Sakai Video Tutorials Workshop

PART I   Introduction to Screen-Capturing

1. Introduction to screen-capturing or "screen-casting".

2. Why create video tutorials?

3. Advantages of video tutorials.

4. Types of screen-capture software.

5. How screen-capture works.

6. Demonstration of the process (using Camtasia).

7. Comparison of software
Handout: Screen Capture Software.

PART II Planning stage

1. What is the purpose of the tutorial?

2. Who is the audience for the tutorial?

3. What do you want to show in the tutorial? What material must be covered?

4. Where will the audience view the tutorial? (Online via download/streaming, via CD, DVD, tape?).

PART III Audio

1. What about audio?

2. Microphone/recording issues.

PART IV Preparation before recording

1. Storyboards/Scripts.

2. Tutorial length.

3. Setting up a physical space for recording.

4. Setting preferences in the software.

PART V Recording

1. Practice, practice, practice!

2. Dealing with mishaps/errors.

3. Organizing files/Naming files.

PART VI Editing the video

1. The editing process—whys and wherefores.

PART VII Outputting video

1. File size

2. File types

3. HTML

4. Backup your files!

PART VIII Testing and Feedback

1. Testing in browsers/platforms/connection speeds

2. Getting feedback and making revisions.

Handout: Screen Capture Tips