Installing Screencast-o-Matic

1. Go to the Screencast-o-Matic website. (https://screencast-o-matic.com)
2. Click *Start Recording.*
3. Run the installer.
4. **Click** launch/allow application.

Optional: Create a Screencast-o-Matic account. This will allow you to save videos to Screencast-o-matic's servers.

Screencast-o-Matic Layout
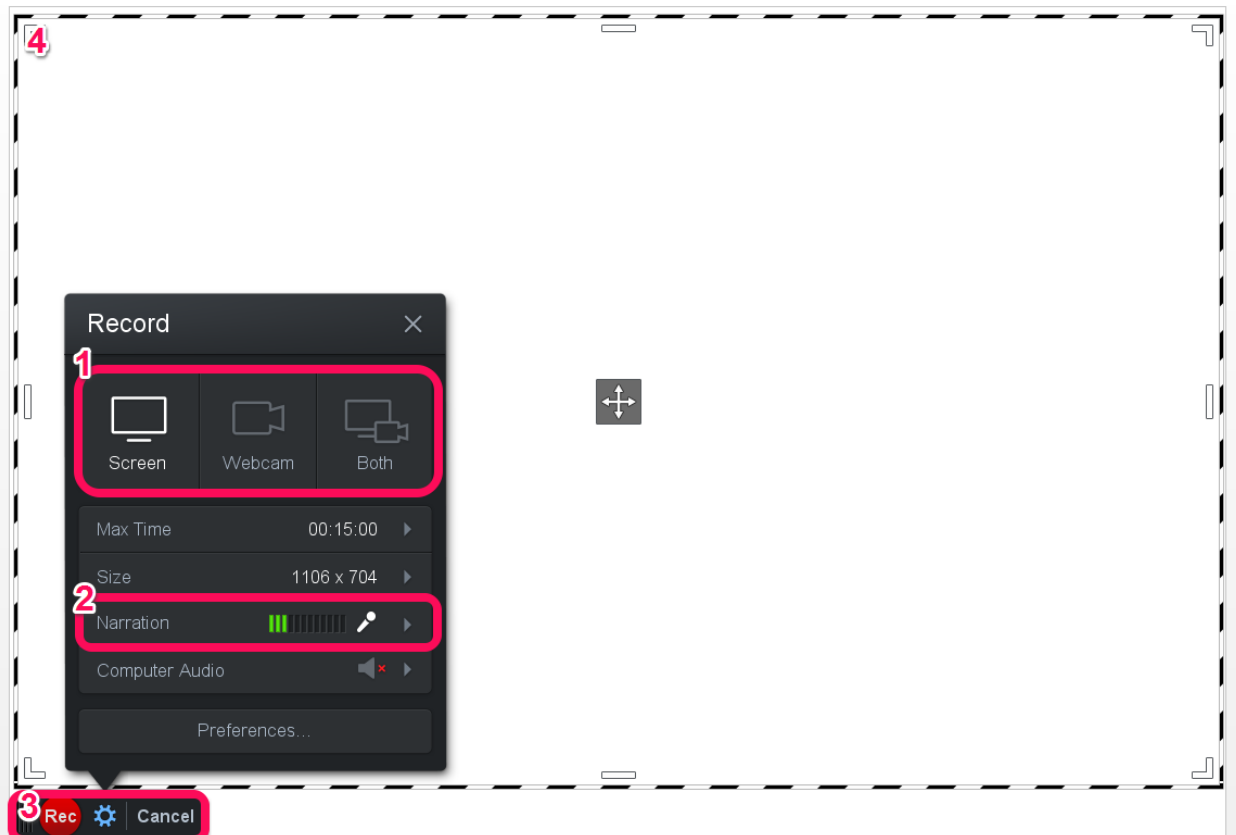
1. **Sources**: in this area you can choose what video sources the software will record from.
   a. Screen: will record anything on the screen within the dashed lines.
   b. Webcam: will record video from your integrated or external webcam.
   c. Both: will record the area within the dashed lines and your webcam.
2. **Narration**: allows you to choose your default audio input.
3. **Record/Playback**: used to start recording, pause the recording, and playback the recording.
4. **Recording Area**: When using the Screen or Both options in the Sources menu, the area inside the dashed lines will be recorded.

