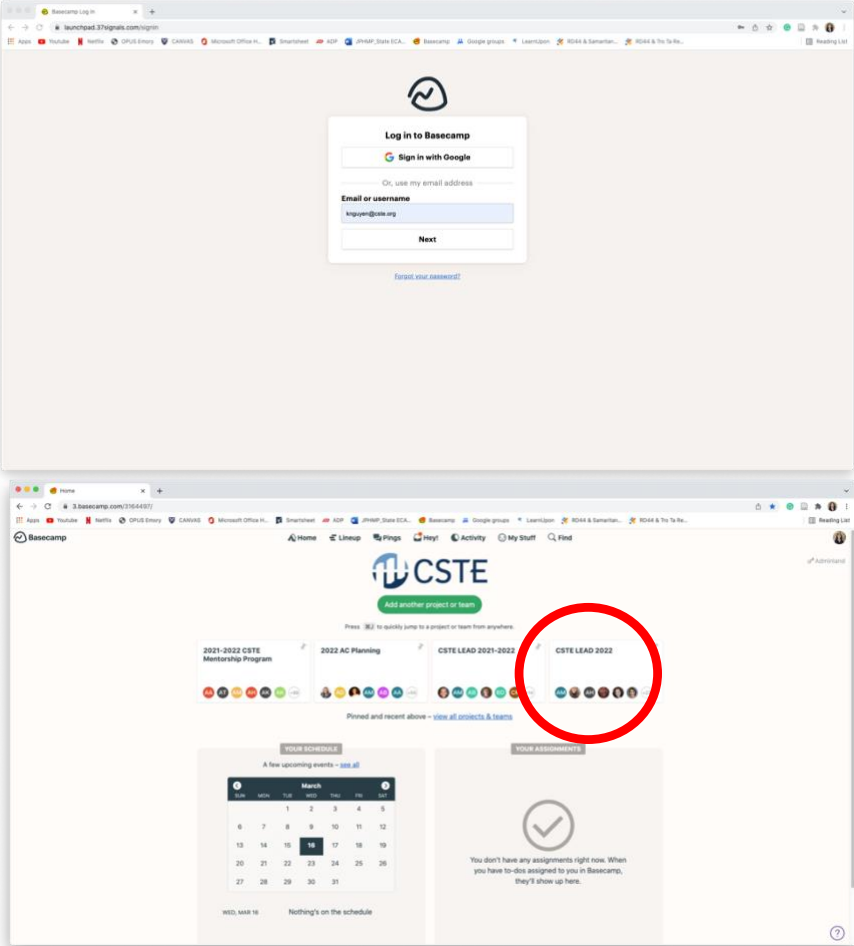
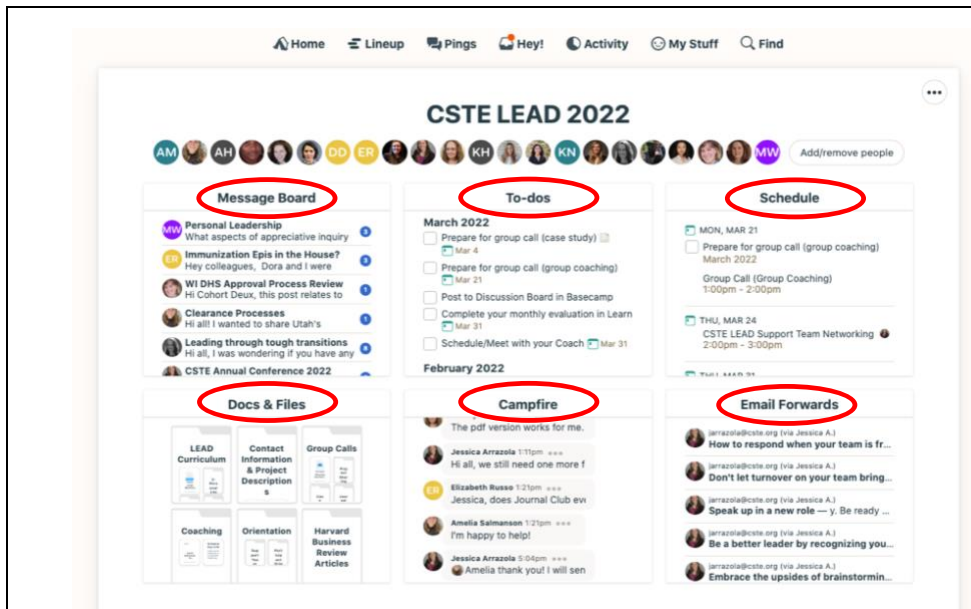


Basecamp 101: Everything You Need to Know to Navigate Like a Pro

Purpose of Basecamp: a platform that consolidates all important documents, projects, events/meetings so that you can stay up to date with all activities and communications.

