



**U.S. NAVAL
SEA CADET CORPS**

CHART YOUR COURSE



User Guide

**15 JULY 2020
Version 1.0**

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Introduction

1

National Headquarters is pleased to announce that our new learning management system, Polaris, is available to adult volunteers and cadets as of 15 July 2020. As of 15 July 2020, the Correspondence Course Management System (CCMS) and NSCC/NLCC Online Testing System (NOTS) are decommissioned. The Correspondence Course Manual is also canceled effective immediately. Enclosed please find the brief User Guide to Polaris to share with your unit. In addition, please review the following information.

All required NSCC Non-Resident Training Courses, correspondence courses, and NLCC Syllabus assignments are currently available through Polaris. What that means from a practical standpoint is there are no more bubble sheets, and there is no more manual grading and data entry. Courses are taken online and automatically graded. Scores will be automatically recorded in the cadet's Magellan Record Book. Adult volunteers no longer assign courses. Cadets will automatically be assigned a course based on their rate, so they will only be eligible to take what's next for User Guide them.

Cadet promotion exams will also be taken through Polaris. Exams will be assigned to cadets by Unit Exam Administrators (UEA) from the cadet's Magellan landing page. Exams are meant to be closed-book, but may be proctored by parents at home. See the following page for screenshots of the exam registration process.

In subsequent weeks and months, we will begin rolling out updated courses, called Polaris Advancement Courses (PACs). The first PAC, for NSCC E-2 / Seaman Apprentice, will be published soon. In the meantime, we have published the BMR on Polaris for cadets who are gunning for E-2T or E-2, or who have already started the BMR. The BMR will be available for at least 60 days after the E-2 PAC is published, and either will satisfy the "course" requirement for E-2T or E-2.

Cadet Promotion Exams: A Unit Exam Administrator (UEA)* will assign exam to the cadets from the cadet landing page. (See screenshots below of 2 different scenarios). Polaris will impose an automatic 5 day delay before failed exams may be retaken.

Name	Rank	Age	Cadet Type
	PO3	16	NSCC

Profile Actions

- View/Edit Profile
- Cadet Photo
- ID Card Reprint (\$10)
- View/Upload Cadet Documents (18 Docs)
- Promotions
- Record Book - Web based
- Record Book - Microsoft Word
- Renew Registration
- Drop Cadet
- Ribbon Rack
- Promotion Exam: NSCC Petty Officer Second Class Examination (CADET POLARIS SELF REGISTRATION REQUIRED)

This means cadets must register for the Quarterdeck.