Recording with Screencast-o-Matic

Before you begin recording make sure to have your materials set up correctly. This includes any images, PDFs, windows, etc. that you may want to use. (See page 3)

1. Select your video source to capture.
2. Select your audio input.
3. Resize your recording area by clicking and dragging the handles.
4. **Click** the record button.
     a. You can pause the recording by clicking the pause button.
     b. You can resume recording by clicking the record button again.
     c. You can record over previous recorded footage by using the playback bar to "rewind" the video.
5. When you are finished recording click the pause button, then **click** *Done*.
6. The video will open in a new window. Select one of the options to save/upload your video.
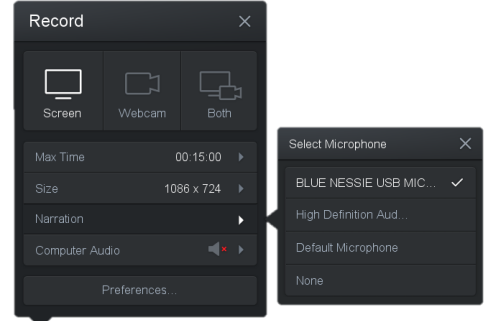
Best Practices When Recording

Before you Record

- Create a clear plan
- Take into consideration who your audience is
- Prepare your materials (images, PDFs, etc)
- Consider writing a script
- Prepare your work area
     o Silence phones
     o Remove extraneous noises (small children, animals)
- Practice/Rehearse any parts of your "script"
- Consider hiding desktop icons or email notifications while recording

While You Record

- Avoid speech disfluencies (uhh, err, umm)
- Keep your thoughts short and concise

After Recording

- Review the **entire** video
- Take notes!
- If you have access to video editing software, you can edit the video more accurately
- Export/save the video to a format that you can use

Embedding Screencast-o-Matic Videos into Canvas

1. Login to your Screencast-o-Matic Account and locate your uploads.
2. Hover the mouse over the video you want to embed, and click the link icon.

3. Select a width from the dropdown menu.

4. Copy the text in the iFrame text box.
5. In Canvas, **click** the HTML Editor icon at the and paste the copied text.
6. **Click** *Save Changes.*
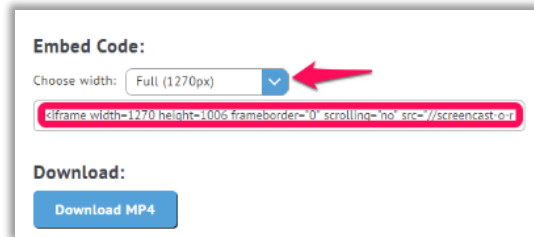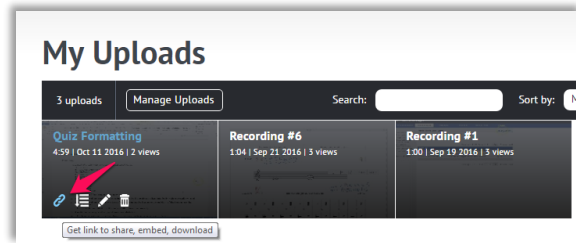
Inserting a Picture to OneNote

Inserting a picture into OneNote allows you to draw and annotate on top of the inserted image. Using Screencast-o-Matic, in conjunction with OneNote, allows you to easily create short instructional videos.

1. In OneNote, **click** *Insert.*
2. **Click** *Pictures.*
3. Browse for the file you wish to use and click *insert*.
4. Resize the image using the handles in OneNote.

Inserting a Printout to OneNote

Inserting a printout allows you to convert a document into a PDF and place it into OneNote.

1. In OneNote, **click** *Insert.*
2. **Click** *File Printout.*
3. Browse for the file and click insert.
4. OneNote will convert the file to a PDF.
5. Resize the printout using the handles in OneNote.

Using the Draw Feature in OneNote

The draw feature in OneNote lets you highlight, draw, and add shapes to the OneNote document. If using Windows 10, you can have OneNote convert your drawings into perfect shapes using the *Convert to Shapes tool*.

Recording PowerPoint

Applications using full screen view tend to not record correctly. To expand the PowerPoint slide size, use the "*Reading View*".