

# Ranger Foundations Online Start Guide



Welcome to Ranger Foundations (RF).

- **The RF training is offered in Learning Paths.**
  - **Learning Path #1 (LP#1)** is completed online, meaning all 15 sessions are taken online.
    - Learning Path #1 price is \$45.00
  - **Learning Path #2 (LP#2)** is the classroom experience. Sessions 1–8 **must** be taken online and sessions 9–15 are offered in the classroom setting. This allows for the RF Classroom Experience to be completed in an evening or a half day on a Saturday.
    - Learning Path #2 price is \$20.00
    - The cost of the classroom experience is determined by your district/section hosting the event.
  - **Learning Path #3 (LP#3)** is completed online, meaning sessions 9–15 are taken online. This Learning Path is offered to the leader for two reasons:
    1. The leader signs up for LP#2 and plans to take the classroom experience in his section or district, but the classroom experience gets cancelled for some reason. This allows the leader to continue his training and complete RF.
    2. LP#3 also allows a leader to take a little more time to complete his online training by completing LP#1 within a 3-month block and then completing LP#3 in another 3-month block.
    - Learning Path #3 price is \$25.00
  
- **How do I purchase a Learning Path?**
  - 1) Access the online sessions from the Royal Rangers website at: [Online Training](#)
  - 2) Select the RF learning 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: Please ensure that you have the correct spelling of your email address when creating your account.
    - NOTE: If you are unsure of the A/G district or network your church is affiliated with, please confirm with your church office or district staff before registering. This information will be useful to your district and region in knowing that you have completed an RF Learning Path. [NOTE for RR Outposts in independent churches: Your outpost is affiliated with an A/G district or network.]
    - NOTE: Do NOT create an eLeaP account in advance of purchasing a learning path or course. Create your account during the purchase process.
    - NOTE: How you enter your name, including capitalizations, into the account will be how it appears on your certificate of completion for the learning 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/learning path.

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

- Go to <https://courseportal.2leap.com/>
- Enter your email and password
- You will see your Ranger Foundations Learning Path(s) you have purchased under the “Learning Paths” tab in your eLeaP account.

Example:

[Ranger Test 9-15](#) Morrison, Dav... 7 COURSES | 0% NOT STARTED

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

**Courses** 7 TOTAL COURSES

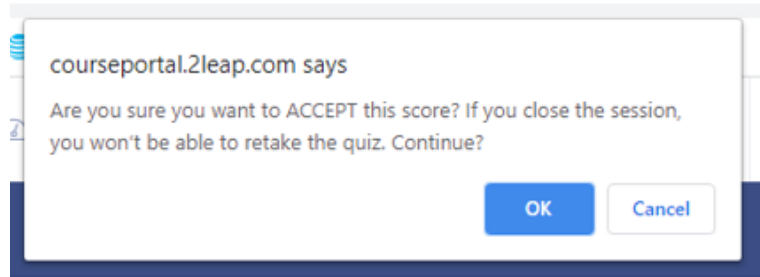
NO.	NAME	DEADLINE	STATUS	QUIZ REQUIRED
1.	<a href="#">Ranger Test - Session 9</a>	12/30/2020	0% <small>NOT STARTED</small>	Required
2.	Ranger Test - Session 10	12/30/2020	0% <small>NOT STARTED</small>	Required
3.	Ranger Test - Session 11	12/30/2020	0% <small>NOT STARTED</small>	Required
4.	Ranger Test - 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%

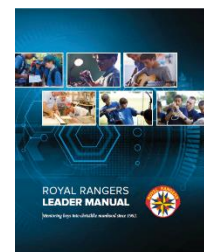
- Then a pop-up will appear (see below) click **OK**



- You may need to do this process 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 learning path, click on the last session name in the learning path and you will see on the next screen:
    - [DOWNLOAD CERTIFICATE](#)
  - Congratulations!
- **RF is available in a combined online and classroom experience.**
    - Online sessions must be taken in order.
    - All online sessions are available for (3) months from the date of purchase.
    - The classroom experience, which covers sessions 9 – 15, is available to Certified Instructors via AGPassport/Ranger Passport. Classroom Experience training is scheduled by your district.
  - **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*, 3-ring version. (**Hint:** You will need a copy of this *Leader Manual* to pass the quizzes.)
    - Before you start, make sure you have all the current chapters (from the second printing released in March 2021). You can verify this in the Leaders Resources track in TracClub under the Leader Manual header. If you have the first (2019) printing of the RR Leader Manual, you will need to refer to the revised chapters in the Leaders Resources track.
    - Older editions of the Leader Manual (spiral bound, referencing "Inspire the Journey") are considered out of date and should not be used for this training.
    - Each quiz question has only one correct answer. **Do NOT select more than one answer.**



