

## <sup>1</sup>Basic Screencast-O-Matic


Screencast-O-Matic is a screen capture software that also records a webcam and audio narration from a microphone. It gives the instructor the opportunity to connect with learners through the use of audio-visual presentations. The software has a free version and a paid version. The free version is the focus of this tutorial. The limitations of the free version include a fifteen minute maximum recording with no editing functions. Despite these limitations, instructors can make a very effective use of the software.


At the **screencastomatic.com** site you can download the free screen recorder and install it on your computer.

SCREENCAS**T**  **MATIC** [for Education](#) [for Work](#) [for Developers](#) [Features](#) [Plan](#)

# Screen Recorder



With our free and easy-to-use screen recorder, you can capture any area of your screen with the option to add narration from your microphone and video from

 **Get recorder launcher!** It's never been easier!

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

[Launch Free Recorder](#)

[UPGRADE Recorder](#)

 US - English 

To prepare for your screencast-O-Matic recording, choose a microphone and a webcam and connect them to your computer. We recommend a headset microphone for best quality and an HD Webcam.

Before opening the program, use your browser and navigate to your Canvas course page. You can also record a power point presentation or a particular software such as Excel to demonstrate its features.

When you first open Screencast—Matic , the RECORD panel provides the choice to record only the SCREEN, the WEBCAM or BOTH. Most of the time you will select BOTH which will capture all screen actions, a small video window of you from the Webcam, and of course, your audio from the connected microphone.

Note that the maximum time displayed in the panel is 15 minutes.

The screenshot shows a web browser window displaying the Santa Ana College website. The browser's address bar shows the URL <http://sac.edu>. The website header includes the Santa Ana College logo and navigation links for TRANSLATE, CANVAS, WEBADVISOR, and MENU. A search bar is located in the top right corner.

The main content area is titled "Educational Multimedia Services Department" and includes a "Contact Us" link. The page lists the department's mission and goals, as well as a list of services offered, including Audio-Video Production, Multimedia (CD & DVD) Production, Video & CD Duplication, Web Media Support, Live Streaming, and Media Software Training.

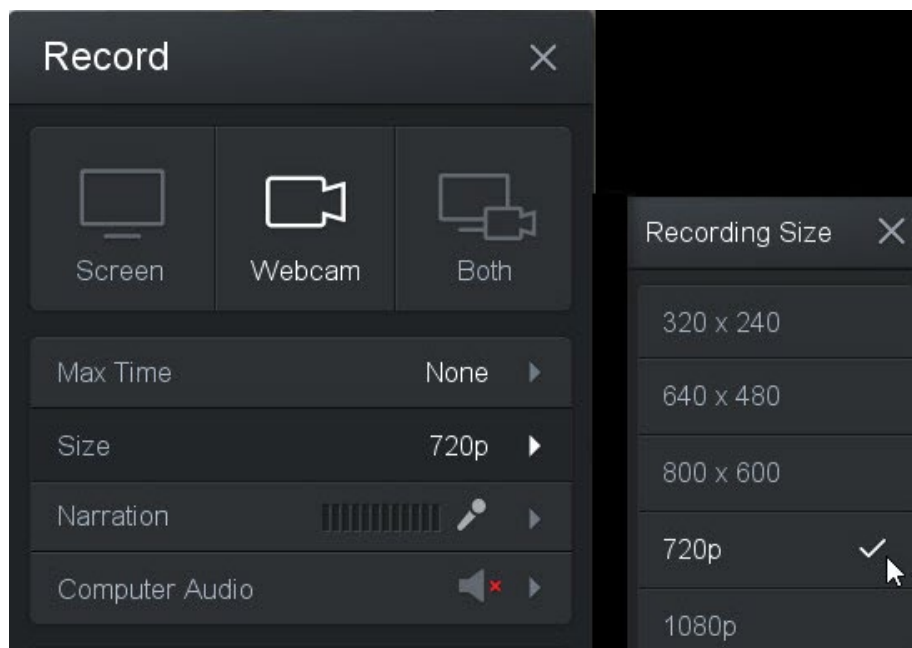
Two staff members are featured: Joe Pacino (714) 564-6723, [pacino\\_joe@sac.edu](mailto:pacino_joe@sac.edu) and Brian Yoder (714) 564-6724, [yoder\\_brian@sac.edu](mailto:yoder_brian@sac.edu).

Overlaid on the website is the Screencast-O-Matic "Record" panel. The panel is set to record "Both" (Screen and Webcam). The "Max Time" is set to 00:15:00, the "Size" is 720p, and the "Narration" is enabled. A small video window in the center of the panel shows a video player with the title "Words and Pictures" and a play button.

