

Association for the Assessment  
of Learning in Higher Education

**AALHE**

PROMOTING ASSESSMENT FOR LEARNING

# BASECAMP FOR AALHE VOLUNTEERS

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# WHAT IS BASECAMP?

AALHE's central communications hub where AALHE volunteers, committee chairs, board members, and staff may share information, manage committee efforts, and maintain relevant documentation.

## WHY USE IT?

- Provides a single location for communications, documents, and tasks.
- Reduces extensive email chains and loss of information across volunteer leadership and terms.
- Houses AALHE documents in a central place.



# ACCESSING BASECAMP

Logging in

# ACCESSING BASECAMP

- Go to [basecamp.com](https://basecamp.com) or open the desktop app and login using the email associated with your volunteer profile.



*Save Basecamp as a bookmark on your browser of choice.  
Download the Basecamp App on your mobile device, if desired.*

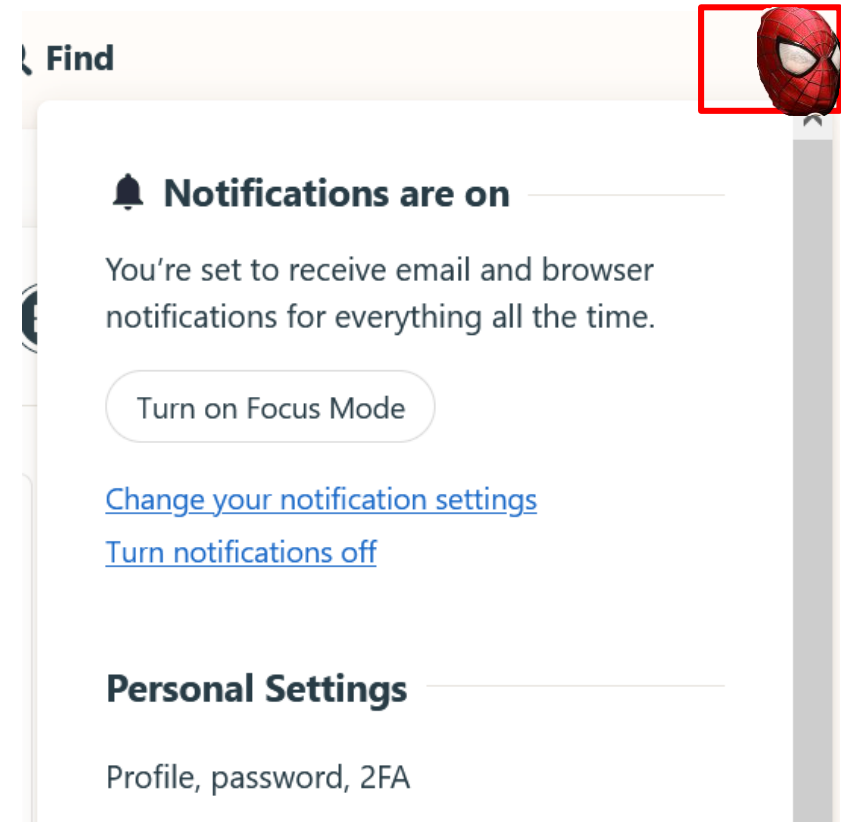


**USER PROFILE**

Settings &  
Notifications

# USER SETTINGS

- Select the profile icon in the upper right corner to adjust your settings.
- Select “Profile” to change your photo, title, password, email address.
- Email notifications from Basecamp may be managed and/or turned off here.



Find

**Notifications are on**

You're set to receive email and browser notifications for everything all the time.

Turn on Focus Mode

[Change your notification settings](#)

[Turn notifications off](#)

**Personal Settings**

Profile, password, 2FA

# NOTIFICATIONS

- Select the profile icon in the upper right corner and select “Change your notification settings.”
- Select your preferences for what you receive notifications for, how you receive them, and when they come to you.

## Notification settings and Work Can Wait

### What?

- Notify me about everything**  
This includes new messages and comments, to-dos assigned to you, when someone @mentions you, and Campfire chats and Pings you're part of.
- Only notify me when someone sends me a Ping or @mentions me**  
Basecamp will only send you a notification when someone sends you a Ping or @mentions you anywhere. You can always check the Hey! and Campfire menus manually to see what else is new for you.

### How?

- Send me email notifications**  
Note: To prevent your inbox from overflowing, Basecamp will bundle Pings if they happen within a few minutes of each other. You won't be emailed if you're actively participating in a Ping or Campfire chat in the Basecamp app or on your computer.
- Pop up notifications on my computer when Basecamp is open**  
Note: To prevent you from being annoyingly overnotified, you won't get pop-up alerts about a particular message, to-do, or chat if you're looking right at it.
- Show the number of unread items**  
You'll see counts for each new Ping, Campfire, and Hey! notification when Basecamp is open in your browser.
- My devices: iPhone 8 Plus**  
Use the settings on your device to turn notifications on or off. You won't get notifications on your phone or tablet while Basecamp is open on your computer in the frontmost window. You'll get notifications again on your device when you switch away to a different tab or window, close Basecamp or your computer goes to sleep. See [My Devices](#) for details.

