

# QUICK-START GUIDE

## Introduction

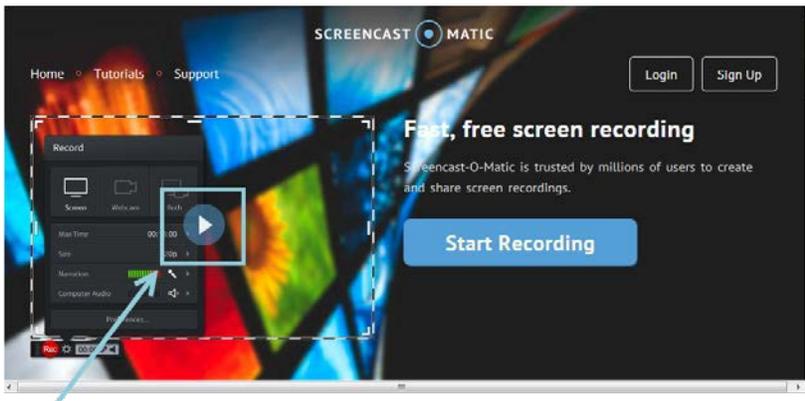
This guide is intended to familiarize students with the Screencast-O-Matic video tool and how to use it effectively. Using the tool, you can record and post a video file right within the classroom. Additionally, this guide will familiarize you with how to incorporate PowerPoint presentation slides into your video submission.

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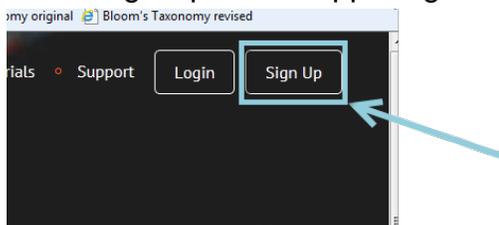
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## Creating an Account

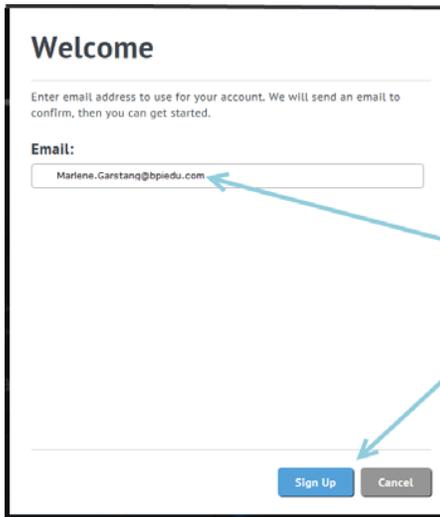
1. Visit the [Screencast-o-matic](https://www.screencast-o-matic.com) website. For best results, use the most current version of your web browser.
2. To familiarize yourself with the program, click the play button to watch a short demo video.



3. If you need to sign up for an account:
  - a. Click "Sign Up" in the upper right corner.

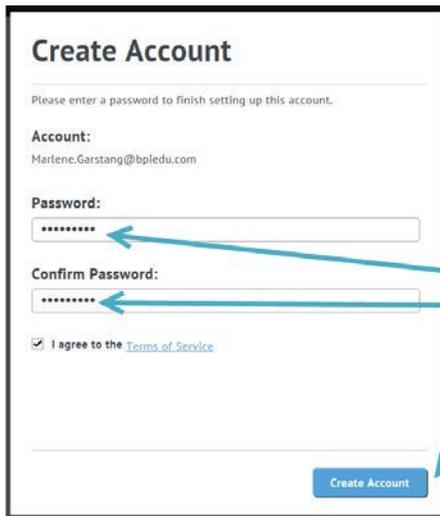


- b. Enter your email address at the prompt and click “Sign Up.”



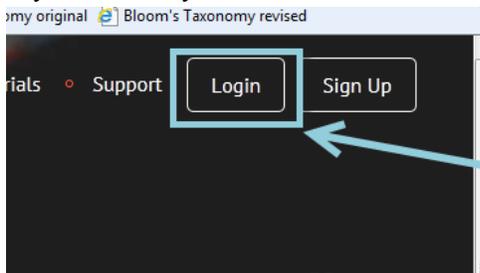
The screenshot shows a 'Welcome' sign-up form. At the top, it says 'Welcome' and 'Enter email address to use for your account. We will send an email to confirm, then you can get started.' Below this is an 'Email:' label and a text input field containing 'Marlene.Garstang@bpl.edu.com'. At the bottom right, there are two buttons: 'Sign Up' (highlighted in blue) and 'Cancel' (grey). Two blue arrows point from the right side of the image to the email input field and the 'Sign Up' button.

- c. An email will then be sent to the address you entered. Click the link in the email (or copy/paste it into your web browser).
- d. In the Create Account dialog box, enter a password, confirm, and click “Create Account.”



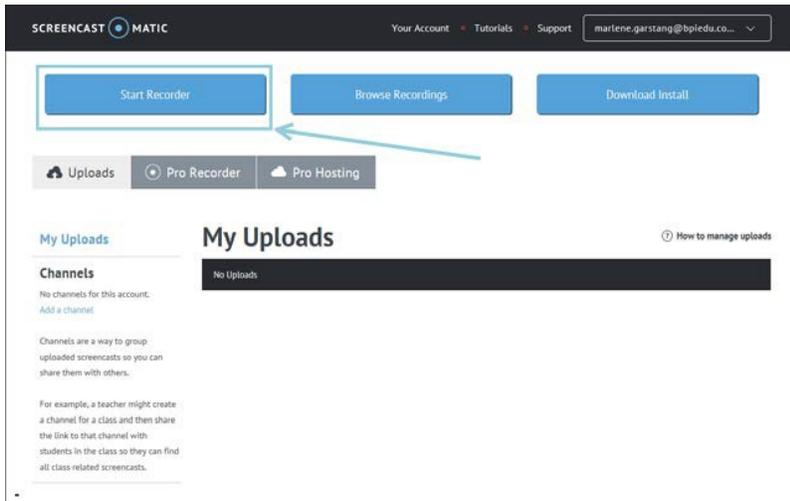
The screenshot shows a 'Create Account' form. It starts with the text 'Please enter a password to finish setting up this account.' Below that is an 'Account:' label and the email 'Marlene.Garstang@bpl.edu.com'. There are two password fields: 'Password:' and 'Confirm Password:', both containing masked characters (dots). Below the password fields is a checkbox labeled 'I agree to the Terms of Service'. At the bottom right, there is a blue 'Create Account' button. Three blue arrows point from the right side of the image to the 'Password' field, the 'Confirm Password' field, and the 'Create Account' button.

4. If you already have an account, click “Login” and enter your login information when prompted.



## Recording Your Screencast

1. You are now ready to begin recording your screencast. Be certain that your presentation and/or other materials are prepped and ready prior to beginning your video capture. Then click the “Start Recorder” button.



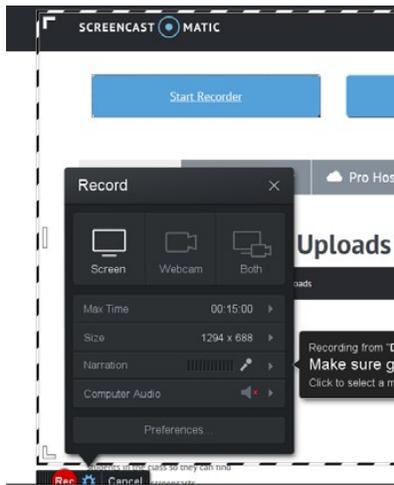
(Note: If you receive a Java notification, you will need to either allow or install Java to use this software.)

