Screencast-O-Matic Pro

Before getting started

You will need the password for the SPS Screencast-O-Matic Pro account, if you haven’t used it before. Please contact facultysupport@cuny.edu to request the login information. 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. Please do not share the log-in information with anyone else. If one of your colleagues wishes to use the SPS Screencast-O-Matic Pro account, 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/).

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 in Step 13 (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, record and title your video (Steps 4-7)
- Edit your recording (Steps 8-10)
- Save your video to your computer and upload it to YouTube (Steps 11-12)
- Add captions in YouTube (Step 13)
- Embed your video into a Blackboard course site (Step 14-15)

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 and enter the SPS password on your computer once. If you have already installed the launcher, skip 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 would like to capture (e.g. PowerPoint and/or a browser window) so they fit in the recording area. Alternately, set the size of the application windows and drag the corners of the recording area to match them.

Note: You may zoom in to a particular area of the video when editing the recording.
Step 5

Next, select the recording mode for your screencast. You can record the screen, the webcam, or both. When choosing an option including the webcam, a webcam preview window will appear. If the webcam preview is grey, click on the Webcam menu (bottom right corner of preview) and select your computer’s webcam from the drop-down list.

The icons on the bottom left corner of the webcam preview allow you to make the webcam fullscreen, place the webcam in the bottom right corner, or hide the webcam. You can use these options to change the appearance of the webcam while recording. Note that you will be able to adjust the size, move or hide the webcam window using the editing tools after you’ve finished recording.

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: 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 the Fullscreen size option, the pause button will be in the bottom left corner of your screen, or you can press ALT+P (on a PC) or Option+P (on a Mac) to pause the recording. To finish recording, first pause the recorder, which will return your menu bar. You can then delete the recording and start over, by clicking the trash icon, or click “Done”.

After you click “Done”, you can click on “Save/Upload” (Step 7) or “Edit Video” (see Step 8).
Advanced option: Click the pencil icon to open drawing tool options and do annotation during the recording.

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 on which you recorded it.

For pedagogical reasons, we recommended that recordings be 10 minutes or less. For longer videos, try dividing into shorter segments.
Step 7
Review and Title Your Video

If you click on Save/Upload, 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.

To save your video as an .mp4 file, click on “Save as Video File”. To upload your video to an internet video sharing platform, click the Options menu for a list of video hosting and cloud storage options.
### Step 8
**Editing your Video**

Once you click Edit (either from the recording window or the Save/Upload window), you will see a window with the preview of your recording in the center of the screen, a menu of options on the right, and a timeline and soundwave along the bottom.

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.*

### 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.

See in-depth video tutorials on each editing tool at: [http://som.screencasthost.com/](http://som.screencasthost.com/)
- **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.

Position the playhead in the timeline at the point in the video you would like to edit by playing the video and/or by clicking your mouse in the timeline at the bottom of the editing window. You can use the spacebar to play/pause the video. Use the right and left cursor arrows to move forward or backward by 40 milliseconds at a time.

Click “Tools” and select which the editing tool you’d like to use from the popup menu.

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**Step 9 (cont’d.)**

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. Click the play icon in the toolbar to preview the edit. Click OK to save it.
### Step 10

Optional: You can also turn off 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.

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

Note that you can return to this editing window as often as you would like and undo any edits made previously.
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 filename 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

To upload your video to YouTube, go to YouTube and sign into your account.*

In the top right corner of the browser window you will see a camera with a plus sign inside. Click on this icon. Select “Upload video” from the pop out menu that appears.

You will be taken to a screen where you can select the video you created and saved to your computer. We recommend choosing “Unlisted” from the Privacy options so your video does not appear in Public YouTube searches.

After you’ve selected your video, wait for your video to upload. Once this process is complete click “Done.”

You will want to copy this URL so that you can then embed your video into Blackboard. (Steps 14-15 below).

*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

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

Once you have uploaded your video, find it on the “My Channel” page of your YouTube account and click on its thumbnail. Open the video as though to watch it on YouTube. Click the [...] icon below your video, on the right (not the CC icon in the video player). Then click on ‘Add translations’.

Click the downward facing arrow in the [Add subtitles or CC] box and select [English].

Then, click [Transcribe and set timings].

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.
Step 13 (cont’d.)

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 **copy-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, the new captions will appear under the heading ‘My Drafts’. Click on them to open the captions editing window. The captions and their timings will appear to the left of your video. Review your captions, and when you are finished, press [Save changes] on the top right 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/](http://spsfaculty.commons.gc.cuny.edu/quick-guides/)
Step 14
Embed Your YouTube Video in Blackboard

After you’ve recorded/captioned your video and uploaded it to YouTube, you can embed it into Blackboard course.

Copy the video’s URL. Then, go to the content area where you would like to embed the video. Click on the “Insert/ Edit Embedded Media” Icon in the text editor.

In the window that pops up, paste the URL for your video, then click “Insert”.

Finally, enter a name for your item or post (and any other text you’d like into the text editor).

When you’re done, click “Submit.”