The Learner Guide is a great way to help yourself in your Pathways journey! The Learner Guide contains three Sections that focus on the main tasks you will need to self-manage your journey! Section 1 is divided into six steps for managing your Pathways Experience. Section 2 will help you with your self-paced record keeping and Section 3 provides Additional Resources to suit your learning style.

You can also use the Learner Guide as a Mentor, Base Camp Manager or Pathways Champion at your club, to help others in their Pathways journey.

A print based downloadable version of the Learner Guide is coming soon.

Tips: Tips are highlighted like this in the Learner Guide to provide recommended actions, summary points and links.

🔗 Overview

Section 1: Steps to manage your Pathways Experience

- Prepare for Pathways
- Choose a *Path*
- Manage *Base Camp* easily
- Navigate your *Transcript* smartly
- Learn online effectively
- Manage completionsconfidently

Section 2: Where to from here?

- Track personal progress
- Manage your Evaluations
- Record your Meeting Roles

Section 3: Additional Resources

- Video tutorials
- Base Camp Manager Help Desk

🔗 Step 1: Prepare for Pathways

🔗 Access Pathways resources

You will need three basic resources to get started with Pathways:

1. this **Learner Guide:** a guide with tips to the navigationprocess
2. the **Pathways Reference Guide:** a guide to the completion process
3. the **Paths and Projects Catalog:** a collection of descriptions of Paths

🔗
Club Resources

Contact the VP Education or VP Membership at your local club and request a **New Member Kit**. A New Member Kit usually contains some local information about your club, its meetings, and how to get in touch with your club executive team. Ideally it should include Pathways Orientation material such as this **Learner Guide** and the **Pathways Reference Guide**: a companion Resource for Members. In some clubs, other downloadable resources may also be available on their club website.

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District 73 Resources

If your club does not yet have a New Member Kit, you can access these resources from the D73 website. It contains useful <u>downloadable resources</u> in their Pathways pages.

https://d73.toastmasters.org.au/downloadable-information/

Here you will find guides, charts and summaries that have been prepared by D73 Toastmasters and Toastmasters in other Districts.

*Tip: Download a copy of the **New Pathways Reference Guide** that includes the new Path Engaging Humor.*

🔗
Set your goals

Pathways is a new learning journey for all Toastmasters. The first step in preparing for your journey is to know your destination. **Set your goals.**

In other words, decide on what the result will be for you after you have been a member of a Toastmasters club for one month, six months or one year.

For example, do you want to:

- articulate your ideas clearly in the workplace
- present your research confidently for your studies
- become a coach or mentor for others
- become an effective leader in your community

🔗
What are your goals for your Toastmasters journey?

Use a **Goal Setting Worksheet** (available in the Resources of Base Camp) for defining your short term, medium term and long-term goals and placing them in a timeline relevant to you.

Discuss your goals with your Mentor or the VP Education of your club. They can help you select a relevant Path, map out your learning activities and schedule your speaking opportunities at club meetings.

Research the content, required projects and electives in the range of <u>Paths</u> available and note the longer projects required at Level 5.

Tip: Download a copy of the **Goal Setting Worksheet** *from the Resources section of the Tutorials and Resources Library in Base Camp.*

Determine the most appropriate Path to match your goals and timeline.

Tip: Access descriptions of each Path, Level and Projects at the Pathways pages in the <u>D73 website</u>.

https://d73.toastmasters.org.au/pathways/

🔗
Get some Help

Seek advice from your Mentor or VP Education, or contact other <u>Pathways Champions</u> in D73 currently enrolled in the same Path you are considering.

https://d73.toastmasters.org.au/local-pathways-champions/

Tip: Use the <u>Find a Club tool</u> at Toastmasters International for contact details at the home club of a Pathways Champion.

<u>https://www.toastmasters.org/find-a-club</u>

Summary Tips: Preparing for Pathways

- access Pathways resources
- set your goals
- match your goals with a Path
- be aware of the requirements of your Path
- seek advice from others

Download a PDF of this Learner Guide! *Coming Soon!*

🔗
Step 2: Choose a Path

🔗
Match your Path with your Goals!

