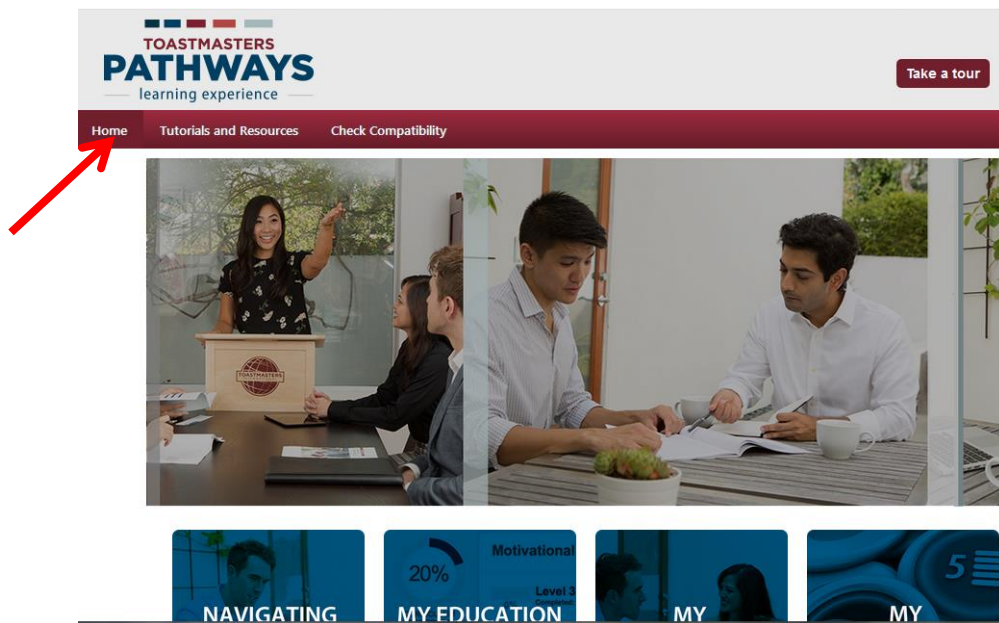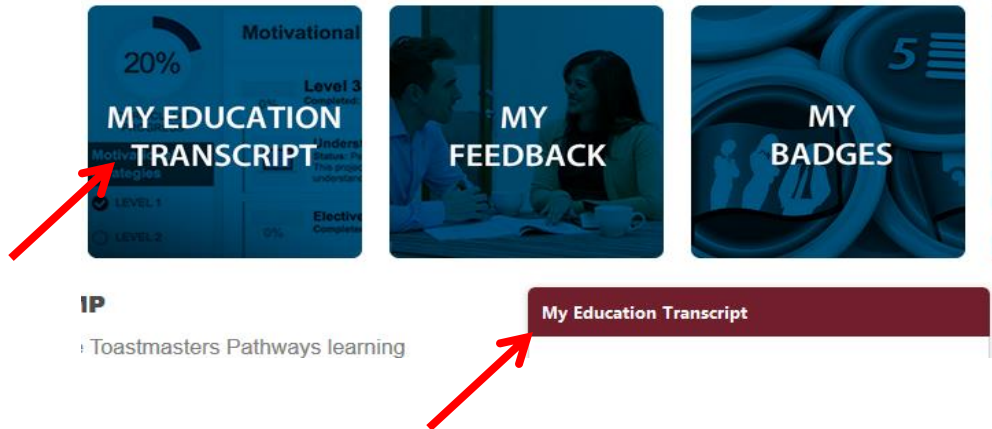In this document, I will provide an overview and quick-access guide for how to progress through your Pathways Ice Breaker project. I'm going to assume that you have established your access to the Toastmasters International web site and that you can successfully log in to your Pathways "Base Camp". If you are having trouble doing this, please contact a club officer or more experienced member for help. When you have successfully logged in, you should see something that looks like the following:
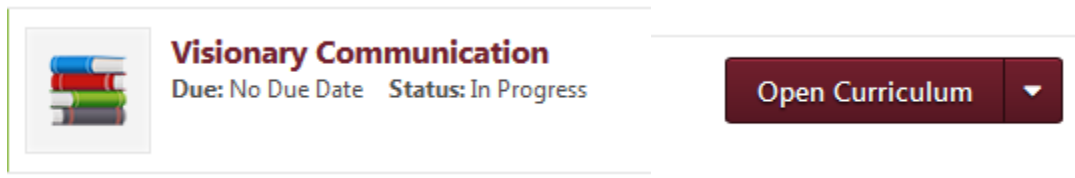


