

# Continuous School Improvement Basecamp Guidance

## Accessing Basecamp

Basecamp is a cloud-based storage site the Office of Systems and School Improvement (OSSI) is using to store School Improvement Plans (SIP), LEA Consolidated Accountability Plans (L-CAP), and progress monitoring collected from schools and districts. All documents submitted during previous WSIF cycles are available to view on Basecamp.

## Who Posts on Basecamp

Tier 3 and Tier 3 Plus schools use Basecamp to upload:

- School SIP
- Progress reviews
  - Beginning of Year Review (BOYR)
  - Mid-Year Progress Review (MYPR)
  - End-of-Year Review (EOYR)

Continuous Improvement Partners (CIP) use Basecamp to review SIPs and progress reviews. OSSI uploads CIP feedback to school folders.

Districts complete their L-CAPs on Alchemer which are uploaded to Basecamp by OSSI.

## Requesting Access

1. Fill out the [Basecamp Access Request Form](#) found on the OSPI website. Once submitted, be aware that:
  - a. Requests are not automatic. The Basecamp admin must manually add you to Basecamp. If a request is submitted after business hours, it won't be fulfilled until the next day.
  - b. Basecamp access only needs to be requested once.
2. Once the OSSI administrator completes the request, you will receive an email to join Basecamp.





## Erica O. sent you a link to log in to Basecamp

Basecamp is a place that helps everyone stay organized and on the same page. To join Erica, click this button:

Log in to join Erica



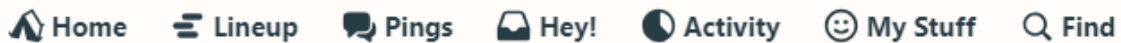
Click here to open Basecamp

If you have any questions, just email Erica or reply to this message.

3. Follow the instructions on the screen to complete your profile.
4. Bookmark Basecamp to your Favorites for easy access.

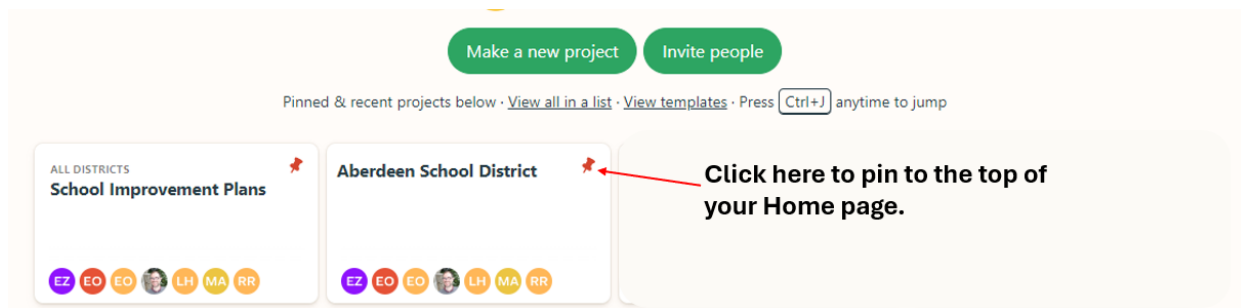
## Finding Your District/School Tile

1. Once you have your Basecamp profile set up, you should be on the Home page.
2. The top of the page should look like this:



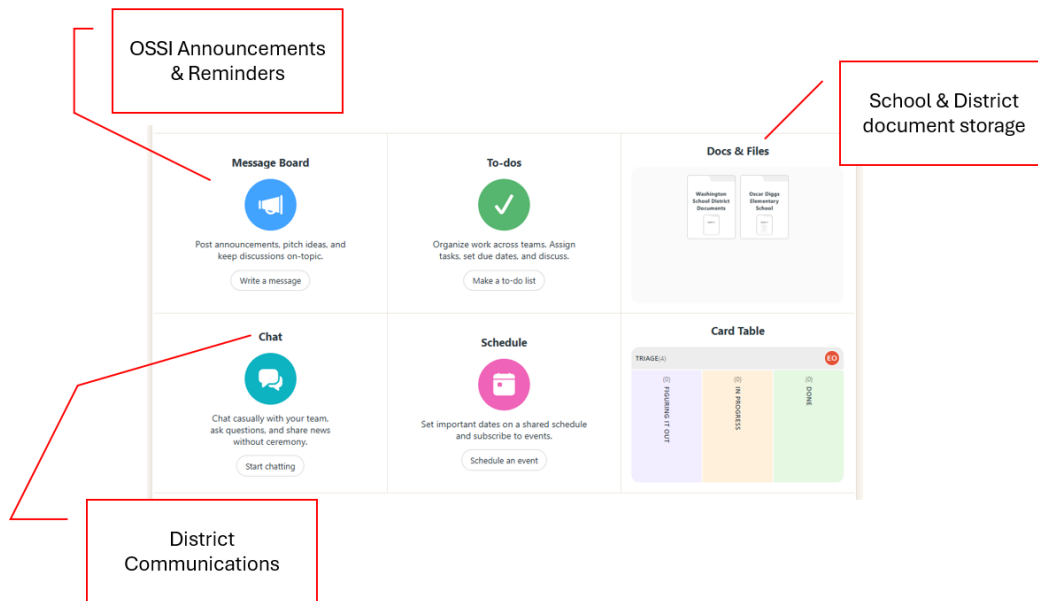
There are only three tabs that you should be aware of.

- a. Home: shows all "Projects" that you have access to.
  - b. Pings: private messaging with Continuous Improvement (CI) team and your Continuous Improvement Partner (CIP).
  - c. Find: Look up files and folders using this tab.
3. On Home page, click on the "Pin" icon to keep at the top of your Home page for easy access.



## Basecamp Tools

A series of tools are available on your district tile for your use.



### Message Board

Announcements and reminders from OSSI will appear on the message board. You will receive a notification via email if a new message appears.

### Chat

Chats can be read and answered by all who have access to your district project, including:

- Your CIP
- OSSI staff
- Principals
- District staff

Unlike Pings, Chats are visible to everyone with access to your district on Basecamp.

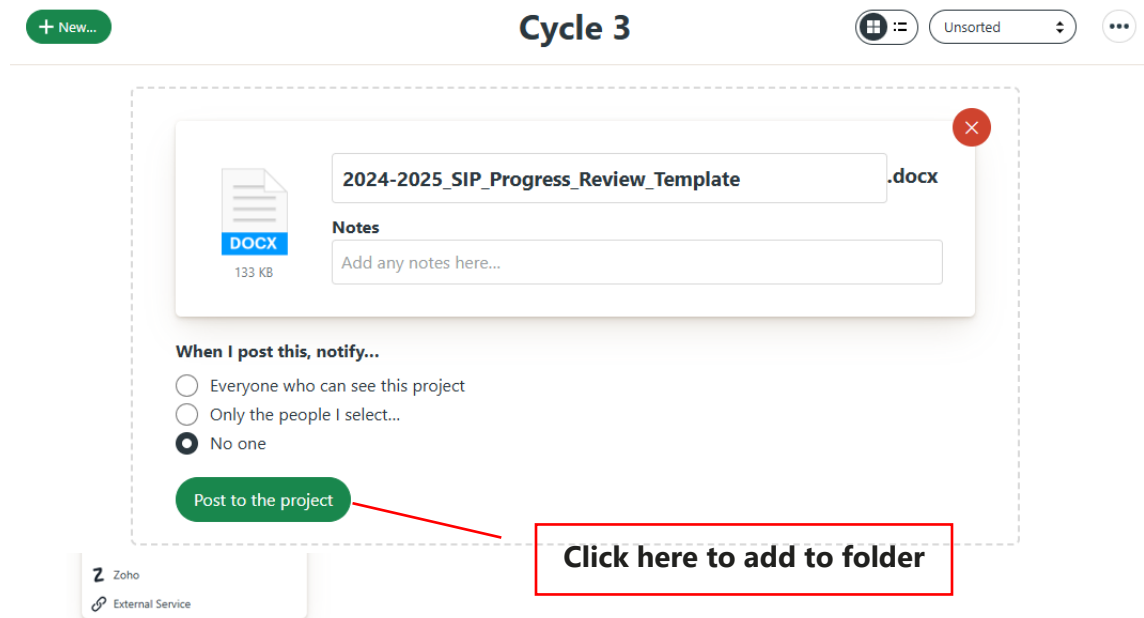
### Docs & Files

All school and district documents are uploaded and stored to their designated folder. Folders are sorted by WSIF cycle.

