Recording Annotations using Ink2Go

Stan Soh
Specialist Associate, CDTL

Centre for Development of Teaching and Learning (CDTL)
National University of Singapore
email: cdtss@nus.edu.sg
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Delivering Online Lessons

The Internet and multimedia technologies are reshaping the way knowledge is delivered, and e-learning is becoming a real alternative to traditional classroom learning. In the past few years, e-learning has emerged as a promising solution to lifelong learning and on-the-job training. The table below illustrates the advantages and disadvantages of e-learning in comparison with traditional classroom learning.

<table>
<thead>
<tr>
<th></th>
<th>Traditional Classroom Learning</th>
<th>E-learning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advantages</strong></td>
<td>Provides immediate feedback</td>
<td>Learner-centered and self-paced</td>
</tr>
<tr>
<td></td>
<td>Familiar to both faculty and students</td>
<td>Flexible time and location</td>
</tr>
<tr>
<td></td>
<td>Motivates students</td>
<td>Unlimited access to knowledge</td>
</tr>
<tr>
<td></td>
<td>Cultivates a social community</td>
<td>Allows for archiving, thus enabling knowledge</td>
</tr>
<tr>
<td></td>
<td></td>
<td>reuse and sharing</td>
</tr>
<tr>
<td><strong>Disadvantages</strong></td>
<td>Teacher-centered</td>
<td>Lack of immediate feedback</td>
</tr>
<tr>
<td></td>
<td>Time and location constraints</td>
<td>Increased preparation time for faculty</td>
</tr>
<tr>
<td></td>
<td>More expensive to deliver</td>
<td>Potentially more frustration, anxiety and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>confusion</td>
</tr>
</tbody>
</table>

It is important to understand that using technology to supplement classroom teaching does not radically change teaching methods but merely enhances what would be done normally in the classroom. If e-learning courses are not designed and delivered well, they will result in frustration, confusion, and reduced learner interest. If only text-based learning materials are used to develop such courses, then they may lead to boredom and disengagement in students and prevent them from gaining a good understanding of a topic. Good e-learning courses should integrate and present learning materials in diverse media such as text, image, sound, and video with sufficient learner-content interactivity and flexibility.

Here are some guidelines when delivering e-learning courses:

- **Know your audience**
  It is important to identify your audience and to be sensitive to the needs and interests of your audience. Define prerequisites for your course, and if you have the tools and time, verify that those tasks have been completed by your students.

- **Deliver organised content**
  Make sure the content you plan to deliver is relevant, organised, clear, and to the point. If you confuse your learners with too much topic-jumping, recovery from confusion in an online environment will be exponentially more challenging.

- **Rehearse your presentation**
  Run through a rehearsal of your presentation – with an audience of more than one. You don’t need to ask your colleagues to join you for the entire two hour session, but just run through each topic and presentation element to ‘mark’ each move you plan to make.

- **Be more of yourself**
  Develop your own online teaching style, and making yourself and your learners comfortable in the online environment. Become comfortable using your web camera and use it briefly to
introduce yourself, and to bring a personal feel to the room. Provide your audience with some suggestions and ground rules for how to interact in your classroom.

- **Deliver meaningful fun**
  Use multimedia, flash animations and games that are specifically designed to augment the learning experience and help meet the goals of your class.

### What is Screencasting?
A screencast is a digital video recording that captures actions taking place on a computer screen. It is also known as a video screen capture and often contains voice-over narration. Screencast lectures are useful to:

- Demonstrate how something works (e.g. how to use specific operating systems, software applications or lab experiment)
- Answer often-asked questions, just in time help
- Allow users to refresh their knowledge as often as they wish with the help of 'play-stop-pause-rewind' functionality.

### How do I make a Screencast?
Content is the key to creating a screencast. In most cases, a screencast can be an instructional video teaching a process or technique, or get a set of ideas across to an audience. If you cannot keep the attention of the audience, the screencast may be rendered useless. When choosing a topic, start with areas that are within your knowledge base, and can be covered in the time allotted to complete the series.

There are five basic steps to create a screencast lecture:

- **Planning**
  - Having a script or an outline may be utilized when preparing for your recording. It is always a good practice to do a dry run of the presentation before recording. Practice makes perfect, and the more familiar you are with your content, the more polished the final recording will be.

- **Recording**
  - During recording, please remember to move at a pace that is comfortable for your audience and speak clearly to avoid any confusion. Also, please keep in mind to partition your recording into chunks. (15 to 20 minutes).

