

Pathways Quick Guide

A. Selecting Your Pathways Path:

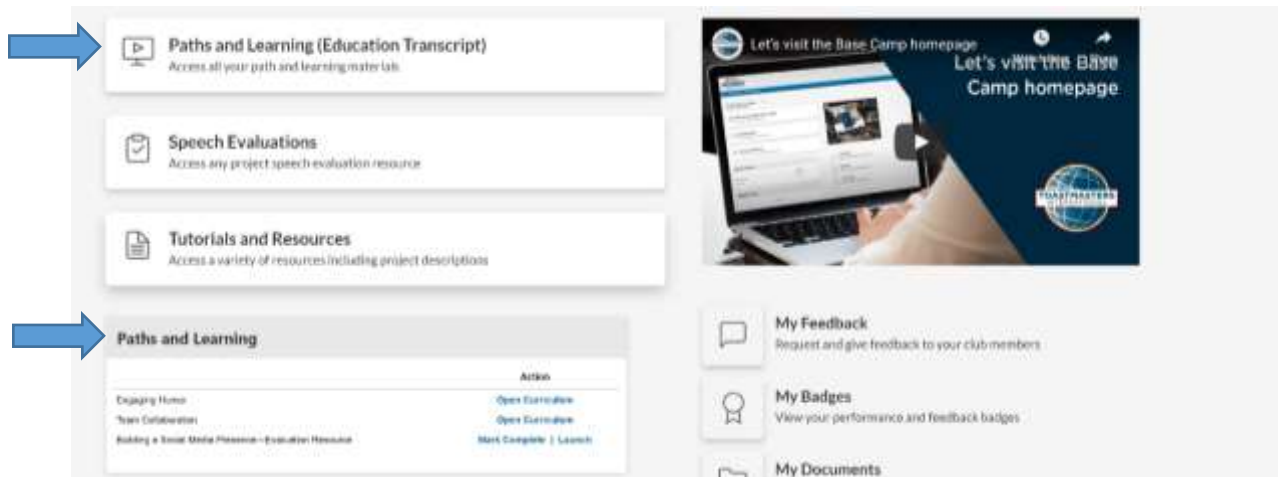
1. Go to the Toastmasters website: <http://www.toastmasters.org/>
2. Click “Login” which is at the top of the homepage.
3. Your Username should be the email address you gave when you joined. If you had not setup a password or do not remember it, click “Forgot Password” to set your password.
4. Once you’re logged in, click on “Pathways” then “Choose a Path”
5. Select your path language (defaults to English)
6. Choose how you will access Pathways materials by clicking on “Select Digital Resources” or “Select Printed Materials”.
 - a. If you “Select Digital Resources”, you can proceed to "View all path options" and choose one, or click on "Take assessment" first (recommended) and get suggested paths for you based on your goals. The first path is free, additional paths are \$20.00 each.
 - b. If you “Select Printed Materials”, click “Continue” and choose one of the five paths available in print. Please note printed materials cost an additional \$25.00, thus the first path is \$25.00 and additional paths are \$45.00 each.

B. Accessing your Path and Projects:

1. Go to the Toastmasters website: <http://www.toastmasters.org/>
2. Click “Login” which is at the top of the homepage, & enter “Member ID/Email” and “Password”
3. Click “Pathways” then click on “Go to Base Camp”
4. In the middle panel “Access my path through Base Camp” and click on “Go to Base Camp”:



5. Select “Paths and Learning (Education Transcript)” or your path in “Paths and Learning”. Note: Speech Evaluation Templates for any project are available if “Speech Evaluations” is selected.