### When?

- Always! 24/7/365 no matter what.**
- Work Can Wait! Only during my work hours...**

Save my settings

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# HOME PAGE & TEAMS

Navigation  
Overview



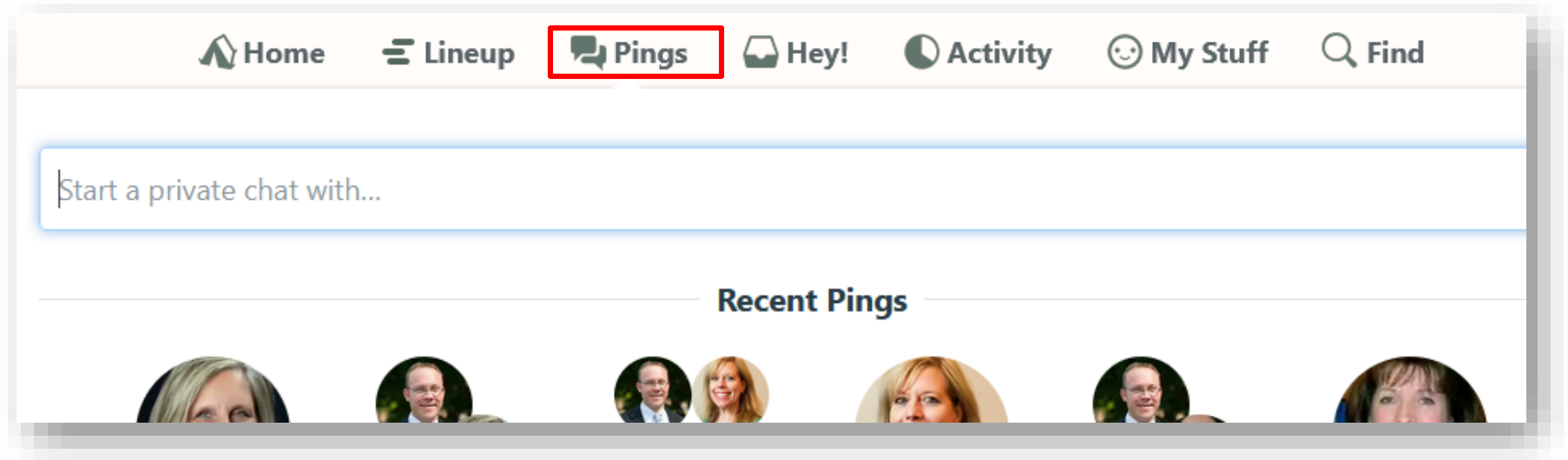
The “Home” page includes the AALHE HQ and all your volunteer committees or “Teams.”

The screenshot shows the AALHE Home page. At the top, a navigation bar includes a 'Home' button (highlighted with a red box), 'Lineup', 'Pings', 'Hey!', 'Activity', 'My Stuff', and 'Find'. The AALHE logo is centered, with the tagline 'PROMOTING ASSESSMENT FOR LEARNING'. Below the logo are two buttons: 'Make a new project' and 'Invite people'. A text prompt reads 'Pinned & recent below · View all in a list · Press **Ctrl+J** anytime to jump'. Three pinned items are visible: 'AALHE HQ' (with a red pin icon and +114 members), 'AALHE Staff' (with a red pin icon and 4 members), and 'Conference Committee' (with a red pin icon and +24 members). Each item includes a title, a brief description, and a row of member profile pictures.

# TEAMS DESCRIPTIONS

- **AALHE HQ:** All volunteers have access to the HQ. It includes resources, documents, and communications that all volunteers should have access to.
- **Committee Teams:** Each AALHE Committee has a separate Team. It includes resources, documents, and communications specific to each Committee. All agendas, meeting minutes, and files related to committee work should be saved to the Committee Team.
- **Committee Leadership:** All Committee Chairs, Vice-Chairs, Board Liaisons, and Staff have access to this Team. It includes resources, documents, and communications that Committee Leaders should have access to, such as reminders to submit board reports and Committee Leadership Conversations agendas.
- **Board of Directors:** All Board of Directors members have access to this Team. It includes resources, documents, and communications that only the Board of Directors needs.

