Association for the Assessment
of Learning in Higher Education

AALHE

PROMOTING ASSESSMENT FOR LEARNING

BASECAMP
FOR AALHE VOLUNTEERS

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.

Association for the Assessment
of Learning in Higher Education

AALHE

PROMOTING ASSESSMENT FOR LEARNING

ACCESSING BASECAMP | Logging in

ACCESSING BASECAMP

- Go to 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.
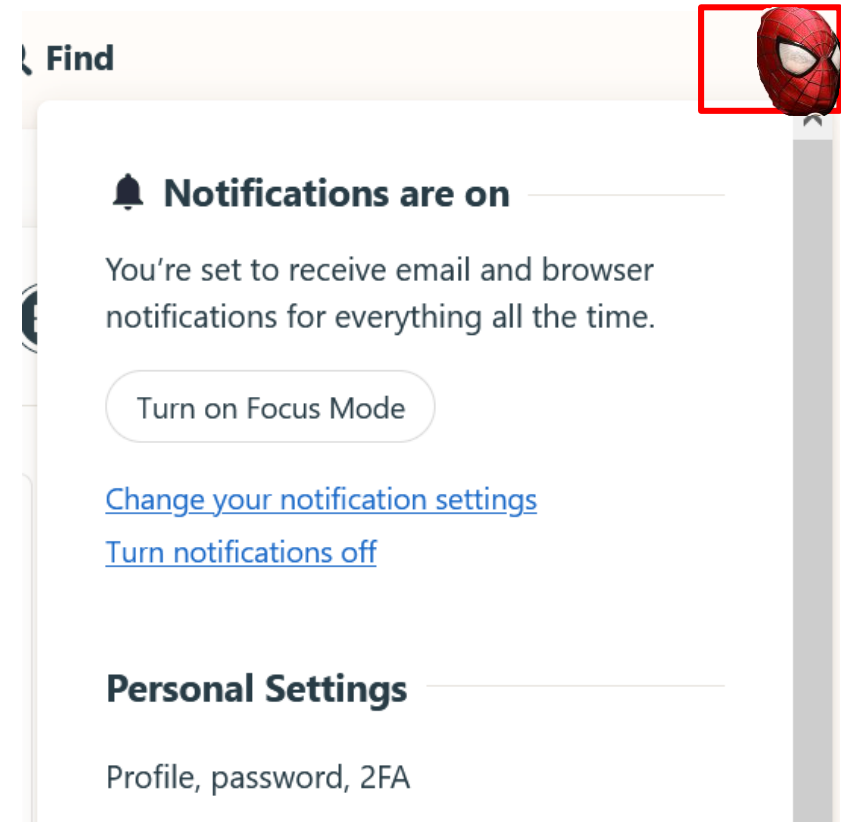*Download the Basecamp App on your mobile device, if desired.*

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.