### Uploading to Basecamp

1. Click on the "Docs & Files" tile and select your school's folder. Documents are sorted by WSIF cycle (Cycle 1, Cycle 2, Cycle 3, etc.).
2. Go into the folder for the current WSIF cycle and drag & drop the requested file from your computer into the "Upload" field.

- The page should change to the "Upload" screen. Click on the green "Post to the Project" button below the download screen.



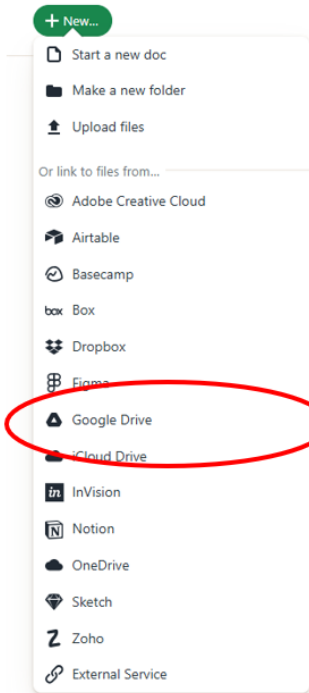
- OR** files can be uploaded by selecting "+New" and choosing "Upload files".
  - This will open your computer's File Explorer where you can select your document.
  - The upload screen should appear as before (see step 3).

### Supported file types

- Microsoft (Word, Excel, etc.)
- PDF
- Cloud-based applications including:
  - Google Drive
  - Dropbox
  - iCloud Drive
  - OneDrive

## Submitting Google Docs & other cloud-based files:

1. Select "+New" button at the top left corner of the folder.
2. Choose "Google Drive" (or other file type) from the list.
3. On the upload page, add document name and document link before submitting.

A screenshot of a document upload form. At the top, there's a blue document icon. The form has several sections: 'What do you want to call this link?' with a text input field (pointed to by a red arrow labeled 'Document Name'); 'Paste the Google Drive link here' with a text input field (pointed to by a red arrow labeled 'Google Drive link'); 'What kind of document is this?' with radio buttons for 'Doc' (selected), 'Sheet', 'Slide', and 'Other'; 'Notes' with a rich text editor; and 'When I post this, notify...' with radio buttons for 'Everyone who can see this project', 'Only the people I select...', and 'No one' (selected). At the bottom right, there's a green 'Post this' button (pointed to by a red arrow labeled 'Click here to submit').

## Replace with a New Version

If you revise your SIP, click on the old document and select "Replace with a New Version"

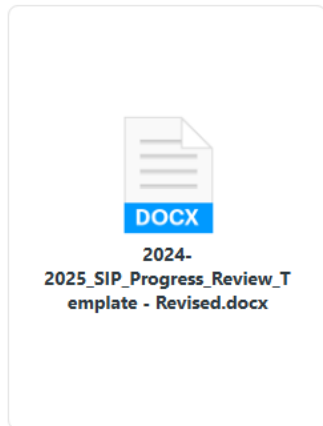


## 2024-2025\_SIP\_Progress\_Review\_Template - Revised.docx

Posted by Erica O. · February 20, 2025 · 133 KB

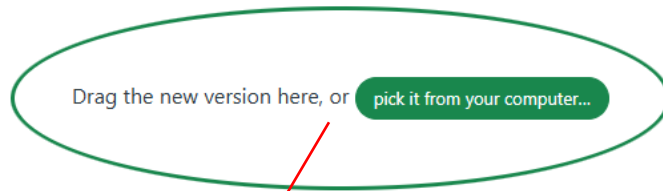
[Download](#) [Replace with a new version](#) [See all versions](#)

A new screen will open where you can drag & drop your revised document. Old versions are still accessible as archived files.



## Replace this file with a new version

When you replace a file, the newest version will always be shown. But don't worry, every past version is kept on file, accessible to the whole team.



**Drag & drop new version or click green button to open File Explorer**

## Questions?

For more examples on how to use Basecamp, view our [tutorial video](#). Additional guidance is available on [Basecamp Help](#). If you have any questions or concerns about Basecamp, email [Erica Olivera](#), Continuous Improvement program specialist and Basecamp administrator.