**Jing 5-Minute Outline**

Before you begin, take 5 minutes to gather your thoughts. Organize your response into a minute-by-minute outline. ONLY SPEND 5 MINUTES PREPARING YOUR OUTLINE. Jot down notes based on your responses to the written peer review form. Have the student draft handy in print as well as on your computer screen. Then you’ll spend 5 minutes recording it!

For example:

* ***Minute 1:*** Pan across the big picture. Introduce yourself. Frame your response and the assignment objectives.
* ***Minute 2:*** Highlight what’s working in the draft. Start with positive feedback. These could be *AHA! Moments* or *bright, shiny objects*, places where the writing knocks your socks off, or other strengths like style, grammar, integration of sources, and overall organization. Be sure you locate specific places in the draft that are working so the student knows what to build on in revision. Scroll to those spots and highlight them or point to them with your cursor.
* ***Minute 3***: Focus on what needs work. Highlight big ideas and questions or areas where more critical thinking is needed. These could be *Huh? Moments* or *Duh. Moments*, but be sure you locate specific places in the draft that the student should return to in revision. Again, highlight or point with your cursor.
* ***Minute 4****:* Zoom in. Pick a few sentence-level details to highlight. You can’t address everything in the draft, but you can highlight particularly revelatory or problematic spots. If there are grammatical or logical issues, try reading a troubling sentence aloud so the student can hear how it might confuse a reader. Try to narrate your thought process as a reader. You are a member of the audience, so you can give real-time reactions to the student’s work. What are you thinking or feeling as you read?
* ***Minute 5***: Zoom back out to the big picture again. Offer some closing remarks or questions that gesture toward future assignments or revisions. Don’t forget to remind the student how he/she can contact you with any further questions about your peer review.

**HELPFUL HINTS:**

Jing allows you to highlight text as you go, use the cursor to point to specific words or areas, and scroll around or jump to other web pages. Just don’t scroll too fast! It can be nauseating.

Use the **PAUSE** button to take a breather or gather your thoughts from one minute to the next. While you can’t edit the screencast itself, the **PAUSE** button is your best friend because it allows you to edit your thoughts on the fly.

**Create Your 5-Minute Outline Here**

**Minute 1:**

**Minute 2:**

**Minute 3:**

**Minute 4:**

**Minute 5:**

**HOW TO USE JING**

**Before you begin:** Download Jing for Mac or PC: <http://www.techsmith.com/jing>

* Follow the prompts to download it to your hard drive, and then open the Jing application. A ***sunshine*** icon should appear on your desktop.

**To capture a Jing Screencast Video**:

**STEP 1:** Scroll over the ***sunshine*** icon until three rays appear: **Capture/History/More**

* Click on the “**Capture**” button ray (it looks like crosshairs).

**STEP 2:** Drag the crosshairs to the top left of the file you want to review. Let go. This will engage the Jing tool bar above or below your file window. It includes four command buttons.

* Scroll over the icons to see: **Capture an Image/Capture a Video/Redo Selection/Cancel**

**STEP 3:** Click on the “**Capture a Video**” button. This will engage a microphone countdown and a new Jing tool bar that includes a clock and five command buttons. The first time you record, a dialog box will ask you which microphone you wish to use. Choose your laptop microphone to capture sound.

* Scroll over the icons to see: **Stop/Pause/Microphone/Redo/Cancel**

**STEP 4:** Action! Record your response.

* Use the “**Pause**” button to collect your thoughts, move to a different screen, or scroll to another area of the file. (If you go over time, you can still use the recorded file, just click “Go Back” when prompted, and move on to STEP 5.)

**STEP 5**: When you finish your response, click the “**Finish**” button. This initiates another Jing tool bar with three command buttons.

* Scroll over the icons to see: **Share Via Screencast.com/Save/Cancel**

**STEP 6**: Click “**Share Via Screencast.com**” (it looks like three arrows).

* Your recording will be uploaded to the screencast.com cloud. This takes a few minutes. When the upload is complete, a new Jing preview window will appear. You can then review your recording or email it as a hyperlink to your Peer Review partner and Instructor using **Command-V**.

**WARNING**: This window will disappear after a few seconds, but you can find the file in your Jing “**History**” (the second ray in your ***sunshine***).