

Online Course Delivery Assistance

Screencast-O-Matic Quick Guide

Screencast-O-Matic is an easy-to-use screen-recording tool. The free version of the software has been one of our top-recommended education technology tools for years now. **ICC faculty now have access to the Premier version of Screencast-O-Matic** which includes editing features and removal of time limitations. To sign up for your Premier account, sign into Blackboard and find the Screencast-O-Matic **Registration Guide** on the Faculty Resources tab.

Download Screencast-O-Matic

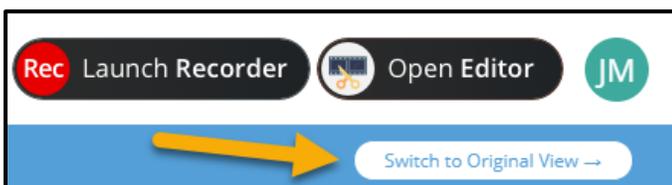
Complete the following steps to download Screencast-O-Matic to your computer so you won't need to access the Screencast-O-Matic website each time you want to record or edit a video.

Note: You must register for your Screencast-O-Matic Premier account before completing these steps. The Screencast-O-Matic Registration Guide can be found in Blackboard on the Faculty Resources tab.

1. Go to [screencast-o-matic.com](https://www.screencast-o-matic.com) and click **Log In**. (If you are already signed into the site, your email address will appear in the upper right.)
2. Login using **email address** and **password** you set up when you registered for your Premier account.
3. If you were already signed in when you arrived at the site, click on the **My Videos** link.



4. Click the **Switch to Original View** button.



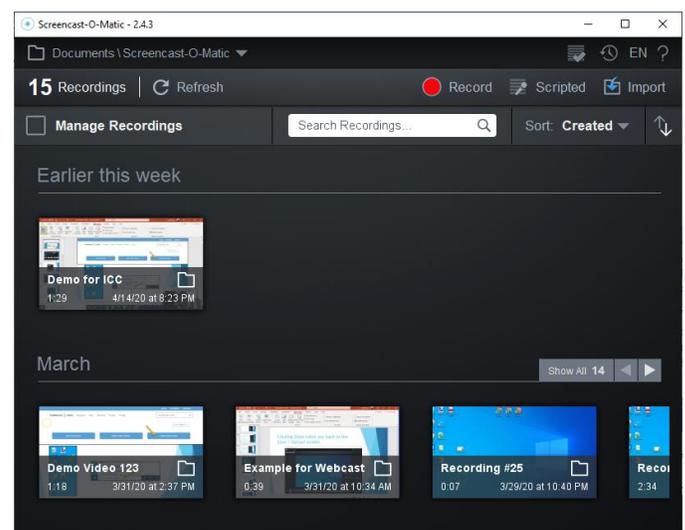
5. Click the **Download Install** button.

Download Install

6. When the file InstallScreencast-O-Matic-2.0.exe finishes downloading, double-click on it to run the installation process. Follow the onscreen instructions to allow the software to install.

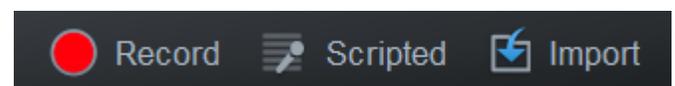
Screencast-O-Matic Recordings Window

The Screencast-O-Matic software opens to a window that gives you access to your previous recordings.



Clicking on one of your previous recordings opens it and gives you options to play, edit, delete, save as an MP4, or upload the recording to a video-streaming service.

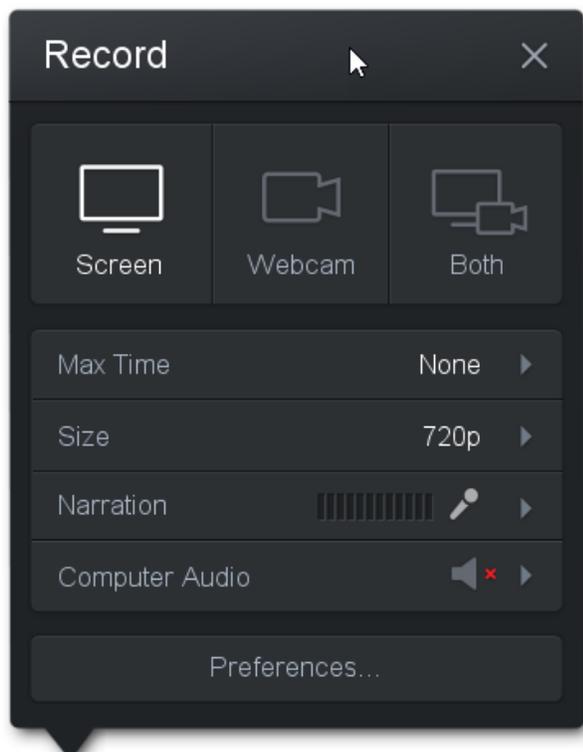
The toolbar near the top of the window gives you options for **creating a new recording**, creating a scripted recording, or **importing a video file** (MP4, MOV, WEBM, or .somrec).



