

Making Classroom Tutorials with Camtasia Studio

Video tutorials will completely change the way you teach your students and approach staff development. In this workshop, learn how to create and edit screen capture movies with Camtasia Studio. Whether you want to add audio and interactivity to your current PowerPoint presentations or create new training, Camtasia Studio makes it quick and easy. With a variety of output options, including Flash, Quicktime, and Windows Media; Camtasia Studio makes it easy to publish and distribute your training materials.



**EDUCATION
LEADER**

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Agenda

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9:00 am	Getting Started
10:00 am	Recording a PowerPoint Presentation
10:30 am	Editing
11:30 am	Lunch
12:30 pm	Discussion
1:00 pm	Produce and Share
2:00 pm	In-Depth Tutorials
3:10 pm	Wrap-up and Evaluations

Learning Resources

Since all the TechSmith lessons are online you can immediately start using these lessons with your faculty at our school/district. I encourage you to personally take on projects that allow you to practice these techniques. Get a copy of the excellent book that cover this amazing software application, explore the many online resources. I have included a list of my favorite online learning resources.

Software

- Camtasia Studio: <http://www.techsmith.com/camtasia.asp>

Discount: Tech Smith as created the code EDUC08 for an additional \$30 off the education price for a final price of \$149 for workshop attendees. This link will take you directly to the education store: <http://store.techsmith.com/education.asp>

Adobe Flash Player: The tutorials in this workshop require Adobe Flash player be installed on your computer. If you don't have the latest version of Flash you can download it at <http://www.adobe.com/>.

8:30 am Introductions

Joe Dockery

Teaching at Mount Si High School, Snoqualmie Valley School District

Class Web Site: <http://sharepoint.snoqualmie.k12.wa.us/mshs/dockeryj/default.aspx>

Conference and Workshop Site:

http://www.mountsihighschool.com/directory/_dockeryj/conferences/index.html

8:45 am Why Camtasia Tutorials

Creating video tutorials for all my software training both with staff and students has totally transformed the way I teach.

Individualized Instruction: It has allowed me to individualized learning by giving control of my demonstrations over to the user. Students can pause the demo, fast forward or watch a section as many times as they need to get the information. Students don't have to wait for me to start the lesson and they don't have to wait while I help a slower student.

Never Miss a Lesson: If someone is late to a workshop or a student is absent, they will have access to the same demonstration as all the students. When I teach the same class/workshop multiple times in a day the lesson is consistent.

Focus Attention: Bringing the demonstration to their desktop and through their headphones allows students to focus on the lesson with fewer distractions. This also benefits students with vision, hearing and ADHD/ADD issues.

Structured Lesson: By recording the lesson outside of class I am able to prepare and use an outline, smoothly bring in other resources, edit out mistakes, and enhance the presentation in multiple ways. The bottom line is the demonstration is better than what I could deliver in a classroom setting.

Improved Tech Support: I am often called to explain how something works. It is often easier to record a quick Camtasia demo and post it online than to try to walk someone through a technical issue. The same question is often asked more than once so once it is made I can refer the next person to the tutorial saving me time and .

The Microphone

			
Clip-on Microphone Light, easy to carry, hands free, eliminate background noise	USB Mic w/stand Sound quality, hand free	Headphone/mic Eliminate background noise, hands free	Basic Mic Many in schools
\$25 - 250	\$80 - 250	\$30 - 150	\$20 - 50

9:00 am Getting Started

We are going to start learning how to use Camtasia and making projects. When you finish watching these tutorials, click on the “Learning Center” link so we are ready for the next lesson. If you close the tutorial window and want to get back just go to the “Help” menu and click on “Show Welcome Window”. Click “more..” to get to the “Learning Center”.

Setup: Create a new folder on the desktop of the computer you are sitting at. This will be a place to save all your files. At the end of the workshop I will provide you with a CD to take the files home or you can burn it onto a portable hard drive.

Launch Camtasia: Please start by launching Camtasia. If there is no icon on the desktop go to the “Start” menu and “All Programs” to find “Camtasia Studio”. When it launches, click on the “Getting Started” link in the lower right hand corner of the “Welcome” pop-up dialog box. This will bring you to the first tutorial.

Getting Started: This first tutorial is just a quick overview. Just sit back and watch this one. **Tutorial>>** Getting Started with Camtasia Studio 5 (8:17)

How to Record: Open another browser and navigate to a web site you are familiar with. Use it to create your first practice tutorial. Watch the tutorial and pause so that you can practice the techniques. Try using the 800 x 600 preset and make sure to check the “Lock to application” button.

Make sure to try out the keyboard shortcuts that are demonstrated. Save the results of your recording in the folder you set up earlier. **Tutorial>>** How to Record (5:05)

How to Edit: Edit the video you recorded in the “How to Record” session. Save the project into the folder we set up earlier. Make sure to try out all of the features they discuss but don’t worry about becoming an expert at this time. We will watch more tutorials on the details of each later. Remember this is just practice. No one will see this project but you. So slice it up and add some crazy call outs! **Tutorial>>** How to Edit (8:17)

How to Produce: Watch this tutorial and create a production of your practice project. I use the “Recommend” option and set my video/audio quality to the middle. Once you have “Produced” your video view it. This might be a good time to experiment with different preset quality and size settings. **Tutorial>>** How to produce (6:09)

How to Share: Just sit back and watch this one. You may want to take notes on the page provided. **Tutorial>>** How to Share (5:18)

Software: I use Roxio CD/DVD burning software to create my CD’s.