Association for the Assessment of Learning in Higher Education

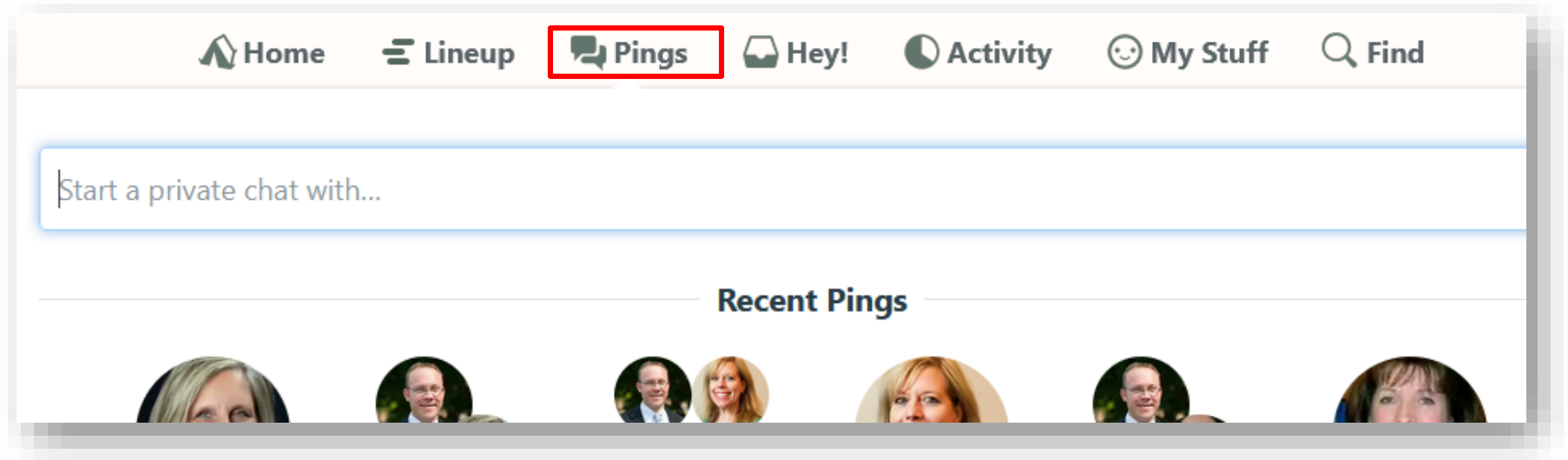**AALHE**

PROMOTING ASSESSMENT FOR LEARNING

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 i... actively participating in a Ping or Campfire chat in the Basecamp app or o... computer.

- ☑ **Pop up notifications on my computer when Basecamp is ope...**
  Note: To prevent you from being annoyingly overnotified, you won't get po... 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

HOME PAGE & TEAMS | Navigation Overview

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

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.

Association for the Assessment
of Learning in Higher Education

AALHE

PROMOTING ASSESSMENT FOR LEARNING

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!
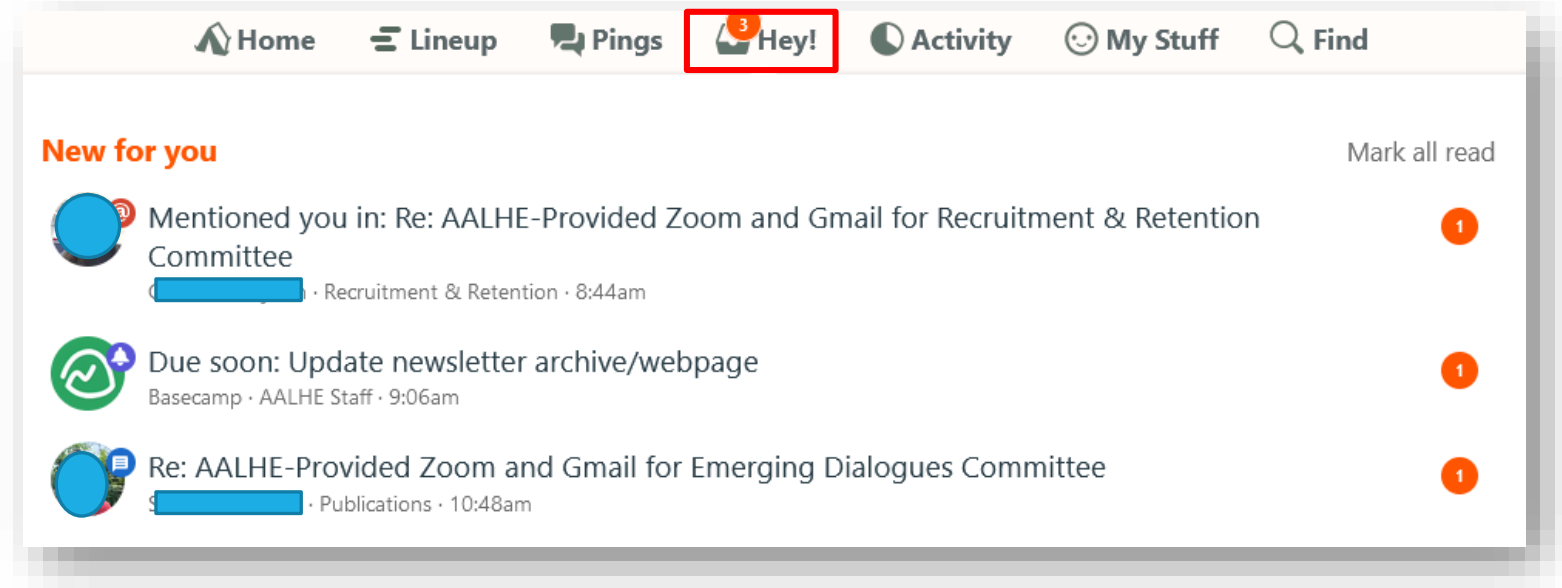
- Heys! include notifications for you, @mentions, to-do tasks, and documents uploaded in one of your Teams.