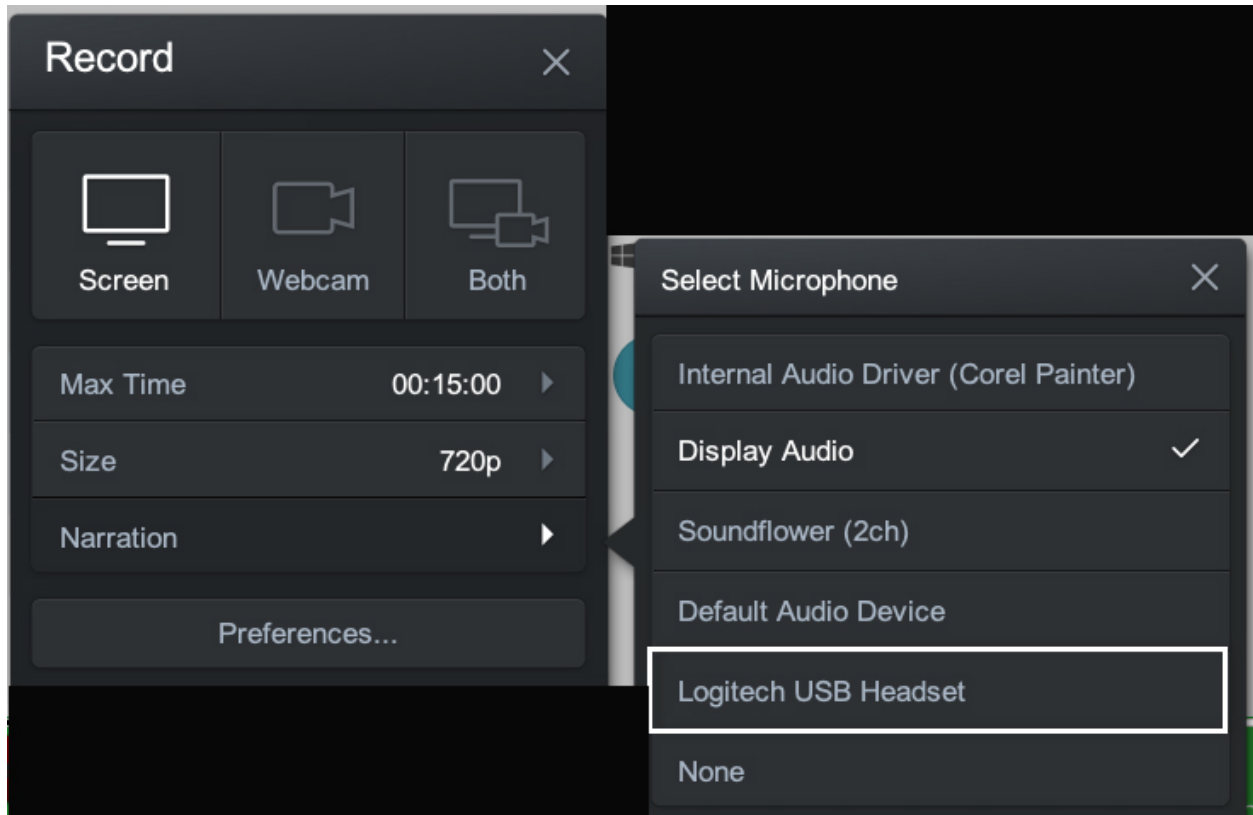
Select the SCREEN option and then set the SIZE to full screen or to ACTIVE WINDOW which is whatever dimensions you have set your browser or software.



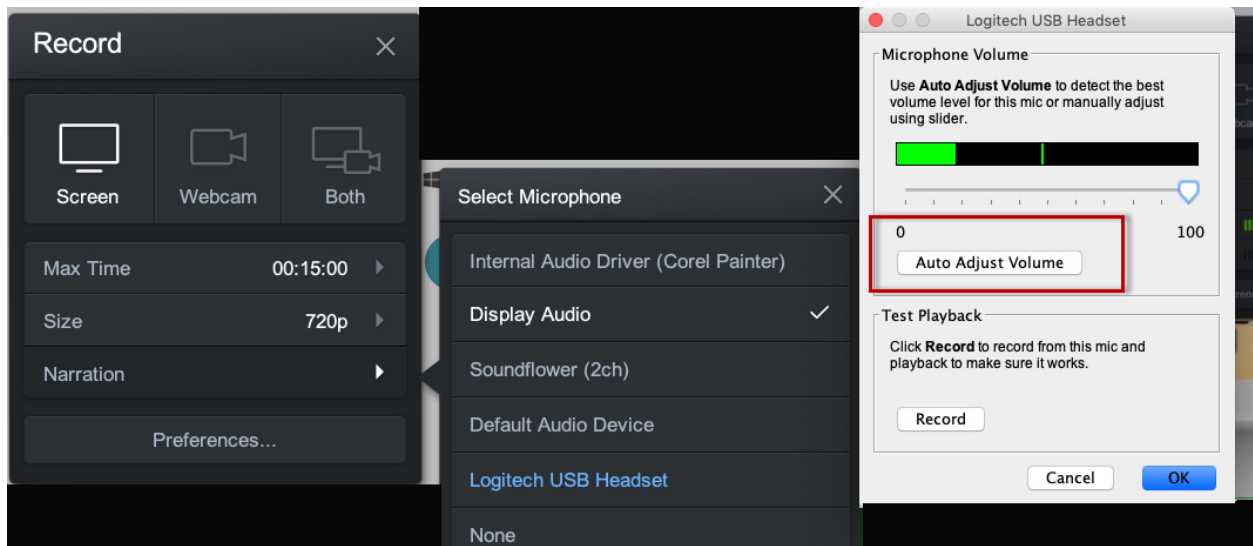
Now select WEBCAM and set it to 720 which is a good high definition setting. Only the pro version of the software offers a 1080 size for the Webcam.



