



How to Use the Toastmasters Pathways Educational System

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Before getting started...

This “registers” you for a path.

1. Join a Toastmasters club <https://www.toastmasters.org/find-a-club>
2. Visit Toastmasters.org and get a login and password <https://www.toastmasters.org/login>
3. Read the Navigator <https://www.toastmasters.org/start-pathways>
4. Take the Pathways Assessment to help decide on a path.
<https://www.toastmasters.org/start-pathways/choose-your-path>
5. Choose a path and sign up <https://www.toastmasters.org/start-pathways/recommendations>

Getting started...

This changes your project status from “registered” to “in progress”

1. Access Basecamp <https://www.toastmasters.org/Start-Pathways> **Login in as a club member**
 - a. Allow popup windows to function on your browser and device.
2. Follow the tutorial that automatically starts up the first time you visit Basecamp. (If you skipped it you can relaunch it with “**Take a tour**” button near your profile picture.
3. Access your Path via either of the **My Education Transcript** locations.
4. **Launch** the Icebreaker project. It is the first and only project available to begin a path.
5. Read the project. Take the preliminary self-assessment.
6. Download the icebreaker materials and save in a way that you will be able to find and access later and build on in the future. (Skip if you are using printed materials.)
Ex: A 4 part nested folder system.

Folder 1 : **Toastmasters**

Folder 2: **Path name**

Folder 3: **Level 1**

Folder 4: **Icebreaker project**

Files: 8012 Ice Breaker Speech Outline Worksheet
8101 Ice Breaker Project
8101C Project Checklist
8101E Evaluation Resource
+ your files for your speech or evaluations

For future projects: Back up a folder and create a new Folder 4 for the Evaluation and Feedback project. When done with all Level 1 projects, back up and create a new Folder 3 for Level 2 materials, etc... When done with your first path, back up and create another Folder 2 for your next path.

Doing the project...

Still “in progress”.

1. **Prepare** your speech using the project resources.
2. **Print** the 3 page Evaluation sheets for your evaluator.
3. **Deliver** your speech.
4. **Listen** to your oral evaluation, **retrieve** your evaluations sheets and **meet** with your evaluator to ask any clarifications or information as needed for either you or your evaluator.

Completing the project...

This changes your status from “in progress” to “completed”.

1. Watch the **Completing My Assignments** tutorial, and the several tutorials within.
2. **Create** a version of your evaluation to be posted online.
 - a. Option 1) Download the evaluation pdf
 - i. copy over the comments and ratings you received
 - ii. the evaluator can complete the evaluation directly into a pdf file
 - b. Option 2) Take pictures of your evaluation sheets with phone and save as a pdf.
 - c. Option 3) Scan your evaluation sheets and save as a pdf.
3. **Upload** your evaluation to **Documents** on the **E-portfolio tab** within **My Education Transcript**
 - a. **Name** strategically Ex: Your Initials, Initials of the Path, Level1, Icebreaker Evaluation.
 - b. **Save** to your Level 1 folder. (You may also want to save to the My Documents folder.)
4. Watch the **Completing a Project** tutorial.
5. Return to the project and **take the post self-assessment**.

Moving forward....

More options available as “registered”.

1. Revisit **My Educational Transcript** and notice your progress **percentages** have changed and more assignments are now available.
2. Pick a **new project** to start and go **back to Get Started...**
3. Continue working your path to complete Level 1
4. Then Level 2, 3, 4, 5.
5. Pick another path (\$20) and do Levels 1, 2, 3, 4, 5.
6. Meet other DTM requirements while working on your Level projects
 - a. 1 year club officer service
 - b. Club sponsorship, Youth Leadership, or Speechcraft Workshop
 - c. 1 year district officer service
 - d. 6 months to 2 years Club Mentor or Club Coach
 - e. DTM Project