# PINGS

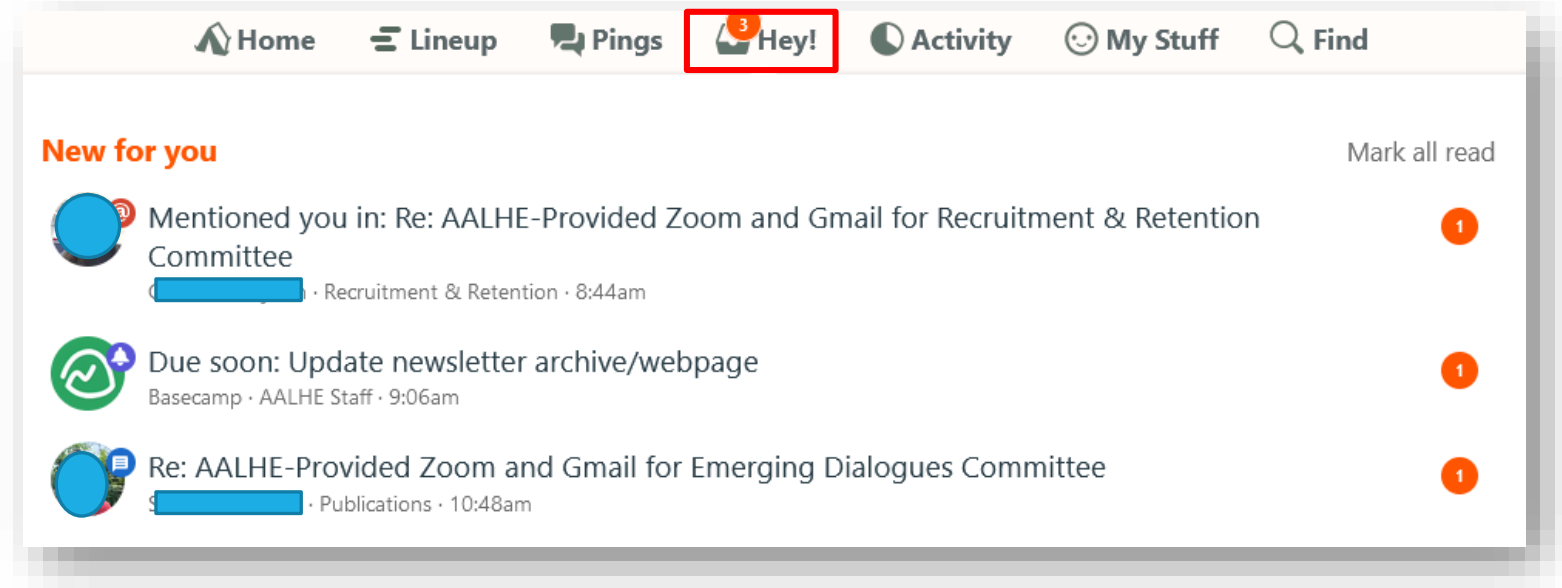


- Pings allow for private chats and conversations between specific people.
- Conversations in pings will only be seen by people included.
- You can ping any volunteer assigned to any committee.



*Across Basecamp click on the “three dot menu” on the top right to access additional features like “Bookmark” an item when viewing documents or messages or “See all files posted here.”*

# HEYS!



- Heys! include notifications for you, @mentions, to-do tasks, and documents uploaded in one of your Teams.
- Select a notification to view the communication, task, or document in more detail.



*Manage Heys using features such as: 1) “Mark all read” 2) “Stop notifying” or 3) “Mark as unread” to return an item to your “New for you” list.*

# HEY! LEGEND

- The Hey! Notification icons include information on the type of activity associated with the notification.
- “@Mention” means a person in Basecamp has included your name with the @ symbol so you receive a Hey! notification linked to that comment.



**@Mention**



**File uploaded**



**Comment Posted**



**Answer to check-in**



**To-do task assigned**



**To-do tasks & event reminders**



**To-do task completed**



**Calendar event added**

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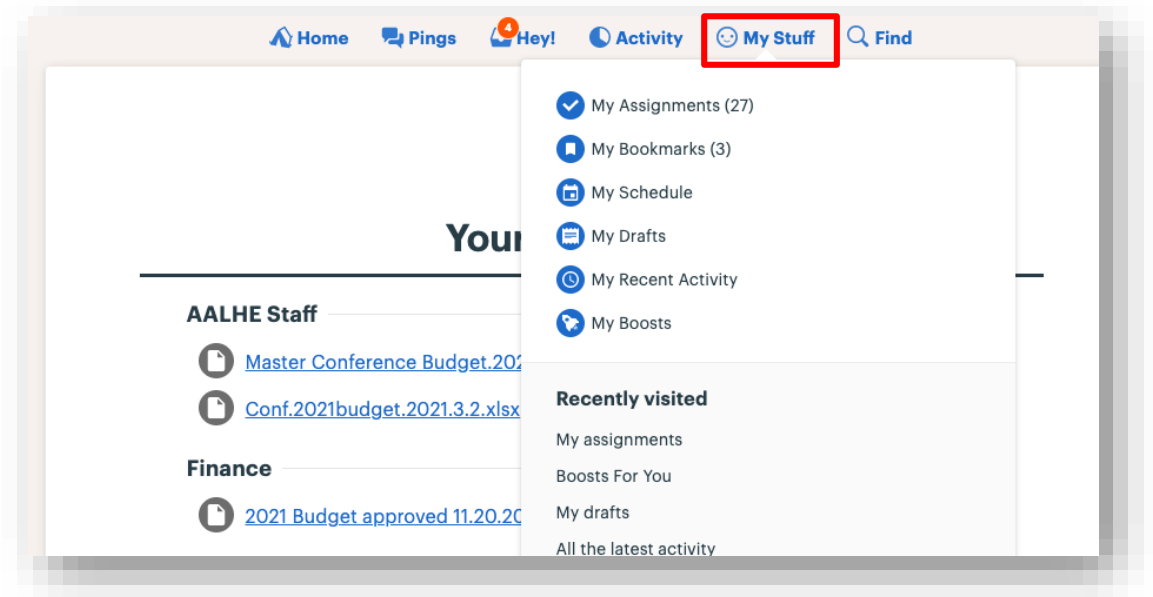
# ACTIVITY

- Activity gives an overview of latest comments, to-do completion, document uploads, and more.
- You can select different options under Activity to review specific things, such as the activity from a specific person or overdue to-dos.