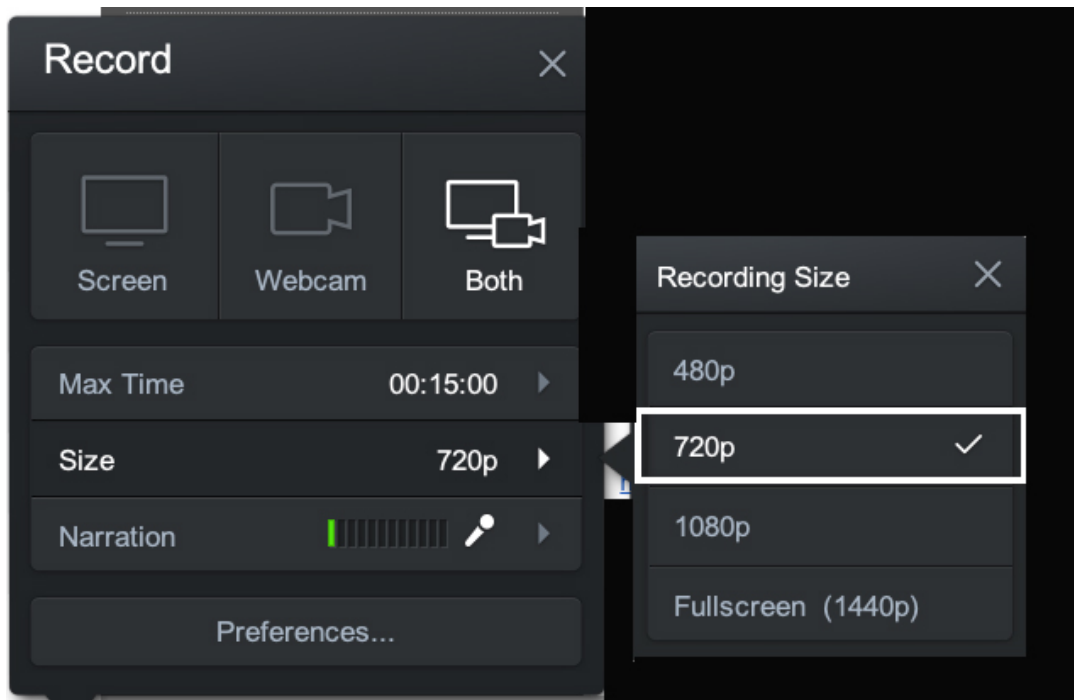
Click the arrow next to the NARRATION option and select your microphone



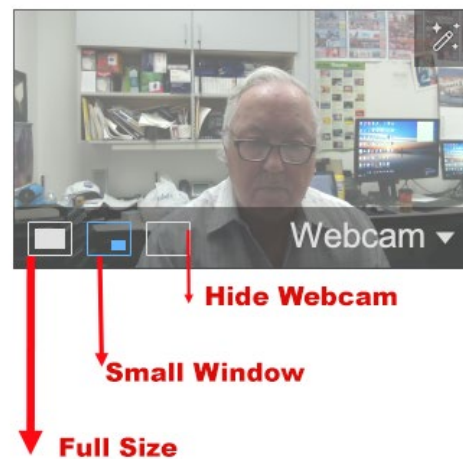
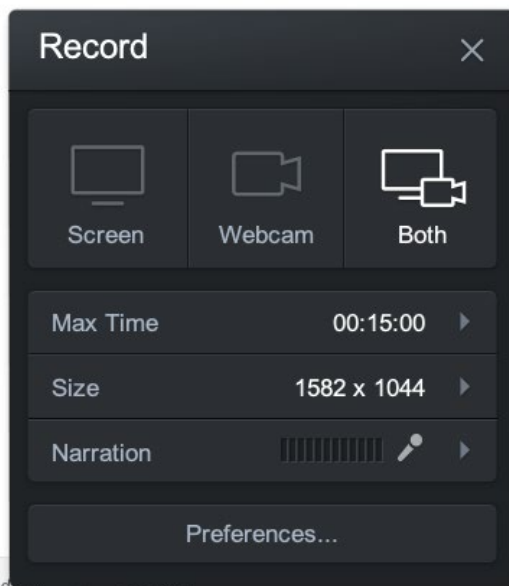
In the Microphone Volume panel select AUTO ADJUST VOLUME and then talk into the microphone and verify that the green slider is actively registering your voice.



