

P**LARIS**

UNITED STATES NAVAL SEA CADET CORPS

POLARIS USER GUIDE

VERSION 2.0



U.S. NAVAL
SEA CADET CORPS

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Introduction

National Headquarters is pleased to release our first two Polaris Advancement Courses (PAC), E-1 Seaman Recruit Indoctrination and E-2 Seaman Apprentice. Polaris Advancement Courses for additional rates will be released in the coming months.

The PAC for each rate will replace the legacy correspondence courses and (where applicable) advancement exams. When a PAC is released, cadets who have already started a legacy course for that rate will have 60 days to complete the course (and exam, if applicable).

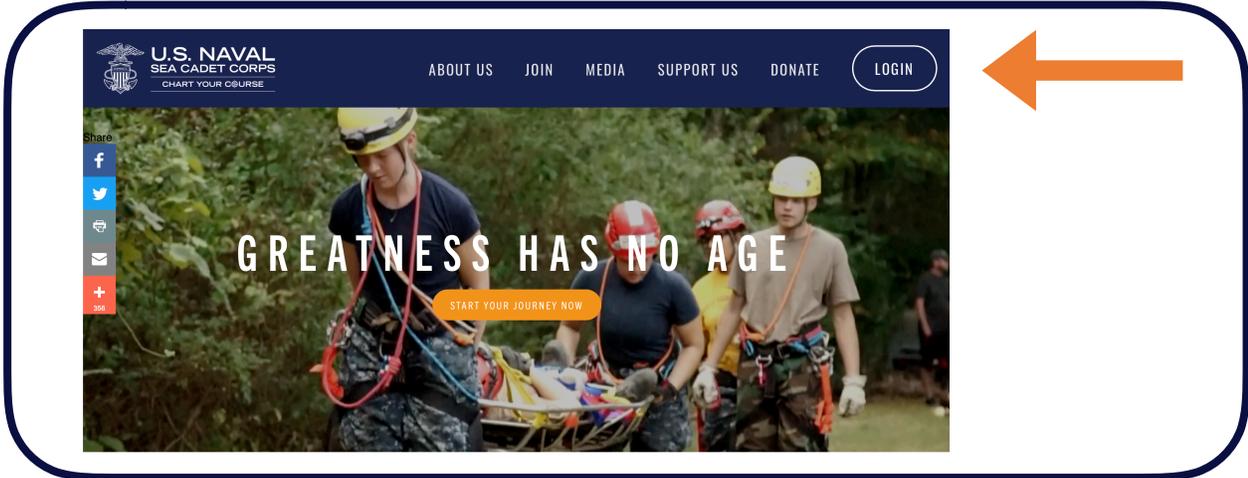
PACs include intermediate quizzes and a final summative exam. There are no separate advancement exams associated with PACs. All PAC quizzes require a score of 80% or higher to progress through the course, and a score of 80% on the final exam to pass the entire course.

Cadets will automatically be assigned a course based on their rate. Courses are taken online and automatically graded. Scores will be automatically recorded in Magellan within 24 hours of completion on Polaris.

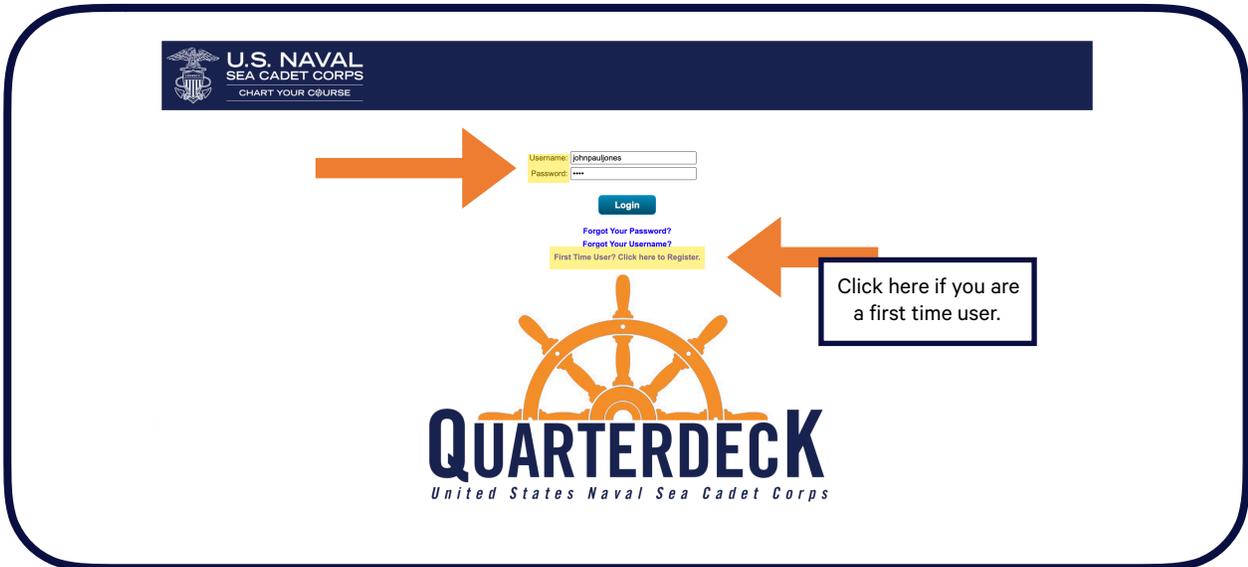
We have provided additional information for our adult volunteers regarding the integration of Magellan and Polaris at the end of the document.

