

Simple Pathways Instructions

Log-in to TI website
Select Pathways
Log in as a member
Path name – Open Curriculum

For each Level:

- Launch the Project
- Read and listen to the electronic learning provided
- Take the before assessment
- Download or print the needed forms
- Give the presentation at the meeting or complete the questionnaire in some cases
 - At the end of the meeting let the VPE know what you have completed
 - Save the evaluation
- Return to pathways, Launch the Project
- Take the after assessment
- Complete the project – You will see a congratulations screen

Launch the next project and follow through

After you have completed all projects for that level

Select level x completion

- Close the Pop-up box and select **Mark Complete.**
- A message is sent to the base camp manager stating that you have completed the level in pathways
- Send an email to the VPE to let them know to go into Pathways and approve your level. The PRES and SEC also have access as Base Camp Managers for your club.
- The VPE will then go to Club Central to submit your Level accomplishment on the TI Server.

You will receive an email from Toastmasters when your Base Camp Manager has approved your level.

The next time you log in to pathways your next level will be open for you to proceed.

When you log back in to Pathways and Print Your Level Completion Certificate. Bring your certificate to your next club meeting to be presented to you by the Club President. This is important because not only are you recognized, your fellow members can see success in the Distinguished Club Program.

Repeat through all Levels. See the following instructions for recording meeting roles.

When you **complete your Path**, make sure you print the **CERTIFICATE OF PROFICIENCY** certificate, and bring it to your club for presentation or you can wait for Toastmasters to send a formal **Certificate of Proficiency** to your Club President or VPE for Presentation at the Club Meeting.

If you click on the **PATHWAYS** Logo it will take you back to the base camp Page

At the bottom, you can select to **Return to Toastmasters Pathways Start Page** (This takes you back to the Toastmasters.org website)


Recording Meeting Roles

(Ex: Toastmaster, General Evaluator, Ah Counter)

Log-in to TI website

Select Pathways

Log in as a member

In the right upper corner select the Tool Symbol 

Select My Account

Here you will find a listing of seven (7) meeting roles. You need to enter the dates for which you performed each role. Hit the Save Button. You can return to your account and enter these roles at any time. You need to have completed the seven roles, before you complete your path.

Uploading Evaluations to E-portfolio

(Base Camp Manager cannot access your personal E-portfolio)

Give the Presentation and have the evaluation form completed

Scan the document, or take a clear digital photo of each page, make sure your file name is not too long.

- **Bad Example** "Motivational Strategies Path Level 1 Icebreaker Eval – Wanda Olsen 06-11-2018.pdf"
- **Good Example** "MS LV 1 Icebreaker 06-11-2018.pdf"

Upload File to Pathways E-portfolio

1. Log-in to TI.org
2. Select Pathways
3. Log-in as member

4. Select “My Feedback”
5. Select E-portfolio
6. Select Documents
7. Click on the Level that you are working on
 - Select Add File
 - Select file (browse to where you saved the scanned document or browse in your phone gallery to select the photo)
 - Then Select Add
 - If you get an error message your file name is to long
 - You can Select more than one file at a time, and then select add.

Your uploaded files will be listed for you to go back and review when you want to.

To Review a file in your Pathways E- Portfolio

Follow steps 1 – 7 above


You will see the list of documents that you have saved

Select Open on the “Drop Down” menu to the right.

You can Read

You can Print

You can Save to another location

To close the file select you Browser Back Arrow ( usually in the upper Right corner of your window)

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