



# DEVELOP

## Pencast quality checklist

In this document you will find a checklist that will support you in the design of a pencast. Please note that some of the tips only apply to a specific product. Should you need any assistance or feedback on your pen cast, please contact the Centre of Expertise on Learning & Teaching.

	Topic	Design Guidelines
<input type="checkbox"/>	<b>Design</b>	You used a script to enhance the quality of your spoken content
<input type="checkbox"/>		You decided upfront on how the written notes should look like
<input type="checkbox"/>		You sketched the pen cast with a pencil to make sure that all your content is there
<input type="checkbox"/>		You checked the layout of the sketch and rearranged the position of the materials to where they have more meaning
<input type="checkbox"/>		You decided which information on the sketch should be interactive and which could be static (LiveScribe only)
<input type="checkbox"/>		You wrote down the static information upfront (LiveScribe)
<input type="checkbox"/>		You made an example of your pen cast based upon your script
<input type="checkbox"/>		(You used the "record" and "playback audio" features. This enables a better synchronisation of your audio with the notes. This function is NOT available on all products. )
<input type="checkbox"/>	<b>Text</b>	You underlined words and text when you are speaking or referring to them
<input type="checkbox"/>		You kept the written text to a minimum and used very short sentences
<input type="checkbox"/>		You only used abbreviations and jargon that are fully understandable to your audience.
<input type="checkbox"/>	<b>Content</b>	Your content is suitable for a pencast (formulas, models or drawings)
<input type="checkbox"/>		Your spoken content corresponds with / supports the written content
<input type="checkbox"/>		The pencast has a clear set up and consist of: an introduction (to capture the attention and to set the context) a body (to provide the relevant information) and a conclusion (to provide a summary).
<input type="checkbox"/>		Each screen comes with a meaningful heading (it covers the content, it takes up maximum one line on each screen and it is unambiguous).
<input type="checkbox"/>		The screencast does not last longer than 7 minutes. If you need more time, try to split up the content in 2 parts. Keep it short and simple.
<input type="checkbox"/>		
<input type="checkbox"/>	<b>Sound</b>	The screencast should contain as little external sources of disturbance as possible (e.g. traffic noise).
<input type="checkbox"/>		You used a high quality microphone (available at the Educational Service Department)
<input type="checkbox"/>	<b>Voice</b>	Before starting the recording you have spoken aloud for a few minutes in order to warm up your voice.
<input type="checkbox"/>		Your speech was loud and clear and your sentences were not too long. Make some short breaks and avoid humming (e.g. ehh, well, uhh, so...). A script will help you with this.
<input type="checkbox"/>		You sounded enthusiastic about the topic enough for your audience to notice it.
<input type="checkbox"/>		Your breathing was shallow.
<input type="checkbox"/>	<b>General</b>	You used the University of Twente logo/heading on each page

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