



*UNITED STATES NAVAL SEA CADET CORPS*

# POLARIS USER GUIDE

Version 2.1 Updated:  
December 15th, 2023

# Table of Contents

Introduction .....	Page 3
Landing Page - Cadets .....	Page 4
Landing Page - Adults .....	Page 6
Polaris Dashboard .....	Page 8
PAC Information .....	Page 9
PAC Lesson Page .....	Page 10
PAC Tests & Quizzes .....	Page 11
Magellan & Adult Volunteer Information .....	Page 12

# Introduction

Polaris is the online learning management platform members use to complete their online coursework. These courses are meant to supplement in-person training at the unit and at advancement trainings.

We are currently in the process of updating our coursework. The PAC for each rate will replace the legacy correspondence courses and (where applicable) advancement exams.

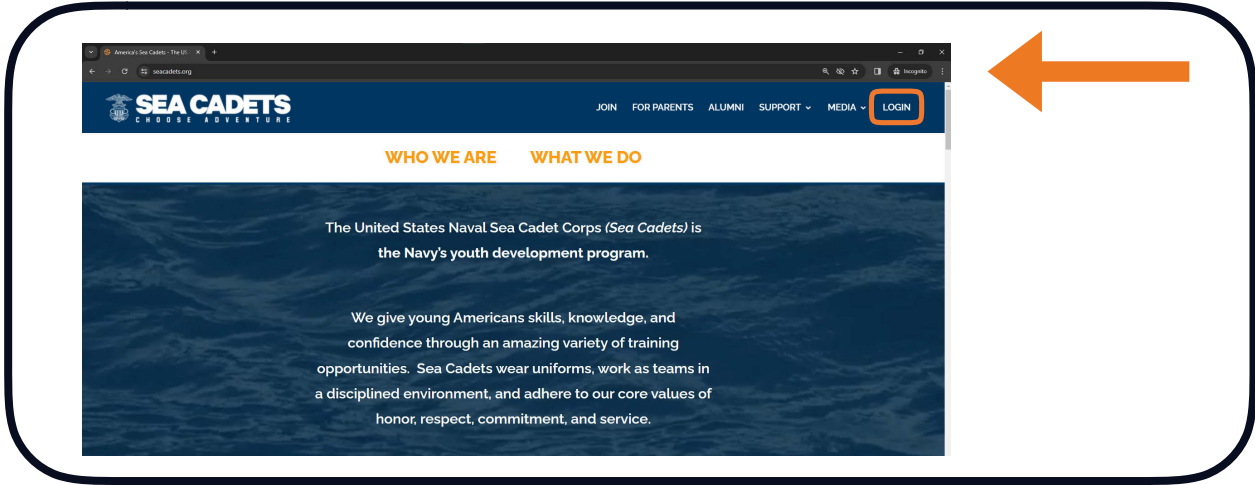
PACs include intermediate quizzes and a final summative exam. There are no separate advancement exams associated with PACs. All PAC quizzes require a score of 80% or higher to progress through the course, and a score of 80% on the final exam to pass the entire course.

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](http://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.




**MY USNSCC PROFILE**

Cadet Information	Cadet Advancement Status	Unit Information
<p><b>NO Photo Found</b></p> <p>Frank Figueroa, SN/AN Member Type: NSCC Joined Date: 03/12/2022 Expiration Date: 03/31/2024</p>	<p>Next Rank: PO3</p> <p>Time in Grade (TIG): <span style="color: green;">✔</span></p> <p>Time in Service (TIS): <span style="color: green;">✔</span></p> <p>Courses: <span style="color: red;">✘</span></p> <p>Exams: <span style="color: red;">✘</span></p> <p>Training: <span style="color: red;">✘</span></p> <p>Physical Readiness Test (PRT): <span style="color: red;">✘</span></p>	<p>Unit: (000TEST) USNSCC TEST UNIT</p> <p>Commanding Officer: LCDR Kevin Duke</p> <p>Unit Phone: 888-888.8888</p> <p>Unit Email: 1109@units.des-inc.net</p> <p>Unit Website: www.seacdets.org</p> <p>Meeting Address: U.S. NAVAL SEA CADET CORPS NATIONAL HQ 2300 WILSON BOULEVARD SUITE 200 ARLINGTON, VA 22201-5435</p> <p>Drill Message: 2nd weekend of every month Saturday and Sunday from 7:30 am to 4:00pm</p>


**MY ACTIONS**

  
  