- 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.

Association for the Assessment
of Learning in Higher Education

AALHE

PROMOTING ASSESSMENT FOR LEARNING

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

Comment Posted

To-do task assigned

To-do task completed

File uploaded

Answer to check-in

To-do tasks & event reminders

Calendar event added

Association for the Assessment
of Learning in Higher Education

AALHE

PROMOTING ASSESSMENT FOR LEARNING

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.

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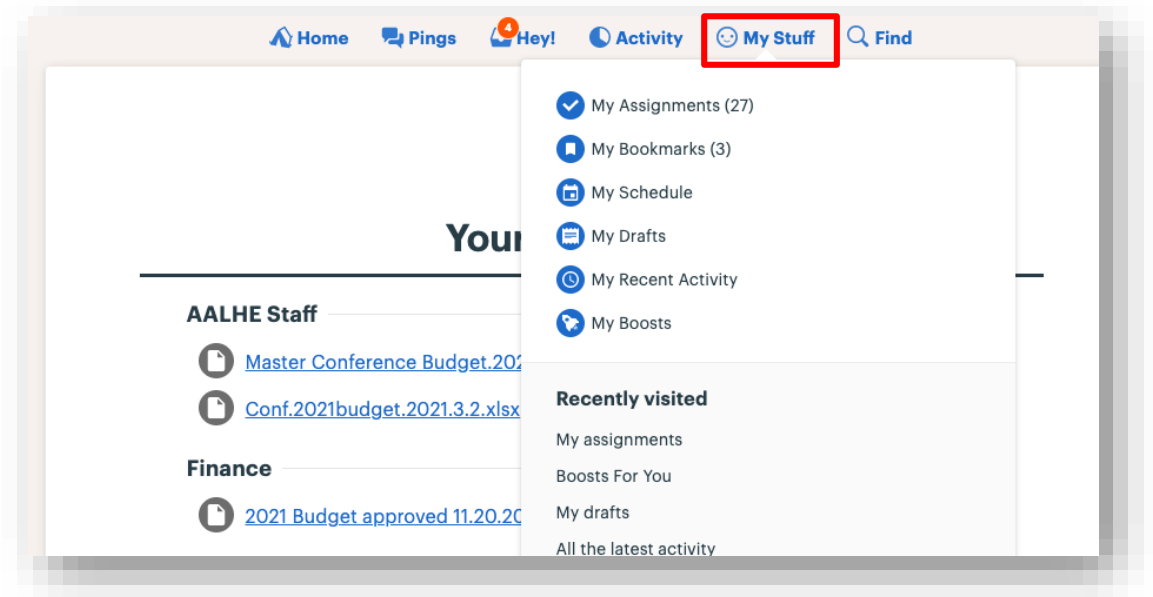
Bookmark pages, conversations, or documents you'd like to return to frequently. This option is included in the "three dot menu" on many Basecamp items.

