Screencast-O-Matic Quick-Start Guide
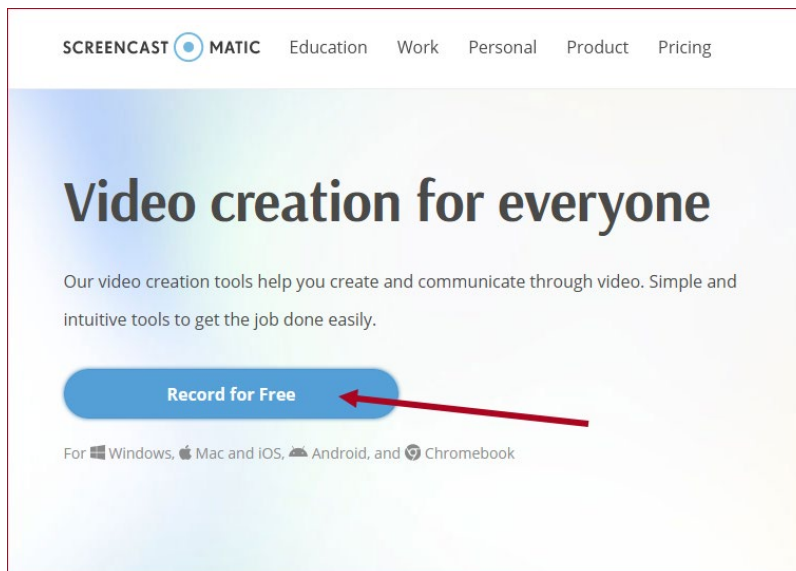
Contents
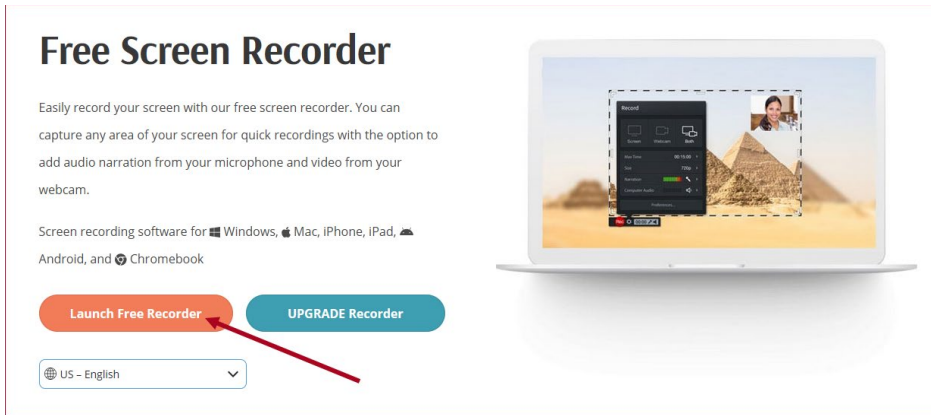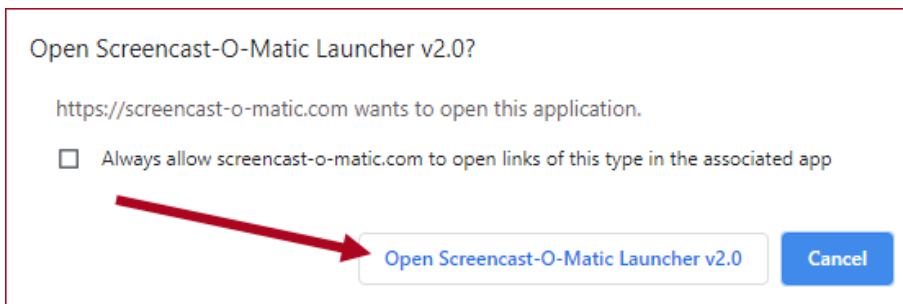
How to get the Screencast-O-Matic recorder

1. Go to the Screencast-O-Matic website. For best results, use the most current version of your

   web browser. Screencast-O-Matic works for Windows, Mac and iOS, Android, and Chromebook.
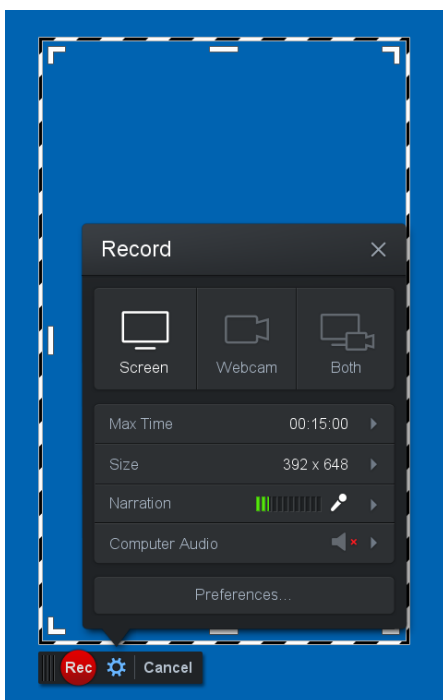
2. Click on **Record for Free**.

