# Screencast-O-Matic (SOM) Handout

http://screencast-o-matic.com/

This tutorial provides instructions on creating a simple, narrated recording (limited to 15 minutes). It will **not** cover all of the features of using the Screencast-O-Matic.

Required Materials

- You need to create an account with Screencast-O-Matic before you can complete these activities.

- A microphone/headset.

- Internet connection.
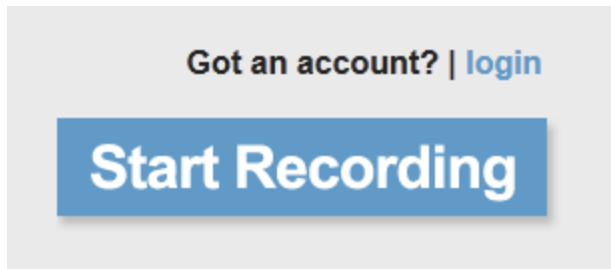
**Step 1:** After creating your account, click *Login* to enter your account.

When ready to record, click *Start Recording*. Accept any Java applets that need to run on the computer.

Step 2: After a few moments, a black and white dotted line will appear on your screen. This frame can be resized to fit the portion of your screen that you want to share with your viewer.

Use your cursor to hover over either of the square boxes inside the frame to get a double arrow to lengthen or widen your frame. Hold the double arrow and drag it to resize the frame.

To move the frame, hover over any portion of the dotted lines to get a four-headed arrow. Hold the four-headed arrow down and drag the entire frame to its new position.
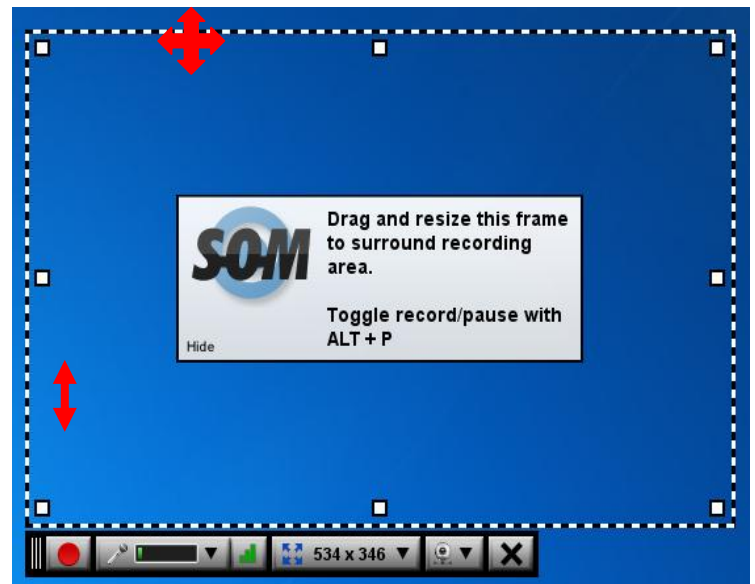
Follow the instructions in your assignment for using this application. For example, if you are required to create a PowerPoint presentation, complete that task first. Once done, perform the steps on page 1 to begin recording.

Position the PowerPoint in a desired location on your screen. In **Step 2** above, click *Start Recording* to obtain the frame. Follow the steps for resizing and moving the frame to fit around your PowerPoint presentation, which can be in *Normal* view.

The figure below has the frame around the slide in *Normal* view so that the advancements of the slides can be handled from the left pane (without showing up in the recording).

Recording Control Panel

The bottom of your frame will have the following control panel with a:

1. record button,
2. microphone setting,
3. recording setting,
4. webcam setting, and
5. restart/done button.

First, you want to ensure the correct microphone/headset is selected. Select the up arrow and select the desired device from the list presented.

Second, select the up arrow and select the desired recording output for your narration from the list presented. Usually 640x480 is a good selection, but the dotted outline should completely contain what you wish to record.
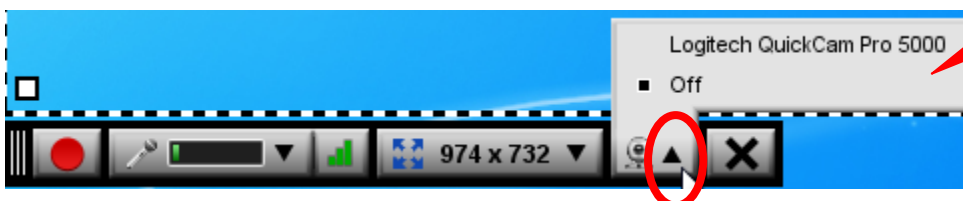
Third, this is not required, but if you would like to record video of yourself in the narration, you will need a webcam. Select the up arrow and select the desired device from the list presented.