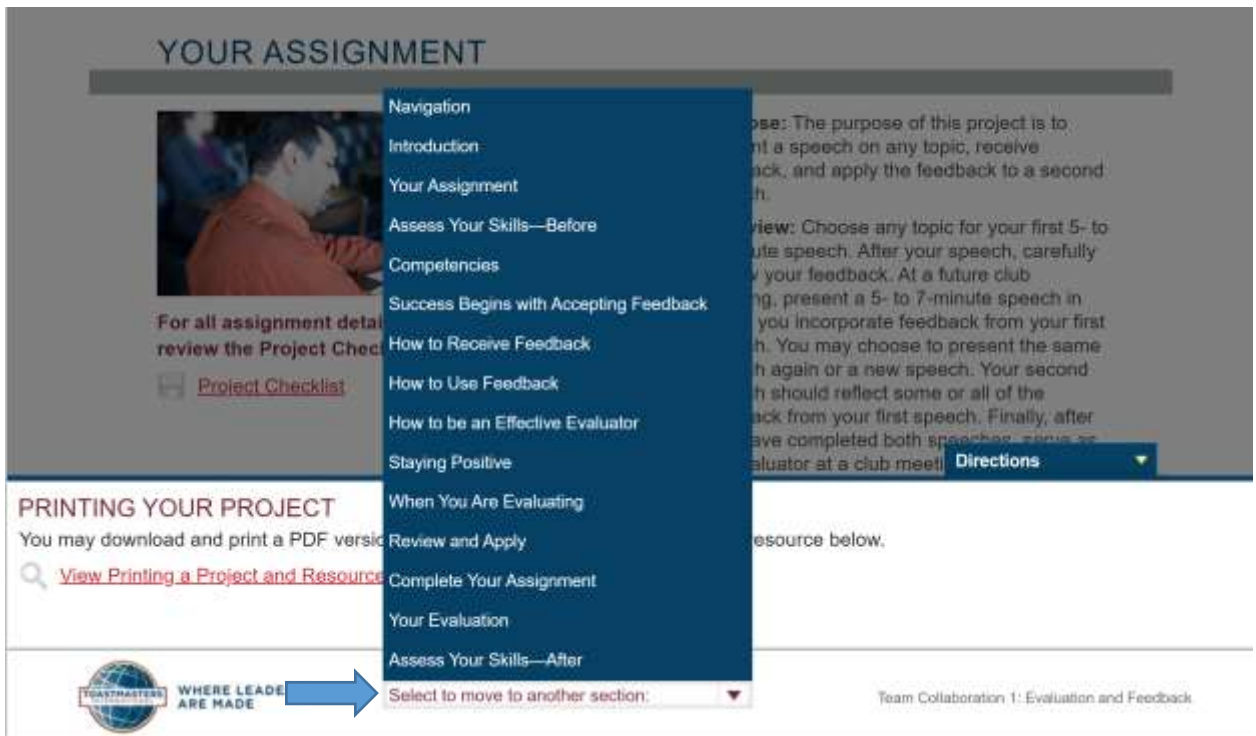
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6. Click on “Open Curriculum” to find and then “launch” assignments:



C. Working in your Path and Projects:

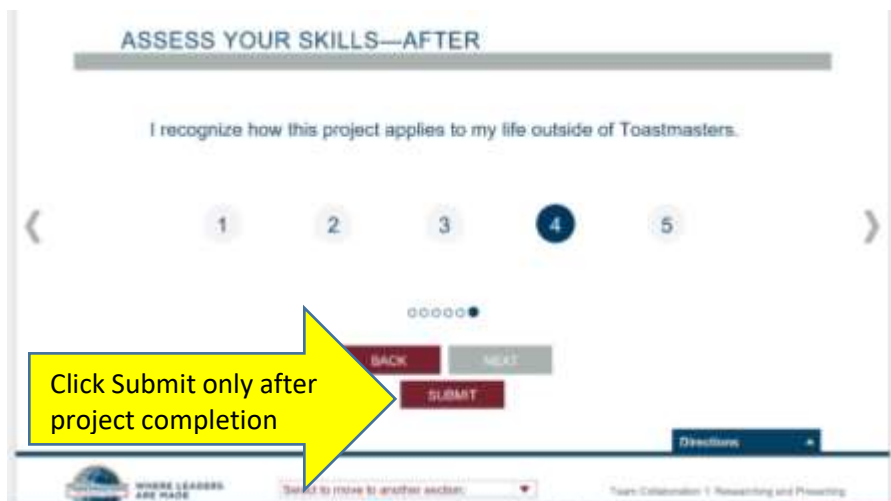
1. Step through the videos and slides for your project. Be sure to review and follow the “Project Checklist”, which details the required project steps. Navigation to various project sections is available by clicking on the drop-down list “Select to move to another section”:



2. Be sure your evaluator for your speech has the necessary evaluation form for your Speech Project. The form is in the “Your Evaluation” section (see also item B.5 above). You can provide the form electronically or in paper form for your evaluator.

