Performance Objective	Test Items
1.0 Instructors learn how to find and launch the Jing program	
1.1 Given a computer with Jing already installed, find the program folder within the Start menu.	Observe that instructor can open the Start menu, navigate to All Programs, then to Techsmith subfolder.
1.2 Given a subfolder opened in the Start menu, find and click on the Jing shortcut icon.	Observe the instructor clicking on the appropriate icon to launch the program.
2.0 Instructors create a user account with Jing in order to begin recording videos.	
2.1 Given the launched Jing program, visually locate the Jing “pod” at the top of the screen.	Observe the instructor locating the correct area of the screen and moving the mouse to that area.
2.2 Given the entry screen to the Jing application, accept the terms and agreements presented.	Observe the instructor finding the appropriate button on the screen and clicking it to continue.
2.3 Given the user account setup page, enter the appropriate information to continue.	Observe the instructor entering their email address, username and password information to continue.
3.0 Instructors check that their computer is configured with an external microphone for recording.	
3.1 Given a computer and microphone, locate the correct microphone port and corresponding microphone plug to ensure they are connected.	Observe the instructor following the microphone cord to the computer to check that it is correctly connected.
3.2 Given the volume preferences window on a Windows computer, check that the microphone is not muted.	Observe the instructor opening the volume properties window and visually confirming that the Microphone setting has the “Mute” property unchecked.
3.3 Given the Sound Recorder program provided with Windows, test recording of voice using the microphone.	Observe the instructor starting the Sound Recorder, speaking into the microphone and then playing the recording back.
4.0 Instructors define an area of their computer screen to record and begin recording.	
4.1 Given the launched Jing program, find the Capture option.	Observe the instructor finding the Capture button under the Jing pod at the top of the screen.
4.2 Given the clicked Capture option, click and drag the mouse to define an area of the screen to record.	Observe the instructor moving the mouse to the top-left corner of the desired area and dragging the mouse to encompass the entire area.
4.3 Given the defined screen recording area, ensure that the Microphone option is not muted.	Observe the instructor clicking the mute/unmute icon in the defined area to ensure it is not muted.
4.4 Given a recording area with a working microphone, give presentation.	Observe the instructor giving their presentation on the computer.
4.5 Given a finished presentation, click the Stop button to end the recording.	Observe the instructor clicking the Stop button at the end of their presentation.
5.0 Instructors save the presentation they just recorded to their computers in a specific location.	
5.1 Given a finished presentation, click the Save button to save the video file.	Observe the instructor clicking the Save button in Jing, not using the Screencast.com button.
5.2 Given a finished video, navigate to a specific folder location on the computer to save	Observe the instructor using the folder navigation buttons to locate a specific folder on

to.	their computer.
5.3 Given a finished video, name and save the file.	Observe the instructor typing in a new name for the file.
5.4 Given a named video file, finish saving to the computer.	Observe the instructor clicking the final Save button to complete the process.