Select BOTH before you start recording.



After selecting BOTH, note that below the webcam window there are three small squares that control whether the WEBCAM is in full screen mode, in small window mode or in the hidden mode.



**SUGGESTED WORKFLOW:** Start your recording in full webcam size mode by clicking the FULL SIZE square then pause the recording and click the SMALL WINDOW MODE for the main sections of your recording, and if you wish to return to FULL SIZE mode at the end of your recording, pause once more.

You are ready to record. Press the red REC button on the bottom left corner. Start talking after the countdown 3, 2, 1, and 0.

The screenshot shows a web browser window displaying the Santa Ana College website. The website header includes the college logo, the name "SANTA ANA COLLEGE", and navigation links for "TRANSLATE", "CANVAS", "WEBADVISOR", and "MENU". A search bar is also present. The main content area is titled "Tech Strategies" and features a sidebar with links to "Educational Multimedia Services Home Page", "Mission and Goals", "Multimedia Principles", "Tech Strategies", and "Video Samples". The main content includes a section on "Computer as Tutor" with bullet points and a link to "Active Learning Strategies for Video". A cartoon titled "Cognitive Overload" is also visible. A recording interface is overlaid on the page, showing a "Record" button, a "Webcam" preview, and a "Rec" button at the bottom left. A yellow callout box points to the "Record" button.

When you have finished your presentation, click the PAUSE button in the lower left corner and then the DONE button to finalize the recording.

**SANTA ANA COLLEGE** TRANSLATE CANVAS WEBADVISOR MENU Search soc.edu

**Educational Multimedia Services - Video Samples** Contact Us

- Educational Multimedia Services Home Page
- Mission and Goals
- Multimedia Principles
- Tech Strategies
- Video Samples
- Interactive Samples
- SAC Policy for Captioning Video (PDF)
- Job Request Form
- Uploading and Captioning Videos in YouTube
- Uploading and Editing Captions Created by YouTube
- Creating a Google Account and YouTube Channel
- Downloading Relay Recordings
- Live Stream Channel

Physical Ability Test for Entry Level Firefighters  
<https://youtu.be/S6aJGpYyXmE>

SAC Science Promo - Written by Joe Pacino  
<https://youtu.be/EELmiW6uFI0>

Virtual Ribbon-Cutting of College Street Opening  
<https://youtu.be/l8dXza0uLNg>

International Business Promo -  
 Written by Glenn Douillite  
[https://youtu.be/Gf-BPv\\_UwBg](https://youtu.be/Gf-BPv_UwBg)

