

Camtasia Studio Level 2 Training

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

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>

Camtasia Level 2 Training

Quiz Questions

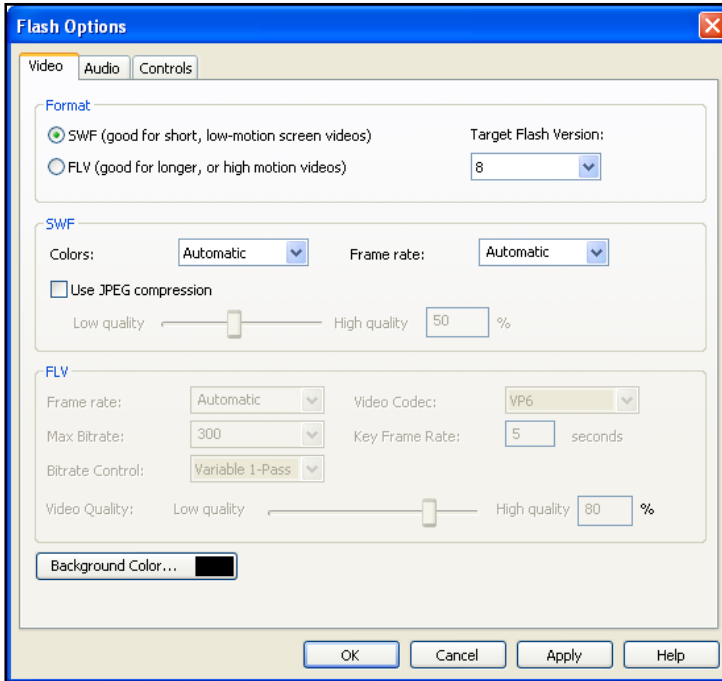
1. The college will mail your grades to your current mailing address.
2. You need to know your Student ID and your Student PIN in order to view your grades.
3. It is important to close your web browser when you've finished getting your grades.

Tips

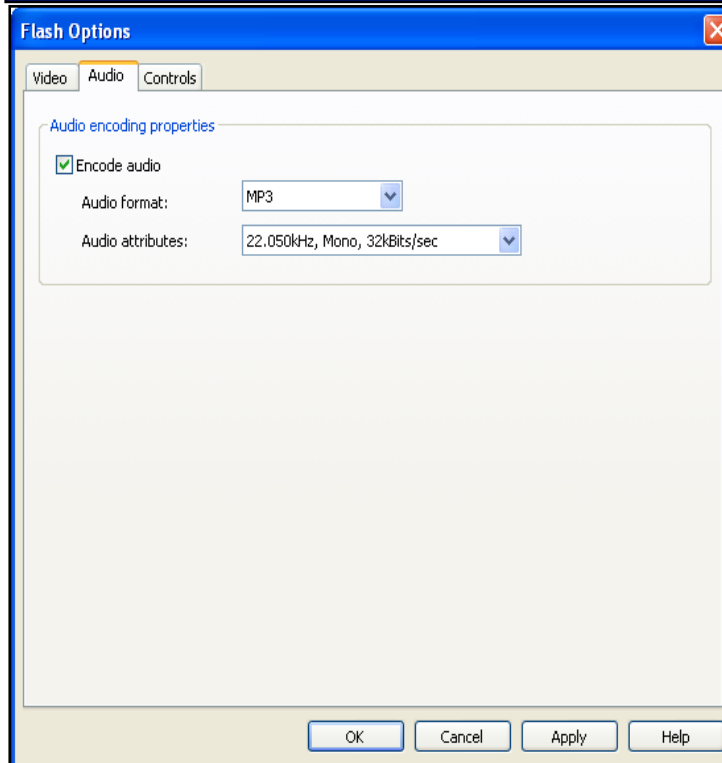
1. Multiple choice and Fill in the blank are automatically graded.
2. Short answer best used for surveys.
3. Management of quiz or survey results is determined in final production phase and you can send to CMS (e.g., Blackboard) or email results to yourself.
4. Quiz must be tested after being placed on web server.

