2014 Australian Council for Adult Literacy Conference
2 October Pre-conference Forum
3-4 October Conference
Crowne Plaza Surfers Paradise
Literacy: a learning spiral for life

Session: E7
Saturday 4th October
1.55pm-3.30pm
Presenter: Janice Torrens

Using Screencasts to Enhance Information and
Academic Literacy Skills in Vocational Learners

What you need	Notes
A computer and a web browser	▪ OS Windows 7 preferred ▪ Most screencast technology is not compatible with tablets or iPads
Java Runtime & Plugin software	▪ Free software which runs lots of applications and interactive programs, including games, chat and web-based content ▪ Will run in the desktop view in Windows 8, but can be problematic (personal experience ☹)
Media Player	To play the screencast – e.g. QuickTime, Flash or Media Player
Getting Started	**Instructions**
Connect to Screencast-O-Matic	http://www.screencast-o-matic.com/
Set up an account	Click the **'login'** link to register
Watch a demonstration	Click the **'Welcome'** link to go to the **Home** page
Troubleshoot	Click the **'Help'** link from any page
Making a recording	**Notes**
Click the **'Start Recording'** button	• Accept prompts to install or update Java • Log in to your account before recording
Check the microphone	 Make sure the correct microphone is detected
Check the sound level	 ▪ Use the **Auto Adjust Volume** setting if possible (it will depend on the microphone in use) ▪ Click the record button to test the volume
Adjust the frame	Readjust the frame size so that you capture everything you need in the recording.
Prepare material	Get everything you will need for the recording ready ▪ Open applicable documents and connect to relevant websites ▪ Adjust the size so they fit into your pre-prepared frame size
Record	 Click the red button to start recording (3 second countdown) **Tip:** The red volume monitor will move as you speak. Keep an eye on this to make sure the sound is recording properly. Also, monitor the time.
Pause	 ▪ You can pause the recording by clicking the Pause button ▪ You can also Restart
Finish	 **Tip:** Keep monitoring the recoding time

Saving a recording	Notes
Name the recording	Type into the **Recording Name** box (top left hand corner)
Publish	Choose **Screencast-O-Matic** to add to your Screencast library, or another format.
Publishing options	Experiment with the various options for publishing by watching the series of tutorials on the SOM website. **TIP:** Under **SOM Options**, deselect **'Searchable'** so the screencast can't be located on the internet.
Upload and send	Click the **'Upload to SOM'** button ▪ The screencast is first encoded, then uploaded ▪ While uploading you can continue with other computer work ▪ When complete the screencast is allocated a **http://** link address ▪ Close out of this upload window to return to the main SOM site ▪ Click **'Uploads'** to see the saved screencast ▪ Click the chain symbol to retrieve the link to send and share

Screencast uses	Reflection: How could I use this?
Instruction – 'How to' guides	
Tutorials – to demonstrate or reinforce concepts	
Assignment review – review student work and provide personalised feedback	
Other ideas	