Screencast-o-Matic Quick-help Guide

1. **Recording**

   a. Click "Start Recording" from www.screencast-o-matic.com or using your installed version on your computer.   (You may need to accept a pop-up request to allow basic program installation).
   b. Move/resize the dotted outline window to the screen area you want to capture.
   c. Recording controls from left to right:
      - Red RECORD button (gives 3-2-1 countdown and becomes "PAUSE" during recording)
      - Microphone Adjustment/Sound button (can set to off for silent recording)
      - *Volume auto-adjust (works for some mics)
      - *Computer sound capture (by default is off)
      - Window pixel size (provides standard sizes)
      - Webcam (on/off)
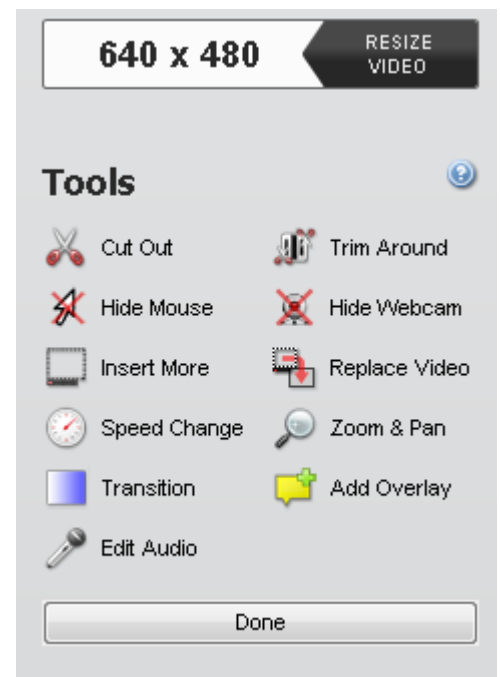   - *Recorder Settings
      - Close button (X)

      Note: Throughout the document, the star (*) indicates items only available when logged in with PRO account.
   d. Record what you need (*during recording, there is a button that allows you to draw on the screen with several "tools" and in different colors). You can add callouts during recording using this button.

2. ***Editing**

   a. Resize video button allows you to change size.
   b. To trim: Position LEFT and RIGHT player heads (there are two) at the ends of the desired segment. Use "cut out" to remove a segment OR use "trim around" to remove everything else.
   c. Hide Mouse / Hide Webcam do what they suggest.
   d. Insert More allows you to insert a new recording OR something you've already recorded previously.
   e. Replace Video and Speed Change are somewhat pointless.
   f. ZOOM / PAN: First set LEFT/RIGHT player heads around the section for which you wish to change Zoom/Pan. Click "Zoom & Pan". Then click START and use the small window to zoom/pan as desired. Then click "done".
   g. Transitions may be useful if combining video segments together.
   h. Adding overlays are similar to callouts but better because you can more carefully control them (can blur something or add arrows or text to your recording).
   i. Edit audio allows you to select a section of your video and re-record the audio for it. Use with care!
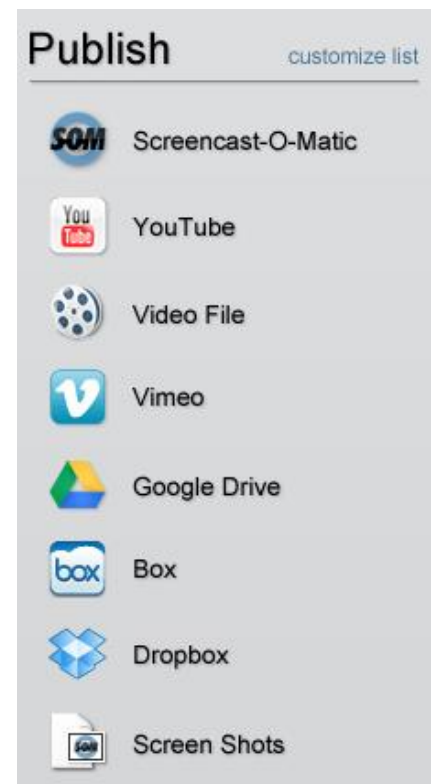   j. Click the "DONE" button when you are finished with changes.

3. **History**

   a. The history saves changes to your video. Recommend setting it from Last 10 to "ALL".
   b. This is basically an "undo" button as clicking the red X will undo your last change.

4. **Publishing your Video**: There are several choices; but most people will probably use one of the first three:

    a. **Screencast-O-Matic**, with your pro subscription, will host the videos for you provided they are *15 minutes or less* in length. Options include Title and Description, Custom Link (that you can share with your students), Password protection (only those to whom you give the password can view it), and the ability for users to add notes and leave comments (possibly useful, also possibly a can of worms since comments if allowed may be left anonymously). Note: This video discusses their host capabilities: http://som.screencasthost.com/channels/clXDVXenh#navback

    b. **Youtube** (requires Youtube account) – can make video public, private, or unlisted.

    c. **Video File** – supports MP4, AVI, and FLASH. For reasons of size, MP4 is generally the best choice. This saves the video file to your hard drive. After that you have to have your own place to host it for students (e.g. webpage, blackboard, moodle, etc.)

    d. *There are several other publication options you might choose from – including Google Drive and Dropbox.

For assistance as part of the FLIP grant, contact:

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