

Completing a Speech

Why: There is training available to you

This keeps a log of your speeches that you can refer to

This helps the Club by noting your progress through the education modules.

If you need help getting to the right screen, see *"Getting to Your Project"* in [Pathways Resources - Waikiki Toastmasters, Honolulu, Hawaii](#)

SUMMARY

Starting from your Pathways project.

Click on 'overview' if that is the only thing that is showing on the left side.

Step 1: Then scroll down the left side and click on "Complete your Project"

Step 2: Scroll down on that page to the evaluation form.

Step 3: Fill in the form.

Step 4: Click either one of the 'Save' buttons at the bottom of the form.

Step 5: Click on "Before You Move On" (on the left).

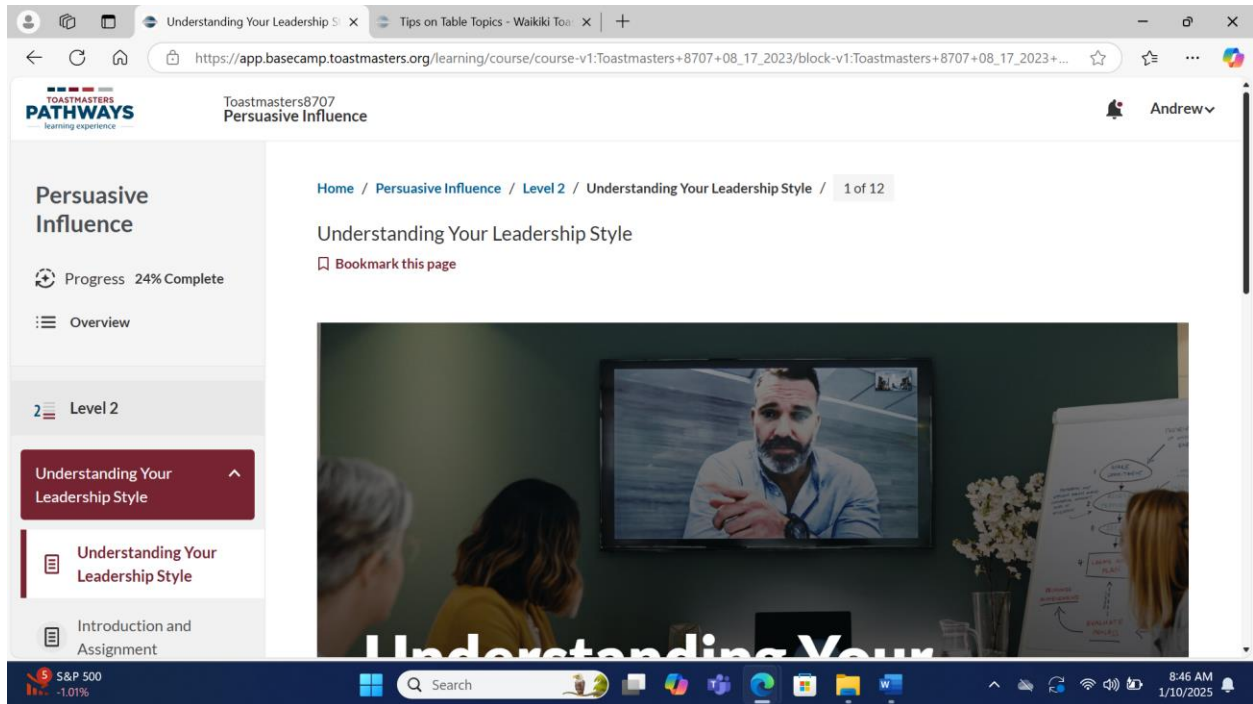
Step 6: At the bottom of that page click "Complete My Project".

Step 7: Click "Confirm"

Detail is in the next pages below.

DETAIL

Below is a screen shot of my Pathways project. Your will look slightly different but the layout will be the same.