The screenshot displays the 'Activity' section of the AALHE website. At the top, a navigation bar includes links for Home, Lineup, Pings, Hey!, Activity (highlighted with a red box), My Stuff, and Find. Below this, a grid of activity filters is shown: 'All the latest activity', 'Someone's assignments', 'Overdue to-dos', 'Someone's activity', 'To-dos added & completed', and 'Upcoming dates'. The main content area is titled 'Latest Activity' and features a button for 'Email me a daily summary'. The activity feed is organized by date, with the current section for 'Today'. A recent activity from 'AALHE HQ' shows a user adding a file named 'Basecamp Overview.pdf' at 11:01 am. The file thumbnail includes the AALHE logo and the text 'BASECAMP FOR AALHE VOLUNTEERS August 2021'. Below this, a 'Publications' section shows a comment from a user at 10:47 am regarding 'AALHE-Provided Zoom and Gmail for Emerging Dialogues Committee'.

# MY STUFF

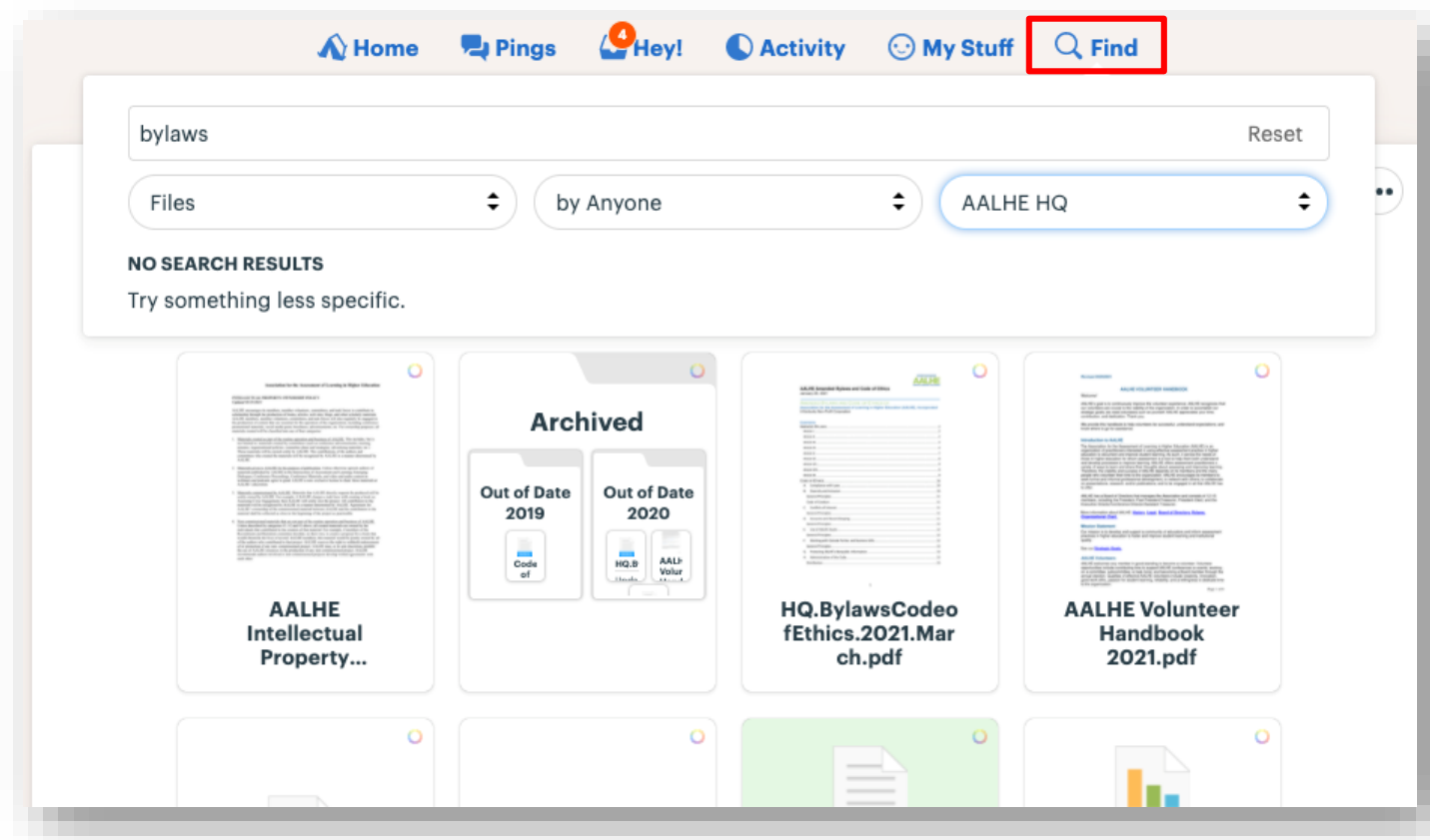
- View your “My Assignments” to see lists of the to-dos assigned to you.
- View your “My Bookmarks” if you’ve saved an item to return to.
- View “My Drafts” if you started a message or doc but didn’t post it yet.



*Bookmark pages, conversations, or documents you’d like to return to frequently. This option is included in the “three dot menu” on many Basecamp items.*

# FIND

- Search for an item in Basecamp by entering a piece of the document or conversation title in the find field.
- If desired, narrow your search by item type, who posted it, or what Team it is in.
- Use the [File Name Guide](#) to help find documents within Basecamp more effectively.