Landing Page - Cadets

1. Navigate to www.seacadets.org and click the LOGIN button at the top right.



2. Login to the Quarterdeck. First time users must select the **First Time User?** [Click here to Register](#) button.



3. This is a cadet's Quarterdeck landing page. Here, they can view their service record and ribbon rack.

Cadets will click the orange *POLARIS* button to access all of their advancement exams and courses.



The screenshot displays a cadet's profile for **STARGATE BATTALION**. The cadet's name is **PO3 ANGUS MACGYVER**. A ribbon rack shows various service awards. Performance metrics are listed as follows:

- Next Rank: PO2
- Time in Grade (TIG):
- Time in Service (TIS):
- Courses:
- Exams:
- Training:
- Physical Readiness Test (PRT):

A [View Recordbook](#) link is provided. The main content area features a blue background with a white anchor icon in the center. Lines radiate from the anchor to various career paths: **PO1**, **PO2**, **PO3**, **CPO**, **SR**, **SA**, and **SN**. Each path is accompanied by an illustration of a ship or submarine. The USNSCC logo is visible in the bottom right corner of this area. At the bottom of the page, there is an orange **POLARIS** button with a white arrow pointing left towards it.

Landing Page - Adults

1. Navigate to www.seacadets.org and click the LOGIN button at the top right.

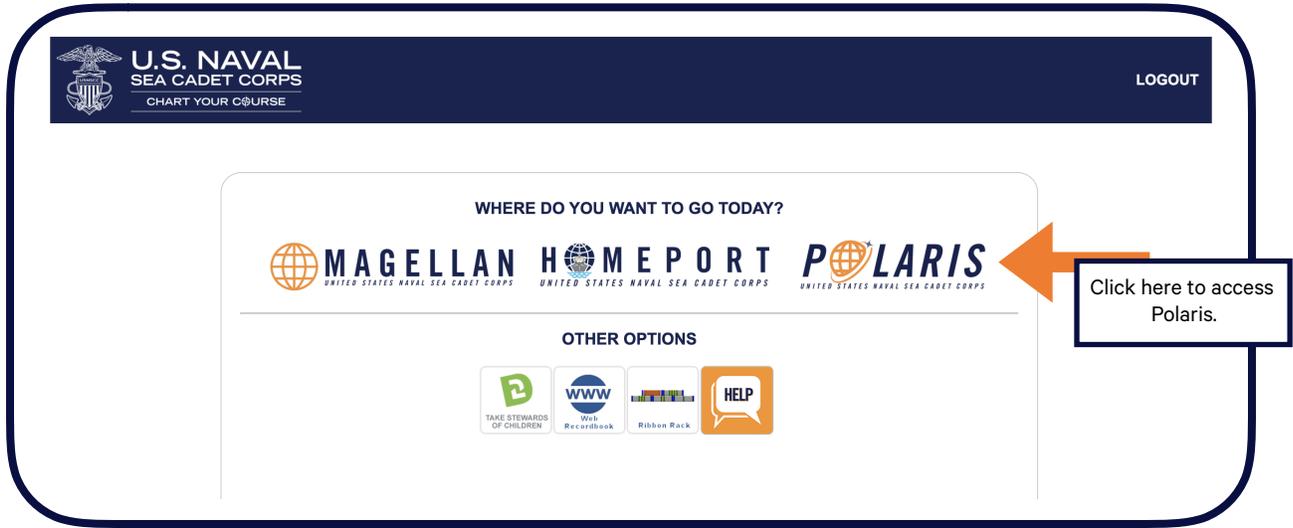


2. Login to the Quarterdeck. First time users must select the **First Time User?** **Click here to Register** button.



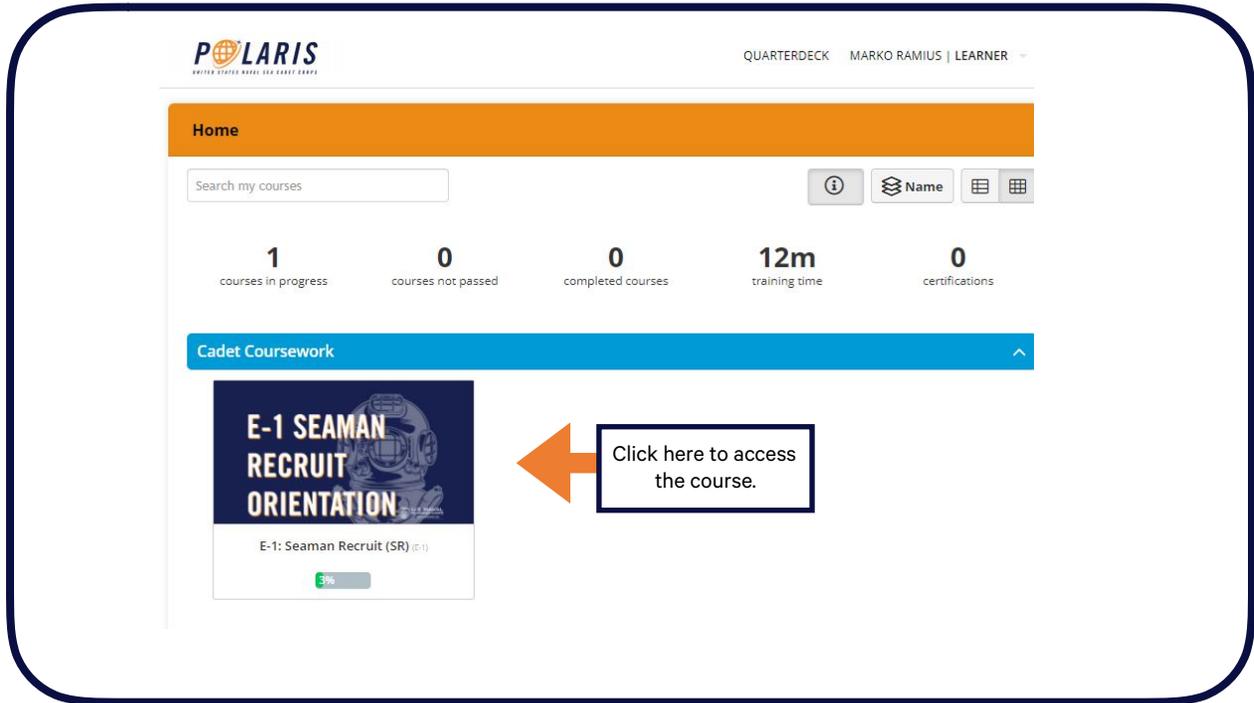
3. This is an Adult Volunteer’s Quarterdeck page. You will have access to Homeport, Polaris, and for authorized users, Magellan. Volunteers may also access Darkness to Light, their Web Recordbook, and Ribbon Rack.

To access Polaris, please click the Polaris button. 



Polaris Dashboard

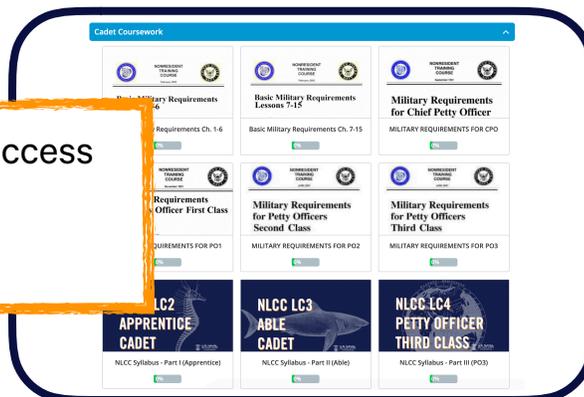
1. After you select Polaris on the Quarterdeck Landing Page, you will be directed to the Polaris Dashboard.



