

U.S. Naval Sea Cadet Corps Manual

CORRESPONDENCE COURSE MANUAL

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REFERENCES

- Reference 1: NSCC Regulations
- Reference 2: NSCC/NLCC Administration Manual
- Reference 3: NSCC/NLCC Training and Operations Manual

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CHAPTER 1: INTRODUCTION

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0101 **PREFACE**

1. **Discussion.** CCMS is a feature of Magellan. Cadets shall complete Non-Resident Training Courses and NLCC Practical Factors to advance in rate within the NSCC/NLCC. Each unit will designate at least two staff members to serve as Unit Course Administrators (UCA), a primary and at least one alternate. The UCAs will administer cadet course enrollments, grading, and completions. One of these individuals should be the Unit Training Officer.
2. **Training Program.** Select unclassified Navy correspondence courses are available to cadets and adults at the unit level. Certain mandatory courses are the “homework” cadets must complete for advancement, and the Basic Military Requirements (BMR) is recommended for adults that do not have a military background. Guidelines for course enrollment and grading are covered in Chapter TWO. Additionally, all available correspondence courses may be downloaded from the NSCC Homeport website.
3. **Purpose.** This manual is intended to provide step-by-step instructions for the UCA. Procedures to obtain a UCA username and password, enroll cadets/adults, grade courses, and print unit summary reports will be covered in detail. It is extremely important to follow these procedures explicitly and without deviation, paying close attention to detail. This manual should be read in its entirety before attempting to use the CCMS.

0102 **RESPONSIBILITIES**

1. **General.** Each member in the chain of command has a position of responsibility to ensure the success and integrity of the NSCC Correspondence Course program.
2. **National Headquarters**
 - a. Administer and maintain the Correspondence Course Management System (CCMS).
 - b. Provide technical and administrative support via telephone (703-312-1543) and email (sbunting@navyleague.org)
3. **Unit Commanding Officer**
 - a. Oversee overall unit correspondence course administration.
 - b. Assign at least two NSCC adult volunteers to serve as Unit Course Administrators. The primary UCA should be the Training Officer.
 - c. Ensure unit has computer access.

0102 RESPONSIBILITIES (CONTINUED)

3. Unit Course Administrators

- a. Assigned by the Unit Commanding Officer.
- b. Must be computer literate.
- c. Manage and maintain the integrity of the course material.
- d. Ensure the cadets are enrolled in the proper courses.
- e. Provide training to cadets on how to obtain correspondence course or NLCC Syllabus files found on the NSCC Homeport.
- f. Monitor cadet progress and ensure cadets complete courses in a timely manner.
- g. Distribute the proper number of answer sheets to cadets.
- h. Ensure each answer sheet is annotated with the cadet's last name, first name, rate, course title, assignment number, and date submitted.
- i. Collect answer sheets and enter into CCMS for grading. DO NOT MAIL TO CNET OR NHQ FOR GRADING!!!!

4. Cadets

- a. Coordinate with unit Training Officer/Unit Course Administrator to register for courses.
- b. Can ONLY be enrolled in one course at a time.
- c. Must have access to a computer.
- d. Complete the assigned course using the files downloaded from the NSCC Homeport.
- e. Ensure that each course is completed in a timely manner. Courses not completed within 12 months will cause the cadet to be locked out of the system.
- f. Ensure answer sheets are properly annotated with the cadet's last name, first name, rate, email address, course title, assignment number, and date submitted.
- g. Give completed answer sheets to the unit Training Officer/Unit Course Administrator for grading.

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CHAPTER 2: UNIT ADMINISTRATION

0201 UNIT COURSE ADMINISTRATOR2-1

0201 UNIT COURSE ADMINISTRATOR

1. **General.** The commanding officer shall designate at least two (2) adults to serve as Unit Course Administrators (cadets may NOT serve as UCAs). It is strongly recommended that each adult be comfortable and familiar with computers and the Internet. UCAs must have access to a computer, email, and an internet browser. (The UCA is “not” required to have existing Magellan admin user rights.) The selected individuals will be responsible for managing the unit’s course enrollments using Magellan/CCMS, monitoring course status, and entering answers for each assignment.
2. **UCA Establishment/Disestablishment.** The following steps must be followed to establish a new UCA account with Magellan/CCMS. This applies for Regional Directors and Headquarters Representatives as well.
 - a. Commanding Officer **MUST FIRST** designate primary and alternate UCAs by proceeding to the selected adults’ landing page in Magellan. A link is available to select to “enable” UCA rights.