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.
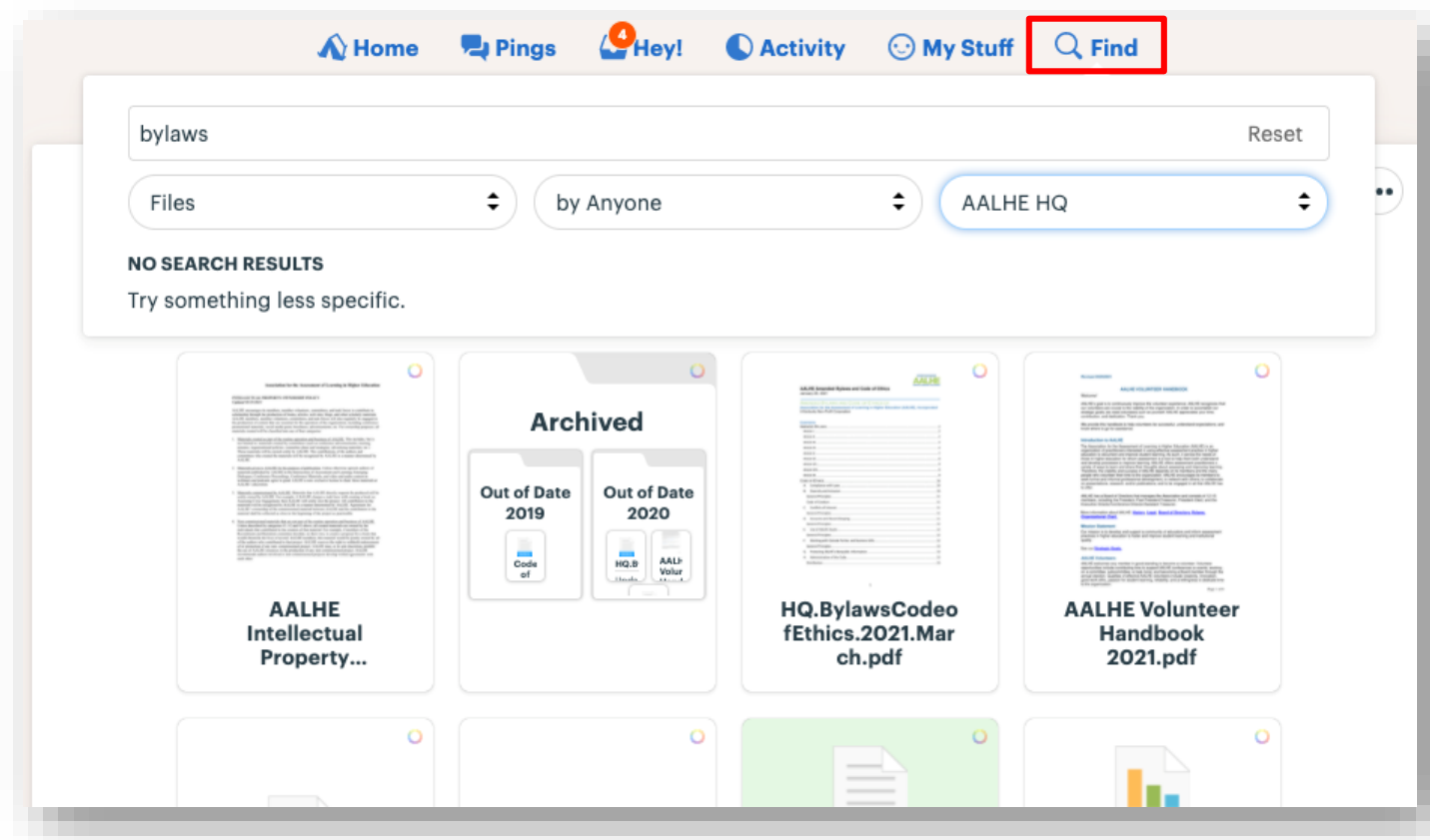
*The **File Name Guide** policy document is in the Basecamp HQ Docs & Files.*

TEAM TOOLS | Basecamp Features

Tools within each team and HQ include:

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

Association for the Assessment
of Learning in Higher Education
AALHE
PROMOTING ASSESSMENT FOR LEARNING

