 'Attachments'. Below that is a 'Checklist Summary' section with a link to 'Ice Breaker Completion—Present...'. At the bottom of the summary section are buttons for 'Back', 'Save', and 'Cancel'.

The main area is titled 'Ice Breaker Completion—Presentation Mastery' and includes fields for 'Name', 'Exclude Completed', and a 'Search' button. It shows 'Status: Not Started' and 'Due: None'. A progress bar indicates 0% completion. Below these are sections for 'Collapse All' and 'Completion'. The 'Completion' section contains a note: 'The member completed all components of the assignment for this project.' A mouse cursor is hovering over the 'Completion' checkbox.

すると下記画面が現れ、プロジェクトを完了したことが表示される。
ここまでが有効になると、他の会員と同じように、

⑦ マネージャーとしての承認を行う。

Open curriculumから当該Path(Presentation Mastery)当該レベル（レベル1）のView checklistに行く。

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

⑧ レベル完了: Level 1 Completionを押し、save(保存)

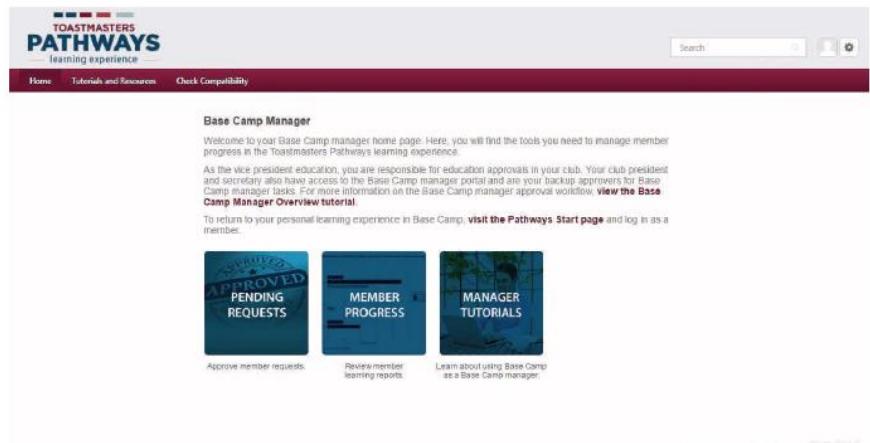
For level completion validation, select the check box under the Level 1 Completion heading on this page. Then select the Save button on the left.

Printing Certificates (Paths in Print)

プリント会員の Certificate の発行

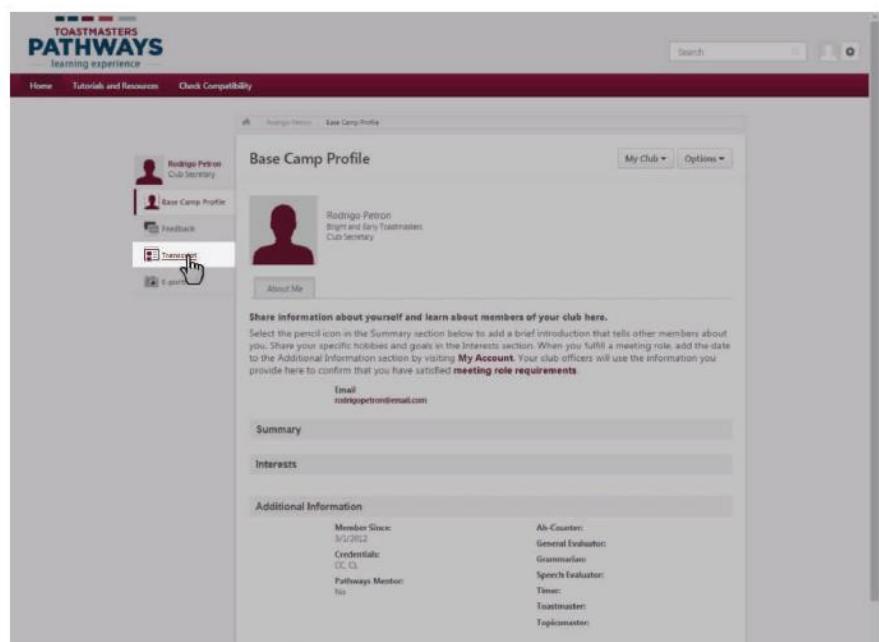
Path を終了した時に印刷できる。会員を Search box で探す。

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.



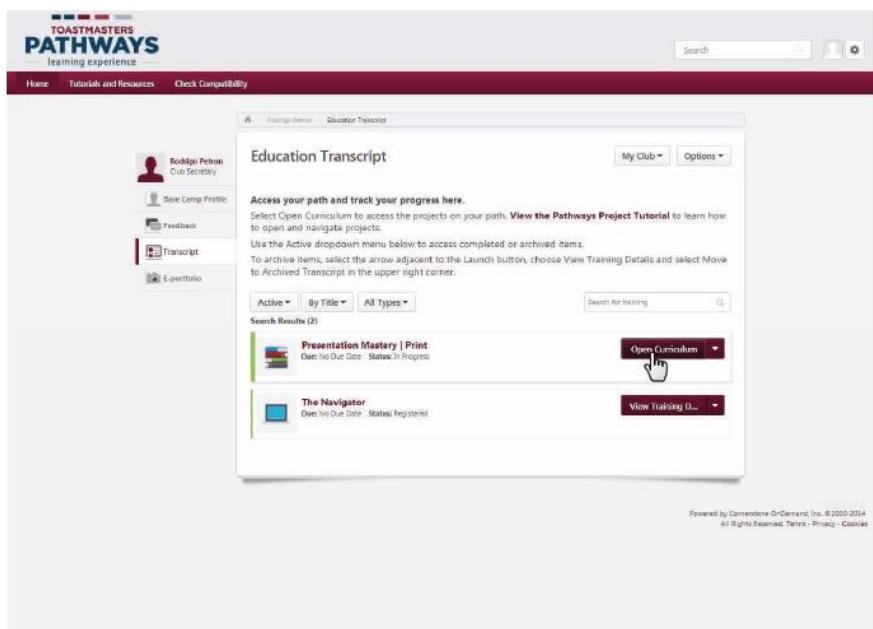
その会員のprofileからTranscript tabを選ぶ

Select the Transcript tab in the member's profile.



Education TranscriptでOpen Curriculumを開ける

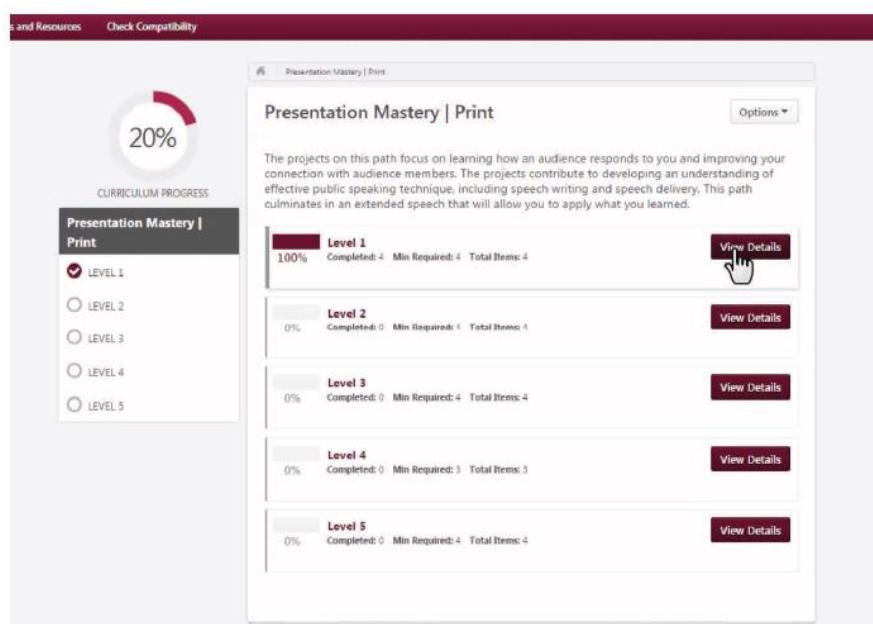
On the Education Transcript, select the Open Curriculum button next to the path. In this example, the member is on the Presentation Mastery | Print path.



会員がpathのレベル1を終了したと出ている。

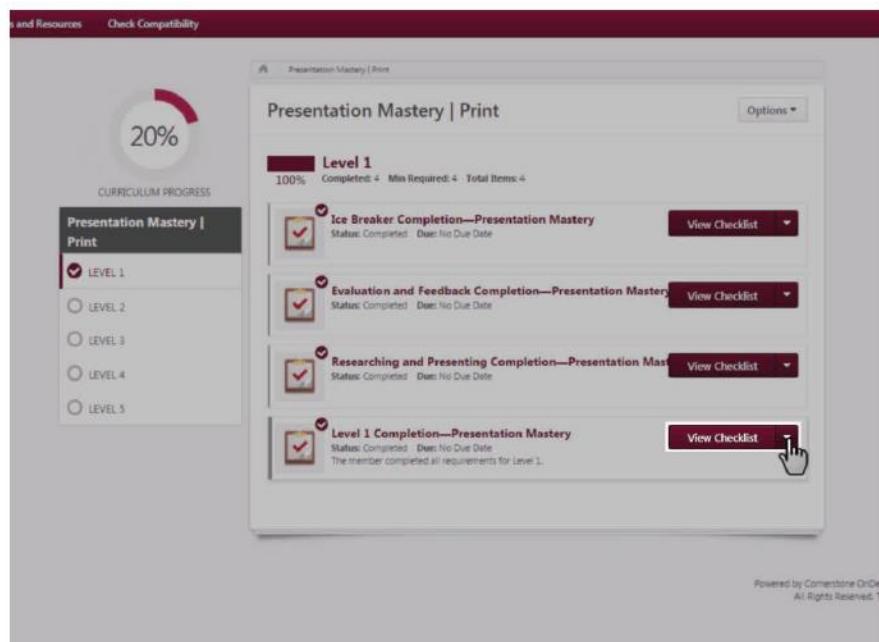
レベル1の修了証書を印刷するにはレベル1の右横のView Detail buttonを選ぶ。

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.



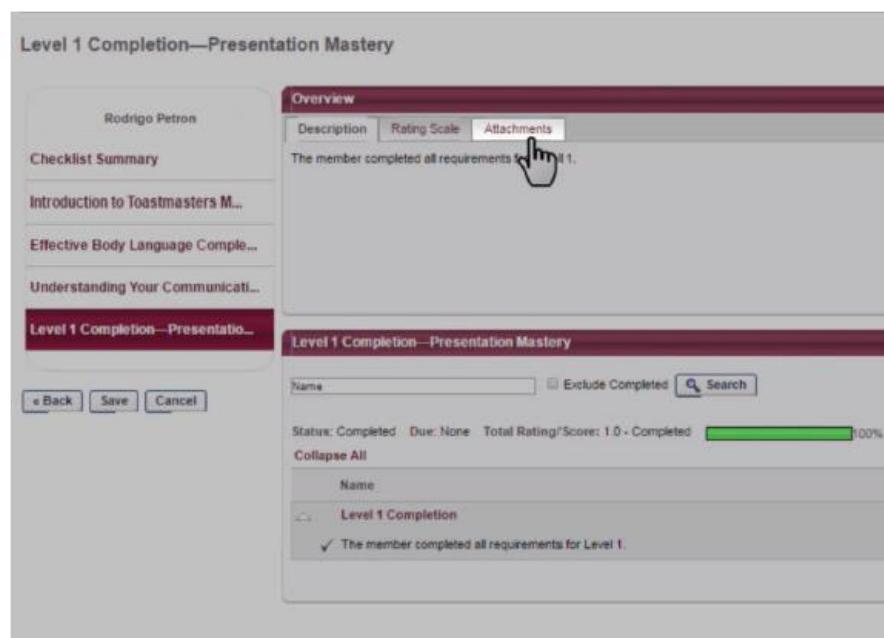
Level 1 Completionの横のView Checklistを開ける

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



Attachmentを選ぶ

Select the Attachments tab in the Overview section.



