

Ranger Foundations Online Start Guide



Welcome to Ranger Foundations (RF).

- **The RF is offered in Training Paths.**
 - **Training Path #1 (TP#1)** is completed online, meaning all 15 sessions are taken online.
 - Training Path #1 special introductory price is \$40.00. (Standard pricing \$45.00)
 - **Training Path #2 (TP#2)** is the classroom version. Sessions 1–8 **must** be taken online and sessions 9–15 are offered in a classroom setting. This allows for RF to be completed in an evening or a half day on a Saturday.
 - Training Path #2 special introductory price is \$18.00 for the online session 1 – 8. (Standard pricing: \$20.00)
 - The cost of the classroom portion is determined by your district/section hosting the event.
 - **Training Path #3 (TP#3)** is completed online, meaning sessions 9 – 15 are taken online. This Training Path is offered to the leader for two reasons:
 1. The leader signs up for TP#2 and plans to take the classroom portion in his section or district, but the classroom training gets cancelled for some reason. This allows the leader to continue his training and complete RF.
 2. TP#3 also allows a leader to take a little more time to complete his online training by completing TP#1 within a 3-month block and then completing TP#3 in another 3-month block.
 - Training Path #3 special introductory price is \$22.00 for online sessions 9 – 15. (Standard pricing: \$23.00)
 - **Special Introductory Pricing** is only available through **December 31, 2020**. Then, the pricing will move to the standard price structure.
- **How do I purchase a Training Path?**
 - 1) Access the online sessions from the Royal Rangers website at: [Online Training](#)
 - 2) Select the RF training path you want to purchase by adding it to your cart.
 - Select **“Checkout”**
 - 3) Create a free user account or log in if you already have an online training account.
 - Note: If you are unsure of you’re A/G district or network, please confirm with your district staff. This information will be useful to your district and region in knowing that you have completed a RF training path.
 - Note: How you enter your name, including capitalizations, into the account will be how it appears on your certificate of completion for the training path.
 - 4) The system will verify your cart selection.
 - Select **“Checkout”**
 - 5) Enter your credit card information.
 - Select **“Process my payment”**
 - 6) You will next see the **“Thank You for Your Order”** page. It will provide the link to log in to your course.
 - You will receive an Order Confirmation email with your order ID number, your purchased item(s), and the link to your course(s).
 - The email provides the access to your purchased course/training path.

- **How do I navigate within the testing portal?**

- Go to <https://courseportal.2leap.com/>
- Enter your email and password
- You will see your course(s) and training path(s) you have purchased.

Example:

Ranger Test 9-15 Morrison, Dav... 7 COURSES | **0%** **NOT STARTED**

- Click on your training path. You will see the training path courses (see below) that you must take in order.

Courses 7 TOTAL COURSES

NO.	NAME	DEADLINE	STATUS	QUIZ REQUIRED
1.	Ranger Test - Session 9	12/30/2020	0% <small>NOT STARTED</small>	Required
2.	Ranger Test - Session 10	12/30/2020	0% <small>NOT STARTED</small>	Required
3.	Ranger Test - Session 11	12/30/2020	0% <small>NOT STARTED</small>	Required
4.	Ranger Test - Session 12	12/30/2020	0% <small>NOT STARTED</small>	Required
5.	Ranger Test - Session 13	12/30/2020	0% <small>NOT STARTED</small>	Required
6.	Ranger Test - Session 14	12/30/2020	0% <small>NOT STARTED</small>	Required
7.	Ranger Test - Session 15 (TP 9-15)	12/30/2020	0% <small>NOT STARTED</small>	Required

- In the example above, you would click on Session 9. Follow the prompts.
 - [START COURSE](#) - watch video/session
 - [Quiz Instructions \(must read\)](#) – read the quiz instruction.
 - Remember only select one answer per question. The system will allow you to select more than one answer and it will be counted as incorrect.
 - Click the blue box **START YOUR QUIZ** at the bottom left under the quiz instructions. Follow the prompts.
 - Once you pass the quiz. Click the **ACCEPT SCORE TO PASS & CLOSE QUIZ**

