



ScreenCast-O-Matic

- Creating screencasts and simple videos are easy with ScreenCast-O-Matic. For a beginner, this tool provides just enough structure to ensure that your videos look professional and are closed captioned.
- More information and training can also be found at: <http://www.screencast-o-matic.com/channels/cXhI3EVTh>

Download Instructions

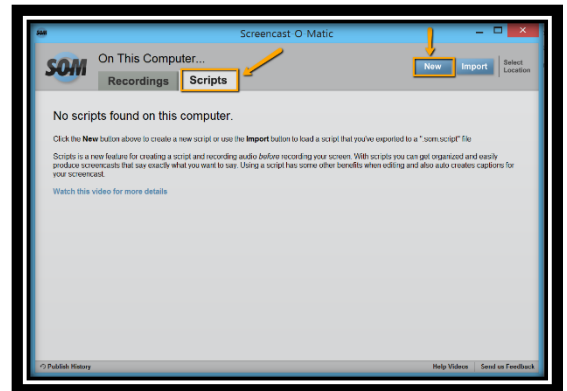
GFC MSU provides faculty and staff with a PRO account. Please use the information below to access this account.

- 1) Go to <http://screencast-o-matic.com/gfcmso> and log in using the password **gfcmso2014**.
- 2) On the home screen click on the **download** link and allow the toolbar to load onto your machine. Follow the on-screen directions to download the interface. Contact eLearning if you need assistance with the download process.

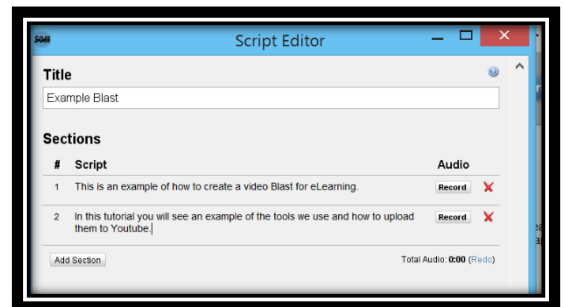
Creating Your Video

Note: The best way to share your videos is to create a YouTube account prior to starting the screen recording process. See the C4 on **Uploading Private Videos to YouTube**.

- 1) Script what you are going to say! This is essential to a smooth and professional sounding recording. Also, the text you insert using the script tool can be uploaded as the closed captioning.
 - a. On the Scripts Tab, Click New. Give the Script/video a title and begin scripting out what you will say. Keep each segment *short and simple*. You will be asked to record **“silence”** in order for the silence to loop when you are not talking during your video. **Practice reading what you have written. Read it aloud so that you can hear yourself.**



- 2) Record your audio. Use the **Record** button next to each section of your script.



INSTRUCTIONS CONTINUE

406.771.5148 or 406.771.5148

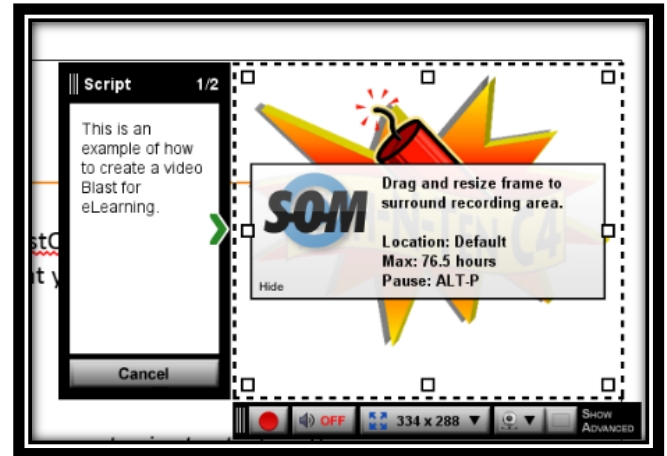


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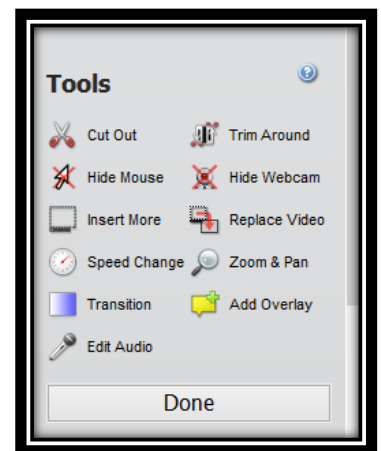
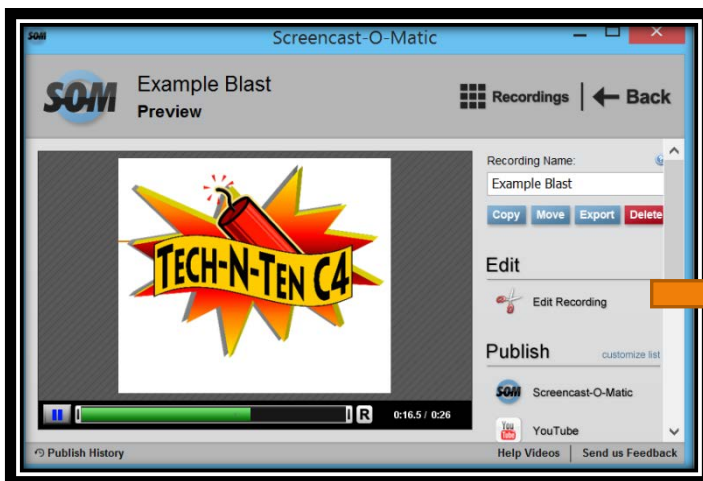


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- 3) Record your video. Using the **Record** button you can now record your screencast video.
(You will be able to hear the audio recording as you navigate the screencast video. This could take a little practice to get used to.)



- 4) Review and **Edit** your video. You can use the tools provided to edit your screencast. You can add callouts, transitions and change the timing of the video from here.



- 5) **Publish** your video. In eLearning we recommend uploading your video to YouTube. YouTube provides two ways to share your video with students—a link to the video to view it on the YouTube website or an embed code for inserting the video into your D2L course where it can be viewed within the Content.

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