Recording a Video

Screencast-O-Matic allows you to make a narrated recording of your computer screen. Any document, software, website, presentation, etc. that you can pull up on your computer screen can be a part of your recording.

1. Open the Screencast-O-Matic software and click on the **Record** button to launch the recorder.



2. Choose whether you want to record from your computer **screen**, your **webcam**, or **both**.
3. Set the **Size** of the recording area. If you want to record the entire screen, choose **Fullscreen**. For other recording size options, a dotted-line frame will appear on the screen to indicate the portion of the screen that will be captured in the recording.
4. The **Narration** setting allows you to select which microphone is used to capture your voice during the recording.
5. Set **Computer Audio** to Yes if you wish to include the sounds from your computer in the recording.
6. **Get Ready:** Before you hit the Rec button, make sure you have all the items you plan to include in your recording ready to go. For example: If you are

recording a PowerPoint presentation, start the PowerPoint prior to recording.

7. Click the **Rec** button to start the recording. A three second countdown will appear on the screen and then the recording will begin.
8. The action occurring on your screen will be recorded along with your narration.
9. When you are ready to pause or stop the recording, click on the **Pause button**, or press ALT + P on your keyboard.

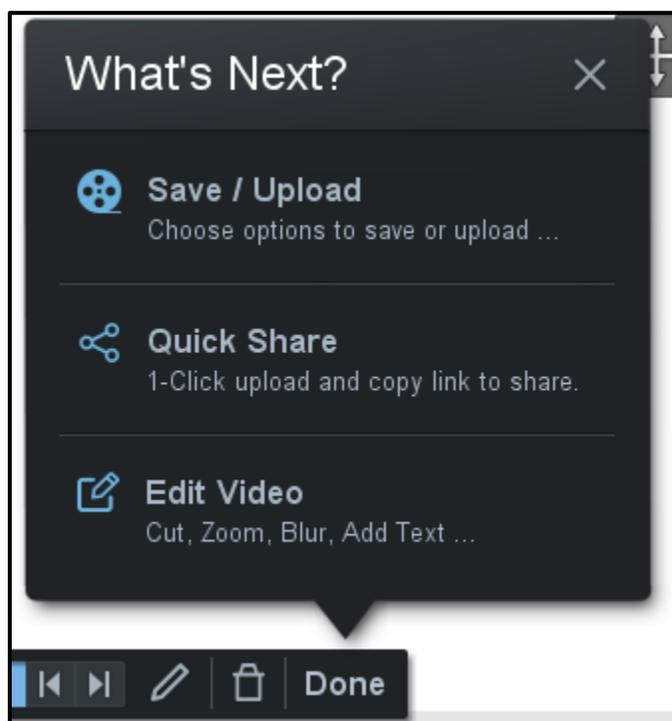


10. A toolbar will appear:



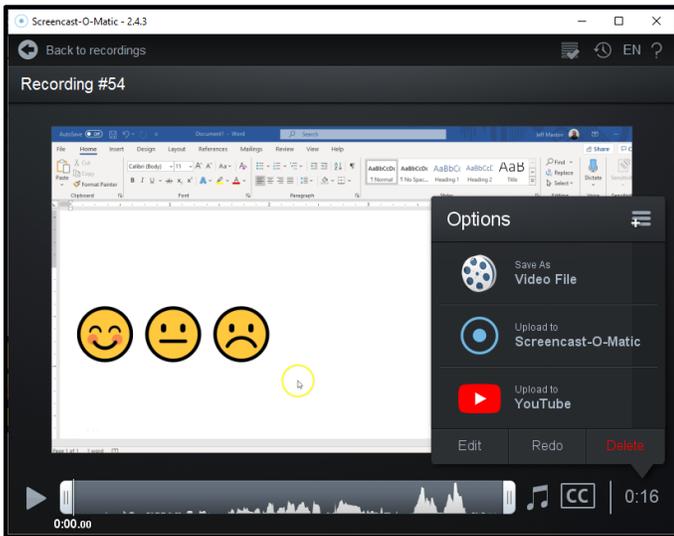
- The **Rec** button allows you to resume your paused recording from where you left off.
- The **Play** button allows you to listen to your recorded audio.
- The trash can icon allows you to **Delete** everything and start over.

