

INTRO to BASECAMP

COMP has introduced Basecamp, an online collaborative workspace, for use by various committees and communities of practice. It is a more efficient means of communicating than email as it helps to keep everything organized and in one place; it also gives the group a private space for sharing thoughts or resources, creating action plans and organizing group work.

When you first come into Basecamp, it has a dashboard view – Campfire, Message Board, Schedule, and Docs & Files, and below that a chronological listing of the latest activity.

Message Board For threaded conversations. A great place for a CoP kickoff message or other big topics that may require engagement from the whole team.


Campfire For informal/social chat.

Pings These are private chat messages.
Good for little nudges or quick questions that don't need to be public messages.

Docs & Files Reference materials can be uploaded and organized into folders.
Tip: if uploading docs, PDFs are preferred; they can be viewed directly within the Basecamp environment while word/powerpoint/excel documents must be downloaded before viewing.
For collaborative works in progress, create links to files or folders on an external platform (e.g. Google Drive or Dropbox).

Schedule Can be used to record meeting dates and deadlines.

To-Dos For setting up tasks, deadlines, and assigning responsibilities

Help To find out more about any of these features, click on the  in the bottom right, register for a tutorial, or check-out this [recording](#)

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- If you want to mention someone specifically in a message or in the chat, you can type @ and their name and they will be notified.
 - You can change your email notification settings by clicking your photo/avatar in the top right-hand corner. Next, click "Change notification settings".
 - Basecamp 3 has an app for iPhone, iPad, or Android phone – handy!