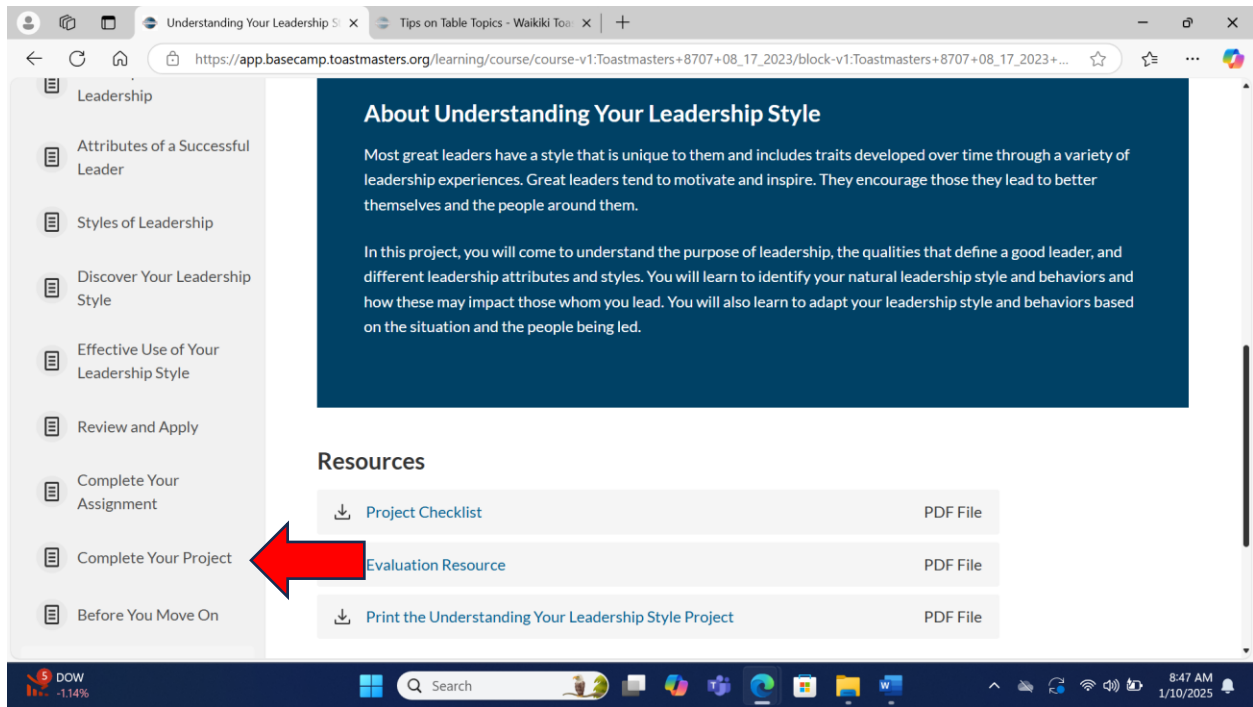
**** I encourage you to go through all the links on the left, as they guide you through the interactive learning materials that Toastmasters has for you. ****

For this, we only want to show how to close out after a speech.

Step 1:

Click on 'overview' if that is the only thing that is showing on the left side. Then scroll down the left side.

This is the screen shot after I scrolled down the page:



Click on "Complete your Project"

Step 2:

This is the page that comes up:

The screenshot shows a web browser window with the URL https://app.basecamp.toastmasters.org/learning/course/course-v1:Toastmasters+8707+08_17_2023/block-v1:Toastmasters+8707+08_17_2023+.... The page is titled "Toastmasters8707 Persuasive Influence" and shows a progress bar at 24% Complete. The left sidebar lists "Level 2" and "Understanding Your Leadership Style". The main content area is titled "Complete Your Project" and includes a "Bookmark this page" link. Below this, a table with three columns: "Know", "Wonder", and "Learned" is displayed. Each column contains an example sentence for a self-assessment.

Know	Wonder	Learned
For example: I know my preferred leadership style.	For example: I wonder how my behavior and chosen leadership style(s) may impact those whom I am expected to lead.	For example: I learned how to analyze and adjust my leadership style to fit a situation or relationship.

This is a completion of a self-assessment that you may have done earlier in the project.

