

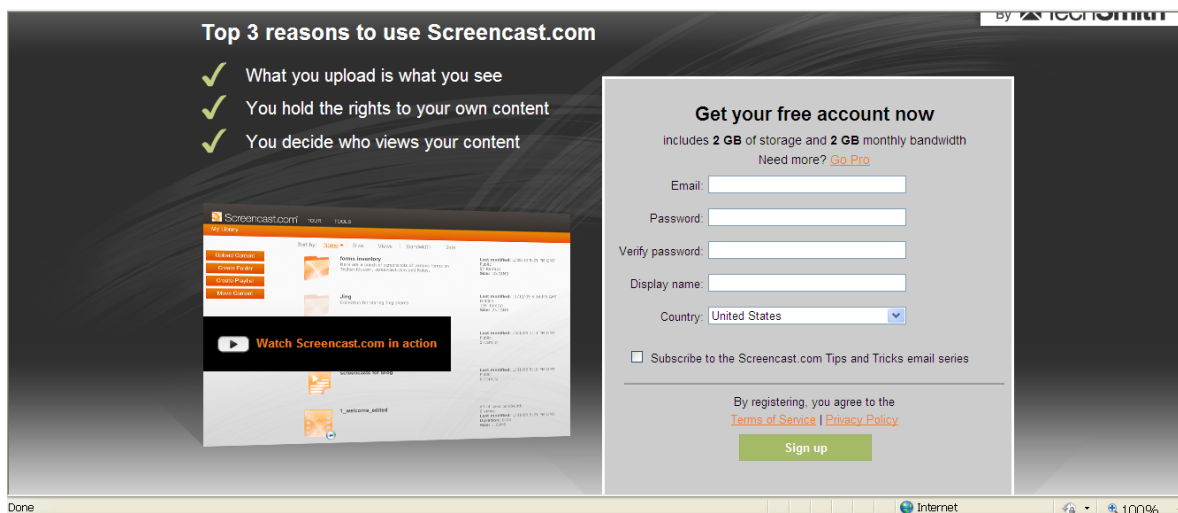
Step-by step directions

These instructions can be downloaded from the project website
http://www.open.ac.uk/blogs/efep/?page_id=399

Getting ready for the recordings

1. First of all, read the document entitled **Briefing notes** and watch the video showing an example of what your two recordings might look like. Then take a few minutes to look through your TMA and see what you might want to talk about.
2. Install the Jing recording software

Step 1: To use the recording software you will first need to register on Screencast at <http://www.screencast.com/> in order to get your own account. Registration is free and only requires an email address a password and a display name.



Step 2: They will send you an email and you need to click the link in email to activate your account. Once your account is activated, you will be prompted to log in.

You will also be invited to watch 'Getting started with [screencast.com](http://www.screencast.com/)'. Ignore this and download Jing

Step 3: Download Jing clicking on <http://www.techsmith.com/download/jing/default.asp>

Follow the instructions onscreen to install Jing. It will appear in your programme list as *TechSmith Jing*.

You may get the following message if your computer hasn't got this installed

Jing requires your system to have Microsoft .NET Framework 4.0 installed.

Press OK to continue with downloading and installing NET 4.0

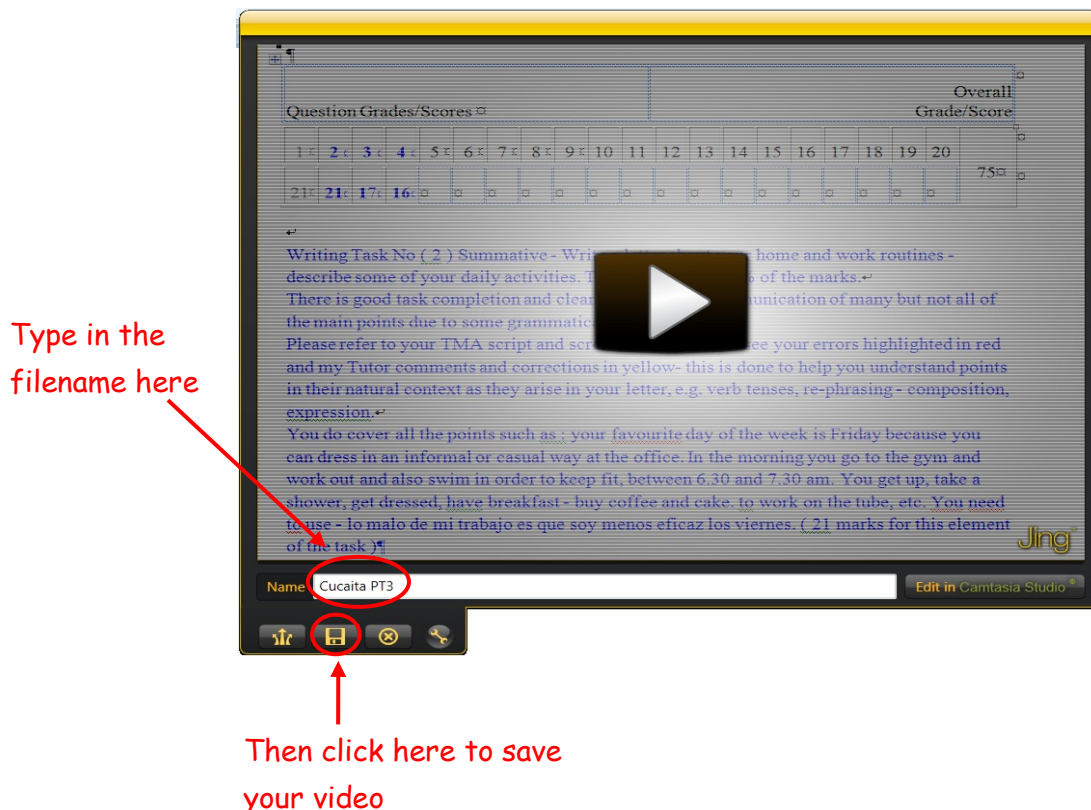
3. Watch the short video tutorial that we have recorded for you. It lasts 3:30 mins and will teach you how to make and save a recording of your feedback,