会員が完了したpath(この会員の場合はPresentation Mastery Level 1)をクリックすれば証書がダウンロードされる。

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

The screenshot shows the 'Level 1 Completion—Presentation Mastery' checklist. At the top, there's an 'Overview' section with tabs for 'Description', 'Rating Scale', and 'Attachments'. Under 'Attachments', there's a link to 'Presentation Mastery Level 1 Certificate.pdf'. A hand cursor is hovering over this link. Below the attachments, the checklist summary is displayed with several items like 'Rodrigo Petron', 'Checklist Summary', and 'Introduction to Toastmasters M...'. At the bottom, there are buttons for 'Back', 'Save', and 'Cancel'.

Level 1 Completion—Presentation Mastery

Rodrigo Petron

Checklist Summary

Introduction to Toastmasters M...

Effective Body Language Comple...

Understanding Your Communicati...

Level 1 Completion—Presentation Mastery

Back Save Cancel

Overview

Description Rating Scale Attachments

Browse and upload any items for this checklist. Maximum file size is 1MB and is limited to Word, Excel, PowerP...

Add Attachment: Choose File No file chosen Add

Presentation Mastery Level 1 Certificate.pdf

Level 1 Completion—Presentation Mastery

Name Exclude Completed Search

Status: Completed Due: None Total Rating/Score: 1.0 - Completed 100%

Collapse All

Name

Level 1 Completion

✓ The member completed all requirements for Level 1.

受賞会員の名前、年月日を入力し印刷または保存をする。

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



クラブ外でプロジェクトを進める場合

多くの会員はクラブ外でプロジェクトの発表依頼をします。そのためには「external training」依頼を出さなければなりません。依頼が提出されると、ベースキャンプマネージャはBase campに依頼が来ているというメールを受け取り、その依頼を受理か拒否かをする必要があります。

会員はクラブ外発表を完了したら完了依頼を提出してきます。その知らせのメールを受けとり、依頼を依頼を受理か拒否かをする必要があります。

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.

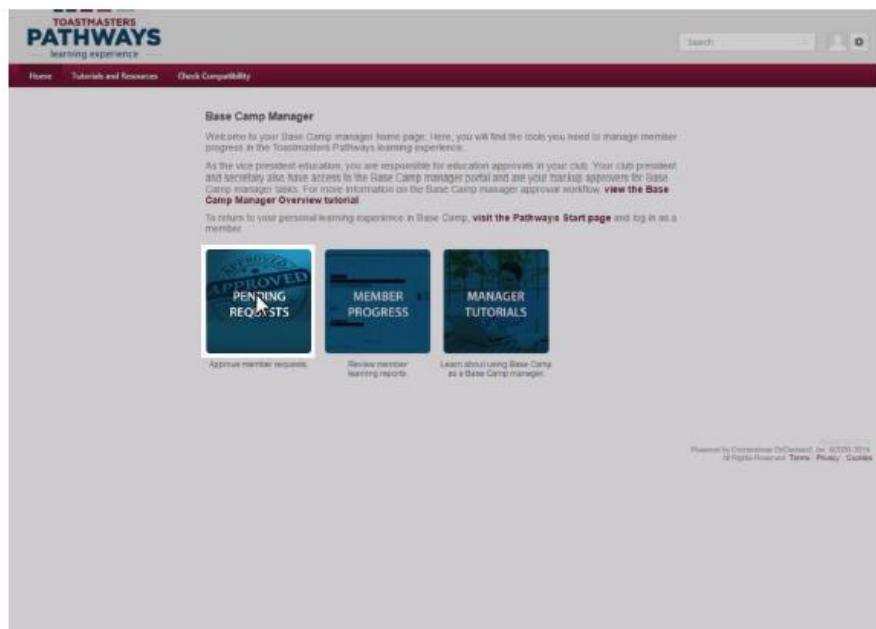
Includes [Responding to Initial External Training Requests](#) and [Responding to External Training Completion Requests](#).

最初のクラブでプロジェクト発表依頼の対処方

Responding to Initial External Training Requests

ホームページでPending request のタイルを選ぶ。

On the homepage, select the Pending Requests tile.



そこにExternal Training Requestがあります。

「Training」というアイコンの下にこれはExternal Training requestだと知らせています。

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.

The screenshot shows the 'View Pending Requests' section of the Pathways website. At the top, there's a header with the Pathways logo and navigation links for Home, Tutorials and Resources, and Check Compatibility. Below the header, it says 'View Pending Requests' and provides instructions about approving, deferring, or denying requests. The main area displays a table of pending requests. One row is highlighted with a red box around the 'Requested By' column, which contains the name 'Tom, Spencer' and the club information 'Bright and Early Toastmasters (Club) Club VIP Membership (Position)'. To the right of this row, a yellow arrow points to the 'Training' column, which contains an icon of a person at a desk and the text: 'Work with a small group to collaborate on a decision or project and present a speech about the process.' The final column, 'Type', shows the value 'Initial'.

「Type」の下にInitialと出ています。これはクラブ外発表の最初の一歩であり、会員は課題終了の承認を受ける必要があることを意味しています。

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.

This screenshot is from the same 'View Pending Requests' page as the previous one, but the 'Type' column for the row of Tom, Spencer is now highlighted with a red box. A yellow arrow points to this red box. The rest of the page content is identical to the first screenshot, showing the request details and the 'Initial' status in the 'Type' column.

会員の名前の横の「details」に依頼内容があります。

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

The screenshot shows the 'View Pending Requests' page of the Toastmasters Pathways learning experience. At the top, there is a navigation bar with 'Home', 'Tutorials and Resources', and 'Check Compatibility'. Below the navigation bar, the title 'View Pending Requests' is displayed. A sub-header states: 'View outstanding training requests you must approve, defer, or deny. Deferring a request will send the request to the next person in the approval chain for that employee. Click on the employee's name to behalf, you may share your approving permissions for users for whom you are the following:'

The main content area is titled 'Training Pending Approval' and contains a table with columns for 'Requested By', 'Training', and 'Type'. The table has one row:

Requested By	Training	Type
Tam , Spencer Bright and Early Toastmasters (Club) Club VP Member (Position)	Work with a small group to collaborate on a decision or project and present a speech about the process.	Intel

At the bottom left of the table, there is a 'Back' button.

This is a zoomed-in view of the 'Requested By' section from the previous screenshot. It shows the same information: Tam, Spencer, Bright and Early Toastmasters (Club), Club VP Member (Position). A large, stylized hand cursor is positioned over the 'details' link next to Tam, Spencer's name.

ここでクラブ外発表の詳細を見るすることができます。課題と適合しているかどうか決める。

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.

PATHWAYS
learning experience

Home | Tutorials and Resources | Check Compatiblity

> Your Pending Requests >

Work with a small group to collaborate on a decision or project and present a speech about the process.

Training Details

Training Type: External Training
Describe your plan for completing I am working with a team at work this assignment::

Status: Pending Approval
Due Date: None
Language: English (US)

Specify who you will present to or Project team at work, work with::

Indicate the start and completion 11/2/2016- 12/2/2016 dates::

Path:: Team Collaboration
Project:: Successful Collaboration

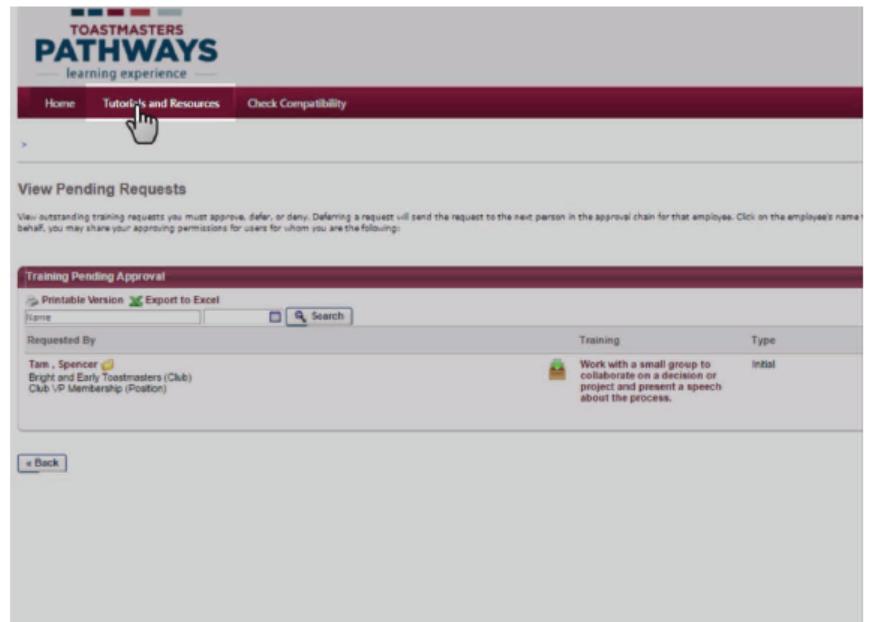
Planned location for completion of Outside of Toastmasters your assignment::

Attachment(s):: Attachments

Pending Approval

この時点ではプロジェクトの要件とクラブ外で行った発表の内容があつてあるかどうかを調べる。そのためにはナビゲーションバーからTutorials and Resourcesを選ぶ。

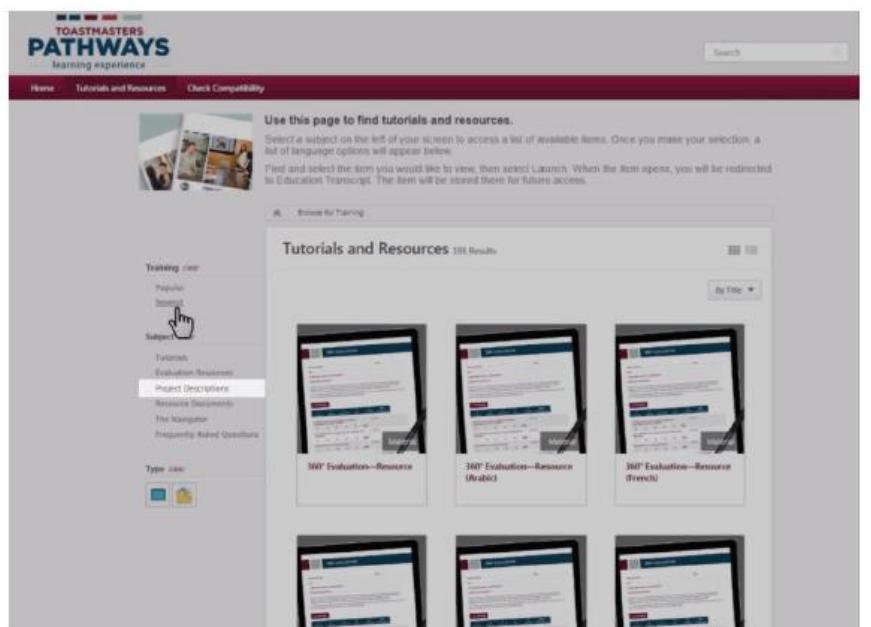
At this point, you will want to review the project requirements and compare it to the proposed external training request. To do so, select Tutorials and Resources on the navigation bar.



