
 sites.google.com/view/d73guide/home

Pathways Orientation

D73 Team Pathways wants you to succeed in your Pathways experience! We provide this comprehensive orientation to cut your *set-up* and *starting* time in half. Here you will get answers to all your questions in one place.

If you are brand new to Toastmasters here is a short explanation of the Pathways Education experience:

Your learning curriculum consists of 11 courses called *Paths*. You choose a Path to work through beginning at Level 1 called Mastering Fundamentals, then on through these levels Learning Your Style, Increasing Knowledge, Building Skills and finally to Level 5 Demonstrating Expertise.

Every Path has 14 Projects. Some Projects are core and therefore mandatory and others can be chosen from a list of electives. Each Project includes the instructions for researching and speaking, resources to download and evaluations. The blended learning curriculum provides opportunities for your development as a better speaker and your growth as a leader. You will learn how to research a topic, prepare a speech, deliver speeches, give evaluations, mentor others or be mentored, create teams for project management or build networks with other Toastmasters. These are just a few of the competencies you will gain from a journey through a Path.



[Learning about Pathways](#)



Manage your Computer experience

Your success with Pathways will be enhanced by learning how to manage your computer, whether it be a desktop, laptop or mobile device. Learning online requires the Toastmaster to be a self-directed learner and have a few basic computer skills such as:

- locating and bookmarking resources from your Internet browser
- managing and modifying your computer screen layout
- managing pop-up windows
- managing your computer folder system



How to succeed in an online environment?

Tip: Key in a search query to locate specific tutorials in GCF Global.

To find out how to manage your specific computer operating system go to <https://edu.gcfglobal.org/en/computerbasics/> and scroll through the lessons available there for different operating systems.

Tip: use an alternative browser if you are experiencing any difficulties

Your online experience will involve managing pop-up windows. This will be different depending on your browser and your computer system.

Tip: Learn how to manage pop-up windows if you use Google Chrome



Bookmark Toastmasters International

You will need to know how to get to the Toastmasters International website quickly for ease of access to Pathways. The process of bookmarking will help you with that and provide a one click access at the top of your browser window for future visits.

If you are not sure about bookmarking in your browser you can find help here at the [GCF Global Free Tutorials](#).

<https://edu.gcfglobal.org/en/search/?q=bookmarking>

Tip: Bookmark the [Toastmasters International](#) website from your Internet browser



Manage your computer screen layout

Managing and modifying your computer screen layout will ensure your success with access to Pathways and the navigation required within.

You can:

- modify the size of your window using the Zoom feature in your browser.
- access a list of recently visited websites from the History feature in your browser.



Check your Computer Compatibility

When you do access Base Camp the system will prompt you to check your *Computer Compatibility* from the link at the top of the Start Page. This will check what is currently available on your computer and will prompt you to customize your settings. Access your Customize options menu from the three dots at extreme top right of your browser window. Select the Settings option and proceed to Advanced Settings and Content Settings to allow:

- pop-up windows
- javascript
- cookies

Enable pop-up windows and javascript in your browser now. This will save you time and prevent stumbling blocks later. Here is a link on how to do it for Chrome:

<https://www.youtube.com/watch?v=lyNOSTPn-c0>

Tip: If you use a different browser you can key in this Google request "enable java on ... (name of browser)," and follow those instructions.

The two browsers that are Java friendly are Explorer and Firefox. Members also need to

Tip: Make sure you follow the instructions mentioned under Trusted Sites.



Manage your Files



Computer Folder system

A structured and logical management system of Folders and Files on your computer will ensure success when searching for stored resources on your computer. With a special Pathways folder system, you will be able to download and save files methodically and know where all your resources from Base Camp are located.

Note: there are usually 4-5 PDF documents included in each of your Projects at each Level.

*Tip: Setup a Folder for Your Path and sub-divide into folders for each Level. For example:
>My Pathways > Effective Coaching > Level One*



Cloud Storage

A structured set of Folders in a Google Drive, OneDrive or Dropbox will suit some Toastmasters for storing their resources. This enables access from other computers at other locations if required.

Note: Toastmasters Leaders often provide access to shared documents at Area and Division level, using one of the above cloud storage options.

Tip: Set up a cloud storage space for your Pathways resources.



Access Toastmasters Online Learning



Prepare for your Experience

Toastmasters in every club now have a wealth of interactive online learning and downloadable resources about Pathways, available at the [Toastmasters International website](#).

The following introductory steps are recommended for those Toastmasters who are participating in Toastmasters for the first time.



Access Toastmasters Welcome

Review the sections of the Toastmasters International website by clicking on the Menu bar items located at the top. For example we recommend that you access these three sections frequently:

- Pathways
- Membership
- Resources
- Find-a-Club



Login in at Toastmasters

As a member of a Toastmasters club you have a unique access to the Toastmasters website via a login process.

Tip: Know how to troubleshoot your Login process

If you are not sure of your membership number, use your email address for your username.

If you are not sure of your password use the Forgot My Password option.



Preview the Welcome to Pathways Video

Once you have logged in, select the *Pathways* menu and then select *Learn More*. Scroll to find the Welcome to Pathways section and the [Welcome to Pathways video](#).

