



# BASE CAMP

## Frequently Asked Questions

### FAQs: Working in Projects

Read these FAQs if you have questions as you work through projects on Base Camp.

#### **Am I required to use the Assess Your Skills tool at the beginning and end of my project?**

Yes. This tool not only shows you the progress you've made to improve your skills, but it also helps you prepare for your final speech in the "Reflect on Your Path" project.

Make sure you complete both Assess Your Skills sections—the first one before you begin and the second after you complete the project. This way, you have an accurate reflection of how you may have improved over time.

#### ASSESS YOUR SKILLS—BEFORE

I recognize how this project applies to my life outside of Toastmasters.

The screenshot shows a navigation menu with the following items: Navigation, Introduction, Your Assignment, Assess Your Skills—Before (highlighted with a red box), Competencies, Video Navigation, You and Your Goals, Prepare and Present, After Your Speech, Review and Apply, Complete Your Assignment, Your Evaluation, and Assess Your Skills—After (highlighted with a red box). The menu is part of a larger interface with numbered steps 1, 4, and 5, and a 'Directions' button. The Toastmasters logo and tagline 'WHERE LEADERS ARE MADE' are visible at the bottom left, and the text 'Presentation Mastery 1: Ice Breaker' is at the bottom right.

## FAQs: Working in Projects

When you complete Assess Your Skills, be sure to rate yourself on every statement. Once you've done so, a Submit button will appear below the Back and Next buttons. You must select this button to ensure your responses are saved.


### ASSESS YOUR SKILLS—BEFORE

I recognize how this project applies to my life outside of Toastmasters.

Navigation: < 1 2 3 4 5 >

Progress: ○○○○○●

Buttons: BACK NEXT SUBMIT

Footer:  WHERE LEADERS ARE MADE | Select to move to another section: ▼ | Directions ▲ | Presentation Mastery 1: Ice Breaker

### I took the Assess Your Skills—After assessment and submitted my ratings. However, my results show a score of 0 in the before column. What happened?

The results in the Before column show scores of 0 because you did not submit your Assess Your Skills—Before ratings. You must rate yourself on each statement and select the Submit button to ensure your ratings will be saved. If you do not select the Submit button, your answers will default to 0.

FEEDBACK			X
You've successfully submitted your responses. Compare your initial answers to your new skill level. Scroll down to view all statements.			
BEFORE	AFTER	STATEMENT	
0	4	I am confident and calm when speaking in front of groups.	
0	3	I understand the structure of a basic speech.	
0	4	I am aware of my strengths as a communicator and leader.	
0	2	I am aware of where I need to improve my communication (listening, thinking, and speaking) and leadership skills.	

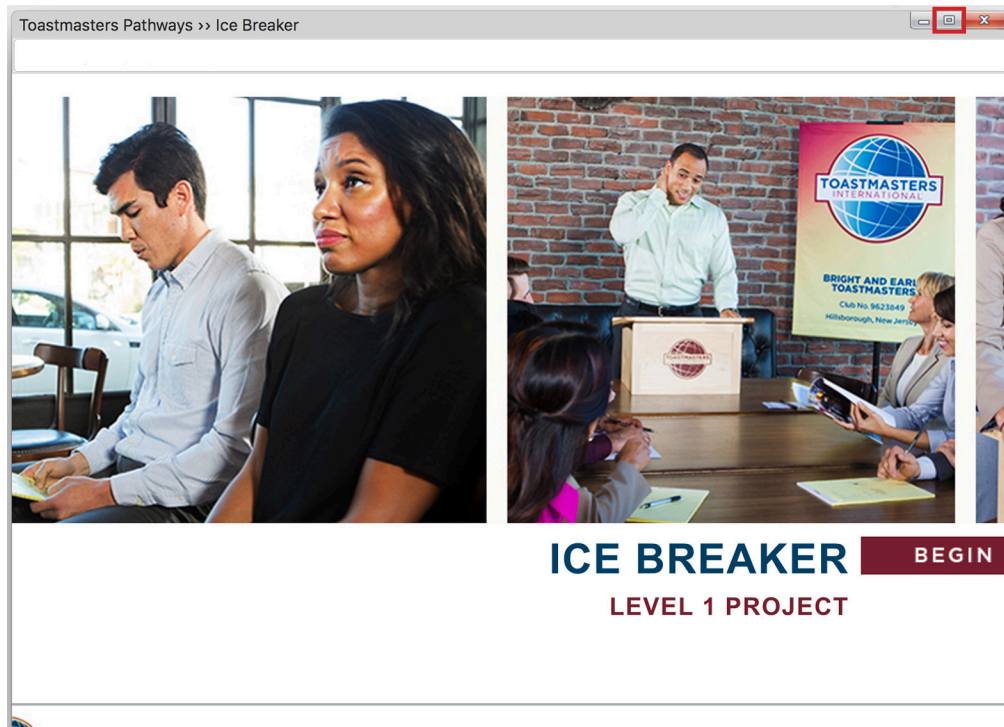
## FAQs: Working in Projects

### **I took the Assess Your Skills—After assessment but not the Assess Your Skills—Before assessment. Can I reset my answers to try again?**

For best results that show your progress, always complete the Assess Your Skills—Before assessment prior to beginning your project.