2. If this is your first time recording, you will be prompted to download the recorder launcher. Click “Get recorder launcher!” to start the process and follow any prompts. (Note: Once the recorder is installed, you may need to click “Start Recorder” again to actually begin your recording.)

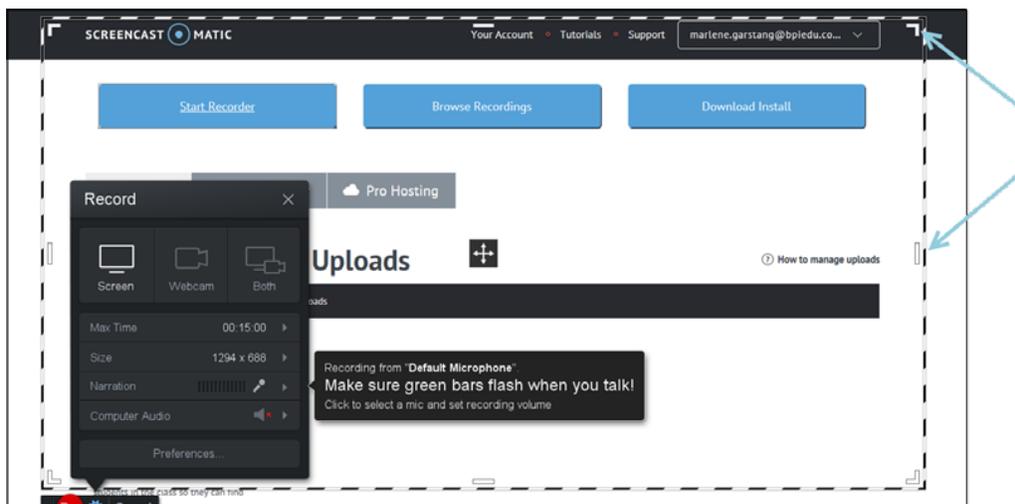


[Download launcher](#) to make screen recordings.

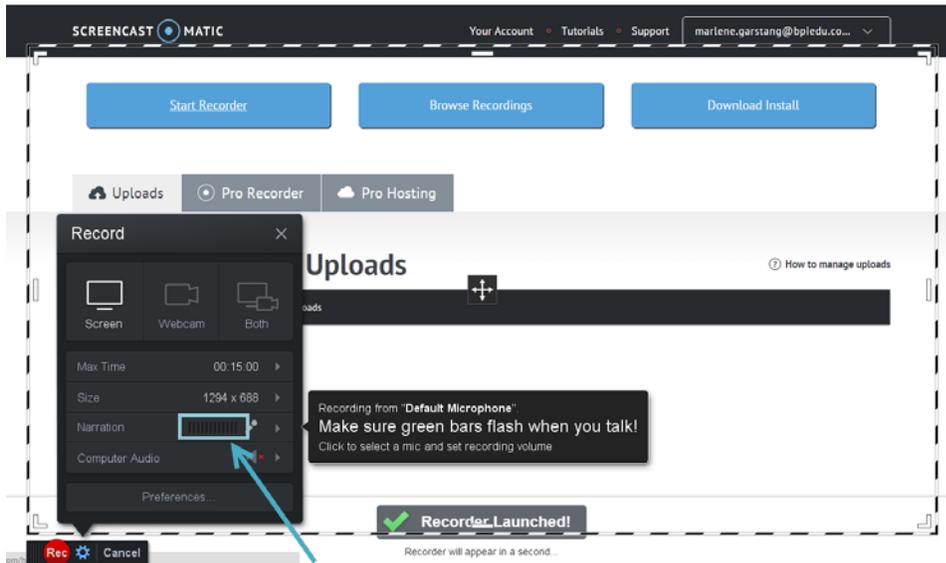
3. A screen recording box will appear. This box will allow you to choose whether you wish to record your screen or use your webcam. Choose the option that matches your assignment and follow the prompts.



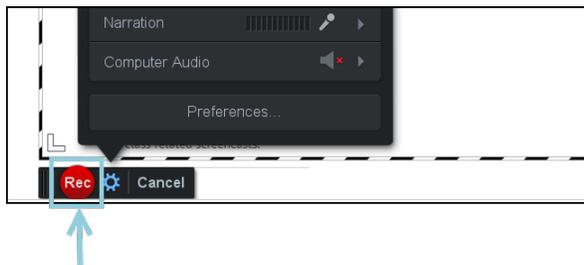
4. If recording your screen, you may resize the screen recording tool to fit your presentation by repositioning the recording box with your mouse and/or by adjusting the crop marks in the corners or on the sides.



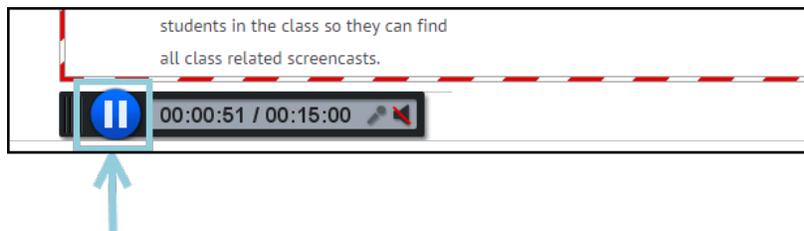
5. The recorder will detect your computer's built-in microphone or the microphone that you have installed. Try speaking at different levels to ensure that your audio recording will not be too loud or too soft (green should stay in the mid-range of the bars).



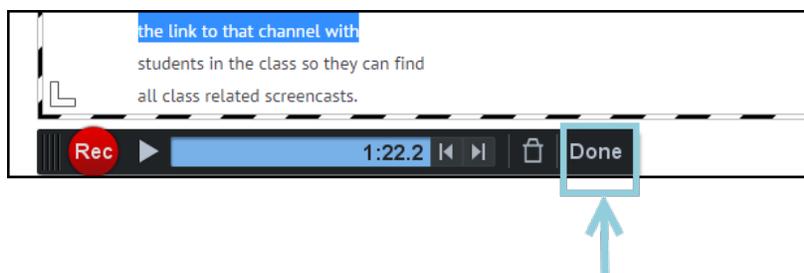
6. Press the red dot in the left-hand corner to begin recording. The recorder will count down "3, 2, 1 Go!" before beginning to record.