3. Next, click on **Launch Free Recorder**.

4. Click on **Open Screencast-O-Matic Launcher v2.0** if a pop-up box prompts you to give

   permissions for the recorder to launch on your device.

5. The **Record** capture box will launch, and you are now ready to record.
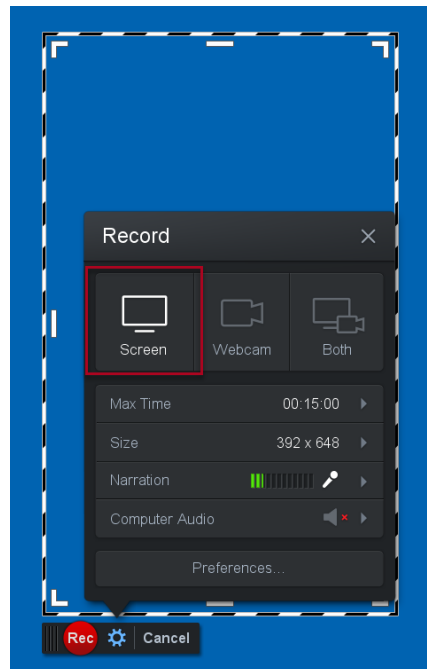
6. Before you begin recording, make sure that your presentation materials (such as your PowerPoint slide deck) are ready. Carefully read your assignment instructions; some instructors may require you to be seen in the recording at the same time as your slides. If you must be seen in the recording, make sure you have prepared yourself and your area to look professional.
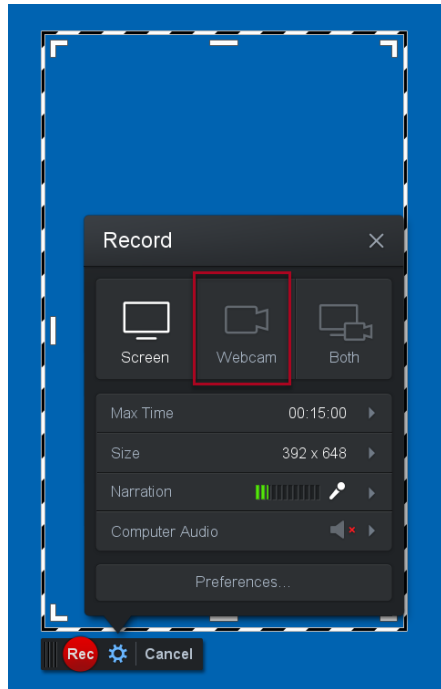
Choosing which recorder setting to use

1. Choose whether you wish to: record only your screen, record yourself using only your webcam, or record both your screen and yourself at the same time. Choose the option that matches your assignment instructions.
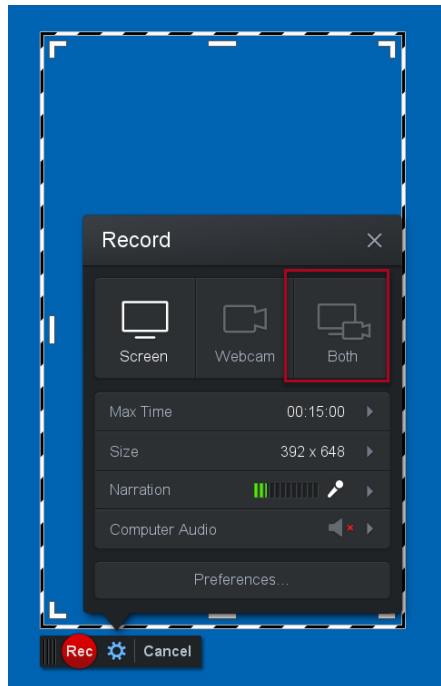
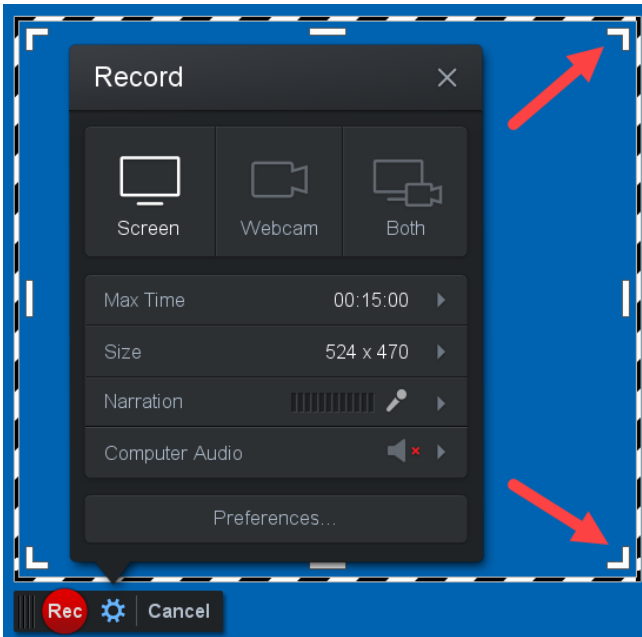   - To record only your screen, click on the **Screen** button:

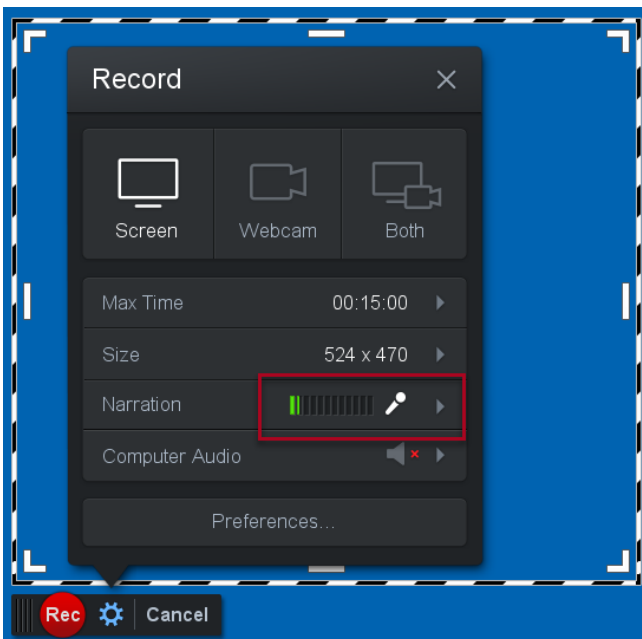   - To record with just your webcam, click on the **Webcam** button:

- To record both your screen and your webcam at the same time, click on the **Both** button:
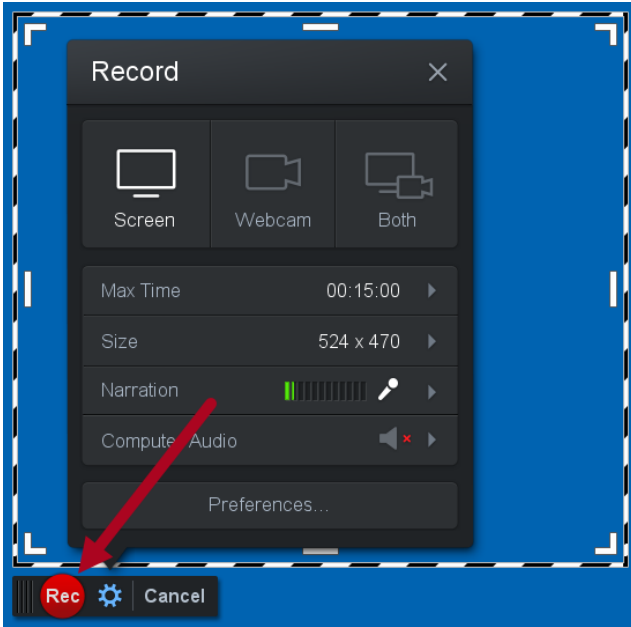