- **Reviewing**
  - Review the video and make sure that no steps were left out and that the flow of the presentation makes sense and is easy to follow. If imperfections are found, you may choose to edit or re-record the video altogether.

- **Editing**
  - When editing, please keep in mind the display resolution and sound quality to give students a consistent user experience. It is also advisable to take out verbal pauses and tags such as hums, ahs, and words that you keep on repeating unconsciously.

- **Publishing**
  - Once you finished your recording, distribute the videos and make it available to your students. Remember to cite your references to avoid copyright issues.
Lecture Annotations using Ink2Go!

Ink2Go is an alternative application to record lectures using annotation tools to emphasize or clarify a concept by writing or drawing over any application. The annotations can be saved as a graphic file or the session can be recorded as a video for later viewing.

Downloading and Installing Ink2Go

1. Open your browser and type https://ink2go.nus.edu.sg in the address bar.
2. Select a platform to install.
3. Enter your NUSNET UserID and password when prompted.
4. Choose a folder to save the application
5. Double click the exe file to start the installation.

Setting Preferences

1. Click Start> All Programs> Ink2 Go.
2. Ink2 Go tools will display on screen.
3. To set the preferences, right click on the Ink2 Go icon located at system tray to see the options.
4. Assign **hotkeys** and specify whether you want to mouse pointer to be captured during the recording.

![Ink2Go Preferences](image1.png)

5. Set the camera screen size by right-clicking on it and choose one from the three sizes available.

![Camera screen](image2.png)

**Recording Annotation**

1. Open an application that you want to use during demonstration or simply click on the **Whiteboard** tool.

![Whiteboard tool](image3.png)

2. Click the **Text** tool to type some text on the screen. You can specify the colour and size to use.

![Text tool](image4.png)
3. Click the **Pen** tool and choose a stroke size and colour to use to doodle. You can use the **Eraser** tool to delete parts of your annotation.

4. Click on the **Select Region** tool to specify the area that you want to be visible during the recording.

5. Click on the **Record** button to start recording your annotations. You will be prompted to enter a filename and choose the directory where you would like to save your file.

6. Click the **New** button to add a new page. You may use the **Previous** and **Next** buttons to navigate the pages.

7. Click the **Stop** button when you are done or use the assigned hotkey to stop the recording.

**Publishing your Video**

When you finish recording, a dialog box will be automatically open with options to publish or upload your recorded video to the server.

- Clicking **Yes** option allows you to automatically upload the file to the server.
  - Choose the output quality whether **high, medium, or low**.
- Clicking **No** option allows you to save the file into your local drive and upload it later on.
  - The video will be saved as either **WMV** (Windows) or **MOV** (Mac) file format.
  - If you decide to upload it at a later stage, right click on the **Ink2 Go** icon located at system tray to see the options and choose **Upload** to upload the video to the server.
Saving Annotation as an Image

1. Go to the page where you want to save the annotation and then click the Save button.

2. Choose the directory where you would like to save your file.
3. Enter a filename and the file format (jpeg, png, gif, or bitmap) and then click Save.

Previewing Recorded Lecture

You will be prompted once the video you are recording has been successfully uploaded. To view the file:

1. Open your browser and type https://screencast.nus.edu.sg/ink2go in the address bar.
2. Enter your NUSNET UserID and password and click Sign in.
3. All recorded lectures will be listed on screen. Click the magnifying glass icon to preview the recorded video.

<table>
<thead>
<tr>
<th>Edit</th>
<th>Del</th>
<th>View</th>
<th>DL</th>
<th>Uploaded Date</th>
<th>Screencast Title</th>
<th>Description</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Edit Icon]</td>
<td>![Del Icon]</td>
<td>![View Icon]</td>
<td>![DL Icon]</td>
<td>13/10/2011 14:08</td>
<td>tutorial 1</td>
<td></td>
<td>3.30 MB</td>
</tr>
</tbody>
</table>
Managing Recorded Videos

1. To download the video, click the download icon.

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13/10/2011 14:08</td>
<td>tutorial 1</td>
<td></td>
<td>3.36 MB</td>
</tr>
</tbody>
</table>

2. Choose a destination to save the file.

3. To delete the video, click the x icon.

<table>
<thead>
<tr>
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<th>DL</th>
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<td>tutorial 1</td>
<td></td>
<td>3.36 MB</td>
</tr>
</tbody>
</table>

4. You will be prompted if you are sure to delete the file. Click OK. However, take note that the file can no longer be retrieved once it has been deleted to the server.
Appendixes

