

# ScreenCast Project

Create a short screencast (training video) to teach viewers “how to” do something on the computer. You may work with one other partner, or work alone.

## Requirements:

- Video length should be between 30 seconds and 2 minutes
- Focus on *one topic* per screencast
- Explain “why” the feature is useful along with “how to use it”
- Voice over along with video demonstration - voice must be loud and clear
- Demonstrate correct step by step procedures for “how to” topic

## Steps:

1. View suggested topic list below
2. Learn how to record a screencast:
  - ScreenCast-O-Matic** (*there is an online version and another that can be installed*)
  - ScreenCastify** (*on a Chromebook it should be an extension in the store*)
  - Quicktime** (*if you have a Macbook then it is already installed*)  
or another program if you prefer
3. You may want to create a script for your screencast
4. Record your screencast. You may find it easier, and it may create a neater finished product, to pause frequently
5. Save your screencast as an mp4 file on your desktop
6. Upload your video to your blog

## Topic Ideas:

- How to share a folder on Google Drive
- How to set share permissions on Google Drive
- Turning in assignment in Google Classroom
- Use Easybib
- Making a blog post with a hyperlink
- Making a blog post using the embed code
- Organize files/folders in Google Drive
- Upload files/folders to Google Drive
- Changing folder colors in Google Drive
- Identifying file types
- Finding a file on computer

- How to find files you've downloaded
- How to change the display order for files