Scroll down a little bit on that page and you get to this form:

The screenshot shows the same web browser window, but scrolled down to a form titled "Please add the details of your speech below." The left sidebar now shows "Complete Your Project" as the active section. The form contains several input fields and dropdown menus:

- Speech Title:
- Speech Date: (with a calendar icon)
- Club: (with a dropdown arrow)
- Evaluator: (with a dropdown arrow)
- Evaluation Form: (with a dropdown arrow)
- Request Description:

Step 3:

Fill in the form. Below is my partially completed form: The hardest part is “Evaluation Form”. More on that elsewhere but for now you can just select any form.

The screenshot shows a web browser window with two tabs: "Understanding Your Leadership Style" and "Tips on Table Topics - Waikiki Toa". The address bar shows the URL: https://app.basecamp.toastmasters.org/learning/course/course-v1:Toastmasters+8707+08_17_2023/block-v1:Toastmasters+8707+08_17_2023+...

The page layout includes a left sidebar with a navigation menu and a main content area with a form.

Navigation Menu (Left Sidebar):

- Effective Use of Your Leadership Style
- Review and Apply
- Complete Your Assignment
- Complete Your Project** (highlighted with a red bar)
- Before You Move On
- Active Listening
- Introduction to Toastmasters Mentoring
- Level 2 Completion

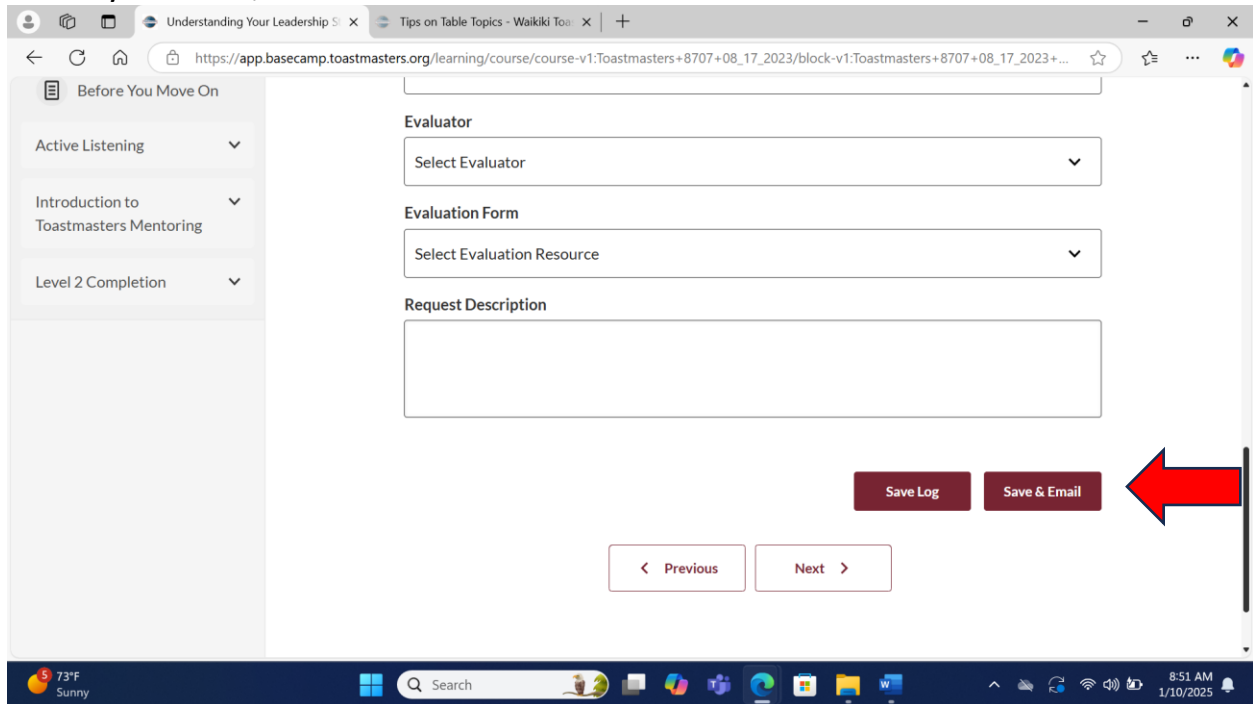
Form Fields (Main Content Area):

- Speech Title:** Helper Roles
- Speech Date:** January 9, 2025
- Club:** Waikiki Club
- Evaluator:** Motu Finau
- Evaluation Form:** Active Listening—Evaluation Resource
- Request Description:** (Empty text box)

The Windows taskbar at the bottom shows the date and time as 8:58 AM on 1/10/2025, along with weather information (73°F Sunny) and various application icons.