Comparison between Breeze, Camtasia Relay & Ink2Go

<table>
<thead>
<tr>
<th>Feature</th>
<th>BREEZE</th>
<th>CAMTASIA RELAY</th>
<th>INK2GO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create presentations in:</td>
<td>Windows only. Breeze presentations can be viewed on any OS supported by Flash Player.</td>
<td>Windows &amp; Mac.</td>
<td>Windows &amp; Mac.</td>
</tr>
<tr>
<td>Interface</td>
<td>A plugin which works only within Microsoft PowerPoint.</td>
<td>A virtual camera that records what is shown on your computer’s desktop.</td>
<td>A virtual camera that records annotations on your computer screen.</td>
</tr>
<tr>
<td>Audio recording</td>
<td>Yes. Record per slide.</td>
<td>Yes. Record in one take. Can crop start and end.</td>
<td>Yes. Record in one take</td>
</tr>
<tr>
<td>Webcam recording</td>
<td>Yes.</td>
<td>Yes.</td>
<td>Yes.</td>
</tr>
<tr>
<td>Recording area</td>
<td>Records full screen.</td>
<td>Records full screen.</td>
<td>Records full screen or selected area of desktop.</td>
</tr>
<tr>
<td>Multiple monitor support</td>
<td>N.A.</td>
<td>Yes.</td>
<td>No.</td>
</tr>
<tr>
<td>Extra tools</td>
<td>Interactive quizzes, video recording, flash</td>
<td>None.</td>
<td>Whiteboard. Annotation tools.</td>
</tr>
<tr>
<td>Upload mechanism</td>
<td>Publish to server when ready.</td>
<td>After recording, automatically uploads in the background whenever the computer on which you recorded is switched on.</td>
<td>After recording, the application uploads the video file.</td>
</tr>
<tr>
<td>Viewing</td>
<td>Flash-based web page, accessible from IVLE.</td>
<td>Video, stored on server, accessible from IVLE.</td>
<td>Video, stored on server, accessible from IVLE. Video file also available on the computer where you recorded the presentation.</td>
</tr>
</tbody>
</table>

5 Tips to Stop Saying Um and Ah When Speaking

One of the common problems when delivering a talk is how to avoid verbal pauses. This includes “ums and uhs”, “like,” “you know,” and among others. You can find below some suggestions on how to get past the ums so your message comes through loud and clear:

1. **Be Aware**
   
   This is the important first step. Many people simply have no idea they rely on verbal pauses until they hear themselves on a recording. The first step in overcoming any addition is to recognize and acknowledge that you have one. And truly, people who say um and uh too much are addicted to their crutch words. Having this awareness will get you that much closer to stopping it.

2. **Practice Out Loud**
   
   If you have a tendency to um and uh, the reason is often because you have an idea of what you want to say next, but you’re not totally certain. So you insert a verbal filler to fill the space while you figure out the next word. Practicing out loud will get you to the point where you are completely comfortable with what you’re saying, and therefore not have the need to um or uh (or at least greatly reduce it). If you can, record yourself while practicing so you can hear where you tend to um and uh the most.
3. **Work From Detailed Notes and Not a Script**
   You’d think a word-for-word script would make it easier to stop the ums... and it can. But only if you have experience making a script sound natural. Otherwise you’ll sound like you’re reading. That’s the opposite extreme of um and uh and sounds just as bad. Use detailed notes and be sure of the points you want to make.

4. **Focus During your Presentation**
   Listen to yourself as you present your speech. Do not think about anything else other than what you are saying, how you are saying it and your audience: IN THAT MOMENT. People will um and uh when they are distracted from their planned comments. For example, shut down your email, Facebook, and other instant message features so you won’t be visually interrupted (sometimes just the sound of those things can distract you enough to trigger an um.) Don’t try to multi-task while leading a call or doing any type of presentation. Focus and pay attention to the moment.

5. **Connect with your Audience**
   Here’s a fun test to do the next time you’re practicing with a friend: try to say um while making direct eye contact. It’s nearly impossible. Why? Because you are having a conversation and um isn’t a word. Um doesn’t fit and doesn’t make sense. While you’re having a 1:1 conversation, you would likely avoid um and uh. Make your presentations much more conversational and your um and uh will disappear. On a recorded lecture where you can’t see your audience members, you could post a photograph of your ideal client or audience member where you can see it to remind yourself you’re talking to actual human beings and not just to your computer screen.