The [File Name Guide](#) policy document is in the Basecamp HQ Docs & Files.





**TEAM TOOLS**

Basecamp Features

Tools within each team and HQ include:

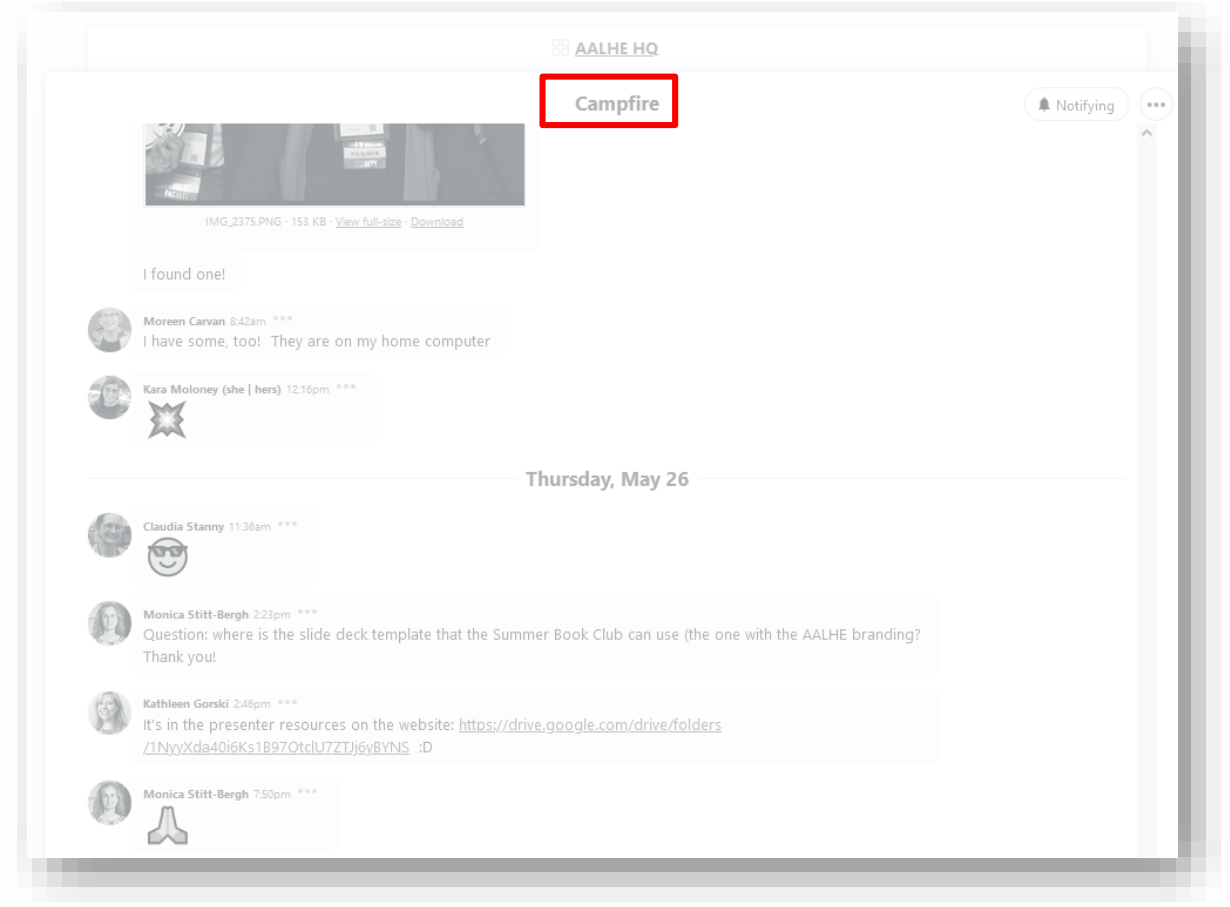
- Campfire,
- Message Board,
- Docs & Files,
- Schedule,
- To-dos,
- And Automatic Check-ins.

The screenshot shows the AALHE HQ dashboard. At the top, there is a navigation bar with icons for Home, Lineup, Pings, Hey!, Activity, My Stuff, and Find. Below the navigation bar, the main heading is "AALHE HQ" with the subtitle "Association-wide announcements for volunteers and staff everyone needs to know." A "Set up people" button is followed by a row of colored circles representing different teams: AG, AS, AM, AA, AT, AC, BJ, BR, CH, CD, CP, CA, and CC. The dashboard is divided into six main sections: 1. Campfire: A chat window showing messages from Monica Stitt-Bergh and Kara Moloney. 2. Message Board: An empty board for announcements. 3. Docs & Files: A grid of document thumbnails including "Committee Updates - BOD Secretary", "Policies", "AALHE Webinar Suggestion Box", "Resources and News", and "Basecamp Support". 4. Schedule: A calendar view showing dates like FRI, JUL 15 with tasks like "Complete AALHE Volunteer form" and holidays like MON, SEP 5 (Labor Day) and FRI, NOV 11 (Veterans Day). 5. To-dos: A list of tasks such as "Complete AALHE Volunteer form" and "Get excited for a new year with AALHE!". 6. Automatic Check-ins: Two sections with the heading "Automatic Check-ins" and questions like "What will AALHE activities will you be working on this week?" and "What AALHE activities have you worked on these past two weeks?".