Recording

00:00:09 / 00:15:00

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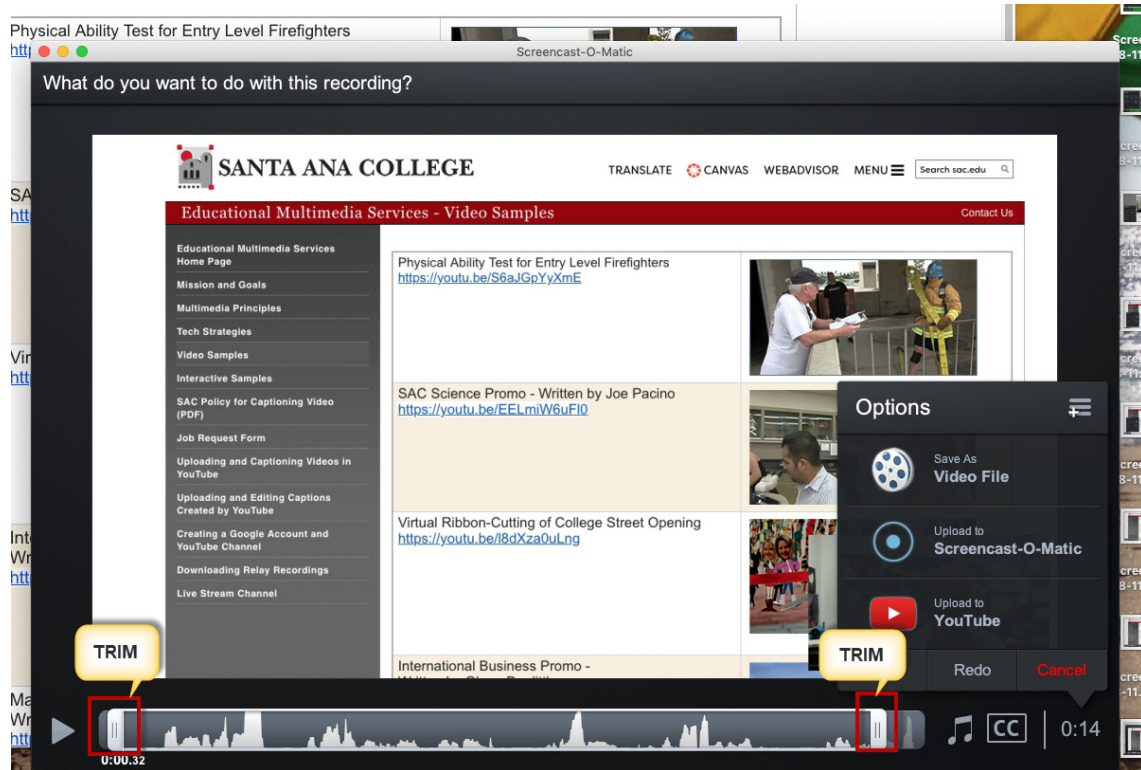
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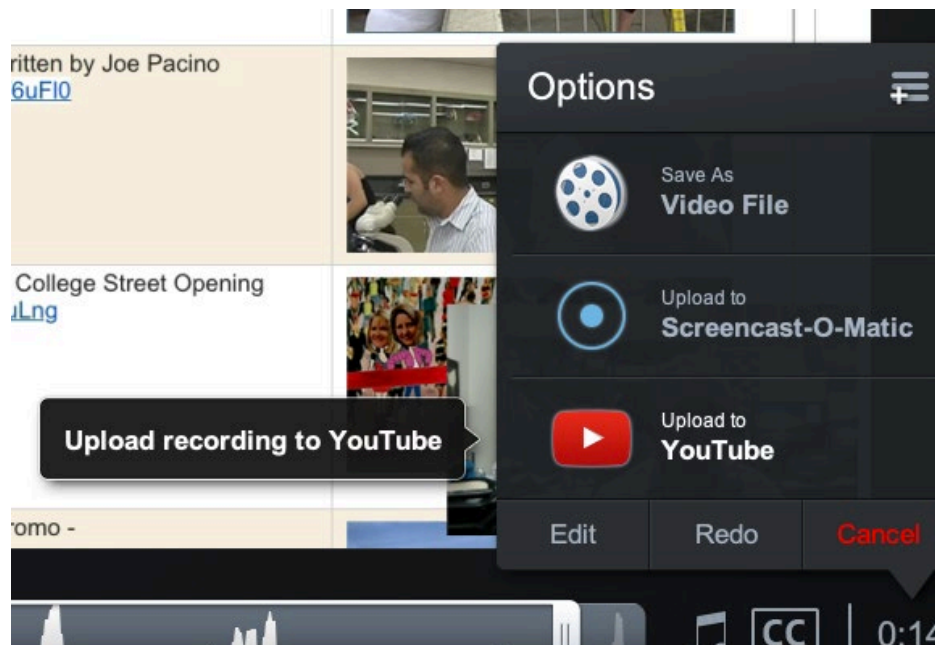
Webcam

0:14.74 Done

You can trim the beginning and the ending of your recording if there is too much silence. Grab the **TIMELINE HANDLES** on the left or right and drag them close to the beginning or ending of your audio in the timeline.

