



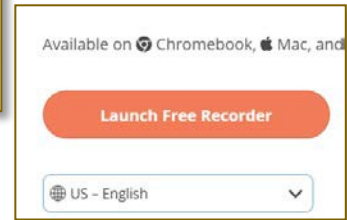
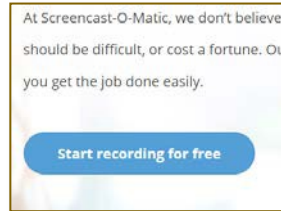
How to use Screencast-O-matic

To use the free version of Screencast-O-matic please use the following steps:

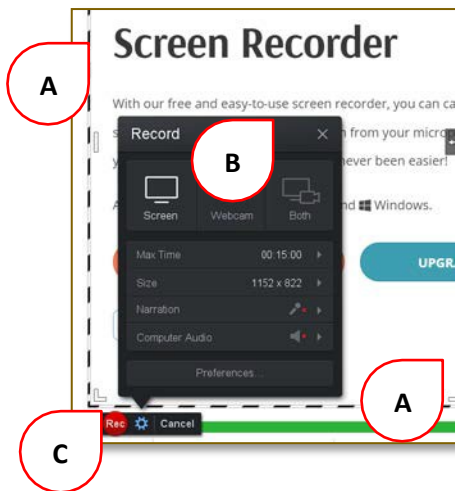
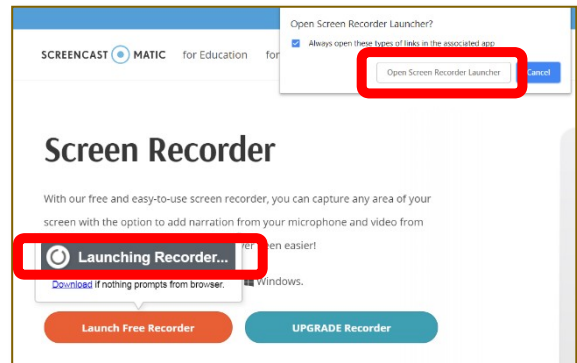
Go to the following link in order to download the application, by clicking the “**Start recording for free**” button: <https://screencast-o-matic.com/> .

The software opens a new web page.

1. Click the **Start recording for free** button.
2. Then click the **Launch Free Recorder** button.



Sometimes you may need to enable (allow) the browser to open the recorder. Enable this, or follow the prompt to download the app'. We advise Chrome, Internet Explorer or Safari browsers.



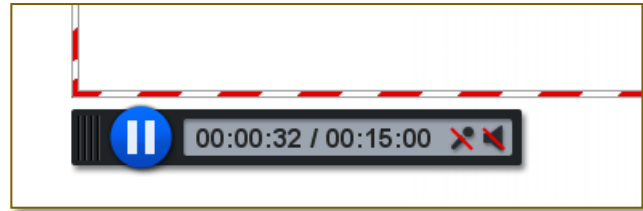
Once downloaded, the recorder will launch. On the first use, you may have to click to open the recorder in your browser download bar. Main features are;

- A. Extent of recording window shown as a dotted line (can be easily resized and moved)
- B. Three recording options (you can record the screen and webcam at the same time)
- C. Record button - to **start the recording**

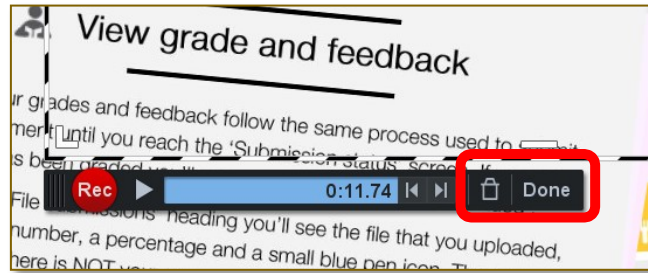


Once you've started the **recording**, you can resize the window or even move it around to focus on certain areas of your screen. You can also narrate your actions using the microphone and webcam (which will be shown as an embedded video bottom right of the screen).

3. Red dotted lines indicate recording in progress. Stop recording using the blue pause button (||).

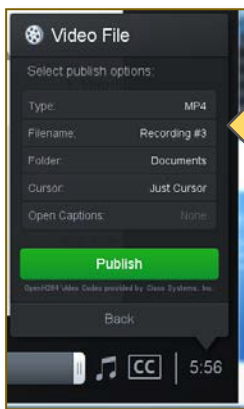
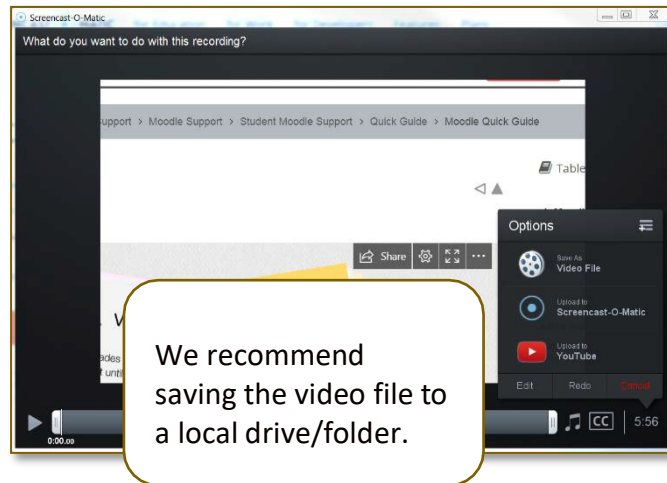


4. Review the recording using the playback button (>). If you're happy with the recording, finish by clicking the **Done** button. Start again (without saving) by pressing the trashcan icon (next to **Done**).



5. When you press **Done**, then another window pops-up enabling you to playback the recording and save it. The three options are;

- local drive/folder (video file)
- upload to an online recording (to screencast-O-matic)
- upload to your YouTube channel.



6. If you choose the first option (video file), then you should complete the two options of filename and folder to save it. Finally; click the green Publish button to save the video as a .mp4 file.

Note: If you intend to use your recorded screencast for an assignment submission, please read our guide on uploading and sharing files in OneDrive. Do not upload the video file (mp4) to Turnitin.

Contacts:

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