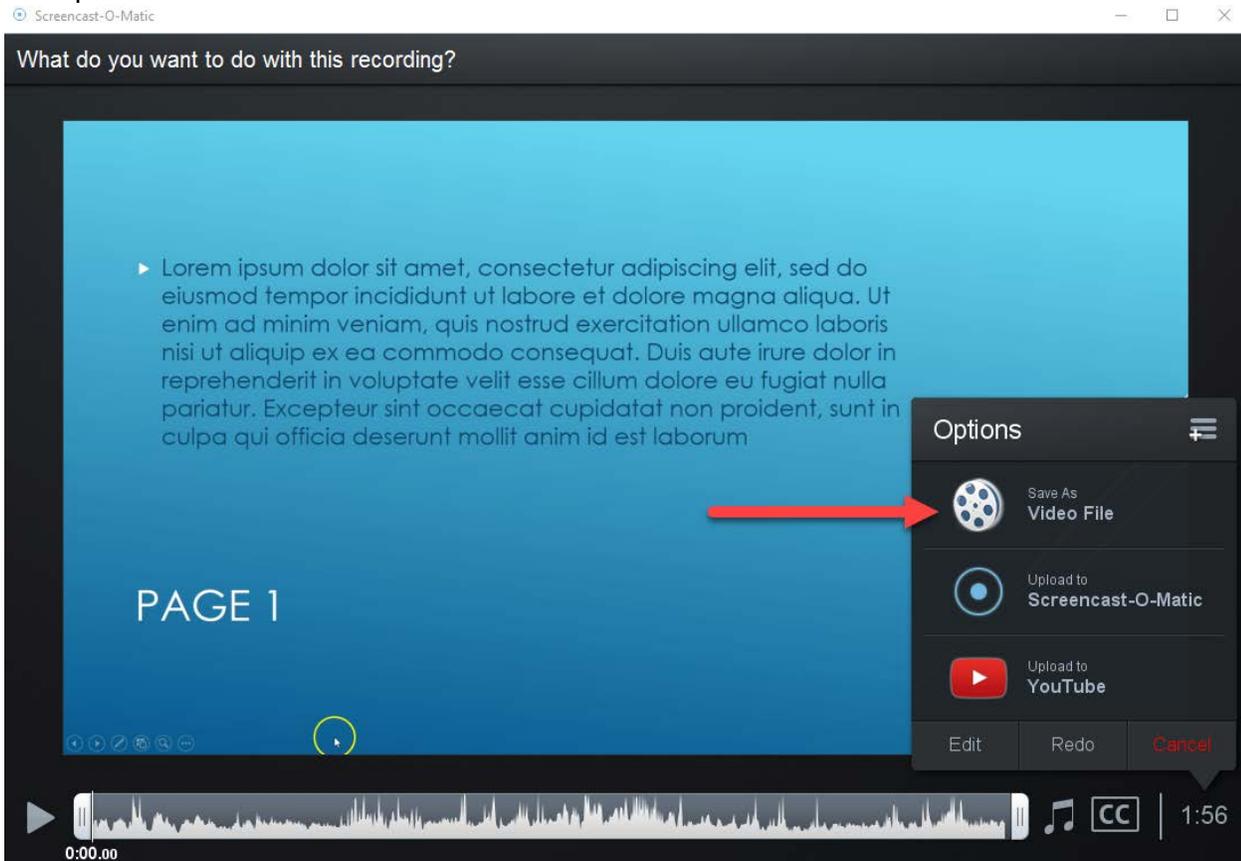
7. Click the pause button if you need to pause during your recording.



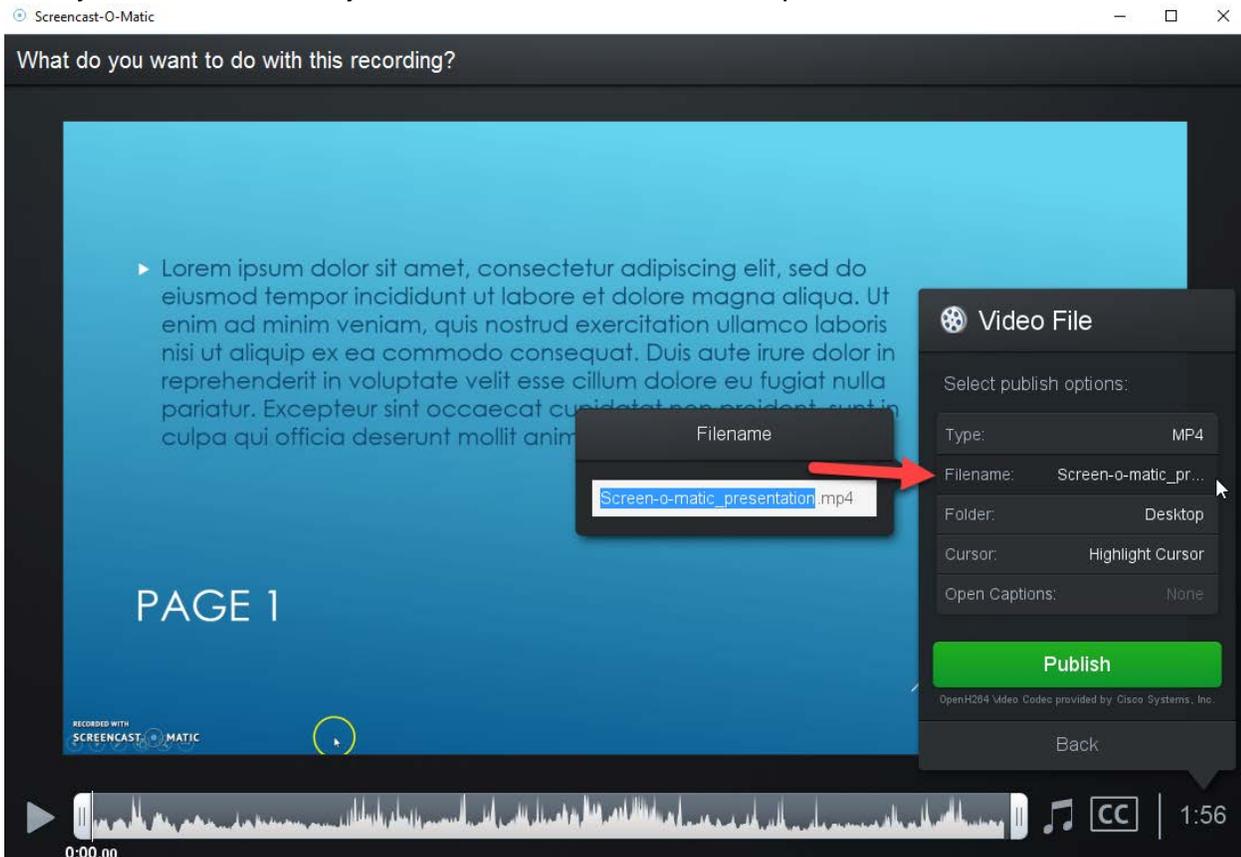
8. Once paused, click "Done" if you have finished recording.



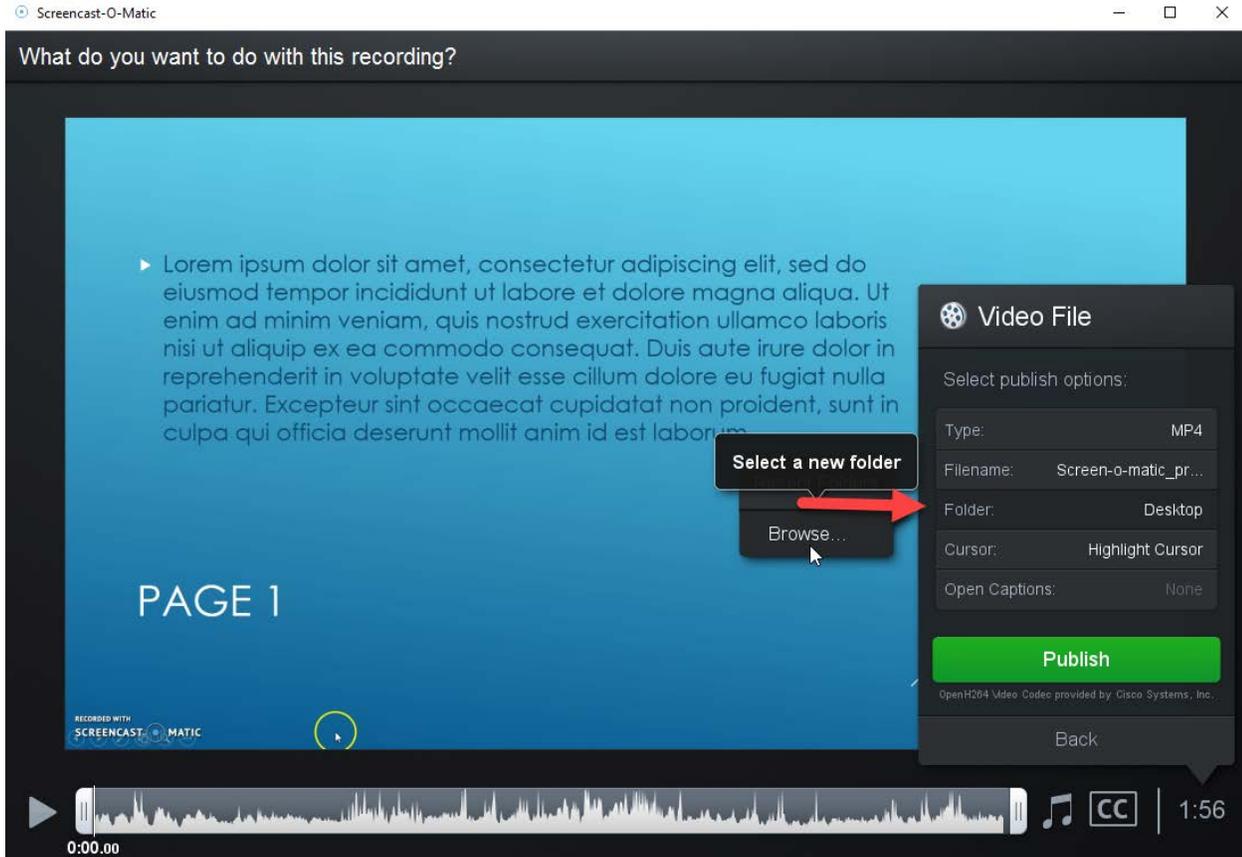
9. You will have a chance to view your screencast by clicking the play button. If you are pleased with your recording, you can save it as a video file. To do so, select the “Save as Video File Option”.