Image/Visual	Topic
	Log-In Home/Main Page • This is where you can see all your project groups that you have been added to • For CSTE LEAD, you should see “CSTE LEAD 2022” indicating that you have been added to this project group <i>*For imagery purposes, my page will look slightly different from yours</i>

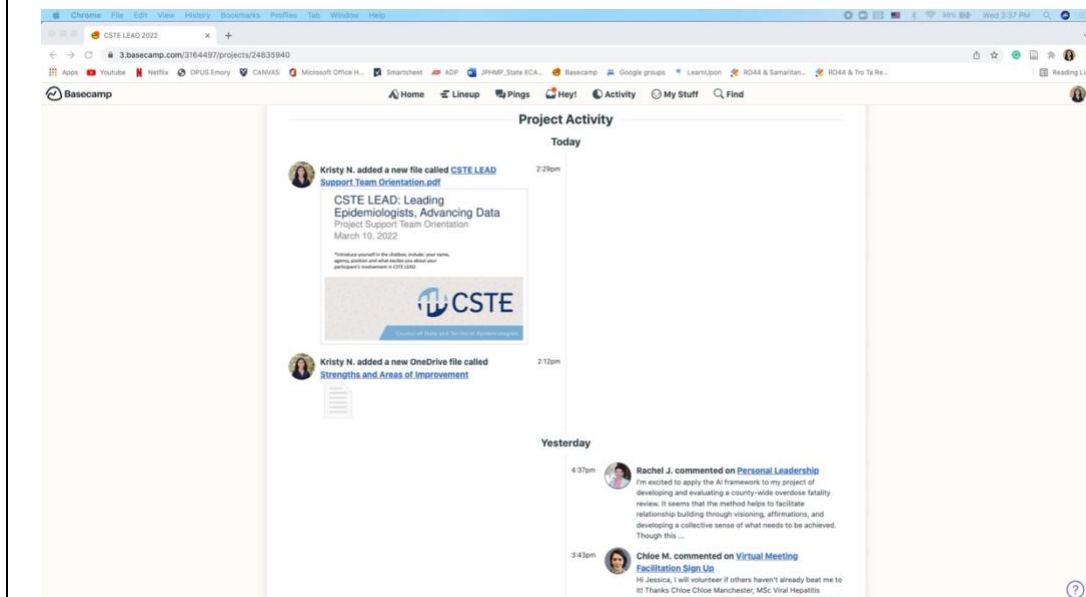


Project Group Page

- After selecting your Project Group, this is the general overview of major categories that are included in your Project Group
- Major categories include:
 - Message Board
 - To-Dos
 - Schedule
 - Docs & Files
 - Campfire
 - Email Forwards

Project Activity Timeline

- As you scroll down from the landing page, you will see a timeline (similar to a Facebook timeline)
- This records all recent activity within your Project Group sorted by date so you can view
 - What has been posted to which major category
 - Who has commented to what conversation
 - What activity has been scheduled
- This could be useful if you are trying to locate a specific item or conversation by date



Home Lineup Pings Hey! Activity My Stuff Find

CSTE LEAD 2022

+ New message

Message Board

- Personal Leadership**
Megan Wigginton • Feb 24 — What aspects of appreciative inquiry framework naturally align with public health goals and activities? What are some ways you will apply Appreciative Inquiry framework to your work 1
- Immunization Epis in the House?**
Elizabeth Russo • Feb 16 — Hey colleagues, Dora and I were having a discussion about IIS matters and thought we'd reach out to others in the cohort. Any IIS epis interested in an informal meeting to compare 3
- WI DHS Approval Process Review**
Lena Swander • Feb 15 — Hi Cohort Deux, this post relates to Natalie's concerns shared on today's Journal Club call. I'm attaching the Wisconsin Department of Health Services' Approval Process communication 1
- Clearance Processes**
Amelia Salmanson • Feb 15 — Hi all! I wanted to share Utah's guidance doc for clearance as a follow-up to our discussion today. I would note that this is from 2019; although this has certainly not been followed for COVID, 1
- Leading through tough transitions**
Laura Newman • Feb 9 — Hi all, I was wondering if you have any strategies for leading a team through tough transitions. I manage the WA DOH COVID-19 Outbreak Response in Non-healthcare Congregate Settings 4
- CSTE Annual Conference 2022**
Jessica Arrazola • Feb 4 — Everyone should have received their sponsored travel emails this week with the link to register for the conference and book your hotel. Please use these links so you do not need to pay out 6
- Meta-analysis on (in)effectiveness of NPI on mortality**
Elizabeth Russo • Feb 3 — Hi there, I was sent this to review, and it's dense, but I can't identify an obvious fault in its methodology. I do think meta-analyses tend to reduce effect size in any domain b/c it is so very 1
- Project Management & Facilitation**
Megan Wigginton • Jan 20 — Share your favorite tips, tools, and resources for project management. Include any guidance why the materials work well in a specific situation or when to avoid using. 26
- Experience Launching a Tarkforce**

Message Board

- Any major discussions outside of meetings or calls are posted here:
 - Leadership discussions and reflections for participants to comment back and reply
 - Questions that you have for your cohort to engage in
- This board is open to all members and administrators

Home Lineup Pings Hey! Activity My Stuff Find

CSTE LEAD 2022

+ New list

To-dos

0/6 completed

March 2022

Use this as a checklist for yourself, but do not click anything off as it will...