The screenshot shows the 'View Pending Requests' page. At the top, there's a navigation bar with 'Home', 'Tutorials and Resources' (which has a hand cursor pointing at it), and 'Check Compatibility'. Below the navigation bar, there's a section titled 'View Pending Requests' with a sub-section titled 'Training Pending Approval'. It includes a 'Printable Version' button, an 'Export to Excel' button, and a search bar. A table lists pending requests, with one row shown in detail: 'Requested By' (Tom , Spencer), 'Training' (Work with a small group to collaborate on a decision or project and present a speech about the process.), and 'Type' (Initial). A note below the table says: 'View outstanding training requests you must approve, defer, or deny. Deferring a request will send the request to the next person in the approval chain for that employee. Click on the employee's name behalf, you may share your approving permissions for users for whom you are the following:'. At the bottom left, there's a 'Back' button.

Tutorials and Resourcesで該当プロジェクト説明を選ぶ

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



The screenshot shows the 'Tutorials and Resources' page. On the left, there's a sidebar with 'Training' categories: Popular, Recent, and Subject. Under Subject, 'Project Descriptions' is highlighted with a hand cursor. Other options in the sidebar include 'Evaluation Resources', 'Resource Documents', 'The Navigator', and 'Frequently Asked Questions'. Below the sidebar, there's a 'Type' filter with icons for 'All' and 'Completed'. The main area is titled 'Tutorials and Resources' with '388 Results'. It shows a grid of resource cards, each with a thumbnail image and a title: '360° Evaluation—Resource', '360° Evaluation—Resource (Arabic)', '360° Evaluation—Resource (French)', and three other cards partially visible below them.

希望言語を選択

Then select your preferred language.

The screenshot shows the 'Tutorials and Resources' page of the Pathways Learning Experience. On the left, there's a sidebar with a dropdown menu for 'Language'. The 'English' option is highlighted with a cursor. The main content area displays a grid of project descriptions, each with a thumbnail image of people and a title like 'Active Listening—Project Description' or 'Active Listening—Project Description (Simplified Chinese)'. A search bar is visible at the top right.

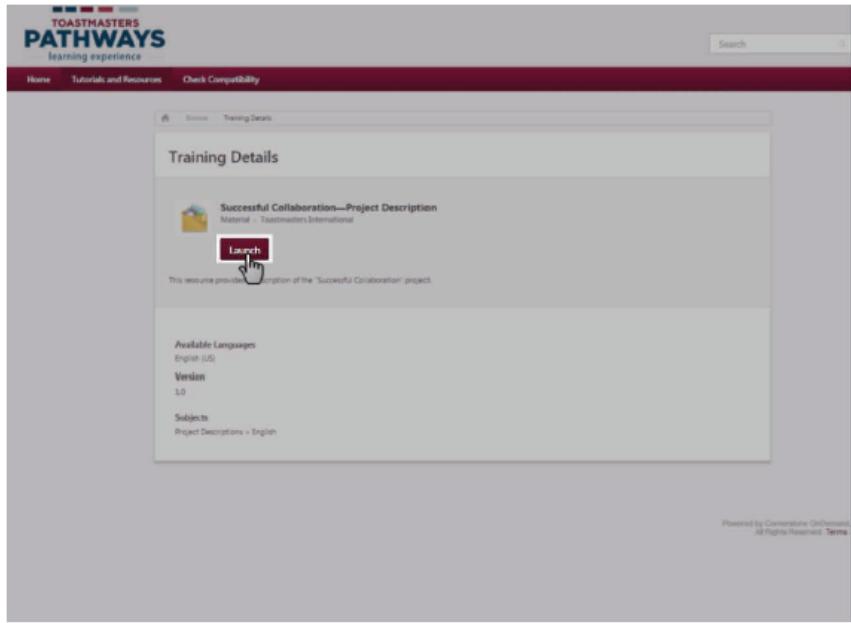
プロジェクトはアルファベット順に出てきます。正しいプロジェクトを選んでください。

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

The screenshot shows a grid of project descriptions from the Pathways Learning Experience. The projects listed are: 'Question-and-Answer Session—Project Description', 'Reaching Consensus—Project Description', 'Reflect on Your Path—Project Description', 'Researching and Presenting—Project Description', 'Successful Collaboration—Project Description' (which is selected), 'Team Building—Project Description', 'Understanding Conflict Resolution—Project Description', 'Understanding Emotional Intelligence—Project Description', 'Understanding Visual Variety—Project Description', and three other projects partially visible below. Each project has a thumbnail image and a brief description.

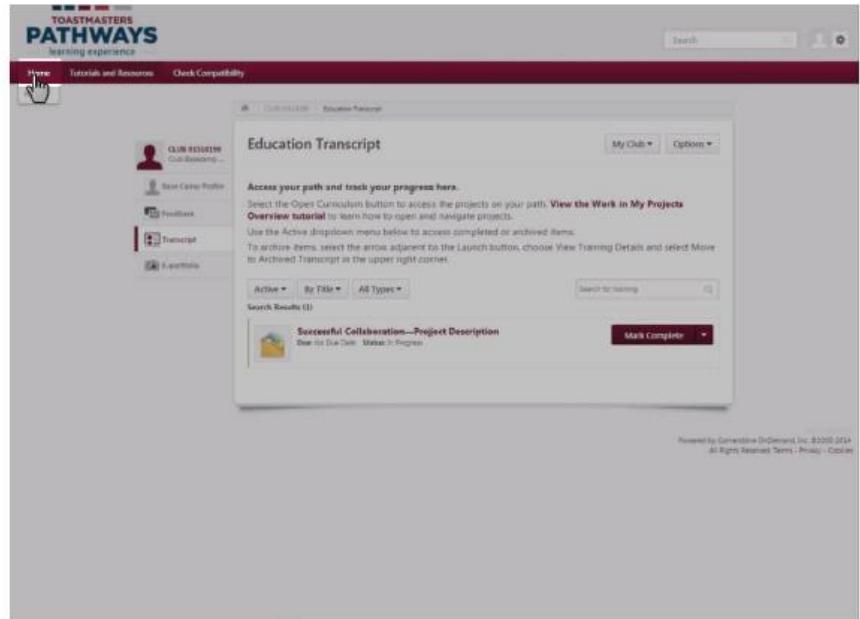
Launchボタンを選ぶ。プロジェクト詳細がPDFファイルで出てくる。必要に応じてダウンロード印刷。

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



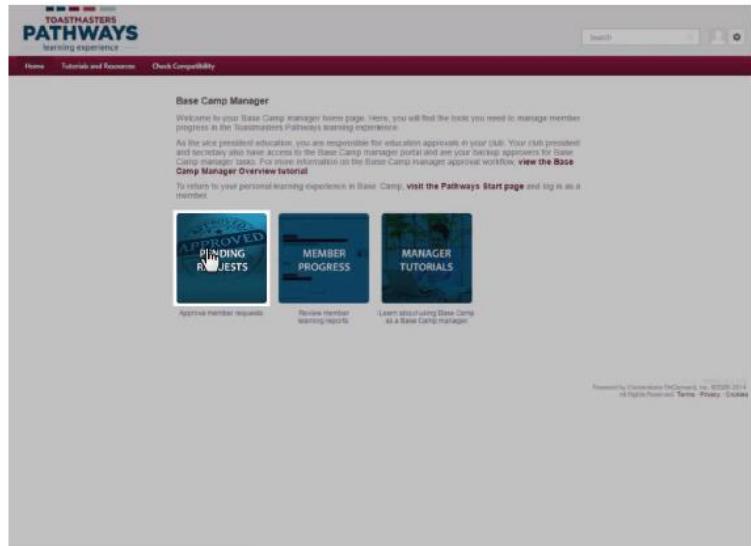
プロジェクト内容詳細を把握後ナビゲーションバーのHomeを選ぶ。

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



Pending Requestsを選ぶ

Then select the Pending Requests tile.



この時点でクラブ外発表の承認か拒否かを行う。

承認であれば緑の✓マークを選ぶ。

否認であれば赤の✗マークを選ぶ。

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

To approve the request, select the green check mark.

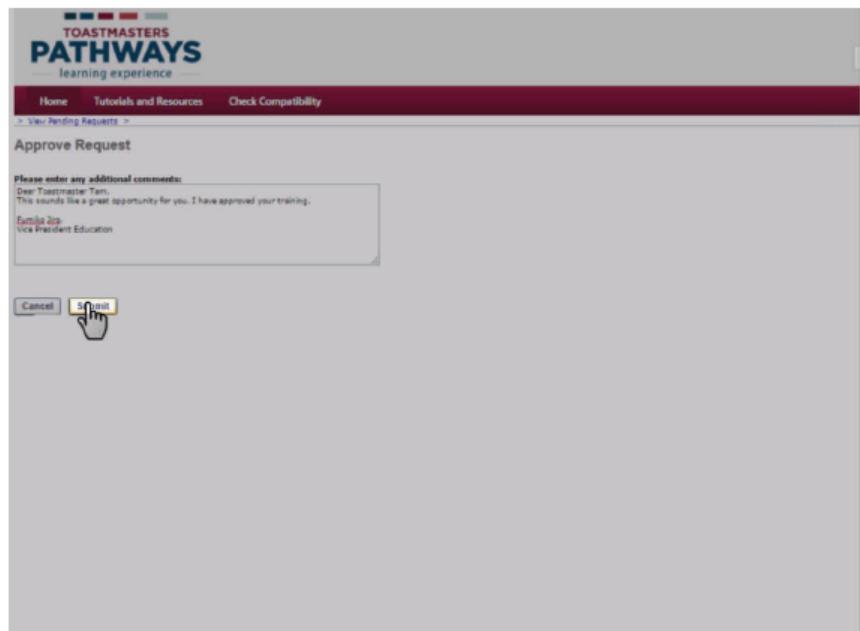
To deny the request, select the red X.

	Training	Type	Date	Options
1	Work with a small group to collaborate on a decision or project and present a speech about the process	Completion	11/20/2016 11:50 AM	

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あなたの名前とコメントを入力。それからSubmitボタンを押す。

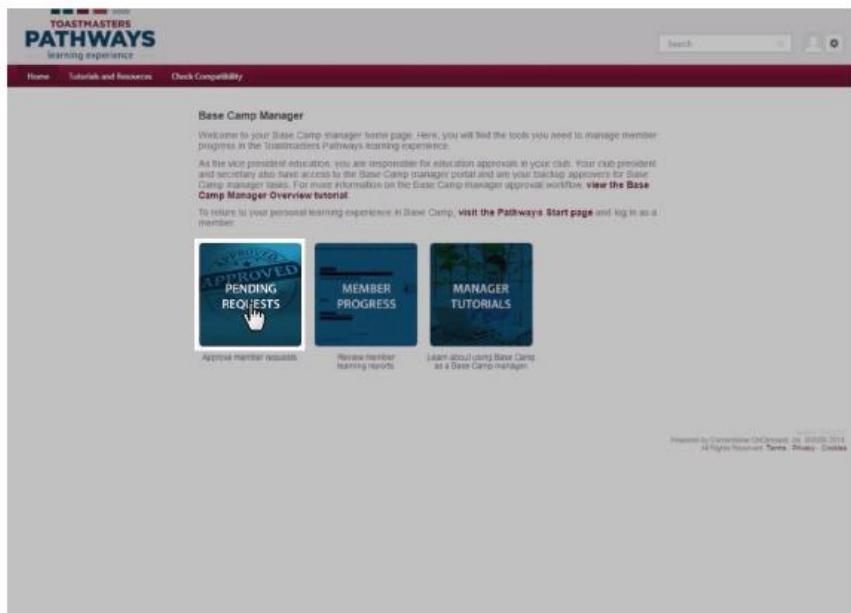
Enter your name and comments for the member. Then select the Submit button.