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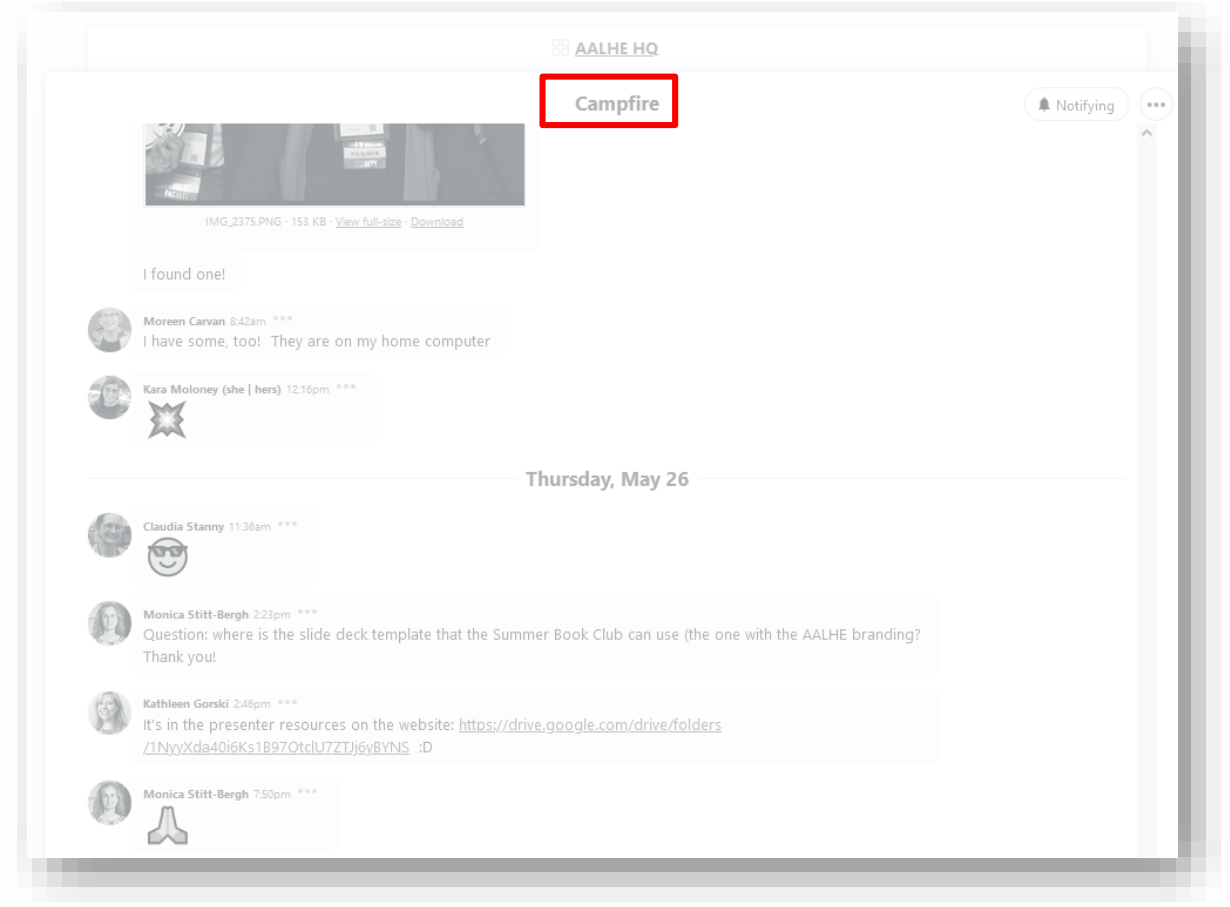
Type the "@" symbol to bring up a list of people who can be mentioned specifically in that Team. This will show up as a notification in their Hey! Menu.