2. If you are recording your screen, you may resize the screen recording tool to fit your presentation by repositioning the recording box with your mouse and by adjusting the crop marks in the corners or on the sides.
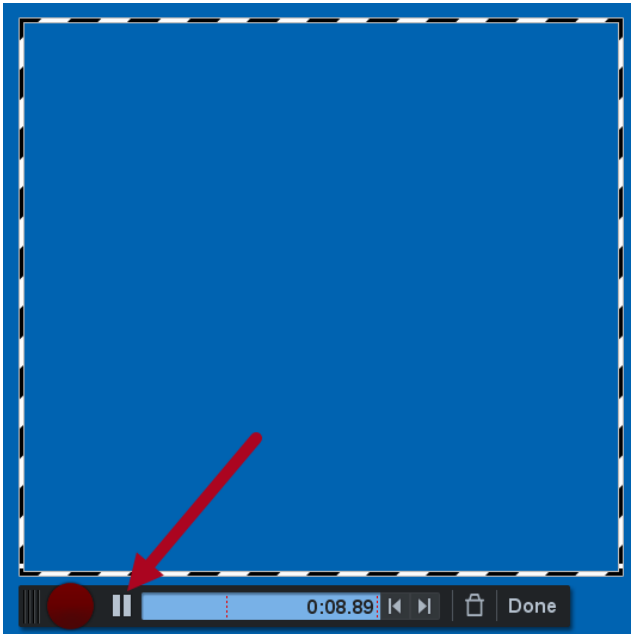
3. The recorder will detect your computer's built-in microphone or the microphone that you have installed. Try speaking at different levels to ensure that your audio recording will not be too loud or too soft. Use the **Narration** level on the recorder to help you adjust your audio.
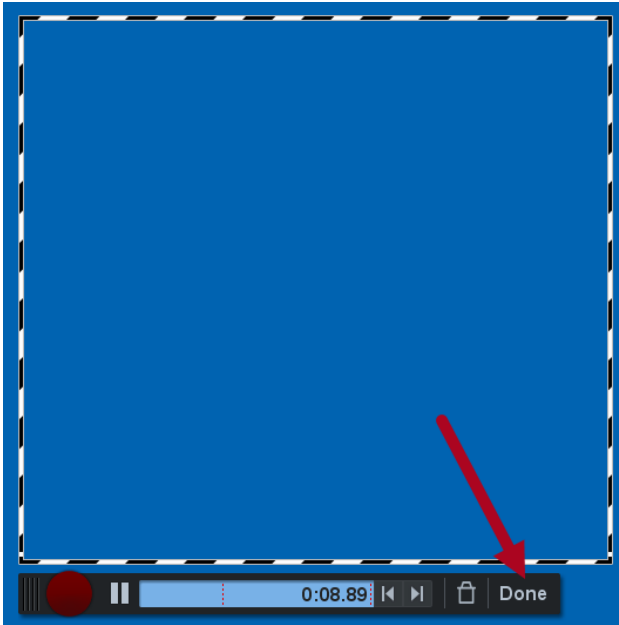

4. Press the circular, red record button to begin recording. The recorder will count down "3, 2, 1 Go!" before starting to record.

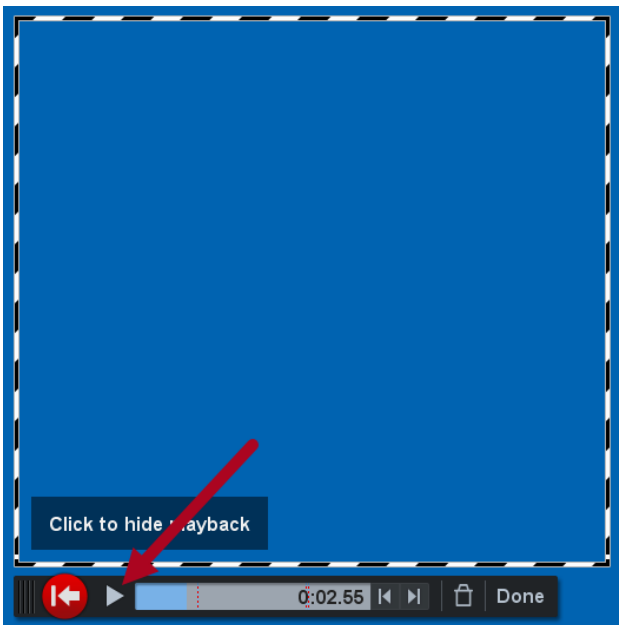5. Click the pause button if you need to pause during your recording.