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# CAMPFIRE

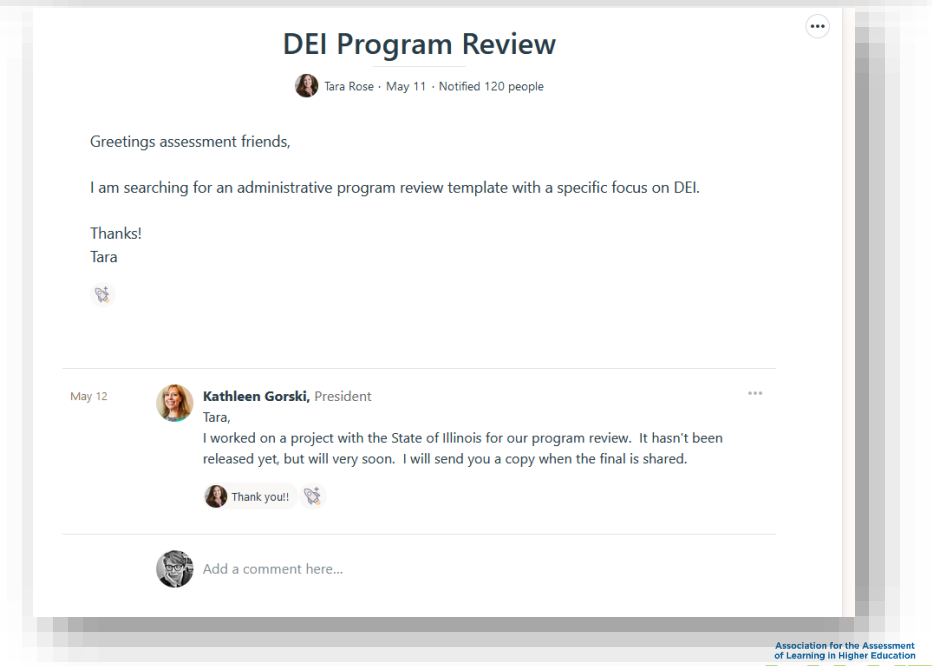
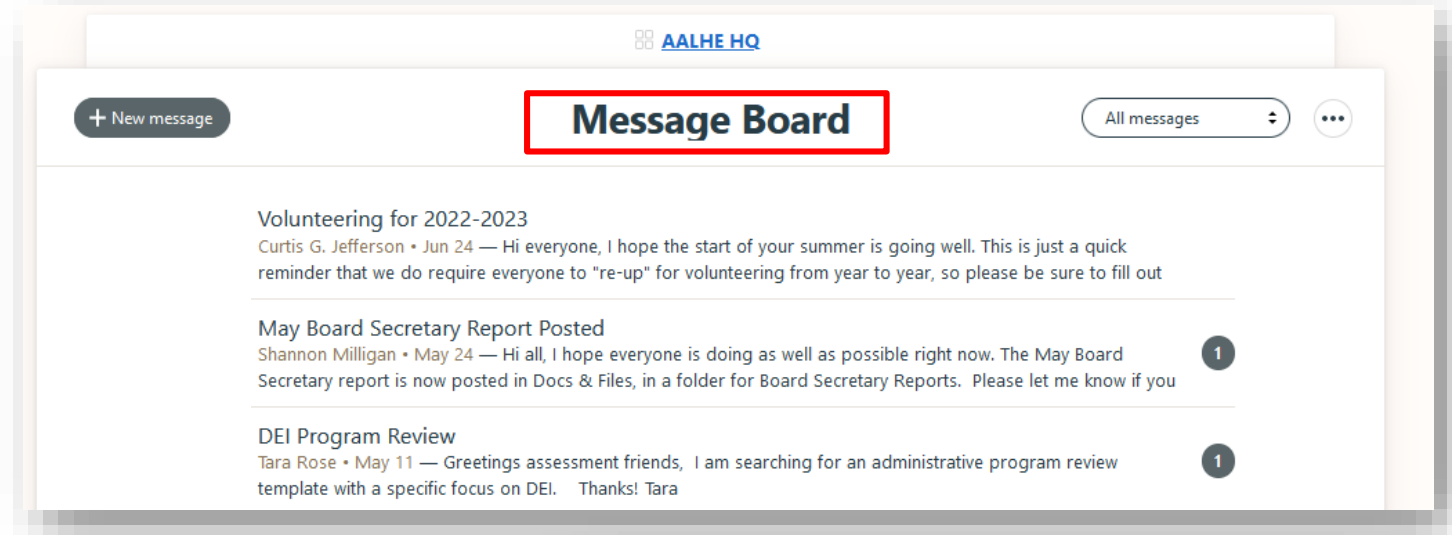
- Informal “water cooler” chats and conversations.
- Good for discussions that the entire committee/team needs to see.
- Everyone on the team will see responses.



*Type the “@” symbol to bring up a list of people who can be mentioned specifically in that Team. This will show up as a notification in their Hey! Menu.*

# MESSAGE BOARD

- Announcements, questions, or other more formal communications and updates for the entire team.
- Comments section on Message Board posts allows for continued conversation.



# TO-DOS

- Task lists and assignments with due dates for Team members with attached discussion and notes.