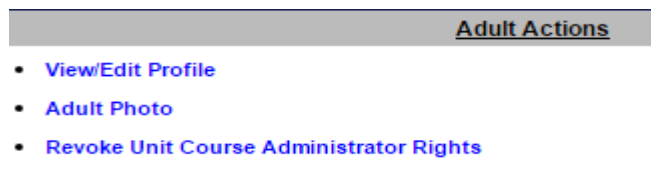
- b. Click the link. If this is the adult you wish to become a UCA, select “OK”.

Are you sure you want to Enable this Adults Unit Course Administrator rights?

OK

Cancel

- c. To remove an adult as a UCA, return to the landing page and select the link “Revoke Unit Course Administrator Rights. If this is the adult you wish to remove their UCA rights, select “OK”.



Are you sure you want to Revoke this Adults Unit Course Administrator rights?

OK

Cancel

0201 **UNIT COURSE ADMINISTRATOR (CONTINUED)**

NOTE: Unit Commanding Officers must ensure that the email address of the Primary/Alternate UCA in Magellan is correct. The Magellan email must be used to access CCMS via the Magellan member portal.

3. **Accessing Magellan Member Portal.**

- a. Visit <http://members.seacadets.org>

Email Address:
Password:



[Forgot Password or Don't have a Password](#)

- b. **Select the link “[Forgot Password or Don't have a Password](#)”. Enter the email address that is recorded on your Magellan profile page.**

Forgot Your Password or don't have a Password?

Enter your email address and a link to Create/Reset your password will be sent to the entered email address provided the email address exists within Magellan. If you are unsure if your email has been entered into Magellan, please contact your Unit CO to verify the email address that has been entered into your Magellan Adult Profile.

Email Address:

- c. The following message appears.

A link has been emailed to your account that will allow you to Create/Reset your password.

This link will only be good for 15 minutes.

Don't forget to check your Spam folder if you do not see it in your Inbox

- d. Check your email for the following.



Click [here](#) to create/reset your Members.SeaCadets.org password.

- e. Select “[here](#)” to create/reset your password and click “save”. **If you have an existing Magellan password, a different password must be created.**

0201 **UNIT COURSE ADMINISTRATOR (CONTINUED)**

Password must be 5-20 characters, at least 1 uppercase letter, at least 1 number

Type New Password:

Confirm New Password:

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CHAPTER 3: COURSE REGISTRATION AND GRADING

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0301 **GENERAL**

1. **General**. This section will address enrolling a cadet in a course, grading the course, and printing a Completion Certificate. Attention to detail is required.
2. **Correspondence Courses**. Referred to as Non-Resident Training courses, these are courses that CNET has authorized for use by members of the Naval Sea Cadet Corps for advancement and training. All available courses can be downloaded from the NSCC Homeport. No other NRTCs are authorized for NSCC use. Refer to the NSCC/NLCC Training and Operations Manual for additional guidance.
3. **Required Courses**. The following is a list of required courses for progression in the Sea Cadet program. These courses must be completed in order beginning with the BMR.
 - a. Military Requirements, Basic (NAVEDTRA 14325)
 - b. Seaman (NAVEDTRA 14067)
 - c. Military Requirements, PO3 (NAVEDTRA 14504-1 Assignments 1 & 2)
 - d. Military Requirements, PO2 (NAVEDTRA 14504-2 Assignments 3, 4 & 5)
 - e. Military requirements, PO1 (NAVEDTRA 14145)
 - f. Military Requirements, CPO (NAVEDTRA 14144)
4. **Optional Courses**. The following is a list of optional courses available to members in the Sea Cadet program after they have completed the required courses for advancement. This list is subject to change as additional courses are made available:
 - a. Airman (NAVEDTRA 14014A) – May be taken in lieu of the Seaman Course for those Cadets assigned to NSCC Squadrons.
 - b. Seabee Combat Handbook, Volume 1 (NAVEDTRA 14234A)
 - c. Seabee Combat Handbook, Volume 2 (NAVEDTRA 14235A)
 - d. Mathematics (NAVEDTRA 14139)
 - e. Tools and Their Uses (NAVEDTRA 14256)
 - f. Sound Powered Telephone Talker (NAVEDTRA 14232)