6. Once paused, click **Done** if you have finished recording.
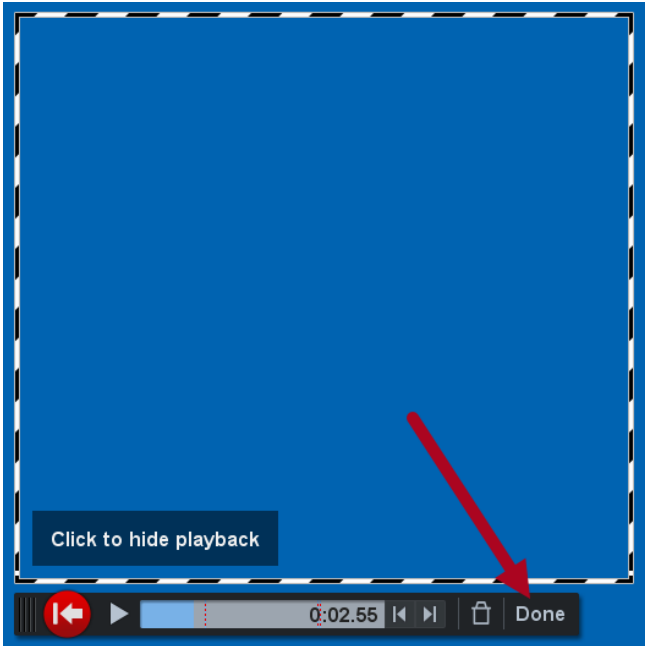
Previewing your recording

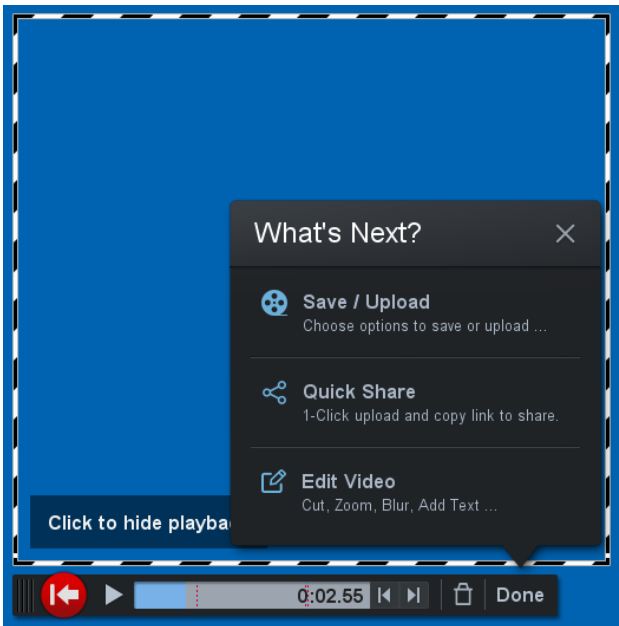1. Preview what you've recorded by clicking the playback button.

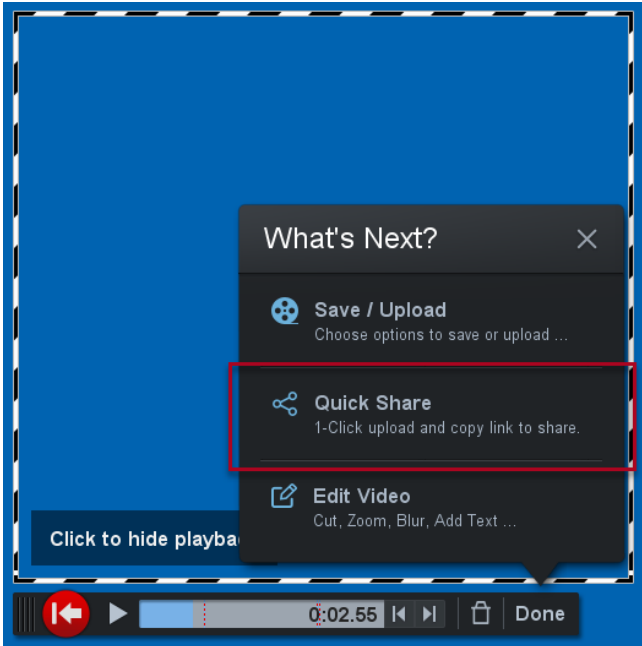2. If you are satisfied with your recording, click **Done**.

How to get a link to your recording

1. Once you have previewed your recording and clicked **Done**, a **What's Next?** callout box will
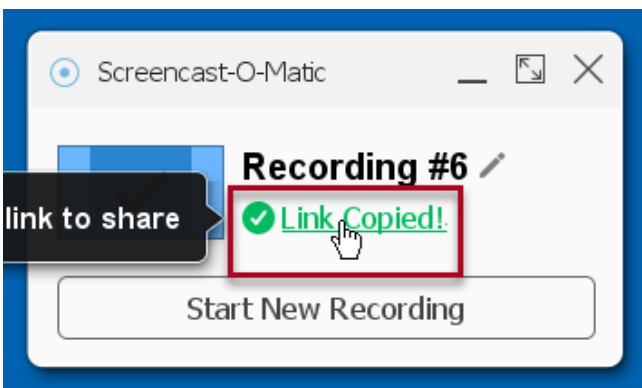
   open.

