

Pathways Fast Start Cheat Sheet

Or

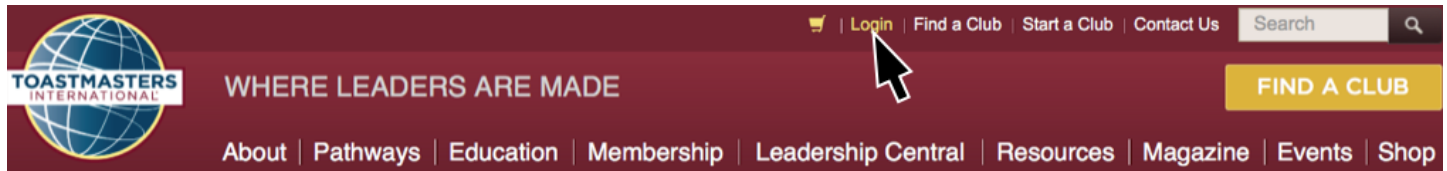
"All You Need to Know to Get Through Level 1"

Version 2.2 - 1/3/2018: Added screen shots of after finishing Ice Breaker

Version 2.3 - 3/3/2018: Added Notes on Printer Version

1. Getting started, selecting a path

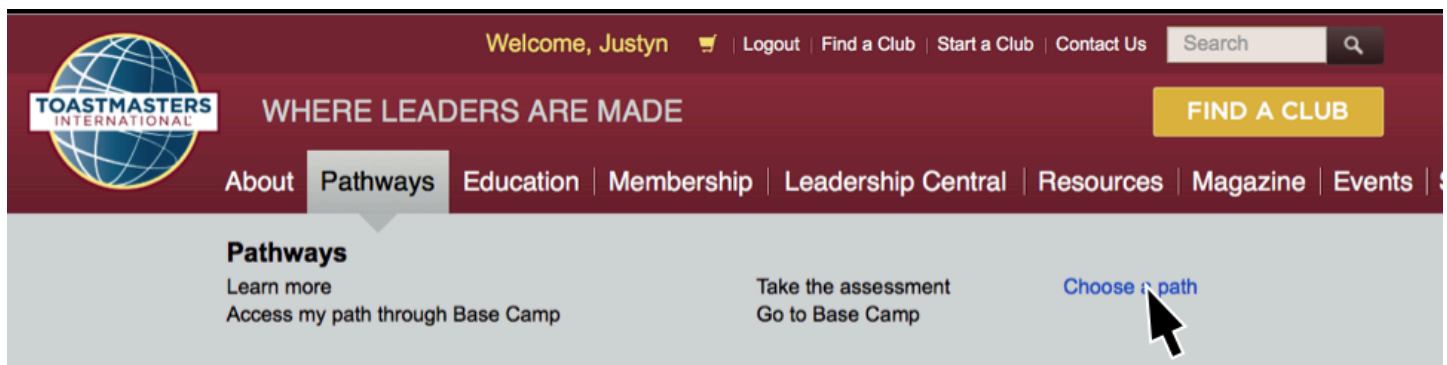
Go to <https://www.toastmasters.org>. And click on "Login"



You will see a new page with this box in the middle of the page.

You can use either your Customer Number or the email address you have registered at TI to login. If you haven't logged in before, click on "Forgot Password" to get instructions in your email.

When you successfully login, you will see the Welcome screen



Click "**Pathways**", then click "**Choose a path**"

Then in the "Choose your path" box, (Scroll DOWN if necessary on a small screen) and click on "Continue to Path Selection"

On the Choose Your Path screen, click Select Base Camp to select a path. Getting Printed materials is not recommended: costs an extra USD25, there are only a few Paths available, all optional projects are pre-selected and not changeable, the Assessment is not available to you nor are any of the tutorials in Base Camp.

The screenshot shows the 'CHOOSE YOUR PATH' interface. At the top, it says 'Recommended' in a dark blue bar. Below this, there are two main options: 'Base Camp' and 'Printed Materials'. The 'Base Camp' option is highlighted with a green border and a green callout box that says 'Select 'Base Camp' Takes you to the Assessment'. The 'Printed Materials' option is highlighted with a yellow border and a yellow callout box that says 'Select a Printed Path?'. Above the 'Printed Materials' option, there is a green text overlay that says 'First Path Free!!' and 'Printed costs USD25'. To the right of the 'Printed Materials' option, there is a red-bordered yellow callout box that says 'Beware: Limited Paths Available All Projects Pre-chosen < .5% are choosing printed paths'. At the bottom of each option, there is a button: 'Select Base Camp' for the Base Camp option and 'Select Printed Materials' for the Printed Materials option. The background text on the screen includes: 'The first step in Pathways is to take the Pathways Assessment. This simple assessment will help you identify your interests and goals, and recommend the path that best fits your responses. You may be surprised and excited by the results! Pathways is available online through Base Camp or in printed materials. View the comparison below to help you decide which choice is best for you. It will be available in the following languages: Arabic, French, German, Japanese, Portuguese, Simplified Chinese, Spanish and Traditional Chinese.'