- ☐ Prepare for group call (case study) Fri, Mar 4
- ☐ Prepare for group call (group coaching) Mon, Mar 21
- ☐ Post to Discussion Board in Basecamp
- ☐ Complete your monthly evaluation in Learn Thu, Mar 31
- ☐ Schedule/Meet with your Coach Thu, Mar 31
- ☐ Submit CSTE LEADers in Action to Jessica to be included in the Newsletter

Add a to-do

2/5 completed

February 2022

Use this as a checklist for yourself, but do not click anything off as it will...

- ☐ Post to Discussion Board in Basecamp
- ☐ Complete your monthly evaluation in Learn Mon, Feb 28 Assign...
- ☐ Schedule/Meet with your Coach
- ☒ Prepare for group call (project sharing) Fri, Feb 4
- ☒ Prepare for group call (journal club) Tue, Feb 15

Add a to-do

2 archived to-do lists

To-Dos

- For any activities or items that need to be completed by certain due date will be listed here. This is similar to your Daily or Monthly agenda
- Once you complete an item or task, do **NOT** check the box or else it will remove the item for all participants in the Project Group

Home Lineup Pings Hey! Activity My Stuff Find

CSTE LEAD 2022

+ New event

Schedule

Add this Schedule to your Google Calendar, Outlook or iCal...

March							April						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

WED, MAR 16 Nothing's on the schedule
Add an event

MON, MAR 21 ☐ Prepare for group call (group coaching)
March 2022

Group Call (Group Coaching)
1:00pm - 2:00pm

THU, MAR 24 **CSTE LEAD Support Team Networking** 🗣️
2:00pm - 3:00pm

THU, MAR 31 ☐ Complete your monthly evaluation in Learn
March 2022

☐ Schedule/Meet with your Coach
March 2022

FRI, MAR 31 **Group Call (Project Sharing)**

Schedule

- Treat this like your iCal, Google Calendar, Outlook Calendar, or any digital calendar you use to keep track of your personal items
- The Schedule gives you an overview of due dates for activities, calls, and events that are scheduled into the month
- Anything assigned to a date and number of items will be indicated by the blue circle ●
- You can view up to two months at a time
- For more information on the activity, event, and/or call, simply click on the title and you will be directed to a page with all the details
- Do **NOT** check off an item or else it will remove it for all participants in the Project Group

**Note: The events, meetings/calls, and webinars are posted to BOTH Learn and Basecamp.*

Home Lineup Pings Hey! Activity My Stuff Find

CSTE LEAD 2022

+ New...

Docs & Files

Unsorted

LEAD Curriculum

CSTE LEAD Monthly Curriculum...

Notes: Updated 10/2022

3- Personal Leadership

2- Project Management

1- Leadership

Contact Information & Project Descriptions

Strengths and Areas of Improvement

Project descriptions.xlsx

Notes:

Group Calls

Virtual Meeting Facilitation...

Project Sharing

Notes: 2/20/2023

Case Studies

Journal Club

Coaching

Scheduling Link

https://calendar.google.com/calendar/ical/...@cstelead.org

CSTE Welcome to Coaching.pdf

Notes:

Orientation

Support Team Orientation

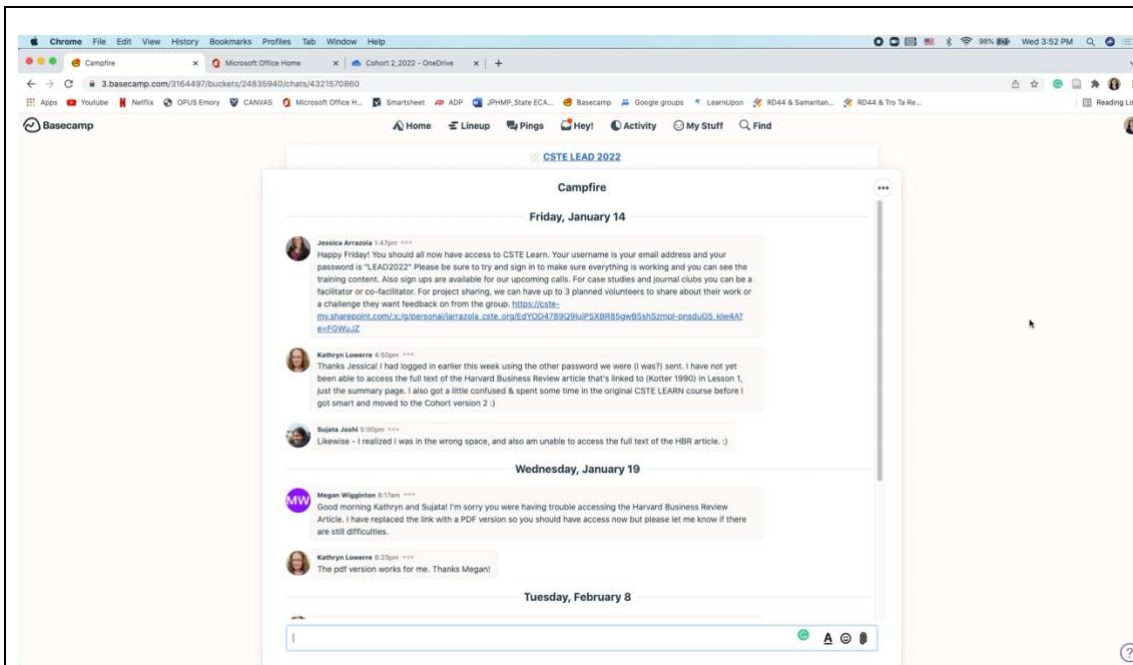
Participant Orientation

Harvard Business Review Articles

Newsletters

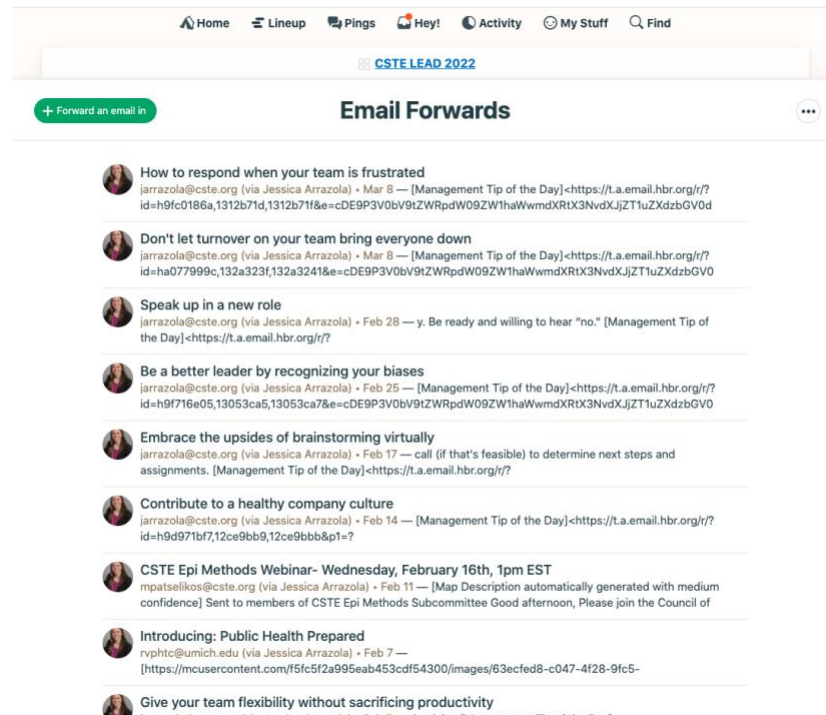
Docs & Files

- Locate all important files from meetings, calls, and events in this categorical folder
 - Here you can access:
 - LEAD Curriculum
 - Contact Information & Project Description
 - Group Calls
 - Coaching
 - Orientation
 - Harvard Business Review Articles
 - Newsletters
 - Utilize this folder to support your activities, meetings, events, and for additional resources
- *Note: Utilize Basecamp to access Docs & Files related to the call. All recordings are uploaded in the Virtual Classroom in Learn.*