2. If your assignment requires you to post a link to your recording in your classroom, click on **Quick**
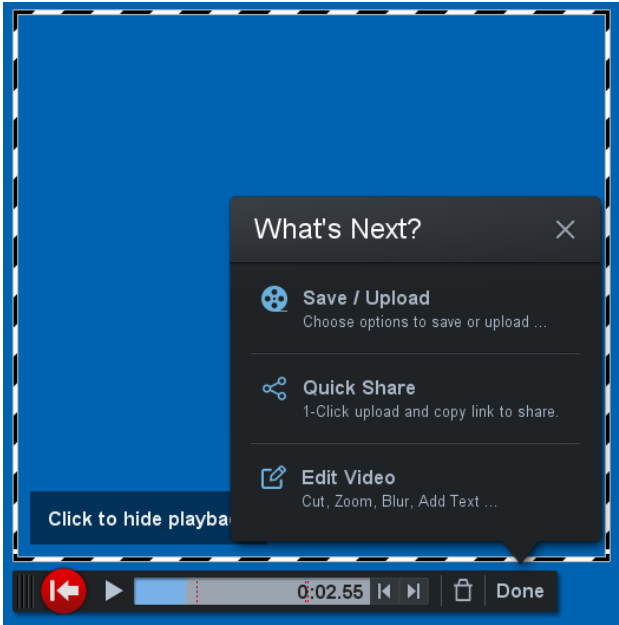
   Share.

3. Screencast-O-Matic will create a URL link to your recording. Copy the link and paste it into your classroom, or save it somewhere safe like your desktop for later.
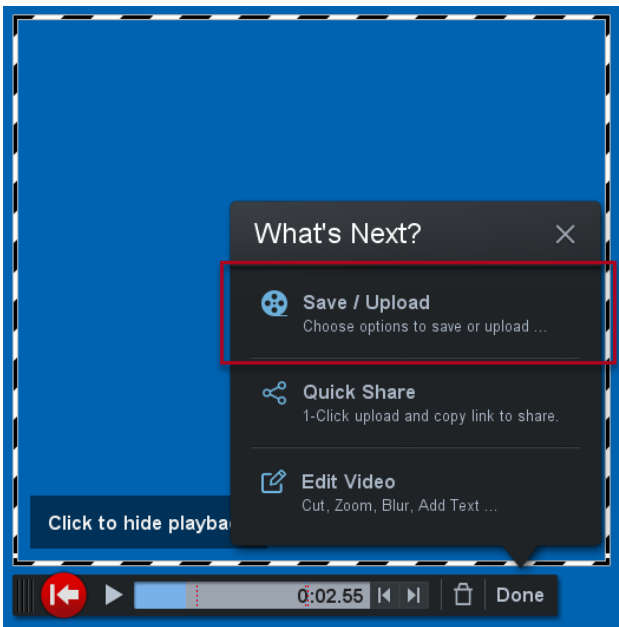

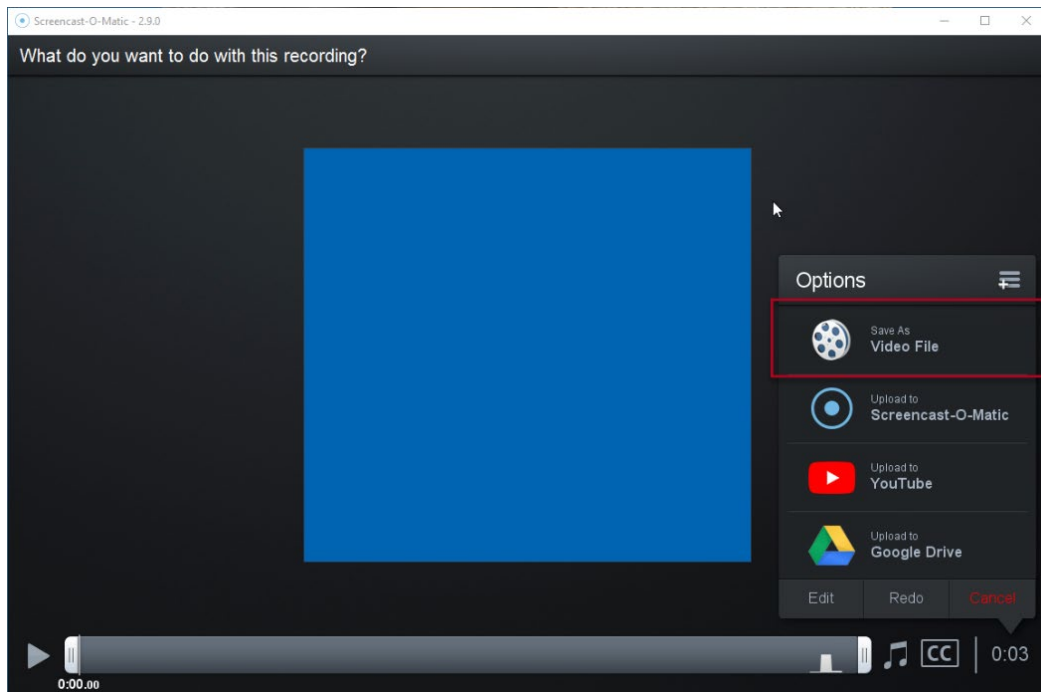## How to save your recording as a .mp4 file

1. Once you have previewed your recording and clicked **Done**, a **What's Next?** callout box will open.
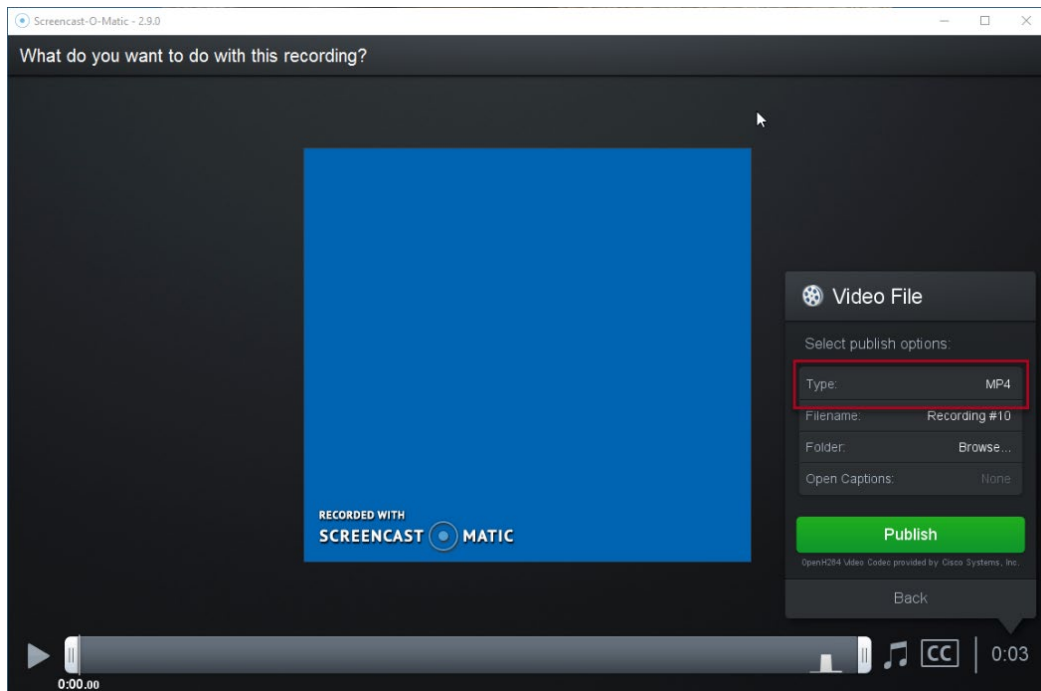
2. If your assignment requires you to upload your recording to your classroom as a .mp4 file, click
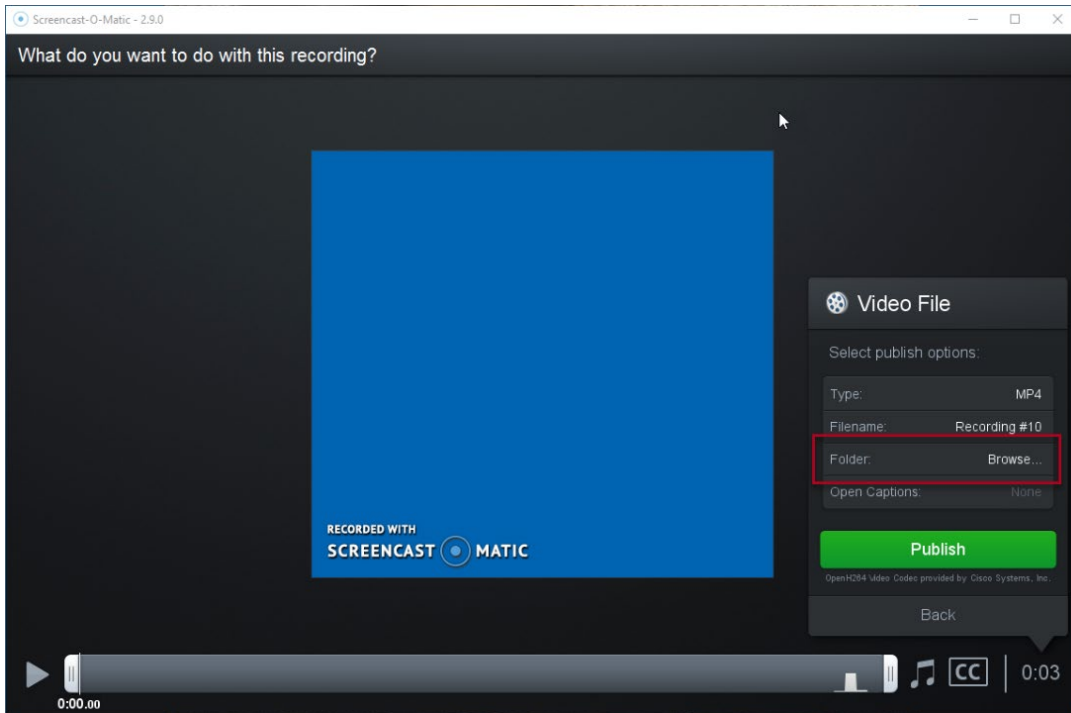
on **Save / Upload**.