Camtasia Production Tips for Projects with Quizzes

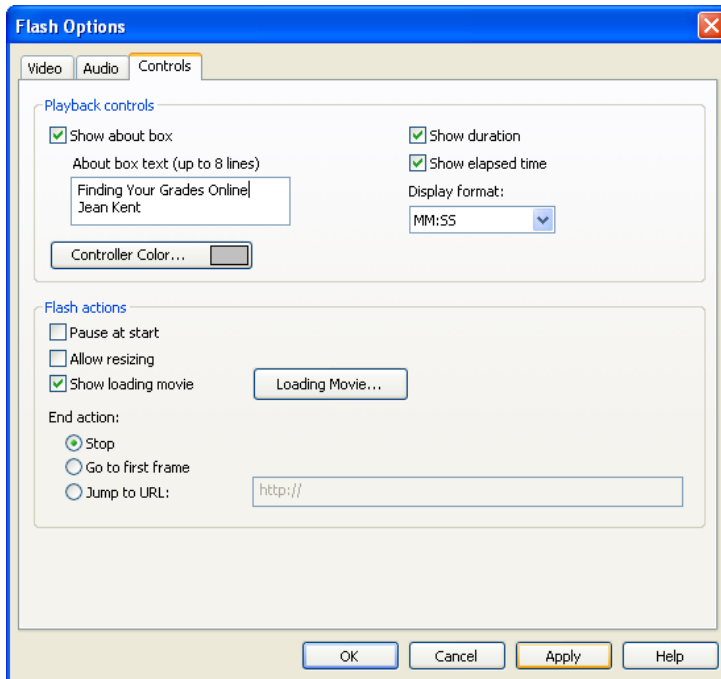
1. Produce as Flash.
2. Recommended Flash Options shown below:



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.

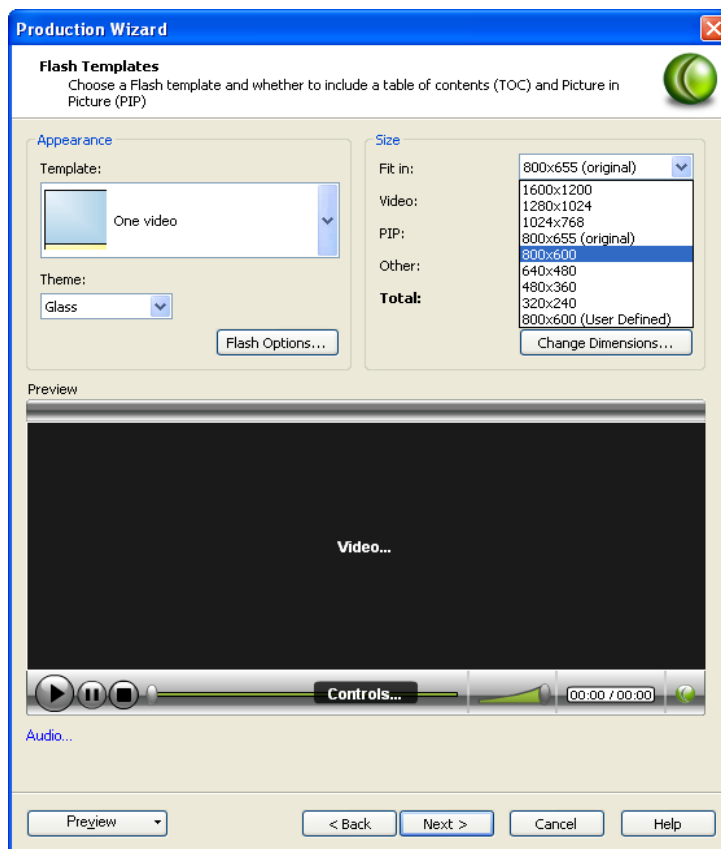


In the **Controls** tab, click in “Show about box”. In the “About box text,” type the name of your project, your name, and a copyright statement if desired.

