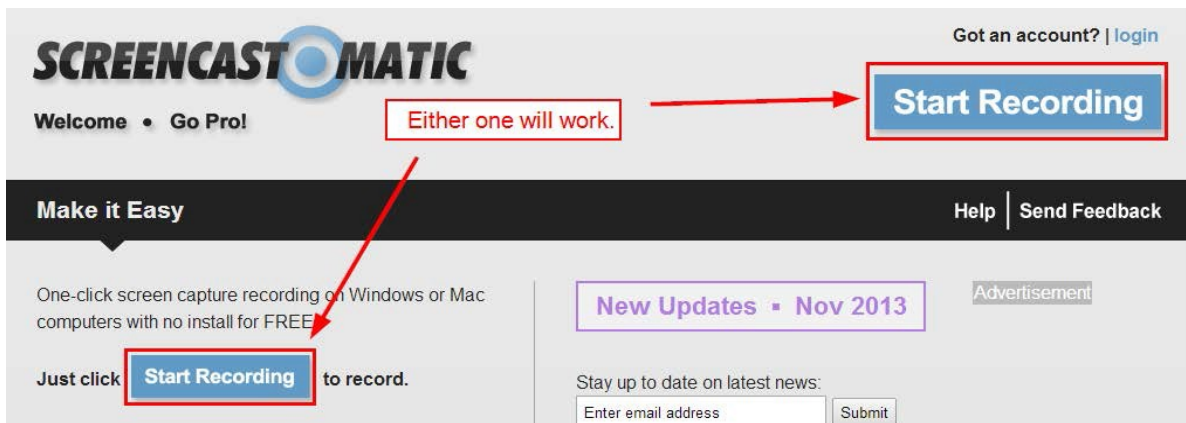


How to Use Screencast-o-matic

Screencast-o-matic is a screen capture software that can be used to create video from your screen (i.e. short lectures or course tours), and it doesn't require any downloading or installing.

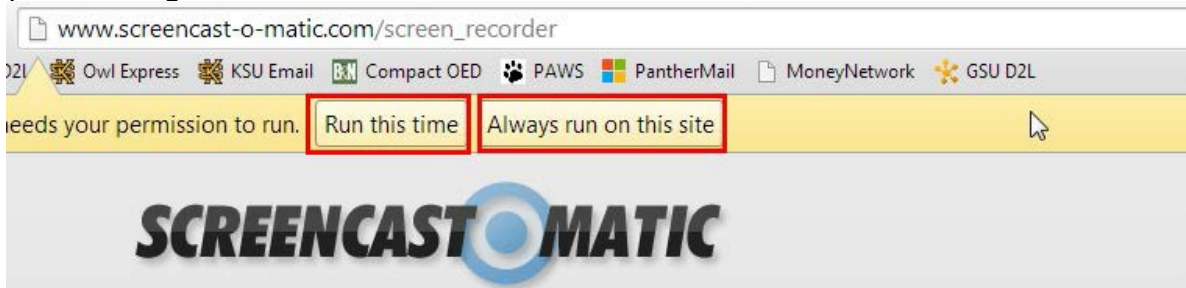
1. To get started, go to www.screencast-o-matic.com.
2. Click "Start Recording." If you are using Firefox and experience problems, you may want to try using Internet Explorer with Screencast-o-matic. If you still have problems, you can try downloading the program (directions are at the end of this article at [number 9](#)). If you are using Google Chrome, Screencast-o-matic may open in a pop-out window. Select "allow" when prompted.