3. A new window will open called **What do you want to do with this recording?** On the **Options** callout box, click on **Save As Video File**.
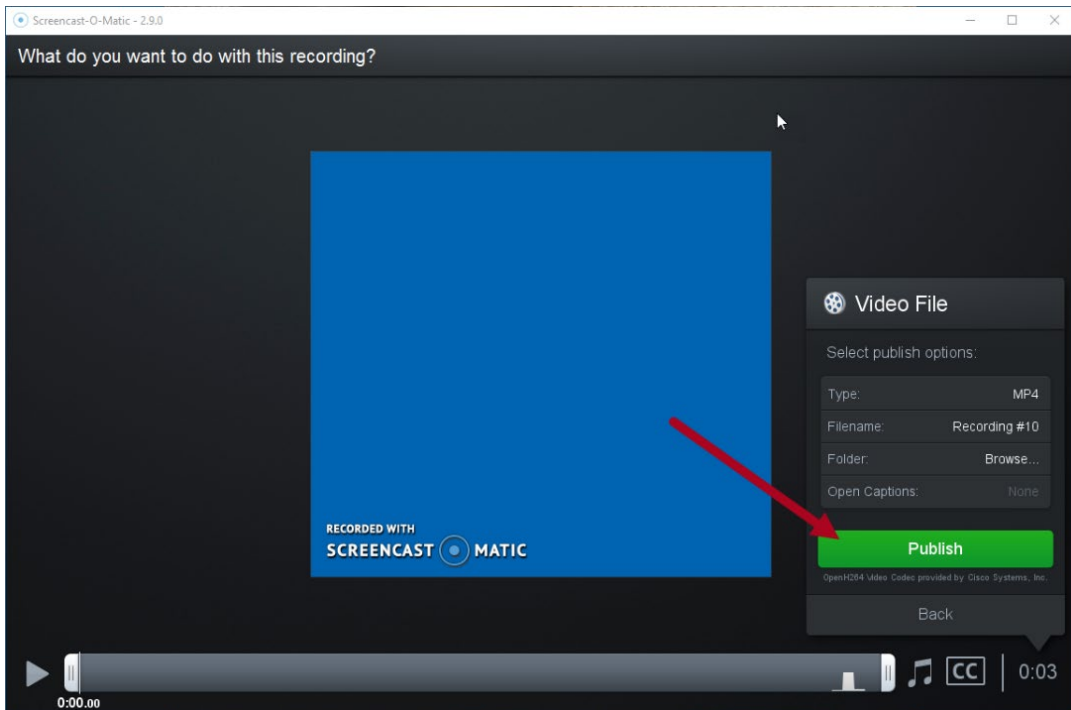

4. The video file type should default to MP4. If not, click on **Type** and select **MP4**.

5. Next, click on **Folder** and select where you want to save your recording. Make sure to save it somewhere where you can find it easily later.

6. Click on **Publish**.

7. Finally, click **Browse Folder** to find and retrieve the saved .mp4 file of your recording.