会員がクラブ外課題発表完了すれば、完了依頼をしてくる。

Pending Requests タイルを選ぶ。今回は「type」の下にCompletion (完了)と表示される。

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.



会員名の横のフォルダーを選び依頼詳細を見る。

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

The screenshot shows the 'View Pending Requests' section of the PATHWAYS website. At the top, there are links for 'Home', 'Tutorials and Resources', and 'Check Compatibility'. Below this, a sub-header reads 'View Pending Requests' with a note: 'View outstanding training requests you must approve, defer, or deny. Defering a request will send the request to the next person in the approval chain for that employee. Click on the employee's name below, you may share your approving permissions for users for whom you are the following:'. A search bar and a 'Printable Version' link are also present. The main content area displays a table with columns for 'Requested By', 'Training', and 'Type'. One row shows 'Tam , Spencer' as the requester, with a yellow folder icon next to their name. The 'Training' column describes the task as 'Work with a small group to collaborate on a decision or project and present a speech about the process', and the 'Type' column indicates it's a 'Completion'. A cursor arrow is positioned over the folder icon for Tam, Spencer.

The screenshot shows the 'Training Pending Approval' page. The title 'Training Pending Approval' is at the top, followed by 'Printable Version' and 'Export to Excel' links. A search bar with a placeholder 'Name' and a 'Search' button is also present. Below this, the 'Requested By' section shows 'Tam , Spencer' with a yellow folder icon. The text 'Bright and Early Toastmasters (Club)' and 'Club VP Membership (Position)' is listed under the requester's name. A cursor arrow is positioned over the folder icon for Tam, Spencer. At the bottom left is a 'Back' button.

Training Detailsのページでは依頼と課題が要件と合致しているかを決める。
一番下のBackボタンを押し、Pending Requestsページに戻る。

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.

The screenshot shows the 'Training Details' page of the learning experience platform. At the top, there are navigation links: Home, Tutorials and Resources, and Check Compatibility. Below that is a breadcrumb trail: View Pending Requests >. The main content area has a heading: 'Work with a small group to collaborate on a decision or project and present a speech about the process'. Under this, there's a section titled 'Training Details' with the following fields:

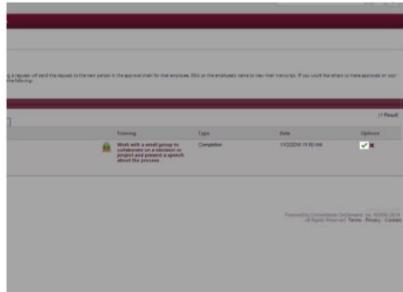
- Training Type: External Training
- Description: Describe your plan for completing I am working with a team at work to complete a project for our marketing group. Once the decision is made, I have to present a plan for the project, including a presentation.
- Status: Pending Completion Approval
- Due Date: None
- Language: English (US)
- Specify who you will present to or Project team at work work with:
- Indicate the start and completion dates: 11/2/2016 - 11/2/2016
- Planned location for completion of your assignments: Outside of Toastmasters
- Attachment(s): Attachments

Below this is a section titled 'Pending Completion Approval' with two buttons: 'Approve' (highlighted with a yellow box and a hand cursor icon) and 'Deny'. Further down are sections for 'Approval History' and 'Modification History'.

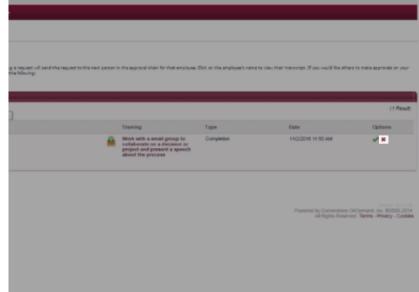
この時点で完了依頼の承認か拒否かを行う。
承認であれば緑の✓マークを選ぶ。
否認であれば赤の✗マークを選ぶ。

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

To approve, select the green checkmark.



To deny, select the red X.



あなたの名前とコメントを入力。それからSubmitボタンを押す。

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

The screenshot shows a web page titled "PATHWAYS learning experience". At the top, there are navigation links for "Home", "Tutorials and Resources", and "Check Compatibility". Below these, a breadcrumb trail reads "> View Pending Requests > Approve Request". The main content area is titled "Approve Request" and contains a text input field with placeholder text "Please enter any additional comments:". Inside this field, the text "Approved, great job!" is visible, followed by "Fumiko Ito" and "Vice President, Educator". At the bottom of the form, there are two buttons: "Cancel" and "Submit", with "Submit" being highlighted with a yellow background and a cursor icon pointing to it.

個人進捗状況ダッシュボード

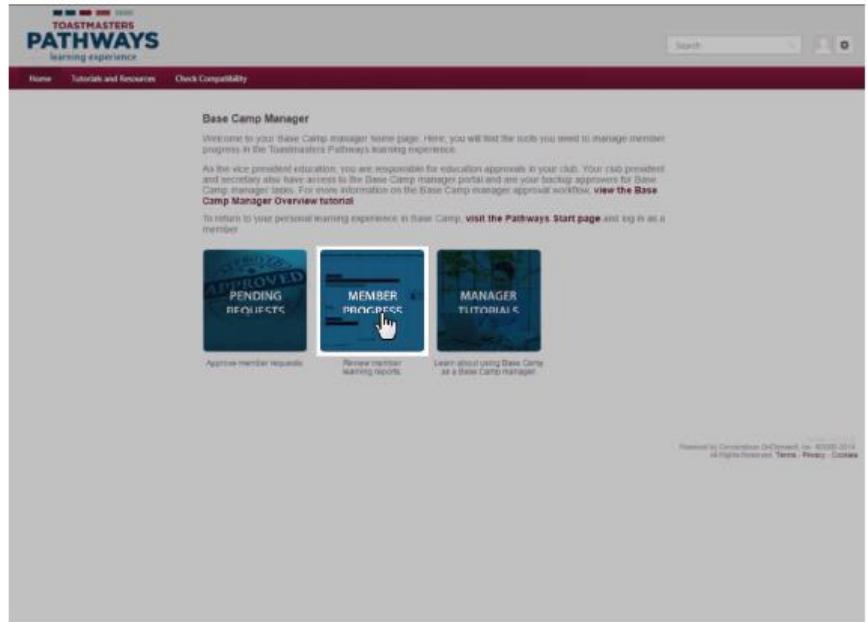
各会員のパスでの進捗状況を見ることができる。

ベースキャンプマネージャーのホームページより「Member Progress」 タイルを選ぶ

Individual Progress Dashboard

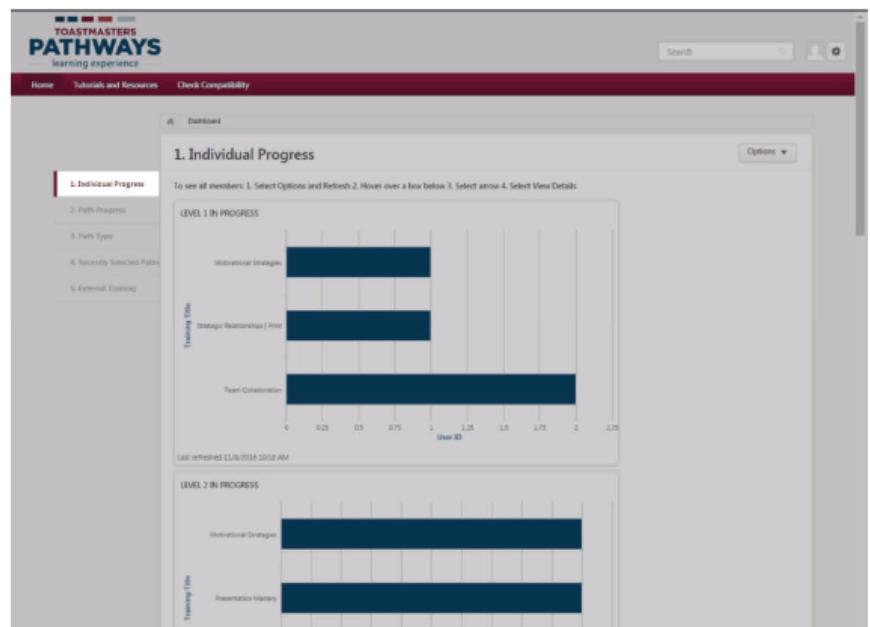
Use the Individual Progress dashboard to review each individual member's progress through their path by level.

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



“1. Individual Progress”タブを選ぶ

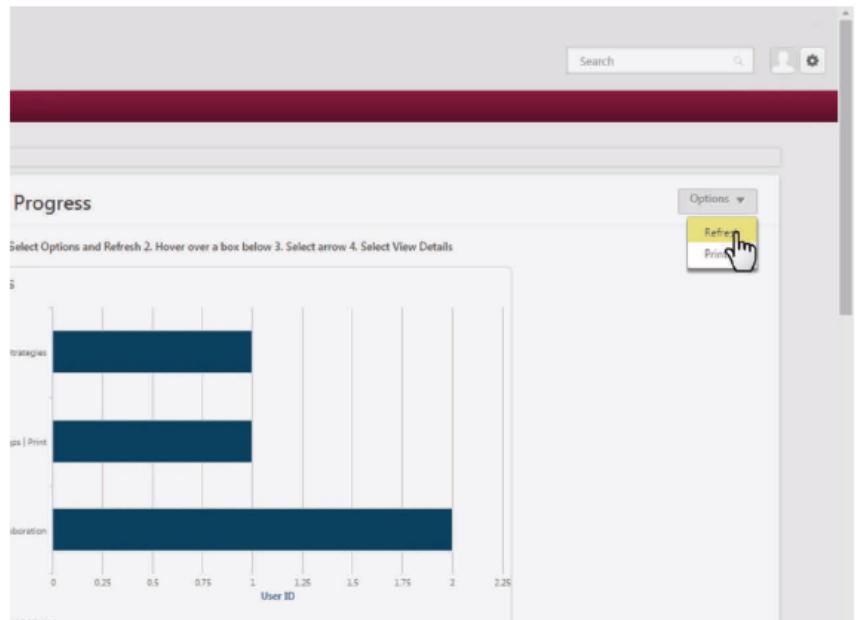
Select the “1. Individual Progress” tab.



最新の情報であることを確認。すべてのグラフを最新のものとする。

そのためには「Options dropdown menu」を選び、最新のものであることを確認するために、最後のrefreshed(更新)日時を確認する。

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.

