# Pathways – Getting Started

1. Getting started, selecting a path
   (This "how-to" assumes you are accessing Pathways on a desktop or laptop computer using a browser. Although you can access Pathways on a mobile device, it is a bit easier to get started with the full size desktop browser interface.)
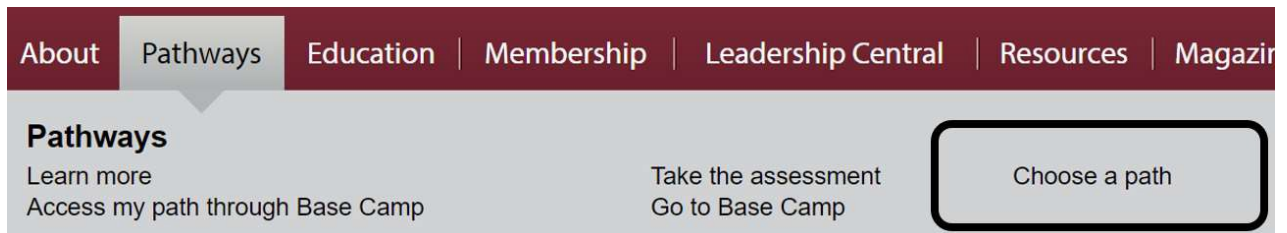
   On Toastmasters.org:

   > Click Login in the top row. If you don't already have a login, click "Forgot Password". This will take you to a "Reset Password" screen where you will enter your email on file with Toastmasters through which you will receive an email to setup or reset your credentials.
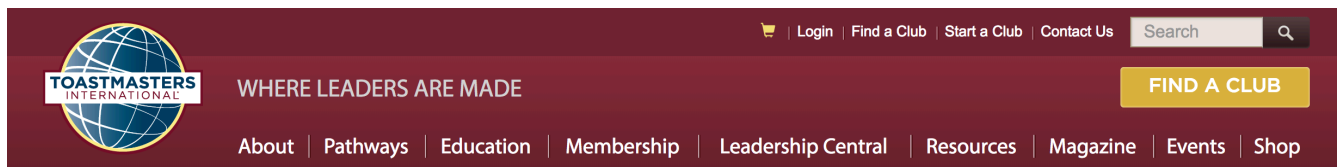
   On Toastmasters.org:
   > Click Pathways, then click Choose a path

   On the Start Pathways screen, click middle box, "Continue to Path Selection"
   On the Choose Your Path screen, click Select Base Camp to select a path
   - Follow instructions to take the path Assessment
   - Pick one of the suggested paths, after reading the description, possibly referring to the D57 Pathways Path and Projects Catalog file in:
     http://d57tm.org/wp-content/uploads/2016/11/Pathways-Paths-and-Projects-Catalog-V2.1.pdf
   - Done!

2. Explore

At this point you may want to explore Base Camp

Back to the Start Pathways screen, and click Log In as a Member

There is a "Check Compatibility" link. Mouse over this link and pull down to select Check Compatibility. There are eight configurations that relate to compatibility with the Pathways interface. Any of these elements that do not have a green background are elements that may keep the Pathways interface from operating properly. If it is not green, click on the button and it will reveal steps for you to take to bring your browser into compliance with the Pathways interface.

After achieving Browser Compatibility:

Click the big "Explore Base Camp" button where you can preview the information available about Pathways Base Camp. For now just have a quick look around to know what information is available. You can always return to "Explore Base Camp" to see explanatory details and watch videos to find out more details about Pathways.

3. Starting Your First Project

On your Pathways Home page, click My Education Transcript

On your Education Transcript page, click the Open Curriculum button beside the path you selected.

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

The project opens; increase the window size until you can see the navigation arrows at left and right.

Proceed with the project!

4. Completing Evaluations

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.

Typical scenario

> Speaker prints out evaluation resource, brings it to the meeting
> Evaluator writes on it, gives it back to speaker at end of meeting
> Speaker then has choice to (a) save hardcopy or (b) scan & upload
> <u>No one else</u> can upload to or see a member's documents!

Alternates

> Member emails evaluation resource or Evaluator downloads it
> Evaluator could fill in evaluation electronically and send back to speaker

5. Completing Projects and levels

Member

> Complete a project
>> Re-open project, complete Assess Skills-After
>> No approval needed
> Complete a level
>> Run the "Level Completion" task
>> Notify your VPE and base camp managers
>> – Level completion must be approved to see details of projects in next level

Base Camp Manager (VPE, President or Secretary)
> Mark the member's level as Approved
> Member can now proceed to next level

VPE (or Any Officer)
> Submit Level award in Club Central