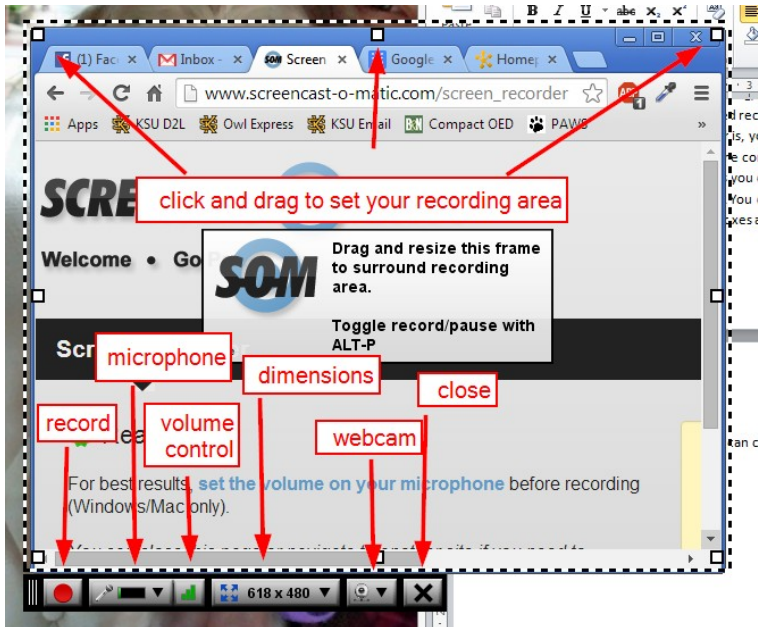
3. The latest Screencast-o-matic update requires you to install a launcher, so we are going to use the old version. Click "Recorder v1.0."

[Recorder v1.0](#)

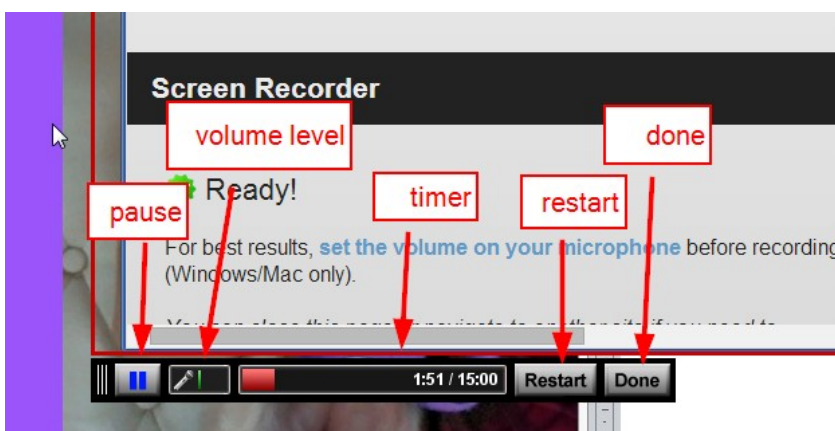
4. If you get this bar at the top of your browser, click "Run this time," or "Always run on this site" if you plan to use Screen-cast-o-matic a lot. You may get another variation of this message if you are using a different browser. Just click "Run."



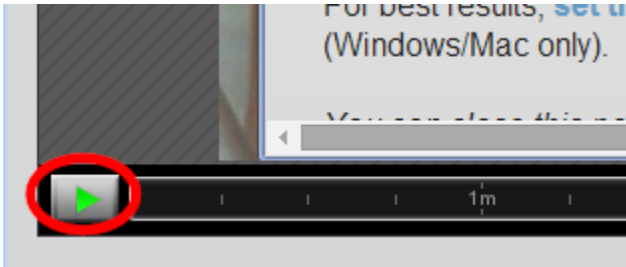
5. You should get a dotted box on your screen that you can adjust to fit the area you want to record. Before you start recording, look to the bottom of the box at the controls available to you. You will see a red record button (don't click it yet), and then a microphone button. If you click this, you can choose your audio source. Next to the audio button you will see a volume control button. Not all microphones allow for volume control, but if yours does you can set that there. Next to volume control, you will see some dimension presets. You can either use these, or you can set your own by clicking and dragging the small boxes around the area. Next to the dimensions, you will see a webcam option. There you can choose to use webcam (and which source), or to turn it off. The last button is an X. It closes the program.