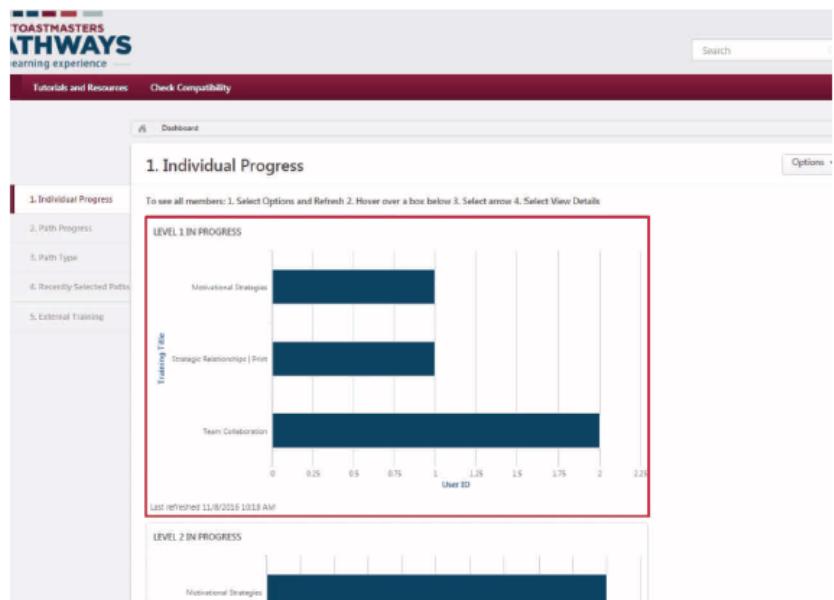


各グラフは各会員の進捗状況を示している。

5つのグラフはそれぞれのレベルを示している。

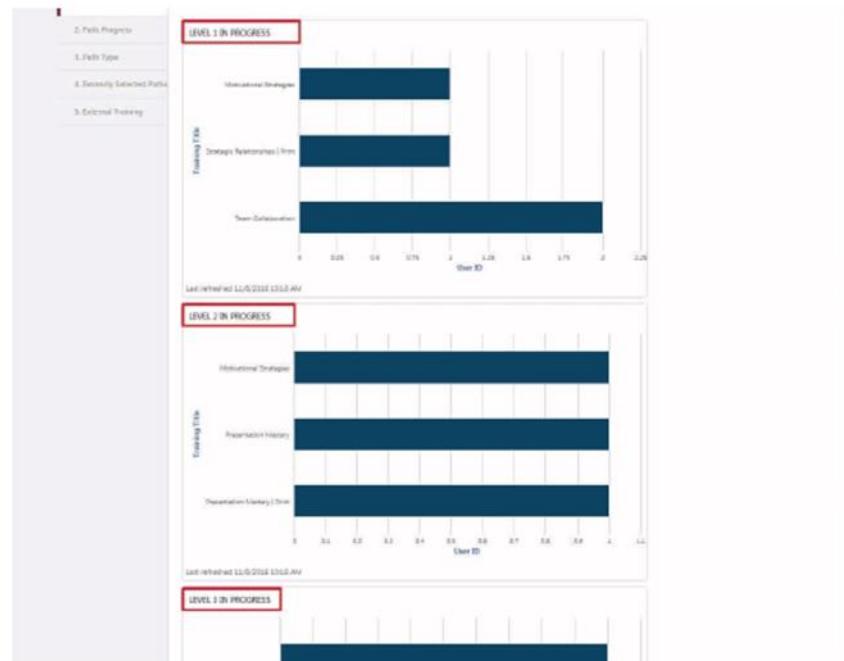
Each graph on the page shows individual member progress by path.

There are five graphs, one for each level.

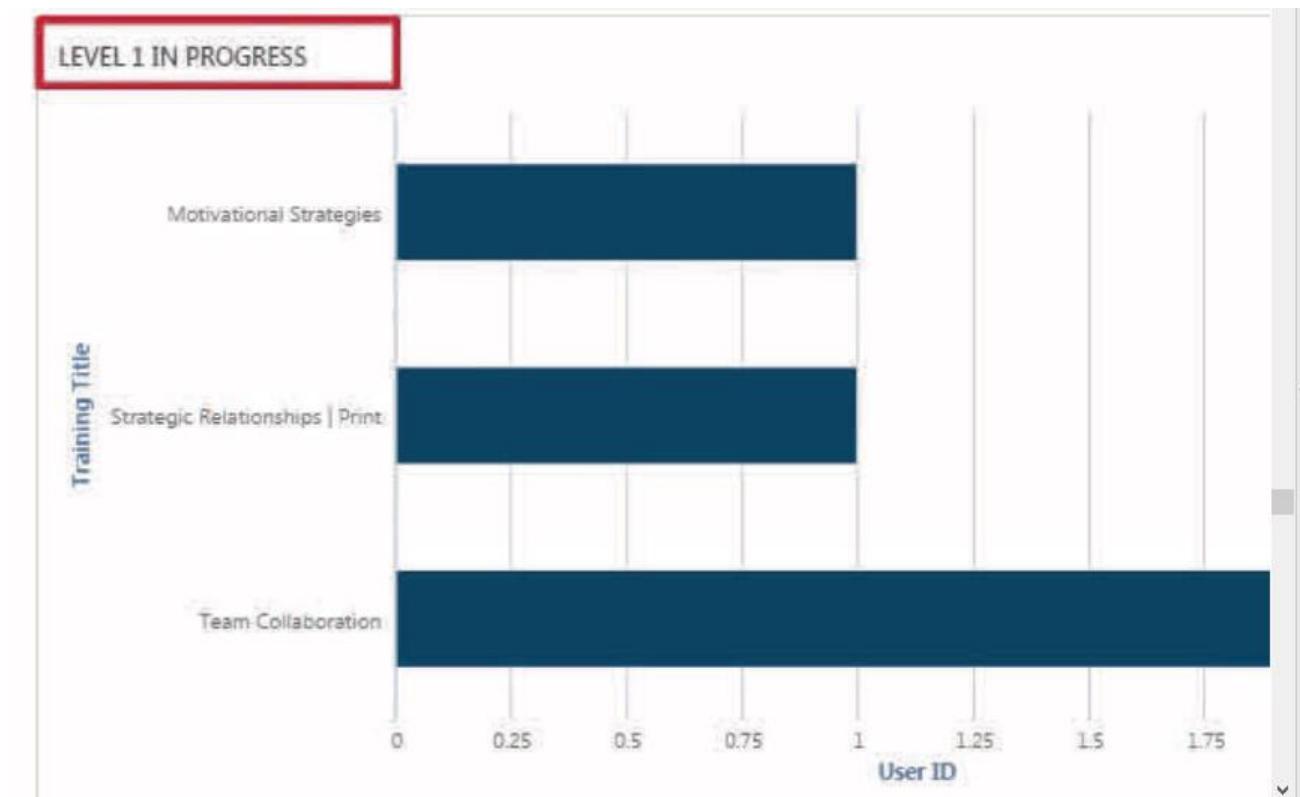


この例はレベル 1、2、3 のレベルを進めている複数の会員がいます。
それぞれの棒は各パスの会員の数を示している。

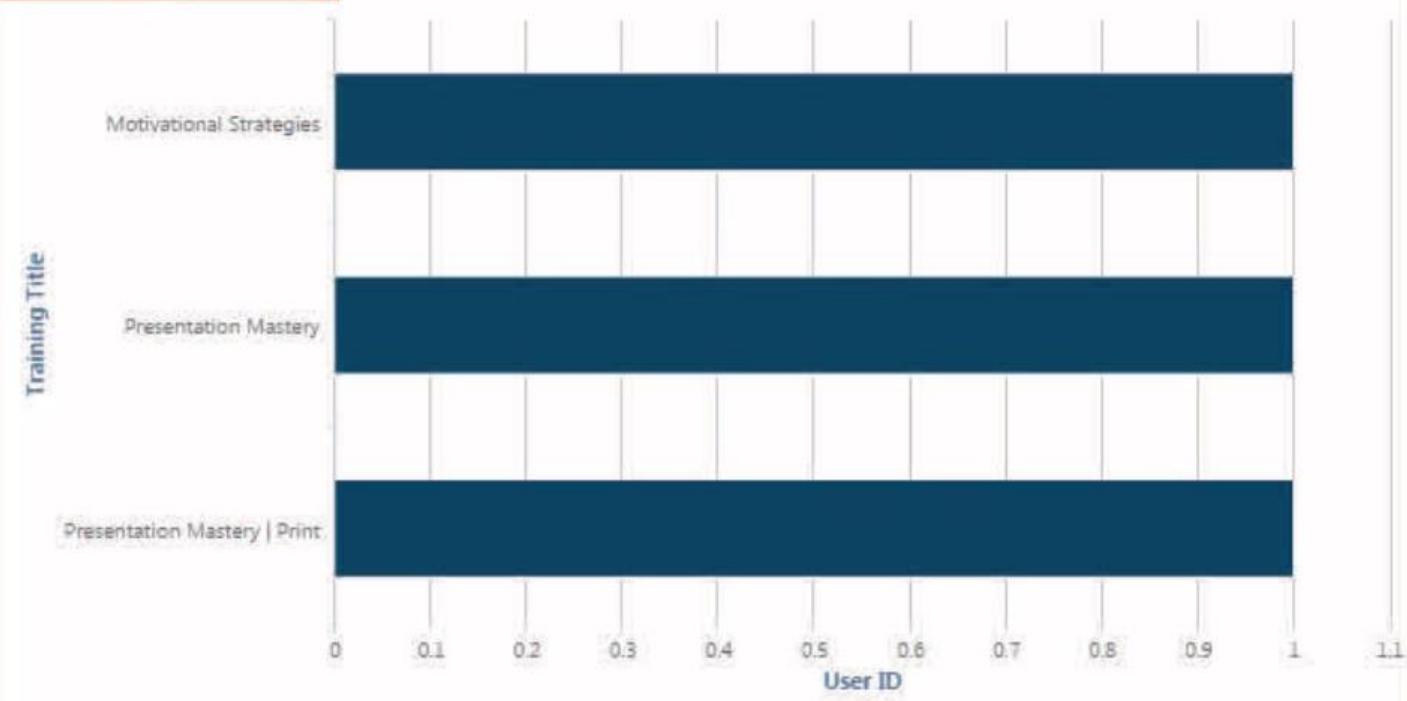
In this example, there are members working in projects in Levels 1, 2 and 3. The bar indicates the number of members in each path. In Level 1, there is one member in Motivational Strategies, one member in Strategic Relationships | Print and two members in Team Collaboration.



レベル 1 には、Motivational Strategies が一人、Strategic Relationship | プリント が一人、Team Collaboration が二人。



