## Kustos 101 - Chapter System Guide

To prepare for your Ritual for Life classes, you must first know where to find your resources.

**Image 1** - Under the <u>Membership</u> tab, click on <u>Ritual for Life</u> <u>Resources</u>

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	Membership Dashboard			
	Manage Members			
	Manage Founders			
	Member Accountal	oility Form		
	Add Affiliate Member			
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	eLearning Tracker	N		
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r <b>Advisor</b> Clarke				<b>Grand Praetor</b> Chris Sudjadi

The next window that opens will be a SharePoint Folder

**Image 2** - You have each of your 3 courses broken out. You should download each of these and familiarize yourself with the course material in order to be able to speak knowledgeably on the topics. Also of note, the **Music** for all of the ceremonies of initiation are housed in a folder on this page as well as a **<u>5 Week Planning Guide</u>** and a **<u>Best Practices and Performance Guide</u>**.

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Documents > 5. External (Do Not Edit) > SCLI Online Resources > Ritual for Life Resources

	$\square$	Name $\vee$	Modified $\vee$	Modified By $\smallsetminus$	Order $\vee$
		2019-2020 R4L Overview (Read First)	January 29, 2020	Jeremy Osborne	
		Course 1 ppt	January 29, 2020	Jeremy Osborne	
		Course 2 ppt	January 29, 2020	Jeremy Osborne	
$\bigcirc$		Course 3 ppt 🖻 🔂 …	January 29, 2020	Jeremy Osborne	
		Music	February 24, 2021	James Jones	
		Ritual for Life Guide	January 29, 2020	Jeremy Osborne	
		Ritual for Life Promo Flyer	January 29, 2020	Jeremy Osborne	
	W	5_week_planning_timeline_july_2021.docx	July 7, 2021	Jeremy Osborne	
	W	Best Practices and Performance Guide.d	August 5, 2020	Jeremy Osborne	
	W	Second Cover Page.docx	August 5, 2020	Jeremy Osborne	
		staging and cast notes.docx	August 5, 2020	Jeremy Osborne	

You will need to monitor the progress of all new initiates through the completion of the Ritual for Life program

**Image 3** - To view the progress of the new initiates, open the Membership tab and click on <u>eLearning Tracker</u>



Image 4 - Click on the the word "here"







**Image 5** - As the new initiates complete each of the online modules, the BLACK dot will turn GREEN, letting you know it is complete. Once all of the modules are completed (and assuming P4B was completed), the BLACK dot under the final column (FLC Completion) will turn GREEN to signify that they have completed the Foundational Leadership Certificate.

If the **WEEK 3** dot does not turn GREEN, it could indicate that the recent initiate did not pass the final R4L exam after 2 attempts. In which case, the Kustos will submit a helpdesk ticket to have the exam unlocked for a final attempt.

