**Tutorial Creation Steps**

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Below are the high level steps that are used in the creation of online tutorials.

**Needs Assessment**

* Conduct needs assessment to determine the areas of information needs
* Learn more about the patron & staff perceptions of the online tutorial and the potential uses.

**Proposal/Planning**

Develop a detailed proposal plan that identifies and addresses the following components:

* Tutorial topic(s),
* Learning objectives
* Target audience
* Staff members and divisions involved
* Training priorities and potential benefits to the institution
* Timeline for the production and staff responsibilities
* Technology issues (e.g., bandwidth, formats compatibility)
* Levels of support from the IT department
* Challenges in addressing the audience (e.g., language, computer proficiency, information literacy skills)
* Hosting site and location(s)
* Number of Camtasia software licenses needed and who needed to be trained

**Development Teams**

Assemble a team of staff for the following undertakings: Scripting/Storyboarding, Translation (for non-English tutorials), Audio Narration, Production, and Web Publication.

* *The Scripting/Storyboarding* team is made up of a group of subject experts and librarians (2-3). They are responsible for drafting the script and storyboard.
* *The Transition* team is made up by a group of bilingual staff or librarians (2-3) who can speak and translate the script and storyboard into other languages.
* *The Audio Narration* team is made up of staff (1-2) who will record the audio narration and work closely with the Scripting/Storyboarding team to ensure the verbal narration flow smoothly.
* *The Production* team is made up of staff (1-2), who are skilled at working with screen capturing software (e.g., Camtasia), slide presentation (PowerPoint), multimedia editing products, as well as have some experience in audio/videos editing, production and web publications.
* *The Web Production* team is made up by a group of IT and web services staff (1-2). They are responsible for uploading & hosting the tutorial onto the server and resolving any format compatibility, bandwidth, and other technical issues. They should work closely with the Production team to minimize or eliminate the potential glitches before the launch of the tutorial.

**Scripting/Storyboarding**

* Develop a script that clearly communicates the contextual content of the tutorial.
* Create a script chart (or storyboard) that includes the both visual and verbal content, as well as any specific Keyboarding and narration instructions for the narrator to follow during the recording.

**Translation**

* Assemble a team of bilingual staff or librarians who can speak and translate the script into other languages
* Inform them about the project task, completion date, and ask them if they are willing to record the verbal content. It is often the best to use the same person for the recording.

**Audio Narration**

* Prepare and upset all the audio recording equipment & software
* Arrange a quiet environment for the recording to take place
* Turn off cell phone, telephone ringer, and post “quiet” signs
* Practice the narration over and over again
* Record the narration in multiple times to get the best quality

**Screencasting**

* Use the Camtasia and PowerPoint software to record and capture the visual contents (i.e., presentation slides, screenshots, and screencasts)

**Production**

* Use the Camtasia software to put the audio & visual contents together to create a tutorial.
* Add any specific effects (such as fading and panning effect, callouts, highlighting, title texts, and hyperlinks) as needed.
* Avoid too any necessary screen movements, panning and zooming, because they will increase the overall file size and bandwidth of the tutorial
* Decide what file type to save tutorial in.

**Testing/Editing**

* Upload to the tutorial file onto the hosting website
* Perform a series of test to ensure content quality, as well as to identify & resolve any technological issues (e.g., bandwidth, file format, browser compatibility and loading speed)

**Final Production**

* Invite all the team members (see above) to review the tutorial for content objectivity and coherency and make the necessary changes as needed

**Web Publication**

* Upload and launch the tutorial onto the hosting website.
* Promote the availability of online tutorial within the institution, on the social networking websites, in monthly newsletters, at the onsite classes and programs offered by the institution



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