LEVEL 2 IN PROGRESS

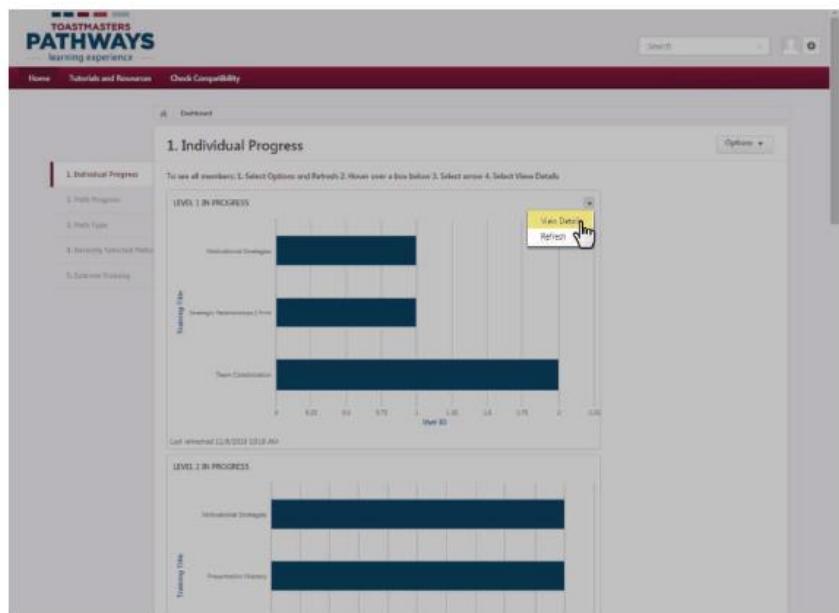


LEVEL 3 IN PROGRESS

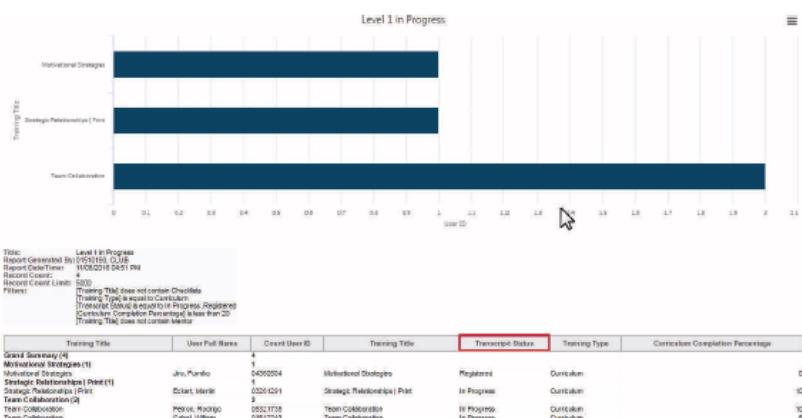


View Detailsを選ぶ。

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

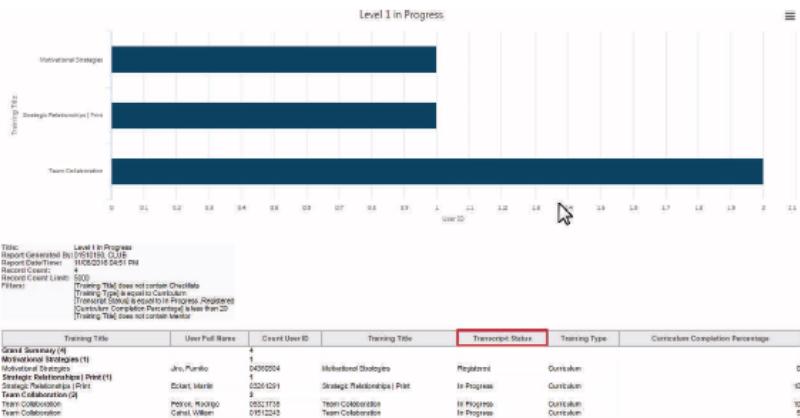


Under the Transcript Status heading, you will see "Registered" when a member has added the path to their transcript. You will see "In Progress" when a member has launched projects in the path. You will only see "Registered" in Level 1.



Transcriptの所にRegisteredとあります。この会員がパスを加えたということです。会員がパスをはじめ進みだすとIn Progressと表示になる。会員がレベル1の時はRegisteredという表示またCurriculum Completionで完了率が示されている。

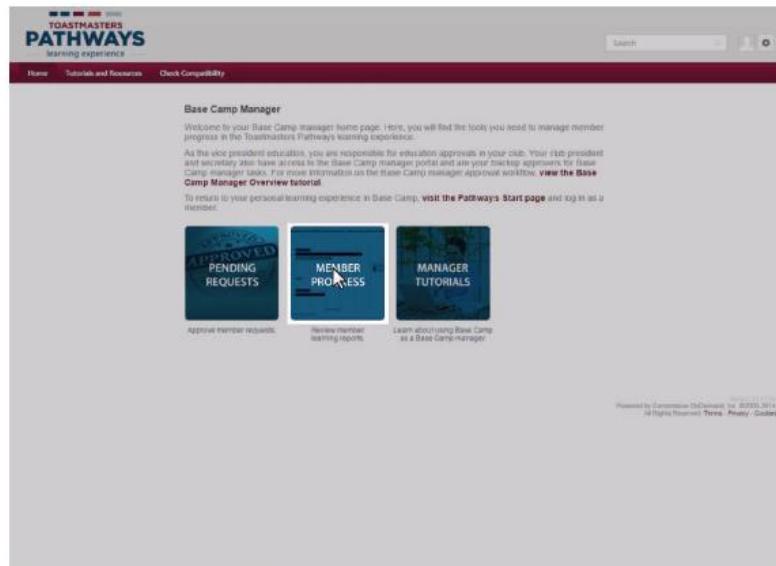
Under the Transcript Status heading, you will see “Registered” when a member has added the path to their transcript. You will see “In Progress” when a member has launched projects in the path. You will only see “Registered” in Level 1.



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.

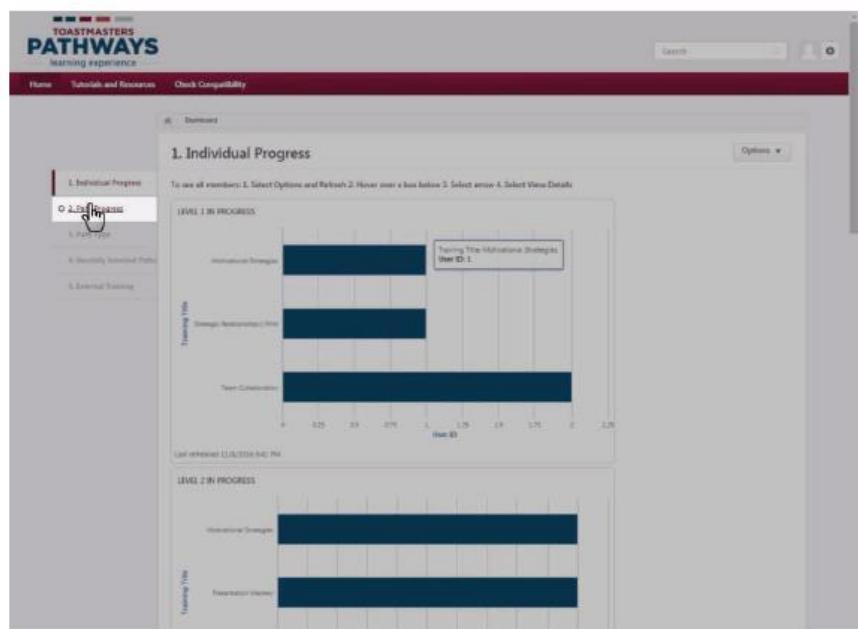
This information will help you support members connect with others who have completed work on their selected path.

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



“2. Path Progress”を選ぶ

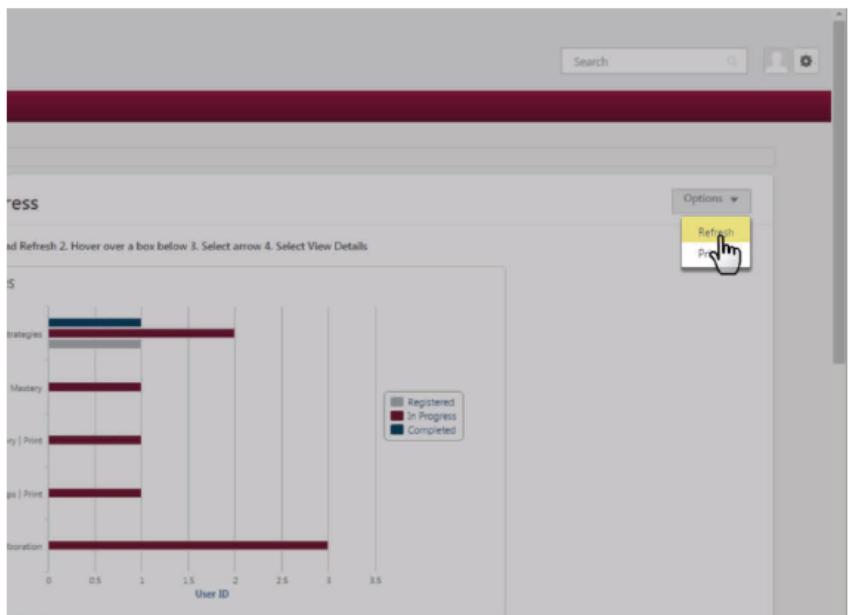
Select the “2. Path Progress” tab.



最新の情報を確認すること。

そのためには「Options dropdown menu」を選び、最新のものであることを確認するために、最後のrefreshed(更新)日時を確認する。

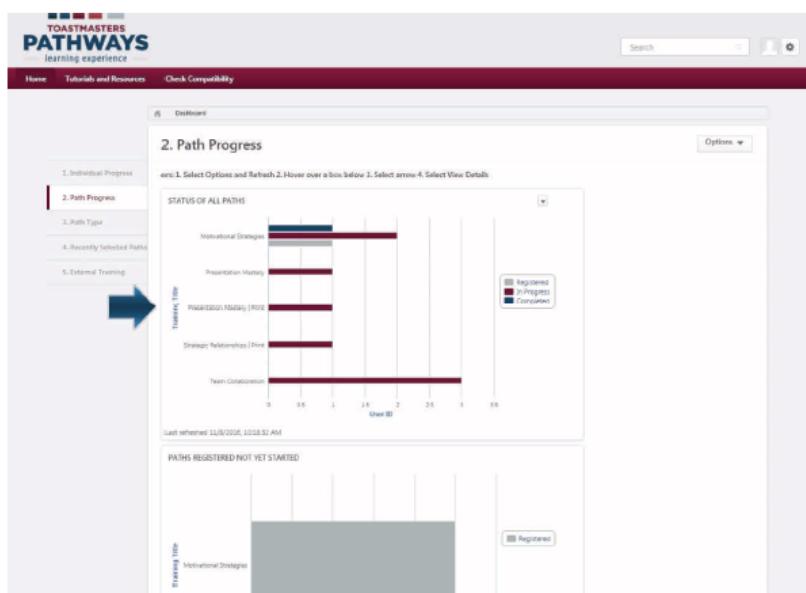
To ensure you have the most up-to-date information, refresh all graphs. To refresh all graphs, select the Options dropdown menu, then select Refresh. To confirm the refresh is complete, check the “Last refreshed” date and time.



最初のグラフでは、各Pathのどの状況に何人の会員がいるのかという概略を見ることができる。例は示しているバーの色は登録済み（Registered）,進行中（In Progress）,完了（Completed）を示す。以下、このページ上のグラフを3つに分けて説明する。

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.



2つ目のこのグラフは、Pathに登録はしているものの、まだProjectを始めていない会員を示している。Ice Breakerをするようにと、どの会員を励ましたらよいか見るのに有用である。会員の名前を見るのに、グラフ右上の角にある下向きの矢印を選びView Detailsを選ぶと良い。

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.



3つ目のこのグラフでは、各Pathにおいて進行中の会員数を見ることができる。このグラフでは、同じよう状況にある会員同志で連携させるのに役立つ。

会員名を見るのに、グラフ右上の角にある下向きの矢印を選び、View Detailsを選ぶと良い。

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.



4つ目のグラフは、Pathを完了した会員数を示す。このグラフはクラブ内でゴール達成したことの重要性を強調するのによい。

会員の名前を見るのに、グラフ右上の角にある下向きの矢印を選びView Detailsを選ぶと良い。

Path Progress Dashboard

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.

