

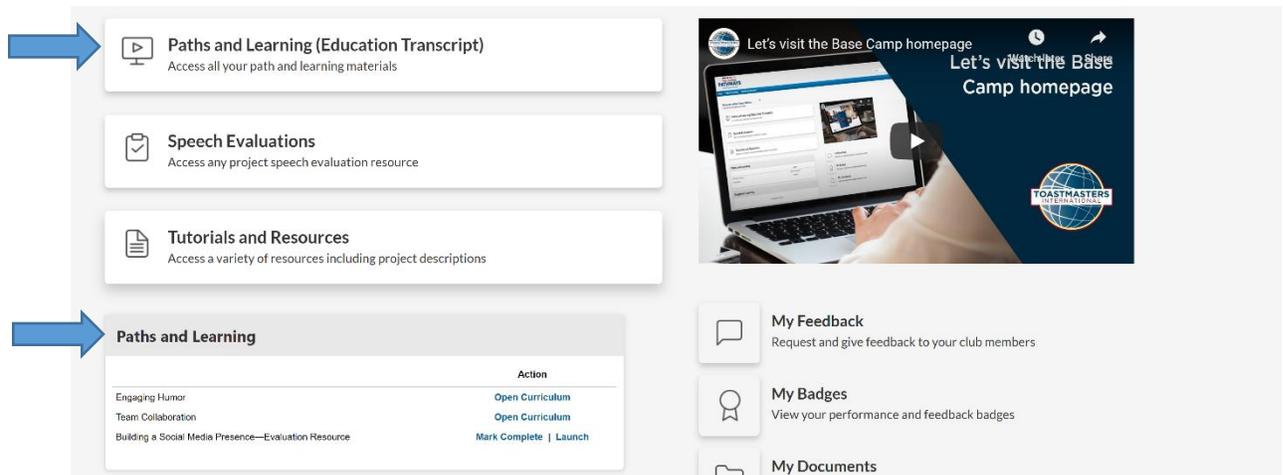
# Pathways Quick Guide

## A. Selecting Your Pathways Path:

1. Go to the Toastmasters website: <http://www.toastmasters.org/>
2. Click “Login” at the top of the homepage. 
3. Your Username can be the email address you gave when you joined or your member ID number. If you had not setup a password or do not remember it, click “Forgot Password” to set your password.
4. Once logged in, click on “Education Programs”, then “Pathways” then scroll down to “Choose a Path”
5. Select your path language (defaults to English)
6. Choose how you will access Pathways materials by clicking on “Digital Resources” or “Select Printed Materials”.
  - a. If you choose “Digital Resources”, you can proceed to "View all path options" and choose one, or click on "Take an assessment" first (recommended) and get suggested paths for you based on your goals and self assessment. 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 selected Path and Projects:

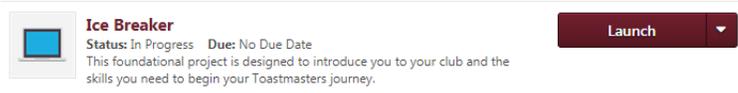
1. Go to the Toastmasters website: <http://www.toastmasters.org/>
2. Click “Login” which is at the top of the homepage, & enter “Member ID/Email” and “Password”, which brings you to your “My Home” page.
3. Scroll down and click on “Go to Base Camp” large icon.
4. If you are a member of more than one club, select one of your clubs (NOTE: if you are completing a Level, be sure to select which club you want to receive the DCP credit.)
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.)



The screenshot shows the Toastmasters website interface. On the left, there are three main navigation options: "Paths and Learning (Education Transcript)", "Speech Evaluations", and "Tutorials and Resources". Below these is a "Paths and Learning" section with a table of projects. On the right, there is a "Let's visit the Base Camp homepage" banner, and below it, three sections: "My Feedback", "My Badges", and "My Documents".