*Even if there is no hard deadline for a task, due dates for tasks help prioritize. These will appear in chronological order in My Assignments.*

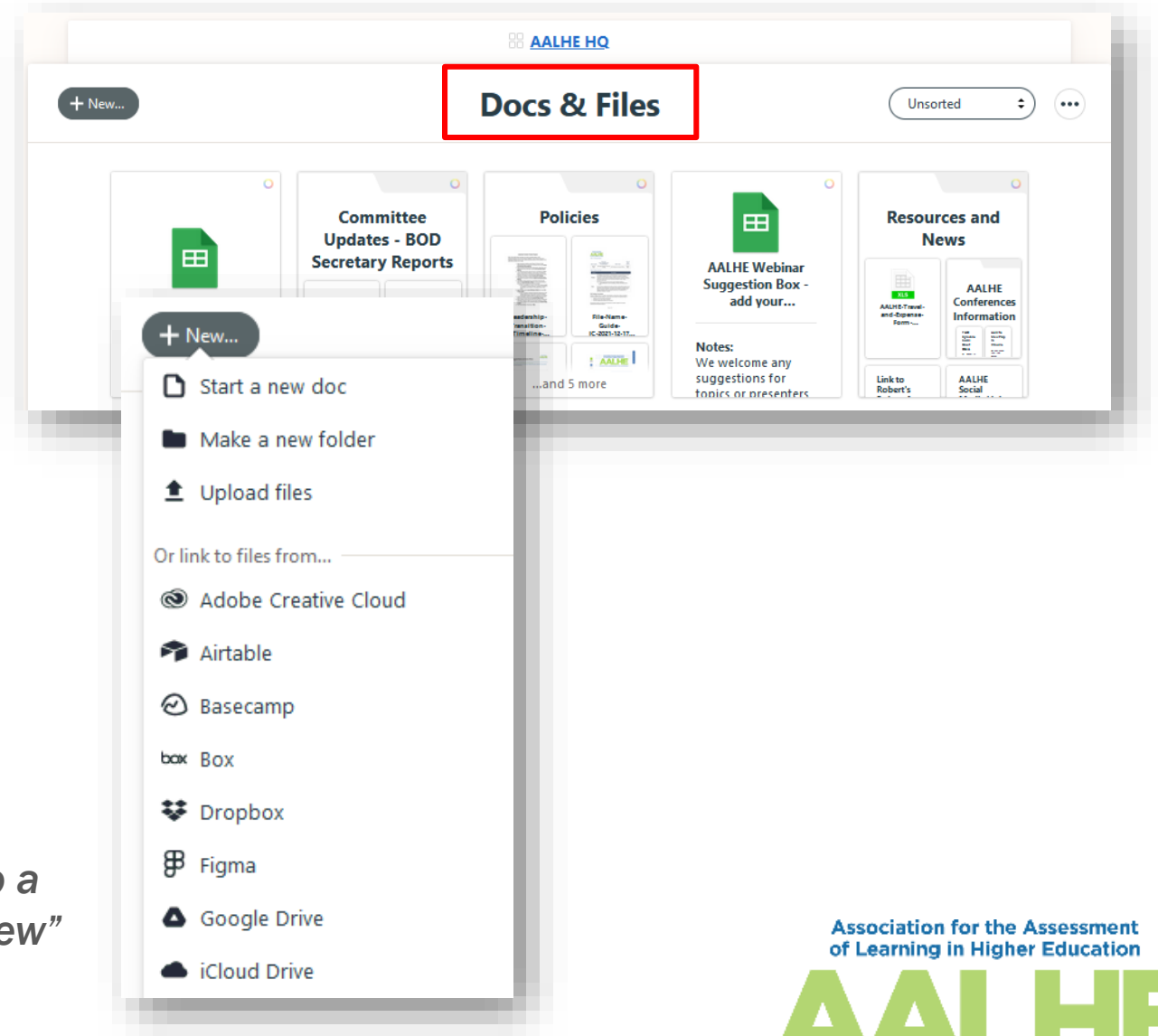
The screenshot displays the AALHE HQ interface for managing tasks. At the top, there is a header with the AALHE HQ logo and a 'To-dos' title, which is highlighted with a red box. Below the header, there is a '+ New list' button and a 'View as...' dropdown menu. The main content area shows a list of tasks under the heading '0/2 completed'. The first task is 'Example To-Do list', which is a blue link. Below it, there is a description: 'This contains examples of a To-Do list with tasks similar to what AALHE volun...'. The list contains two tasks: 'Complete AALHE Volunteer form' with a due date of 'Fri, Jul 15' and a document icon, and 'Get excited for a new year with AALHE!' with a due date of 'Fri, Jul 1' and a calendar icon. There is an 'Add a to-do' button at the bottom of the list. A modal form is open in the foreground, allowing users to add a new task. The form has a title 'Describe this to-do...' and a text input field. Below the input field, there are three sections: 'Assigned to' with a text input field 'Type names to assign...', 'When done, notify' with a text input field 'Type names to notify...', and 'Due on' with a date picker 'Select a date...'. At the bottom of the modal, there is a 'Notes' section with a text input field 'Add extra details or attach a file...'. There are two buttons at the bottom of the modal: 'Add this to-do' and 'Cancel'.