The Path you choose should be a good fit for your goals. Ensure that you review each Path for a summary of its purpose and a description of the projects and electives included.

Familiarise yourself with the Project requirements at each level. The best way to do this is to download the Pathways Companion Guide, a new version is now available which incorporates the new Path *Engaging Humor*.

https://d73.toastmasters.org.au/wp-content/uploads/2018/09/pathways_companion_guide.pdf.

You may also need to consider what type of required projects are included in Level 5 to see if this Path will fit your timeline. For example, three of the Paths require a six-month **High Performance Leadership** project at Level 5. *(Effective Coaching, Innovative Planning and Persuasive Influence*.)

The latest Path *Engaging Humor* is now available for your selection.

Tip: Access an overview of the Engaging Humor Path in the Learn More section at Toastmasters International.

https://www.toastmasters.org/pathways-overview/pathways-engaging-humor-path

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Know your Options before and after Purchase

You will have the option of enrolling in a Path **Online** or in **Print-**based format. There is an extra cost involved for the Print-based format (glossy manuals), however, this may be the most user-friendly option for those who are not computer confident. The Print-based option enables you to receive the first two Levels up front. The other Levels, 3, 4 and 5, are sent to you after completion of previous Levels. Note: The completion process for projects in the Print-based option is different to the online process.

Tip: Keep in contact with your VP Education (or any of the Base Camp Managers) for help with the completion process for both Online and Print-based.

If you select the **Online** option, you will have 30 days in which to change your mind and request an alternative Path.

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Request a Mentor

You can seek wisdom from others who have selected their Paths and who have gained an understanding of the requirements of each Path. There are many early adopters to network with:

- your club Pathways Champion
- your Mentor
- local Pathways Champions in D73

You may wish to widen your network and seek wisdom from international Pathways Practitioners using social media communities of practice.

Tip: Join the Pathways Discussion Forum in Facebook to network with thousands of international Pathways Practitioners.

In the Pathways Discussion Forum there is an opportunity to gain a Mentor for your Pathways journey through the Facebook <u>Mentorship</u> program. Hundreds of Toastmasters have already chosen this mentoring option and have built new relationships with other international Pathways Practitioners.

Tip: Sign up for an international mentor for a five week Mentorship program.

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Choose Your Path

Proceed to the Start Page to locate the Path Selection process. Click the *Continue to Path Selection* icon to reach the <u>Choose Your Path</u> page.

<u>https://www.toastmasters.org/start-pathways/choose-your-path</u>

Tip: Find the Start Page by logging in to Toastmasters.org and selecting the Pathways menu.

Click the *Take Your Assessment* icon to activate the *Pathways Assessment* tool. This is a popup window which displays some options for you. Select the language you wish to use and then click *Start*.

Answer all the questions in the *Pathways Assessment* tool and click Save.

Tip: If you already know your selection you can Skip the Assessment to move ahead.

🔗
Make your Selection

The Pathways Assessment tool will display three recommended Paths for you in the next screen. Select the *Choose this Path* icon to move the Path to your *Shopping Cart* and complete the payments details.

Alternatively select another Path from the *Additional Paths* list displayed below the Assessment tool.

Note: The Additional Paths list will display all Paths that are available to you. If you have a Path already in progress this will not be available again until it is completed.

Tip: Click into the Read More icon on each of the Additional Paths to read a summary and to Select this Path.

Summary Tips: Matching Goals with a Path

- *download a copy of the New Pathways Companion Guide*
- *download a copy of the Paths and Projects catalog (new one coming soon)*
- *contact your VP Education or Mentor for Pathways guidance*

- *understand your options in the Pathways Assessment tool*
- *choose your Path*

Download a PDF of this Learner Guide! *Coming Soon!*

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Step 3: Manage Base Camp easily

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Access Base Camp

Base Camp is your gateway to the Toastmasters Pathways learning experience. Base Camp is where you access your educational materials, your education transcript, interactive projects and other useful tips, tools and resources.