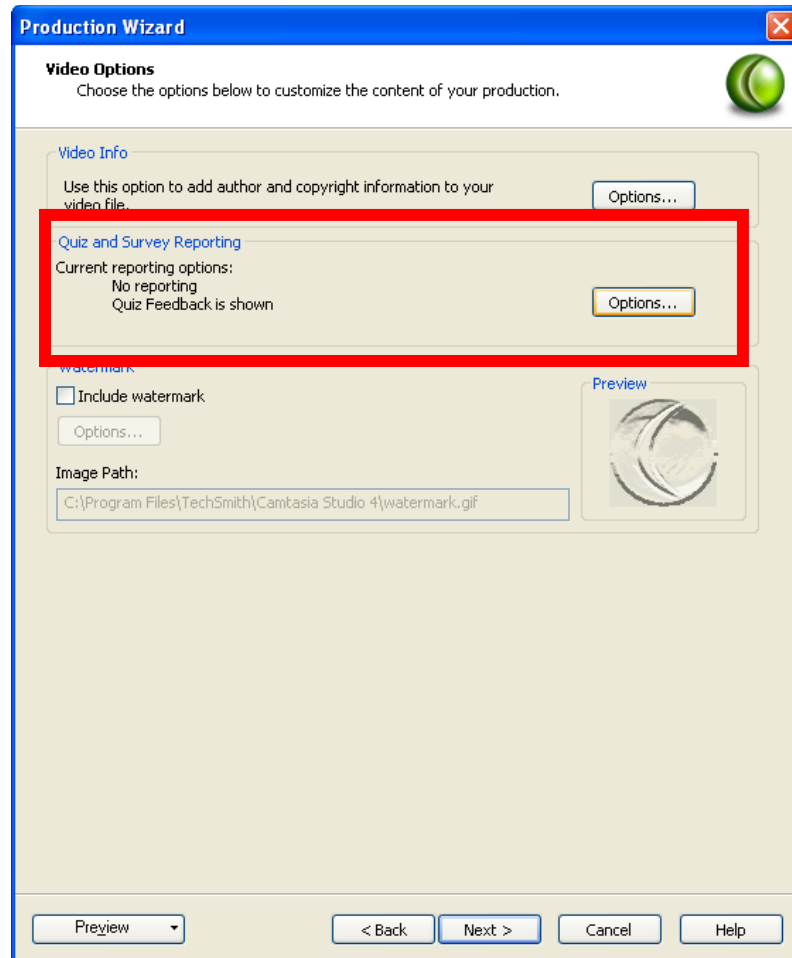
Make sure “Show loading move” is checked.

“End action” should be **Stop**.

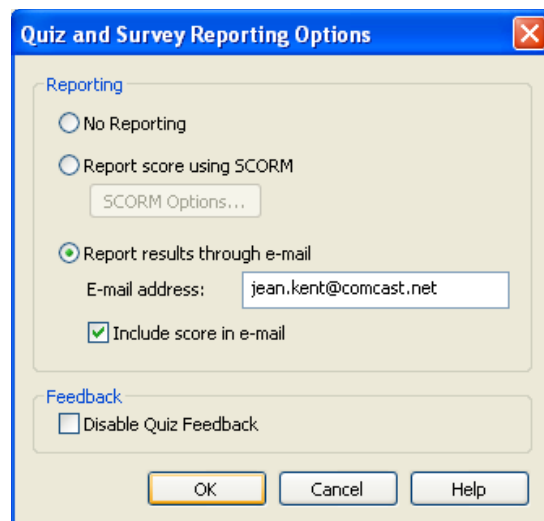
- Flash template size option should be set to 800 x 600 (or 688 x 520 to fit in 800 x 600 screen) as shown in the figure below:



- In the **Video Options** window, click the **Options...** button to select a reporting method for your quiz or survey.



- In the **Quiz and Survey Reporting Options** box, select **Report results through e-mail** and type in your preferred email address. If desired, select **Include score in e-mail**. See figure below:

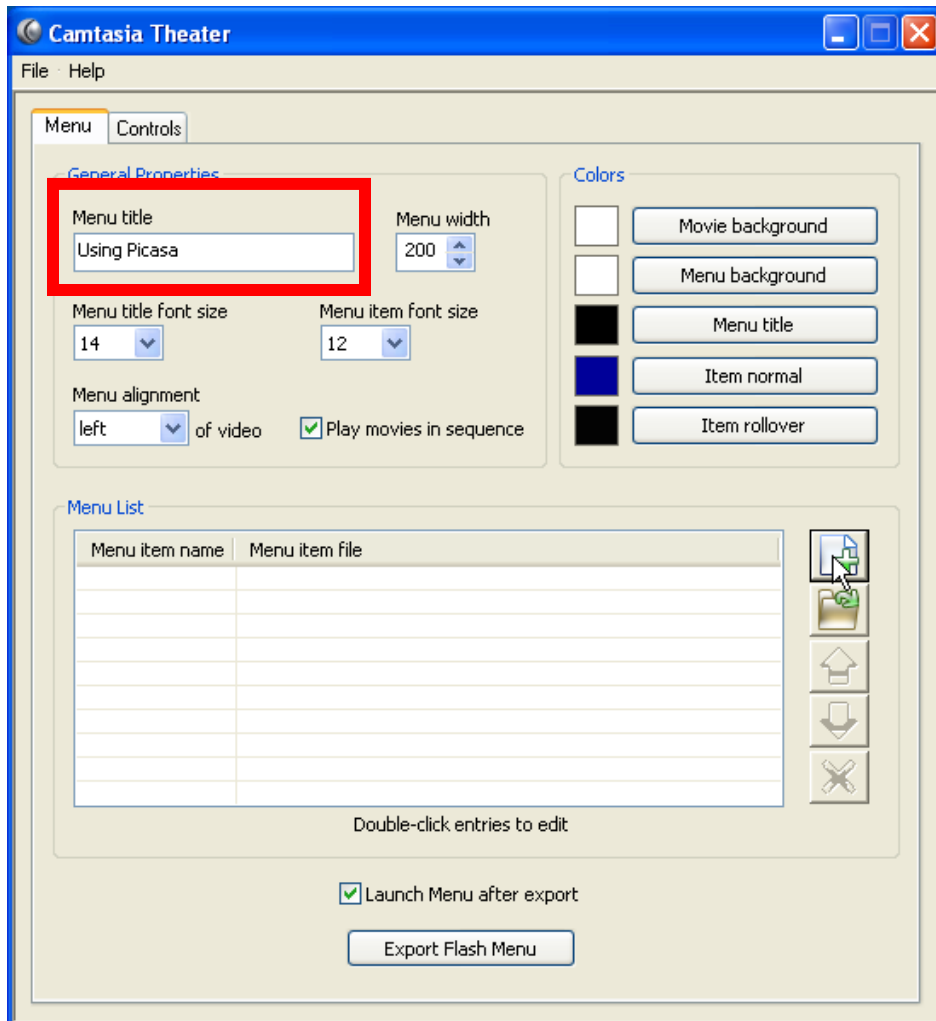


6. In the **Produce Video** window, select a file name (no spaces) and location on your computer for the finished project. Make sure **Organize produced files into sub-folders** is checked as well as **Play video after production**. See figure below:

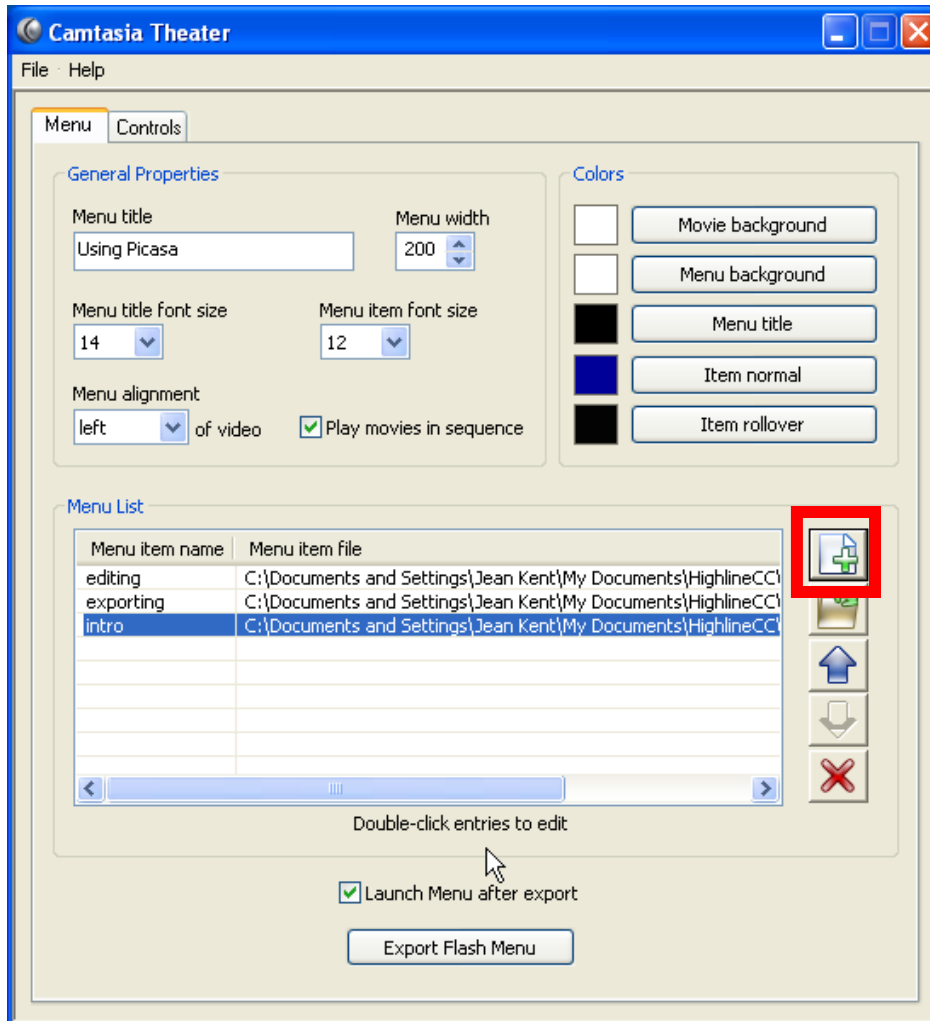


Web Menu or Camtasia Theater Production Tips

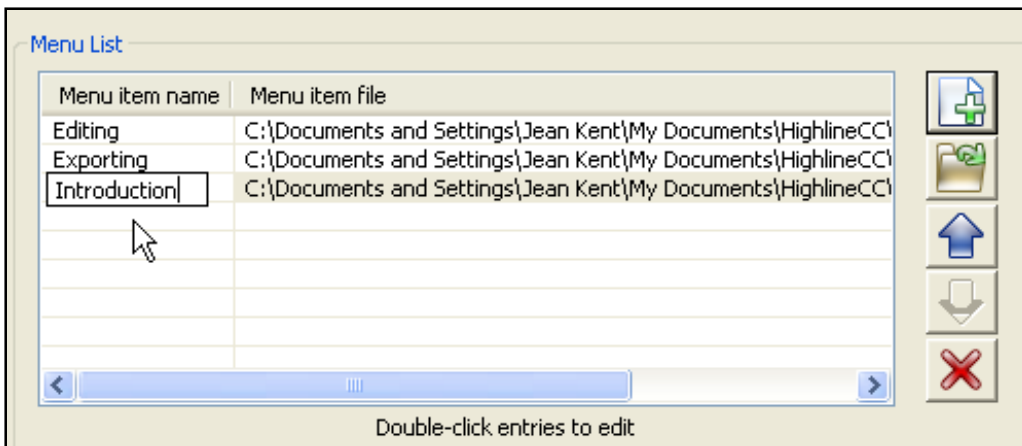
1. First, create, edit, enhance, and produce each movie. Remember, you can only use Flash content. Flash quizzes and surveys won't be included in the web menu project.
2. From the **Task List**, select **Produce** → **Web menu...** The dialog box that opens is shown below. In the **Menu title box**, type in a title for your project.



