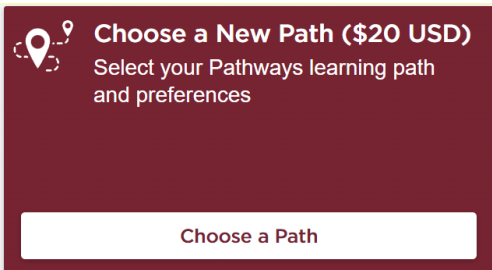




# Pathways – Quick Guide

1. **Getting started: Select your path from the 11 paths available. NOTE: Review all the paths, especially the unique, required projects in Levels 4 and 5, to choose a path best suited for your current goals.**



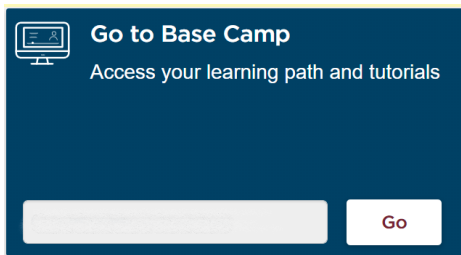
Begin by going to [Toastmasters.org](https://www.toastmasters.org):

- Then login (follow instructions to login and get a password if you don't already have one).
- Place your cursor over "Welcome, [Your Name]" at top of home page then click **Profile**.

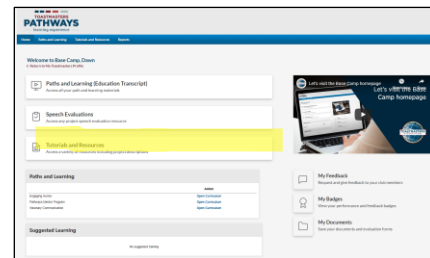
- Click **Choose a Path**.
- **Select your path language preference.**
- Next select your choice of **How would you like to access your materials?** You can choose **Obtain digital...** or **Acquire printed materials...** (There are five paths available in print as five manuals each.) If you would like to work online, choose **Select digital resources**.
- The next prompt is **How would you like to select your learning path?** You can either click **View Path Options** or **Take Assessment**. Feel free to click either of these and look through any of the 11 paths or answer the assessment questions. If you take the assessment, you'll be offered several paths that best match your responses. Read the descriptions and pick one of the recommended paths or any path you prefer. (Presentation Mastery is recommended.)

## 2. Starting Your First Project

- Place your cursor over "Welcome, [Your Name]" at top of home page then click **Profile**.



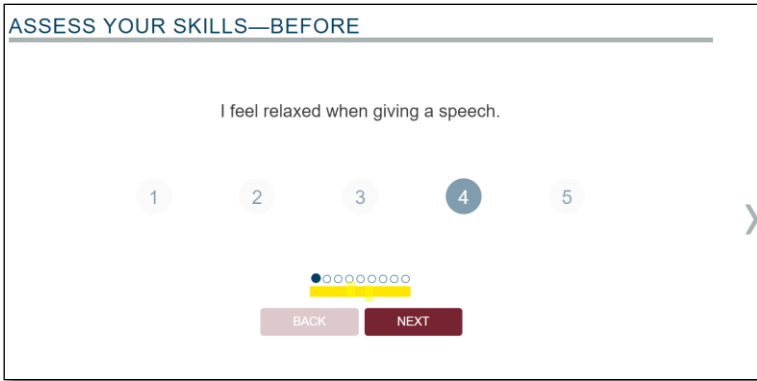
- You'll see a "Go to Base Camp" box. Click "Go."
- On your **Base Camp** page click **Paths and Learning (Education Transcript)**.
- On your Paths and Learning page, click **Open Curriculum** (blue button



to the right of your path name. Hint: Look for the Stack of Books icon indicating curriculum.)

- Select Level 1. Choose the first project, **Ice Breaker**, clicking **Activate** and then **Launch** to open this first project.





- Read the project! You will need to click all the burgundy boxes to see the full curriculum. Make sure to respond to all the statements in **Assess Your Skills--Before**. The row of circles indicates how many responses you will click through on each project. The Ice Breaker has nine.

### 3. Navigating inside a project

- There are Navigation explanations at the beginning of each project in Level 1.
- Inside each project you will find documents that you can print out to help you with the project.
- Use *Select to move to another section* at the bottom of the page to move around the project faster.

### 4. Completing Evaluations

- The evaluation for each project can be downloaded and completed as fillable pdf forms on your computer or can be printed and filled out longhand.
- You'll find the evaluation for your speech on the **Your Evaluation** page in the project.
- You then have the option to (a) save the hardcopy or (b) save the electronic file on your computer or upload it into one of your Pathways member's Documents folders. See "My Documents" on Base Camp. Only you can upload files, or see any documents, in your private Pathways documents folders!

**Evaluations are also available via Base Camp without opening your curriculum.**

- Go to **Base Camp**, then click **Speech Evaluations** and scroll down to see all of them listed alphabetically across five columns. Click on your speech project (such as **Ice Breaker**) and click **Launch**.

### 5. Completing Projects and Levels

- Present project speech. Then re-open the project and complete **Assess Your Skills-After** (same questions as **-Before**), then click **Submit**. You'll see a **Congratulations** screen.
- When you've completed all of the projects in a level, open your **Curriculum**. The last project title is **Level Completion**, click **Activate** and then **Launch**. **If you see a pop-up direction sheet instructing you to click "Task Complete," be sure to click that button.** An email will go out to the club's Base Camp Managers. They need to approve the level completion and then they can enter the education award into Club Central on toastmasters.org (which will help the club earning Distinguished Club Program points).