11. Click the **Done** button when you are finished.



12. Click on **Save / Upload**. Your video is saved to your computer as a Screencast-O-Matic video file. You will be taken to a window where you have options to

play your video, edit, delete, save as an MP4, or upload the recording to a video streaming service.



13. You can click on the title “Recording #_” to **change the name of your recording**.
14. Click on one of the options to move on to the next step you wish to take (such as uploading to YouTube or editing the video).
 - If you aren’t ready to move on to one of the next steps yet, you can close the window. Your video is saved on your computer as a Screencast-O-Matic video file and you will see it listed with your other recordings the next time you open the software.

Screencast-O-Matic Video Hosting

While we can upload videos to the Screencast-O-Matic video hosting service, we only have a set amount of bandwidth included with our plan, after which point we are billed each month for the additional bandwidth used as our videos are uploaded and viewed.

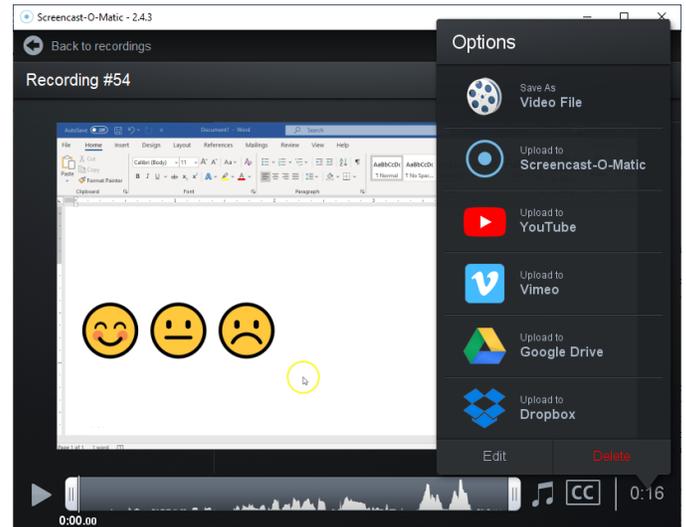
We ask that you upload your recordings to YouTube, rather than Screencast-O-Matic. After the initial setup, it is easy to use the Screencast-O-Matic software to upload your recordings to YouTube (or any of the other hosting options).

Upload Your Recording to YouTube

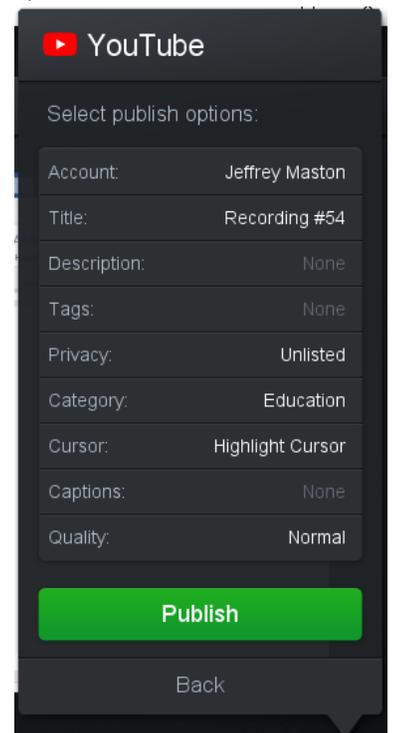
ICC’s Google Suite for Education (@lab.icc.edu) accounts allow us to sign in to a number of Google apps and services, including YouTube. Screencast-O-Matic can

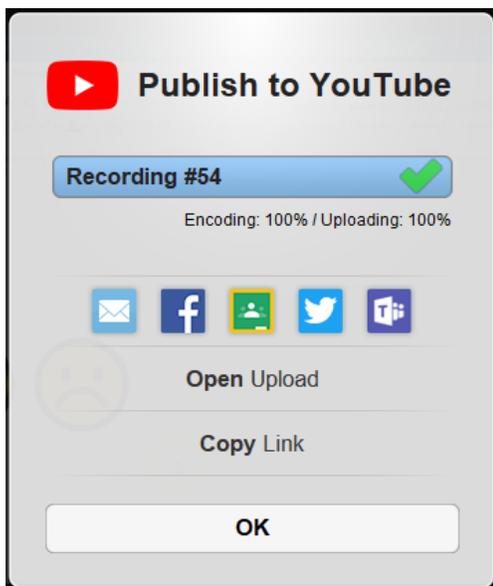
upload recordings to your YouTube account in just a few clicks. **Follow these steps to upload your Screencast-O-Matic recording to your YouTube account.** (If you have not yet activated your YouTube account, see the links at the end of this section).

