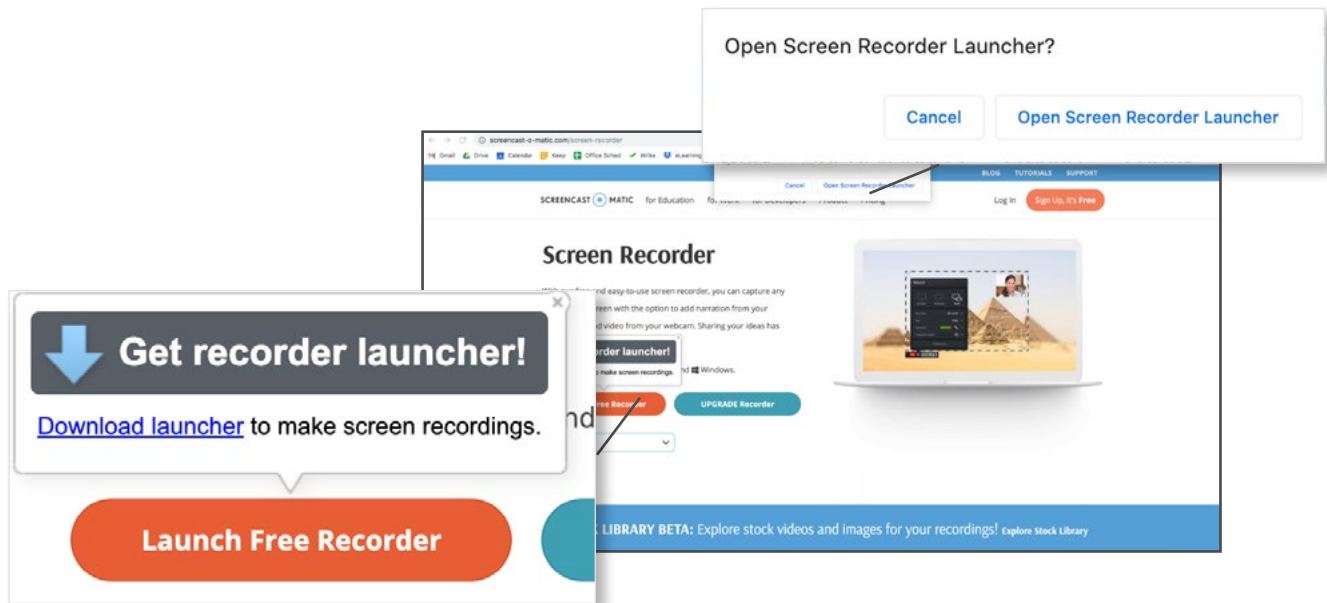


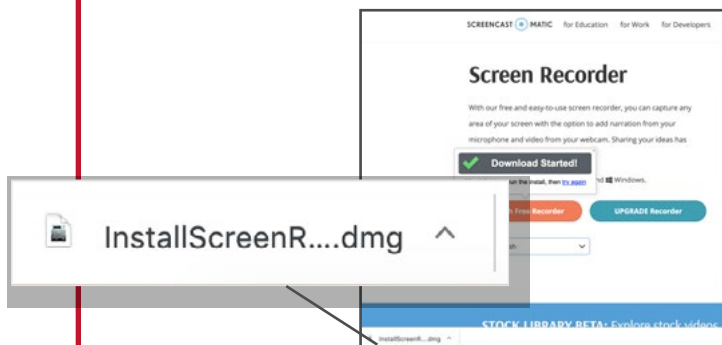
SCREENCASTING

with Screencast-O-Matic

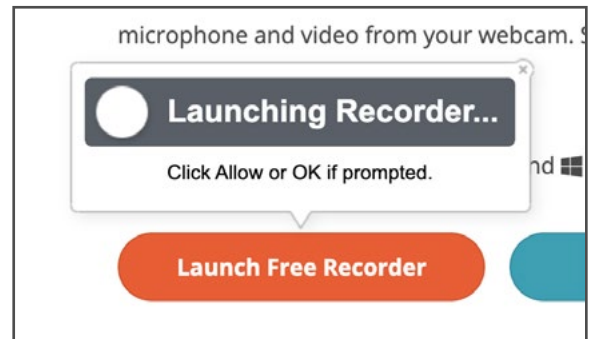
- 1 Visit screencastomatic.com and click **Launch Free Recorder**. Follow any prompts in your browser as necessary to open and download the launcher.



- 2 Open the installation file that downloads and follow the prompts on your computer.



- 3 Click the **Launch Free Recorder** button again after installing the software.

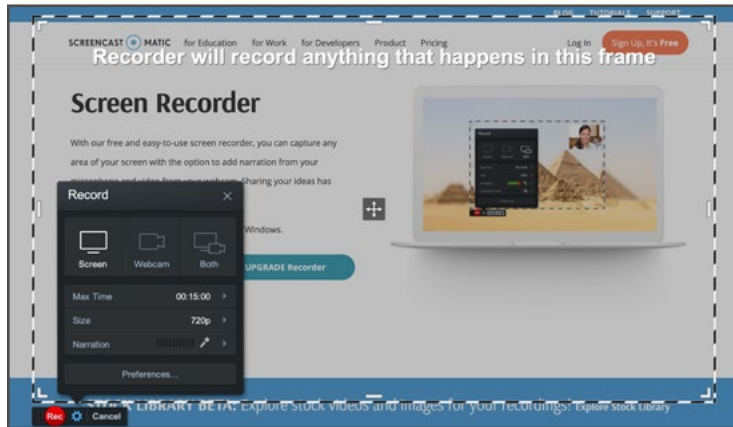


SCREENCASTING

with Screencast-O-Matic

4

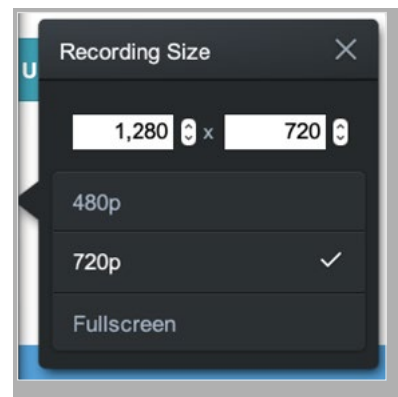
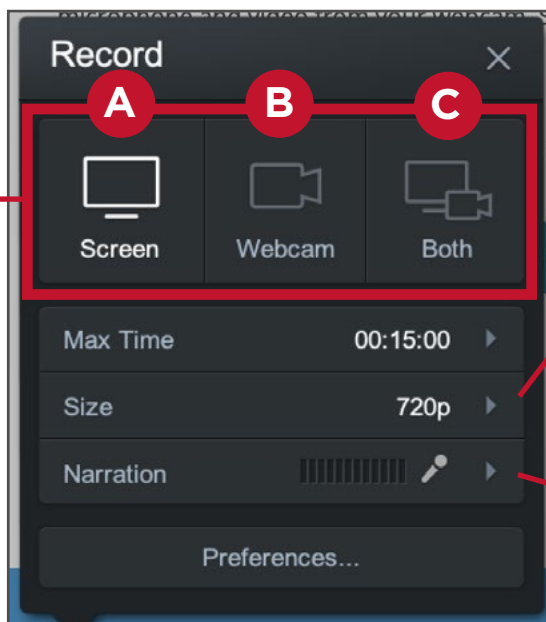
Anything within the dashed lines on your screen will be recorded in your video. Be sure to close any open programs or tabs that you don't want to be recorded, and mute notifications that may pop up.



5

Before recording, adjust the settings as needed in the pop-up window that opens when you click on the gear icon.

Choose what you'd like to record: (A) just your computer screen, (B) just your webcam, or (C) both. Choosing "Both" will record your whole screen with your webcam picture recorded smaller in the bottom right corner.



The **Size** submenu allows you to choose an exact size for the amount of your screen that you'll be recording. This is helpful if you want to insert your video into a slide or other format of predetermined size.



The **Narration** submenu allows you to choose your microphone/audio input source.

SCREENCASTING

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6 Recording your screencast:

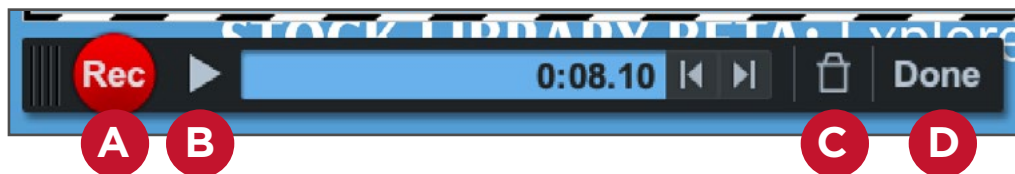


Press the **Rec** button to start recording.



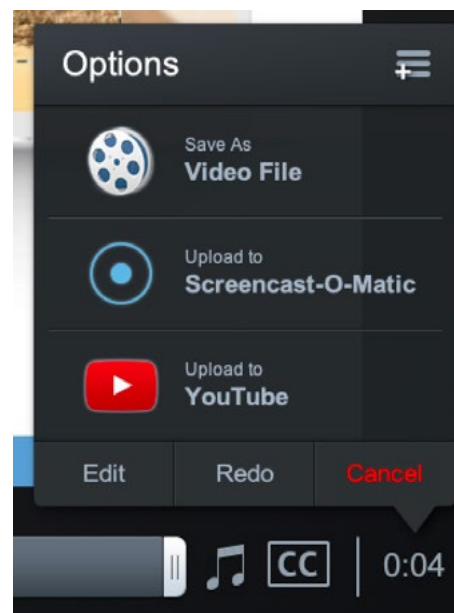
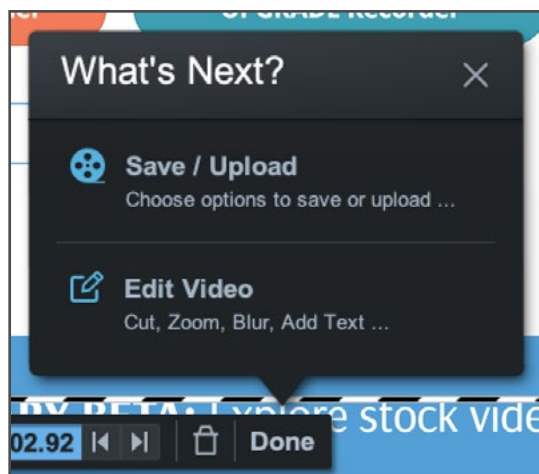
Press the **Pause** button to temporarily stop recording.

After pausing your screencast, you can:



- (A) Resume recording, picking up right after you paused
- (B) Play back your recording so far
- (C) Delete your recording and start over
- (D) Complete and save your recording

7 After clicking **Done**, click **Save/Upload** to save your video (Edit Video options are only available on a paid plan).



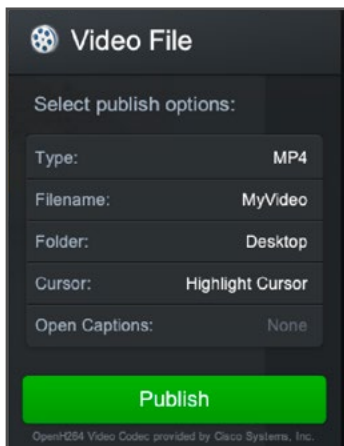
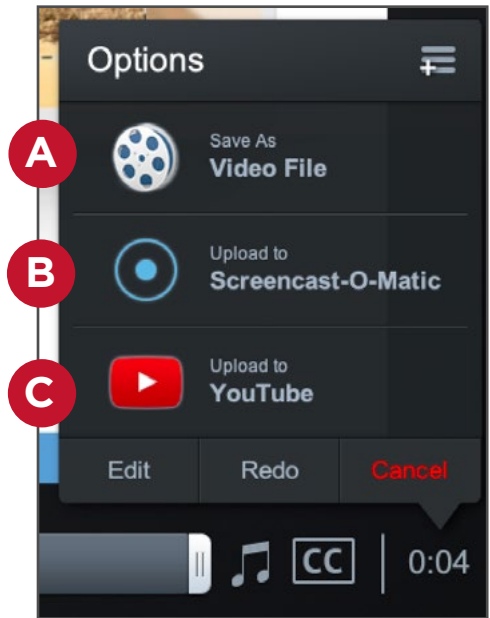
SCREENCASTING

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In the new window that opens, you can choose to save your video as a file to your computer (A), upload to your Screencast-O-Matic account (B), or upload to your Miami YouTube channel (C).

Note: It is recommended that you upload your video to your YouTube channel. This makes the video easier to share and embed in multiple locations. Additionally, YouTube can automatically caption your videos to support best practices in accessibility and universal design for learning.

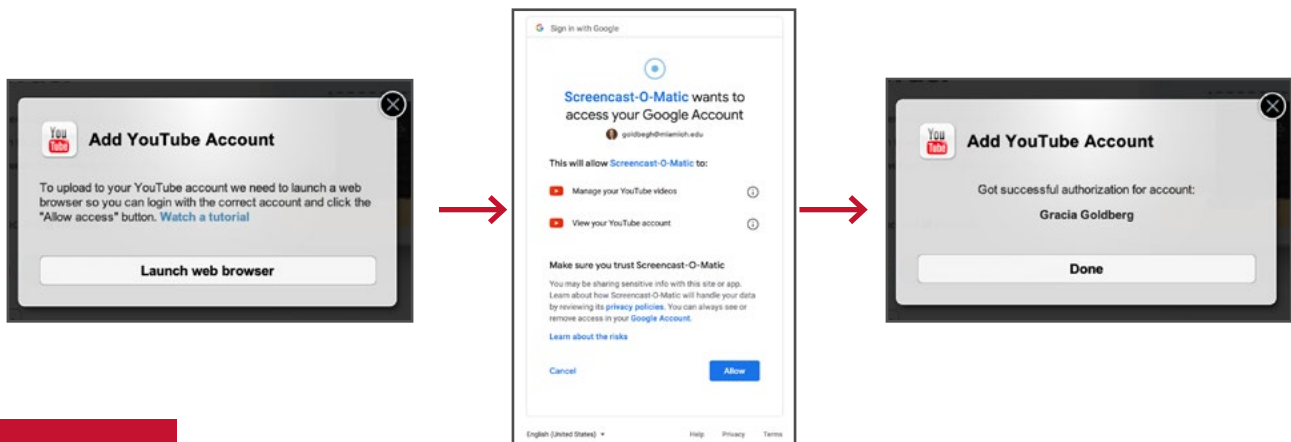


Save as Video File:

To save an mp4 video file to your computer, click the **Save As Video File** button. Give your video a **filename**, choose the **folder** to which you'd like to save it, and click **Publish**.

Uploading to YouTube:

If this is your first time uploading to YouTube from Screencast-O-Matic, you'll be prompted to grant permission for the software to access your YouTube account. Follow the prompts until you reach the window with the "Done" button:



SCREENCASTING

with Screencast-O-Matic

Uploading to YouTube (cont.):

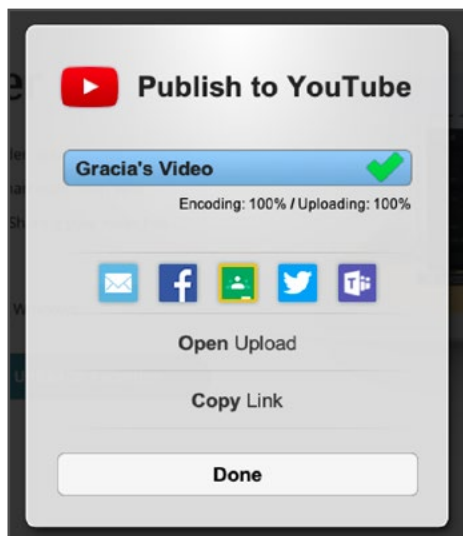
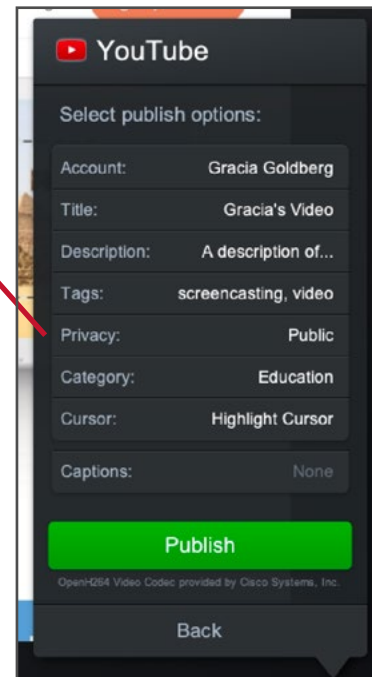
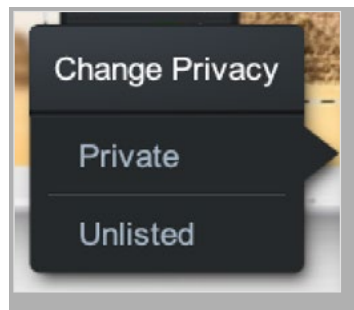
After granting permissions, you can adjust your publish options. Give your video a **Title**. Optionally, add a **Description**, **Tags**, and adjust the **Category** for the video on YouTube.

Adjust your video privacy options to suit your needs:

Public is visible to anyone on Youtube.

Private is visible only to individuals that the owner **specifically shares the video with** in the video's settings (not recommended for your online courses)

Unlisted is visible to **individuals who have the link** to the video. The video will not show up in Youtube's public search results.



After you adjust your settings and click **Publish**, you can choose from a variety of sharing options on the Publish to YouTube window.

Click **Copy Link** to copy the URL of your YouTube video and paste it wherever is easiest for you to share the video with others (i.e. email, Canvas, etc.)