

Camtasia Studio Level 1 Training

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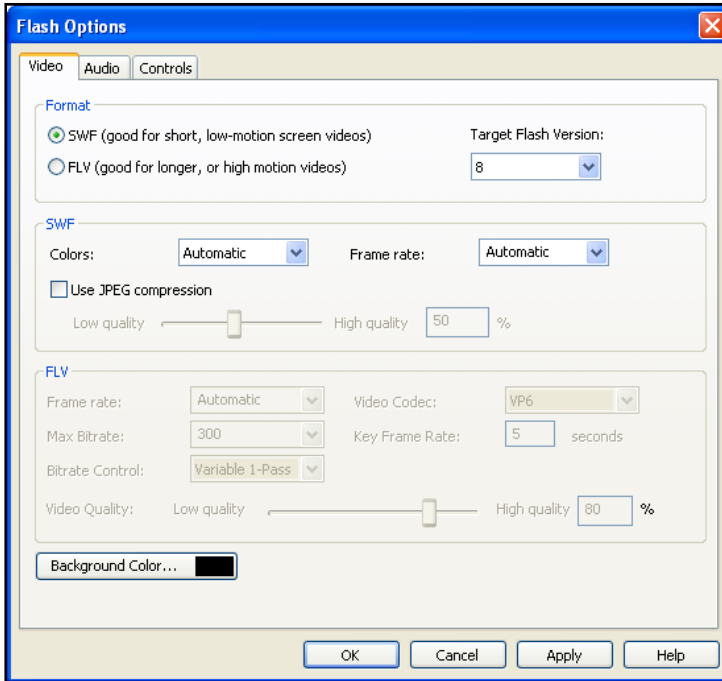
<http://www.jeankent.net/training/>

10 Tips for Good Screen Capture Projects

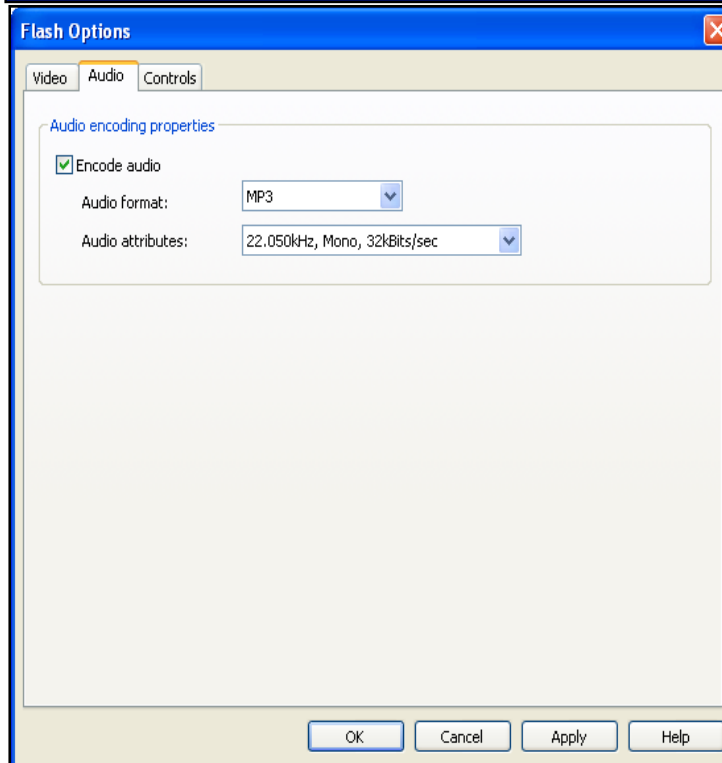
1. Create a storyboard that includes:
 - a. Learning outcome(s) of the project
 - b. List of what students will see and hear (see storyboard handout)
 - c. Plan for each scene (e.g., mouse movements, typing, new windows, etc.)
 - d. Script for narration
 - e. Plan for callouts and other special effects (e.g., zooms, etc.)
2. Limit presentation to 10 – 15 minutes MAXIMUM.
3. Chunk longer content into logical sections.
4. NEVER record entire screen.
5. Resize application window to 800 x 600 (or smaller).
6. Rehearse BEFORE recording.
7. Use **Hotkeys** to start/pause and stop.
 - a. **F9** to **start** or **pause**
 - b. **F10** to **stop**
8. Slow down – don't go too fast.
9. Produce project in **Flash** format.
10. Know when your project is good enough.

Camtasia Production Tips

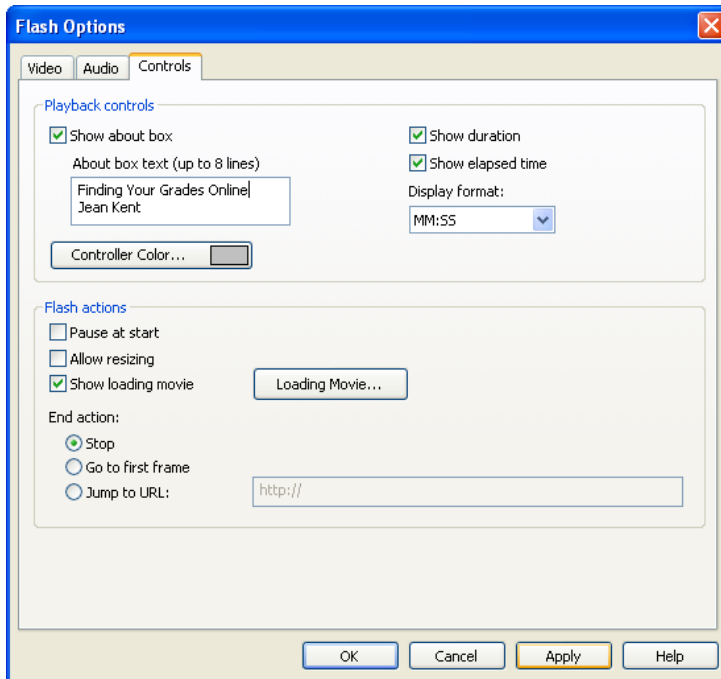
1. Use Flash unless your project contains “closed captions.” In that case use WMV.
2. Recommended Flash Options shown below:



In the **Video** tab, select **SWF** unless you have included a Picture in a Picture video. In that case, select FLV.