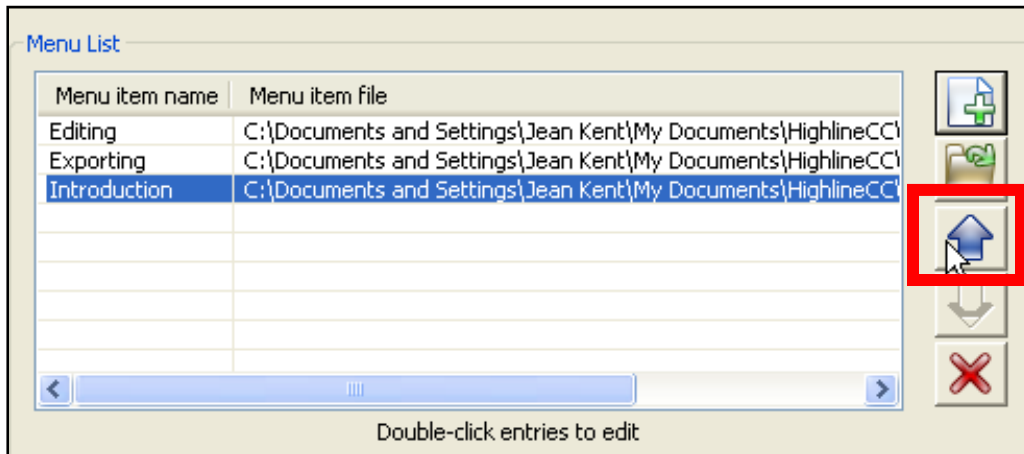
- Click the button with a + (plus) symbol to add movie files. Don't include any other files besides the SWF files for the movies. See figure below:



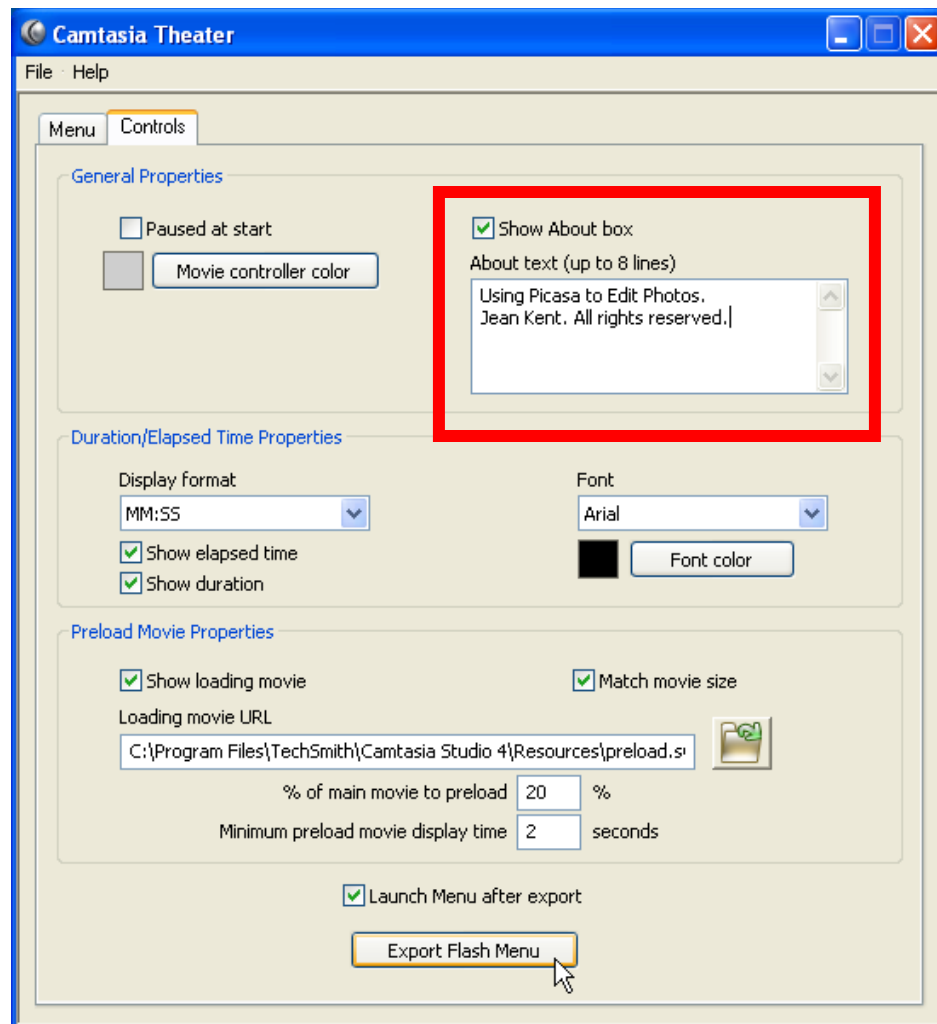
- Double-click a **Menu item name** to edit it. I recommend giving meaningful names as they will become the navigation links in the finished project. See figure below:



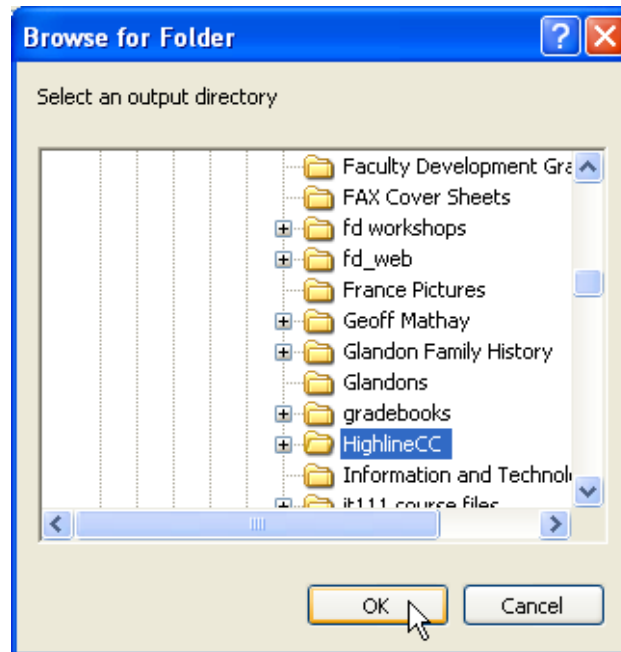
5. Use ↑ and ↓ buttons to place movies in desired order. See figure below:



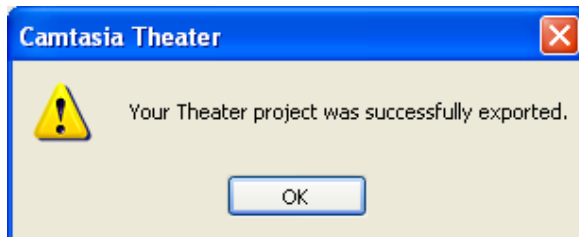
6. Click the **Controls** tab. Add a description of project and copyright information if desired. See figure below:



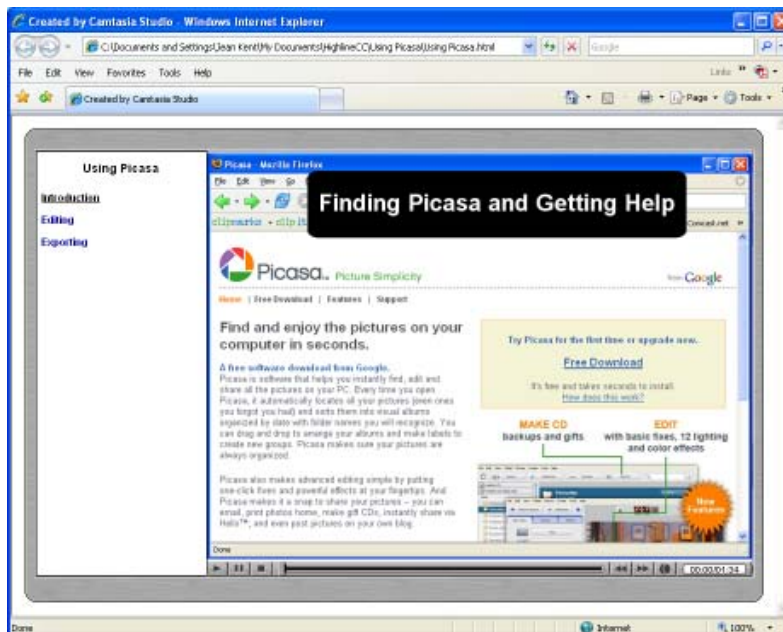
7. Click the **Export Flash Menu** button. You'll be prompted to select a location on your hard drive for the project files.



8. A dialog box appears when the project has been exported.



9. Your project will open and play in your default web browser.



- Copy the project folder (same name as your menu title) and all files to your web server. The file used for linking is the html file.