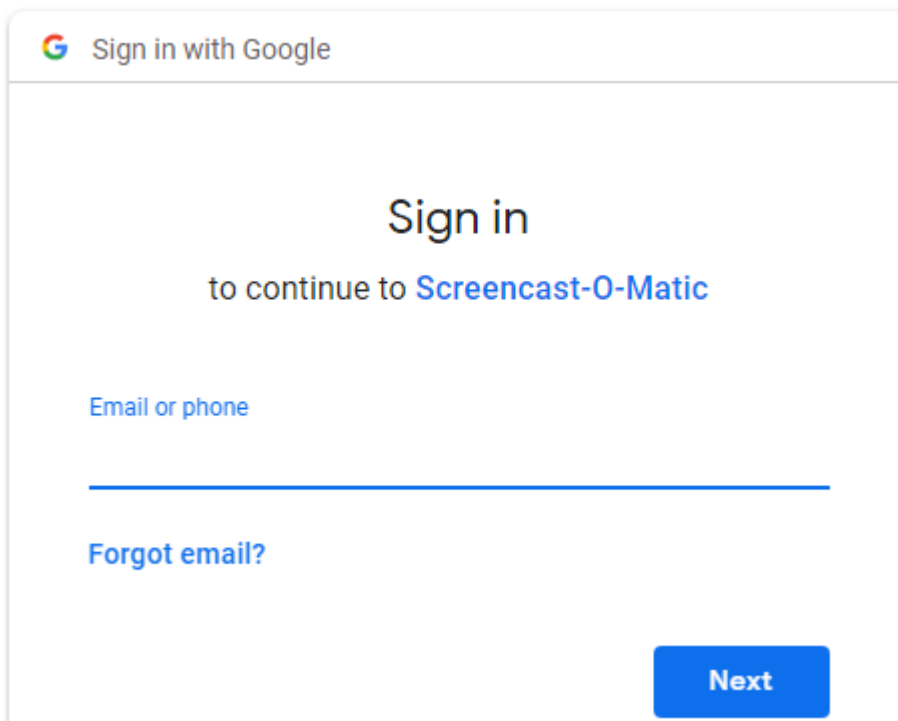
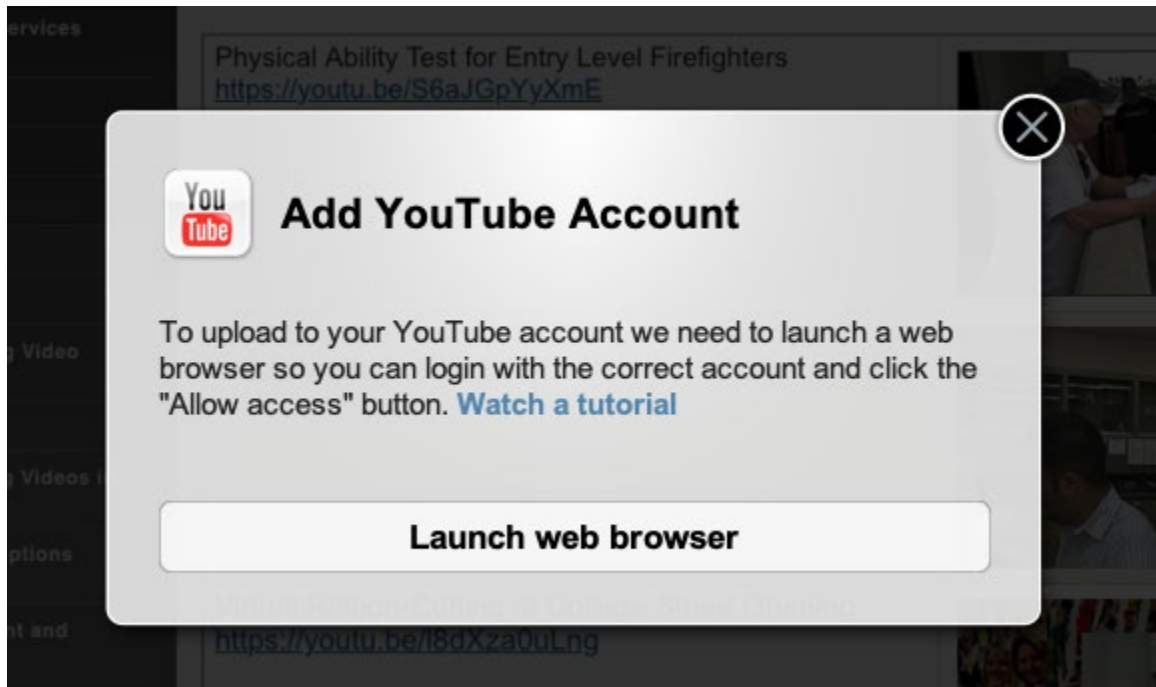


The panel on the right displays the options to save as a VIDEO FILE in your computer and to UPLOAD TO YOUTUBE. We recommend that you do both: SAVE TO YOUR COMPUTER AND UPLOAD TO YOUTUBE.

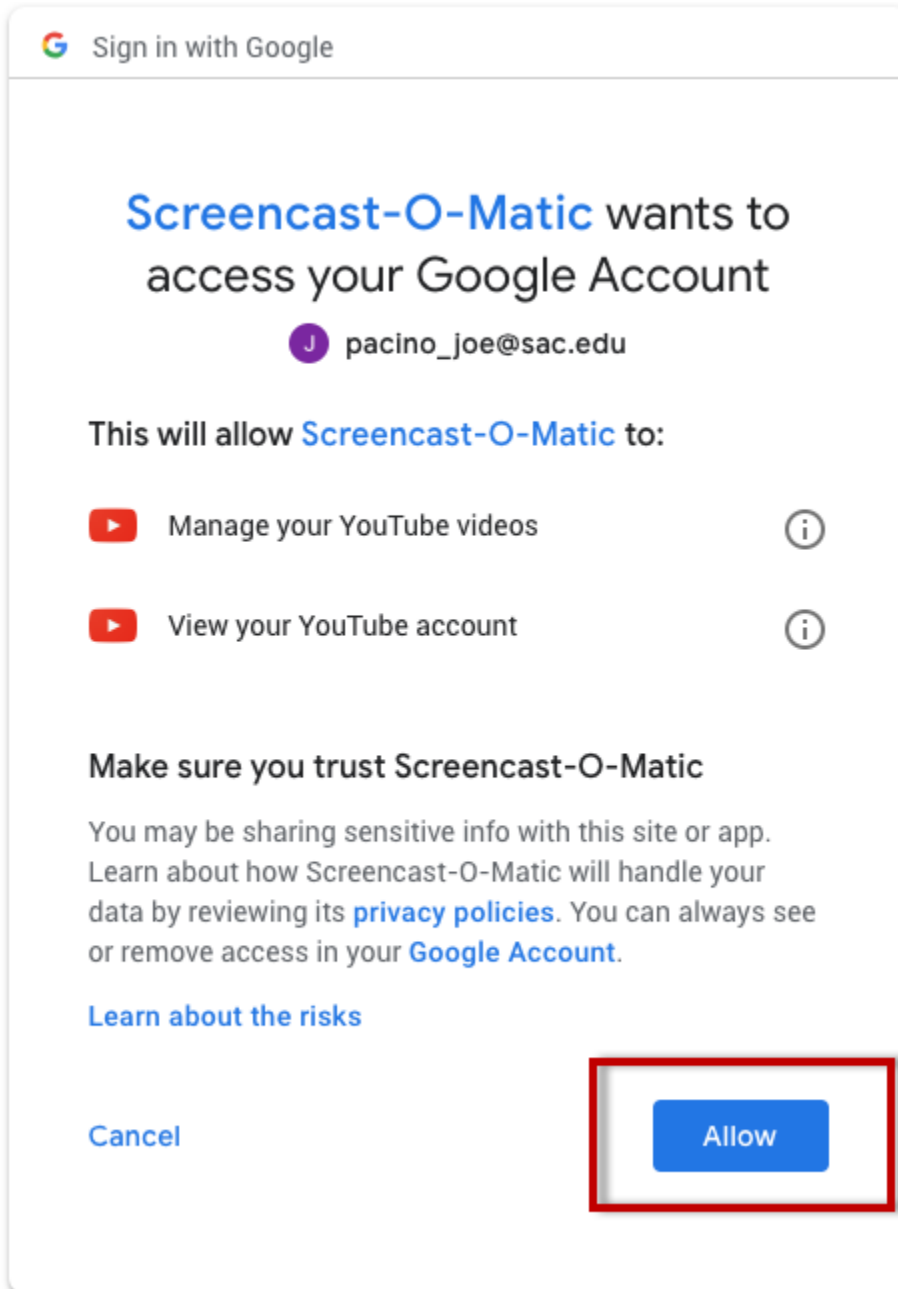


When uploading to YOUTUBE, Screencast-O-Matic will ask you to confirm your YOUTUBE ACCOUNT by launching your browser and signing in to your GOOGLE ACCOUNT.

