

School Improvement Plans Upload Instructions

Accessing Basecamp

Basecamp is the new file storing website the Office of Systems and School Improvement (OSSI) is using to store School Improvement Plans (SIP), L-CAPs, and other related documentation collected from schools and districts. As of August 2024, Basecamp is replacing SharePoint as the storage system for district & school documents. Please do not upload anymore documents to SharePoint.

Requesting Access

1. Go to the [District/School Contact Form](#) to request access to Basecamp.
2. Once you receive an email invitation to join Basecamp, click on the link in the email and follow the instructions on the screen to set up your profile.

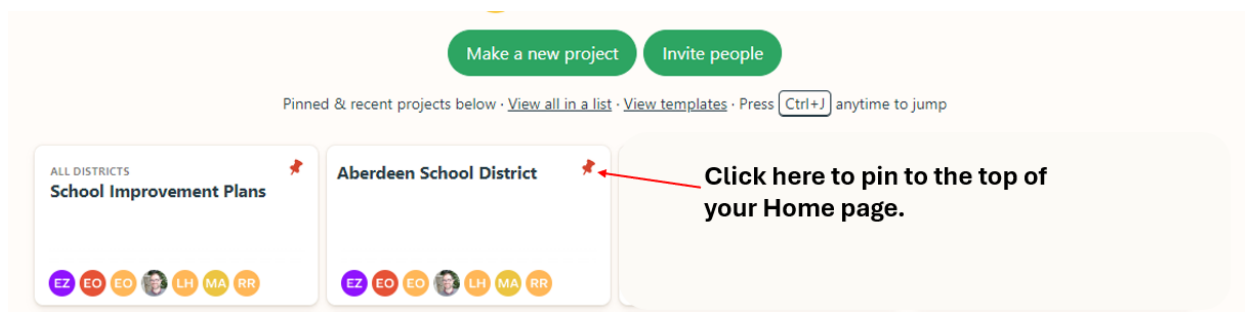
Finding Your District/School Tile

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:



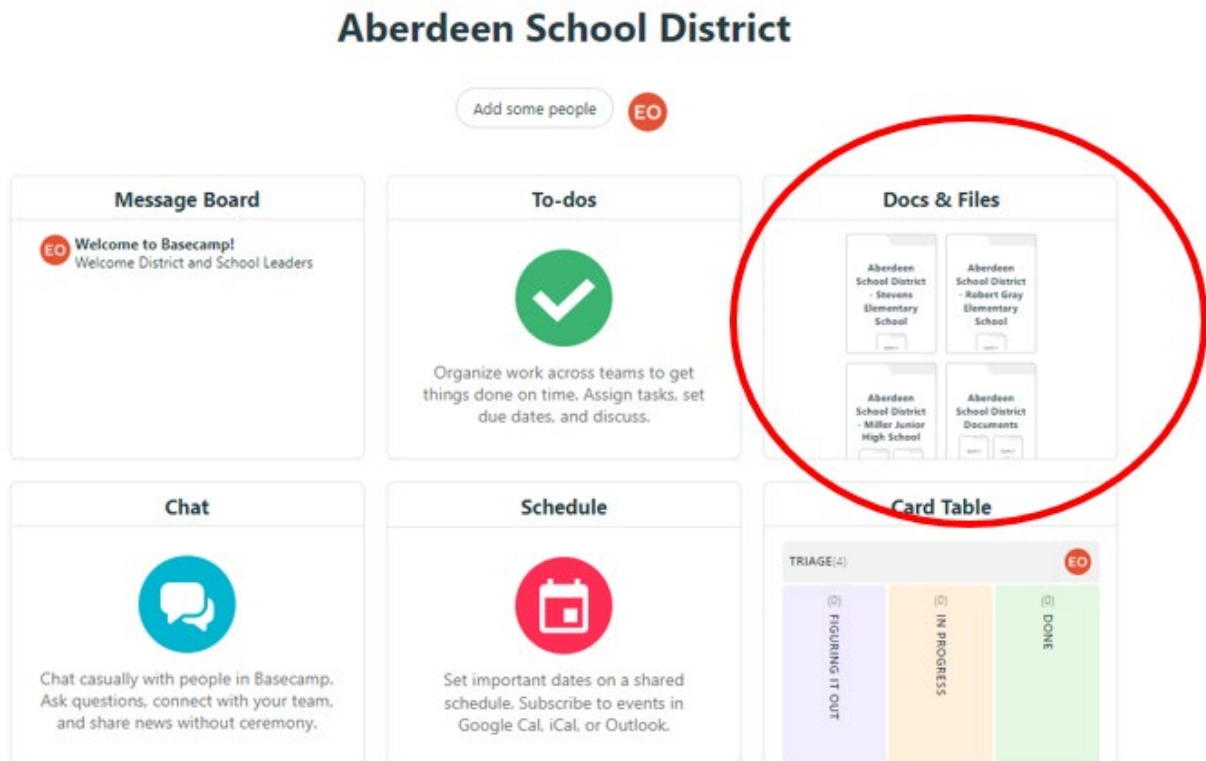
There are only a few of these tabs that you should be aware of.