If you are not sure of the Pathways Education program, this video will help you get started <https://www.toastmasters.org/pathways-overview>

The Learn More section also includes information about Paths and Projects; Pathways background and a Sample project.



Live Chat at Toastmasters

The Live Chat service has now returned to the Toastmasters site and is accessible as a pop-up window whenever you login. If you have any questions about where to find things at the Toastmasters website, you can activate the Live Chat, find answers to frequently asked questions in text format and Connect with an Agent who can answer your questions in real time.

Tip: Open the Live Chat and ask questions if you are experiencing any difficulty in navigating the website or Pathways.



Access Pathways Help Resources



Locate the New Navigator

The New Navigator (an online resource) is highly recommended for those Toastmasters who are participating in the Pathways Education program for the first time.

Access [The New Navigator](#) to view information on Toastmasters, Meetings, Speeches & Evaluations, Pathways and Leadership opportunities.

- Introduction to Toastmasters
- Your Toastmasters Club (meetings, participation and leadership roles)
- Speeches and Evaluations
- Pathways Learning Experience
- Expand Your Journey.

Tip: The direct link to The New Navigator is located in the Pathways menu at the Toastmasters website. <https://www.toastmasters.org/the-navigator>

The New Navigator also includes links to other useful pages including: Choose Your Path, Magazine, Video Library and FAQ.



Access your Profiles at Toastmasters & Base Camp



What is your Toastmasters Profile?

Your Toastmasters Profile is accessible from the Welcome message at the top of the screen, when you first login at [Toastmasters International!](#). Click on the *Welcome* message (in yellow text at top of screen) to access your Toastmasters Profile page.

Note: If your screen has been enlarged for ease of viewing small print, you may need to open the Menu options first. Do this by selecting the Menu icon which is displayed as three lines at top left of the screen.

Tip: Know how to open the Menus on a Mobile device

If you are using a mobile device, Look for the Menu icon at top Left (three horizontal lines) and click to locate the Link to Pathways.

Your Toastmasters profile is automatically filled in with information you supplied to Toastmasters when you joined. Access your Toastmasters Profile to find out more about the following:

- **Education Awards** (your complete Toastmasters history of achievements)
- **Club Support History** (lists of your Club sponsor or Club mentor roles)
- **Membership History** (lists of your Clubs)
- **Magazine Subscriptions** (opt in or out of Print Subscriptions)
- **Additional Roles** (general and service achievements, contest awards)
- **Applications to Organize** (how to apply to organise a new club)
- **Offices Held** (club executive and district leader roles performed)
- **Order History** (records of Path orders, certificates and purchases)
- **My Downloads** (records of all items downloaded from TI site)
- **Individual Sponsorship History** (records of individuals you have sponsored)
- **My Privacy and Consents** (Yes or No options for your consents)

As your current member details are stored in your Toastmasters Profile, it is important to know how to enter changes to your Login & Password, Contact Information, Privacy and Consent, and Address.

Tip: Edit your members details from the Link to Manage my Data and Consent.

Your Education Awards are listed in your Profile as records of your progress in Toastmasters, both in the Traditional Program and in Pathways. These will be automatically updated as your Awards are registered by your Executive team at Club Central. Remember to check this area frequently as you achieve your Pathways awards.

Tip: You can filter the view of Education Awards by Program or Club.

Your Toastmasters membership number is displayed in your Profile. This number remains with you throughout your membership and is a unique code for your records at Toastmasters International.

Tip: Record your membership number somewhere close at hand, as it is often required.

Your Profile also displays the number of Paths you are currently enrolled in. Scroll to locate your Pathways enrollment details. If you are already enrolled in a Path(s) you can access your Transcript directly by clicking on the phrase *Go to my transcript*.

*Tip: Use the **Go to my transcript** Link for a quick and more direct access to your Path.*



What is your Base Camp Profile?

Your Base Camp Profile is separate from your Toastmasters profile and is accessed from its own link at the top of your Base Camp page.

When you have logged in to Base Camp you will see your Base Camp Profile link next to the links to Feedback, Transcript and Eportfolio.

Click the Base Camp Profile link and scroll to find a space to add your Summary and Interests. Use the pencil icon to edit these spaces.

Tip: Read the instructions from your Base Camp Profile displayed below.

Share information about yourself and learn about members of your home club here. Select the pencil icon in the Summary section below to add a brief introduction that tells other members about you. Share your specific hobbies and goals in the Interests section. When you fulfill a meeting role, add the date to the Additional Information section by visiting **My Account**. Your club officers will use the information you provide here to confirm that you have satisfied **meeting role requirements**.



Edit your Base Camp Profile

Click the Base Camp Profile link when you reach Base Camp. Use the pencil edit function located to the right of each piece to edit your Profile. You can add an image of yourself, a *Summary* of information about you and a list of your *Interests*. All of these will be accessible by others in your club.

Click the *My Account* icon to access your *Preferences* and set your Time Zone. Add a photo of yourself and record the dates on which you completed your meeting roles, such as General Evaluator, Speech Evaluator, Topics Master and Toastmaster.

Tip: Add a photo of yourself in your profile.

Enter the Preferences from My Account and select the portrait image to change or delete. Then select a photo from your files, crop and save.



Next Steps:

- Review the D73 Learner Guide (Edition 1)
- View the Video Resources
- Access BCM Help Desk (for Base Camp Managers)