Quiz 10 QUESTIONS

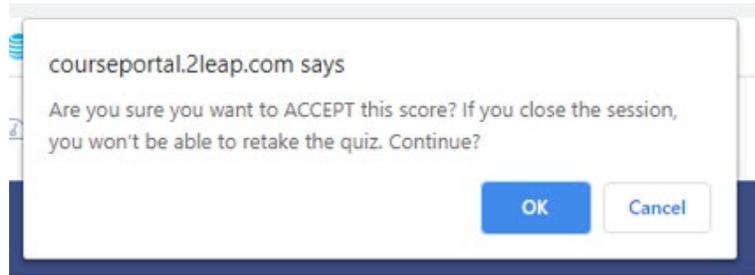
ACCEPT SCORE TO PASS & CLOSE QUIZ RETRY

TIME LIMIT **UNLIMITED**

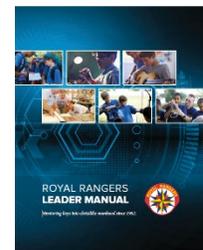
NEEDED TO PASS **80%**

YOUR SCORE **100%**

- Then a pop-up will appear (see below) click **OK**



- Do this process at least twice.
 - Then click < [BACK TO COURSE](#) (located in lower right corner of screen)
 - Then click < [BACK TO TRAINING PATH DETAILS](#) (located in lower right corner of screen)
 - If you get this: [Session 14](#) **NEW CHANGES**
 - Click on the session name and then click on < [BACK TO TRAINING PATH DETAILS](#) (this is a temporary glitch in the testing platform that we are working to rectify)
 - Once you successfully complete each session and have completed the last session in the training path, click on the last session name in the training path and you will see on the next screen:
 - [DOWNLOAD CERTIFICATE](#)
 - Congratulations!
- **RF is available online and in a partial classroom version.**
 - Online sessions must be taken in order.
 - All online sessions are available for (3) months from the date of purchase.
 - The classroom version, which covers sessions 9 – 15, will be available to Certified Instructors starting October 15, 2020 via AG Passport Ranger Passport.
 - **Online RF is 15 sessions in length each with a quiz after each session**
 - Each session contains a **video**, quiz instructions, and a 10-question **quiz**. The videos are anywhere from 7 to 20 minutes in length.
 - Each quiz requires a passing score of 80%. That means you can get 2 of the 10 questions wrong and still pass.
 - The quiz is **open resource**. Each session will state which chapter(s) the session/material is taken from, and the quiz is based on that chapter(s).
 - All RF materials are taken from your *Royal Rangers Leader Manual*, 2019 edition. (**Hint:** You will need a copy of this *Leader Manual* to pass the quizzes.)
 - Each quiz question has only one correct answer. **Do NOT select more than one answer.**
 - **Certificates:**
 - TP#1: Upon successful completion of all 15 sessions, you will receive an online completion certificate for sessions 1–15.
 - TP#2: Upon successful completion of sessions 1–8, you will receive an online completion certificate for sessions 1–8. Upon completion of the classroom setting you will receive a 2nd completion certificate (hardcopy) for sessions 9–15 from the instructor(s).
 - TP#3: Upon successful completion sessions 9–15, you will receive an online completion certificate for sessions 9–15.
 - Certificates are populated with the name you provide during account setup.



- **Patches**

- For those who have successfully completed RF (sessions 1- 15), patches may be obtained in a couple of ways.
 1. Completion of all online sessions:
 - a. Successful completion of Training Path #1 (sessions 1 – 15) you will be mailed a RF patch.
 - b. Successful completion of Training Paths #2 (session 1 – 8) & #3 (sessions 9 - 15) you will be mailed a RF patch.
 - c. To receive your RF patch, email rrtraining@ag.org with:
 - i. The exact name you used to register your training path(s) and the date(s) of purchase.
 - ii. Your complete mailing address
 - iii. Telephone number
 - iv. Subject line: RF Patch
 2. Completion of Training Path #2 (sessions 1 – 8) and classroom version (sessions 9 – 15):
 - a. At the completion of your classroom experience you will either be given a RF patch, or you will be allowed to purchase a RF patch or additional RF patches. This depends on whether your classroom experience host has included the patch in the cost of the classroom experience. You will need to verify if the classroom experience host will need confirmation of your completion of Training Path #2.
 3. Additional or replacement RF patches via MyHealthyChurch.com (item 729-015). Since this is a restricted item a verification process will be required by My Healthy Church. You will need to forward a copy of your confirmation email to rrtraining@ag.org.

Discount is provided for chartered leaders.

- **Equity:**

- Ranger Basics and Ranger Foundations are considered equivalent. Thus, if you have already completed Ranger Basics (RB), you are not required to take Ranger Foundations. However, we think once you see the content of RF you just might want to take it anyway.

- **Transition Period:**

- Both RB and RF will coexist until the end of the year. As January 1, 2021, RB will **no longer** be offered, available, or accepted as the first training in the Ready level of the Outpost Leader Advancement Levels.

- **Ranger Foundations (RF) Sessions:**

- Session 1: Introduction* (Chapter 2)
- Session 2: The Basics: Welcome to Royal Rangers* (Chapter 3)
- Session 3: Safety & Supervision* (Chapter 27)
- Session 4: Our Missions, Methods, & Mentoring Process (Chapter 4)
- Session 5: A Spirit Empowered Church (Chapter 4)
- Session 6: Program Structure & Leadership (Chapter 5)

- Session 7: Alternate Outpost Structure Options (Chapter 5)
- Session 8: Leader Training (Chapter 8)
- Session 9: The Weekly Meetings (Chapter 9)
- Session 10: Curriculum & Resources (Chapter 10)
- Session 11: Uniform & Insignia (Chapter 11)
- Session 12: The Advancement System (Chapter 16)
- Session 13: Patrol System Matrix (Chapters 23 & 45)
- Session 14: Annual Planning (Chapter 29)
- Session 15: Wrap-Up (Chapters 8 & 15)

*Sessions 1, 2, and 3 are **free**. The intent is to be able to allow pastors and children's worker to get a taste of what Royal Rangers is all about.