Fourth, to record, select the record button. When the countdown finishes, begin narrating your presentation. Toggle between recording and pausing with ALT+P or simply click the *Pause* button on the recording panel.
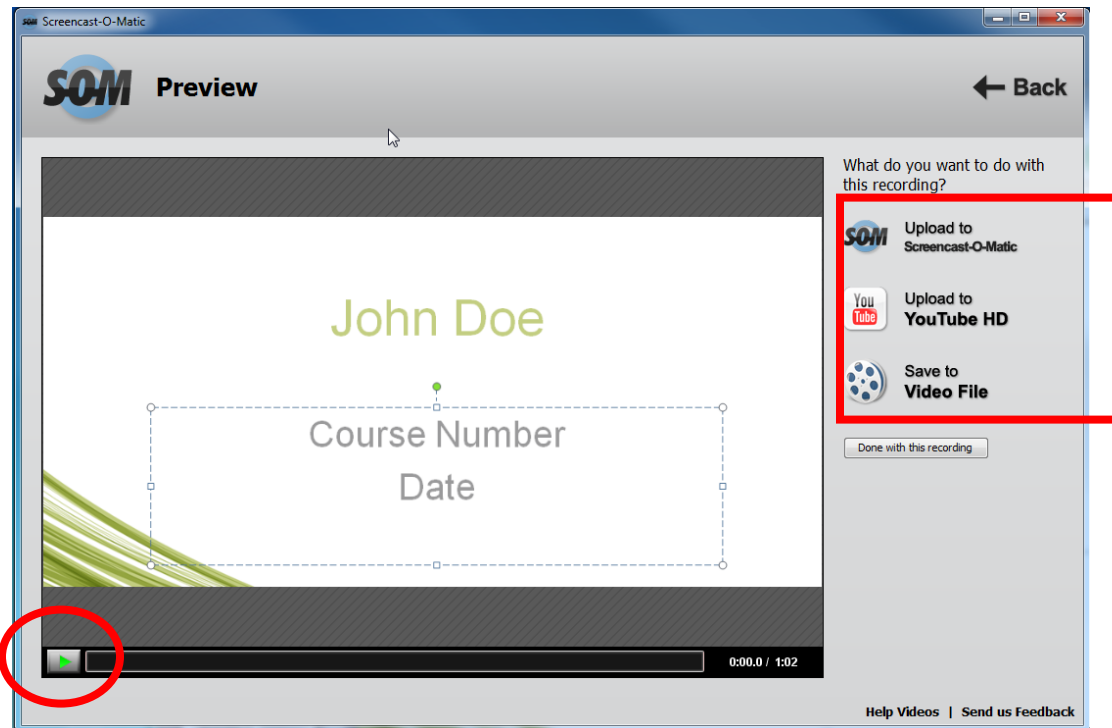
Clicking the X at this point will close SOM.

Once the recording starts, if you wish to restart, simply click the *Restart* button. Once done, click *Done* on the recording panel.


Saving and Uploading Your Presentation

Upon clicking *Done*, you will receive this preview window. You may click the play button at the bottom left to review your recording, or you may select one of the upload options on the right.

1. Uploading to SOM will store your presentations on the SOM server. You will be given a link to copy/paste to share with others (recommended option for this class).