1. When viewing your recording in Screencast-O-Matic, click on the **Add More Options** icon to expand the Options list to view all your options.



2. Click on **Upload to YouTube**. (The first time you choose this option you will be asked to sign in to your @lab.icc.edu Google account and grant permissions to Screencast-O-Matic).
3. Change the **Title** of your recording.
4. Give your recording a **description**, if you wish.
5. Setting the **Privacy** to **Unlisted** means that people cannot find your video unless they are given the link.
6. Click **Publish**. The file will begin uploading to your YouTube account. Depending on the length of the video, this may take some time to complete.





7. The progress bar will show you when the upload is complete.

The video is successfully uploaded to YouTube; it may need a few minutes of processing on the YouTube site before it is able to be viewed.

- **Link the video** – Click **Copy Link** to copy the YouTube video link to your clipboard. You can then paste the link in the location where you want to share it with your students.
- **Embed the video** – Click **Open Upload** to access the video on YouTube. Click the **Share** button below the video. Click on **Embed**. Click on **Copy**. How to [Embed the video in Blackboard](#).

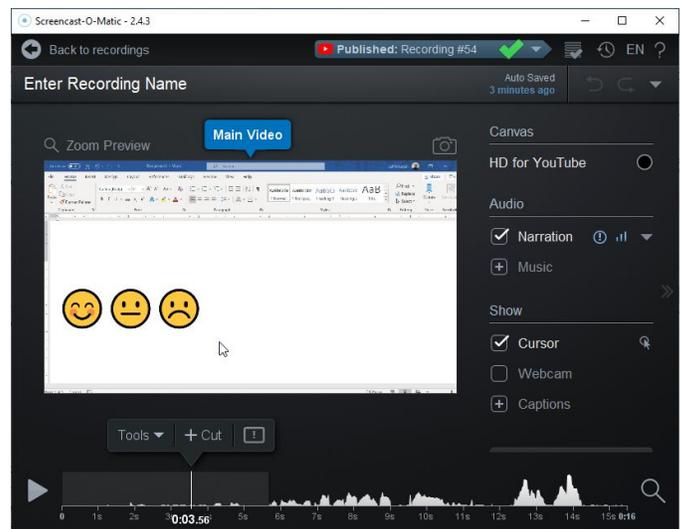
For more information on getting your @lab.icc.edu YouTube account set up for the first time:

- [Uploading Videos to YouTube – ICC TLC Guide](#)
- [Verify YouTube Account to Post Longer Videos](#)

Edit Your Recording

The Screencast-O-Matic Premier account also includes a **video editor** that you may wish to use prior to uploading your recording.

- Click **Edit** just after you finish recording to open your recording in the video editor.
- Or, if you click on any previous recordings from the Recordings screen, click **Edit** to launch the editor.



- The play button lets you review your recording.
- Work with the **timeline** at the bottom of the window to determine which sections of the video you want to edit.
- Position the vertical white line at the point in the timeline you wish to edit.
- Click on the **Tools** menu and select the editing tool you wish to use: **Cut, Copy, Hide, Insert, Narrate, Overlay, Replace, Speed, Transition, or Volume**.
- After you've made your edit, you can play the recording back to make sure it looks like you want.
- If you've made a mistake, hit the **Undo** button.

How to cut a section out of your recording

1. Position the vertical line at the beginning of the section you wish to cut.
2. Click on **Tools** and choose **Cut** from the menu.
3. If the section you want to cut happened to be in a section of your video with no audio, the entire block of silence will be selected. Use the right arrow above the white vertical line to indicate that you want to start your cut where you originally had the line positioned.
4. Click and drag the selection to the end of the section you wish to cut. The area that is going to be cut is highlighted in red.
5. Click **OK**.

How to combine two recordings

1. Open the first recording; position the vertical line at the end of the recording's timeline.
2. Click on **Tools** and choose **Insert** from the menu and click on **Existing Recording**—this allows you to choose from your previous Screencast-O-Matic recordings.
3. Click on the video you wish to add; click **OK**.