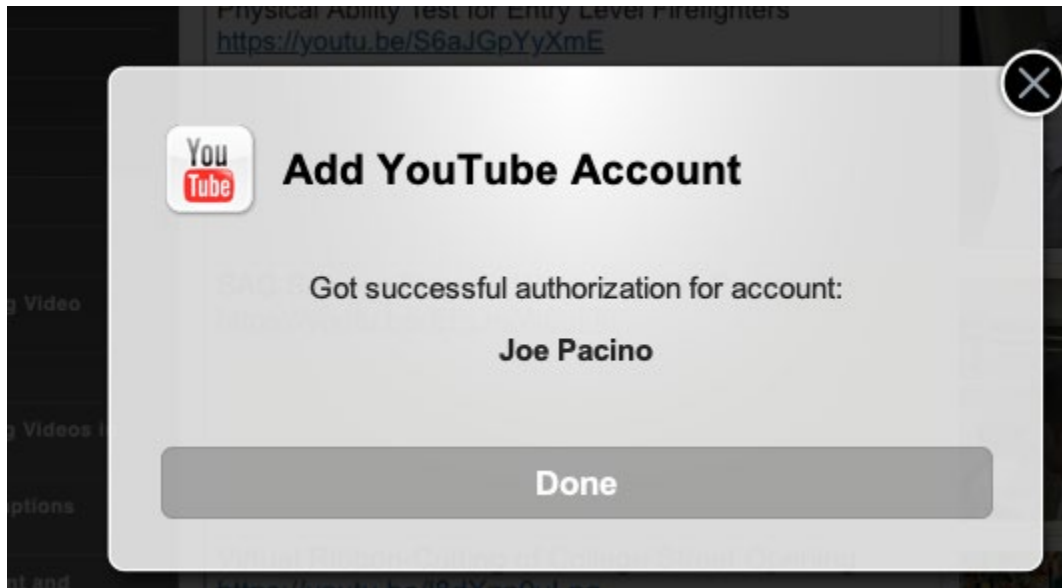




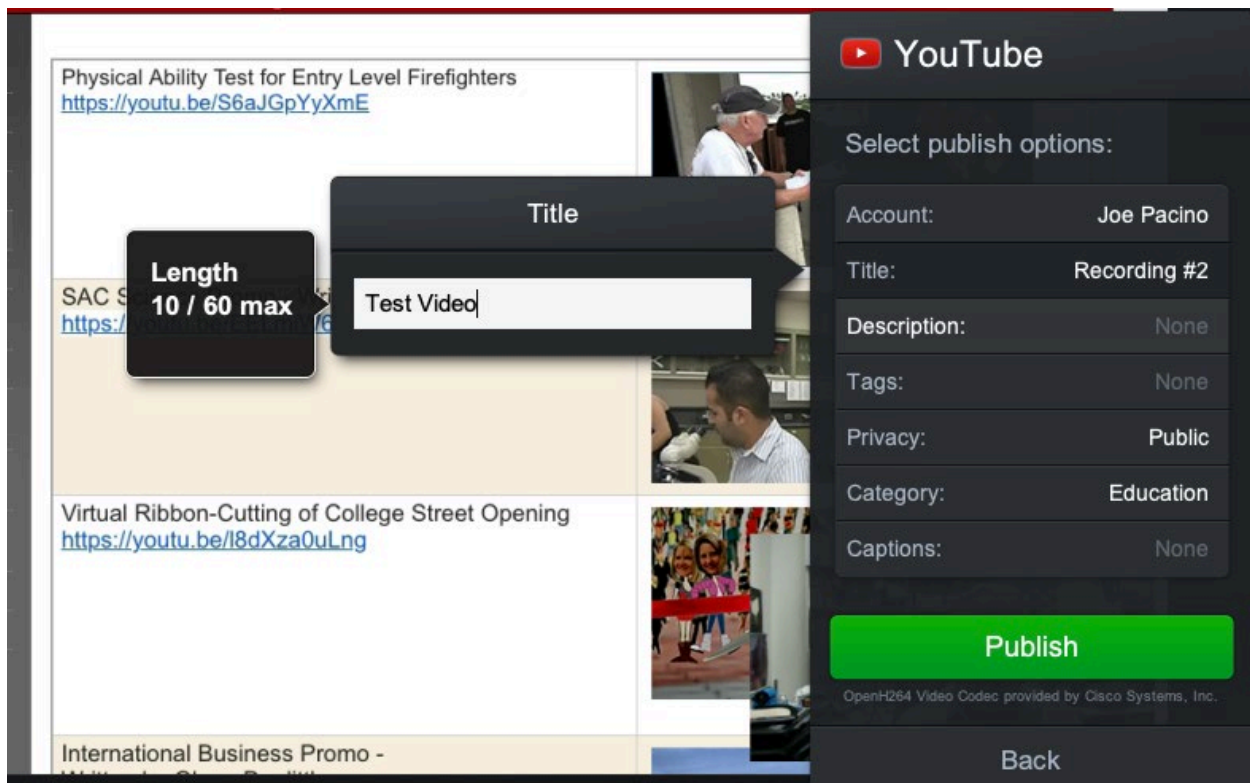
Now click ALLOW, to give Screencast-O-Matic permission to access your account.

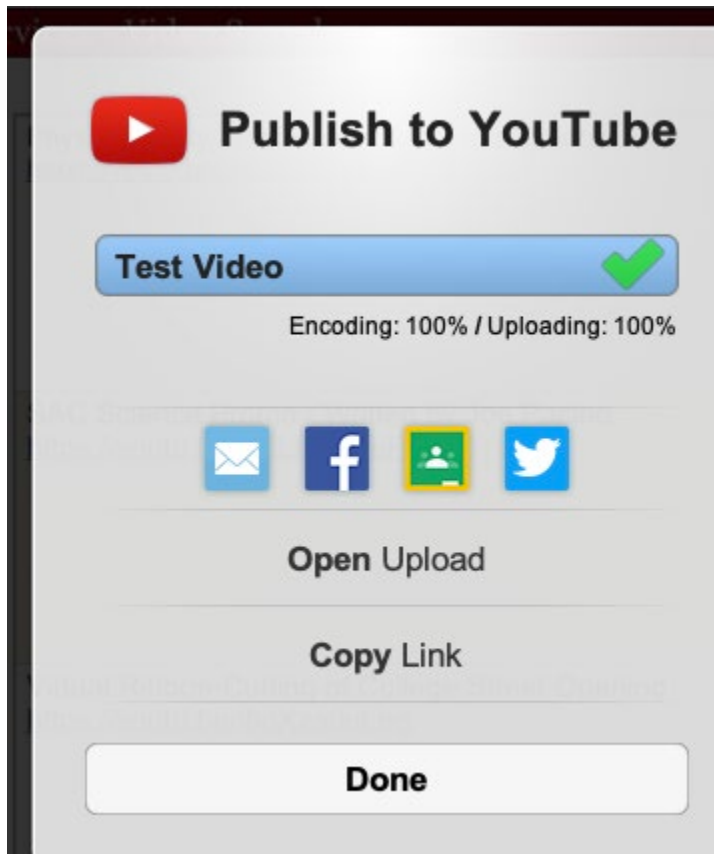


You should receive a confirmation that it has successfully authorized your account



Finally, click the PUBLISH BUTTON.





**NOTE:** If uploading to YouTube directly from screencast-o-matic fails then use the **ALTERNATIVE METHOD** of saving the recording to your local computer such as your desktop and then manually uploading it to YouTube. In the navigation menu of this web site there are two PDF documents (**SAVING SCREENCAST RECORDING LOCALLY** and **UPLOADING VIDEOS TO YOUTUBE**) that give detailed instruction on this process.