0301 **GENERAL (CONTINUED)**

- g. Naval Instructional Theory (NAVEDTRA 14300A)
- 5. **NLCC Practical Factors**. The following is a list of required courses for progression in the Navy League Cadet program. This list is subject to change as advancement requirements are modified:
 - a. NLCC Apprentice Cadet (NLCC Syllabus - Part One)
 - b. NLCC Able Cadet (NLCC Syllabus - Part Two)
 - c. NLCC Petty Officer Third Class (NLCC Syllabus - Part Three)
 - d. NLCC Petty Officer Second Class (NLCC Syllabus - Part Four)
 - e. NLCC Petty Officer First Class (NLCC Syllabus - Part Five) 0302

0302 **CADET AND ADULT REGISTRATION**

- 1. **General**. Cadets and adults who are currently registered in Magellan are automatically registered in CCMS. That is, all cadets and adults with an active enrollment in the NSCC/NLCC via Magellan are also registered in CCMS, and eligible for enrollment in a course.
- 2. **Cadet and Adult Registration**. To maintain registration in CCMS, the unit must ensure the Magellan cadet and adult membership enrollment is current. Enrollment in, and grading of courses, will be blocked for expired Magellan memberships.

0303 **COURSE ENROLLMENT/DISENROLLMENT/TRANSFER**

- 1. **General**. Enrollment is accomplished through the adult Magellan Member Portal.
- 2. **Enrollment**.
 - a. **Visit <https://members.seacadets.org/ccms.aspx>. Enter your email address and password and you will be directed to the following page.**

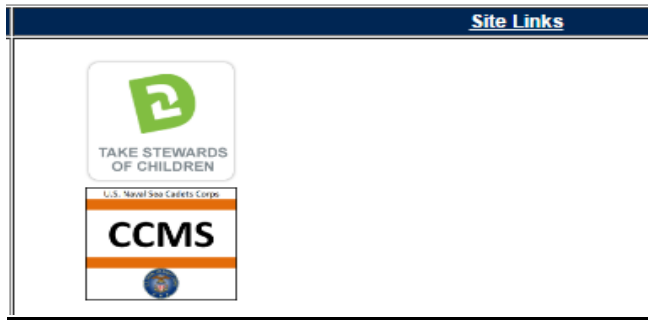
Email Address:
Password:

Login

[Forgot Password or Don't have a Password](#)

- b. Select the "CCMS" icon. Based on the email address of the adult, the system recognizes and immediately displays the applicable units' roster.

0303 **COURSE ENROLLMENT/DISENROLLMENT/TRANSFER (CONTINUED)**



Home | **CCMS Home** | CCMS Reports | Logout

Unit: BARQUE EAGLE DIV

Below is a list of active Adults and Cadets currently enrolled in your unit.
To begin or continue grading a course click the "Courses" link next to his/her name.

Last Name	First Name	Rank	User Type	SSN	DOB	Magellan Registration Exp Date	Action
Bias	Nathaniel	SR/AR	Cadet	xxx-x5-6272	12/6/2002	10/31/2017	Courses
Brown	Kevin	SN/AN	Cadet	xxx-x7-6613	3/10/2000	10/31/2017	Courses
Caso	Chloe	PO1	Cadet	xxx-x4-4937	9/1/2000	10/31/2017	Courses
Chadbourne	Lacey	INST	Adult	xxx-x4-2720	6/17/1982	10/31/2017	Courses

c. To enroll, grade or view courses completed, select the [Courses](#) link for the cadet or adult.

d. For this example, the adult was selected. The available courses are listed.