Name	Rank	Age	Cadet Type
	PO3	17	NSCC

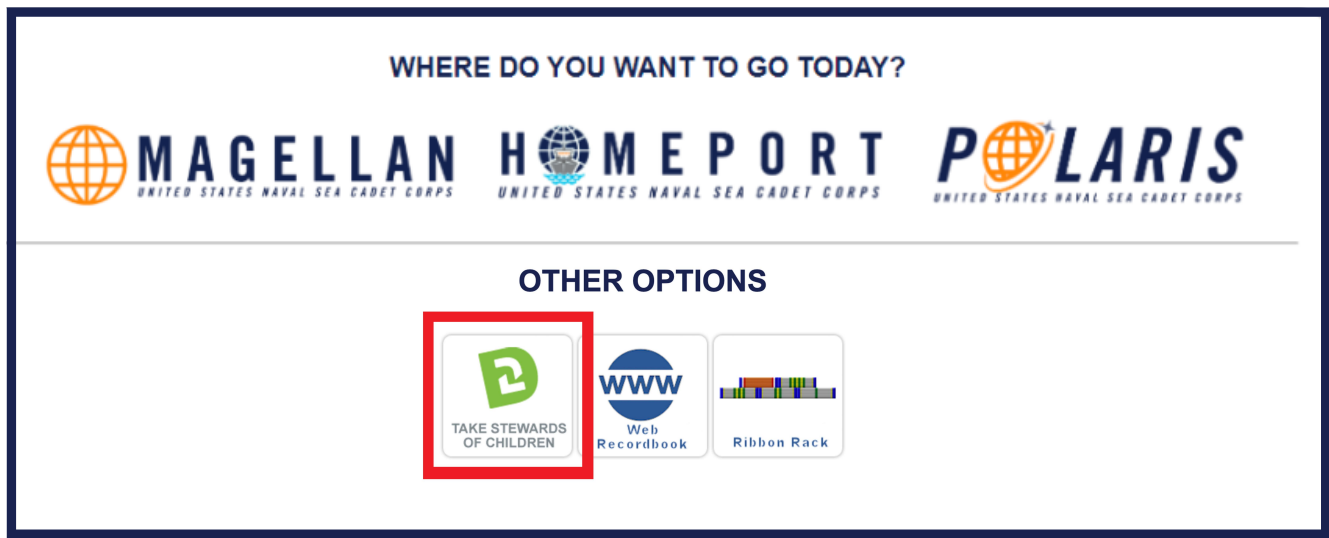
Profile Actions

- View/Edit Profile
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- View/Upload Cadet Documents (33 Docs)
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- Record Book - Web based
- Record Book - Microsoft Word
- Renew Registration
- Drop Cadet
- Ribbon Rack
- Promotion Exam (must first complete Correspondence Course)

***A unit CO is by default a UEA; however, the CO may designate additional UEAs from the adult landing page in Magellan. Due to COVID-19, parents may continue proctoring all exams until further notice.**

MAIN MENU	Cart	Open Invoices	Reminders	Alerts	Inbound Requests	Outbound Requests																					
Level: Unit Home Unit Mgmt Adult Billets Adult Promotion Matrix Adults Annual Inspection Approval Requests Authorized Users Batch Awards Cadet Billets Cadet Promotion Matrix Cadets Data Entry Mass Entry Tasks Promotional Materials PRT Imports Recurring Tasks Referrals Survey Activations Three For Free Credits Unit Contacts Unit Demographics	<table border="1"> <thead> <tr> <th colspan="5">Selected Adult</th> </tr> <tr> <th>Name</th> <th>Rank</th> <th>Member Type</th> <th>USNSCC ID</th> <th>Reg. Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>Auxiliary</td> <td>Auxiliary - Active Duty</td> <td></td> <td>Active</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Actions</th> </tr> <tr> <th>Adult Actions</th> <th>NSCC Forms</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> View/Edit Profile Adult Photo Enable Unit Exam Administrator Rights Change Member Type ID Card Reprint (\$10) View/Upload Adult Documents </td> <td> <ul style="list-style-type: none"> NSCADM 002 - Adult Leader Application Form </td> </tr> </tbody> </table>						Selected Adult					Name	Rank	Member Type	USNSCC ID	Reg. Status		Auxiliary	Auxiliary - Active Duty		Active	Actions		Adult Actions	NSCC Forms	<ul style="list-style-type: none"> View/Edit Profile Adult Photo Enable Unit Exam Administrator Rights Change Member Type ID Card Reprint (\$10) View/Upload Adult Documents 	<ul style="list-style-type: none"> NSCADM 002 - Adult Leader Application Form
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Adult Advancement and Requirements: Darkness to Light training (required annually) is available to adults from their Quarterdeck landing page (it is not inside Polaris, and does not need to be assigned). See screenshot below.



Midshipmen, instructors, and officers must complete the OMSG within their first year.* **However, all adult volunteers are required to take the exam once in their career.**

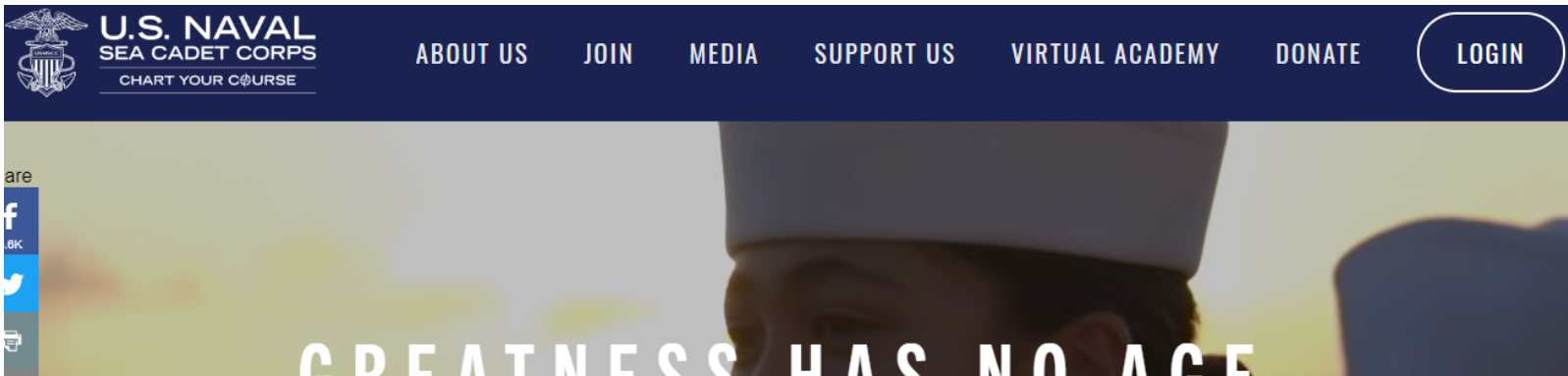
Due to changes in the OMSG content, it is strongly recommended that you take the exam again if it has been more than three years since last taking it.