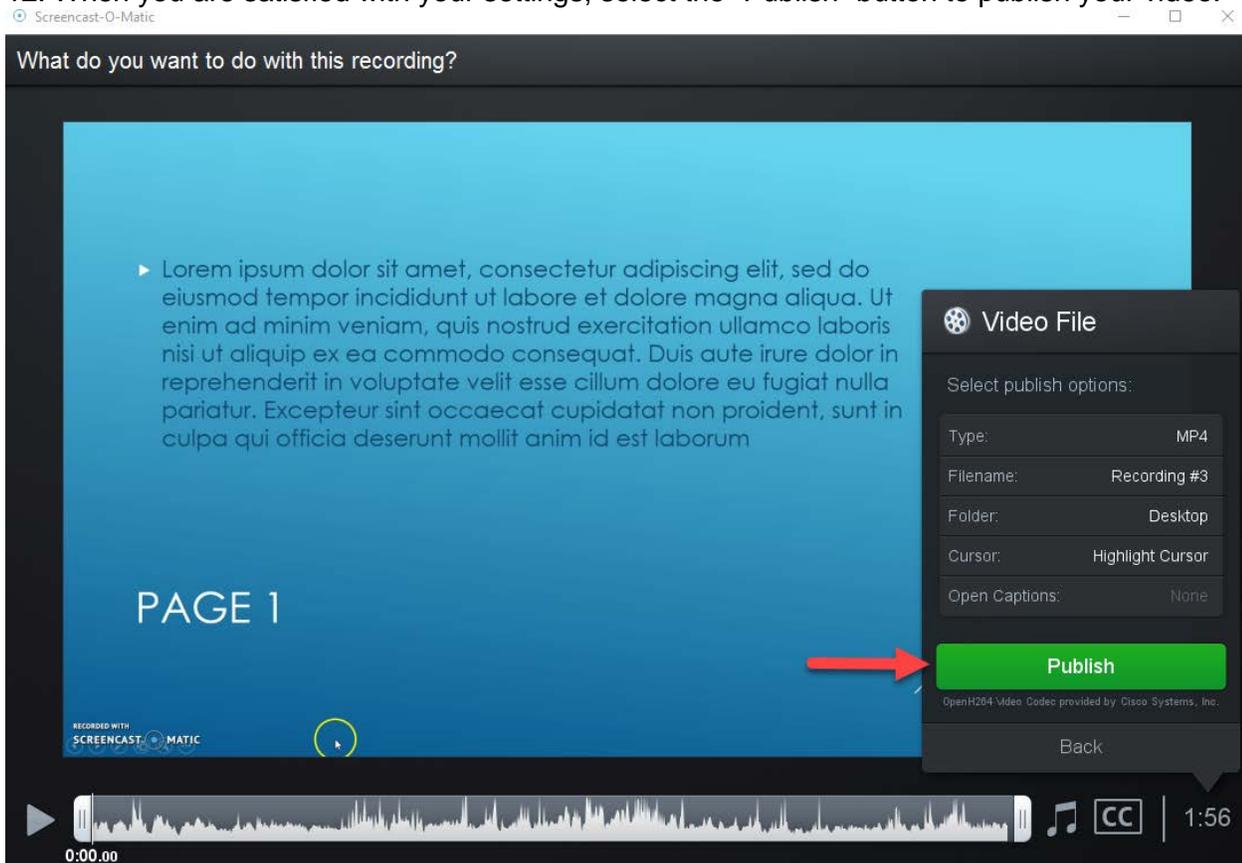
10. If you'd like to rename your file, click on the “Filename” option.



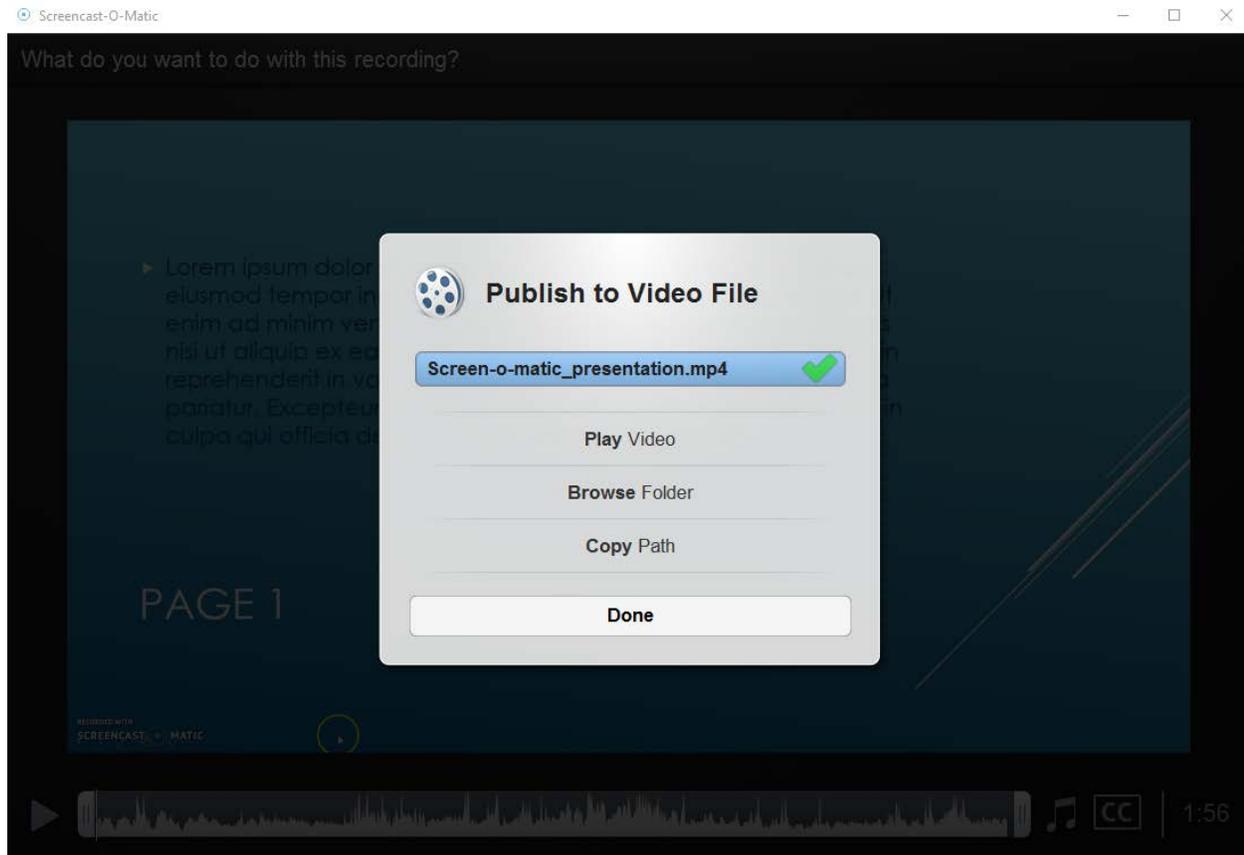
11. You can also choose where you would like to save the file on your computer by selecting the “Folder” option:



12. When you are satisfied with your settings, select the “Publish” button to publish your video.



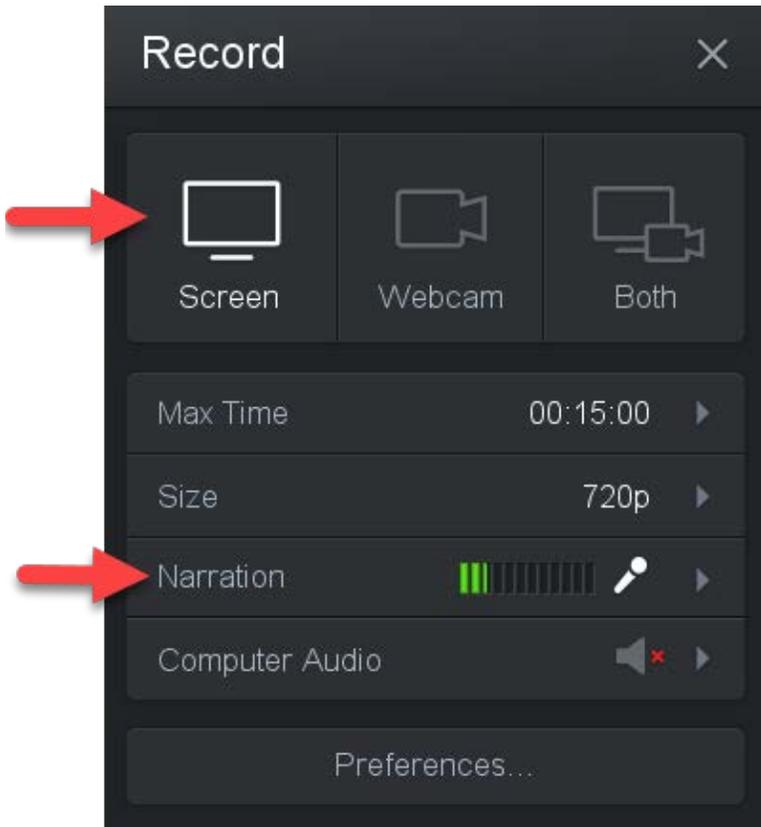
13. You will receive a confirmation when your video has been successfully published:



14. Your video file has now been saved to your computer, and is ready to be uploaded to your classroom.

## Adding PowerPoint Slides to Your Screencast

1. Screencast-o-Matic has the capability of capturing and recording PowerPoint (PPT) presentations that you may need to incorporate into your video submission for an assignment. For PPT recordings, choose the “Screen” record option and ensure that your computer’s microphone is on.



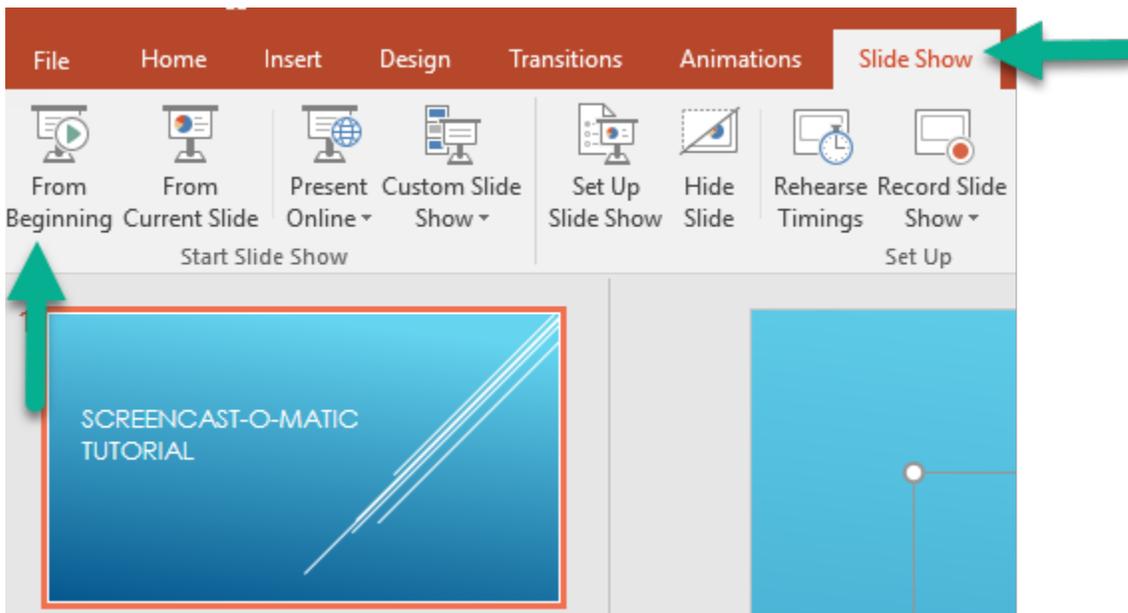
2. Drag and drop the Screencast-O-Matic recorder borders to capture your entire presentation.



3. You can also select the “Active Window” or “Fullscreen” options from the size menu to capture your entire screen.



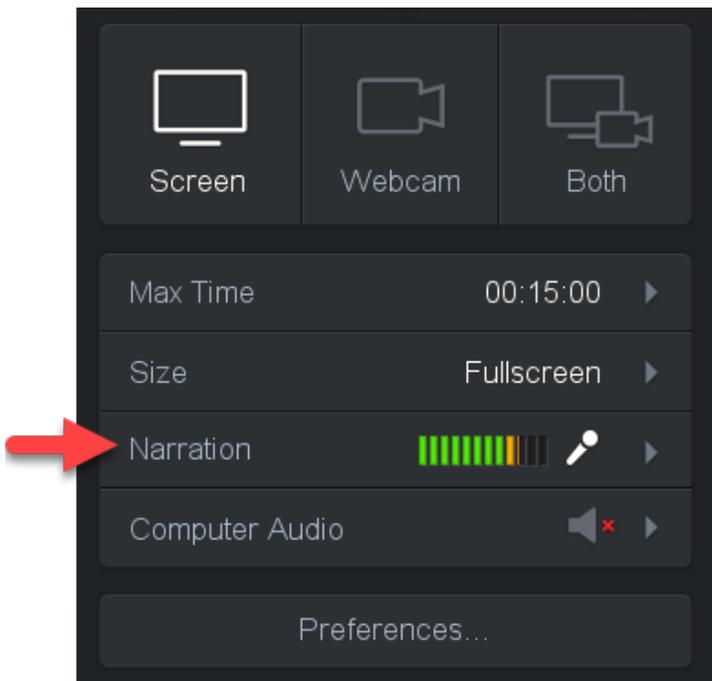
4. If you use the “Fullscreen” option, be sure that your presentation is in “Slide Show” mode.