Pathways will 'pop-up' a new window which will then be asked to "Select a Language", select English.

Notes on Printed Version

- Only available for 5 paths in English, comes posted in 3 sections. The next section is not posted until you finish the one you're on.
- ALL electives are pre-determined:
 - At Level 3 you do the required project and everyone does "Connect with Storytelling" & "Deliver Social Speeches"
 - At Level 4 you must do "Q&A Session" & the required project
 - At Level 5 you must do "Lessons Learnt" & the required projects
- You have NO access to Base Camp or any of it's resources

(Note on 'pop-up' blockers:

you must disable the pop-up blocker on your browser in order to see your online projects and resources. Base Camp actually has a feature to check the Compatibility of your browser, then tells you how to alter your settings for an optimal experience. You can also manually change your pop-up blocker settings for your browser. If you don't know how to do this, simply look for help on the internet)

TOASTMASTERS

PATHWAYS

— learning experience —

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Pathways Assessment

Answer the following questions to identify the path that best meets your personal and professional development goals. Your answers will remain confidential.

✓ Select Assessment Language

English

Español

Français

简体中文

Start

[Skip Assessment](#)

Select 'English' and click 'Start'

Select three topics you are interested in learning about from the list below.

☐ Public Speaking

☐ Networking

☐ Coaching

☐ Change Management

☐ Speech Writing

☐ Time Management

☐ Project Planning

☐ Motivating Others

☐ Leadership

☐ Interpersonal Communication

☐ Negotiation

Next

Select the three topics you are most interested in learning more about.

You will then be asked a series of questions. Click on the choice you think is closest, and click NEXT. There is a Completion Bar showing how far though you are.

Finally, you will get a screen showing three recommendations for you (it will probably be different to the one below ;-)

The supporting files below will give you more information on each of the paths to help you make you choice.

The screenshot shows a web interface titled "RECOMMENDED PATHS". At the top, there is a yellow banner with the text: "Click on one of the Paths if that is what you want". Below this, there is a language selection dropdown set to "English (United States)". The main area displays three recommended paths, each with a circular icon, a title, a description, and a "Choose this path" button. The paths are: 1. "Dynamic Leadership" (icon with a 'D'), 2. "Persuasive Influence" (icon with a hand), and 3. "Effective Coaching" (icon with a person). A green arrow points from the left towards the "Dynamic Leadership" path. At the bottom, there is a button labeled "Additional Paths" which is circled in red. To the right of this button, red text says: "Click on 'Additional Paths' if none of the Paths are what you want".

Pick one of the suggested paths, Done!

You will get a confirming email from TI in a few minutes.

If you are not computer literate, get a member how is to give you a hand to register and print out the projects for you.

Supporting Files:

Paths_and_Projects_Matrix__2017.pdf is a 2-pager that shows all Paths and Projects at each level. Here how can see what is unique in each Path.

Pathways-Paths-and-Projects-Catalog-V2.1.pdf is a clickable file that allows you to click on a Path to see whats in each Path & then click on a project to see a fuller description of the project.