2. Uploading to YouTube requires that you to have a YouTube account.

3. Saving to a video file gives you the option of saving the file to your computer or another storage device as an MP4, AVI, or FLV movie. (This option is not recommended for your course assignments due to limited storage space on the eLearning server.)
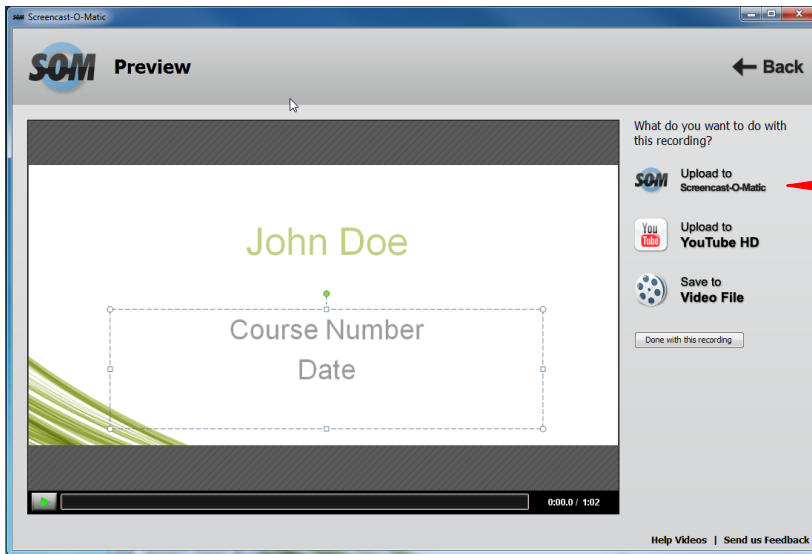
For this course, select the *Upload to SOM* option.

Once the selection is made you will see this panel to the right to insert the title and description of your narrated presentation. Leaving the SOM Options checked allows users to: 1) search your presentation, 2) add notes, and 3) leave comments.

When you are done with your entries, click the *Upload to SOM* button at the bottom right of screen.

Allow SOM to encode and upload your presentation. This may take an extended duration of time.
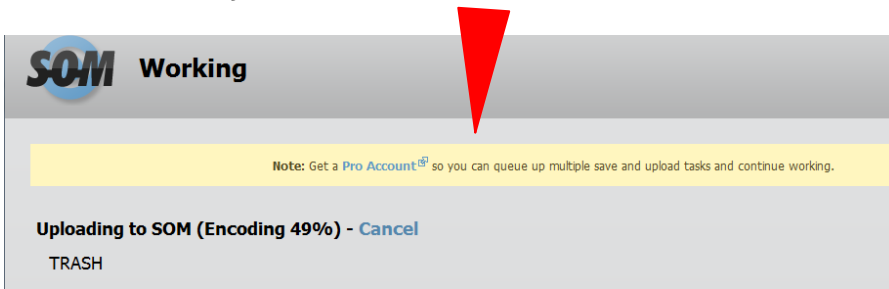
When done, highlight the link to copy it, and then paste it to share with others.
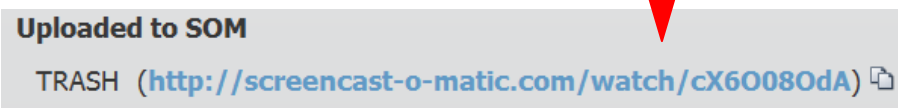
When you return to your SOM home page to record another narration, you will receive the following message to the left. If you wish to use the last recording, click the *Use Recording* button. Otherwise, click *Delete*.

After pressing *Delete*, you will be unable to republish a previously recorded presentation. Any presentations previously published will remain available for viewing under *MyScreencasts*.

View Your Recordings

Click on the Screencast-O-Matic logo at the top of your screen, to be directed to the SOM homepage.
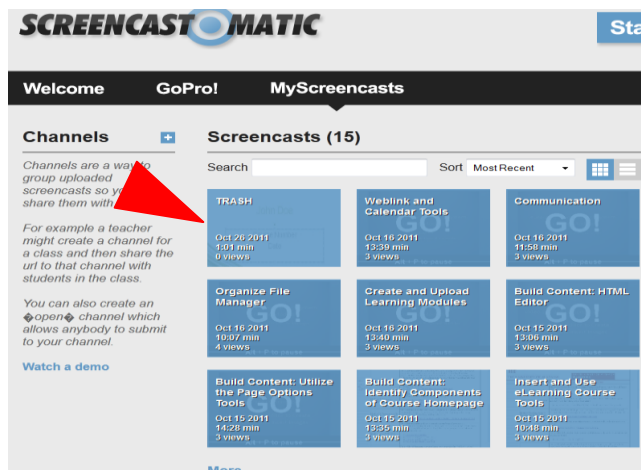

Click *MyScreencasts* to view your saved collections.

Log out when you are done.

Have fun with this assignment. Practice, practice, and practice.

To view additional demos, go to http://screencast-o-matic.com/help.