5. When ready, hit the “Rec” button to start your recording.



6. Begin presenting. Screencast-O-Matic will use your computer’s microphone to record your voice. You can verify that the mic is picking up your voice by viewing the Narration volume bar during your recording:



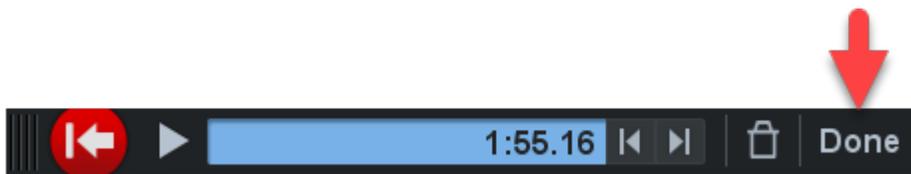
7. Use your spacebar or the arrows under the “Pause” button to move through your slides



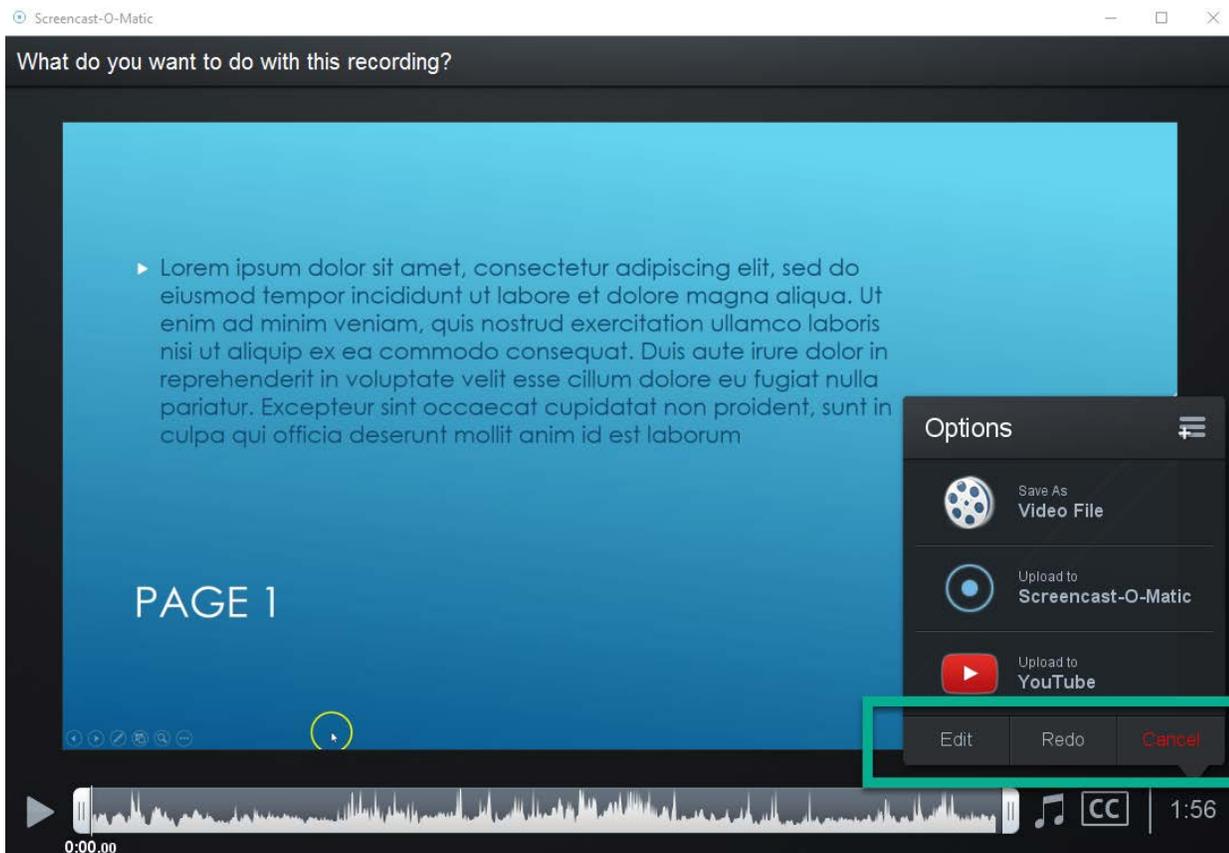
8. Select the “Pause” button when you need to pause or end your recording.



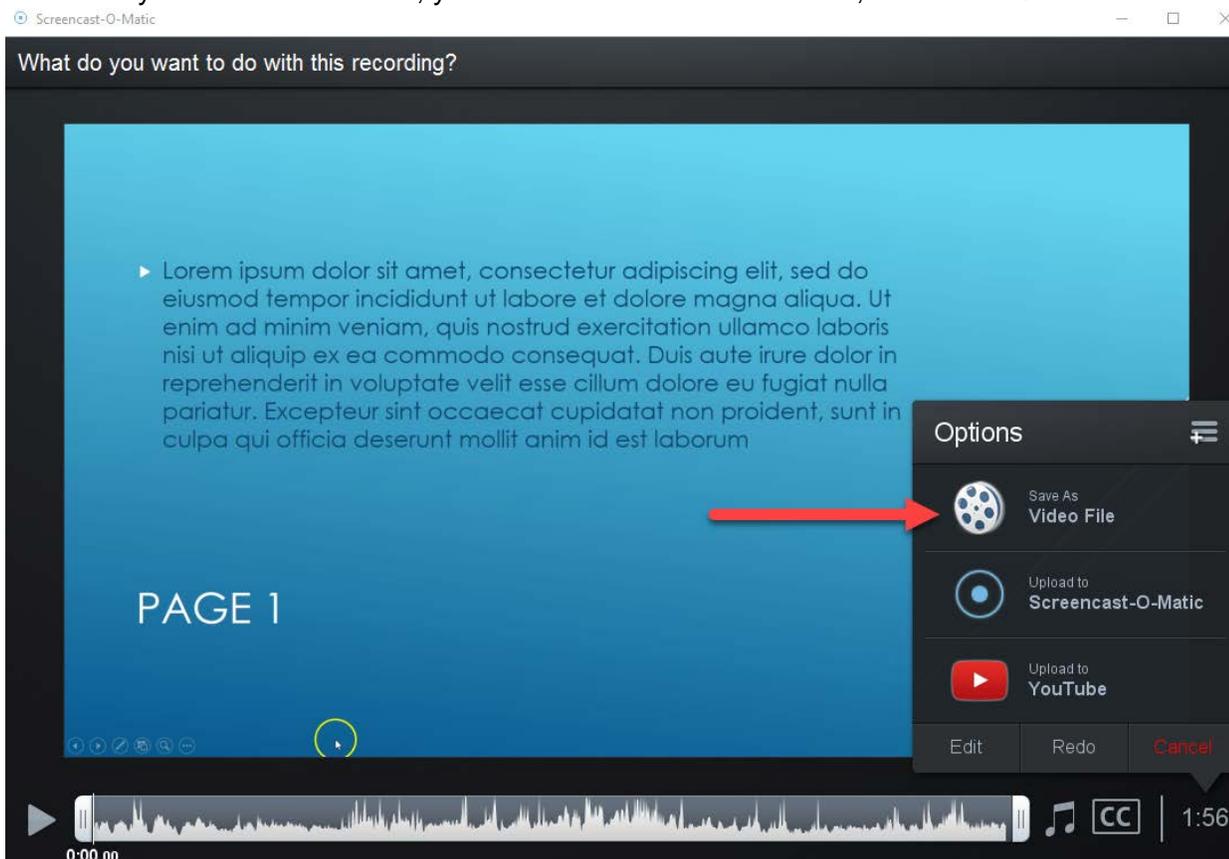
9. When you are finished with your presentation, select “Done”.