	Action
Engaging Humor	<a href="#">Open Curriculum</a>
Team Collaboration	<a href="#">Open Curriculum</a>
Building a Social Media Presence—Evaluation Resource	<a href="#">Mark Complete</a>   <a href="#">Launch</a>

6. Click on “Open Curriculum” to find and then “launch” the desired project:

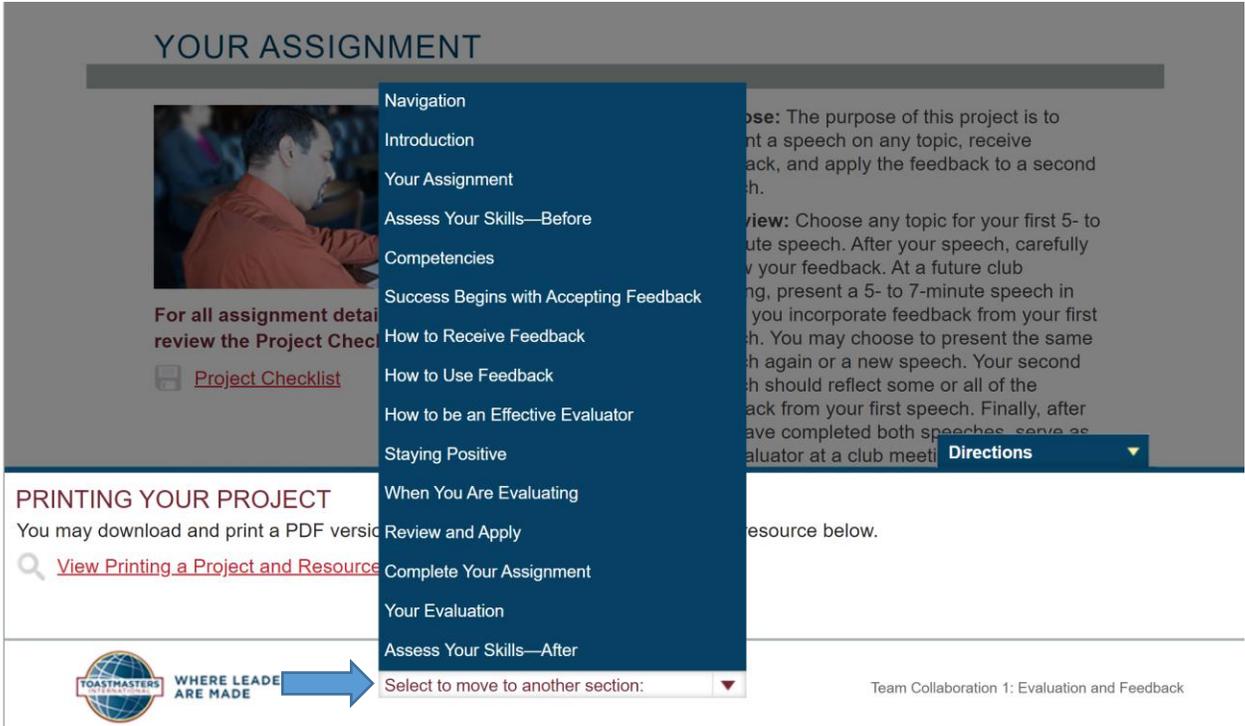


The screenshot shows a project card for "Ice Breaker". The status is "In Progress" and the due date is "No Due Date". The description states: "This foundational project is designed to introduce you to your club and the skills you need to begin your Toastmasters journey." There is a "Launch" button with a dropdown arrow.