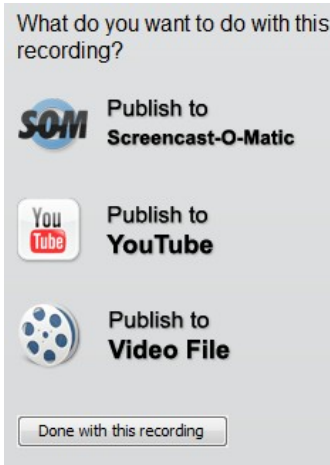
6. When you are ready, click the record button to start your video. Screencast-o-matic will count down from 3 and then start recording. At the bottom of the screen, you will see a few options while recording. You can pause, restart, or stop (done). You also see the volume level and timer at the bottom. Take note that the limit on a Screencast-o-matic video is 15 minutes.



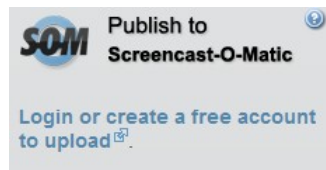
7. When you are finished (click “done”), you will have a preview window come up. Here you can watch the video by clicking the play button in the bottom left corner of the window.



8. You should have several options on the right side of the screen.



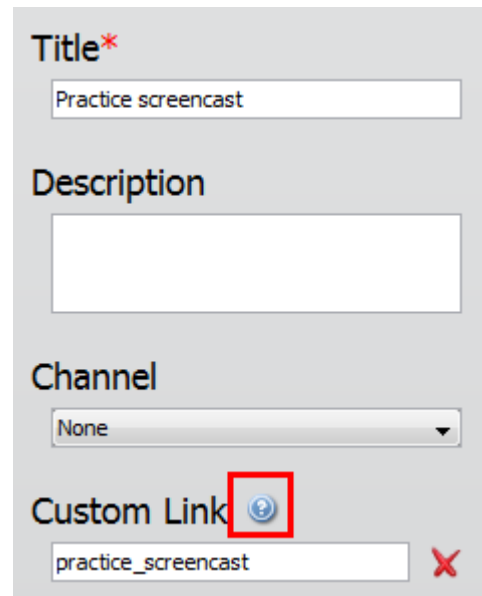
- a. You can publish to Screencast-o-matic.
- i. If you publish to Screencast-o-matic, it will ask you to create a free account. Click the link provided.



- ii. It will open a browser window and on the right side you can register by filling out the form.

A screenshot of a registration form titled "Register". The form has the following fields: "E-mail:" with a redacted input field, "E-mail again:" with a redacted input field, "Password:" with a masked input field, and "Password again:" with a masked input field. Below these fields is a checkbox labeled "I agree to the Terms of Service" which is checked. At the bottom of the form is a "Register" button.

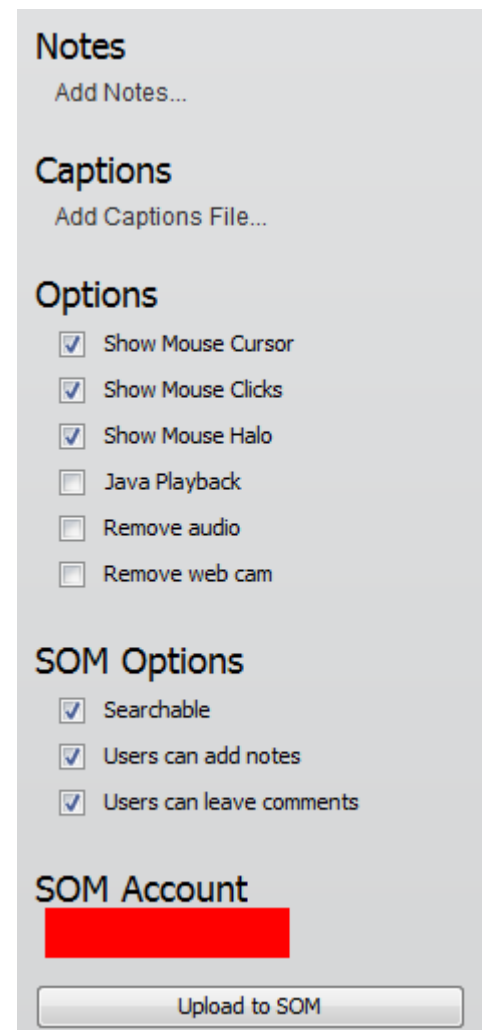
- iii. After you register it will take you back to your video in Screencast-o-matic. Click “Publish to Screencast-o-matic.” Click “Publish to Screencast-o-matic” again. It will then take you to a form to fill out. Give it a title and description, then click the question mark next to “Custom Link.” This will tell you a little bit about custom links and why they can be useful with Screencast-o-matic. If after watching this video you decide to use it, click “Use Custom Link,” and type in what you would like it to be (no spaces).