Course	Status	Enrolled Date	Completed Assignments	Passing Score	Users Score	Completed Date	Action
Airman (NAVEDTRA 14014A)			0 of 13	70			Enroll
Basic Military Requirements (NAVEDTRA 14325)			0 of 15	70			Enroll
Fireman (NAVEDTRA 14104)			0 of 6	70			Enroll
Math (NAVEDTRA 14139)			0 of 11	70			Enroll
Military Requirements for CPO (NAVEDTRA 14144)			0 of 6	70			Enroll
Military Requirements for PO1 (NAVEDTRA 14145)			0 of 7	70			Enroll
Military Requirements for PO2 (NAVEDTRA 14504)			0 of 3	70			Enroll
Military Requirements for PO3 (NAVEDTRA 14504)			0 of 2	70			Enroll
Navy Instructional Theory (NAVEDTRA 14300)			0 of 5	70			Enroll
Navy Instructional Theory (NAVEDTRA 14300A)			0 of 5	70			Enroll
Seabee Combat Handbook, Vol 1 (NAVEDTRA 14234A)			0 of 14	70			Enroll
Seabee Combat Handbook, Vol 2 (NAVEDTRA 14235A)			0 of 5	70			Enroll
Seaman (NAVEDTRA 14067)			0 of 4	70			Enroll
Sound Powered Phone Talker Manual (NAVEDTRA 14232)			0 of 1	70			Enroll
Tools and Their Uses (NAVEDTRA 14256)			0 of 5	70			Enroll

e. Select the course. For this example, Petty Officer Third Class was selected.

Military Requirements for PO3 (NAVEDTRA 14504)	ENROLLED	12/07/2016	0 of 2	70			Disenroll Assignments
--	----------	------------	--------	----	--	--	---

0303 COURSE ENROLLMENT/DISENROLLMENT/TRANSFER (CONTINUED)

2. COURSE DISENROLLMENT

- a. Disenrollment for a course is accomplished by selecting the [Disenroll](#) link.

Military Requirements for PO3 (NAVEDTRA 14504)	ENROLLED	12/07/2016	0 of 2	70		Disenroll Assignments
--	----------	------------	--------	----	--	---

- b. The dialog box below appears. Select “OK” if it is your intent to Disenroll the member. The system reflects the cadet/adult Disenrolled.

Are you sure you want to Disenroll the person from this course?

Military Requirements for PO3 (NAVEDTRA 14504)	DISENROLLED	12/07/2016	0 of 2	70		Enroll Assignments
--	-------------	------------	--------	----	--	--

3. **CADET/ADULT TRANSFERS**. Cadets and adults will be transferred using the Magellan cadet/adult transfer process. At the time of the transfer, all course work will follow to the new unit as well. When cadets fleet up from a Training Ship to a Sea Cadet unit in Magellan, all NLCC course work will follow the new Sea Cadet.

0304 COURSE GRADING

1. **General**. This section addresses the grading of course assignments. Each cadet may only be enrolled in one course at a time. Assignments may be graded in any order, but all assignments are required to be entered prior to a final grade being issued.
2. **Scoring**. The minimum passing score for each assignment is 70%, and the overall combined/aggregate minimum passing score for each course is 70%. If the cadet failed the assignment, make a note on the hard copy answer sheet. Answers cannot be resubmitted for failed assignments until answers for ALL lessons have been entered. After all assignments have been entered and graded, and IF the overall score for the course is less than 70%, inform the cadet of the status concerning the failed assignment(s), and instruct the cadet to redo those that assignments that received a failing score.
3. **Cadet/Adult Grading of Assignments**.

- a. Select the cadet or adult from the roster and enrollment is a course.

Military Requirements for PO3 (NAVEDTRA 14504)	ENROLLED	12/07/2016	0 of 2	70		Disenroll Assignments
--	----------	------------	--------	----	--	---

- b. Select the “[Assignments](#)” link.

0304 **COURSE GRADING (CONTINUED)**

Below is a list of all the Assignments for the selected Course.
To Grade a course click the "Grade" link for the desired Assignment.