Step 4:

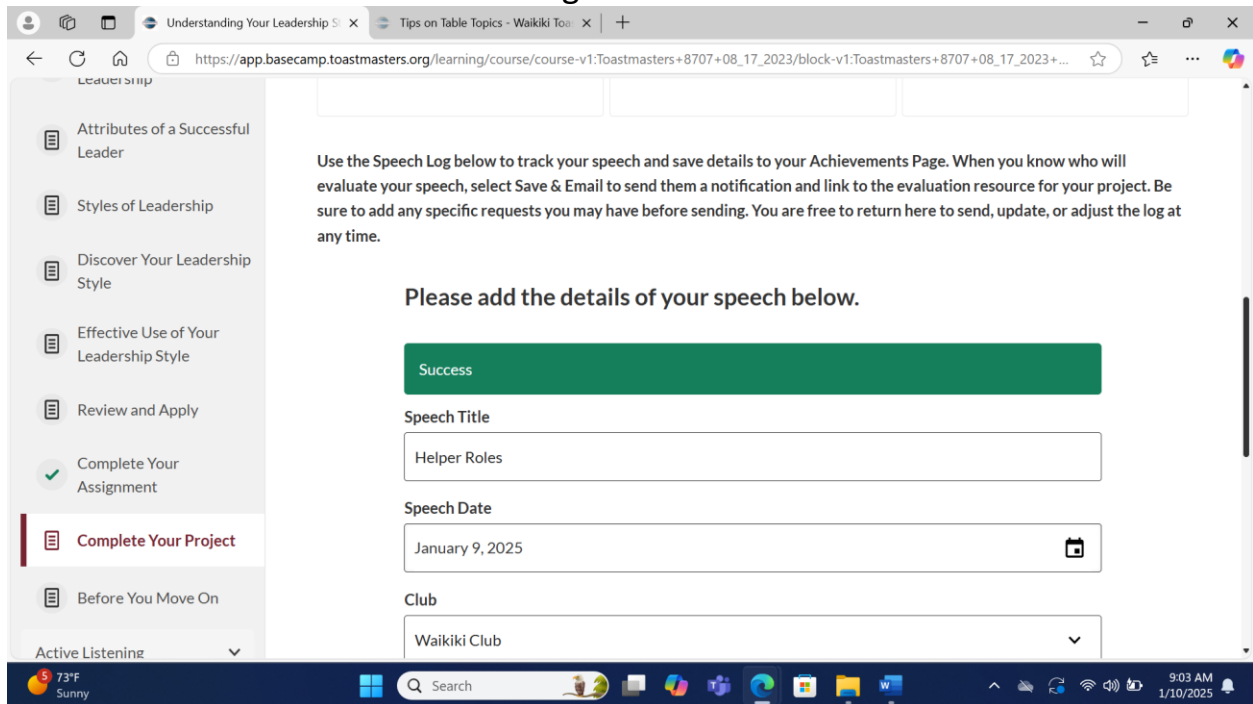
When you finish, click either one of the 'Save' buttons at the bottom of the form:



The screenshot shows a web browser window with the URL https://app.basecamp.toastmasters.org/learning/course/course-v1:Toastmasters+8707+08_17_2023/block-v1:Toastmasters+8707+08_17_2023+.... The page is titled 'Before You Move On' and contains the following form elements:

- Evaluator:** A dropdown menu with the text 'Select Evaluator'.
- Evaluation Form:** A dropdown menu with the text 'Select Evaluation Resource'.
- Request Description:** A large text input area.
- Buttons:** 'Save Log' and 'Save & Email' buttons are located at the bottom right. A red arrow points to the 'Save & Email' button.
- Navigation:** 'Previous' and 'Next' buttons are located at the bottom center.