The usual entry point for Base Camp is accessed from the Go To Base Camp link in the Pathways menu.

https://www.toastmasters.org/start-pathways

Note: Your purchased Path will be added to your *Education Transcript* in *Base Camp* once you have selected and made your payment to Toastmasters International.

Tip: Enter Base Camp from the Start Page if you are a member of multiple clubs and wish to enter your Transcript whilst logged in for that club.

https://www.toastmasters.org/start-pathways

An alternative entry point for your *Base Camp* is available in your Toastmasters Profile. Scroll down to see the information about the Enrolled in Path(s) and you will see a link to *Go To My Transcript*

Tip: Access Base Camp by clicking the Go To My Transcript link for a quicker entry.

Note: Base Camp is located in a special Learning Management System (LMS) attached to the Toastmasters International website. The particular LMS being used is called CornerStone OnDemand (csod). You can find out more about them at their website.

*Tip: You will notice that the **Uniform Resource Locator** (URL or web address) changes to include csod in its title, when you are in Base Camp.*

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Manage your Transcript

The *Education Transcript* is your learning space where each Path is displayed. Your Transcript is automatically displayed as you enter Base Camp. As you proceed in your journey, any Resources you collect from the Tutorials & Resources library, will be stored in your Transcript.

There is a choice of display options available to filter your view of the Transcript available at the top left of the Transcript. These include:

- Active: Completed or Archived (**Note**: Active is the default here.)
- By Title: status, date added, training type
- By Type: curriculum, material or online class

A search tool is also available, top right of Transcript, if you wish to move quickly to a specific item in your Transcript.

Tip: To archive Completed resources no longer required, select the Mark Complete icon beside any of these in your Education Transcript.

Note: Any completed Paths will automatically be placed in the Completed section.

Tip: To locate your Path quickly, key in the Path name in the Search tool

🔗
Access your Curriculum

The *Curriculum* is where all the *Projects* of your Path are displayed in sequential order by Level. The icon for accessing the *Curriculum* will show on the right side of the *Transcript*. Select the *Open Curriculum* icon to access your *Projects.*

Note: The *Curriculum* for each *Path* will automatically update your progress as you complete each project.

The projects in each Level become available as you complete each one. Initially they will need to be *activated* then they can be *launched*. **Note**: you can return and *Launch* your Path at any time.

Tip: If you are viewing for the first time, click Activate, then click Open Curriculum.

You will need to *Launch* each *Project* to open the *Online Class* associated with each of them. **Note**: each of these will appear as a pop-up window.

Tip: Ensure that your browser preferences are set to enable popup windows. If you are using a Mobile device, you will be prompted to Allow Access.

Often the pop-up windows will open up in the background, behind the screen you are currently viewing, depending on your browser preference. Look for these windows in your Computer screen navigation tray (usually located at the bottom of your screen).

You may prefer to have the pop-up windows open as a new Tab in your Browser. Look in your browser Tools and add an Extension that will open a link in a separate tab of your browser.

Tip: Locate your browser Tools from the three dots menu at top right of screen if you a Google Chrome user.

For example, Google Chrome offers an Extension which forces Chrome to open a pop-up window in a new tab instead of a new window.

Tip: `Explore the Extensions available for Chrome` here`.`

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Access the Path Training Details

The link to the *Path Training Details* is displayed on the left side of the *Transcript* and provides an overview of all the Levels, Projects and Electives.

Tip: `Click the title of the Path to access the training details. Use this to plan ahead for the project requirements.`

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Access the Online Class

Each project has its own *Online Class* in which you will find the learning materials and the downloadable resources. An *Online Class* will display in a pop-up window.

Each *Online Class* will usually contain 14-15 pages of information, activities and advice from Introduction to Assess Your Skills After.