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.
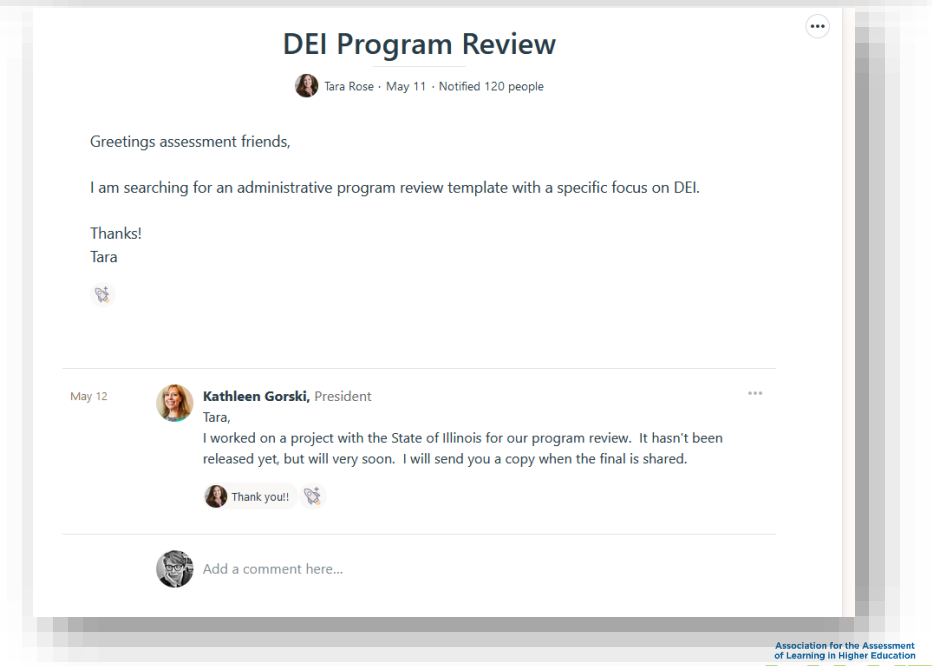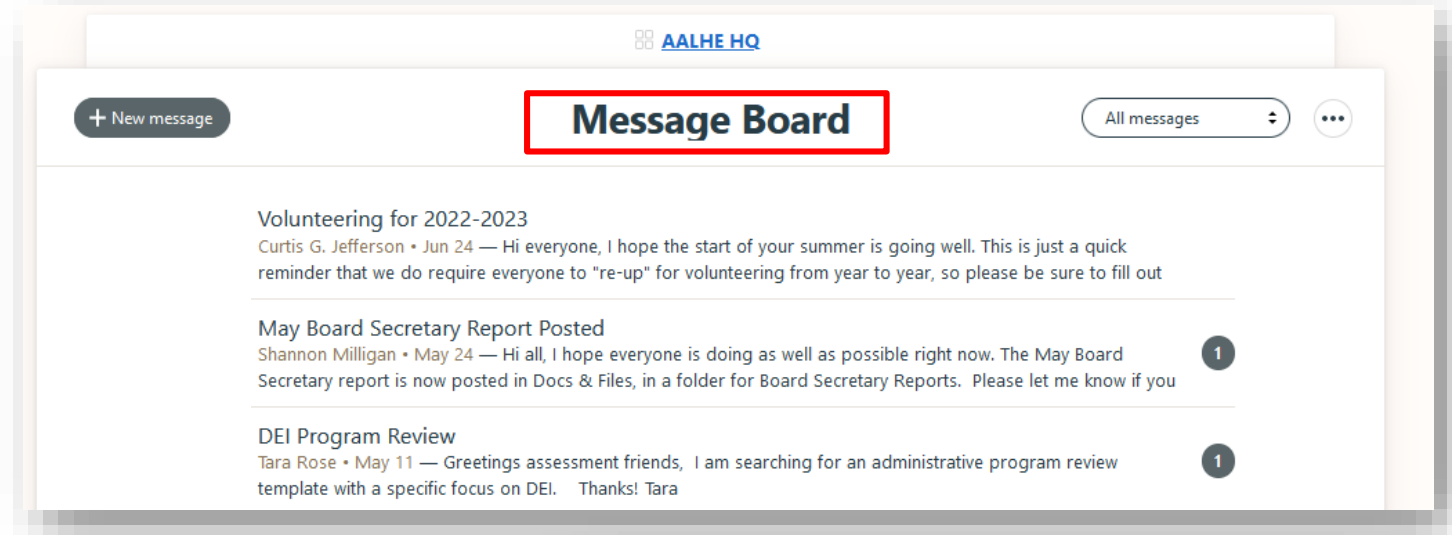
TO-DOS

- 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.