Making the recordings

1. Open the file on which you want to comment first (you may start with the PT3 form or the TMA script). Maximise it on your screen and ensure that the display is big enough to read comfortably.
2. Make the recording following the steps you saw in the video tutorial. Here is a quick reminder:
 - a. open your document
 - b. open Jing and click on screen capture
 - c. drag lines to select the area of the document you want to capture
 - d. make sure your microphone is on
 - e. click on 'capture video' and start recording when the countdown reaches 0.

The system only allows recordings up to 5 minutes long, so make sure you keep it within that length. It's best to record just one take, even if it is not perfect!

3. When you have finished, click 'Finish' and save your recording, using the same filename as the PDF document that you showed in the recording.



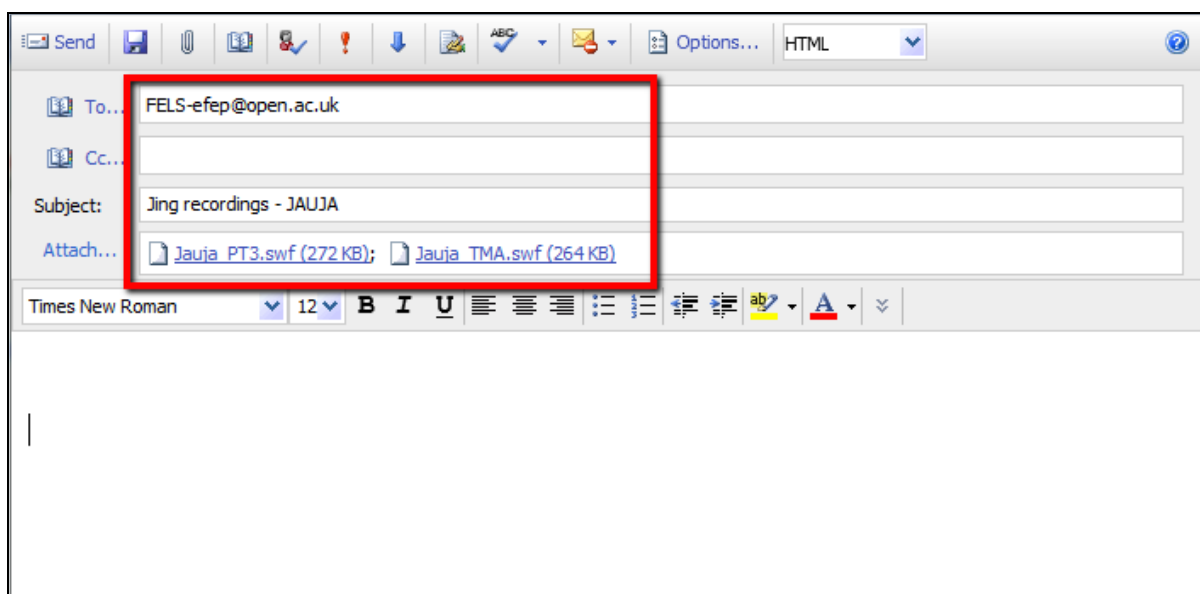
4. Repeat the same procedure for the second document (PT3 or TMA script), and save it in the same way in a folder of your choice.

Submitting the recordings

Assuming you use up the five minutes available for each recording, your files will each be approximately 2Mb in size. The submission deadline is **Monday 26th November**.

- **Option 1: Submitting by email**

If you are happy to email them to us, you should write “**Jing recordings**” in the Subject line of your message, followed by the **nickname** that you were allocated in capital letters. For example, if your nickname was “Jauja”, your email heading should look like this:



There is no need to email the PDF documents containing your tutor’s feedback.

- **Option B: Submitting via Dropbox**

If you prefer not to send large files by email, you can upload them onto a private folder that we shall create for you on Dropbox. Just send a message to fels-efep@open.ac.uk entitled “**Dropbox request**” stating your **PI number** and the **nickname** we allocated you and we shall send you further instructions.

If you experience any problems

Do let us know by emailing fels-efep@open.ac.uk Please write “Help needed” in the subject line.

iMuchísimas gracias!