2. The **Cadet Coursework** section 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.

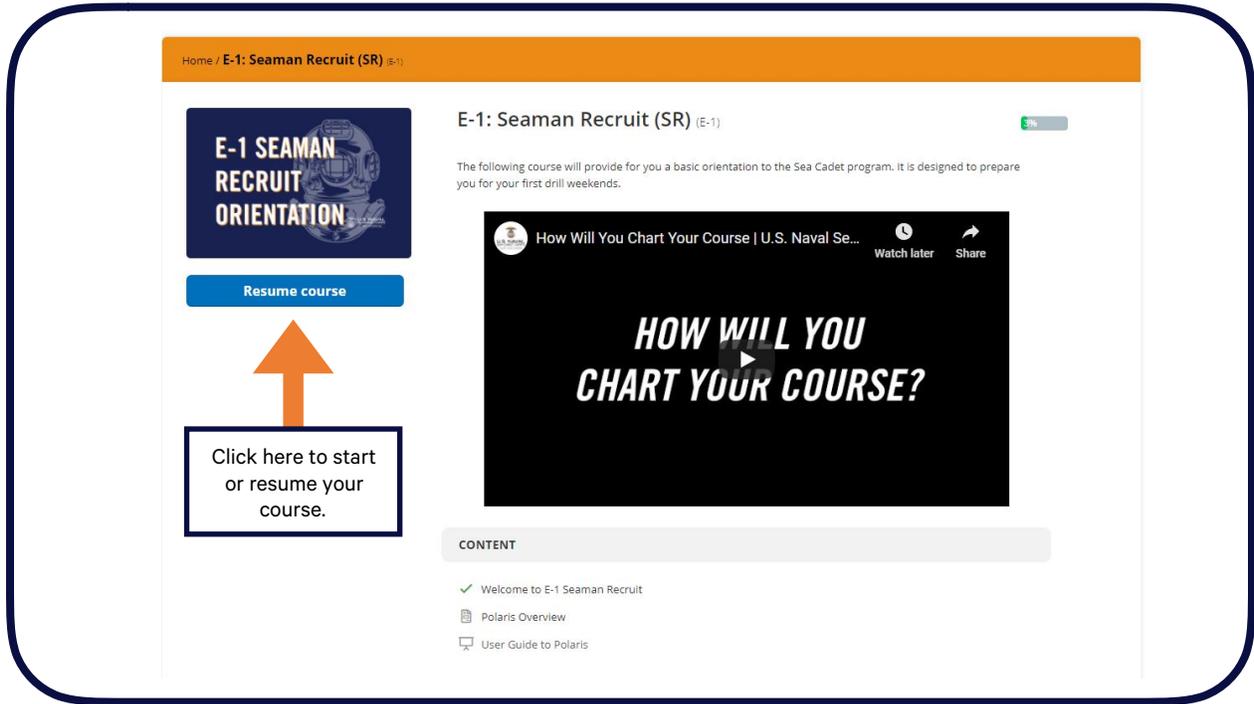
Above the blue **Cadet Coursework** bar, you can view information on your course progress.

*Note, adult volunteers have access to all PAC and legacy courses available to cadets.