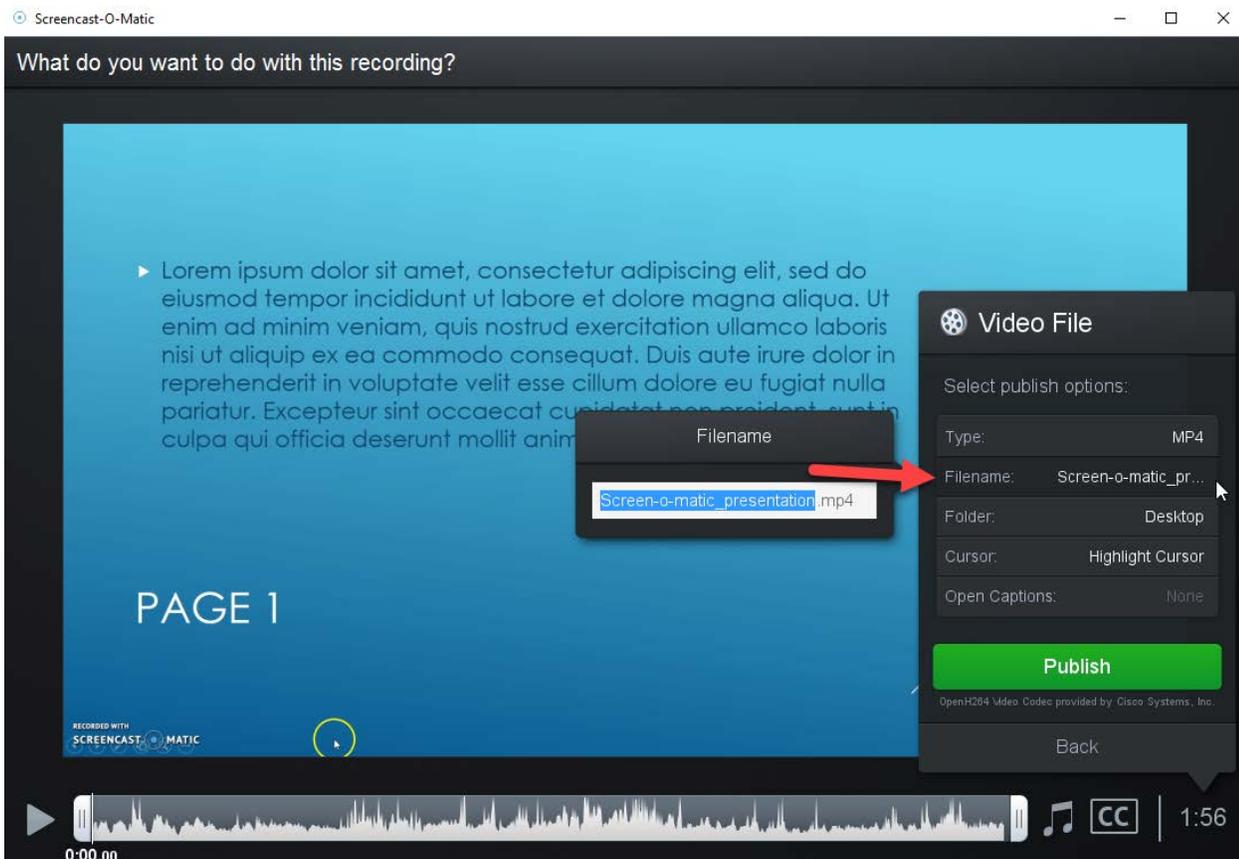
10. Your presentation will appear for your review. From this window you can edit, redo, cancel, or save your video presentation:



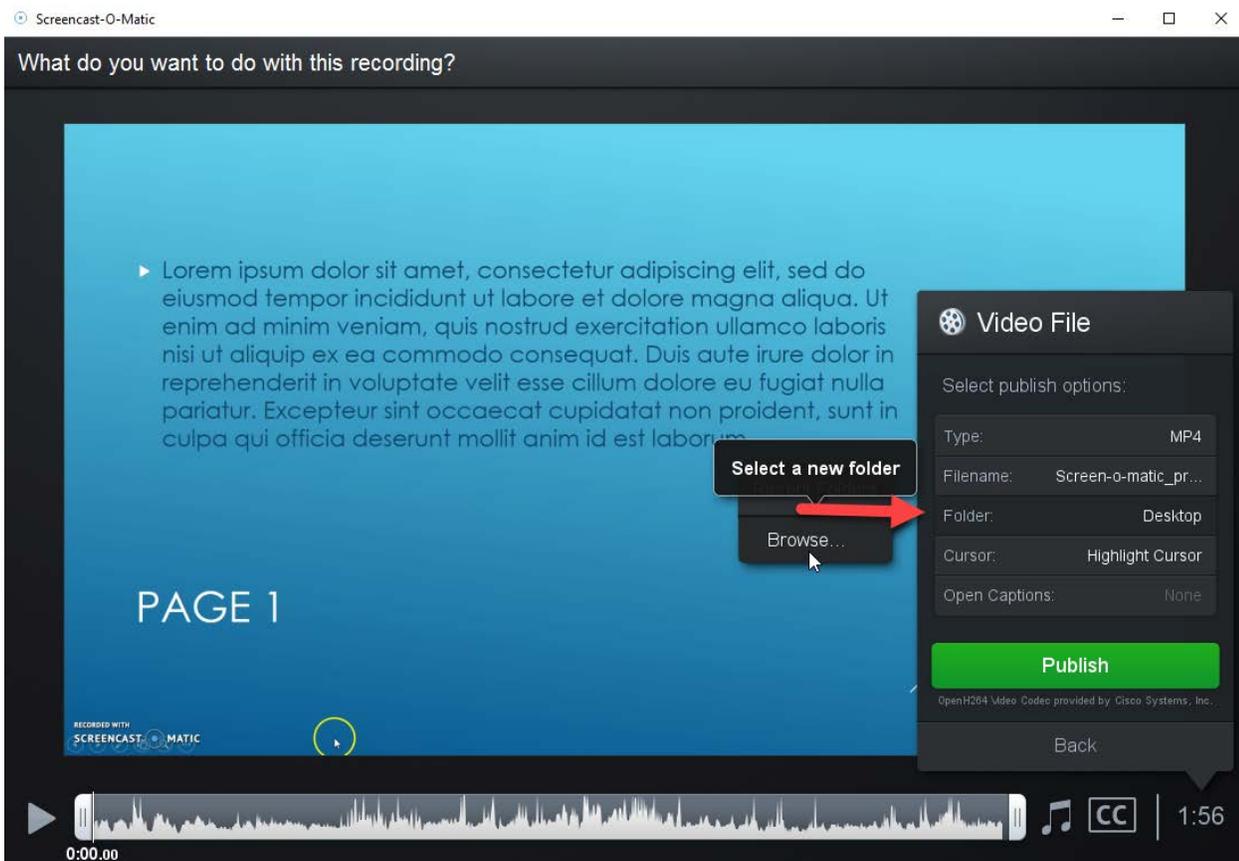
11. When your video is finalized, you will need to save it. To do so, select the "Save as Video File Option".