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.
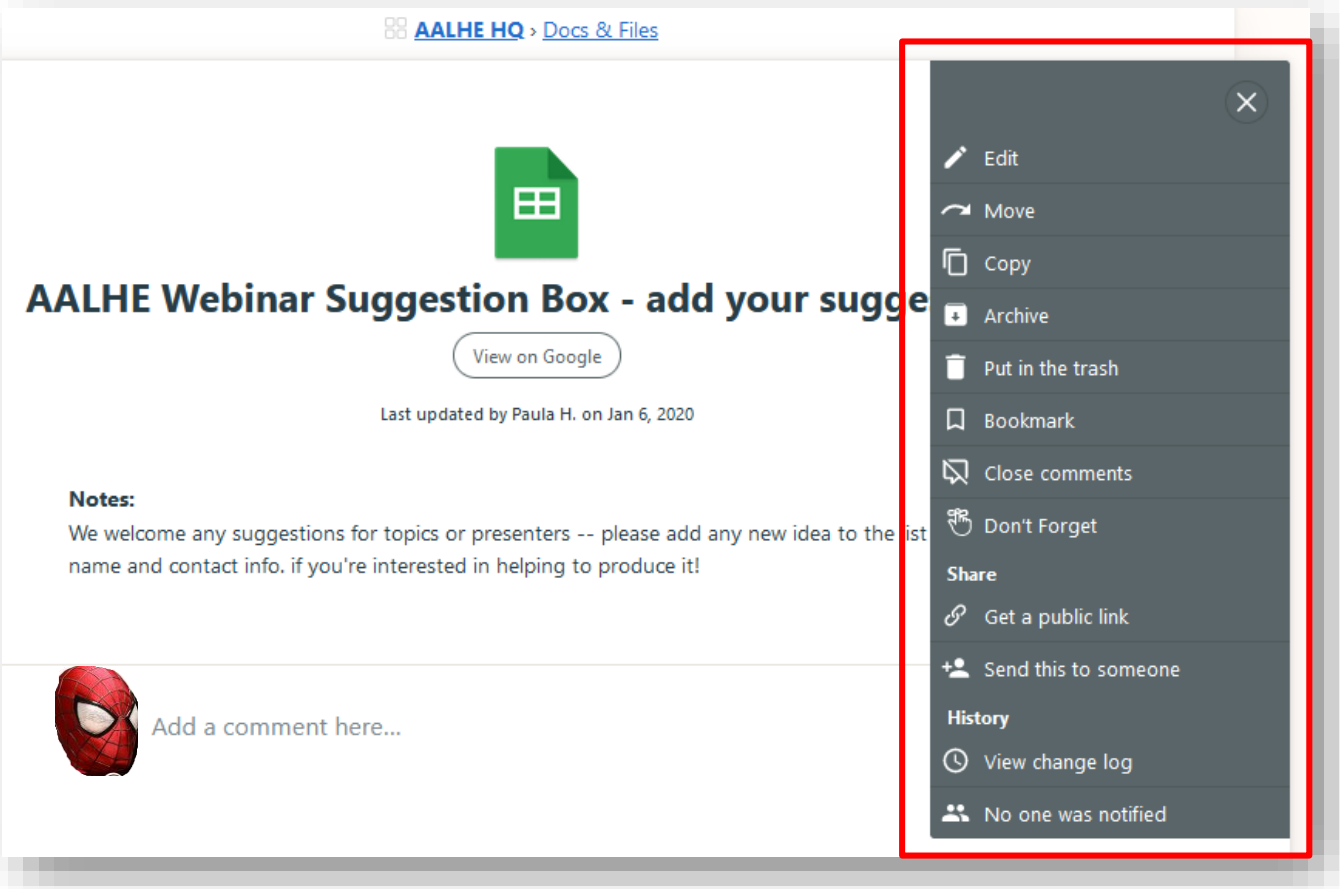
- You can also upload or link existing files.