FAQ's

Can an online course be paid for by check or with a GPH account?

No, the purchase of an online course goes through eLeaP software, the service provider, and their system requires a credit card for purchase.

Can payment for the course be made after it is completed?

No, payment is collected by the online platform at the time of purchase. Your credit card will show a charge from TELANIA, LLC. Please keep this receipt for verification if you have questions about your credit card statement.

Can I purchase an online course for someone else?

Yes, but you will need the name and email address of the person you are purchasing the course for. You will create an online account and password for them. You will need to notify them of their password and the link to the course portal where they will login (<https://courseportal.2leap.com>). If purchasing for more than one other person, each purchase and account/password creation will have to be done separately.

Is there a chartering discount for RF online purchases?

There is not a chartered discount for the online RF session purchases. The current online sessions do not provide a chartered discount, and the online platform does not have the capability to determine who is and is not chartered.

What are the minimum system requirements for the computer or device I use?

The online platform, eLeaP, does not have any specific system requirements. However, it is recommended that you have a strong, stable internet connection when logged into your course, and that you are using a current internet browser such as Mozilla Firefox, Google Chrome, or Microsoft Edge with all updates installed. You should avoid outdated web browsers such as Internet Explorer that are no longer supported.

What is a training path?

A training path is a group of multiple sessions that you must purchase and complete in their entirety to receive credit for full completion of the applicable course. Requirements will be specified in the description of each session within the training path. Sessions can be purchased individually, but an entire training path should be purchased if your goal is to complete all the sessions in order to receive a certificate of completion for that multi-session course.

Can I purchase the RF sessions one at a time?

Yes, but they will not count toward completing RF. Training Path #1 must be purchased or Training Path #2 in conjunction with the classroom version offered at the district or sectional level. Also Training Paths #1 and #3 may also be purchased as another way to complete RF.

Can I stop in the middle of a course or session and resume later?

For courses that have multiple chapters and/or lessons, you can stop or take a break during the course and pick it up later where you had previously stopped if you have not logged out.

For a session in which the entire content is presented in a single video, it is recommended that you allow enough time to view the video in its entirety. You will be able to stop or take a break before starting the quiz.

Do I have to review all the course material before I can complete the quiz?

Yes, it is vital that you have reviewed the course material and any resources in connection with the course (the applicable chapter(s) of the *Royal Rangers Leader Manual*, online or other sources the course has referenced, etc.) thoroughly before completing the quiz.

Can I receive credit for a course without completing the quiz?

No, you must receive a passing score on the quiz before you receive credit for completion of a session within the training path.

What if I fail the quiz?

The system will give you the opportunity to take the quiz up to (3) times. (Sessions 1 – 3 allow the quiz to be taken up to (6) times.) It is strongly recommended that you review the course material (the *Royal Rangers Leader Manual* and the video session) before retaking a quiz. You should not rush through this process.

What if I fail the quiz all (3) times in one of the sessions 4 - 15?

If you fail this quiz (3) times, you will be required to purchase this session individually and complete this newly purchased session again (watch video and take quiz). Once you pass the quiz, email rrtraining@ag.org to have the newly purchased/completed session entered into your training path. Please allow 3 - 5 business days for your new session to be entered into your training path. (**Note:** You will not be able to proceed to the next session until this session has been successfully completed and entered in your training path.) When you email rrtraining@ag.org, please include the following information to ensure the correct account is accessed:

- The exact name you used to register your training path and the date you purchased it.
- Your username.
- The session that needs to be entered into your training path and the date you purchased it.
- Your best telephone number if a phone call is required.

Can I stop in the middle of a quiz and resume later?

The training system is setup to allow you to do this, but it is not recommended. Quizzes are not timed so you will have the opportunity to stop and review applicable course materials.

How do I obtain my Certificate of Completion after successfully completing a training path?

The online platform will generate a completion certificate in the form of a PDF. The training path requires that you complete and pass all the sessions in sequence, including the final session within the path, to receive your certificate.

(For single courses such as Ranger Safety, the system may prompt you to click on a blue box to complete a survey before it provides your certificate.)

Do online courses satisfy Royal Rangers training requirements?

Yes, online courses can be used to complete training requirements for levels of the Outpost Leader Advancement Levels (OLAL) and Organizational Leadership Training (OLT). Refer to the related training pages on the RoyalRangers.com website or to the OLAL or OLT applications for more information.

Is RF available in Spanish?

Not currently, but we are hopeful it will be in the future.

What if I encounter a problem not addressed in this Online Start Guide?

Email rrtraining@ag.org

Provide a complete description of the issue. Include screen shots when possible. We will respond as quickly as possible.

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