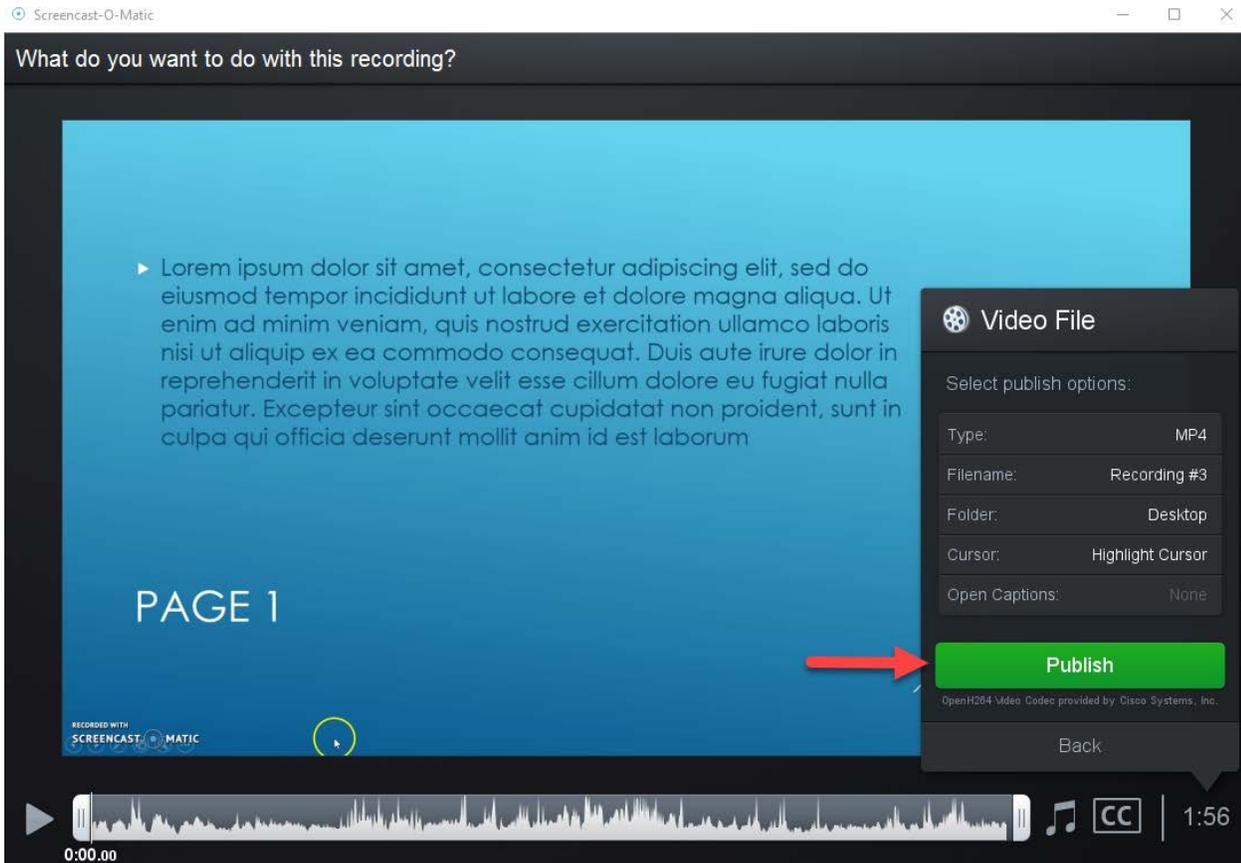
12. If you'd like to rename your file, click on the "Filename" option.



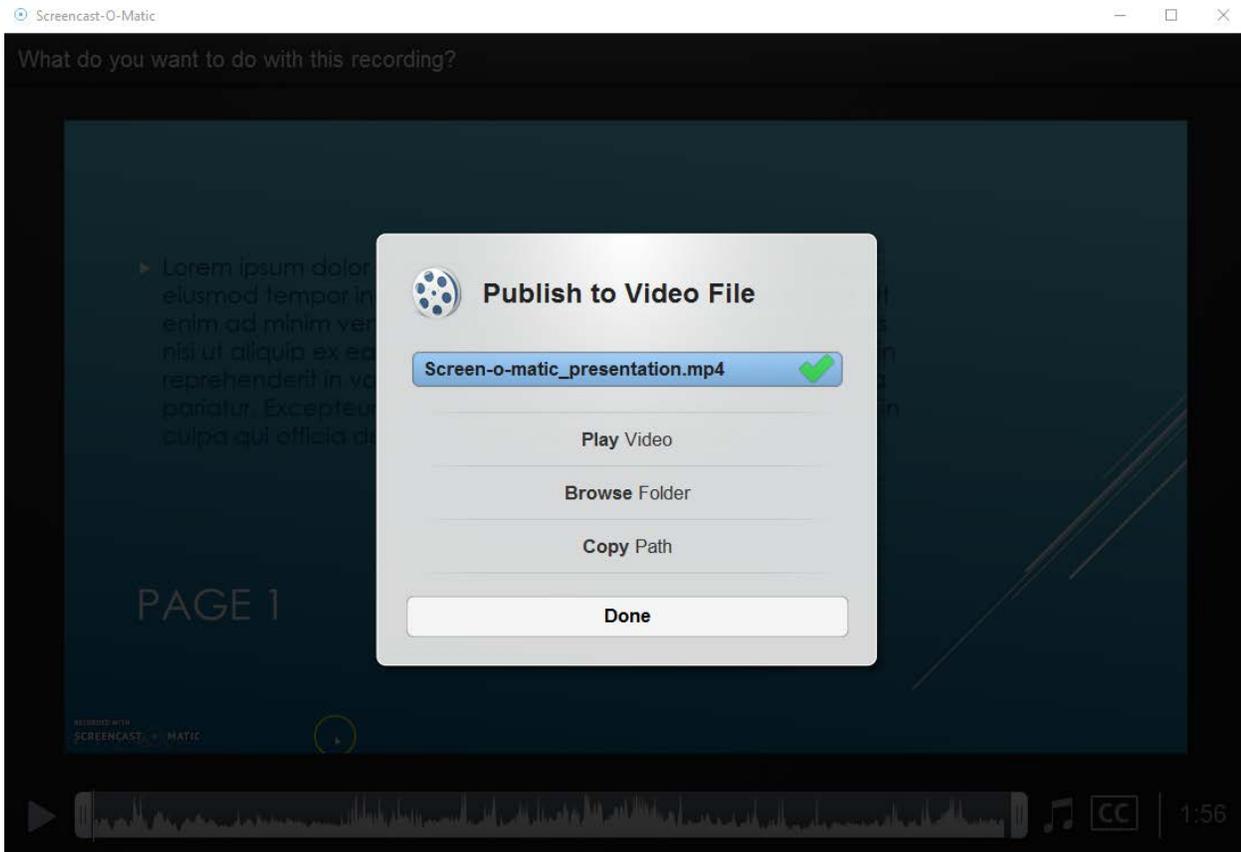
13. You can also choose where you would like to save the file on your computer by selecting the “Folder” option:



14. When you are satisfied with your settings, select the “Publish” button to publish your video.



15. You will receive a confirmation when your video has been successfully published:



16. Your video file has now been saved to your computer, and is ready to be uploaded to your classroom.

### Helpful hints:

- Be sure to create your screencast to conform to the parameters laid out in the assignment.
- Be sure to share your screencast according to the parameters laid out in the assignment.
- You may re-record your screencast until you feel comfortable with what you have completed for submission.
- If you run into any issues using Screencast-O-Matic, visit the [Help Tutorials](#) page for assistance. You may also click [Support](#) and check the Knowledge Base. From Support, you can also click “Contact Support” to submit a support request if necessary.
- You are encouraged to review the [Privacy Policy](#) published on the Screencast-O-Matic website.