In the **Audio** tab, make sure Encode audio is checked. Leave audio format set to MP3 and Audio attributes as shown.

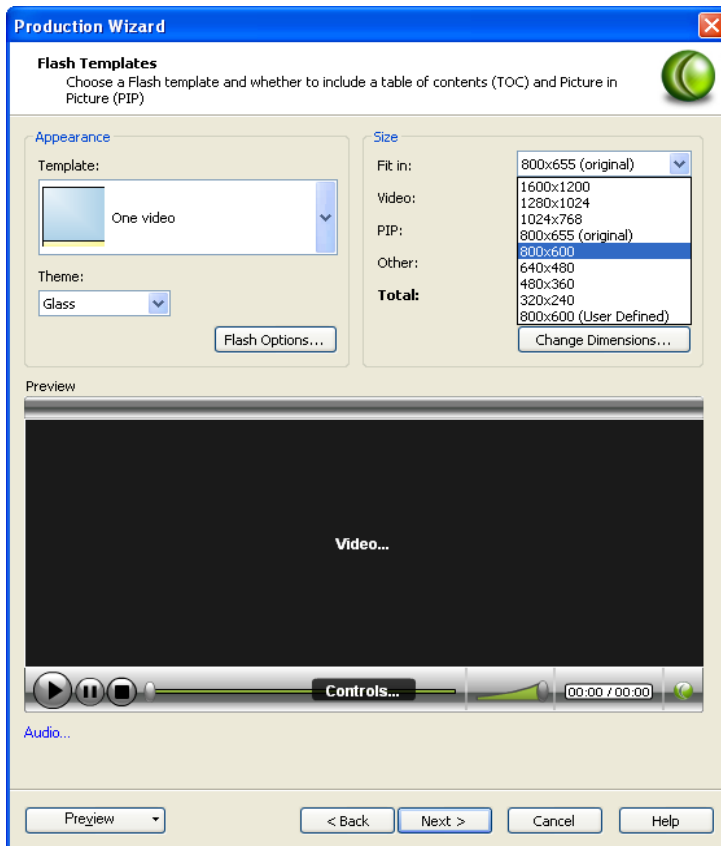


In the **Controls** tab, click in “Show about box”. In the “About box text,” type the name of your project, your name, and a copyright statement if desired.

Make sure “Show loading move” is checked.

“End action” should be **Stop**.

- Flash template size option should be set to 800 x 600 as shown in the figure below:



- If you will be placing your project in Blackboard, click **SCORM** in Video Options window. This will package all production files into one zipped folder for easier uploading to Blackboard.

5. In the Produce Video window, select a file name (no spaces) and location on your computer for the finished project. Make sure **Organize produced files into sub-folders** is checked as well as **Play video after production**. See figure below:



Camtasia Workshop Script for Finding Grades Online

Hi, I'm your instructor, _____.

Since the college doesn't send grades in the mail any longer, I'd like to show you how to find your grades online.

Open your favorite web browser and type in the following address to go to the Highline web site: www.highline.edu

After the Highline home page opens, click on the button that says student resources. I'm pointing to it now.

In the left column labeled Registration and Records, click on the link that says "Get grades."

First, notice there's a phone number to call during business hours if you have any problems. That number is 206 8783710 extension 3242.

Type in your 9 digit number Student ID and your PIN. Click on the button labeled "Display My Unofficial Transcript" and your grades will appear.

One last thing, when you've finished looking at or printing your grades, make sure you close the browser window by clicking on the close button in the upper right corner. This is important so no one else can view your personal information.

Storyboard for Finding Grades Online Tutorial

Visual	Narration
Highline Home Page Add callout with highline address	Hi, I'm your instructor, _____. Since the college doesn't send grades in the mail any longer, I'd like to show you how to find your grades online. Open your favorite web browser and type in the following address to go to the Highline web site: www.highline.edu
Highline Home Page Point to Student Resources button and add red arrow callout that points at button	After the Highline home page opens, click on the button that says student resources. I'm pointing to it now.
Student Resources Page Point to Get Grades link then click	In the left column labeled Registration and Records, click on the link that says "Get grades."
Unofficial Transcripts Page Zoom to phone number	First, notice there's a phone number to call during business hours if you have any problems. That number is 206 8783710 extension 3242.

Storyboard for Finding Grades Online Tutorial

Visual	Narration
<p>Unofficial Transcripts Page</p> <p>Zoom back out then click in SID textbox and type 9 characters</p> <p>Click in PIN textbox and type in 4 characters</p> <p>Rest mouse on “Display My Unofficial Transcript” button but don’t click</p>	<p>Type in your 9 digit number Student ID and your PIN. Click on the button labeled “Display My Unofficial Transcript” and your grades will appear.</p>
<p>Unofficial Transcripts Page</p> <p>Zoom to close button in upper right corner.</p>	<p>One last thing, when you’ve finished looking at or printing your grades, make sure you close the browser window by clicking on the close button in the upper right corner. This is important so no one else can view your personal information.</p>