

Do It Yourself Tutorials – Project Plan

Overview

Library tools can be accessed at any time, but a librarian is not always available to help patrons use these tools. With the library instruction moving more into information literacy and away from tool use, something needs to provide simple instruction on using tools. Tutorials fill this need by allowing students to learn about a tool at the point of need regardless of availability of library staff. Currently, the technology of screen-casting is the best tool to provide these tutorials. They are in the form of short movies that are recordings of the screen. They take the viewer step-by-step through the process.

Objectives

1) Library Action Plan

The library action plan already lists tutorial and online instructional options as a priority. This can be found under: Services- 4.3.4

2) Instruction

These tutorials will serve two purposes. First, the tutorials will provide instruction on the use of library tools. This will allow formal instruction sessions to focus more on information literacy and less on how to use our catalog and databases. Second, the tutorials will allow instruction to happen when students need it.

Tools

There are a variety of tool options that have been explored to create the screen-cast tutorials. All three of these will allow you to record the screen like a movie and add audio to the file.

- 1) **Camtasia Studio**: It can include quizzes to provide some small self-assessment for users. This package is limited to computers running Windows operating systems. It is inexpensive and new versions come out with new features. Syncing video and audio to each other requires more finesse. To update a tutorial you will need to re-create it.
 - a. **We have a license for version 2**
 - b. **Current release is version 4**
 - c. **Upgrade will cost \$200 for single users**
- 2) **Snapz Pro X**: This is the only option for Mac users. It is a bit more difficult to use than the PC based options. It too requires a bit of finesse to sync the video and audio to each other. To update a tutorial you will need to recreate it.
 - a. **We have a license for version**
 - b. **Upgrade will cost:**
- 3) **Adobe Captivate**: Older versions of this package were less than impressive, but with Adobe purchasing the product, there has been a vast improvement to recent versions. Rather than one long movie, this product takes slides of each screen. You can then edit

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the details of each slide with audio that is limited to the slide or runs over a variety of slides. It also allows you to insert quizzes for assessment of users. To update a tutorial you will only need to update the slides affected.

- a. **We do not have a license for this product**
- b. **Purchase cost will be \$200**

A microphone should also be purchased to record audio on the tutorials.

Project Team

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Tutorial Checklists

Bellow is a list of tutorials to be completed and posted on the library webpage for users. Included is date of completion to help determine what updates will need to be made. These tutorials were created during a trial of Adobe Captivate. Updates, if the library does not have Captivate, may require tutorial be recreated.

Find books		Completion
	Orange box	8/07
	Simple	8/07
	advanced	8/07
	subjects	
	New books	
Find articles		
	Alpha list	8/07
	Subject guides	8/07
ILL		
	Books	8/07
	articles	
Journal Locator		8/07
Getting Citations		
	Ebsco	
	Credo	
	Worldcat	
Renew books		
Reserve		
Get Article		
Ebscohost		
	Simple	
	Citations	
	Visual search	
Proquest		
Business Source Premier		
Lexis-Nexis		
JSTOR		
Project Muse		
Credo		
Safari		

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Project Timeline:

2004	<ul style="list-style-type: none">• Purchase Camtasia
2005	<ul style="list-style-type: none">• Purchase Snapz Pro X• Create video only tutorials for Tech Fair
Spring 2007	<ul style="list-style-type: none">• Sara participates in workshop on information literacy tutorials through NELINET and learns Adobe Captivate.
August 2007	<ul style="list-style-type: none">• Sara trials Adobe Captivate 2.0 through Center for Teaching and Learning.• Create test tutorials• Test tutorials are posted on library webpage
Fall 2007	<ul style="list-style-type: none">• Explore podcasting tutorials• Consider upgrading current or purchasing new screen-casting product• Hire assistant- one duty will be to update tutorials as needed
Spring 2008	<ul style="list-style-type: none">• Review tutorial selection• Add new tutorials and update outdated tutorials and remove unneeded tutorials• Provide necessary training to new librarians• Consider workshop through faculty center on use.• Consider adding quizzes at the end of tutorials

Related Project Plans:

- Library webpage
- Library iPod Tours
- Library Instruction/Reference Assistant