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

Association for the Assessment
of Learning in Higher Education

AALHE

PROMOTING ASSESSMENT FOR LEARNING
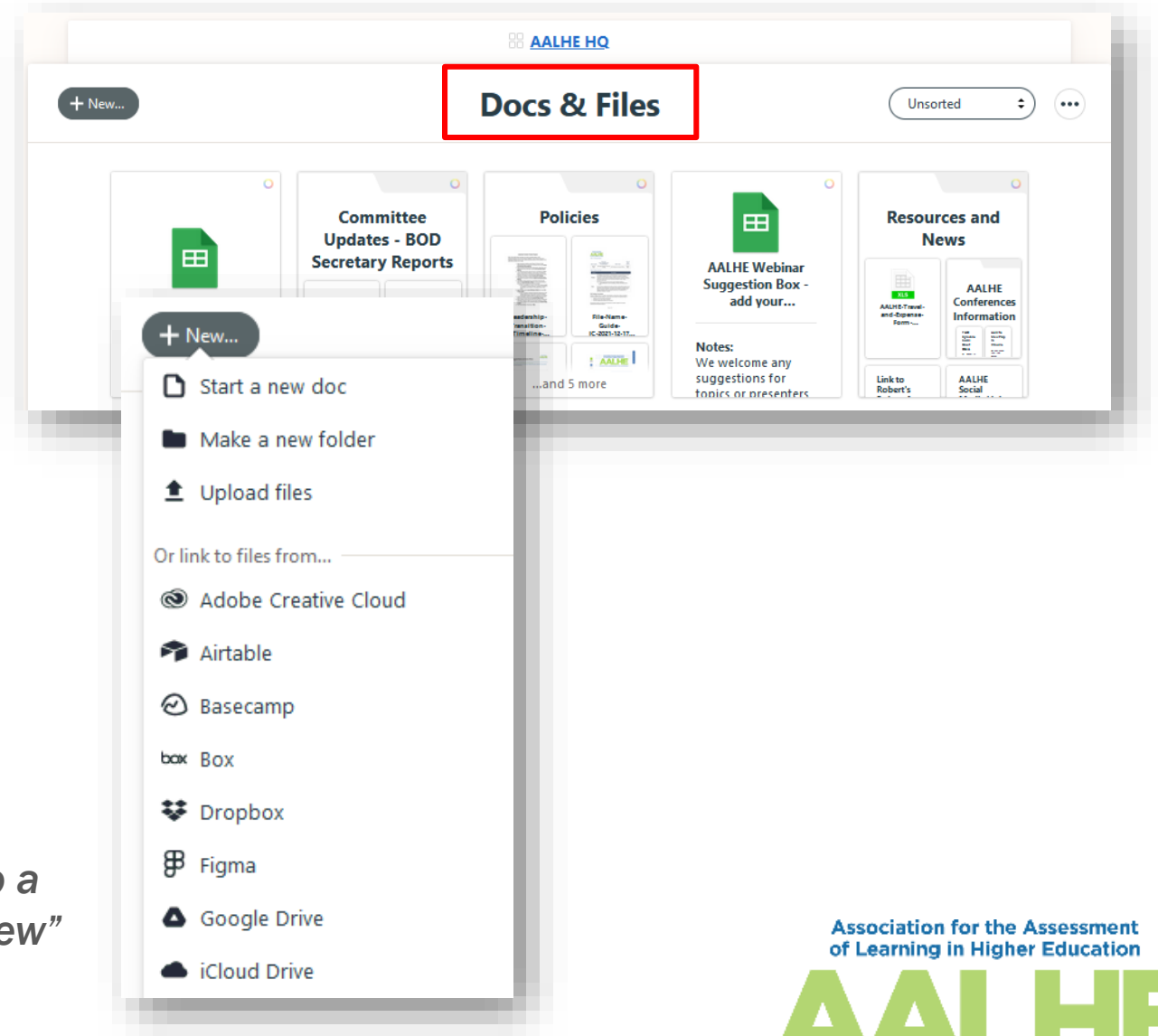
DOCS & FILES CONTINUED

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

"Get a public link" will allow you to send a link to a specific document to a team member.

Association for the Assessment of Learning in Higher Education

AALHE
PROMOTING ASSESSMENT FOR LEARNING

BASECAMP HELP

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

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

Association for the Assessment
of Learning in Higher Education

AALHE

PROMOTING ASSESSMENT FOR LEARNING