

## PENCAST QUALITY CHECKLIST

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In this document you find a checklist for designing a pencast. Please note that some of the tips only apply for a specific product. If you need any support or feedback on your pencast, please contact the Centre of Expertise on Learning & Teaching

	<b>Topic</b>	<b>Design guidelines</b>
<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
<input type="checkbox"/>		You sketched the pencast 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 on the sketch which information 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 pencast based upon your script
<input type="checkbox"/>		(You used the record and playback audio function. This enables a better synchronization 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"/>		Your kept the written text to a minimum and wrote in very short sentences
<input type="checkbox"/>		You only used abbreviations and jargon that are completely clear for your public.
<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 with an introduction (arouse interest, setting the content) – body (given the information) – and conclusion (summary).
<input type="checkbox"/>		Each screen has an meaningful heading (it covers the content, maximum of one screen line and is unambiguous)
<input type="checkbox"/>		The screencast is no longer than 7 minutes. If you need more time, try to split up in 2 parts. Keep it short and simple.
<input type="checkbox"/>	<b>Sound</b>	The screencast consists of limited external noises (e.g. streetnoise).
<input type="checkbox"/>		You used a high quality microphone (available at the Educational Service Department).
<input type="checkbox"/>	<b>Voice</b>	You have spoken aloud for a few minutes (to warm up the voice), before starting the record.
<input type="checkbox"/>		You speak clear and loud and make sentences not too long. Bring in some breaks and deny stopgaps (ehh, well, uhh, so..). A <b>script</b> will help you with this.
<input type="checkbox"/>		You are really enthusiastic (you can hear it..)
<input type="checkbox"/>		You breathe slowly and low
<input type="checkbox"/>	<b>General</b>	You used the University of Twente logo / text on each page