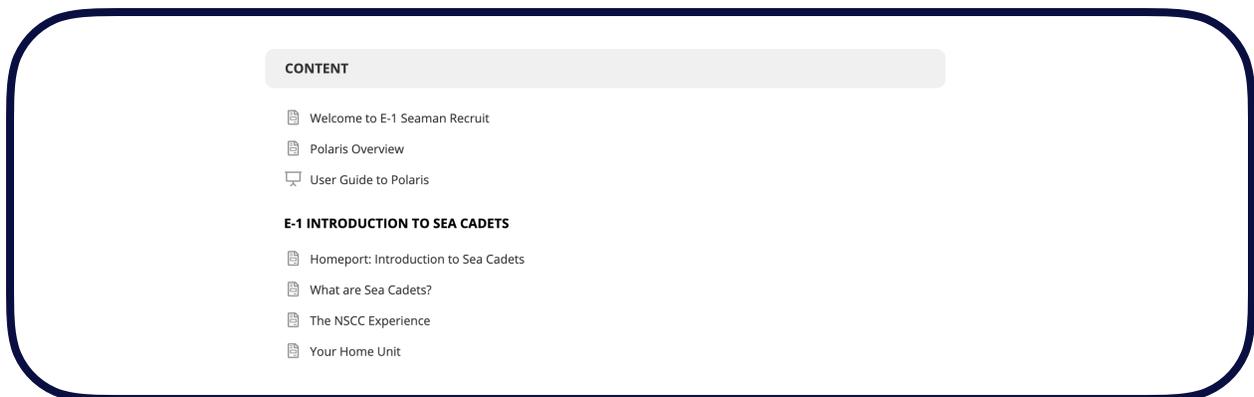


PAC Information

1. Click the blue **Resume course** or **Start course** button to continue with your course.

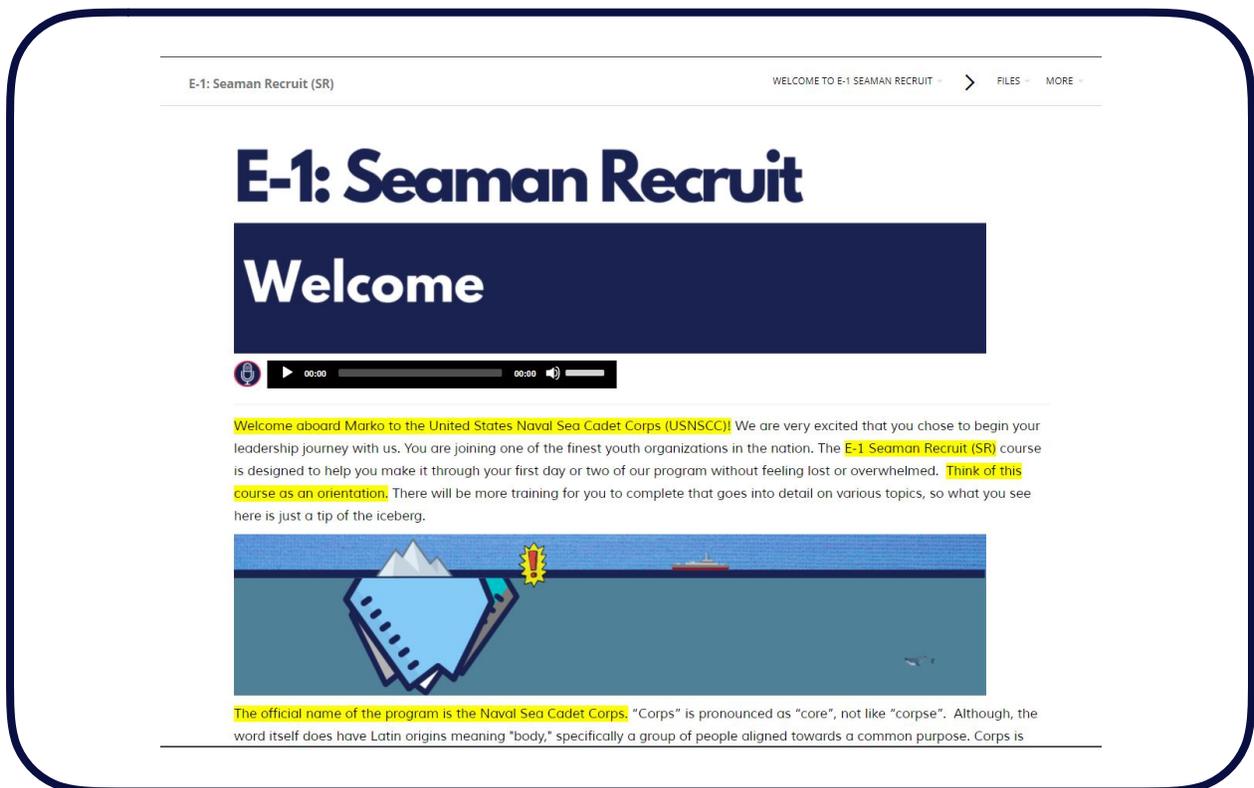


2. The grey **CONTENT** section contains all of the required content that is part of the course. When a lesson is completed, you will see a green check mark. ✓



PAC Lesson Page

1. The top of the page features a basic navigation bar that allows you to scroll back and forth between lessons and access other resources.
2. Below, you will see a **Lesson Heading**, which will tell you which course and eventually which section and lesson you are currently completing.
3. Below the **Lesson Heading** you can begin reviewing the content of each lesson. This includes additional reading, resources, and other media. Scroll down to continue reading the course material.



PAC Tests & Quizzes

1. Every lesson will conclude with one review question that you must answer correctly before you may continue.

Let's pretend that you, Marko, are currently an E-2T. You enrolled as a Sea Cadet in March, passed your first PRT requirement, and passed the E-2 course in Polaris. What's left?

 Click <Submit>

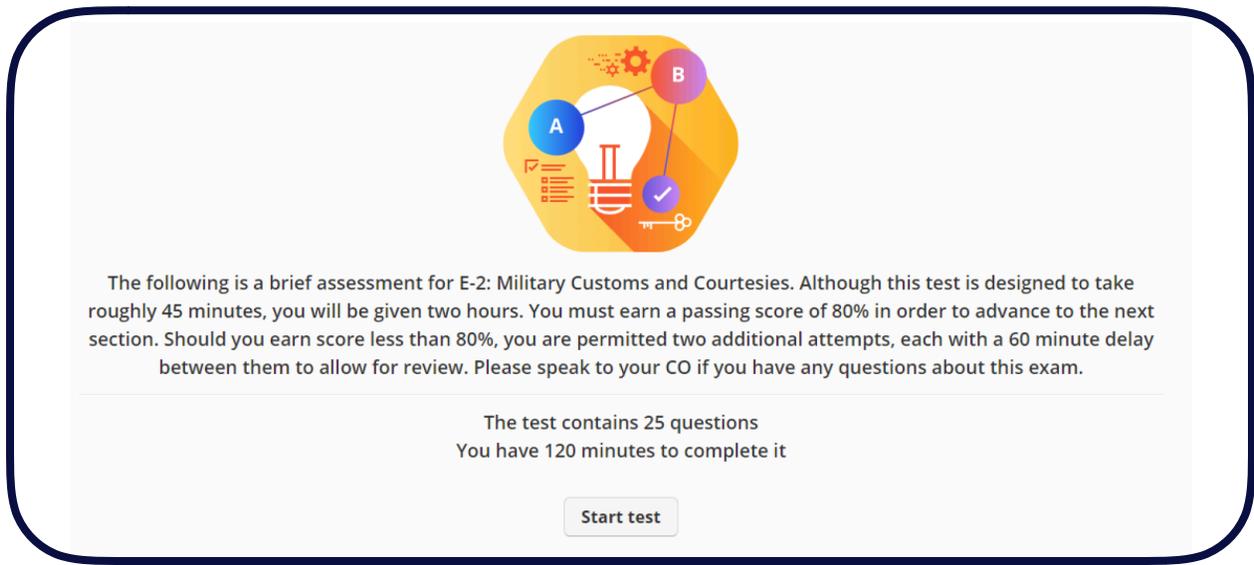
2. Be sure to click **Completed. Let's continue.** to continue.