How to use the Recorder: This will show you the optional workflows. Just sit back and watch this one. . You may want to take notes on the page provided. **Tutorial>>** How to use the Recorder (8:53)

10:00 am Recording a PowerPoint

In this section of the workshop we will practice recording PowerPoint slide shows. Hopefully you brought a slideshow to practice with, but if you didn't I have one that you can use.

Record a PowerPoint Presentation

Start by launching your PowerPoint Presentation. Then in the Learning Center navigate to the "Recording" section and select "Record a PowerPoint Presentation". Make sure to read this page and pay special attention to the "PowerPoint Recording Tips" section. Then watch the video and practice recording and editing with your PowerPoint presentation.

Tutorial>> Record PowerPoint Presentations using the PowerPoint Add-In (5:23)

Editing

When you finish recording your presentation select "Edit my Recording" and then watch the tutorial on "Editing a PowerPoint Presentation". Pause the tutorial and practice the techniques discussed.

Tutorial>> Record PowerPoint Presentations using the PowerPoint Add-In (5:23)

10:30 am Editing

Watch the following tutorials and practice with one of the projects you have started or with a new project you record. Feel free to check out the other tutorials on this page if you have time.

Transitions

Add a Transition Learn how to add a transition between two clips on the Timeline

Call Outs

Add a Callout Learn how to add graphics to appear on top of the video to draw viewers' attention to important objects or processes on the screen.

Title Clip

Add a Title Clip Use a title clip before a clip on the Timeline as a title or introduction, between clips on the Timeline as chapter headings, or at the end of the video to display the credits or other important information.

Smart Focus

Apply SmartFocus Learn how to automatically apply Zoom-n-Pan keyframes to clips on the Timeline.

Zoom-n-Pan

Add Zoom-n-Pan Effects Learn how to add Zoom-n-Pan effects to allow your audience to see important screen movement by zooming in and out on the recording. .

Improve the Audio Quality with Audio Enhancements

Learn how to use audio enhancements to automatically improve the audio quality on the Timeline. Includes how to remove background noise, even out the volume levels and enhance the audio for a male or female voice.

Add a Flash Quiz or Survey

Learn how to add a Flash Quiz or Survey to a video to test viewer's knowledge or gain viewer feedback. You can include multiple choice, fill-in-the-blank, and short answer questions. Receive the quiz or survey results by email or a SCORM-compliant LMS.

Add Captioning

Learn how to add 508 compliant captions to your videos by pasting a prepared script and synching the captions with the video playback.

11:30 am Lunch

12:30 pm Discussion

When we come back from lunch break I would like to have a short discussion about ways to using your Camtasia Studio tutorials with students and staff. Bring your own ideas and questions so that we can share and learn from each other.

1:00 pm Produce and Share

Watch the following tutorials and practice with one of the projects you have started or with a new project you record. Feel free to check out the other tutorials on this page if you have time.

How to Produce

Discover the best method for producing videos to share with your intended audience.

Produce an ExpressShow (SWF/FLV)

Learn how to produce using Camtasia Studio's new Flash template, ExpressShow. ExpressShow (SWF) files are great for quick and easy embedding into a blog or Web page.

Produce to an iPod, iPod Touch, or iPhone

Learn how you can use the M4V option to create a video specifically formatted to play on an iPod, iPod Touch, iPhone, or within iTunes.

CD Menu

Learn how to produce a CD menu that you can burn onto a CD and will auto launch when placed into a CD-ROM player on your computer. As you watch the video, try making a CD menu with the tutorials you made today. Then burn the project to a CD.

Tutorial>> Creating a CD Menu (7:31)

This is a tutorial I produced so make sure you go to the CD provided in class to watch this tutorial.

2:00 pm In-Depth Tutorials

Watch the following tutorials and practice with one of the projects you have started or with a new project you record. Feel free to check out the other tutorials on this page if you have time.

Draw on the Screen while Recording

Learn how to add drawing effects over the screen as you record.

Custom Callouts

Learn the basics of adding images as custom callouts, as well as more advanced features like text indentation and vector growth.

3:10 pm Wrap-up and Evaluations

Camtasia Online Resources

TechSmith Learning Center: Welcome to the Learning Center, TechSmith's comprehensive library of training resources. Inside you will find videos, tutorials, guides, and more to help you improve your use of TechSmith software.

<http://www.techsmith.com/learn/>

The TechSmith User-to-User Forum: This is where users of Camtasia Studio can help each other out with all manner of problems, plus discuss things like workflow, good complimentary software tools, etc. At the time of this writing, I've logged about a thousand posts on the forum, and I'm just one of several experts who hang out there.

<http://forums.techsmith.com/forumdisplay.php?f=24>

Tech Support

http://techsmith.custhelp.com/cgi-bin/techsmith.cfg/php/enduser/std_alp.php

The Visual Lounge: This is TechSmith's official blog run by my friend (and Chief Evangelist) Betsy Weber. It's a hot spot for innovative Camtasia Studio screencasts, product release news, and occasionally, free stuff.

http://visuallounge.techsmith.com/camtasia_studio/

Books

Camtasia Studio 5: The Definitive Guide

This practical guide teaches readers how to create compelling training videos and demonstrations using TechSmith's Camtasia Studio 5. Includes exercises, tips and tricks, and pitfalls to avoid. Appropriate for users with any level of expertise.

<http://store.techsmith.com/order/csguide.asp>