This is your Base Camp home page, and you can always return to this page from anywhere inside Base Camp by hovering over the "Home" command (highlighted by the red arrow above) and selecting the drop-down command that shows up.
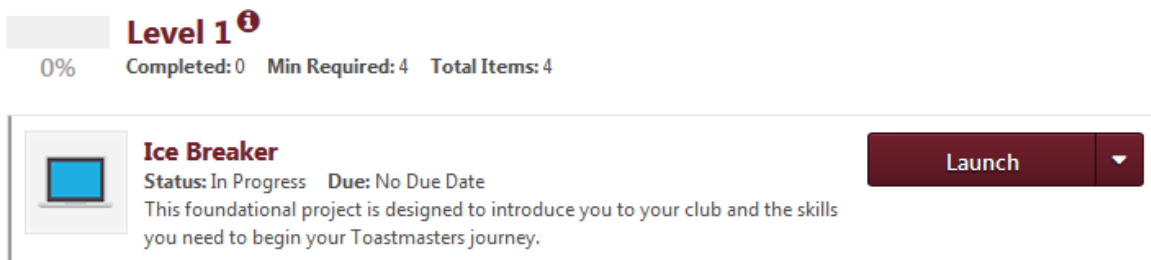
Notice the set of blue tiles at the bottom of this image. Clicking on one of these tiles will provide you with quick access to a particular area within Base Camp. To get started with your Ice Breaker you will need to go to your "transcript", and you can get there via two different links as shown in the next image.

Once you're in your transcript, you should see an icon for the path you've purchased with a maroon button on the far right. It will look something like this next image, which shows the path I've signed-up for.
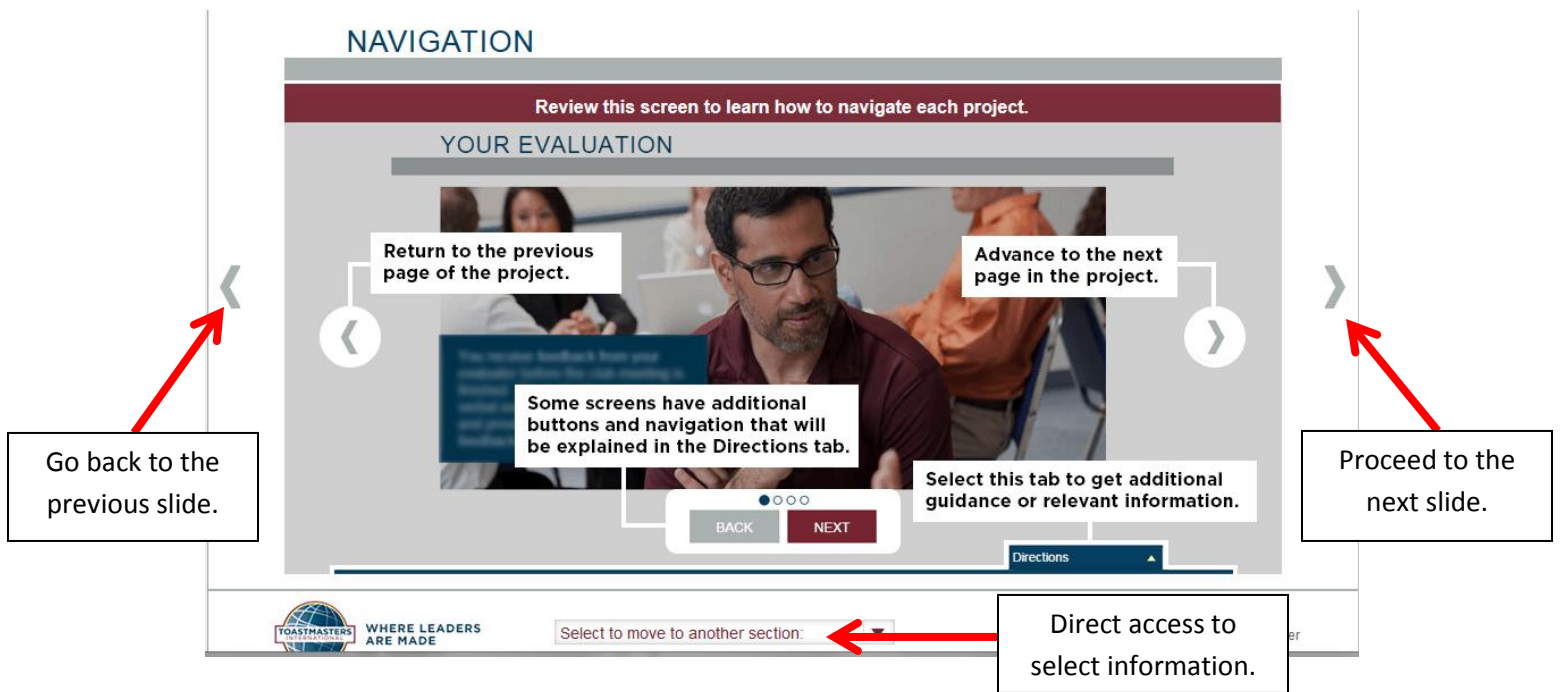


