

CENTER *for* LEARNING EXCELLENCE



Screencast-O-Matic – Step-by-Step User Guide

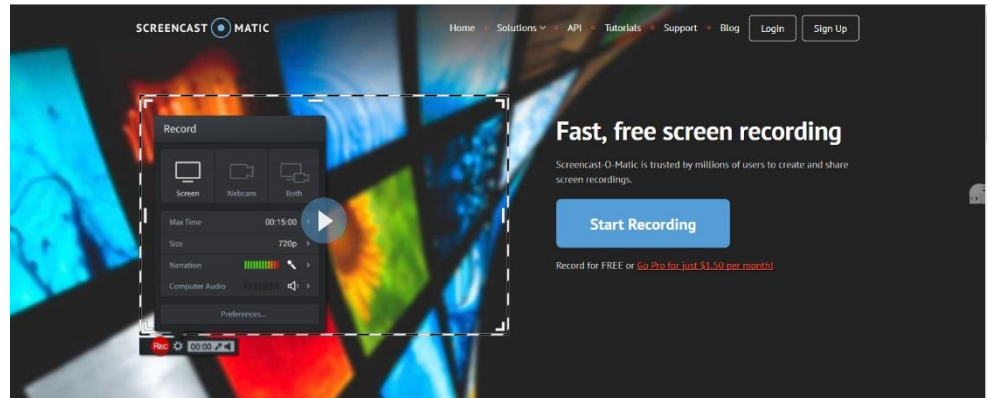
1. Go to Screencast-O-Matic website:

<http://www.screencast-o-matic.com/>

You can create an account.

(Login button in the upper right corner) or

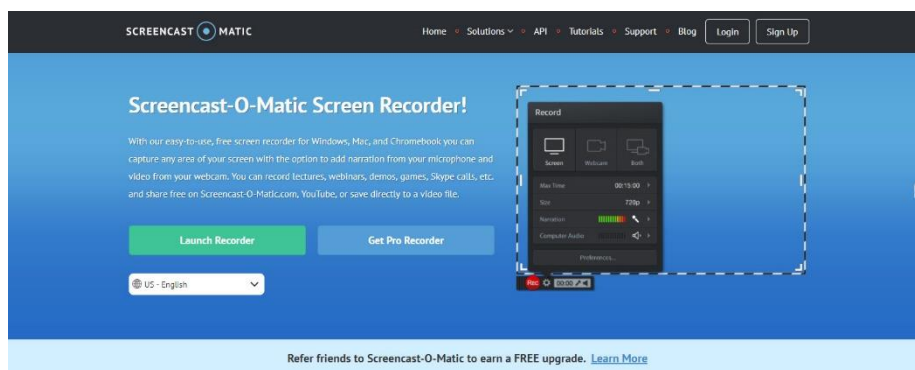
Select **“Start Recording.”**



**** Be sure to have everything you will be recording during the session already open on your computer. ****

**** Be sure to have a transcript of the audio component to include with the video. ****

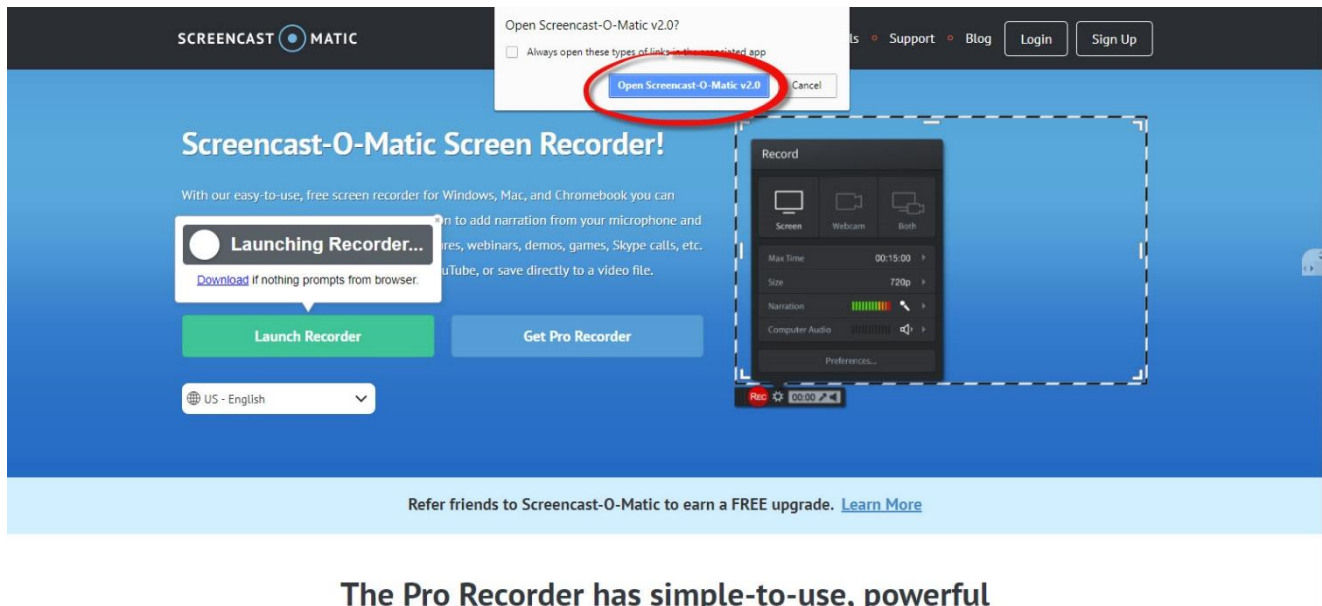
2. Select the **“Launch Recorder”** Button