When you click "Save" (either one) it will take you to the screen below. It will say "Please Add the Details of Your Speech Below". Ignore that. Instead look for the "Success" in the green bar.



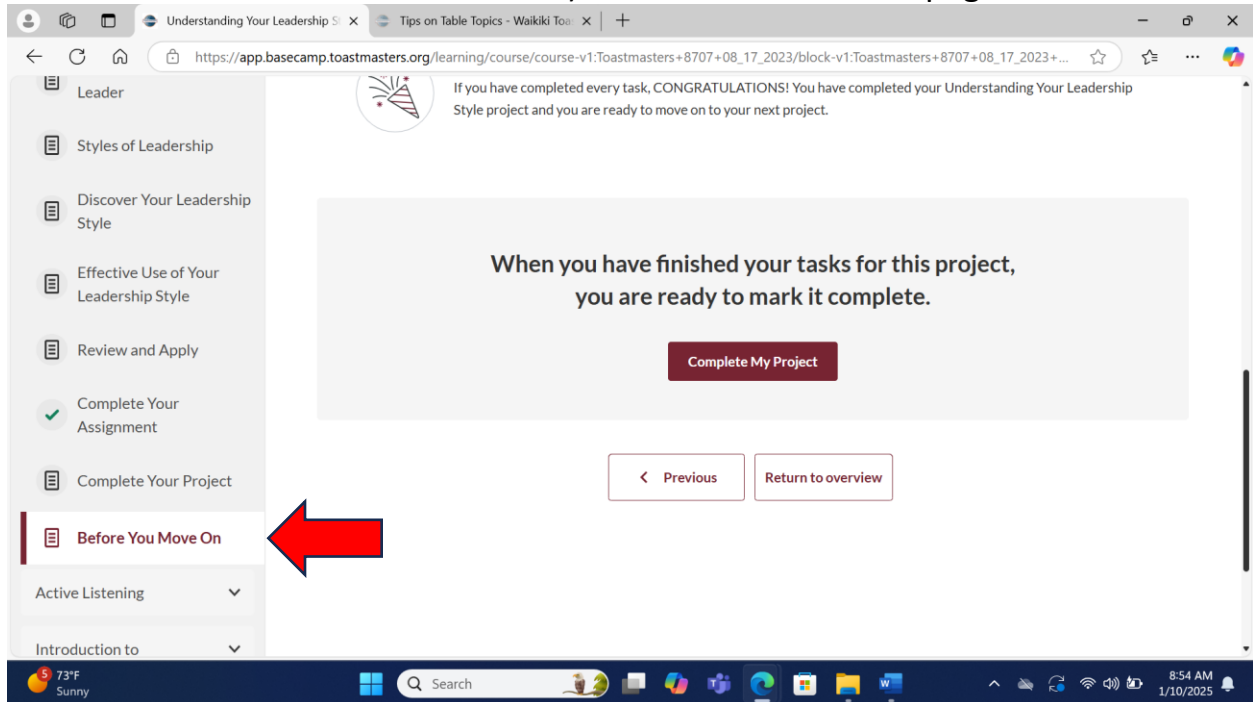
The screenshot shows the same web browser window with the URL https://app.basecamp.toastmasters.org/learning/course/course-v1:Toastmasters+8707+08_17_2023/block-v1:Toastmasters+8707+08_17_2023+.... The page is titled 'Please add the details of your speech below.' and contains the following form elements:

- Success:** A green bar at the top indicating a successful save.
- Speech Title:** A text input field with the value 'Helper Roles'.
- Speech Date:** A date input field with the value 'January 9, 2025'.
- Club:** A dropdown menu with the value 'Waikiki Club'.

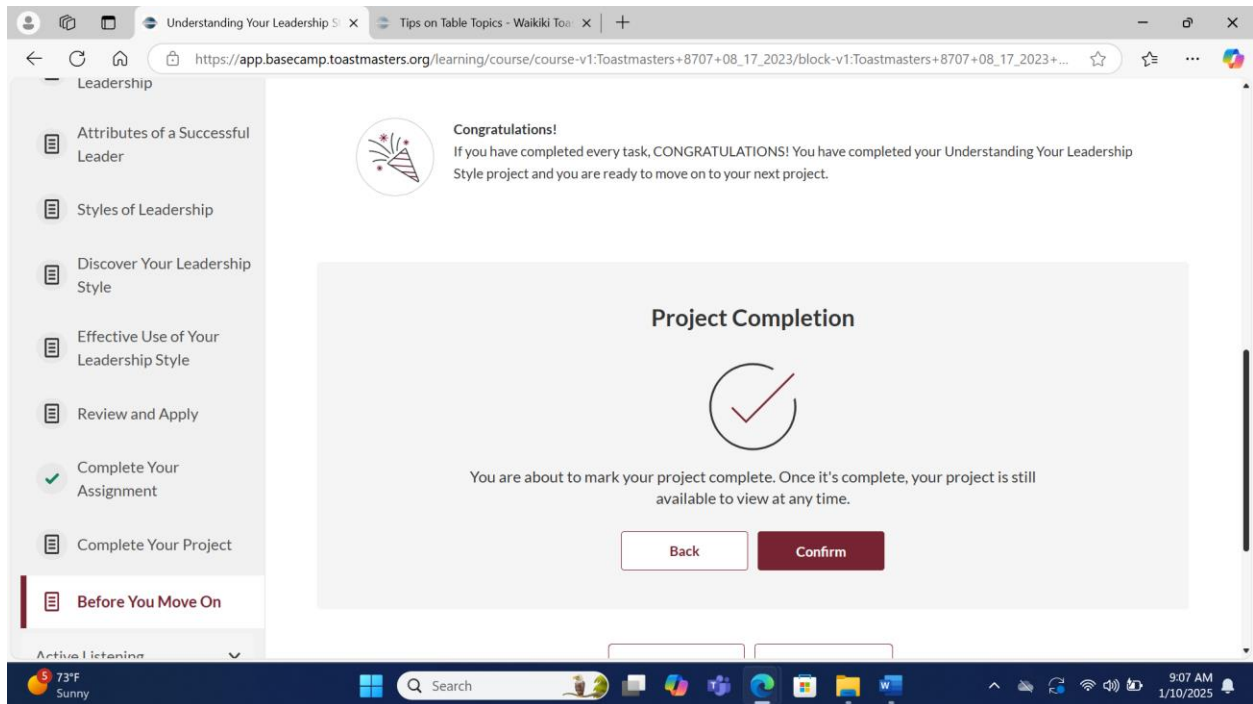
The left sidebar shows the 'Complete Your Project' section, which is highlighted. The 'Complete Your Assignment' section is also visible, marked with a green checkmark.

Step 5:

You're almost done. To finish your project, click on "Before You Move On" (which is the next selection down on the left). At the bottom of the page is:



When I click "Complete My Project" it shows this screen:



Step 6

Click “Confirm”

It will take you back to the page below

The screenshot shows the Toastmasters Pathways interface for the 'Persuasive Influence' course. The left sidebar displays the course progress, with 'Understanding Your Leadership Style' highlighted as the current level. The main content area shows the 'Before You Move On' section, which includes three tasks: 'Review Your Learning', 'Deliver Your Speech', and 'Receive Your Evaluation'. The user's name, Andrew, is visible in the top right corner.

Persuasive Influence

Progress 29% Complete

Overview

Level 2

Understanding Your Leadership Style

Understanding Your Leadership Style

Introduction and Assignment

Before You Move On

[Bookmark this page](#)

Review Your Learning
Review all the material in this project.

Deliver Your Speech
Plan, practice, and deliver your speech.

Receive Your Evaluation
Receive your evaluation and complete any tasks required by your club.

Only now at the bottom of the screen it should have the following:

The screenshot shows the same Toastmasters Pathways interface, but now with a large 'Project Completed!' message in the center. The message states: 'Congratulations! Your project is complete.' Below the message are two buttons: 'Previous' and 'Return to overview'. The left sidebar shows the course progress, with 'Before You Move On' highlighted as the current level.

Project Completed!

Congratulations! Your project is complete.

[Previous](#) [Return to overview](#)