Clicking on this button will open that path and display its Level 1 curriculum. There will be three projects displayed, and the first one will look like this:

The other two projects will be visible, but you will notice they don't have a maroon button associated with them like the Ice Breaker project does. This is because you will need to complete your Ice Breaker project before the system will allow you to access the other projects.

To begin the project, click on the "Launch" button. This will open the project in a pop-up window and display the following introductory slide that explains how to move through the project.



Move through the project using the "forward" and "backward" buttons (highlighted). The project is designed to take you step-by-step using the "forward" button. You will be provided with information about the project's requirements, links to resources available to help you complete the project, and videos to help you understand it. You can also move directly to a section using the command at the bottom of every page.

Once you've reviewed all the material, you'll eventually wind up at this page:



Note the three links listed under "Resources" at the bottom right. The first link opens a PDF copy of the Evaluation Form for this project. (I'll have more to say about this below.)  The second link will open a PDF copy of the project that summarizes everything that's in the slides in a single printable document. The last link opens a worksheet that you can use to develop your speech.

You will need to provide a copy of your evaluation form to your evaluator before you give your speech, and there are several ways you can do this. You can, for instance, make a printout of the form. Alternatively, you can save it to a file and email a copy to your evaluator. The advantage of doing the latter is that your evaluator can enter his or her remarks directly in the form, save the completed evaluation, and email it back to you. You can then upload it to your e-portfolio if you with (this isn't required), but how to do that is a discussion for another day.

By the way, there are a couple of other ways you can access all of the speech evaluation forms. You can, for example, click on the Speech Evaluations tile on the Base Camp home page. This will bring up links to every evaluation form for every project in the Pathways program. You can also select the "Tutorials and

Resources" link from the Base Camp home page. Both of these options are illustrated below.



One you've finished your speech, you will need to re-launch the Ice Breaker project from your transcript as described above. The project will open where you last left it, which –if you've done everything in order, should be at the "Assess Your Skills – After" page (below);

## ASSESS YOUR SKILLS—AFTER

I am confident and calm when speaking in front of groups.

| 1 | 2 | 3 | 4 | 5 |

●○○○○○

BACK      NEXT

When you complete this assessment, the system will do two things. First, it will display a comparison of your "before" and "after" self-assessments so you can gage whether or not you feel like you've made any progress. Second, it will mark your project complete and unlock the other two Level 1 projects in your current path.

Congratulations, you've just finished your first Pathways Ice Breaker.

(Note: All of the information above is available in various tutorials inside Base Camp. To access these tutorials, click on the "Navigating Base Camp" tile on the Base Camp home page, click on the "Work in my projects" tile, and select the tutorial you wish to see.)