Tip`: To navigate within the online class ensure that you can see the navigation arrows (left and right) of screen and the 'jump to' box at the bottom of the screen.`

It is easy to click-through all these pages without even delivering a speech. Therefore, make sure you schedule the required speech with your VP Education as soon as possible. The VPE will be able to verify the speech delivery for you, as you move on to the next project.

Tip`: If you inadvertently complete the project online (especially if you finish the 'Assess your skills after' prematurely), return later and access the Online Class again if required.`

🔗

Track your Curriculum progress

As you complete each *Online Class (*that is, you have completed the Assess Your Skills After*)* the next *Project* becomes available. The *Transcript* will automatically update toshow your progress through your Curriculum as percentages - for example it may show 100% *Level* completion and 20% *Path* completion when you complete Level one.

Tip`: Look for the Curriculum Progress displayed for the Level and the Path and share that information with your VPE and/or Mentor.`

Summary Tips: Managing in Base Camp

- *Enter your Base Camp from either your Toastmasters Profile or Pathways Start Page*
- *Access your Path by using the Open Curriculum icon in your Transcript*
- *Access the Online Class for your Project by using the Launch icon in a Level*
- *Expand the pop-up windows in your browser*
- *Track Curriculum Progress in your Transcript*

Download a PDF of this Learner Guide! *Coming Soon!*

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Step 4: Navigate your Transcript smartly

Navigation within your *Transcript* can be a little confusing at first. Take your time to read the instructions displayed at the top and to understand where each link takes you. You may wish to make a few notes for yourself for future reference.

For those who prefer video tutorials, you can access the **Work in My Projects Overview** tutorial from the *Tutorials & Resources* Library in Base Camp. This contains a series of visual walk-through videos with voice-over, demonstrating these tasks:

- accessing your Path
- launching a Project
- completing the Assess your Skills before and after
- printing a Project and Resources
- completing a Project
- selecting and completing Electives

Tip: Transcript Icons

*Take note of the different icons appearing in your Transcript. For example a **Stack of Books** icon represents a Path, a **Computer Screen** icon represents an Online Class, a **Folder with Inserts** icon represents a Materials resource.*

🔗

Access your Path Projects List

Link to a complete list of projects by selecting the Title of your Path on the left side of your *Transcript*. As you progress, this page will automatically update and display those projects completed, in progress and those still to be completed.

Note: there are 14 projects in each Path, 10 required and 4 electives.

Tip: Use this page to plan for scheduling your speeches with your VP Education.

🔗

Access your Projects

Link to the *Projects* in your Path by selecting the *Open Curriculum* icon to the right of the *Transcript* page. Remember this will open a new pop-up window and take you to the *Online Class* for that *Project*.

Tip: Expand the pop-up window to view the navigation tools by dragging the edges of the window to its full size or by clicking the Maximise window tool in top right hand corner of the window.

🔗

Access your Electives

When you reach levels 3, 4 and 5 you will be able to select four elective projects to work on. (Two at Level 3 and one each at Levels 4 and 5.) A list of *Electives* available at each level, is viewed by clicking on the link to *Training Details* - an option available from the drop-down box beside *Open Curriculum*.

Tip: Elective Summary

You can view a brief summary of each Elective in the Training Details by clicking the drop-down arrow beside each Elective title. This will display as one line in small print.

Summary Tips: Understanding your Transcript

- *know what each icon means in your Transcript*
- *know how to navigate within the Transcript*
- *know how to forward plan your Project selections*
- *know how to access your Electives*

Download a PDF of this Learner Guide! *Coming Soon!*

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Step 5: Learn Online effectively

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Online Class

Working in each *Online Class* is a self-paced, click-through process. You can use the navigation tools (back and forward arrows), as well as the (jump-to segment) to move to each page of the online class.

Tip: Expand the popup window (or open in a new browser tab) to ensure all the navigation tools are on view.

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Assess Your Skills

Assess Your Skills Before page within the *Online Class*, provides you with a space to define your skills before the learning. *Assess Your Skills After* page provides you with a space to define your skills again after you have delivered the project speech at a club meeting and completed your learning online.