The screenshot shows a form with the following fields:

- Title***: A text input field containing "Practice screencast".
- Description**: A large empty text area.
- Channel**: A dropdown menu with "None" selected.
- Custom Link**: A text input field containing "practice_screencast". A red box highlights a question mark icon to the right of the field.

- iv. Next you can choose to add notes, captions, any of the advanced options, and any of the SOM (Screencast-o-matic) options. When you are finished, click “Upload to SOM.”



The screenshot shows the following sections of the form:

- Notes**: A link "Add Notes..."
- Captions**: A link "Add Captions File..."
- Options**: A list of checkboxes:
 - Show Mouse Cursor
 - Show Mouse Clicks
 - Show Mouse Halo
 - Java Playback
 - Remove audio
 - Remove web cam
- SOM Options**: A list of checkboxes:
 - Searchable
 - Users can add notes
 - Users can leave comments
- SOM Account**: A redacted field (blacked out).
- Upload to SOM**: A button at the bottom.

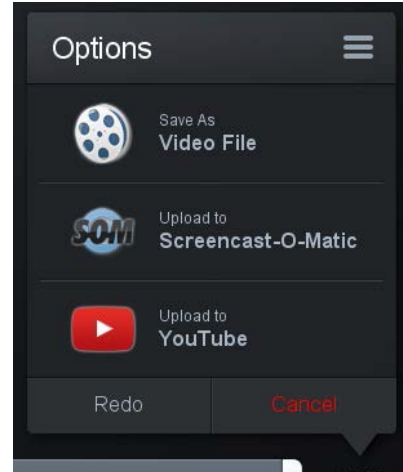
- v. Give it time to load, and when it's finished you can click the link given to see your video. This link will also be what you will copy to post it as a link in D2L.

Uploaded to SOM

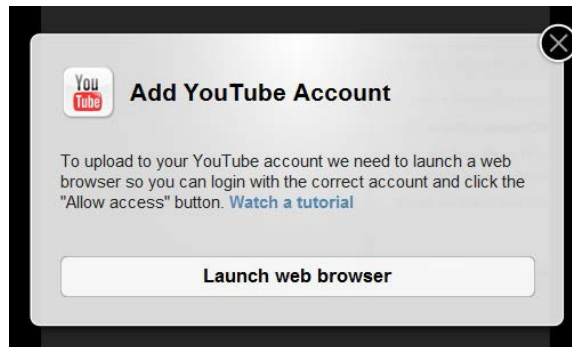
Practice screencast (http://screencast-o-matic.com/u/njLJ/practice_screencast)

- b. You can publish to YouTube, but not with the in-browser app. You'd need to first download the program from this link: <http://www.screencast-o-matic.com/download> (for specific instructions please scroll to the end of this section, [number 9](#)), and then follow the instructions below:

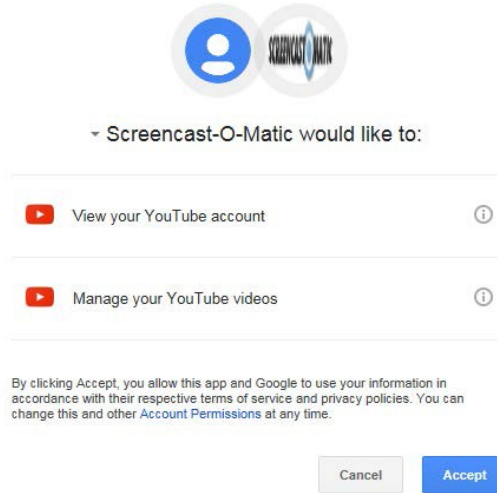
NOTE: You need a Google Account with YouTube enabled to upload to YouTube.



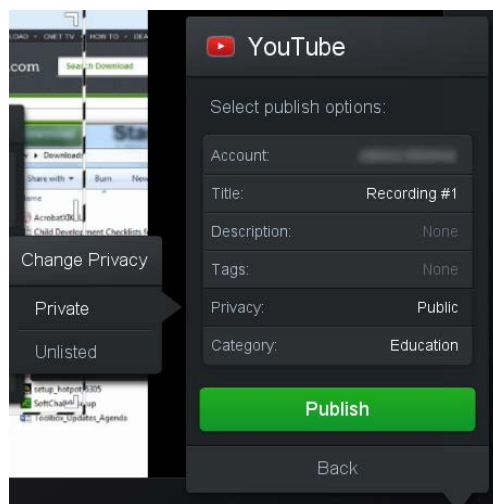
- i. The first time you use Screencast-O-Matic with YouTube, it will need to launch a browser to attach to your account. Click "Upload to YouTube" and then "Launch web browser."



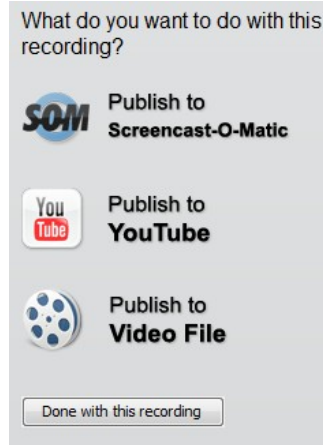
- ii. Your default browser will pop up with this message, if you are logged in (if not you will need to log in to google when the browser pops up):



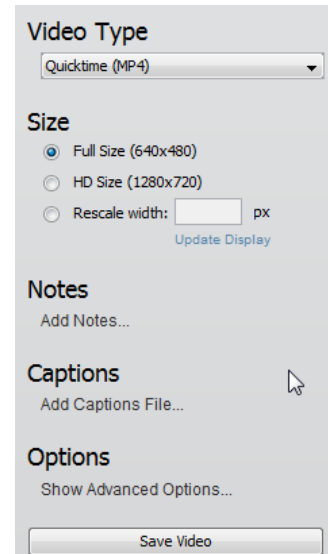
- iii. Click "Accept" and then you can go back to Screencast-O-Matic and fill out your preferences for uploading to YouTube.
- iv. Choose your publishing options. Here you can set: **Title** (it defaults to "Recording #1), **Description** and **Tags** (good for using if you want people to be able to find your video in search), **Privacy** (public, private or unlisted; one of them will already be set), and **Category** (Education is most likely correct).
- v. Click "Publish" and let it upload. When it finishes you can click "Open Upload" to see the video on YouTube or you can click "Copy Link" if you just want to save the link somewhere.



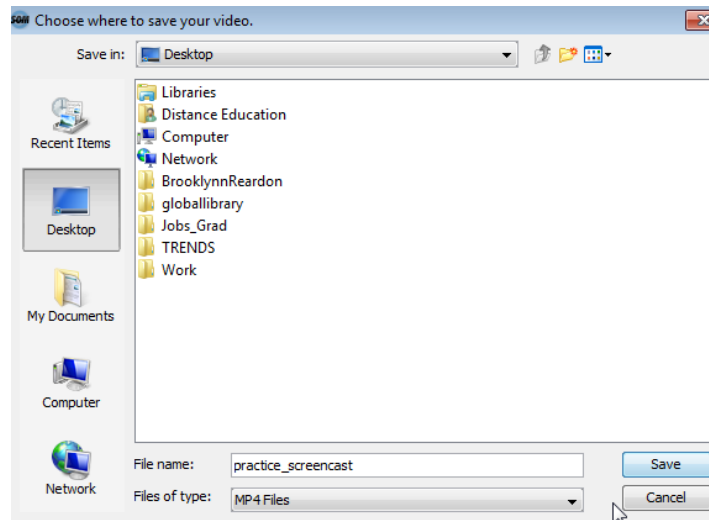
- c. To publish to a video file, which is a file on your computer, click the link for that.