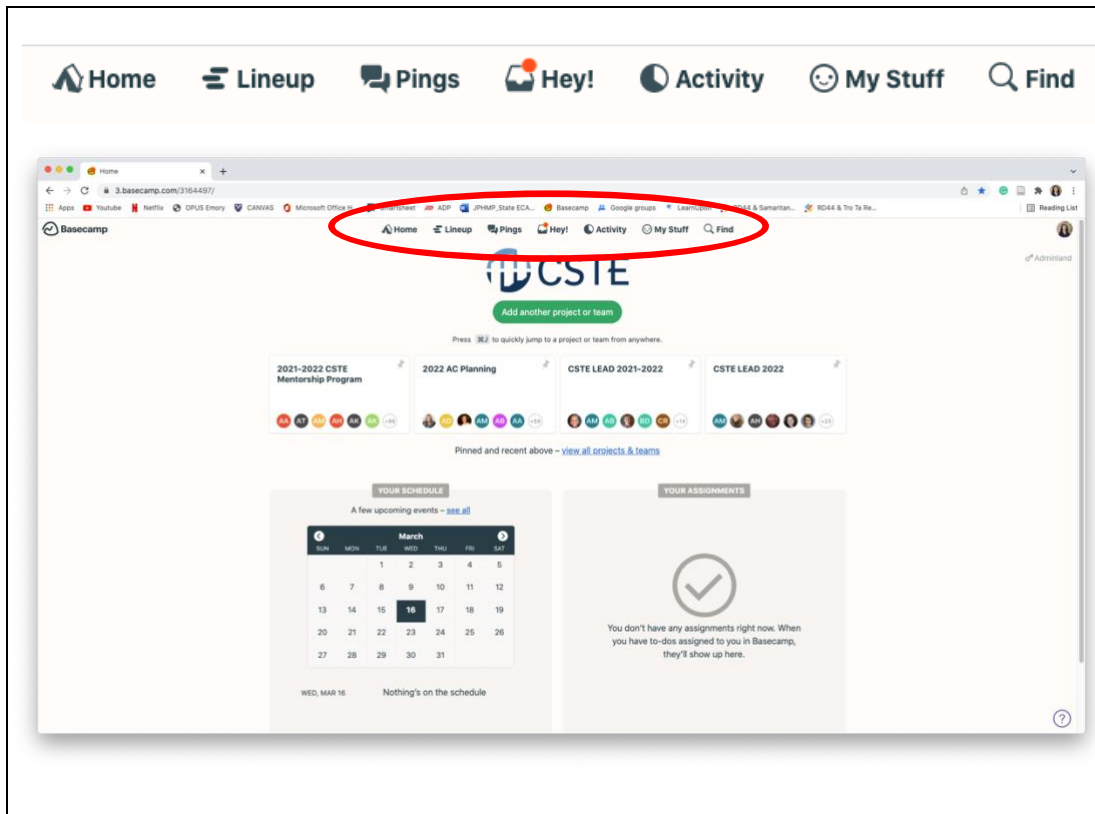
Campfire

- Consider this resource like Instant Messaging, Text Message, or even a Reddit thread
- Send your immediate questions in here to receive prompt replies and answers from your Cohort participants and administrators



Email Forwards

- This feature allows you to forward any email that you have directly into Basecamp and receive replies from your Project Group
 - For step by step on how to do this, visit [Basecamp Forward linked here](#)
- Usually, this is a space for administrators to send any emails that might be of use and help to Project Groups
- Just like how you check your daily emails, don't forget to check this folder for daily emails as well!

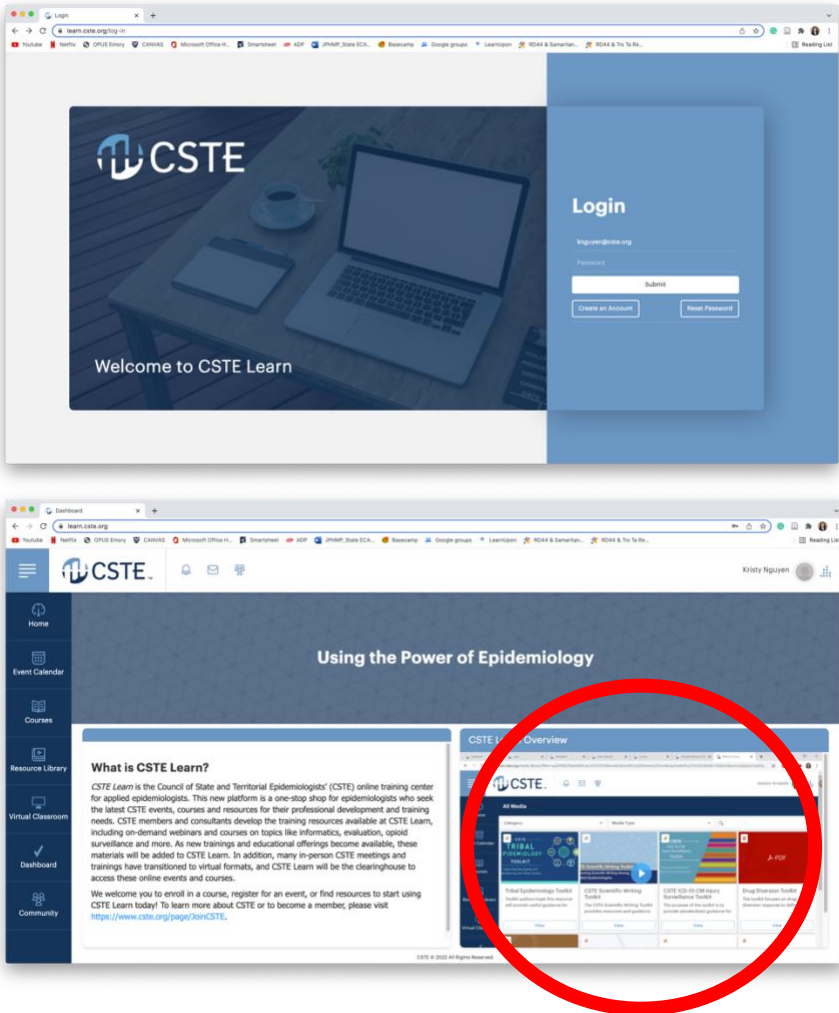


Top Bar & Other Features

- At the very top of every page on Basecamp has features you can quickly access:
 - Home: your home page
 - Lineup: visual timeline and snapshot of what's in play, who's working on what, and when projects start and end
 - Pings: start a private chat with anyone in your Project Group
 - Hey!: most recent notifications to your Project Group
 - Activity: your latest activity in the Group
 - My Stuff: a quick tool and navigation bar of all features included in your Basecamp account
 - Find: easier than Control+Find but specifically for Basecamp

CSTE Learn: Everything You Need to Know to Navigate Like a Pro

Purpose: This new platform is a one-stop shop for epidemiologists who seek the latest CSTE events, courses and resources for their professional development and training needs.

Image/Visual	Topic
	Log-In Home/Main Page - This is the main page of the portal that holds all CSTE related events previously discussed in either the Newsletters and during group meetings and calls. <i>*Note: You can access CSTE Events and webinars in both in CSTE Learn AND Basecamp. The difference between why you would choose either platform is that Basecamp is similar to a school portal to check your assignments, keep track of tasks and meeting/calls, access LEAD documents and files. CSTE Learn is similar to a Coursera or an additional platform you can use to access additional epidemiological practical skills and application.</i> - You are automatically added into Learn - A video tutorial is on the Home/Main Page for every user that is available to walk through all the features of Learn <i>*For imagery purposes, my page will look slightly different from yours.</i>

Home/Main Page Features

- Located on the left sidebar of Learn is where you can start to explore the different types of features available such as:
 - Event Calendar
 - Courses
 - Resource Library
 - Virtual Classroom
 - Dashboard
 - Community

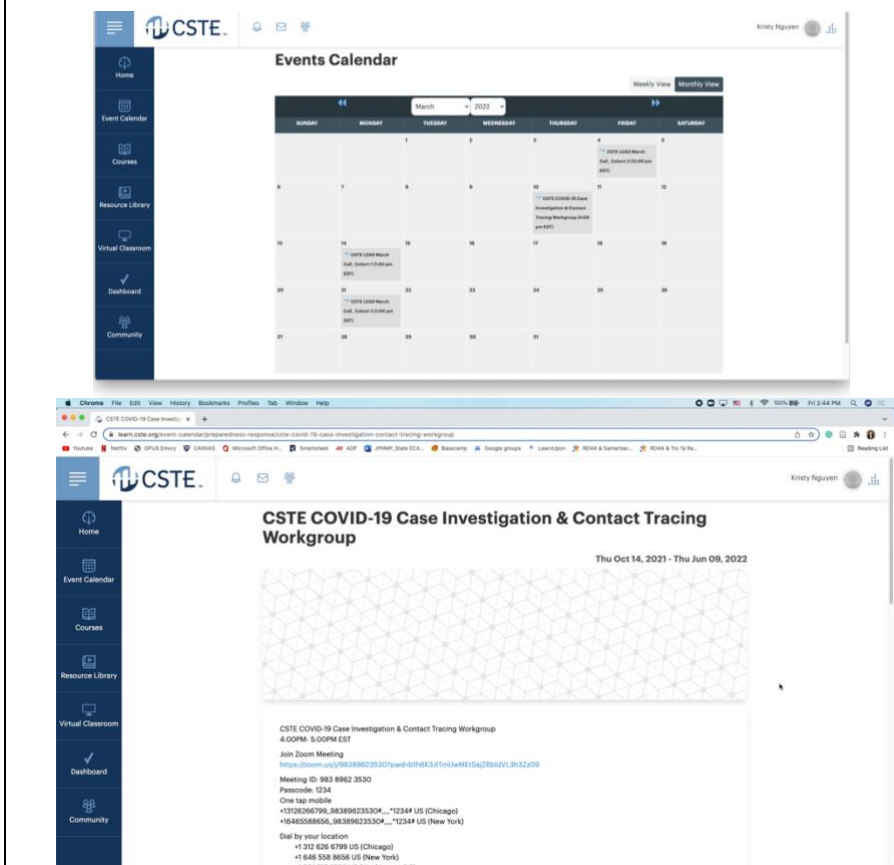
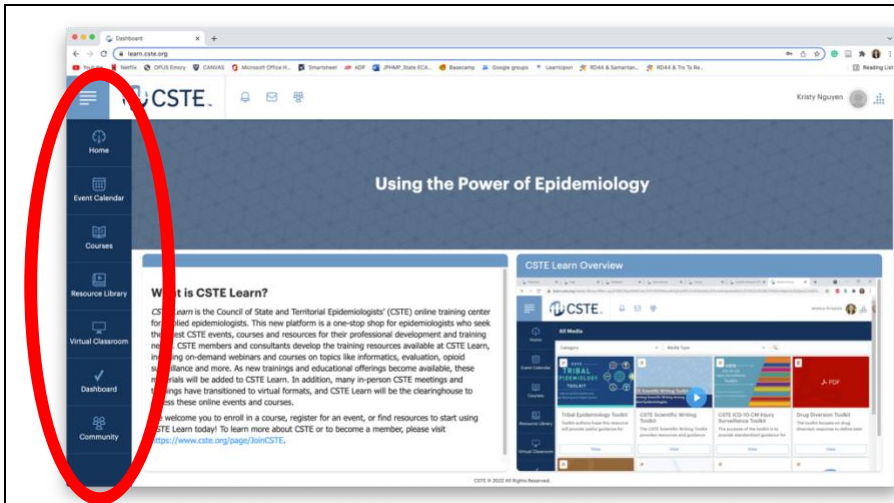
Event Calendar

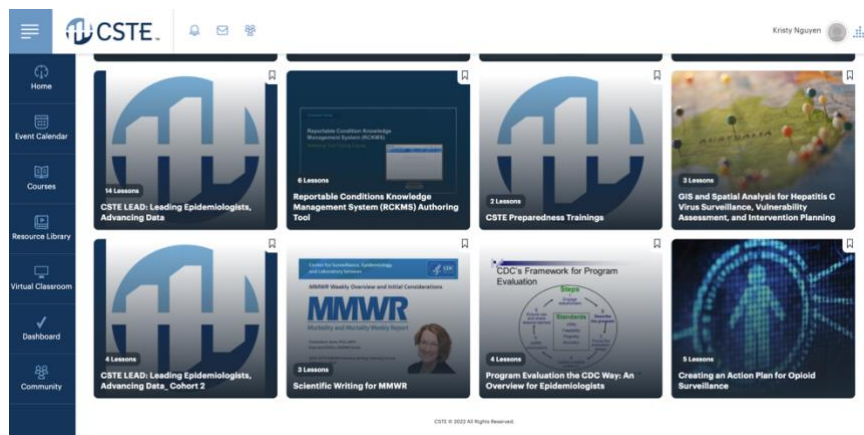
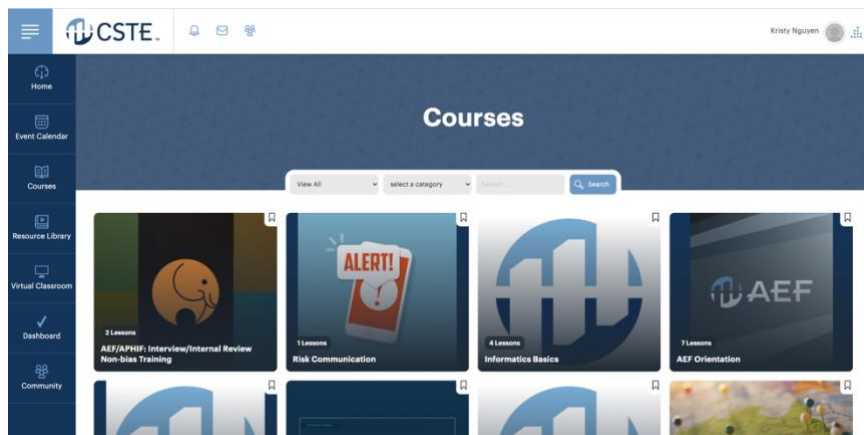
- Treat this like your iCal, Google Calendar, Outlook Calendar, or any digital calendar you use to keep track of your personal items
- The Event Calendar houses all CSTE Events and webinars available

**Note: Some webinars may require a fee to attend, but most webinars listed in the Events Calendar are free and accessible by many.*

**Note: The events, meetings/calls, and webinars are posted to BOTH Learn and Basecamp.*

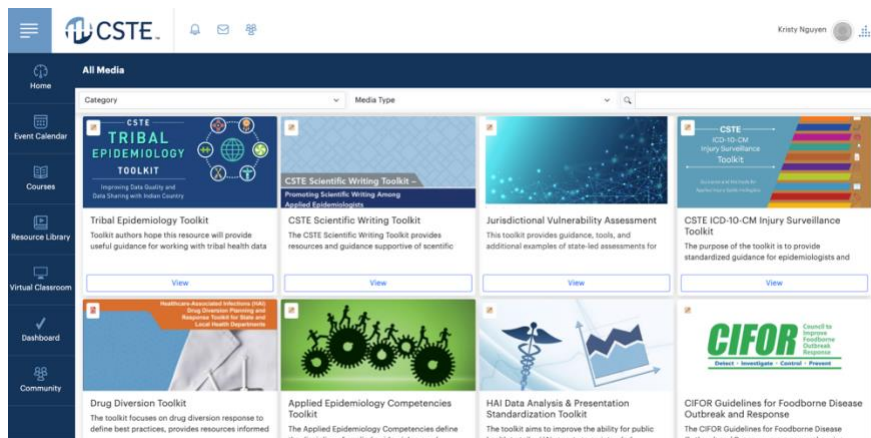
- You can view a Monthly or Weekly spread
- For more information on the event, simply click on the title and you will be directed to a page with all the details and registration





