

How to Use Screencast-o-Matic

Screencast-o-Matic is an easy-to-use, robust tool for screencasting (with accompanying narration) with a very functional free variant available for universal use. It is very useful for the quick capture of short videos and lessons and requires very little setup or training. This document will walk you through the process of downloading and using the Screencast-o-Matic tool, as well as the steps to take to export the final video.

A video-based lesson containing the same content as presented below is available: [How to Use Screencast-o-Matic](#)

For other educational support information, please visit the [Academic Continuity site](#).

Finding and Downloading the Screencast-o-Matic tool:

Step 1: To download the Screencast-o-Matic tool first proceed, in a web browser, to www.screencast-o-matic.com. Click on 'Start recording for free' (**Figure 1**).

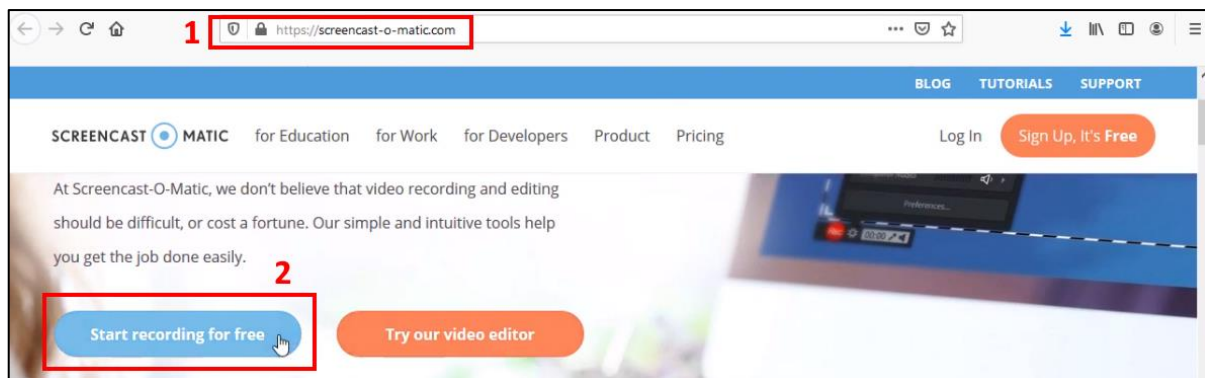


Figure 1: Image of the Screencast-o-Matic website, highlighting the URL bar and the 'Start Recording for Free' button.

Step 2: On the next page, click on 'Launch Free Recorder' and download the file (either automatically or by clicking on 'Save File' in the popup. Open and run the file once downloaded. (Error! Reference source not found.).

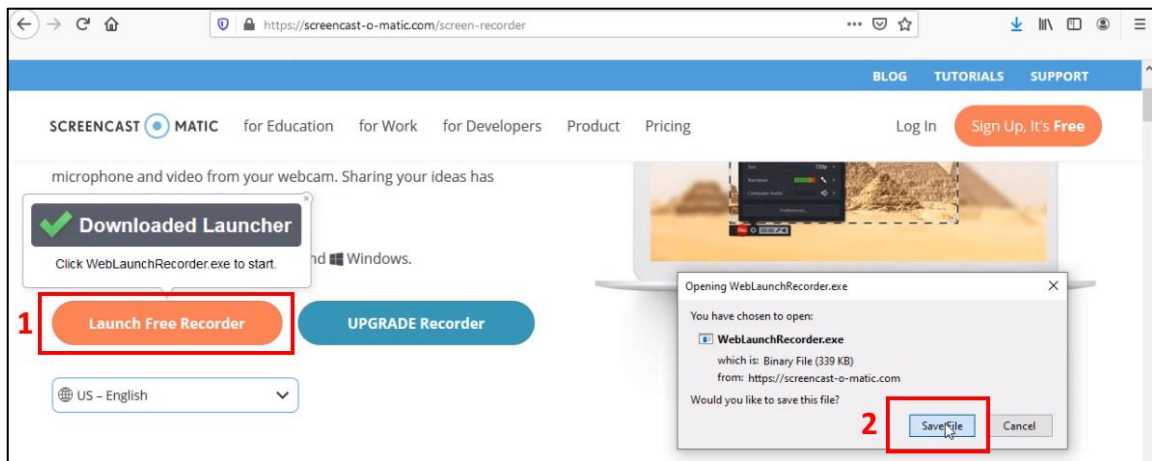


Figure 2: Image of the 'Screen Recorder' page, with the 'Launch Free Recorder' and Download/Save File buttons highlighted.

Using the Screencast-o-Matic tool to set up a Recording Session:

Step 3: Once run, you will be presented with a configuration toolbar in the lower left of your screen. On this panel, you can choose the duration of recording, the microphone settings to record narration from, and whether to capture computer audio (sounds, etc). You can also configure the area to record from, either by selecting a resolution under the 'Size' option or by manipulating the capture zone by dragging the edge markers. Once you are ready to record, click on the red 'Record' button. After a short countdown, your recording will begin (**Figure 3**).

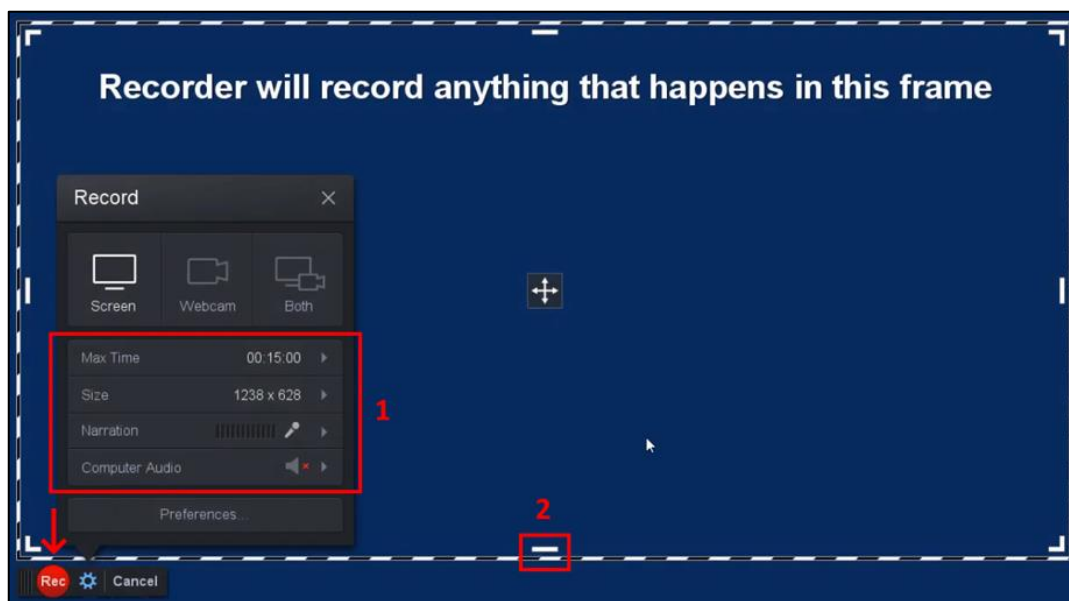


Figure 3: Image of the Screencast-o-Matic toolbar and configuration panel, highlighting the recording options, recording frame edge for manipulation, and 'Record' button.

Step 4: When your recording has completed, either by reaching the time specified in the configuration panel earlier or through manually ending it by clicking the pause button, you can either discard the recording by clicking on the 'Garbage Can' icon, or proceed to post-recording configuration by clicking on the 'Done' button (**Figure 4**).

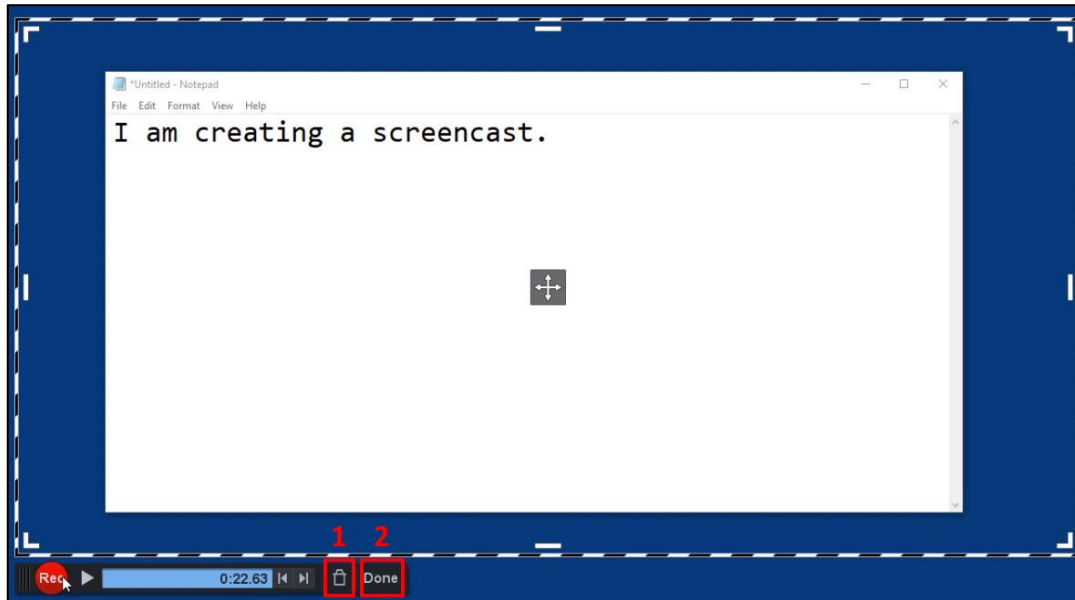


Figure 4: Image of a completed screencast, highlighting the delete (garbage can) icon as well as the 'Done' button.

Exporting a Video of the Recording:

Step 5: Once you are ready to finalize your video and have clicked on 'Done' as described in the previous step, you will be presented with the option to either immediately save a video or edit

the recording you have made. As there are some final options to explore, click on 'Edit Video' to proceed (**Figure 5**).

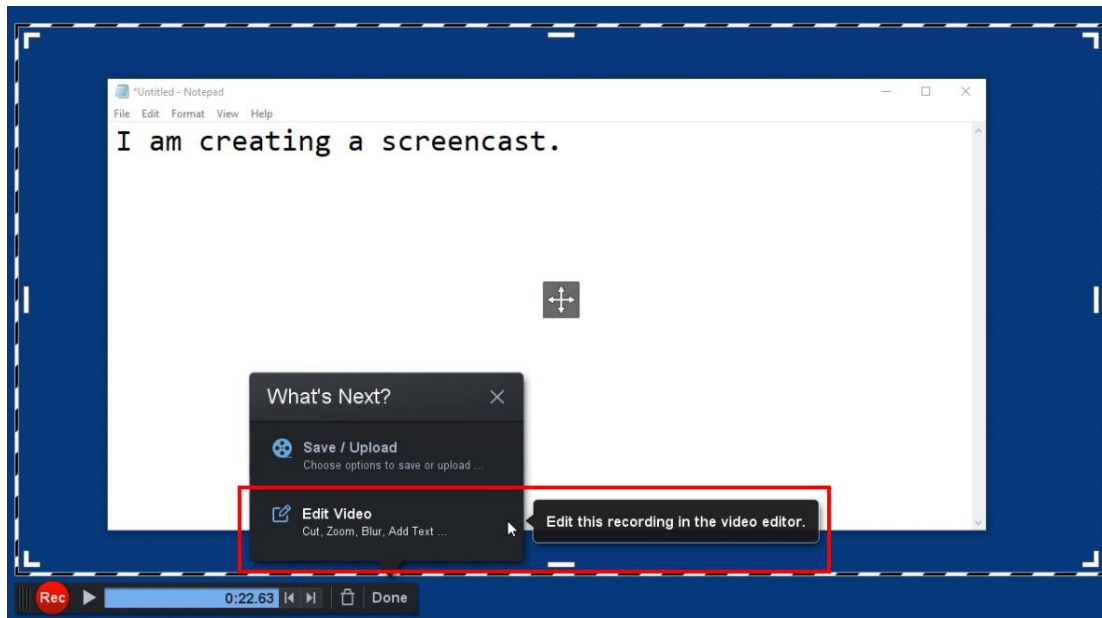


Figure 5: Image of a completed recording, with the 'Save/Edit' context box, and the 'Edit Video' option highlighted.

Step 6: Once clicked, you will be presented with the 'Edit Video' panel. Here, you can review the recording by clicking on the progression panel, and can crop the beginning or end by dragging the ends of the bar to desired points. You can also add closed captions from a premade file (if desired or available) by clicking on the 'CC' button. Once options are configured as desired, click on 'Save as Video File' to move onto the final part of the process (**Figure 6**).

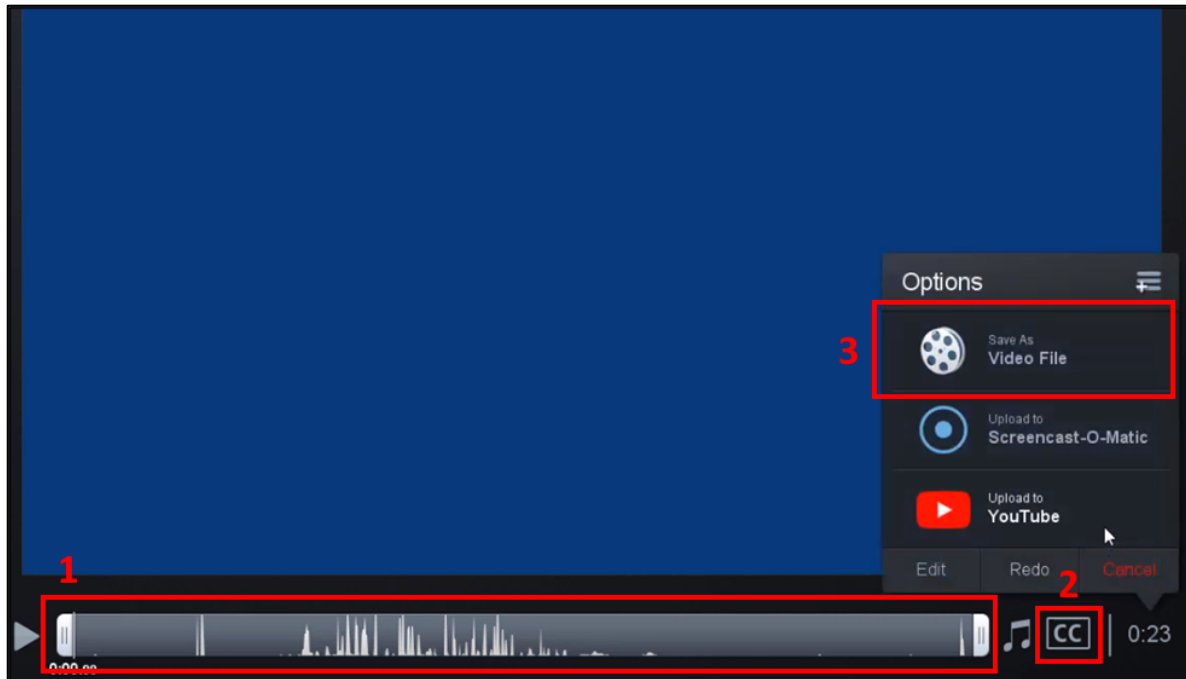


Figure 6: Image of the 'Edit Video' panel, highlighting the progression bar, closed caption button, and 'Save as Video File' options.

Step 7: Once clicked, you will be presented with the 'Publish Options' panel, where you can choose the filename and location to save the file. You can also choose whether or not to highlight your cursor in the final recording, which is often useful to track movement (**Figure 7**).

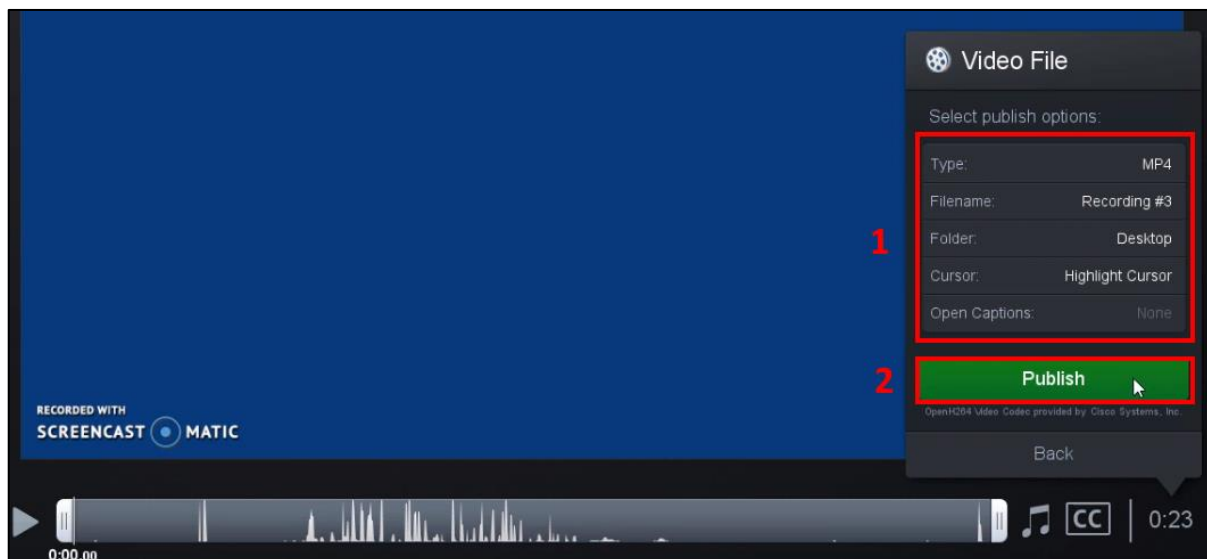


Figure 7: Image of the 'Publish Options' panel, highlighting the final export options and the 'Publish' button.

This concludes the instruction regarding downloading and using the Screencast-o-Matic tool.

If you are inquiring about Academic Continuity support or online teaching IT-related support, please complete the [Request for Support Form](#). This will help us provide a timely and appropriate response to your questions.

For general IT support, please contact the Service Desk: servicedesk@senecacollege.ca.

More resources are also available on the [Academic Continuity](#) website.