- a. Home: shows all "Projects" that you have access to.
 - b. Pings: private messaging with OSSI and your Continuous Improvement Partner (CIP).
 - c. Hey!: messages from Basecamp.
 - d. Activity: Keep track of recent activity.
 - e. 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.



Uploading to Basecamp

1. Once in Basecamp, you should only have access to your school district's tile.
2. Click on the "Docs & Files" tile and select your school's folder.
3. Once in your school's folder, drag and drop the requested file from your computer into the "Upload" field. Once the file is uploaded, click on the "Post to the Project" button below the download screen.
 - a. Supported file types: Word/Excel, PDF files, Cloud-based files (i.e., Google Docs)



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.

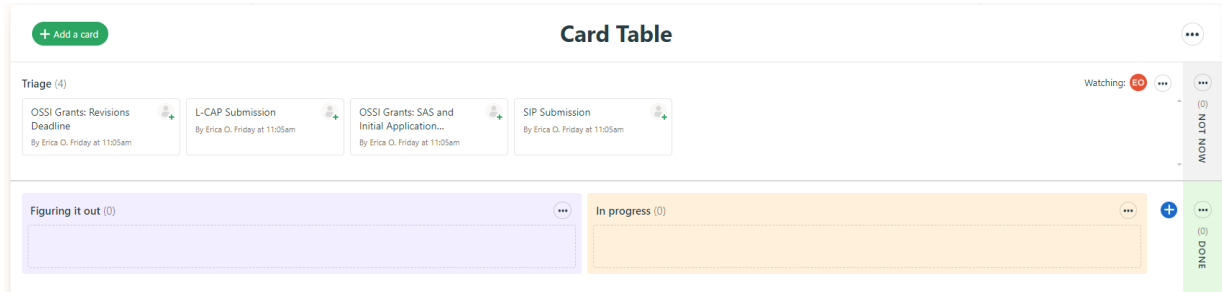
To-dos

Task lists will appear in this tool and can be checked off when completed. Only OSSI can create lists but anyone with access can utilize this tool to their advantage. **NOTE:** To-dos isn't tracked by OSSI. This tool is strictly for personal tracking purposes.

Schedule

Important due dates will show up on your schedule. For a list of important dates for Cycle 3, refer to the [2024-25 Cycle 3 Year-At-A-Glance](#) calendar.

Card Table



1. The Card Table tool can be used to keep track of tasks.
2. Click on a "card" to look at the details.
3. Drag each card to a colored box to mark its status.
 - a. **NOTE:** The Card Table isn't tracked by OSSI. This tool is strictly for personal tracking purposes.

Questions?

If you have any questions or concerns on Basecamp, please email [Erica Olivera](#), Continuous Improvement Specialist.