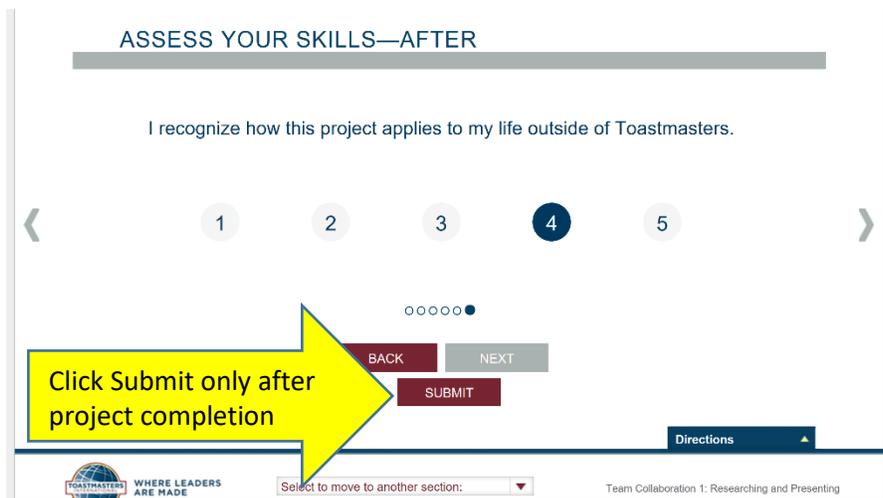
# Pathways Quick Guide

## 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” under “Your Assignment”. The checklist details the required project steps and clearly identifies the required speeches. Navigation to various project sections is available by clicking on the drop-down list “Select to move to another section”:



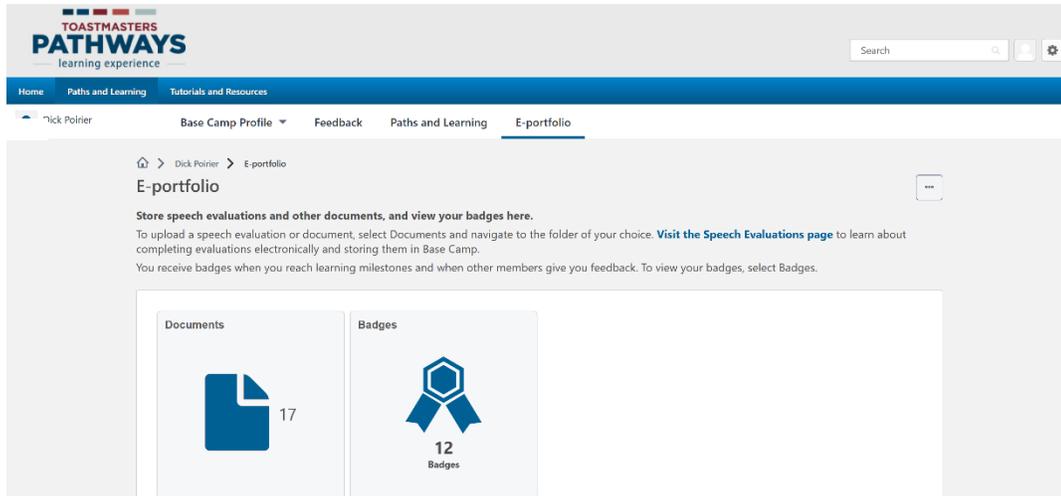
2. Be sure your evaluator for your speech has the necessary evaluation form for your Speech Project. Forms are available in the “Your Evaluation” section (see also item B.5 above). You can provide your evaluator with an electronic or printed copy.
3. Once you complete a project, log back into Base Camp and 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.



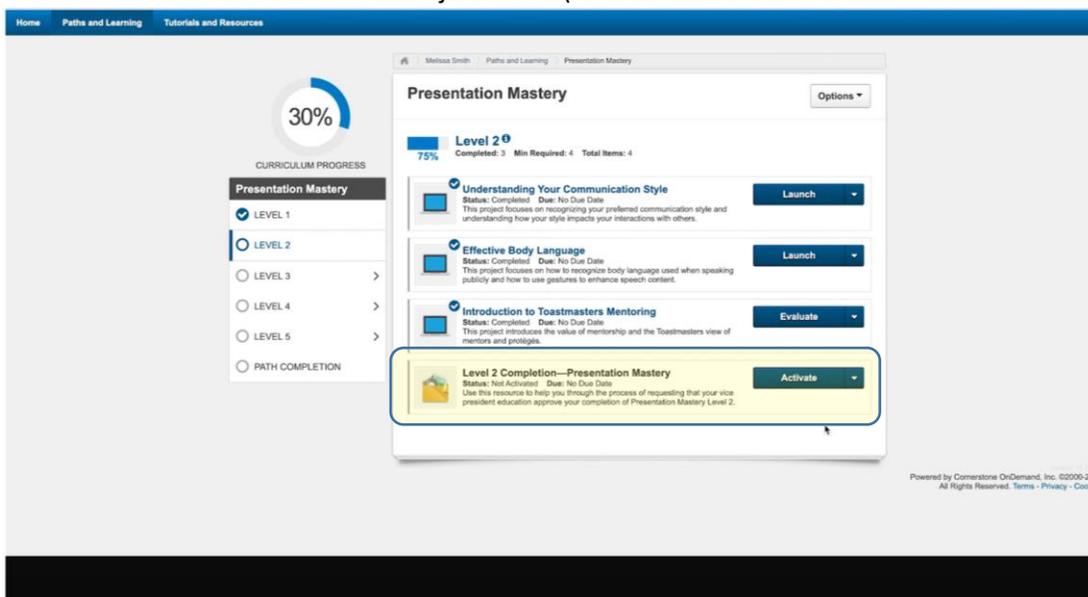
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(Note that if you accidentally click “Submit” before you have completed the assignment, it is not possible to reverse the project status from “Completed” to “In Progress”. However, you should continue with completing the project.) Also, the current 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 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”:

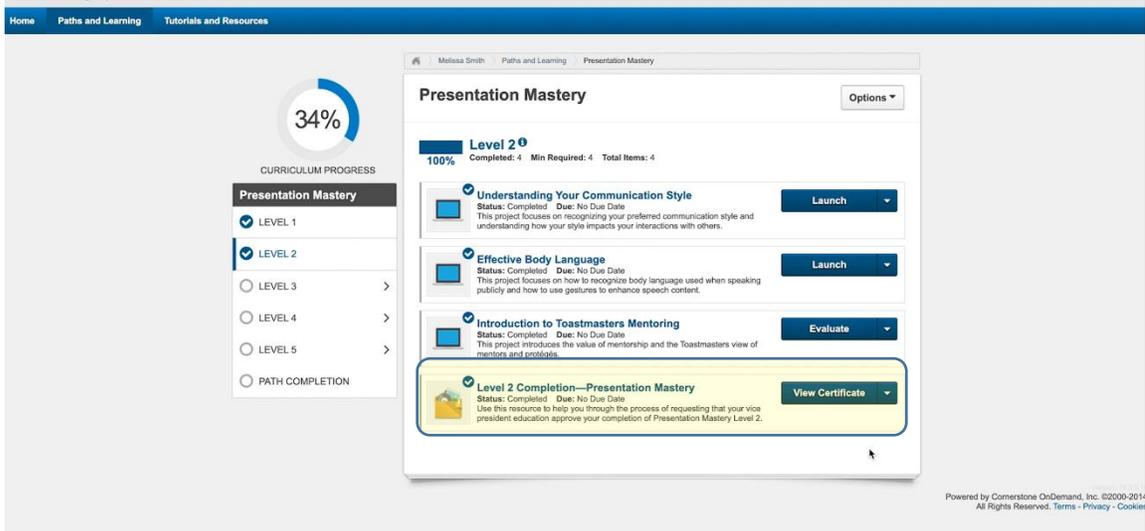


- Once all Projects in a Level have been completed, the member must request approval from a Base Camp Manager (VPED, President, or Secretary) for credit to be registered in Pathways. If you are a member of more than one club, select the club to whom you want the Level Credit to be given when logging in (this will help that club achieve a Distinguished Club Goal.) See B.4 above.
- Open the desired curriculum. If all the Projects for that Level have been completed, there will be a check mark to the left of each Project Title. (See below Screen Shot



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- On the Level Completion line, Select “Activate”, then “Launch”. A pdf will be activated to help ensure you have completed all the requirements before submitting for Level completion. Click “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). 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!
- Once approved, a check mark will appear against the Level Completion and the completion certificate can be accessed by selecting “View Certificate”:



- 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:

