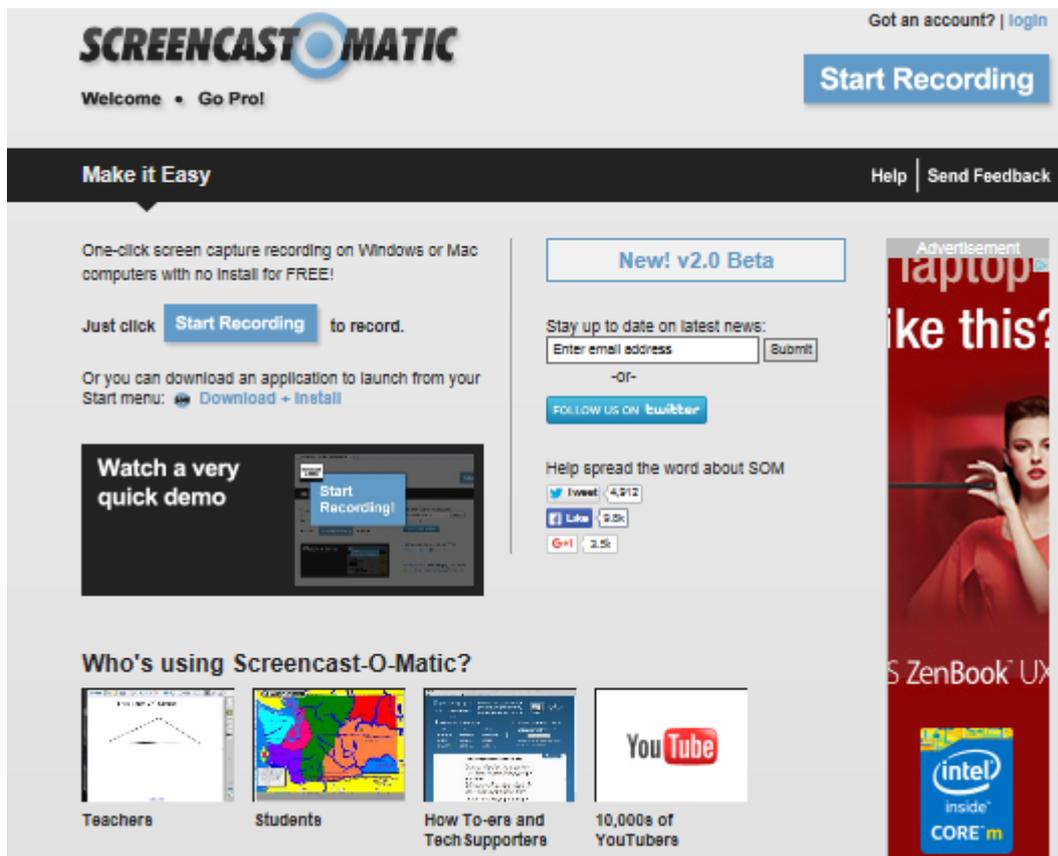


Using Screencast-o-Matic

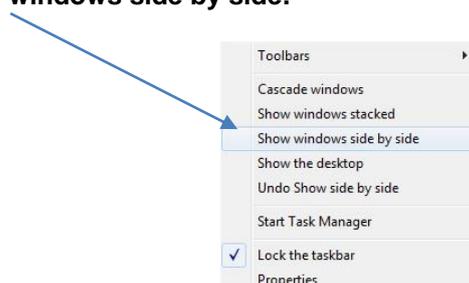
In order to create a screencast you need to first access the Internet and locate the web address as follows:

<http://www.screencast-o-matic.com/>

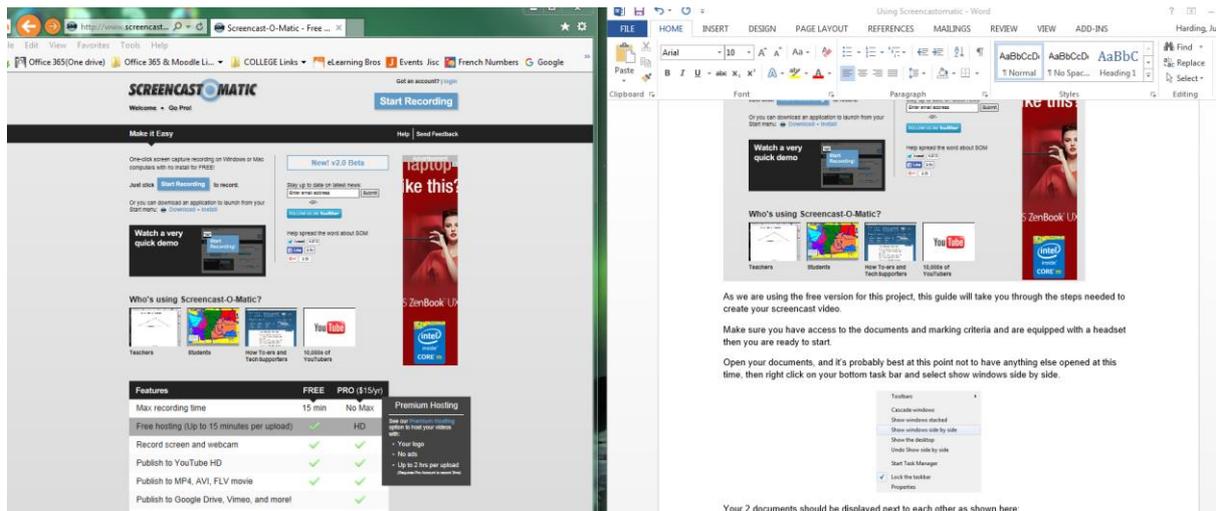
You will see this screen:

The screenshot shows the homepage of Screencast-O-Matic. At the top left is the logo 'SCREENCAST-O-MATIC' with a blue circle around the 'O'. Below it is 'Welcome • Go Pro!'. On the top right, there is a 'Got an account? | login' link and a large blue 'Start Recording' button. A dark banner below the logo says 'Make it Easy' on the left and 'Help | Send Feedback' on the right. The main content area has a grey background. On the left, it says 'One-click screen capture recording on Windows or Mac computers with no install for FREE!' and 'Just click Start Recording to record.' Below that, it says 'Or you can download an application to launch from your Start menu: Download + Install'. There is a 'Watch a very quick demo' section with a video player showing a 'Start Recording!' button. On the right, there is a 'New! v2.0 Beta' box, a 'Stay up to date on latest news:' section with an email input field and a 'Submit' button, and a 'FOLLOW US ON Twitter' button. Below that are social media stats for Twitter (4,512), Facebook (2.2k), and Google+ (2.5k). At the bottom left, there is a 'Who's using Screencast-O-Matic?' section with four icons: Teachers, Students, How To-ers and Tech Supporters, and 10,000s of YouTubers. On the right side, there is a vertical advertisement for a laptop with the text 'like this?' and 'ZenBook UX', and an Intel Core m logo at the bottom.

As we are using the free version for this project, this guide will take you through the steps needed to create your screencast video. Make sure you have access to the documents and marking criteria and are equipped with a headset then you are ready to start. **Open your documents**, and it's probably best at this point not to have anything else opened at this time, then **right click on your bottom task bar and select show windows side by side**.



Your 2 documents should be displayed next to each other as shown here:



Now all you have to do is access the Internet and Screencast-o-Matic (if you already haven't done so) and click the Start Recording button:



You can choose the older Recorder v1.0. (if you receive any java messages just accept them and ask it to run this time)

You will now see a rectangle box with dashed lines. This box can easily be resized by dragging one of the corners diagonally across your screen to the desired size.



Once you are happy that your box is covering both your documents we are ready to commence with the recording. (You may need to minimise the Screencast-o-matic website)

On the small menu bar at the bottom of the frame you will see a set of icons and settings.



The **red circle** is the **Record button** which will change to 2 dashed lines once you start recording. The two **dashed lines ||** will **pause** the video.

The next settings are for the **microphone** - check it is plugged in correctly and then your microphone is selected.

Click on the **green bar chart** next to make sure your microphone is working. This will allow you to test the volume and then test the playback. When you are happy just click the OK button.

The next section is for the **screen settings** which you can choose for the drop down menu. Alternatively you can just click on the 4 blue arrows will show everything full screen.

Lastly you have the **webcam** option. If you are going to create your screencast with a small video of yourself completing the marking for example then make sure you choose your webcam in the options.



The black **X** will close down the frame.

So, you have your documents open and ready, the frame is covering both documents, your headset is on and working ok and your webcam is turned on and you can see yourself in a smaller box to the right of your screen – **we are ready to start**.

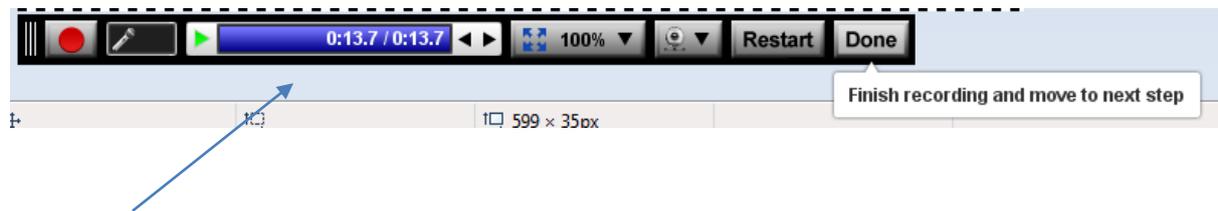
Click on the **red record button** and it will count you in – 3...2...1..GO!

Start to speak and work through your assessment against the marking criteria.

If something happens during your recording, don't worry you do have some other options.

Press the **pause button ||**

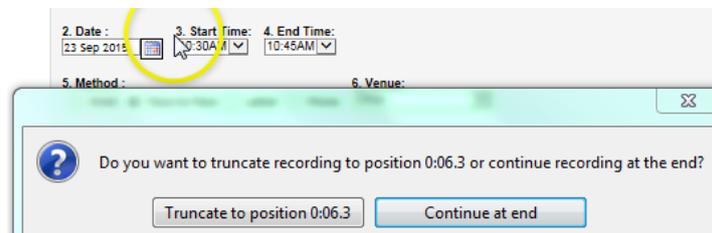
you will notice that the menu bar has now changed and will look like this:



The blue bar in the middle is showing the times of your recording. By clicking the **small green triangle** to the left of the blue bar will allow you to **preview** your recording so far. If you are happy with it then just press the red record button again to continue.

If you are not happy with it you can pause and preview to the part where you want to restart.

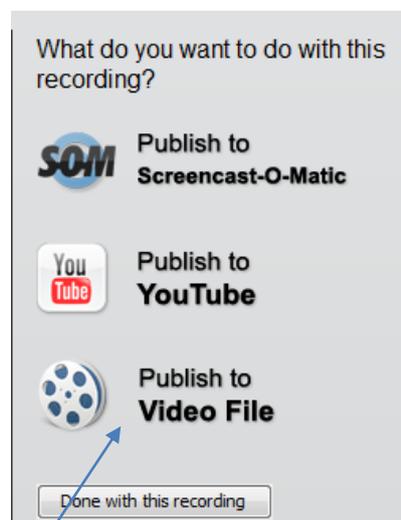
Click the red record button and choose the **“Truncate”** option.



This will erase the end of your recording from that point so you can then carry on.

Once you complete your recording click on the **Done** button at the end of the bar.

Once you have clicked **Done** you will then be presented with the following options:



If you have a YouTube account you can publish it there but for the purpose of this project we are simply going to just use the **Publish to Video File option**

Save your video file and start all over again for the next one.

The completed video files will be uploaded to VITAL for the learners to access them as normal but have the pleasure of listening and watching their assessment feedback instead of reading the comments in a word document.