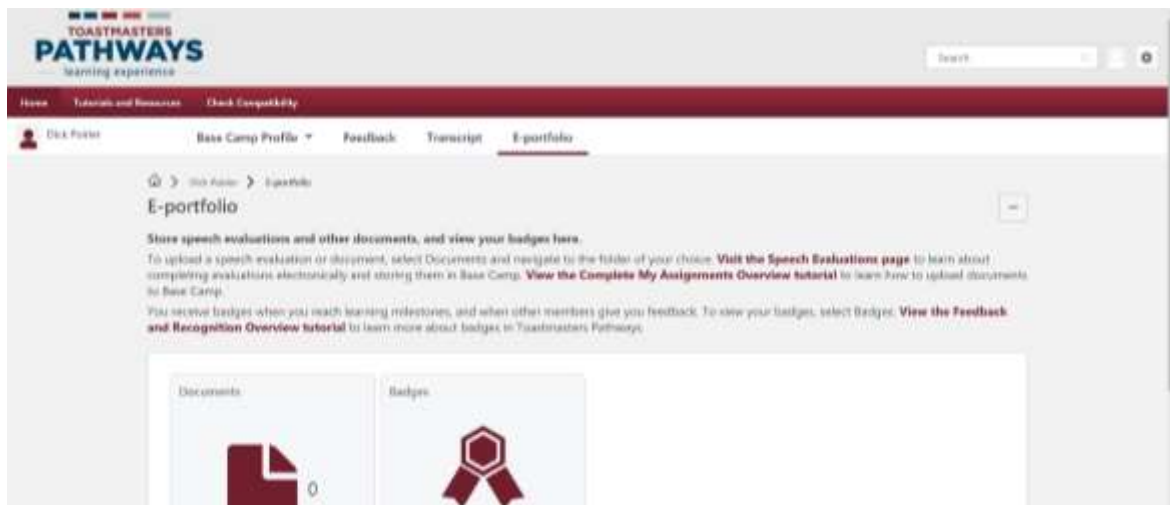
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- Once you click “Submit” at the end of the Project in Pathways Base Camp, the Pathways software will automatically indicate that you have completed the Project. See below Screen Shot.



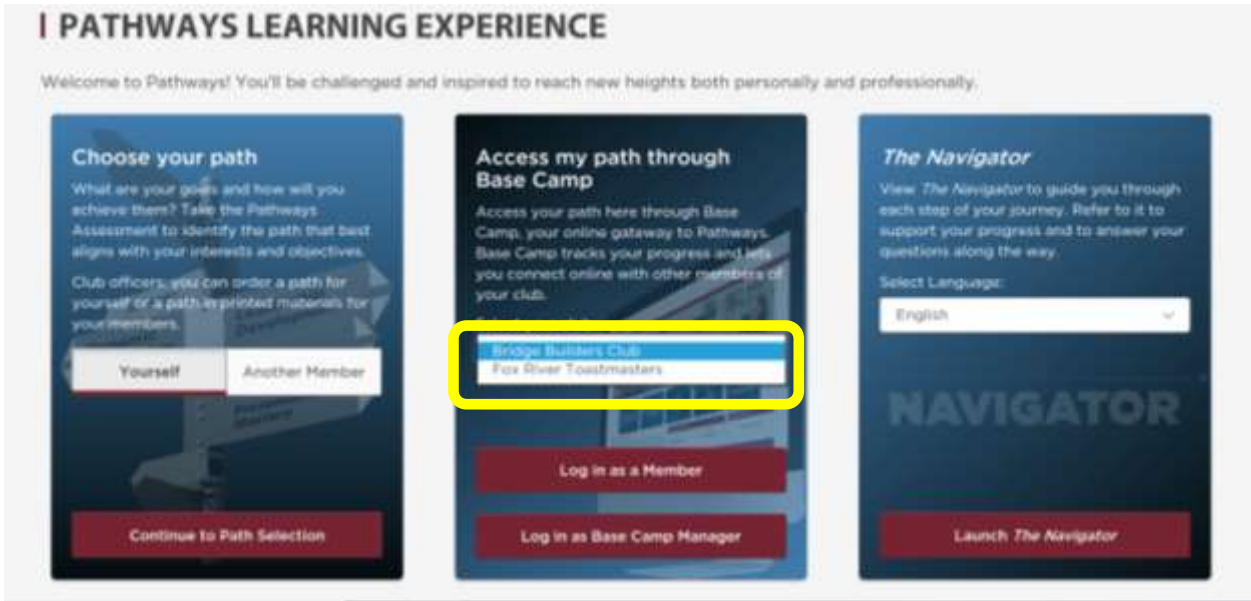
(Note that if you accidentally click “Submit” before you have completed the assignment, it is not possible to reverse the project status from “Completed” to “In Progress”. However, you should continue with completing the project.) Also, the current date is automatically entered when the project is “submitted”. Therefore, it is important to submit your completion as soon as possible after completing the project, which is normally the date of the speech.