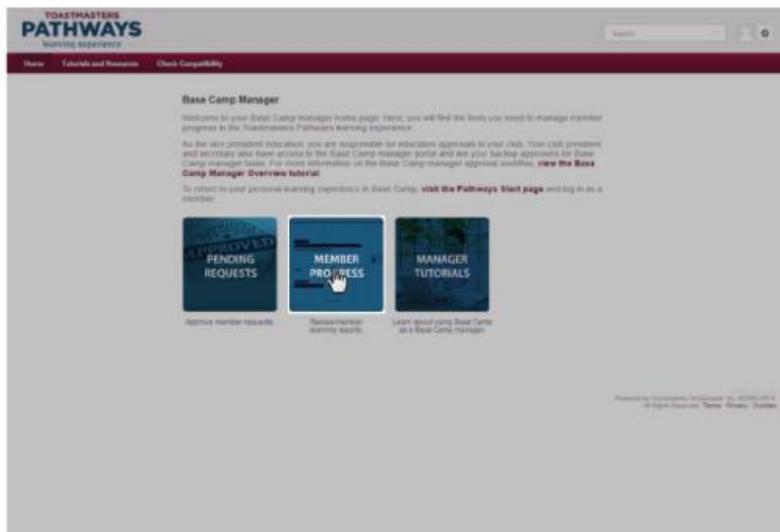
To view the member names, hover over the graph. A down arrow will appear in the upper right corner of the graph. Select it, then select View Details.



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.



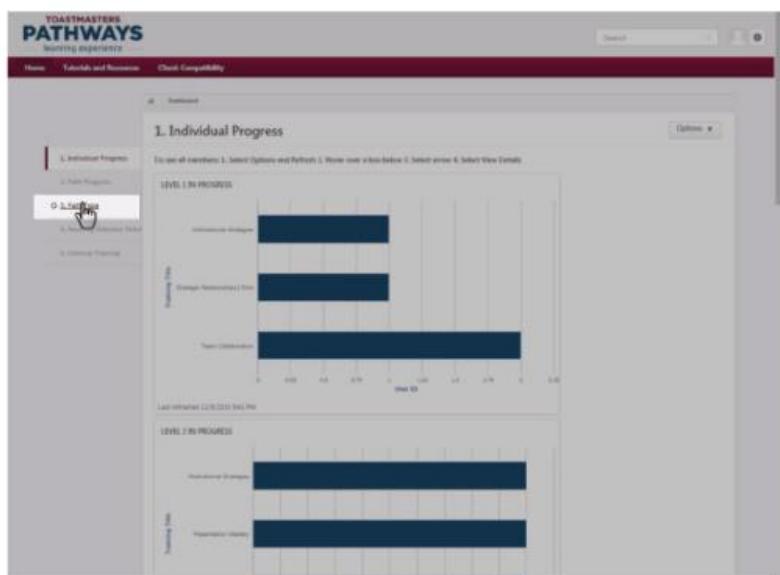
Path のタイプによるダッシュボード

Base Camp を使っている会員数と印刷物で学んでいる会員数を見るために Path Type Dashboard を使う。

Base Camp Manager のホームページから、Member Progress のタイルを選んで始める。

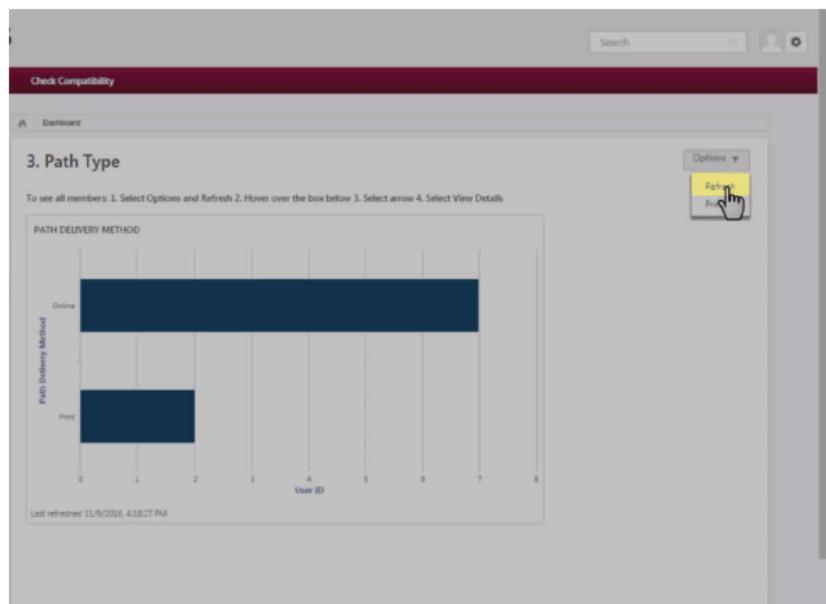
3.Path Type を選ぶ

Select the "3. Path Type" tab.



最新の情報であることを確実にするために、すべてのグラフを更新する。更新するためには、Optionと書いてあるドロップダウンメニューを選択し、Refresh を選ぶ。更新が確実にされているのを確認するために Last refreshed の日付と時間をチェックする。

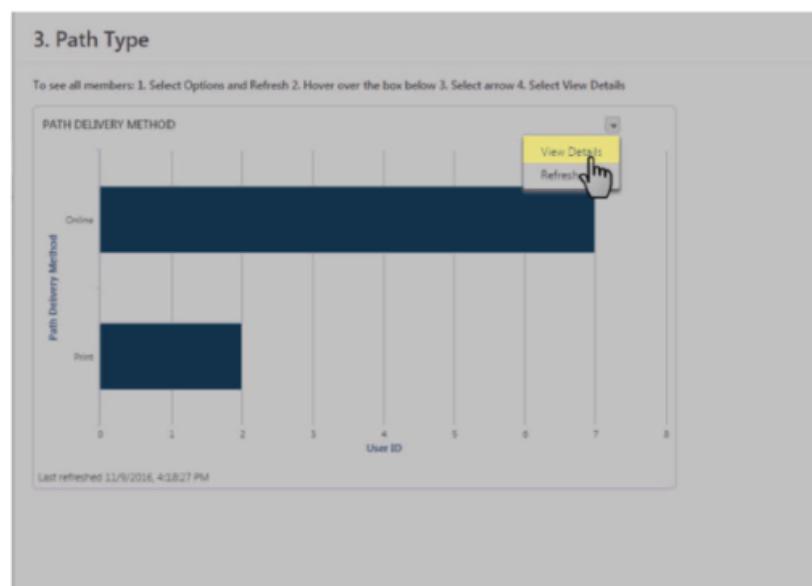
To ensure you have the most up-to-date information, refresh all graphs. To refresh all graphs, select the Options dropdown menu, then select Refresh. To confirm the refresh is complete, check the "Last refreshed" date and time.



この例では会員 7 名が Base Camp を使って Path を完了し、会員 2 名が印刷版で Path を完了している。View Details を選ぶと、誰が Base Camp を使って完了したのか、印刷版を使ったのか見ることができる。

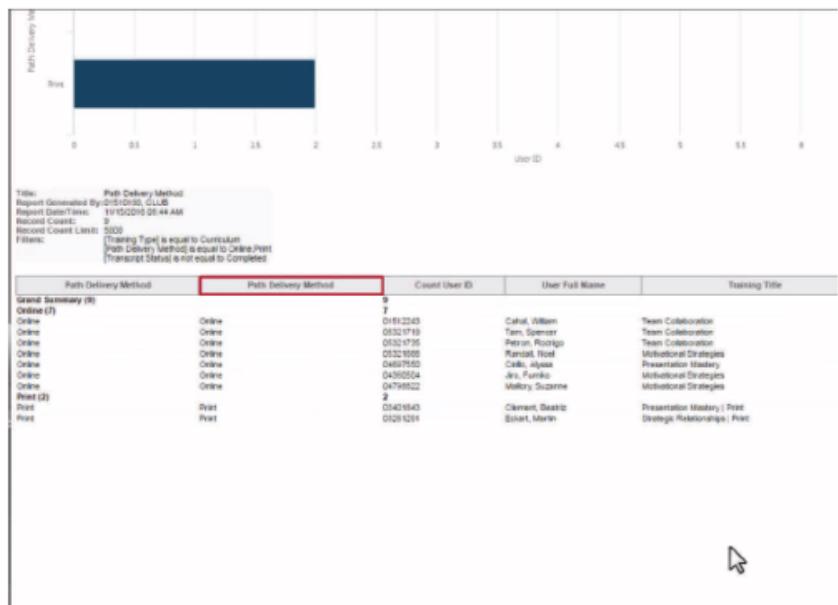
In this example, seven members are completing their paths on Base Camp and two members are completing their paths in printed materials.

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



Path Delivery Method で、どの会員が印刷版で Path を完了したのか分かる。この情報から、どの会員が違うタイプのサポートを必要としているかが分かる。更なる情報は、Members in Printed Material の手引きを見てください。

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.

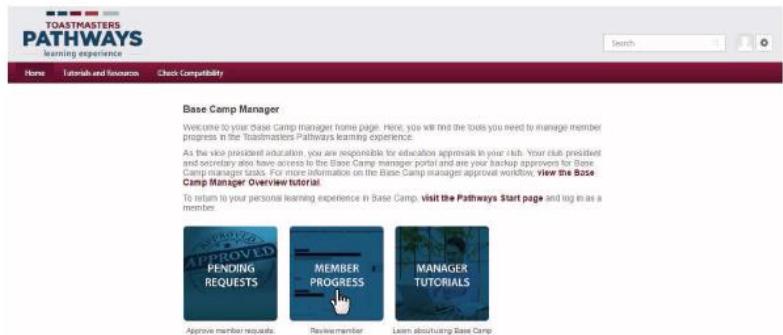


Recently Selected Paths を使う事で、前月に会員が登録した Path を見ることができる。Base Camp Manager のホームページの Member Progress のタイルを選んで始める。

Recently Selected Paths Dashboard

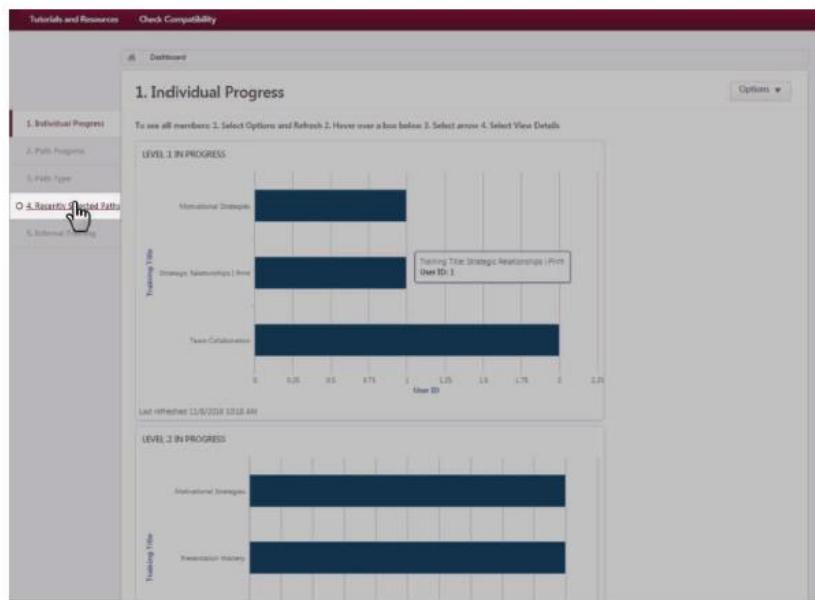
Use the Recently Selected Paths dashboard to review the paths members of your club have registered for in the last month.