*Note that to receive Annual Inspection credit for adult volunteers, all new instructors, midshipmen, and officers who were enrolled in the USNSCC prior to September 1 of the inspection year are required to have completed the OMSG by December 31.

Landing Page

2

Navigate to www.seacadets.org and click <Login> at the top right.



Login to the Quarterdeck using the credentials to which you are assigned.

Username:
Password:

Login

[Forgot Your Password?](#)
[First Time User? Click here to Register.](#)



This is your Quarterdeck landing page, where you can access your service record, credits toward promotion, and ribbon rack.

STARGATE BATTALION



PO3 ANGUS MACGYVER



Next Rank: PO2
Time in Grade (TIG):
Time in Service (TIS):
Courses:
Exams:
Training:
Physical Readiness Test (PRT):
[View Recordbook](#)



Click here to access Polaris, where you will complete all of your courses and exams.



The screenshot shows the Polaris Dashboard for a learner named Marko Ramius. The interface is divided into three main color-coded zones: a blue zone for progress, a yellow zone for additional tools, and a green zone for course listings.

Blue Zone (Progress): This section displays five key metrics: 1 course in progress, 0 courses not passed, 0 completed courses, 0h 0m training time, and 0 certifications. Below this is a section titled "Sea Cadet Coursework" which features a card for "Basic Military Requirements Lessons 1-6" with a 0% progress indicator.

Yellow Zone (Tools): This section contains five interactive links: "COURSE CATALOG" (Find new courses), "PROGRESS" (Find out how you are doing with your training), "JOIN GROUP" (To get access to group courses and discussions), "DISCUSSIONS" (Hold conversations with fellow users), and "CALENDAR" (View current and upcoming events).

Green Zone (Courses): This area displays a list of available or enrolled courses, such as "NONRESIDENT TRAINING COURSE" and "Basic Military Requirements Lessons 1-6".

Your first stop after the Quarterdeck is the Polaris dashboard.

The "blue zone" has information on your progress. You can get more information by clicking "Progress" to the right.

The "yellow zone" includes extra tools that you may or may not use, depending on the course.

The "green zone" shows you what courses you have available or those in which you are enrolled. You will be automatically assigned the courses to which you are eligible based on your current rate.

Home / Basic Military Requirements Ch. 1-6

Basic Military Requirements Ch. 1-6 0%

CONTENT

- 14325.pdf
- ASSIGNMENT 1
- ASSIGNMENT 2
- ASSIGNMENT 3
- ASSIGNMENT 4
- ASSIGNMENT 5
- ASSIGNMENT 6

COMPLETION RULES

- All units must be completed

[← return to courses](#)

Clicking the course graphic takes you to the information page.



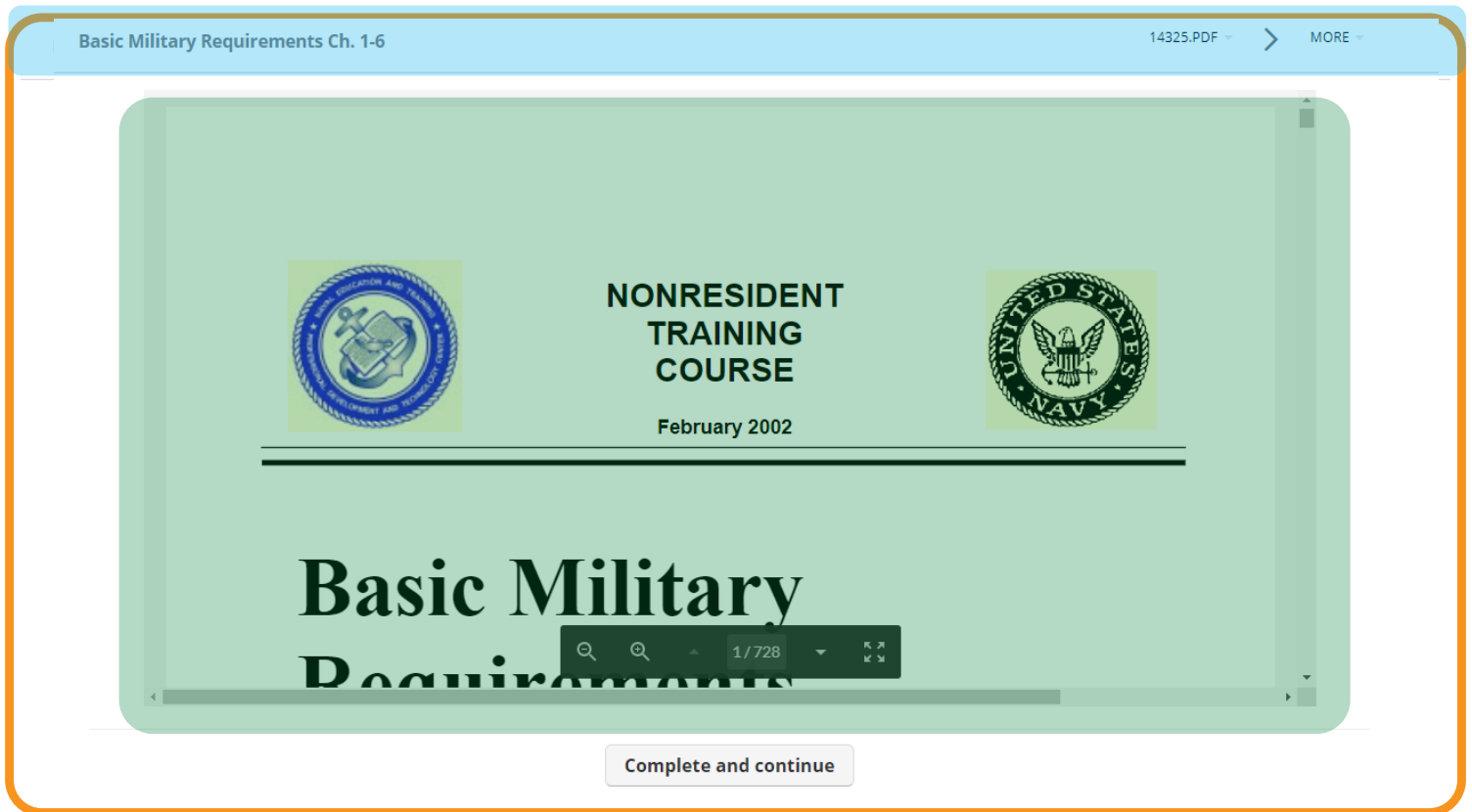
The "blue zone" may have a very brief course description and your percentage completion.



The "yellow zone" contains the course logo. You may click "Start Course" or "Resume Course" to pick up where you left off.



The "green zone" contains all of the lessons or modules that are part of the course. You need to complete each one in order to finish the course. When a lesson or assignment is completed, you will see a green check mark.



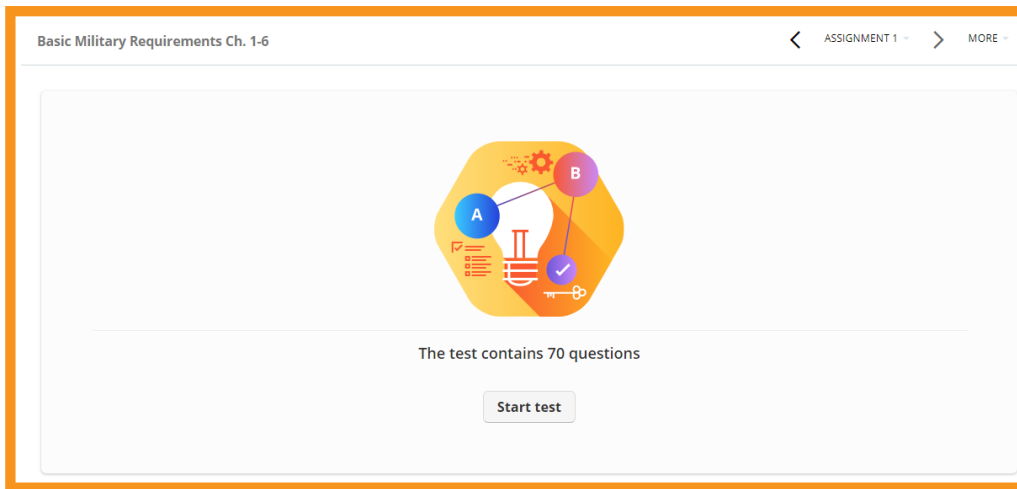
Clicking a lesson title takes you to the information you need.