### **I can't see all the buttons on my screen. What do I do?**

Your internet browser window may not be maximized. To see all text and images, click the maximize button at the top right of the browser window. This button most often contains a square symbol and is positioned next to buttons that minimize and close the window.



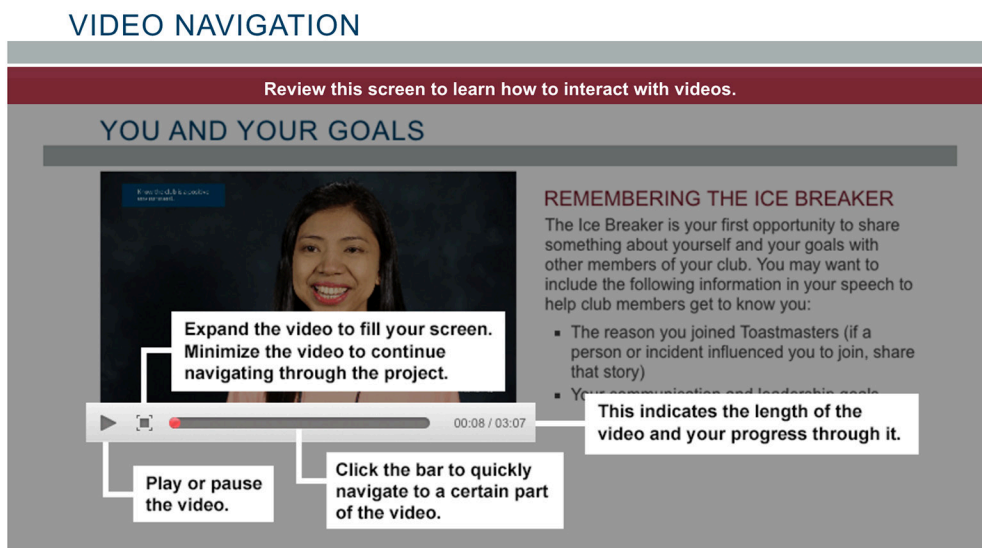
Your internet browser window may be zoomed in, which can cut off some of the text and buttons. To resolve this issue, adjust the zoom of the window by changing the browser settings.

### How do I zoom in/out the project window?

Adjust the zoom of your window by changing the browser settings. Find the settings or tools section of your browser to make changes.

### How do I use the video screens?

The image below shows how to navigate the video screens.



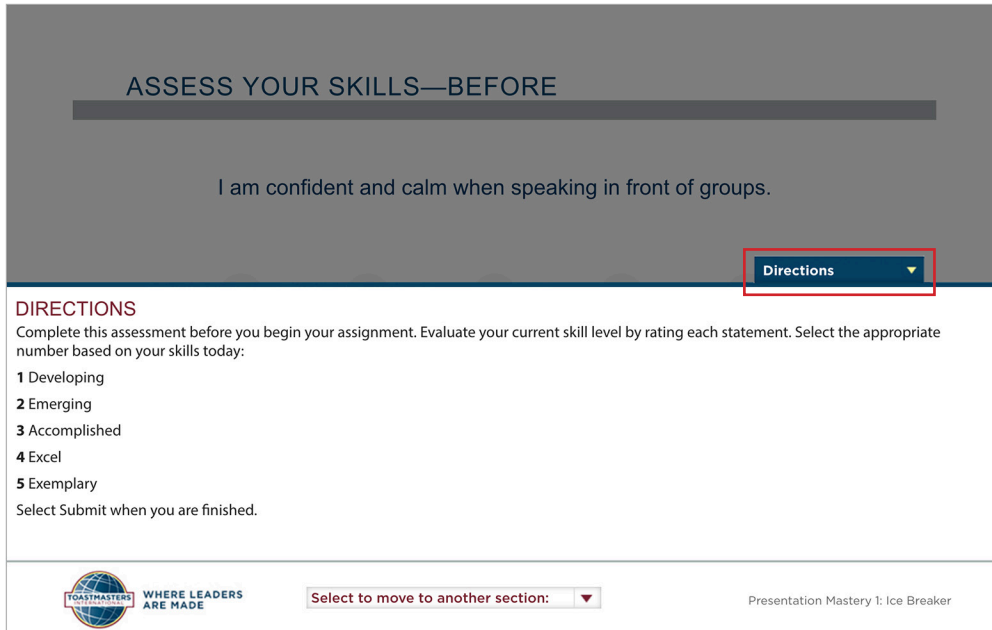
### My project doesn't open after I launch it. What do I do?

Your project may be open, but minimized or hidden behind another window. Check to see if there are any other browser windows open on the task bar, or minimize the window you currently see on your screen.

Your pop-up blocker may be turned on. It must be turned off to view the projects, which open in a new window. To check that your pop-up blocker is off, check your browser settings.

### The directions tab opened automatically. How do I close it?

To close it, simply click the Directions tab.



ASSESS YOUR SKILLS—BEFORE


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

Directions

**DIRECTIONS**  
Complete this assessment before you begin your assignment. Evaluate your current skill level by rating each statement. Select the appropriate number based on your skills today:

- 1 Developing
- 2 Emerging
- 3 Accomplished
- 4 Excel
- 5 Exemplary

Select Submit when you are finished.

 WHERE LEADERS ARE MADE

Select to move to another section: ▼

Presentation Mastery 1: Ice Breaker