- Although not a requirement, evaluations can then be stored for convenience in the “E-portfolio” once “My Education Transcript” is selected. Simply follow the directions in E-Portfolio for uploading the file. You can also store your speech in “E-Portfolio” if desired. Hard copy speeches, notes and evaluations can be scanned and then stored in “E-Portfolio”:



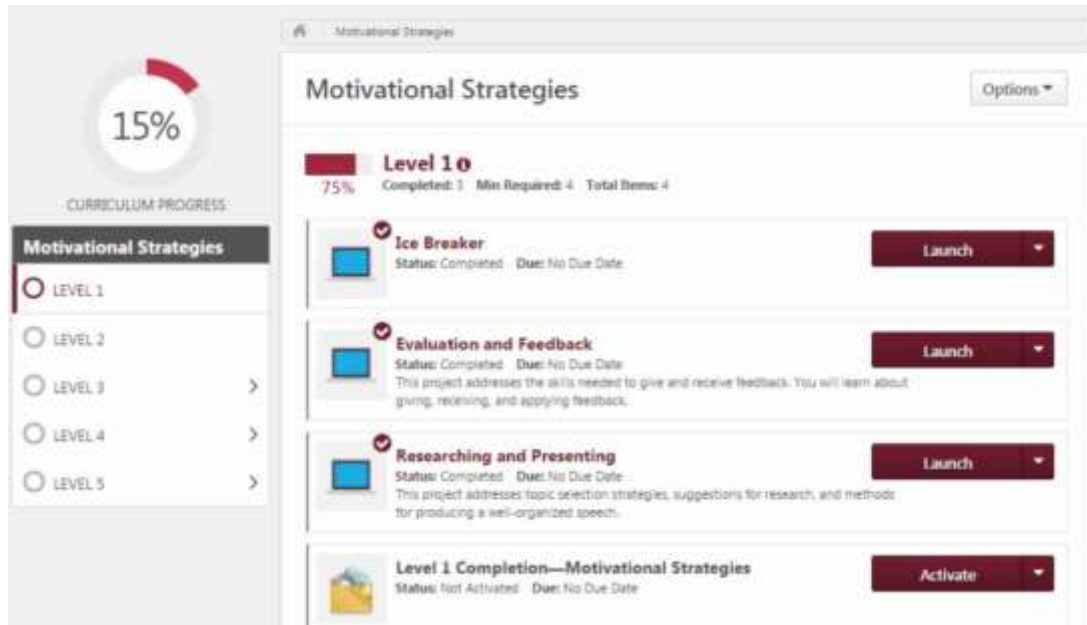
- Once all Projects in a Level have been completed, the member must request approval from a Base Camp Manager (VPED, President, or Secretary) for credit to be registered in Pathways. If you are a member of more than one club, select the club to whom you want the Level Credit to be given when logging in (this will help that club achieve a Distinguished Club Goal.) See below screen shot.

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Open the curriculum desired. If all the Projects for that Level have been completed, there will be check mark to the left of each Project Title. (See below Screen Shot).

On the Level Completion line, Select “Activate”, then “Mark Complete”. This will send a request to the Base Camp Managers (BCM) who must then approve the Level. (Recommendation: the member should also email the BCMs to remind them approval is needed). Once approved, a check mark will appear against the Level Completion. The BCM must then submit the award in Club Central to ensure club credit in the Distinguished Club Program. IT IS A TWO STEP PROCESS!



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D. **Video Tutorials on TI website:** Selecting “Tutorials and Resources” as indicated in Section B.5 above, provides numerous additional helpful guides, including a number of short, helpful videos. Below is a screen shot showing some of the available videos:

