

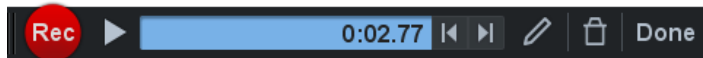
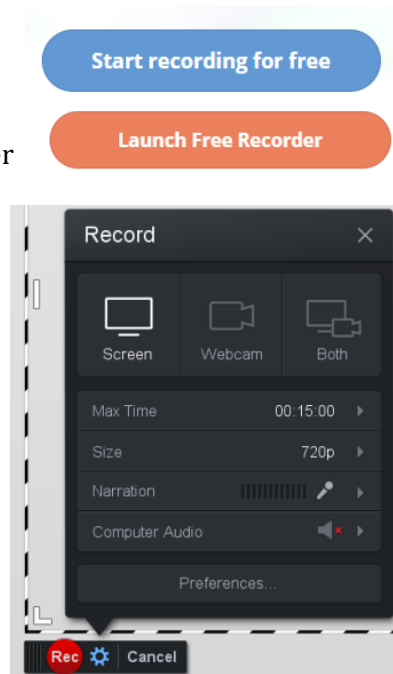
SCREENCASTING

What is Screencasting?

- A video recording of your computer screen.
- Screencast-O-Matic is a free online tool that records the screen and audio with the option to include a web camera. The free recording allows up to 15 minutes. Creating an account is optional.

Recording a Screencast

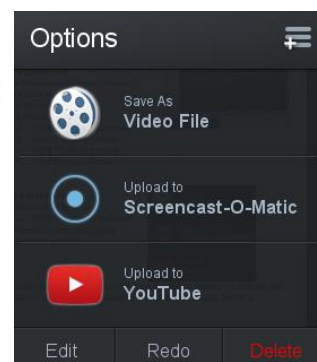
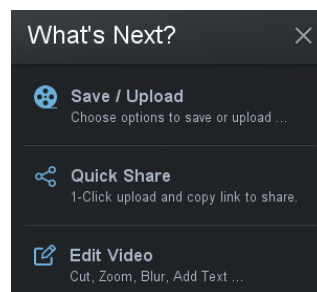
1. Go to www.screencastomatic.com
2. Click Start recording for free
3. Click Launch Free Recorder
4. It will download the recording launcher the first time you use it.
5. Click Run, Allow, or Open on any pop-up windows.
6. Once the recording frame has launched, select screen, webcam or both.
7. Move material into the recording frame such as a PowerPoint.
8. Then drag and resize the frame or use a preset size.
9. Select the microphone (narration) and adjust the volume.
10. Click Record.
11. Click Pause.
 - a. Click Record to continue.
 - b. Click Play to preview.
 - c. Click Trash to restart
 - d. Click Done to finish.



Saving a Screencast

12. After you click done, click Save/Upload.
13. Click Save As Video File.

We recommend this first to ensure that you have the video saved to your computer because some people have lost video files during a failed upload to YouTube.
14. MP4 is a good file format. Change the filename and folder location.
15. Click Publish.
16. Wait for the confirmation screen and click Done.
17. Since videos are large, you shouldn't store a lot of them on your computer. Next, you can upload to YouTube for easy storing and sharing. Visit youtube.com and click upload.



Tips & Best Practices

- **Prepare:**
 - Consider audience and purpose
 - Write a script and create a storyboard to sketch each part of the video
- **Practice:**
 - Speak clearly with a lively tone (eliminate ums)
 - Practice with the technology
 - Position web camera at eye level
 - Practice looking directly at the web camera to make eye contact
- **Have Quality Audio:**
 - Use a microphone for the best audio quality
 - Record in a quiet location and you might want to place a note on the door and mute your phone
 - Adjust microphone and volume levels
- **Recording:**
 - Clean up your desktop if it will appear in the video
 - Close personal information and unneeded programs
 - Turn off reminders or email pop up notifications
 - Resize windows and zoom
 - Control mouse movements
 - Consider length of video
- **Publish:**
 - Save as Quicktime (MP4)
 - Upload to YouTube