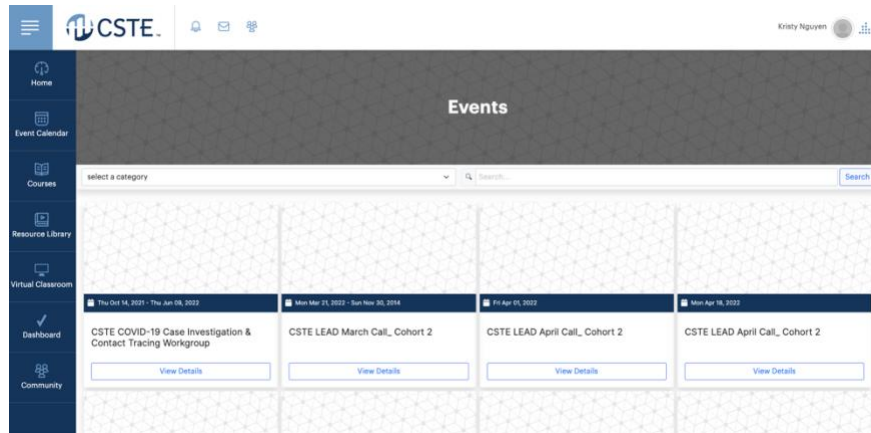
Courses

- This is a hub for all CSTE and epidemiology focused online lessons/videos and tutorials can be found here
- Selections can be filtered to your need at the top.
- Filter your searches by:
 - Assigned
 - Recommended
 - Purchased
 - Bookmarked
 - In progress
 - Completed
- Or filter your searches by category:
 - CSTE Fellowships
 - Surveillance
 - CSTE Staff
 - Epi Methods
 - Evaluation
 - Informatics
 - Leadership & Systems Thinking
 - Public Health Policy
 - Scientific Writing
- For anytime you need additional resources or “how-to” in your specific field, this would be a good starting space to start your search or to help fill in the knowledge and skill gaps that you want to strengthen and improve



Resource Library

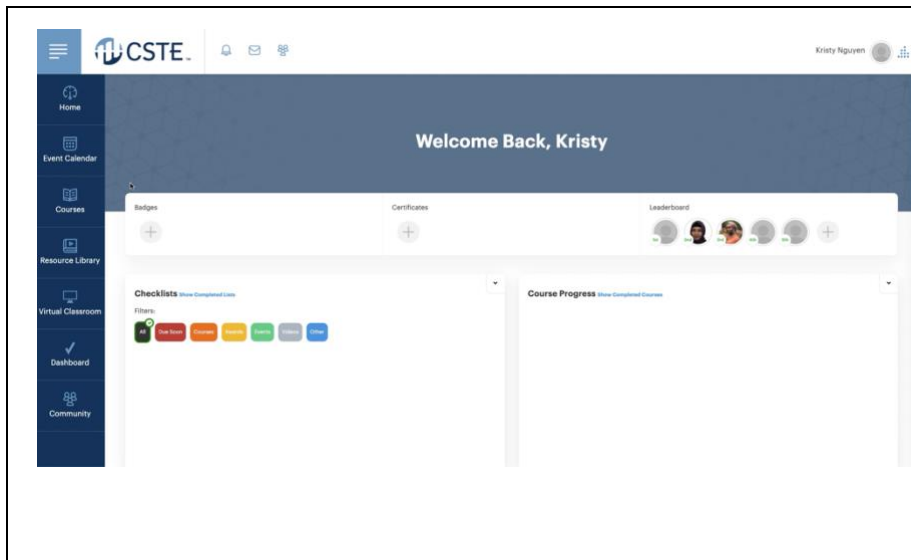
- If you are looking more for information heavy and/or to read on a specific area of focus to apply your skills, the Resource Library houses all your toolkits
- Selections can be filtered to your need at the top such as by Category or Media Type to suit your preferences on how you want to digest information
- For anytime you need additional resources or “how-to” in your specific field, this would be a good starting space to start your search or to help fill in the knowledge and skill gaps that you want to strengthen and improve



Virtual Classroom

- If you missed a group call or wanted to revisit conversations you found significant, the Virtual Classroom holds all Zoom recordings of any Group Call and Event/Webinar (if able to record)

**Note: Utilize Basecamp to access Docs & Files related to the call. All recordings are uploaded in the Virtual Classroom in Learn.*



Dashboard

- Similar to your car's dashboard, this gives an overview of all the features related to Learn that is personable to each user:
 - Badges
 - Certificates
 - Leadership
 - Checklists
 - Course Progress
 - Events (past/current)
- Perhaps instead of going through each tab on the left-hand side, you can visit your Dashboard first to easily access and navigate anything you need to work on, personal checklists, and events to look forward to