- i. Choose your video format (for D2L, we suggest MP4), a size (full size is probably the better option to save time for the students when loading the videos), and then you can add notes and captions and choose your advanced options. When you are finished, click “Save Video.”

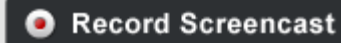


- ii. Choose where you want to save your video, then give it a name (no spaces) and click “Save.”



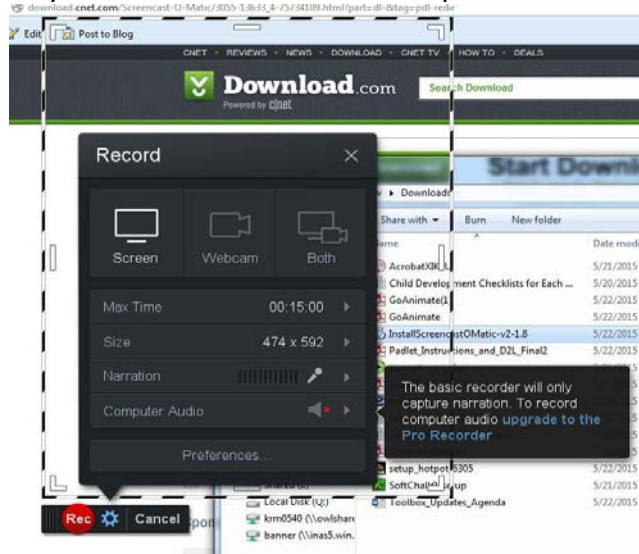
iii. Let it load, and then you will find your file wherever you saved it on your computer. From there, you can upload it to D2L.

9. If you think you will use this program often or if you want to be able to upload directly to Youtube, click “Start Recording” from the main page again, then click the black “Record Screencast” button (instead of the “Recorder v1.0” that we clicked before).

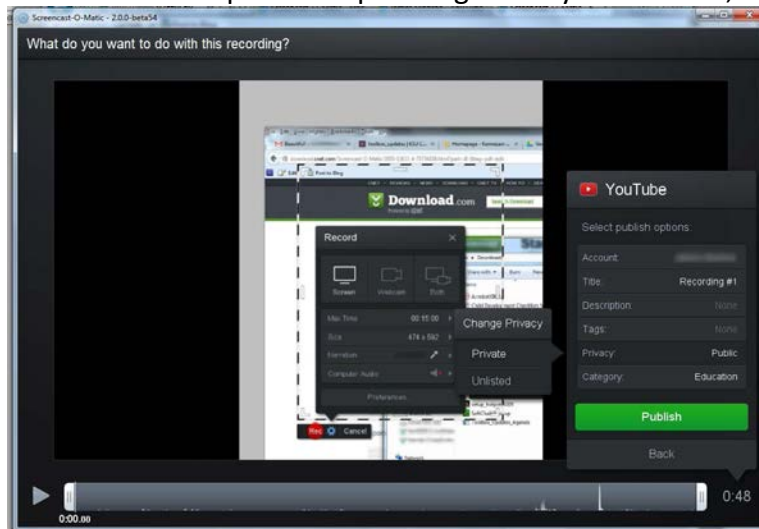
A black rectangular button with rounded corners. On the left side, there is a white circular icon containing a red dot. To the right of the icon, the text "Record Screencast" is written in white, sans-serif font.

a. Click “Run” when prompted.

b. Follow prompts like you would on any download, then you should see this transparent box over the content on your screen, and you can use it the same way as the in-browser version explained above.



- c. This version is capable of uploading directly to Youtube, as detailed above.



Instructions created by Tiffani Reardon, July 2014

Modified by Tamara Powell, July 2014

Updated by James Monroe and Kali Alford, June 2015