The Pro Recorder has simple-to-use, powerful

3. Select “Open Screencast-o-Matic v2.0”, circled on the image below.

Screencast-O-Matic will launch the recorder.



The Pro Recorder has simple-to-use, powerful

This process may be different for each computer. If you need assistance, contact the Center for Learning Excellence (CLE) at your Tri-C Campus.

4. Your record screen will then pop up with a black and white striped boundary.



5. Now that you have the screen recorder, you will need to make a few decisions.

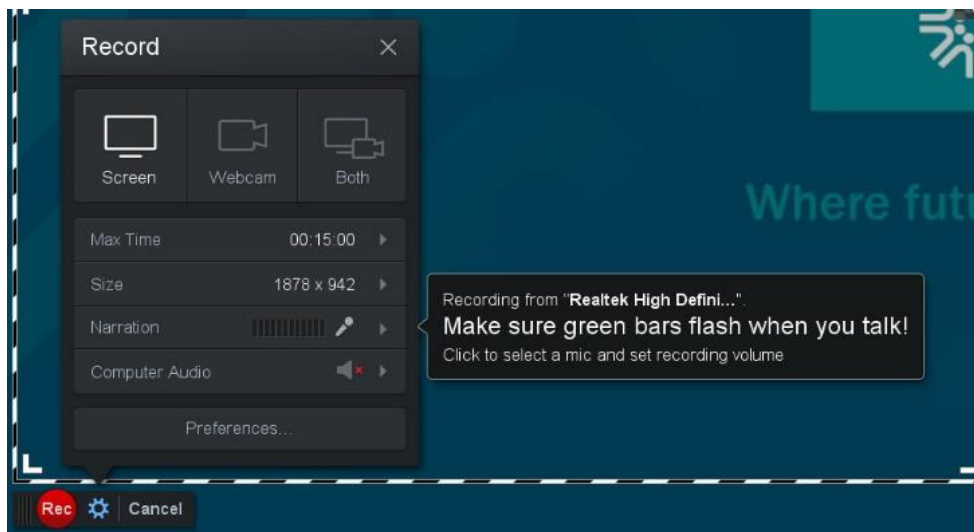
First, **select your recording option.**

Do you want to do a screen record only, a webcam only or both? If you choose both, your image will default to the bottom right corner of your screen. But with Screencast-o-matic, you can click and drag the image to any location on your screen.



6. Recording options:

- Max Time - The maximum time you can record is 15 minutes (unless you purchase the upgraded version).
- Size – 720p should work fine for most recordings, for a smaller recording area select 480p, this will decrease the size of the file.
- Narration – make sure the green bar flashes when you talk.
- Computer Audio – the free version will not record computer audio, though if you turn the sound up loud on your computer when recording a video being played, your microphone will pick it up. Be sure to turn your speaker level back down afterward.
- Area Selection - You can adjust the size of the area to screen capture by selecting a corner of the black and white striped outer boundaries and moving it to the desired location.
- Be sure to place (only) what you want recorded within the black and white striped boundary.



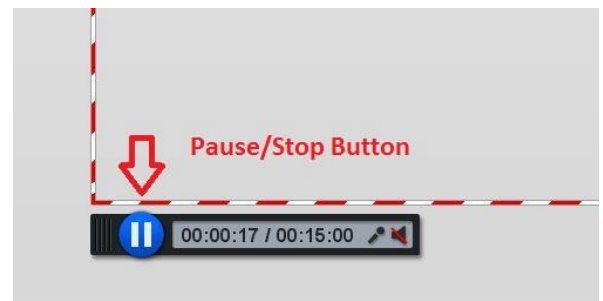
7. Record

Select the **red Rec** button and begin speaking after the count down.



8. When Done Recording

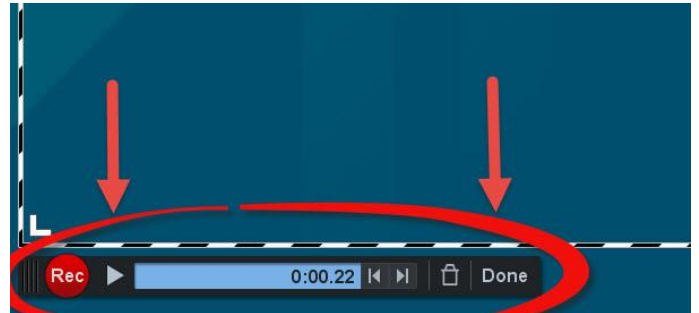
Select the **Pause/Stop button** when you want to stop the recording. You can select **Rec** to continue.



