Screencast-O-Matic Pro

Before getting started

You should have already received the password for the Screencast-O-Matic Pro account from Antonia Levy or your academic director. (If you did not receive the password, please email antonia.levy@cuny.edu). SPS has a limited number of licenses for this account. Since Screencast-O-Matic links each license to a particular IP-address (a computer’s identity), we ask that you please log in from only one computer. You will be notified by email when the password changes. Please do not share the log-in information with anyone else. If one of your colleagues wishes to use Screencast-O-Matic, please have them contact us. If you would like your students to create their own videos, please refer them to the free version of Screencast-O-Matic (http://www.screencast-o-matic.com/) or Jing (http://www.techsmith.com/jing.html).

In compliance with ADA protocols for students with disabilities, but also to provide all students with course material in alternative formats, please use the captioning feature in YouTube and/or create a text transcript to post in Blackboard. The YouTube captioning tool is described below in Step 17 (or see our detailed guide on our website: http://spsfaculty.commons.gc.cuny.edu/quick-guides/). Creating a transcript and adding captions is especially easy if you start by working with a script. If you are narrating a PowerPoint and you write your script into the notes section beneath your presentation slides, you may also consider posting these notes on the Blackboard course site.

Before you begin, we recommend that you prepare by (1) laying out your lecture beforehand and (2) opening all the PowerPoint slides, images and/or websites you want to use for your lecture.

This guide explains the steps to

- Sign in to Screencast-O-Matic Pro (Steps 2-3)
- Prepare recording, record and title your video (Steps 4-7)
- Editing your recording (Steps 8-10)
- Saving your video to your computer and uploading it to YouTube (Steps 11-12)
- Adding captions (Step 13)
- Embedding your video into a Blackboard course site (Step 14)

Step 1

To record your voice you need a microphone. We recommend a USB-enabled headset with an attached microphone but you may also use your computer’s mic.
Step 2

After you receive the password to the SPS pro account, access the login page at:
http://screencast-o-matic.com/CUNY-SPS-OIT

Click “Start Recorder” to open the video-capture tool.

Note: If you experience problems opening the recording tool, please make sure you have updated to the latest Java version. Also, find more information here:

Step 3

Install the recorder launcher

Note: You will only need to install the launcher once on each computer you’ll use with Screencast-O-Matic. If you have already installed the launcher, skip ahead to Step 4.

To install the launcher, click on Get recorder launcher. Run the installation when prompted.

Note: If the installation does not begin automatically, navigate to the Downloads folder on your computer and double-click the installation file.

After installation is complete, you will see a “Screen Recorder Ready” notification. Click “OK” to return to the Screencast-O-Matic website. Then, click on Start Recorder again.

Note: If you are prompted to pick an application to use the Screen Recorder, select the launcher application and click OK. You might also receive a prompt asking your permission to run Java on this site. Click “Run”.

Enter the SPS password in the popup window, and click “OK” to start the recording window.
Step 4: Prepare to Start Recording

The video-capture tool consists of two parts: the recording area, designated by a dashed line, and the settings menu (the black dialog box).

First, select the size of the area of the screen you will capture from the “Size” drop-down menu. **We suggest using the largest size in the menu** (this will be different for different computers), but not full screen. We also recommend that you stick to the same recording size for your entire video to make editing easier.

Important: Remember to adjust the size of the application windows you’d like to capture (e.g. PowerPoint and/or a browser window) so they fit it in the recording area.

Step 5

Next, select the recording mode for your screencast. You can either just record the screen, only the webcam, or both. When choosing an option including the webcam, a preview window will open, asking you to select your computer’s webcam from a drop-down list. You can resize and move the preview window as well (note you will be able to adjust the size, move or hide the webcam window in your video afterward when editing).

Click the arrow next to “Narration” to select the microphone you wish to use, and speak into it to make sure it is ready to record (the green volume indicator will register your voice if it is working properly). You can test and adjust the volume level in the pop-up window that opens when you select your microphone.

Note: You may zoom in to a particular area of the video when editing the recording.

Note: On a PC, you also have the option to include “Computer Audio” in your recording (e.g. when playing a YouTube video while recording).
**Step 6**

**Record Video**

When you are ready, click the red button titled “Rec” on the bottom to begin recording.

To **pause**, press the pause button.  
**Note:** If you selected Full Screen option, the menu bar will disappear after you start recording. In that case, press ALT+P (on a PC) or Option+P (on a Mac) to pause the recording. To finish recording, first pause the screencast which will return your menu bar, and you can continue as usual.

Advanced option: Click the pencil icon to open drawing tool options.

When you have finished your recording, click “Done.”

**Note:** Screencast-O-Matic automatically saves your video, so you can view and edit it any time, as long as you are on the same computer you recorded it on.

For pedagogical reasons, we recommended that recordings be **10 minutes or less**. For longer videos, try dividing into shorter segments.

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**Step 7**

**Review and Title Your Video**

On the next screen, change the generic title of your recording by clicking in the title field on the upper left corner and typing a meaningful title.

Click the Play button on the bottom to review your video. At any time, the space bar to stop and re-start playback.

To access the Edit feature, press the Pause button, even if video playback has ended.

To access Screencast-O-Matic’s editing tools, click “Edit” in the lower right corner.
**Step 8**

**Editing your Video**

If you recorded your webcam along with the screen, you can click and drag your *webcam video* to change its location, resize or zoom by using the options in the “Modify Webcam” pop-up window.