Assignment Num	Graded Date	Graded By	Passing Score	Users Score	Action
1			70		Grade Re-Take View Delete
2			70		Grade Re-Take View Delete

[Return](#)

c. Select "Grade" to open the bubble sheet. Using the mouse, click the applicable radio button the answers given by the cadet/adult.

1. 1 2 3 4
 2. 1 2 3 4
 3. 1 2 3 4
 4. 1 2 3 4
 5. 1 2 3 4
 6. 1 2 3 4
 7. 1 2 3 4

d. When the last answer is entered, click the "Save" button.

60. 1 2 3 4
 61. 1 2 3 4
 62. 1 2 3 4
 63. 1 2 3 4

[Save](#)
[Return](#)

e. The system will score and post the results.

Course	Assignment
Military Requirements for PO3 (NAVEDTRA 14504)	1

of all the Assignments for the selected Course.
e click the "Grade" link for the desired Assignment.

Passing Score	Users Score	Action
70	100	Grade Re-Take View Delete
70		Grade Re-Take View Delete

f. Continue grading assignments. When completed, the system reflects the results for each assignment.

Course	Assignment
Military Requirements for PO3 (NAVEDTRA 14504)	2

of all the Assignments for the selected Course.
click the "Grade" link for the desired Assignment.

Passing Score	Users Score	Action
70	100	Grade Re-Take View Delete
70	100	Grade Re-Take View Delete

[Return](#)

g. At the same time, the results will be posted to the individual's Magellan Record

Book.

0304 **COURSE GRADING (Continued)**

NSCC Correspondence Courses			
Date	Subject	Score	Notes
12/07/2016	Military Requirements for PO3 (NAVEDTRA 14504)	100	Saved from CCMS Members

NOTE: Due to the posting of the results to the Magellan Record Book, the Certificate of Completion (NSCTNG027) will not be provided. This is an effort to reduce paperwork and move to an all-electronic record book.

- h. **Failed Assignments.** After entering answers for ALL assignments, if the overall score for the course is less than 70%, the cadet will resubmit the failed assignments and they will be entered into the CCMS in the same manner as the initial assignment. The maximum score that can be received for a failed assignment is 70%. If the cadet fails the overall course after resubmission, they will be locked out of the course for 30 days. Cadet are to be reenrolled in the course after 30 days and be required to resubmit all assignments.

After all assignments, have been graded, a [Re-Take](#) link appears. To re-take the failed assignment, select [Re-Take](#). Enter the answers and click [Save](#).

<u>Users Score</u>	<u>Action</u>
94	Grade Re-Take View Delete
55	Grade Re-Take View Delete
68	Grade Re-Take View Delete
74	Grade Re-Take View Delete

After completing the Re-Takes, and the aggregate score is below 70, the results reflect “Failed”. A date appears when eligible to reenroll.

Seaman (NAVEDTRA 14067)	Failed	05/12/2016	4 of 4	70	64	12/08/2016	Assignments Eligible to Renroll on 1/7/2017
-------------------------	--------	------------	--------	----	----	------------	---

- i. **View assignments.** Scenario: After grading an assignment, and based on the score, you realize you have entered answers for a different assignment, or skipped an answer. The system will permit viewing the answer sheet by selecting [View](#). You may also select the “Print Icon” to print the answer sheet.

<u>Passing Score</u>	<u>Users Score</u>	<u>Action</u>
70	37	Grade Re-Take View Delete

1. 1 2 3 4
 2. 1 2 3 4
 3. 1 2 3 4
 4. 1 2 3 4
 5. 1 2 3 4
 6. 1 2 3 4
 7. 1 2 3 4
 8. 1 2 3 4
 9. 1 2 3 4
 10. 1 2 3 4

Logout

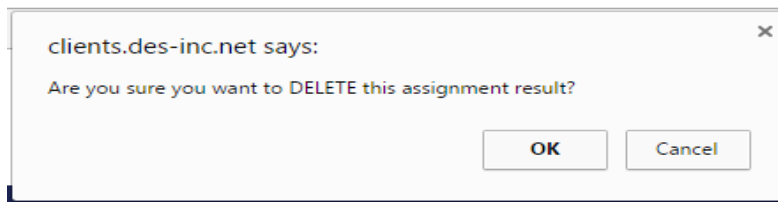
Assignment
1

Action

[Take](#) | [View](#) | [Delete](#)

0304 **COURSE GRADING (Continued)**

To delete the assignment, select the [Delete](#) link. A dialog box appears. Select “OK” and the assignment is deleted.



Passing Score	Users Score	Action
70		Grade Re-Take View Delete

0305 **COURSE COMPLETIONS**

1. **General.** To view a summary, select [Courses](#) from the main roster. Courses completed and the next available course to be taken is shown with an [Enroll](#) link.

Course	Status	Enrolled Date	Completed Assignments	Passing Score	Users Score	Completed Date	Action
Basic Military Requirements (NAVEDTRA 14325)	PASSED	04/13/2015	15 of 15	70	87	11/06/2015	Assignments
Seaman (NAVEDTRA 14067)	PASSED	08/19/2016	4 of 4	70	95	08/19/2016	Assignments
Military Requirements for PO3 (NAVEDTRA 14504)			0 of 2	70			Enroll

2. **NLCC Completed Syllabus Courses.** To view a summary, from the main roster, select [Courses](#) for the League Cadet. Courses completed and the next available course to be taken is shown with an [Enroll](#) link.

Course	Status	Enrolled Date	Completed Assignments	Passing Score	Users Score	Completed Date	Action
NLCC Syllabus - Part I (Apprentice)	PASSED	10/09/2016	8 of 8	63	94	10/09/2016	Assignments
NLCC Syllabus - Part II (Able)			0 of 10	63			Enroll

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CHAPTER 4: REPORTING

0401 GENERAL4-1

0401 **GENERAL**

1. **Unit Reports.** A course status report is available by selecting CCMS REPORTS from the tool bar.

Home | CCMS Home | CCMS Reports |

- a. Choose the starting and ending date for which you want to view activity. Utilize the calendar to set the date parameter for the report.

Completed Courses

Start Date End Date

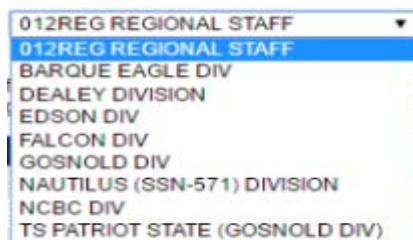
9/11/2015 12/11/2016 **View**

- b. The report reflects the user (Name), rank, User Type (Cadet/Adult), ssn, unit, course, score, status (passed/failed), and date competed. Each column is sortable.

12

#	User	Rank	User Type	SSN	Unit	Course	Score	Status	Completed
---	------	------	-----------	-----	------	--------	-------	--------	-----------

2. **Regional Reports.** Individual unit status may be checked by using a drop-down menu to select a unit. Highlight a unit, to toggle to their homepage. Follow the steps above to obtain the unit status report.



CCMS Reports |

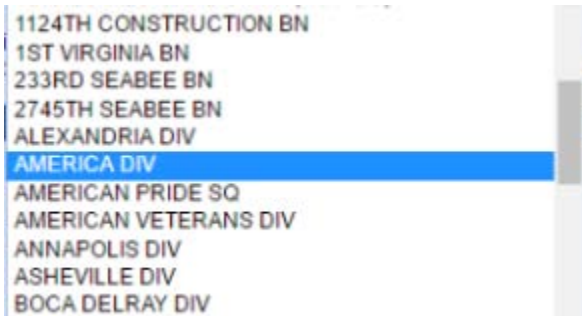
Unit:

Below is a list of active Adults and Cadets currently enrolled in your unit.
To begin or continue grading a course click the "Courses" link next to his/her name.

NOTE: By toggling to the unit, this also permits the Regional Director to register and grade course assignments. See Chapter 3.

0401 REPORTS (CONTINUED)

3. **Headquarter Rep Reports.** Individual unit status may be checked by using a drop-down menu to select a unit. Highlight a unit, to toggle to their homepage. Follow the steps above to obtain the unit status report. Follow the steps above to obtain the unit status report.



NOTE: By toggling to the unit, this also permits the NHQ Rep to register and grade course assignments. See Chapter 3.