**NEWS AND  
INFO**

  
**RECORD BOOK  
( WEB )**

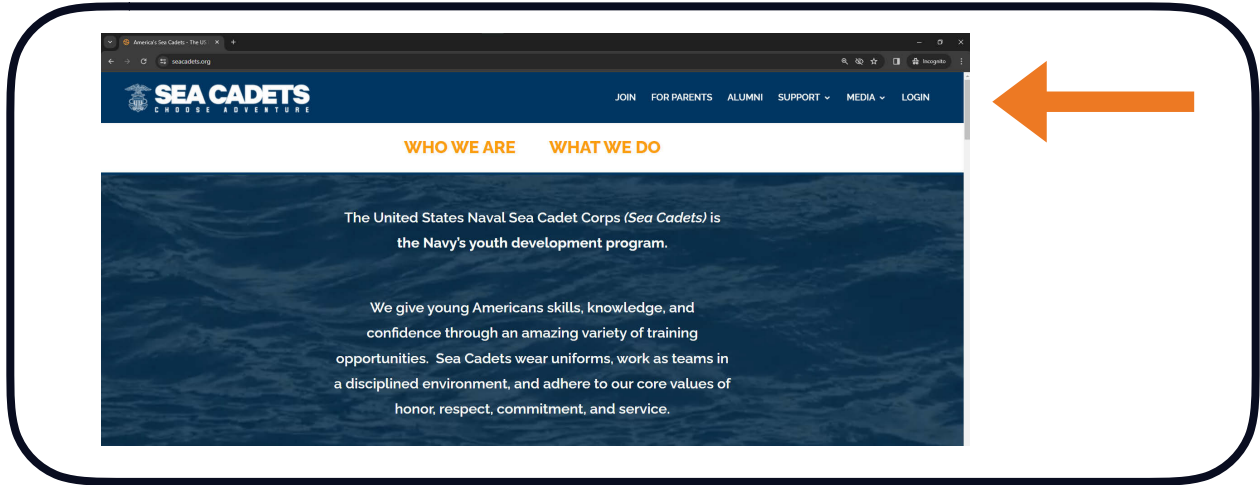
  
**RIBBON RACK**

  
**FIND  
TRAININGS**

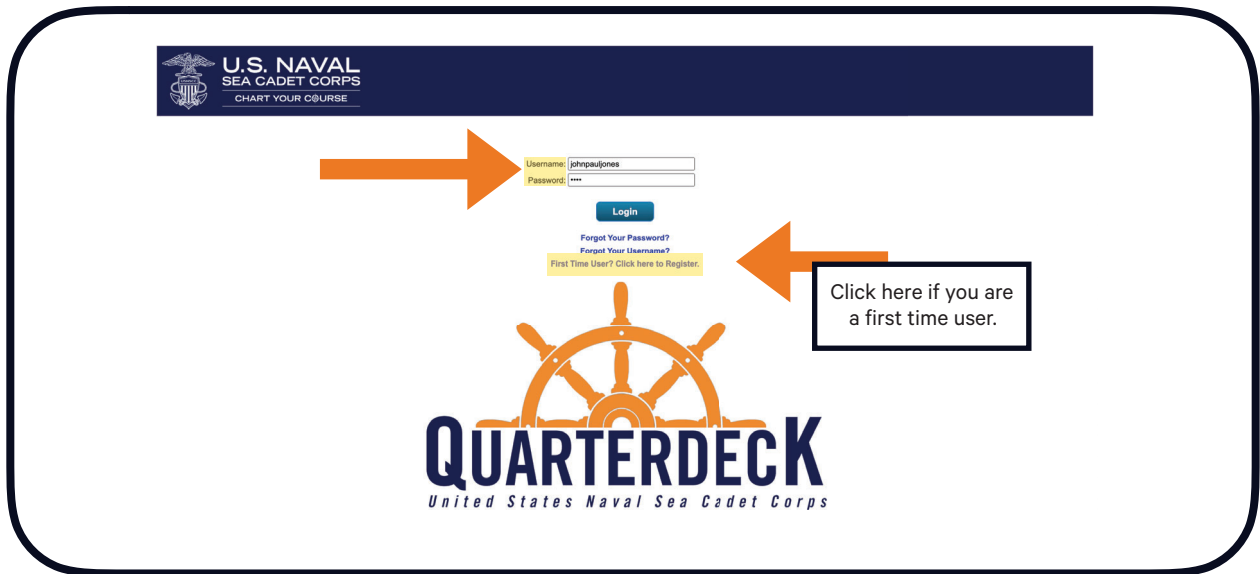


# Landing Page - Adults

1. Navigate to [www.seacadets.org](http://www.seacadets.org) and click the LOGIN button at the top right.

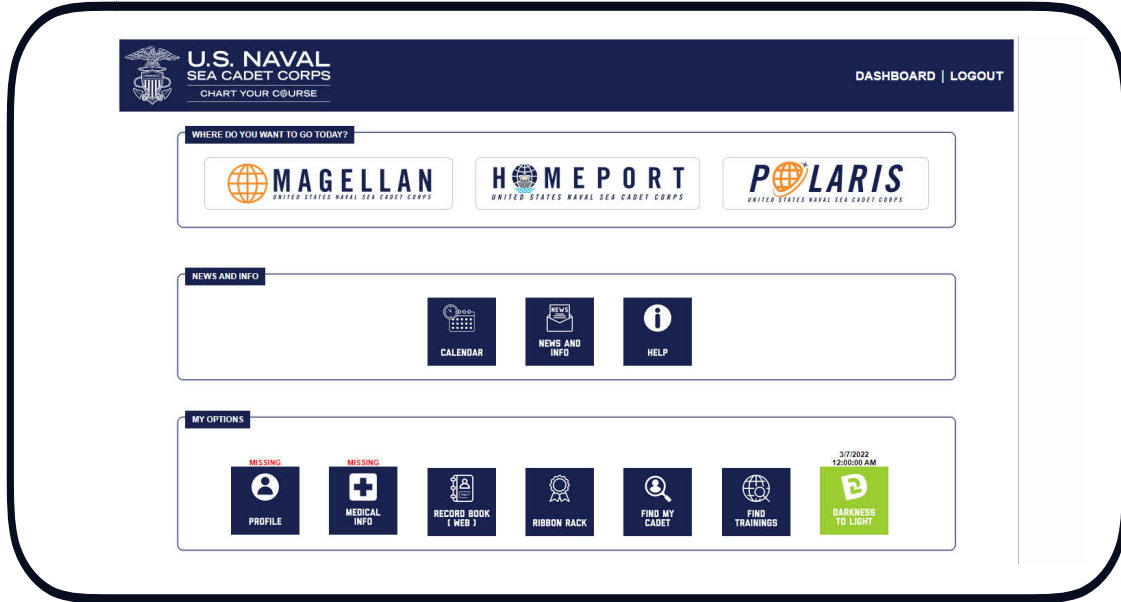


