Course Checklist:

Keep this checklist with you as you progress through the course. Mark each item when you have an understanding of it.

___ The Jing program is located in the TechSmith folder of the Start menu.

___ A user account must be created to use the Jing program.

___ User accounts require a valid email address and agreement to terms and conditions.

___ Microphones must be connected to the correct port on desktop PCs

___ Some laptops have microphones already built in, but may need to be unmuted.

___ The Sound Recorder can be used to test your microphone volume and quality.

___ You must define a capture area using Jing before beginning your recording.

___ Both still images and video can be captured, but only one at a time.

___ Presentation information must remain within the defined capture area to be recorded.

___ Recorded videos can be saved to your computer or uploaded to an online website.

___ Saving videos to your computer allow you to use them without an internet connection.

___ Longer videos create larger file sizes that may be too much to store online.