9. Once complete, select the **Pause/Stop button**.

You can preview your recording by selecting the play arrow.

If the recording is acceptable, select the **"Done"** button at the bottom left of your recording area. If it is not acceptable and you would like to rerecord, select the trash can.



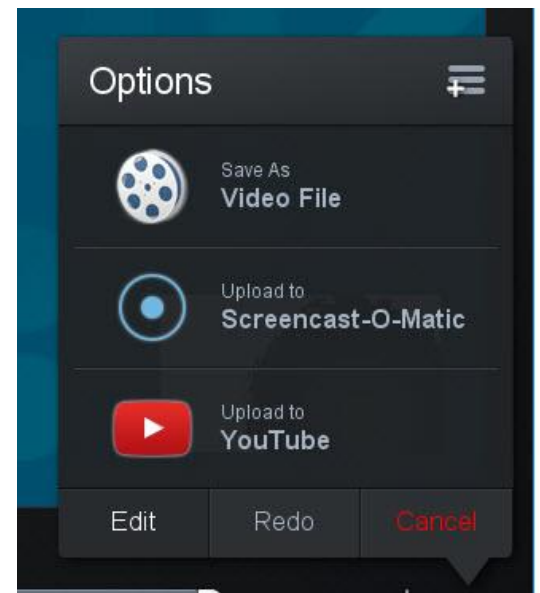
** Trimming – You can trim the beginning and end of your video using the bottom audio strip by sliding the beginning or end to the correct location. **

11. Saving your recording

If you link your video to Blackboard, it is highly recommended that you upload your video to YouTube or other video hosting site, and then link it to your Blackboard Course site so that the video does not take up space on your course site.

Select **"Upload to YouTube"** or **"Upload to Screencast-O-Matic."**

If uploading to YouTube, if asked, select "Launch Web Browser" and sign in to your Google Account. You will need to "Accept" Screencast-O-Matic to view your YouTube account and manage your YouTube Videos.



12. YouTube Options

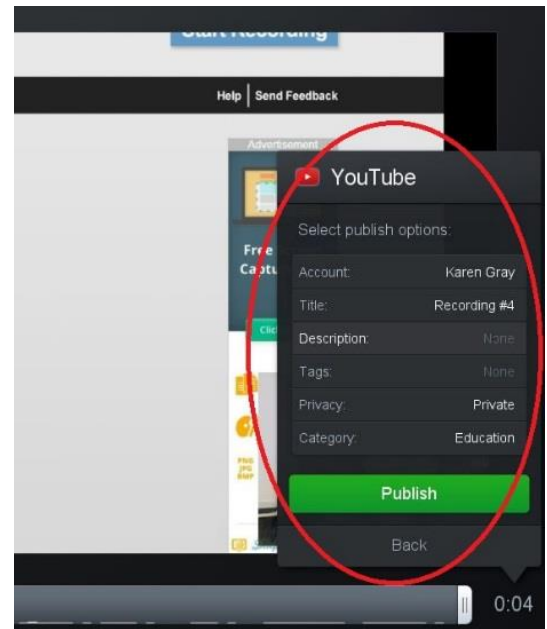
Title – **Add title** of your recording

Tags – you can add tags, though this is not required

Privacy – make “**Unlisted**” so that only your students will have access using the link you provide

Category – Education

Select “**Publish**”



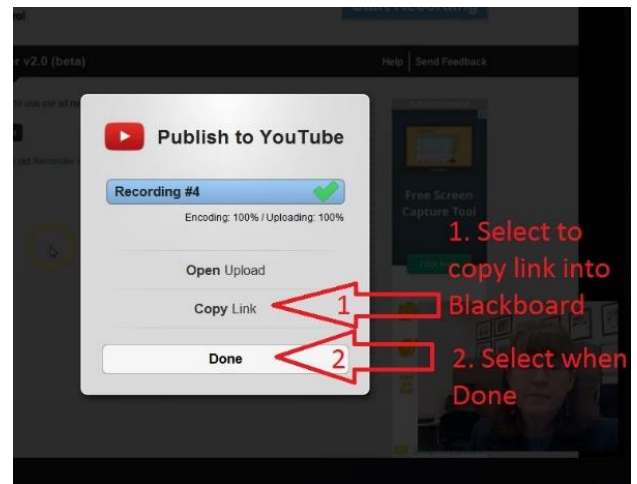
13. Copy Link into Blackboard

Select “**Copy Link**” and paste into your Blackboard site using the same title as your video. You can also use Mashups.

For example:

[ScreenCast-O-Matic How to video](http://youtu.be/pKRNXxMowNM?hd=1)
(<http://youtu.be/pKRNXxMowNM?hd=1>)

Then select **Done**.



** Did you know – You can create a YouTube channel just for your course so that your videos are all in one place? Come to the CLE on your Tri-C campus for more information. **

For any additional questions about using Screencast-o-matic or other screen capturing software, visit the CLE on your Tri-C Campus.