2. Login to the Quarterdeck. First time users must select the **First Time User? Click here to Register** button.



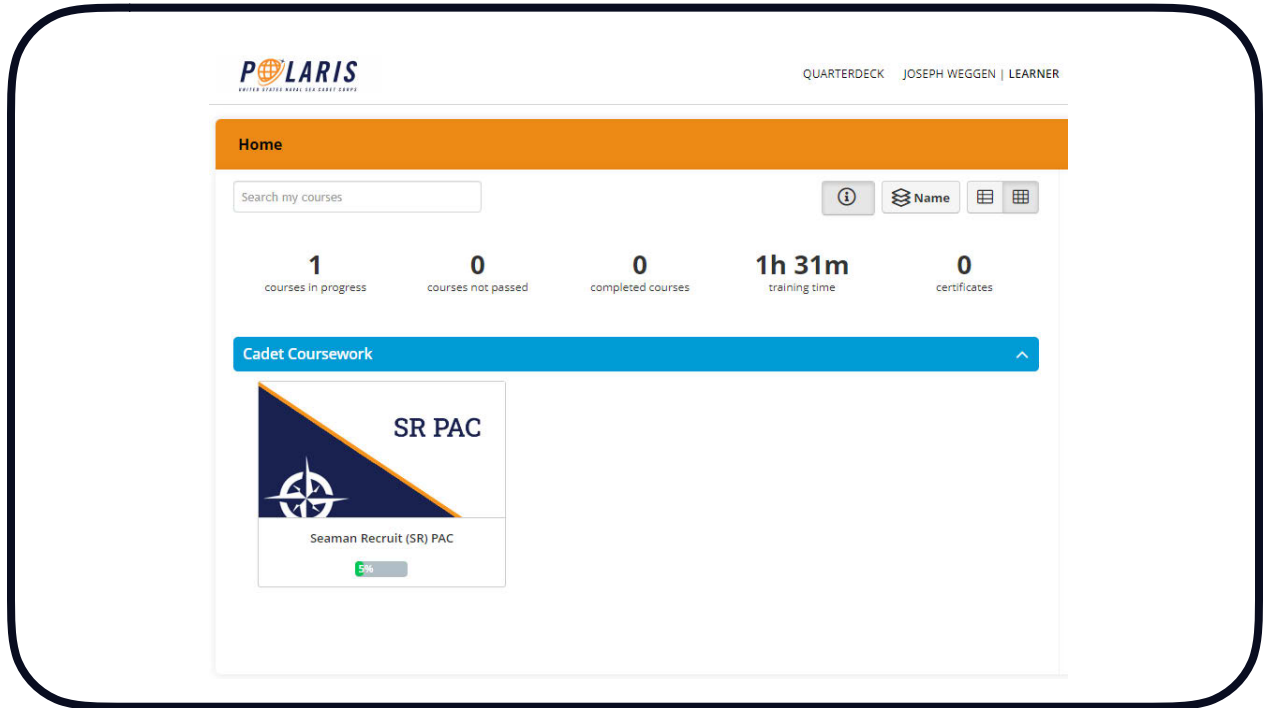
3. This is an Adult Volunteer’s Quarterdeck page. You will have access to Homeport, Polaris, and for authorized users, Magellan. Volunteers may also access Darkness to Light, their Web Recordbook, and Ribbon Rack.