*Note that once placed, the webcam video will remain in the same place throughout your screencast.*

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**Step 9**

To access the editing tools, click the “Tools” button above the timeline at the bottom of the screen.

The most commonly used tools are:

- **Cut**: Removes the selected segment of your screencast.
- **Hide**: Hides the cursor movements or the webcam window for a section of your screencast.
- **Insert**: Allows you to insert a new or existing recording (or a pause) to your video where playback is paused.
- **Narrate**: Replace the narration for a selected section of your video.
- **Transition**: Add a transition (e.g. fade) to your video where playback is paused.

Navigate to the section of the video you’d like to edit by either play and pausing,* or by moving the playhead in the timeline at the bottom of the video canvas, click “Tools” and select which edit you’d like to make from the popup menu.

See in-depth video tutorials on each editing tool at:  
[http://som.screencasthost.com/](http://som.screencasthost.com/)
Step 9 (cont’d.)

Note: For some tools, such as cut or hide, you will then have to select the section of the video that you want to edit. After positioning the playhead at the starting point of your edit, either start playing the video and pause at the end point of your edit, or use the cursor arrows to move the playhead forward.

When you are finished editing, click “Done” on the right side of the screen.

* Press the spacebar for starting and pausing the playback of your video. This makes moving the playhead for editing much easier.

Step 10

Optional: You can also “hide” the narration (i.e. your audio), mouse cursor, and/or webcam for the entire length of your video.

If you would like to turn off the audio, mouse cursor or webcam for the entire video, check/uncheck the corresponding boxes in the menu to the right of the video canvas.

To add an audio track from your computer to your video, click the “+” symbol in the Audio section.
**Step 11**

**Saving Your Screencast**

To save and share your screencast, do **two** things: Save a copy for your own records to your computer (see this step), and post your video to your YouTube channel for sharing it on Blackboard (see Step 16).

First, save your video as an .mp4 file by selecting “Save as Video File” on the lower right corner. Make sure “MP4” is selected as the file type, the file name is correct, and choose the folder for where you’d like to save the file. Then, click “Publish” to download the video file to your computer.

Note: We recommend **not** using the closed captioning in Screencast-O-Matic because it is cumbersome. Instead, we recommend using the YouTube captioning tool after upload (see Step 17).

After download to your computer has finished, you will see your video listed on the “Recordings” screen. Click on the recording for the next step.
Step 12
Uploading Your Video to YouTube

Click the button next to “options” on the lower right corner, and select “Upload to YouTube” from the menu.

The first time you upload a video to YouTube from Screencast-O-Matic, you’ll be asked to grant YouTube (through your Google account) access to your Screencast-O-Matic account. Click “Launch web browser” in the dialogue box and follow the prompts to log-in to your Google account and grant access.

Once you’re returned to Screencast-O-Matic, insert a meaningful title and description for your video. You may want to choose “Education” as your category and choose “unlisted” in the “Privacy” field so your video won’t appear in public YouTube searches. Then, click “Publish” to upload the video to YouTube.

We recommend you keep a record of the URLs for all your videos hosted on YouTube so that you may access / share them easily. See Step 18 for instructions on how to embed your YouTube video into a Blackboard site.

Note: If you have a Google or Gmail account, this is also your YouTube account. If you do not have an account, go to http://www.youtube.com and click “Sign in” on the upper right corner of the screen. Click “Add Account”, then “Create an account.” You can then sign up for an account on the following screen.
Step 13
Adding Captions

Add captions to make the video accessible to students with disabilities and to provide multiple methods of accessing the information in your video to all.

We recommend you do not use the more cumbersome Screencast-O-Matic tools for adding captions, and instead use the more streamlined process available in YouTube after you upload your video.

Once you have uploaded your video, find it on the “My Channel” page of your YouTube account and click on its thumbnail. Click the [CC] icon on the editing bar at the bottom of your video (NOT the [cc] icon for automatic caption to the right).

Click the downward facing arrow in the [Add subtitles or CC] box and select [English]. Then, click [Transcribe and set timings].

Now, play the video and type your captions into the box that appears next to it. The video will pause while you are typing. Alternatively, if you used a script to record your video, you can cut and paste it into the box. Press enter between words if you would like to force the next caption to begin with that word—this can be useful to ensure that a new sentence begins with its own caption.

When you’re finished, click [Set timings] and YouTube will sync your captions to your video. This can take some time.

Once the timings are set, a window will appear with the captions and their timings to the right of your video. Review your captions, and when you are finished, press [Publish] on the bottom of the page.

Note: See more detailed instructions for adding captions in the “Captioning Videos on YouTube” quick guide and video tutorial available here: http://spsfaculty.commons.gc.cuny.edu/quick-guides/
Step 14
Embed Your YouTube Video on Blackboard

Once you have uploaded your Screencast video onto YouTube you may embed the video in Blackboard.

First, go to the content area in your Blackboard course site where you would like to embed the video (e.g. Announcements, the discussion board, or a weekly folder). Create a new item (or discussion post, etc.) and enter a desired title. In the text editor toolbar, click on the “Record from Webcam” button on the lower left.

A pop up window will open, prompting you to sign in to your YouTube account.

Next, click on the “Browse” tab on top of the pop-up window. All of the videos on your YouTube channel will be listed here. Choose the video you’d like to embed and click “Insert.” You can also preview the video before inserting.

Click “Insert” again and the video frame or thumbnail will appear in the text editor window on Blackboard. Enter any additional instructions you want to add, then click “Submit” to embed the video into your course site.