

Pathways Fast Start Cheat Sheet

Or

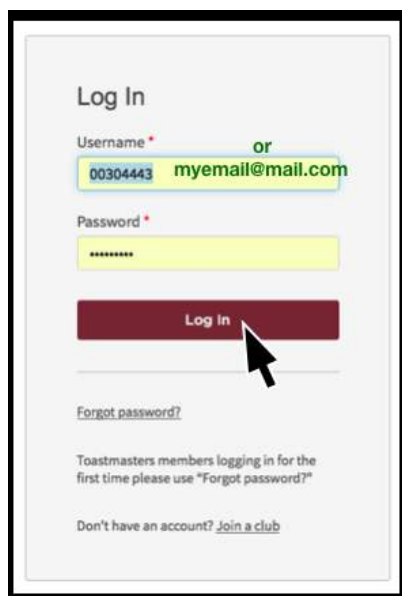
"All You Need to Know to Get Through Level 1"

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

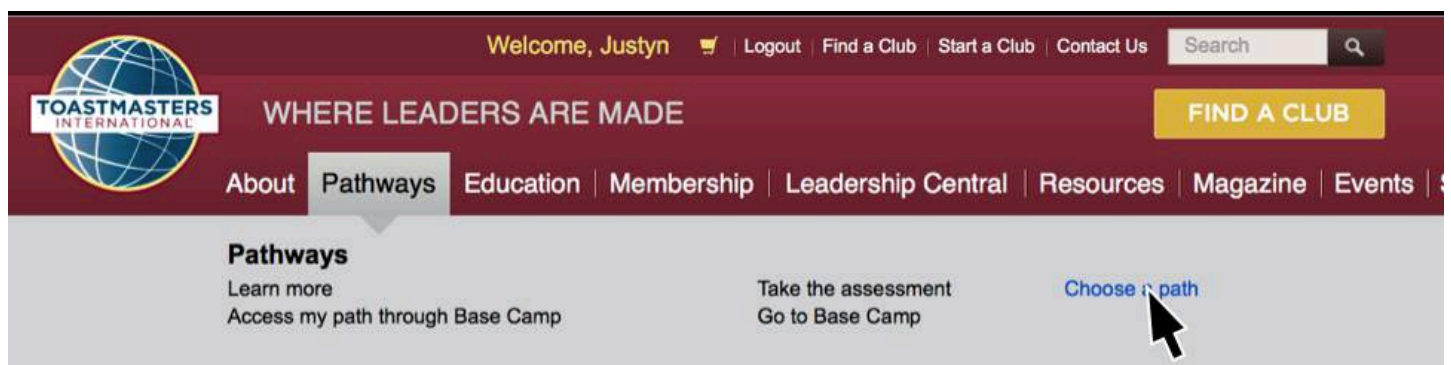
1. Getting started, selecting a path

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.

CHOOSE YOUR PATH

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.

Recommended	Printed Materials
<p>Base Camp</p> <p>First Path Free!! \$20</p> <p>Select 'Base Camp'</p> <p>Takes you to the Assessment</p> <p>Select Base Camp</p>	<p>Printed costs USD25</p> <p>Select a Printed Path?</p> <p>Beware:</p> <ul style="list-style-type: none"> Limited Paths Available All Projects Pre-chosen < .5% are choosing printed paths <p>Select Printed Materials</p>

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 —

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.

- | | |
|---|--|
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Coaching | <input type="checkbox"/> Change Management |
| <input type="checkbox"/> Speech Writing | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Project Planning | <input type="checkbox"/> Motivating Others |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Interpersonal Communication |
| <input type="checkbox"/> 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.

RECOMMENDED PATHS

Select a language
English (United States)

Best Match

Dynamic Leadership

This path helps you build your skills as a strategic leader and negotiator. You will work through projects that focus on understanding leadership and communication styles, the effect of conflict on a group and the skills needed to defuse and direct conflict. Each project also emphasizes the development of strategies to facilitate change in an organization or group, interpersonal communication and public speaking. The Dynamic Leadership path culminates in a project focused on applying your leadership skills.

Choose this path

Persuasive Influence

This path helps you build your skills as a persuasive communicator and leader. You will work through projects that focus on how to negotiate a positive outcome while building strong interpersonal communication and public speaking skills. Each project emphasizes the development of leadership skills for complex situations and how to create innovative solutions to solve challenges. The Persuasive Influence path culminates in a "High Performance Leadership" project of your design. Not available in printed materials.

Choose this path

Effective Coaching

This path helps you build your skills as a positive communicator, leader and coach. You will work through projects that focus on understanding and building consensus, contributing to the development of others by coaching and establishing strong public speaking skills. Each project emphasizes the importance of effective interpersonal communication. The Effective Coaching path culminates in a "High Performance Leadership" project of your design. Not available in printed materials.

Choose this path

Additional Paths

Click on one of the Paths if that is what you want

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

Home Welcome to Pathways

PATHWAYS LEARNING EXPERIENCE

Welcome to Pathways! You'll be challenged and inspired to reach new heights both personally and professionally.

Choose your path

What are your goals and how will you achieve them? Take the Pathways Assessment to identify the path that best aligns with your interests and objectives.

Club officers: you can order a path for yourself or a path in printed materials for your members.

Yourself Another Member

Continue to Path Selection

Access my path through Base Camp

Access your path here through Base Camp, your online gateway to Pathways. Base Camp tracks your progress and lets you connect online with other members of your club.

Select your club:

Port Macquarie Club

Log in as a Member

The Navigator

View *The Navigator* to guide you through each step of your journey. Refer to it to support your progress and to answer your questions along the way.

Launch *The Navigator*

You will then see the Pathways Home page:

TOASTMASTERS
PATHWAYS
— learning experience —

Home Tutorials and Resources Check Compatibility

* 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 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 ▾

Motivational Strategies Options ▾

0% **Level 1** Completed: 0 Min Required: 4 Total Items: 4

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

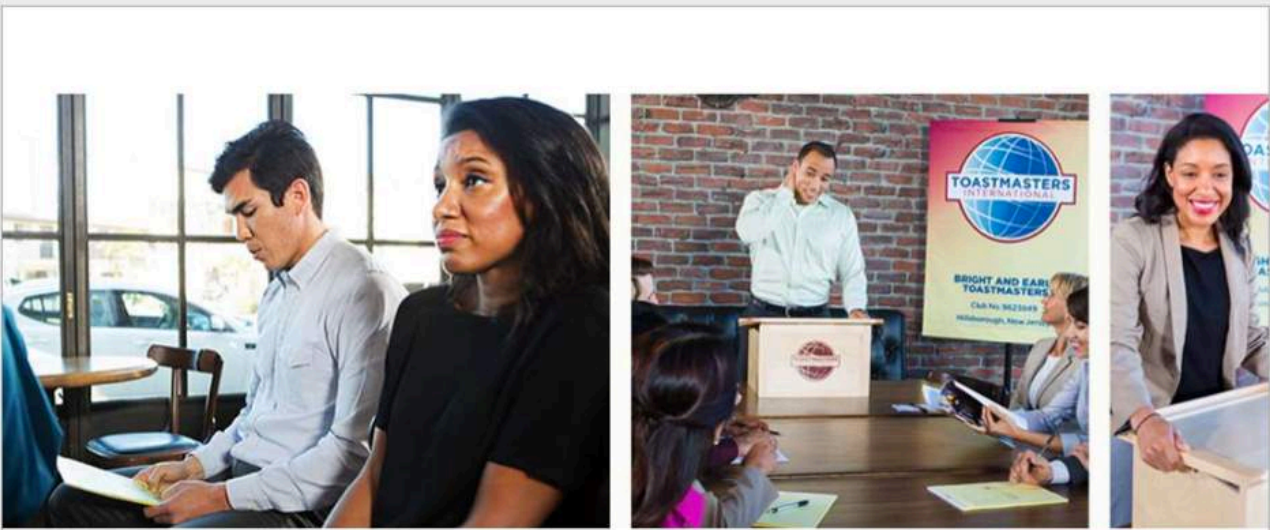
Motivational Strategies

- LEVEL 1
- LEVEL 2
- LEVEL 3
- LEVEL 4


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** ▼ Innovative Planning 1: Ice Breaker

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.

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.