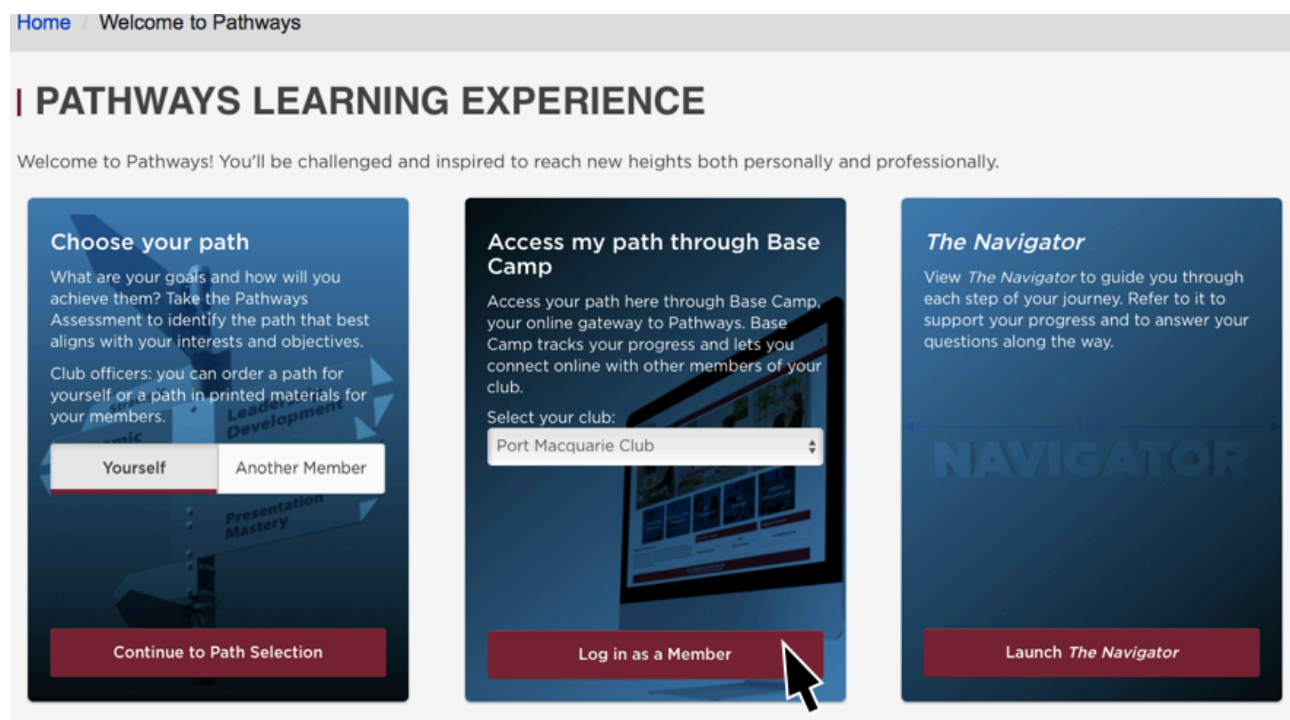
Use these to help decide on a Path..

Congratulations: You have selected a Path and are now ready to start on your Journey

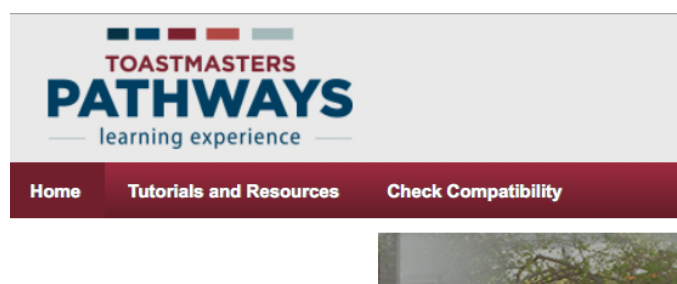
2. Starting Your First Project

Back to the Base Camp screen, on the '**Access my path through Base Camp**', click '**Log In as a member**'.

- If you are a member of multiple clubs, there is a drop-down box to select the club you wish to work with. This can be changed at any time
- If you are a Base Camp Manager (VP-E, President or Secretary of the Club) you will also see a button to login as a Base Camp Manager



You will then see the Pathways Home page:



* The '**Tutorials and Resources**' link takes you to that section.

* On the top right there is a '**Tour**' button that describes how to navigate around.

* The '**Comparability**' button checks 10

different configuration settings on your machine, operating system & browser, GREEN is good, RED may require some setup. Click on each coloured box for a description.

On your Pathways Home page, click **My Education Transcript**

On your Education Transcript page, click the **Open Curriculum** button beside the path you selected. Again, you may need to scroll down on small screens.

Active ▾

By Title ▾

All Types ▾

Search for training Q

Search Results (4)

How to Evaluate
 Due: No Due Date Status: In Progress

Launch ▾

Ice Breaker—Evaluation Resource
 Due: No Due Date Status: In Progress

Mark Complete ▾

Motivational Strategies
 Due: No Due Date Status: Registered

Open Curriculum ▾

0%

CURRICULUM PROGRESS

Motivational Strategies

○ LEVEL 1

○ LEVEL 2

○ LEVEL 3

○ LEVEL 4

Motivational Strategies

Options ▾

0%

Level 1 ⓘ
 Completed: 0 Min Required: 4 Total Items: 4

Ice Breaker
 Status: Not Activated Due: No Due Date
 This foundational project is designed to introduce you to your club and the skills you need to begin your Toastmasters journey.

Activate ▾

Evaluation and Feedback
 Status: Pending Prior Training Due: No Due Date
 This project addresses the skills needed to give and receive feedback. You will learn about giving, receiving and applying feedback.

Your first project is the Ice Breaker; click **Activate**, then **Launch** button.

(Note: you can't get to the other 2 projects yet - no maroon buttons)

The Ice Breaker will open in a new window which you should enlarge so you can see the Left & Right Navigation Arrows. Click 'Begin' and follow the prompts.

ICE BREAKER

BEGIN

LEVEL 1 PROJECT

WHERE LEADERS ARE MADE

Select to move to another section: ▾

Innovative Planning 1: Ice Breaker

The screenshot shows the Pathways Home Page. On the left is a dark blue navigation menu with the following items: Navigation, Introduction, Your Assignment, **Assess Your Skills—Before** (highlighted in red), Competencies, Success Begins with Accepting Feedback, How to Receive Feedback, How to Use Feedback, How to be an Effective Evaluator, Staying Positive, When You Are Evaluating, Review and Apply, Complete Your Assignment, Your Evaluation, and Assess Your Skills—After. To the right of the menu is a large image of two men sitting at a table, one writing on a notepad. Below the image is a blue header for the 'RESOURCES' section. Under this header are four links: [Evaluation Resource—First Speech](#), [Evaluation Resource—Second Speech](#), [Evaluation Resource—Evaluator](#), and [Print My Project](#). At the bottom right of the resources section is a blue button labeled 'Directions' with a small yellow triangle icon.

There are a number of sections to the Ice Breaker Assignment as seen to the Left. Work your way through these.

One of the first sections contains a 'Project Checklist' to ensure you miss nothing. The IB only has 4 sections, other Projects are more complex. The IceBreaker includes a 'Speech Outline Worksheet' to allow you to collect information and your

thoughts and finally arrange your speech

When you come to the '**Resources**', such as the **Project** and the **Evaluation Form** which you will need to bring with you to the meeting. Print off (and/or save them as PDFs). You can also get to these from the '**Tutorials and Resources**' link on the Pathways Home Page.

Prepare & practice your speech. When you are ready, organise a speech slot with your VP-E, take your **Evaluation pages** with you for the Evaluator to fill in. Alternatively, you can email the evaluation resource or Evaluator downloads it. The Evaluator could fill in evaluation electronically and send back to speaker

When you have delivered your speech, return to Pathways and complete the '**Assess Your Skills - After**' section.

Motivational Strategies

Options ▾

Level 1
 25% Completed: 1 Min Required: 4 Total Items: 4

	Ice Breaker Status: Completed Due: No Due Date This foundational project is designed to introduce you to your club and the skills you need to begin your Toastmasters journey.	Evaluate ▾
	Evaluation and Feedback Status: Not Activated Due: No Due Date This project addresses the skills needed to give and receive feedback. You will learn about giving, receiving and applying feedback.	Activate ▾
	Researching and Presenting Status: Not Activated Due: No Due Date This project addresses strategies for selecting a topic, suggestions for research and methods for producing a well-organized speech.	Activate ▾
	Level 1 Completion—Motivational Strategies Status: Pending Prior Training Due: No Due Date Use this resource to help you through the process of requesting that your vice president education approve your completion of Motivational Strategies...	

When you go back to Your Educational Transcript, you will see that the Ice Breaker has a TICK and there is now an 'Activate' button beside the next two projects.

Click 'Active' & 'Launch' to access them.

Again, the Level 1 Completion is not available until you finish the next two projects .

Congratulations: You have finished your First Pathways Project

3. Completing Projects and levels

Complete a project

Re-open project, complete **Assess Skills-After**: No approval needed.

When you first opened your Path, only the Ice Breaker was available to open. When you complete the '**Assess Skills-After**' and submit it, the system marks this first project as done and allows you to see the remaining projects in Level 1.

Similarly, after finishing the other two projects in Level 1, re-open, go to '**Assess Your Skills - After**' and complete. You will see a TICK appear against the project.

When all three have been finished the '**Level 1 Completion**' will become available. (See next section)

Complete a level

Run the "**Level Completion**" task.

Note: if you are a member of a number of clubs, you need to be logged in as a member of the club you wish to get Credit for the Level Completion.

Base Camp Manager

Notify your VPE and base camp managers who will then approve your Level completion which will enable you to see details of projects in next level

Base Camp Manager are the VPE, President & Secretary

VPE (or Any Officer)

Submit Level award in Club Central (The two systems aren't linked (YET???)

NOTES:

(All evaluation resources are available to all members in Base Camp (Go to Base Camp Home, then click Evaluations to see all of them) Evaluations downloaded that way are PDF fillable forms.)

If you are not computer literate, get a member who is, to give you a hand to register and print out the projects for you. Once you have printed out all the project materials, you can do the entire project without going back to the computer until you need to complete the '**Assess Your Skills - After**' section.