- If you do not pass the quiz, you will have the opportunity to retake it. If you fail all of your retakes, please refer to the “**What if I fail a session quiz, all (3) times...?**” heading in the FAQ’s section below.
  - **NOTE:** Do NOT take the quiz again after earning a passing score for the purpose of attempting to earn a perfect score. If you earn a failing score on your final retake, you will be unable to move forward in your learning path and you will need to follow the same procedures under the “**What if I fail a session quiz, all (3) times...?**” FAQ.
- **Certificates:**
    - LP#1: Upon successful completion of all 15 sessions, you will receive an online completion certificate for sessions 1–15. Session 15 must be completed within your learning path in order to have access to your certificate.
    - LP#2: Upon successful completion of sessions 1–8, you will receive an online completion certificate for sessions 1–8. Session 8 must be completed within your learning path in order to have access to your certificate. Upon completion of the classroom setting you will receive a 2<sup>nd</sup> completion certificate (hardcopy) for sessions 9–15 from the instructor(s).
    - LP#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 Learning Path #1 (sessions 1 – 15) you will be mailed a RF patch.
        - b. Successful completion of Learning 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](mailto:rrtraining@ag.org) with:
          - i. The exact name and email address you used to register your learning path(s) and the date(s) of purchase.
          - ii. Your complete mailing address
          - iii. Subject line: RF Patch
      2. Completion of Learning Path #2 (sessions 1 – 8) and Classroom Experience (sessions 9 – 15):
        - a. At the completion of your RF Classroom Experience, you will either be given a RF patch or permitted 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 Learning Path #2.
      3. Additional or replacement RF patches: Through My Healthy Church (item 729015). If ordering online, you will need to do so from their “[Order by Item Number](#)” page. Since this is a restricted item, a verification process will be required. You will need to forward a copy of your confirmation email to [rrtraining@ag.org](mailto:rrtraining@ag.org). A discount is provided for chartered outposts.

- **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 coexisted until the end of the 2020 year. As of January 1, 2021, RB is **no longer** available. If you took and completed RB prior to December 31, 2020, it will still be counted for the READY level of the Outpost Leader Advancement Levels (OLAL), but completion of RF is recommended.
  
- **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 workers to get a taste of what Royal Rangers is all about. Those sessions can be acquired individually at no cost, but must be completed within an RF Learning Path to be applicable for training credit.

## 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 learning path?**

A learning 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 learning path. RF sessions can be purchased individually, but an entire RF learning path should be purchased if your goal is to complete all the sessions in order to receive a certificate of completion for RF.

### **Can I purchase the RF sessions one at a time?**

Yes, but they will **not** count toward completing RF. Learning Path #1 must be purchased or Learning Path #2 in conjunction with the classroom version offered at the district or sectional level. Also Learning Paths #2 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?**

In our online 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. But for a Ranger Foundations 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 learning path.

### **Is RF available in Spanish?**

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

### 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. If you fail a quiz, do **NOT** press the **ACCEPT SCORE TO PASS & CLOSE** button.

### What if I fail a session quiz, all (3) times, in sessions 4 – 14 in Learning Path #1 OR in sessions 4-7 in Learning Path #2 OR in sessions 9-14 in Learning Path #3?

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](mailto:rrtraining@ag.org) to have the newly purchased/completed session entered into your learning path. Please allow 3 - 5 business days for your new session to be entered into your learning path. (**Note:** You will not be able to proceed to the next session until this session has been successfully completed and entered in your learning path.) When you email [rrtraining@ag.org](mailto:rrtraining@ag.org), please include the following information to ensure the correct account is accessed:

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

### What if I fail the session 15 quiz all (3) times in Learning Paths #1 or #3, OR I fail the session 8 quiz all (3) times in Learning Path #2?

If you fail the quiz (3) times in the last session of your learning path, please email [rrtraining@ag.org](mailto:rrtraining@ag.org) referencing the session number and your name & email address. We will respond as soon as possible with details on how to proceed.

### 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 learning path?

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

(When completing an online CLE course, 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.

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

Email [rrtraining@ag.org](mailto:rrtraining@ag.org)

Provide a complete description of the issue. Include screen shots when possible. We will respond as quickly as possible. In most instances, we may not be able to respond until we have received a response from eLeaP regarding the problem.

**End of Document**