*Tip: Complete the Assess Your Skills Before when you begin the project and leave the completion of the **Assess Your Skills After** until after delivering your Project speech.*

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Download Resources

Each *Online Class* will include a range of downloadable resources - project checklists, evaluation resources and project manuals - to name a few. You can '*jump to*' the '*Your Evaluation*' page to collect all of these.

Store your downloaded resources in the appropriate sub-folder in your computer storage or in the cloud.

Tip: Accessing Evaluation Resources without entering Base Camp

Alternatively, you can access all Evaluation Resources from https://d73.toastmasters.org.au/pathways-evaluations/ *- this is one of the top frequently visited pages in the D73 site.*

Organise your Materials

Base Camp Eportfolio

You may prefer to store your *Project* materials in the Base Camp Eportfolio. There are folders provided for your Documents relating to Levels 1, 2, 3, 4 and 5. Plus there is one extra folder called *My Documents*. There are limits to further sub-folder organising of your Epotfolio documents in Base Camp, however, you can store any type of document there: PDF, PPT, Word etc.

Tip: Naming convention for file uploads in the Eportfolio is limited. Plan to rename your documents within 15-20 characters.

Your own Computer Folder/Files

Rather than uploading to the Eportfolio in Base Camp, you may prefer to create your own folder system on your computer. A **My Pathways** Folder with sub-folders for each Path, and for each Level within the Path, is recommended. This will make it easier for you to access the Project descriptors, evaluations and checklists without needing to enter *Base Camp*.

Tip: Store your downloaded Project resources, along with PDF versions of your Evaluations, on your computer to enable ease of access in the future.

Summary Tips: Navigating the Online Class and Downloading Resources

- *know how and when to complete the 'Assess Your Skills Before and After' appropriately*
- *know how to download the resources from the online class*
- *know how to set up a folder system for your resources*

Download a PDF of this Learner Guide! *Coming Soon!*

Step 6: Activate completions confidently

Completing a Project

Working in your *Transcript* is a sequential lock-step process whereby each project or level becomes available on completion of the previous project or level.

The final step in your *Online Class* is to complete the 'Assess Your Skills After' survey. This will automatically trigger the completion of that project. You control this part of your progress and, of course, you will need to have delivered the speech required in that project at your club meeting.

`Tip`: Once your project speech is completed, re-open the `Online Class` and use the `jump to` navigation tool to locate the Assess Your Skills After page, complete and submit.

🔗
Completing a Level

When you come to the end of a Level you will need to *Activate* the *Level Completion* process. This requires the Launch of the Level Completion task at the bottom of tasks in your Transcript for each Level.

`Tip: If you have membership of multiple clubs, you should first check that you have accessed Base Camp for your preferred club - this will ensure that the Level Completion is displayed for the Base Camp Manager of that club.`

Then notify your Base Camp Manager that your Level completion is ready to verify and approve.

`Tip: Your club may prefer you to send a copy of your Evaluations for the speeches in that level to your VPE as evidence of completion.`

🔗
Completing a Path

When you reach Level 5 in any Path and you finish the Projects required and electives in that Level, you will once again need to *Activate* the *Level Completion*. This requires the Launch of the Level Completion task at the bottom of tasks in Level 5 of your Transcript.

Once the Base Camp Manager (BCM) has approved your completion of Level 5, you will be able to view your Certificate of Proficiency. When the BCM has applied for your Level 5 award at Club Central, this will automatically notify Toastmasters International that you have completed a Path. You will receive an automated email from Toastmasters International and later a copy of your *Certificate of Proficiency* in the mail.

`Tip: Re-enter your Transcript to access your Path and view your Certificate online. Print a copy to take to a meeting when completions are being recognised.`

When a Path has been completed it will move automatically to the *Completed* section of your Transcript. You can access the Completed Paths from the drop-down *Active* menu displayed at top left of Transcript.