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.

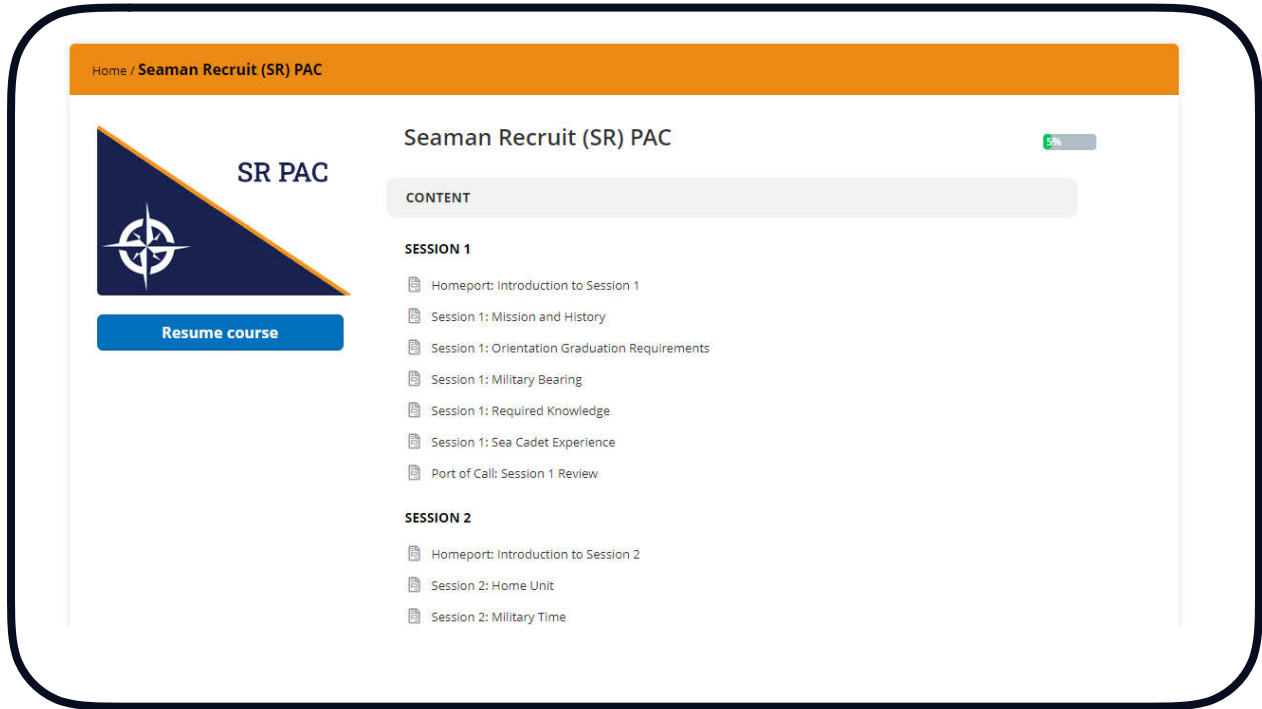
Above the blue **Cadet Coursework** bar, you can view information on your course progress.

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

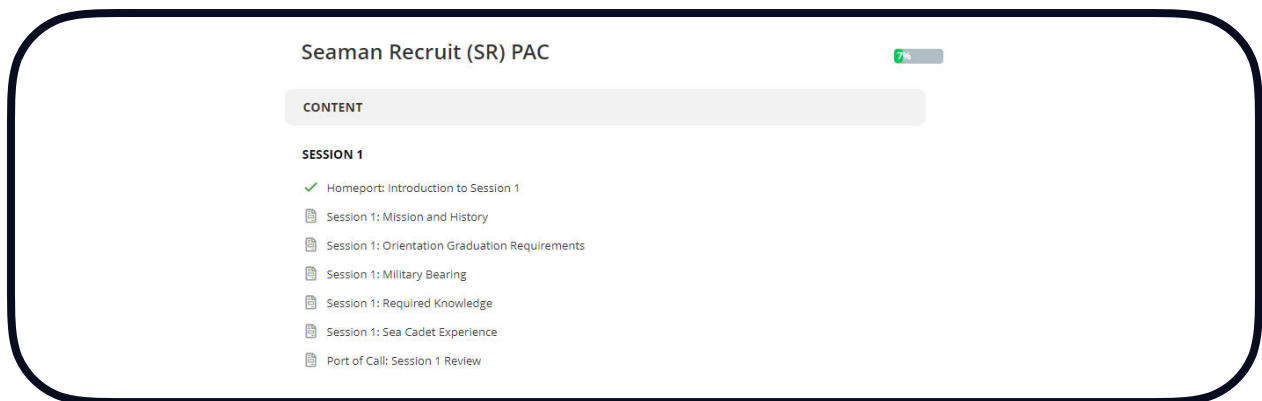


# PAC Information

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

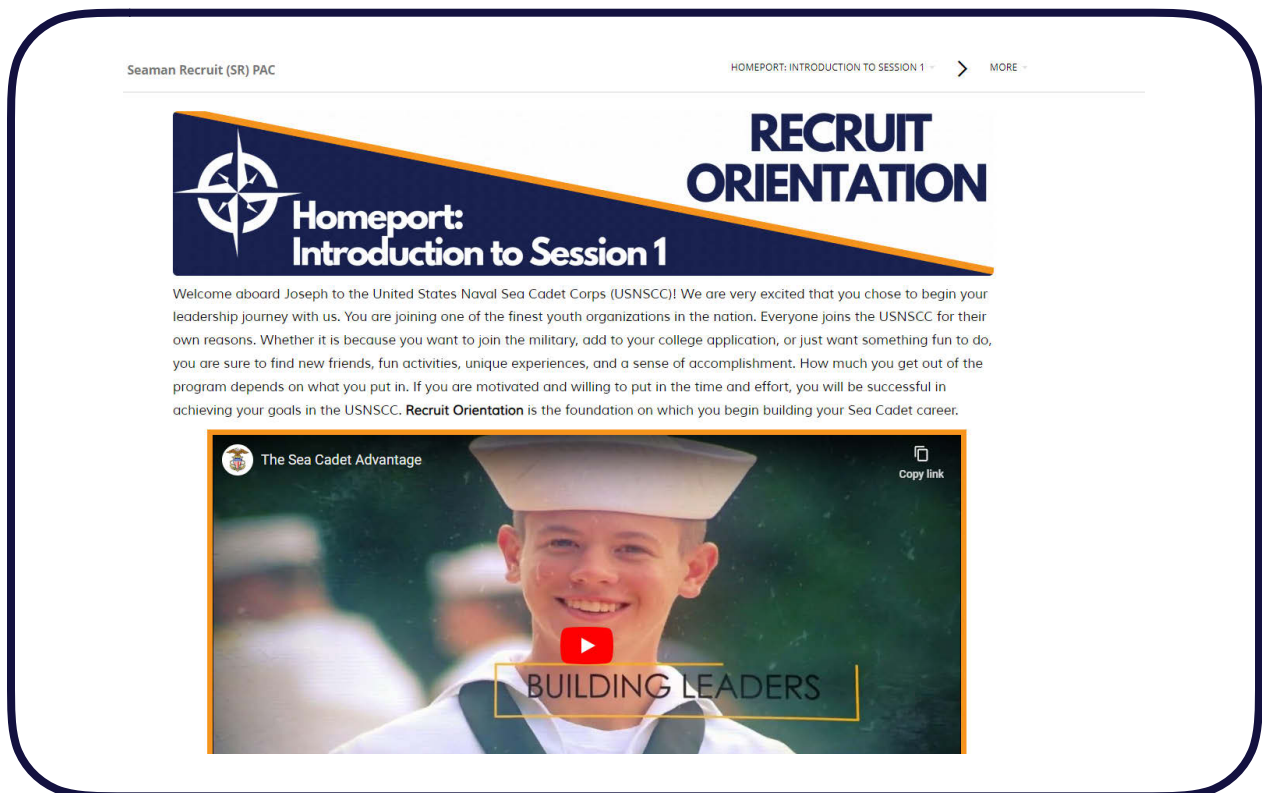


2. The grey **CONTENT** section contains all of the required content that is part of the course. When a lesson is completed, you will see a green check mark. ✓



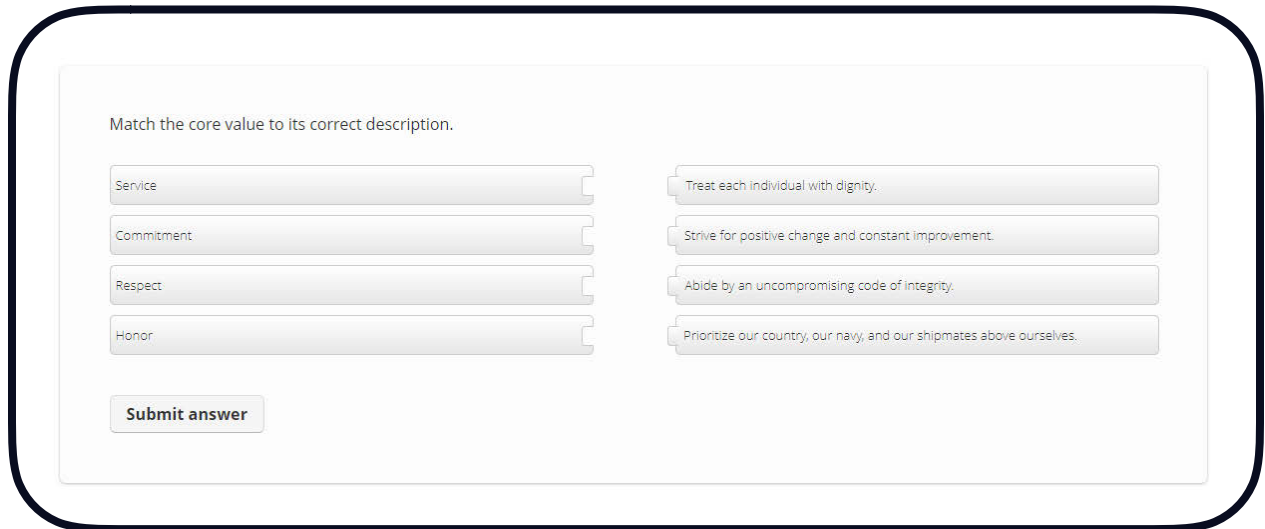
# PAC Lesson Page

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.

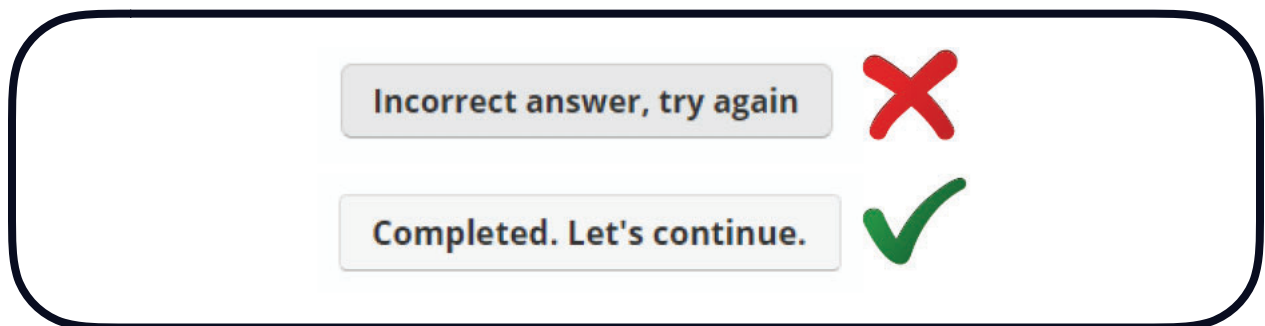


# PAC Tests & Quizzes

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



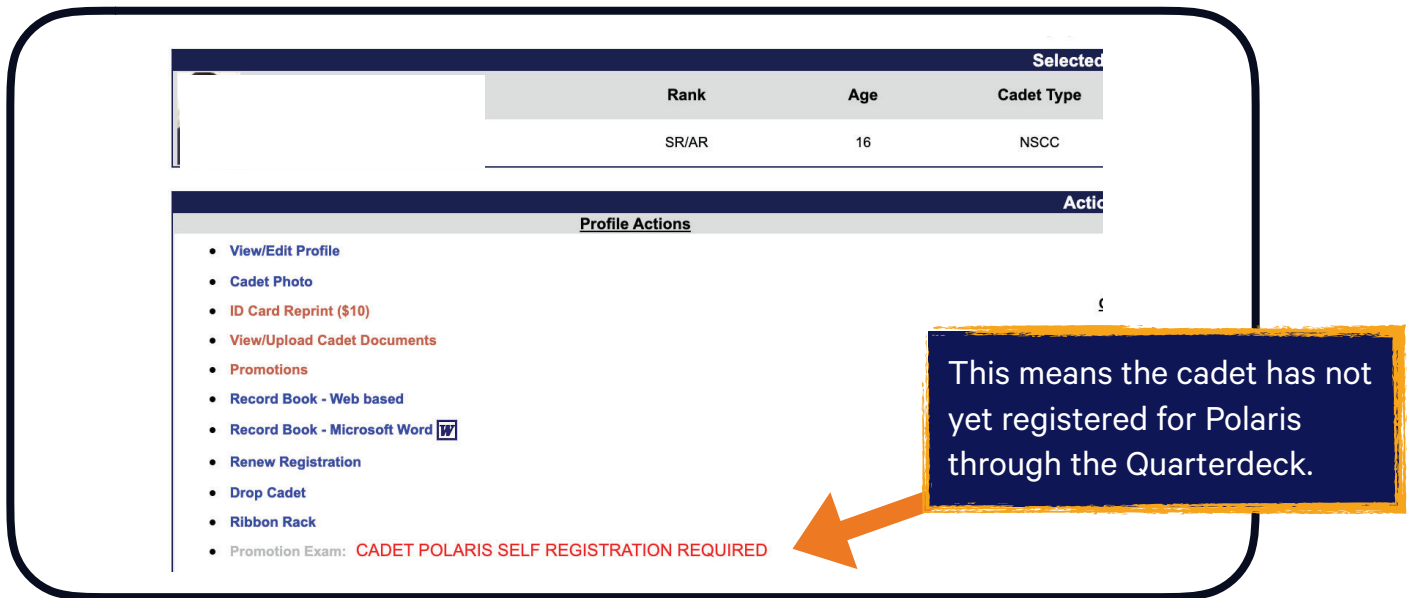
2. Be sure to click **Completed. Let's continue.** to continue.



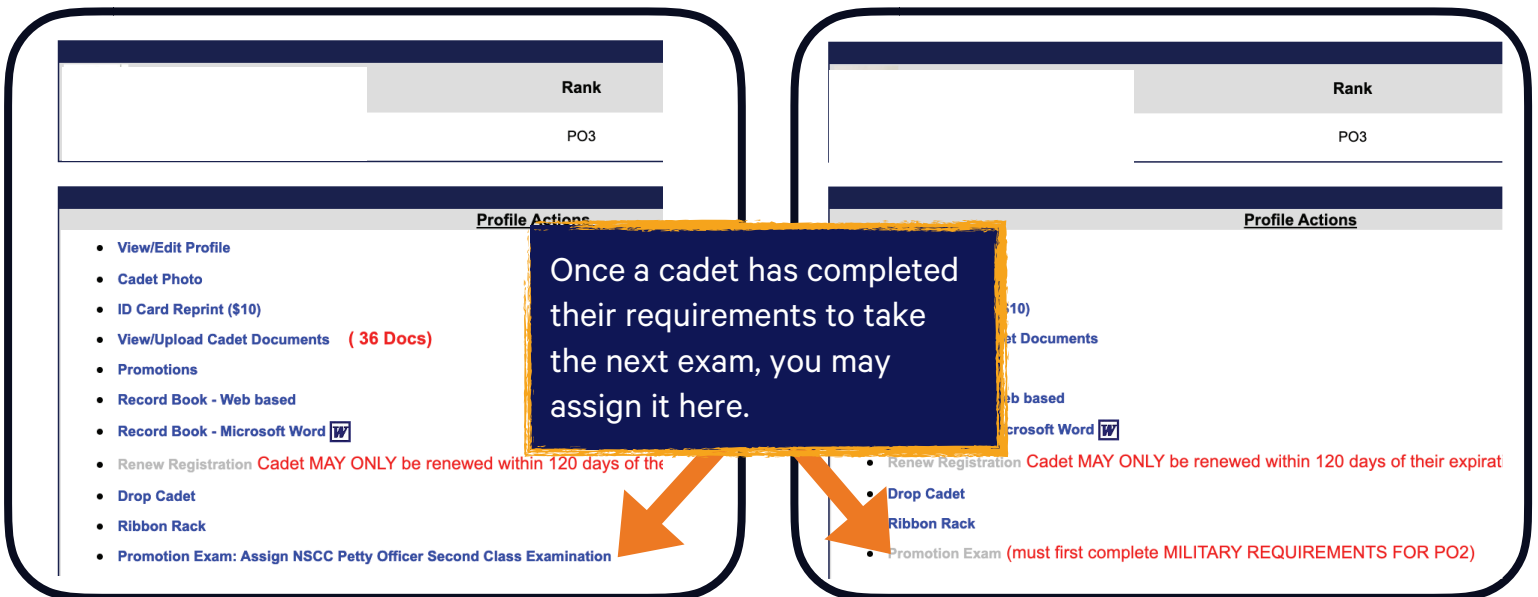
# Magellan & Adult Volunteer Information

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 Exams: Any Magellan authorized user can assign an 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.

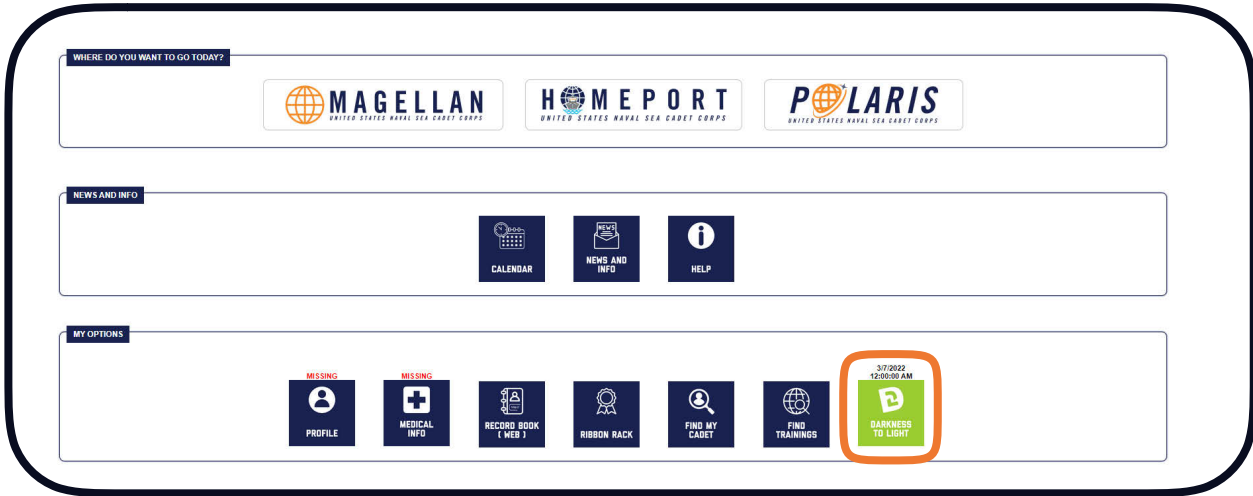


This screenshot shows a cadet profile with Rank SR/AR, Age 16, and Cadet Type NSCC. The Profile Actions menu includes: View/Edit Profile, Cadet Photo, ID Card Reprint (\$10), View/Upload Cadet Documents, Promotions, Record Book - Web based, Record Book - Microsoft Word, Renew Registration, Drop Cadet, Ribbon Rack, and Promotion Exam: CADET POLARIS SELF REGISTRATION REQUIRED. A callout box points to the Promotion Exam item with the text: "This means the cadet has not yet registered for Polaris through the Quarterdeck."



Two screenshots of cadet profiles are shown side-by-side. The left profile has Rank PO3 and a Promotion Exam: Assign NSCC Petty Officer Second Class Examination. The right profile has Rank PO3 and a Promotion Exam: (must first complete MILITARY REQUIREMENTS FOR PO2). A callout box between them says: "Once a cadet has completed their requirements to take the next 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.



All adult volunteers are required to complete the OMSG and D2L before becoming fully enrolled. Then, volunteers are required to compete a D2L course annually to re-enroll.

