

Screencasting Planning Worksheet:

1. List several task-oriented topics that can be demonstrated in less than five minutes

2. Choose one task, and think of an example to use to demonstrate the task (if needed). Test the example to make sure it works to demonstrate the instructional point.

3. Sketch the click path including the example:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____
 - h. _____
 - i. _____
 - j. _____
 - k. _____

4. (Optional) Add quick click path review at end as appropriate

5. (Optional) List points, words, or actions to highlight, tag, or zoom

6. (Optional) Consider what surrounding links and text to put on page

7. Record the screencast