The "blue zone" is a basic nav-bar that allows you to scroll back and forth between lessons and access other resources.

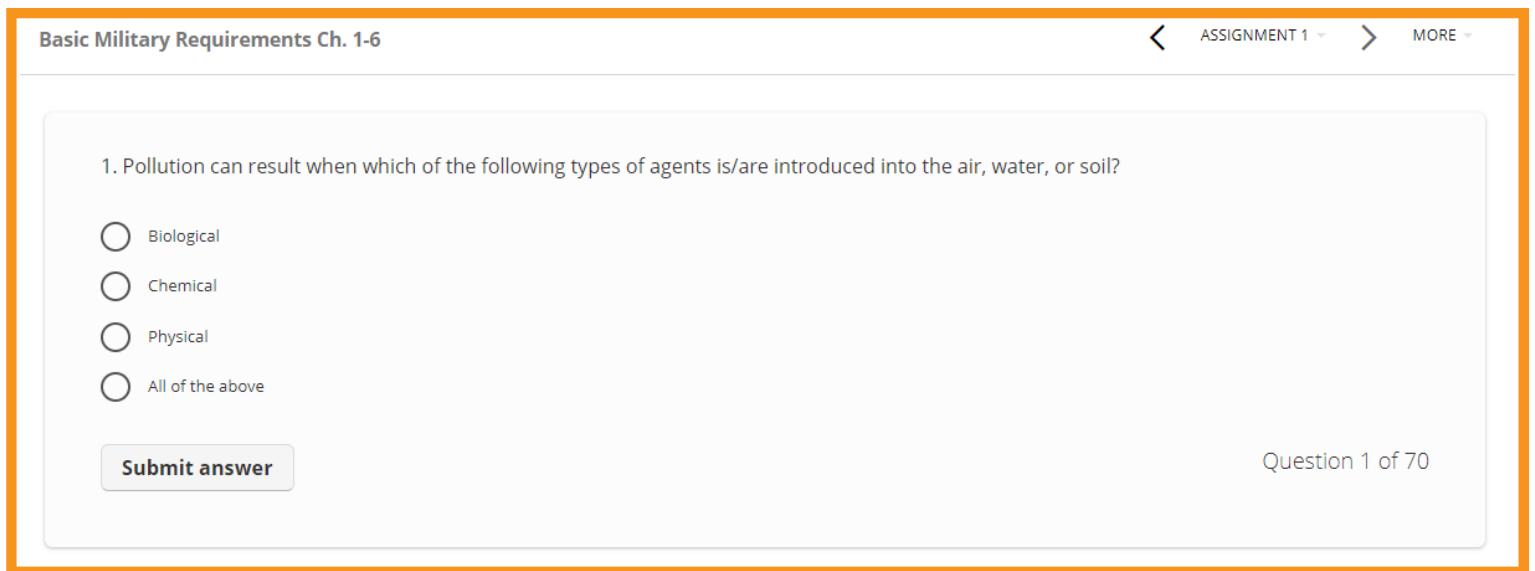
The "green zone" is the actual content area, which for this phase of our Polaris roll out, will be PDF versions of the BMR text and and/or other training manuals. You must scroll up and down to read the text. You will not have access to any PDF editing tools in Polaris.

Tests & Quizzes

6



The "assignments" for these courses will consist of a series of exams based on the course text. Clicking on an assignment will land you here.



This is an individual question. Select your answer choice and click submit.

Note: The questions are the same for each correspondence course. However, we ask that you do NOT use your previous bubble sheet as a guide when completing coursework in Polaris, as the question order may have changed. If you are completing the BMR, the questions will align with your bubble sheets.

If you have any questions, please reach out to polaris@seacadets.org