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



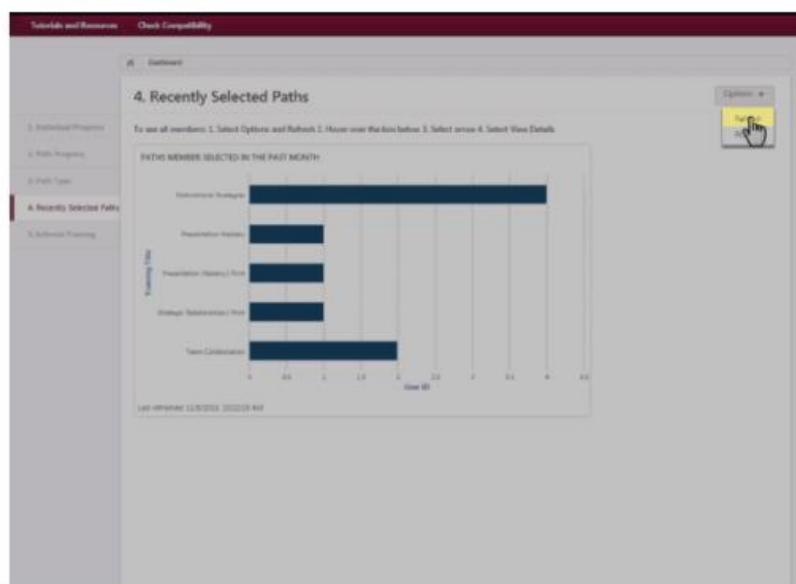
4. Recently Selected Paths を選ぶ。

Select the “4. Recently Selected Paths” tab.



最新の情報を確実にするために、すべてのグラフを更新する。そのためには、Option のドロップダウンメニューを選び、Refresh を選択する。更新を確実にされているのを確認するために Last Refreshed で日付と時間をチェックする。

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.

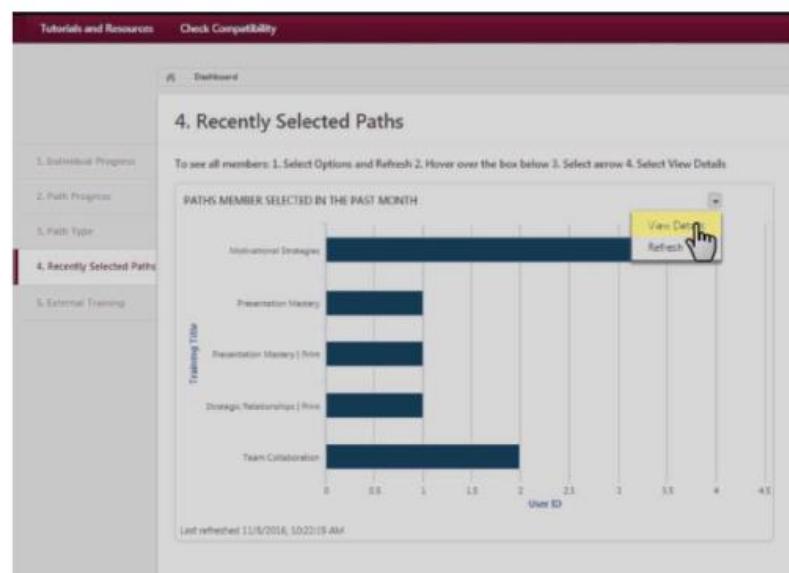


このグラフは4名の会員が Motivational Strategies（動機づけ戦略）に登録し、2名が Team Collaboration（チームコラボレーション）に登録し、残りの3つのPathを各1名の会員が登録していることを示す。

それぞれのPathをどの会員が最近始めたのか見るためには、View Detailsを選ぶ。

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.



各Pathに登録した会員名は、画面下方で見ることができる。この情報は、新会員に情報を与えるときや、すでに他の会員が始まっているPathと同じものを始めようとしている会員には特に役に立つ。

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.

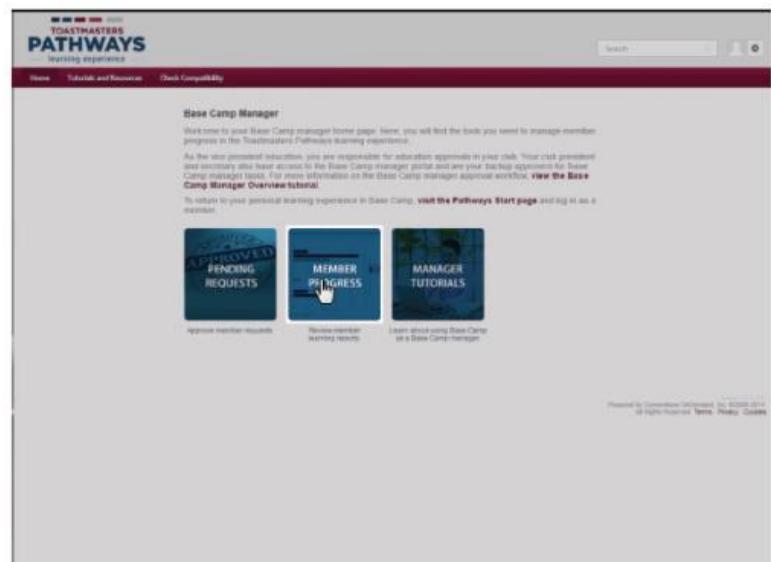
Training Title	User Full Name	Count User ID	Training Title	Transcript Assigned Date
Grand Summary (9)		9		
Motivational Strategies (4)	Randall, Noel Carlyle, Margaret Mastery, Suzanne Jr., Funko	4	Motivational Strategies Motivational Strategies Motivational Strategies Motivational Strategies	11/02/2016 04:27 11/02/2016 04:27 11/02/2016 04:27 11/02/2016 11:12
Presentation Mastery (1)	Cheeks, Queenie	1	Presentation Mastery	11/02/2016 9:14P
Presentation Mastery Print (1)	Clement, Beatrix	1	Presentation Mastery Print	11/02/2016 04:27
Presentation Mastery Print (1)	Eckart, Martin	1	Strategic Relationships Print	11/02/2016 04:27
Strategic Relationships Print (1)	Cahill, William	2		
Team Collaboration (2)	Cahill, William	1	Team Collaboration	11/02/2016 11:06
Team Collaboration	Petron, Rodriguez	1	Team Collaboration	11/02/2016 04:27

External Training Dashboard を使うとクラブ外で課題を完了した会員の確認ができる。Base Camp Manager のホームページから Member Progress のタイルを選ぶ。

External Training Dashboard

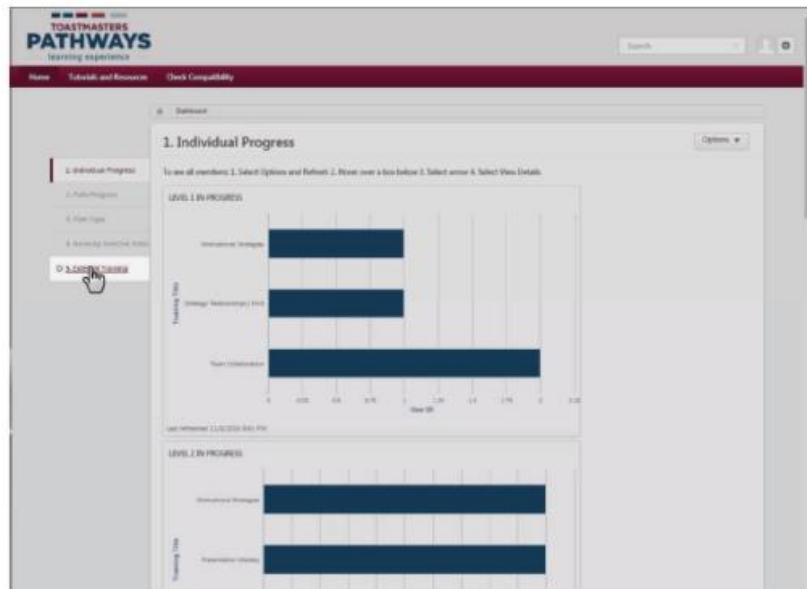
Use the External Training Dashboard to review members completing an assignment outside your club.

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



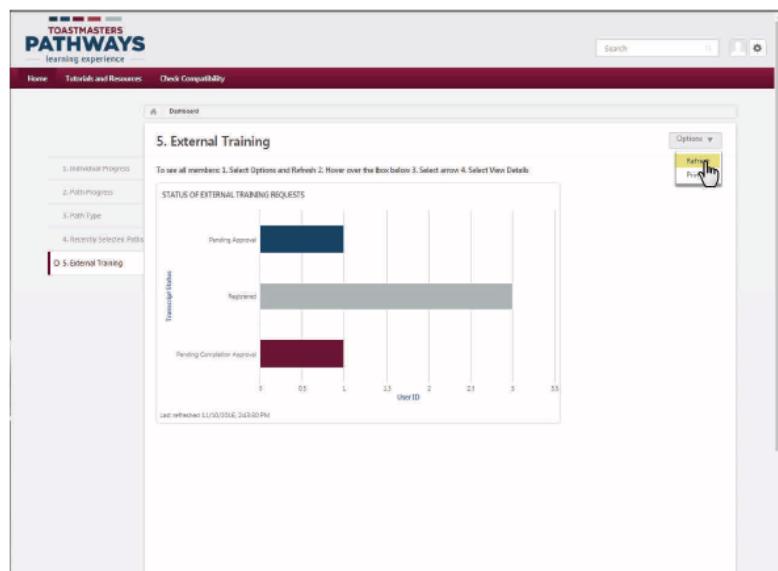
5. External Training のタブを選ぶ

Select the “5. External Training” tab.



最新情報であることを確実にするために、すべてのグラフを更新する。更新するためには、Option のドロップダウンメニューから Refresh を選択する。更新が完了したことを確認するために、Last Refreshed の日付と時間をチェックする。

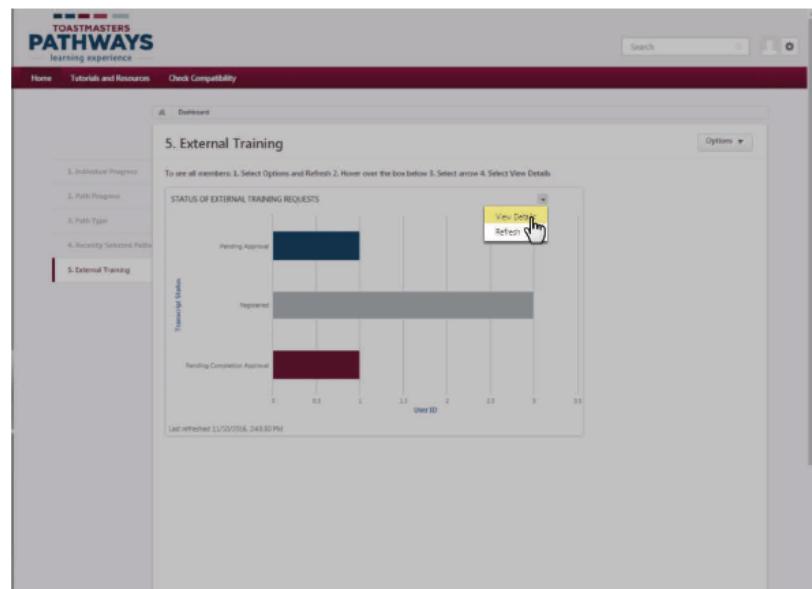
To ensure you have the most up-to-date information, refresh all graphs. To refresh all graphs, select the Options dropdown menu, then select Refresh. To confirm the refresh is complete, check the "Last refreshed" date and time.



この例では、一人の会員がクラブ外で課題をすすめたいので、最初の許可要求を提出し、承認を待っているところ。また、3人の会員は許可がおりたものの、まだ課題を完了していない状況を登録済み (Registered) という。1名の会員は、課題が完了し、クレジットの承認 (課題が終了したことの承認) を待っているところ。会員名を見る場合は、View Details を選択する。

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.



グラフ上にあらわされていた会員名を示している。Training Title の下に各会員の課題の概略を見ることができる。

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.

