# Screencasting Tips Checklist

## Objectives

*"No wind serves him who addresses his voyage to no certain point."*

☐ Can you list the specific things you expect your viewers to learn from your screencast?

☐ What are the main points you wish to focus on?

☐ Will your viewers be familiar with the terms you use during the screencast or must you define those terms as part of the screencast?

☐ How will you assess your viewers' understanding of the material covered?

## Planning

*"Measure twice, cut once."*

☐ What is the overall design approach you will take (demonstrating a process, static images accompanied by narration, writing on screen, 'talking head')?

☐ Have you created a storyboard?

☐ Are there files, images, or clips you will need to create before beginning? Are there copyright issues?

☐ If you are recording from an internal microphone, can you use a mouse and external keyboard to reduce clicking noises?

☐ Do you have a plan for how you will handle flubs? (For example, do you want to pause after mistakes so that you can more easily edit those portions out?)

☐ Have you run through the steps you will be recording to see where you need to speed up, slow down, pause or allow time to open/close windows?

## Scripting

*"Talk less, say more."*

☐ Does your screencast have a clear introduction and conclusion?

☐ Have you written a script and edited it for maximum clarity?

☐ Have you considered where you will describe what you are doing and where you can show instead of telling?

☐ Have you practiced reading the script to determine a good speaking speed and vocal inflection?

☐ If you plan to provide ACCESS with a transcription so your screencast can be captioned, does the transcription match the final screencast exactly?

## Preparation
*"Look before you leap."*

☐ Is your computer screen uncluttered?

☐ Are the files and programs you will need readily accessible? (Consider opening, hen minimizing, the applications you will need.)

☐ Have you turned off reminders, pop-ups, and done updates to avoid interruptions?

☐ What's visible during your screencast? Are there sensitive files open, browser windows or histories that you may not wish to share, recent searches that might be distracting (or worse, embarrassing)?

☐ If, during your preliminary run-through, you have opened windows, created sample files, clicked on links, etc., have you cleared those away so the actual screencast will appear fresh?

## Recording
*"Hope for the best, expect the worst."*

☐ If recording audio, do you have a quiet place to do the recording?

☐ Do you have a way to minimize interruptions from others?

☐ Have you done a test recording, without speaking, to determine if there are any annoying background sounds?

☐ Have you done a test recording with speaking to check audio levels?

☐ Have you practiced where you will be moving your mouse pointer so that you can avoid hesitant, repetitive, quick, or jerky movements?

☐ If you display any text onscreen is the font large enough to read?

☐ Is what you are saying at any given point related to what's on the screen?

## Post-production
*"Where we cannot invent, we may at least improve."*

☐ Have you edited out extra footage, especially at the beginning and end?

☐ Do you need any text or drawing overlays to clarify specific points?

☐ If you have both speaking and music tracks are they balanced appropriately?

☐ Would zooms and highlights help your screencast?

☐ If your screencast is too long are there points where you can split it?

☐ Have you checked your captions or overlays for typos?

*"'There may be some points I've missed,'*
*as the monkey said when he fell over the hedgehog."*