# DOCS & FILES

- Location for document storage.
- Set up folders and save documents and files within the folders.
- “Start a new doc” will create a blank text box in Basecamp.
- You can also upload or link existing files.

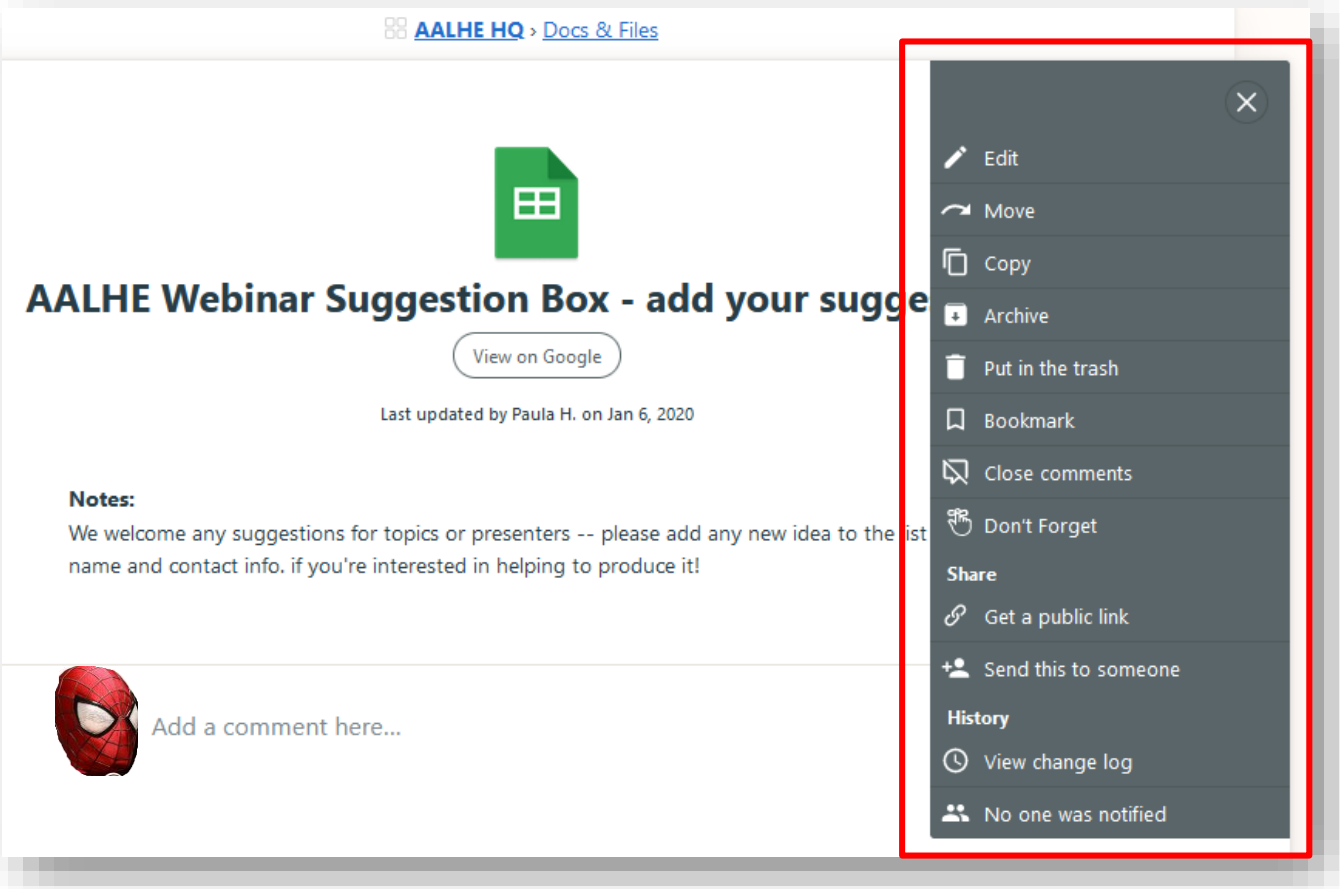


*To group edit a document, add a link to a Google Drive item under using the “+New” menu.*



# DOCS & FILES CONTINUED

- Click on the three dot menu to open a number of options for managing documents.



The screenshot shows a Google Docs interface. At the top, the breadcrumb navigation reads "AALHE HQ > Docs & Files". The main content area features a green document icon, the title "AALHE Webinar Suggestion Box - add your suggestion", and a "View on Google" button. Below the title, it says "Last updated by Paula H. on Jan 6, 2020". A "Notes:" section contains the text: "We welcome any suggestions for topics or presenters -- please add any new idea to the list with your name and contact info. if you're interested in helping to produce it!". At the bottom, there is a comment box with a Spider-Man profile picture and the text "Add a comment here...". A context menu is open on the right side, listing various actions: Edit, Move, Copy, Archive, Put in the trash, Bookmark, Close comments, Don't Forget, Share (with sub-options: Get a public link, Send this to someone), History (with sub-options: View change log, No one was notified).



*“Get a public link” will allow you to send a link to a specific document to a team member.*

# BASECAMP HELP

If you have questions or would like additional Basecamp training, ping or email Nancy Short, Executive Director ([info@aalhe.org](mailto:info@aalhe.org)).

**Thank you** for sharing your time and expertise with AALHE as a volunteer!

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