Tip: Use the options in the Completed section to locate other items when searching.

Summary Tips: Activating Completions confidently

- *know how to complete a project*
- *know how to complete a level*
- *know how to work within multiple clubs*
- *know how to complete a Path*
- *know how to notify your Base Camp Manager of completions*

Download a PDF of this Learner Guide! *Coming Soon!*

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Where to from here?

🔗

Track personal progress

Tracking your own progress in your Path is an essential part of your self-paced learning. You can do this several ways:

- access the Projects List from the title of your Path in your Transcript
- create a spreadsheet of your projects displaying speech titles, dates, evaluators, etc.
- use paper-based diaries or journals

Tip: View your Pathways Chart in easy-Speak (if your club uses easy-Speak for club management)

🔗

Manage your Evaluations

When you deliver each speech from your Projects, you will need to have a fellow Toastmaster Evaluate it. You should ensure that you provide a copy of the Evaluation Resource for your speech to your Evaluator, before the meeting. Download from your *Online Class* or from the D73 website: https://d73.toastmasters.org.au/pathways-evaluations/

Each time you receive a written Evaluation feedback form from your Evaluator you can store for future reference. You can do this in a couple of ways:

- upload Evaluations in PDF format to your Eportfolio in Base Camp
- print and store your Evaluations in a ring binder or folder

Tip: Add your Evaluations to your computer files and/or your Personal Eportfolio

🔗

Record your Meeting Roles

You will need to verify that you have completed the required Meeting Roles at your Toastmasters Club meetings in order to complete Level 3 of any Path. These roles include: Ah-Counter, General Evaluator, Grammarian, Speech Evaluator, Timer, Toastmaster and Topics master.

You can record the most recent dates of these role completions in your Profile Account by clicking on the small *Your Account* icon next to your *Universal Profile* icon at the top right of your screen in *Base Camp*.

Tip: Check with your VPE for a current listing of your meeting role completions. Alternatively, if your club uses easy-Speak you can access a complete list of Roles per Member in the Charts.

Summary Tips: Tracking Pathways achievements

- *know how to track your progress*
- *know how to upload Evaluations in your Eportfolio*
- *know how to update your Meeting Roles in your Pathways Profile Account*

Download a PDF of this Learner Guide! *Coming Soon!*

🔗 Additional Resources

🔗 Blogs and stories from other Toastmasters

There are many blogs that focus on individual Toastmaster's experience with Pathways. You can access one or more of the following:

Tip: If you want to view other recommended blogs from influential bloggers, access this <u>advice</u> from Toastmasters International.

🔗 Coming soon for Members

🔗 Video Tutorials

A series of Video Tutorials are provided for you in the <u>Video Resources</u> of this Pathways Orientation.

Edition 2 of this Learner Guide will include NEW video tutorials using the latest updated Toastmasters Pathways site.

We are seeking your help to create video tutorials to supplement those we share in the D73 Pathways Orientation. If you have a strong video presence and experience with video production for tutorials, please contact the team at pc@d73.toastmasters.org.au

Ideally you will know how to create and share video tutorials and have a deep understanding of Pathways. Additionally you should know how to store your video tutorials in YouTube and how to share them with others.

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Coming soon for Base Camp Managers

Helpful suggestions for your networking are currently provided for you in the BCM Help Desk of this Pathways Orientation.

Edition 3 of the Learner Guide will include more detailed instructions for the Base Camp Managers: VPE, President and Secretary

Ideally you should know how to:

- support self-paced learning for new members
- print and present Level and Path certificates
- track progress and award Badges
- provide online Feedback
- structure a club based Mentorship program for new members
- access and share Pathways training and support materials
- incorporate Pathways resources in your club based New Member Kit

Tip: Download the General VPE Resources from the Pathways Resources page.

https://www.toastmastersd69.org/pathways-resources/

🔗

New Member Kit

We recommend that you download the print-based version of this Learner Guide (coming soon) for inclusion in your New Member Kit.