3. PAC intermediate quizzes and final exams may be taken at home. Cadets will be given a generous amount of time to complete all assessments. Units are encouraged to assist cadets who require accommodations.

Each section of the course will be followed by a longer assessment of 25 questions. A score of 80% or higher is required to continue.

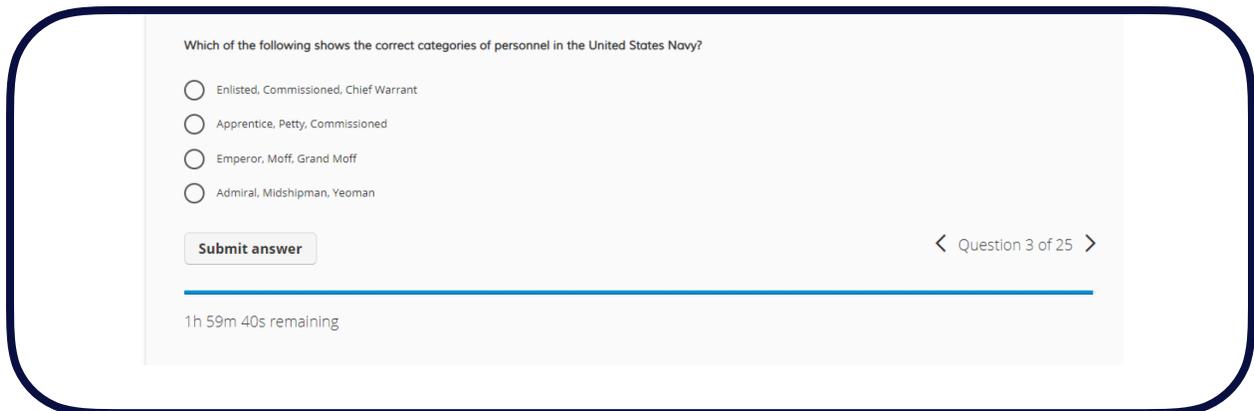


The following is a brief assessment for E-2: Military Customs and Courtesies. Although this test is designed to take roughly 45 minutes, you will be given two hours. You must earn a passing score of 80% in order to advance to the next section. Should you earn score less than 80%, you are permitted two additional attempts, each with a 60 minute delay between them to allow for review. Please speak to your CO if you have any questions about this exam.

The test contains 25 questions
You have 120 minutes to complete it

Start test

4. All questions will be answered in a similar fashion. Each course, with the exception of the E-1 Indoctrination will conclude with a longer 75 question advancement exam. A random set of questions will be pulled from a much larger bank.



Which of the following shows the correct categories of personnel in the United States Navy?

- Enlisted, Commissioned, Chief Warrant
- Apprentice, Petty, Commissioned
- Emperor, Moff, Grand Moff
- Admiral, Midshipman, Yeoman

Submit answer

< Question 3 of 25 >

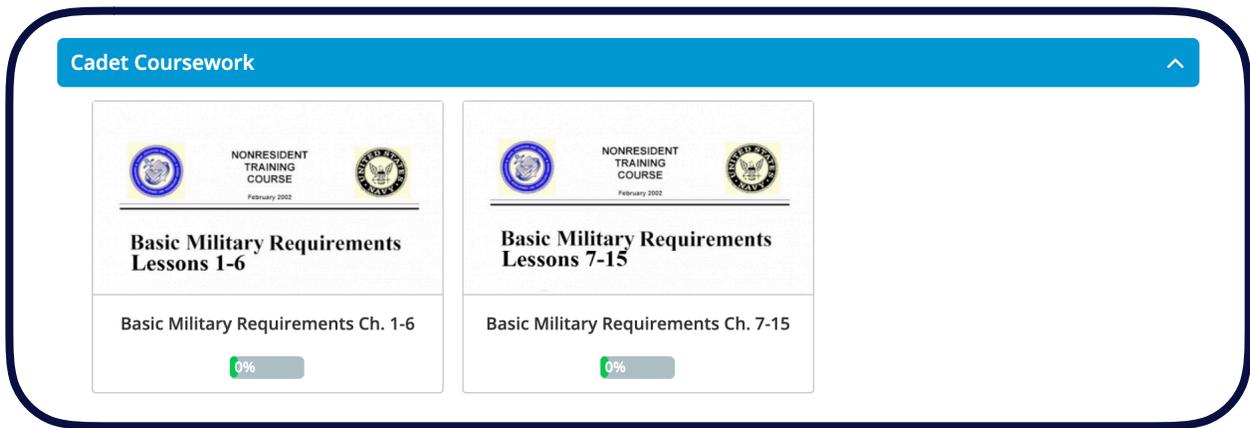
1h 59m 40s remaining

The minimum passing score for all tests and quizzes is 80%.

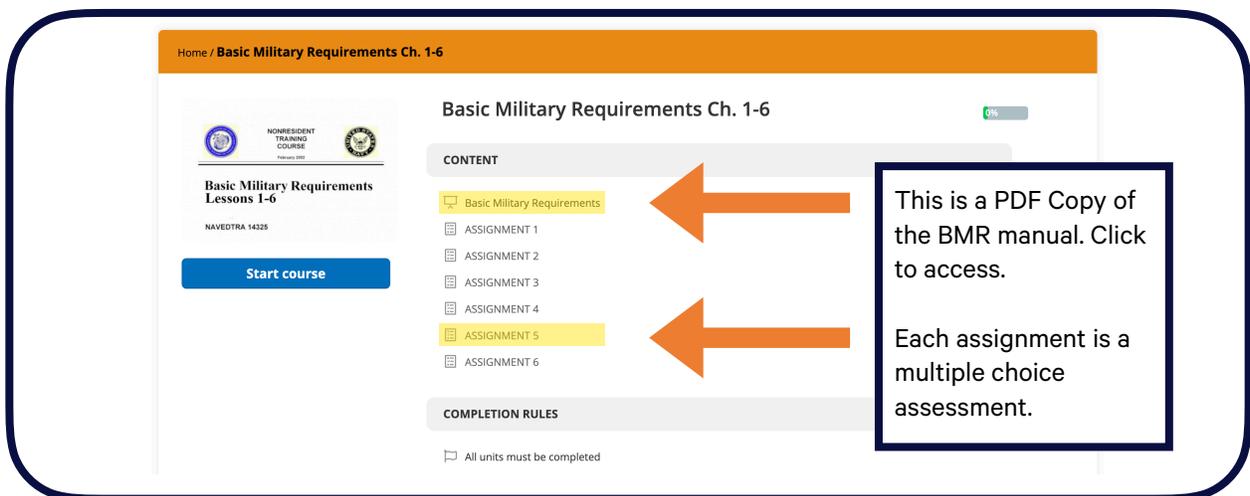
Legacy Course Information

Not all cadets will be completing the new PACs during the initial release. Many will continue their study through the previous legacy coursework progression. As mentioned previously, legacy correspondence courses are currently in Polaris and will appear as follows.

1. You can access the available Legacy Courses in your Polaris Dashboard.



2. You can access the available Legacy Courses in your Polaris Dashboard.



3. *Assignments* serve as the end-of-chapter assessments, which must all be completed.

The screenshot shows a quiz question interface. At the top, it says "Basic Military Requirements Ch. 1-6". The question is: "4. Which of the following modes of transportation creates most air pollutants?". There are four radio button options: "Trains", "Waterborne vessels", "Motor vehicles", and "Aircraft". Below the options is a "Submit answer" button. In the bottom right corner of the question area, it says "Question 4 of 70".

Magellan & Adult Volunteer Information

The information presented below is for our volunteer's use in administering courses and exams on Polaris, and includes information on how Polaris communicates with Magellan.

Cadet Legacy Exams: Any Magellan authorized user can assign a legacy exam if the cadet has finished the respective correspondence courses. (See screenshots below of 2 different scenarios). Polaris will impose an automatic 5 day delay between any retakes.

Rank	Age	Cadet Type
SR/AR	16	NSCC

Profile Actions

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

This means the cadet has not yet registered for Polaris through the Quarterdeck.

Rank

PO3

Profile Actions

- View/Edit Profile
- Cadet Photo
- ID Card Reprint (\$10)
- View/Upload Cadet Documents (36 Docs)
- Promotions
- Record Book - Web based
- Record Book - Microsoft Word
- Renew Registration Cadet MAY ONLY be renewed within 120 days of the
- Drop Cadet
- Ribbon Rack
- Promotion Exam: Assign NSCC Petty Officer Second Class Examination

Once a cadet has completed their requirements to take the next legacy exam, you may assign it here.

Rank

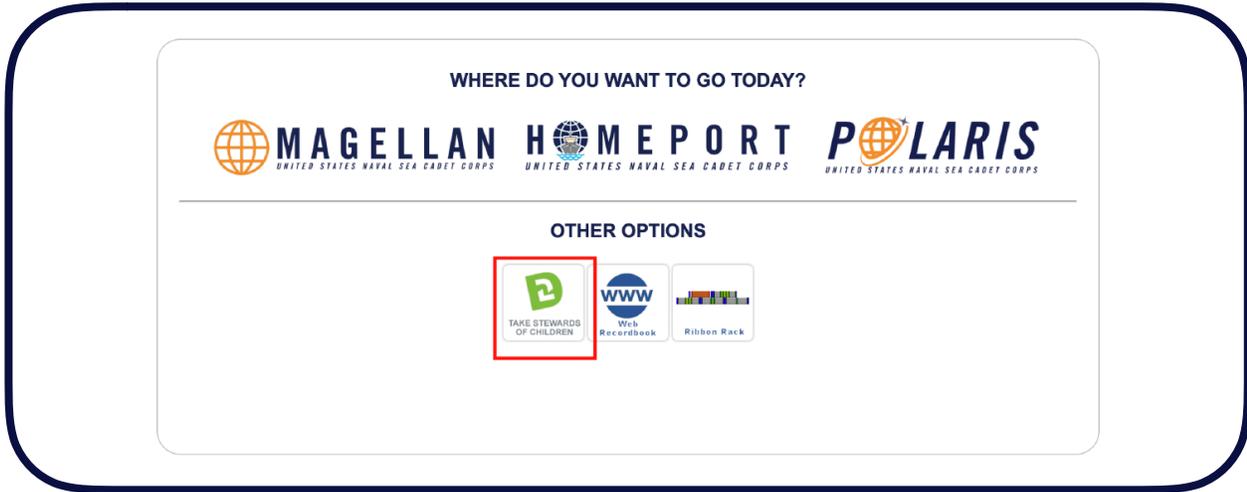
PO3

Profile Actions

- View/Edit Profile
- Cadet Photo
- ID Card Reprint (\$10)
- View/Upload Cadet Documents
- Promotions
- Record Book - Web based
- Record Book - Microsoft Word
- Renew Registration Cadet MAY ONLY be renewed within 120 days of their expirati
- Drop Cadet
- Ribbon Rack
- Promotion Exam (must first complete MILITARY REQUIREMENTS FOR PO2)

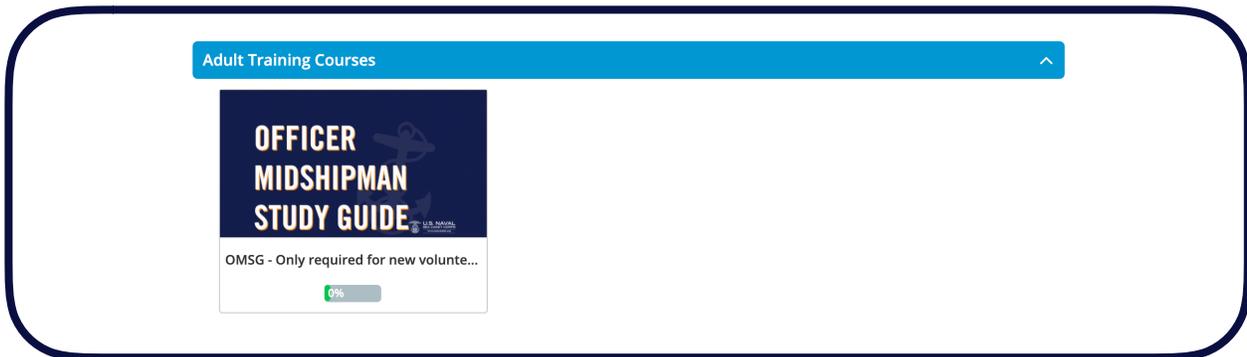
Once a cadet has completed their requirements to take the next legacy exam, you may assign it here.

Volunteer Child Safety and Promotion Requirements: Darkness to Light training is available to all adults from their Quarterdeck landing page.



As stated in the NSCC/NLCC Administration Manual: All adult volunteers must complete the Darkness to light course once per each year of enrollment. This includes AUX, INST, MIDN, and Officers.

Midshipmen, instructors, and officers must complete the OMSG within their first year of enrollment. OMSG can be found in Polaris.



Note that to receive Annual Inspection credit for adult volunteers, all new INST, MIDN, 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.

OMSG is auto assigned to adult volunteers, and will appear in the adult courses section if you have not completed it in the past three years. While you are strongly advised to take this course every three years, it is not a requirement.