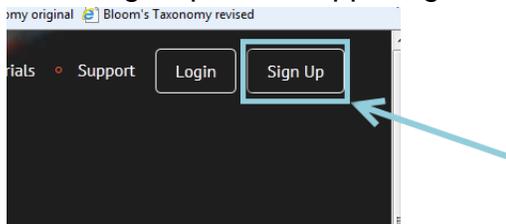


QUICK-START GUIDE

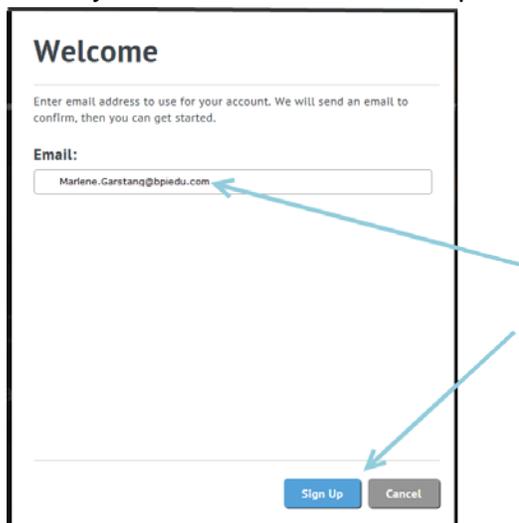
1. Visit the [Screencast-o-matic](https://www.screencast-o-matic.com) website. For best results, use the most current version of your web browser.
2. To familiarize yourself with the program, click the play button to watch a short demo video.



3. If you need to sign up for an account:
 - a. Click "Sign Up" in the upper right corner.



- b. Enter your email address at the prompt and click "Sign Up."



- c. An email will then be sent to the address you entered. Click the link in the email (or copy/paste it into your web browser).
- d. In the Create Account dialog box, enter a password, confirm, and click “Create Account.”

Create Account

Please enter a password to finish setting up this account.

Account:
Marlene.Garstang@bpled.edu.com

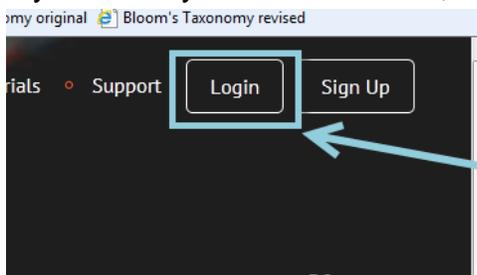
Password:

Confirm Password:

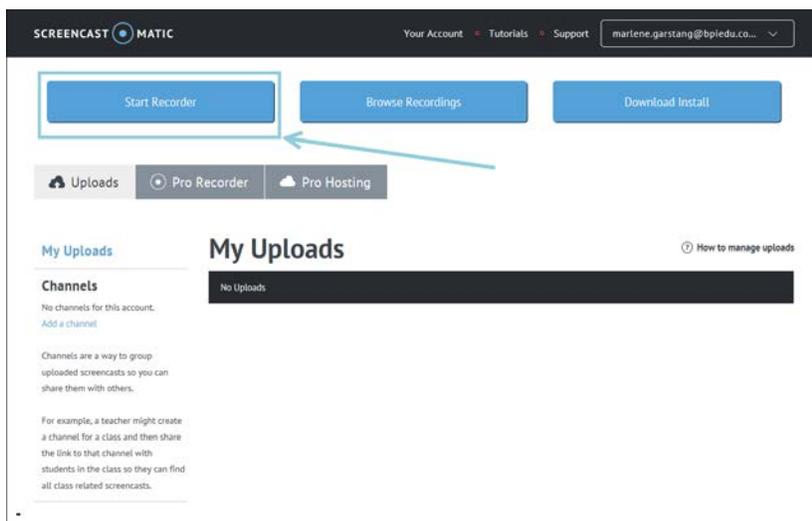
I agree to the [Terms of Service](#)

Create Account

4. If you already have an account, click “Login” and enter your login information when prompted.



5. You are now ready to begin recording your screencast. Be certain that your presentation and/or other materials are prepped and ready prior to beginning your video capture. Then click the “Start Recorder” button.



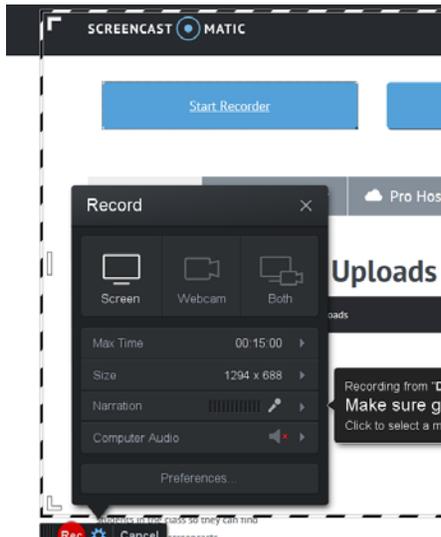
(Note: If you receive a Java notification, you will need to either allow or install Java to use this software.)

- If this is your first time recording, you will be prompted to download the recorder launcher. Click “Get recorder launcher!” to start the process and follow any prompts. (Note: Once the recorder is installed, you may need to click “Start Recorder” again to actually begin your recording.)

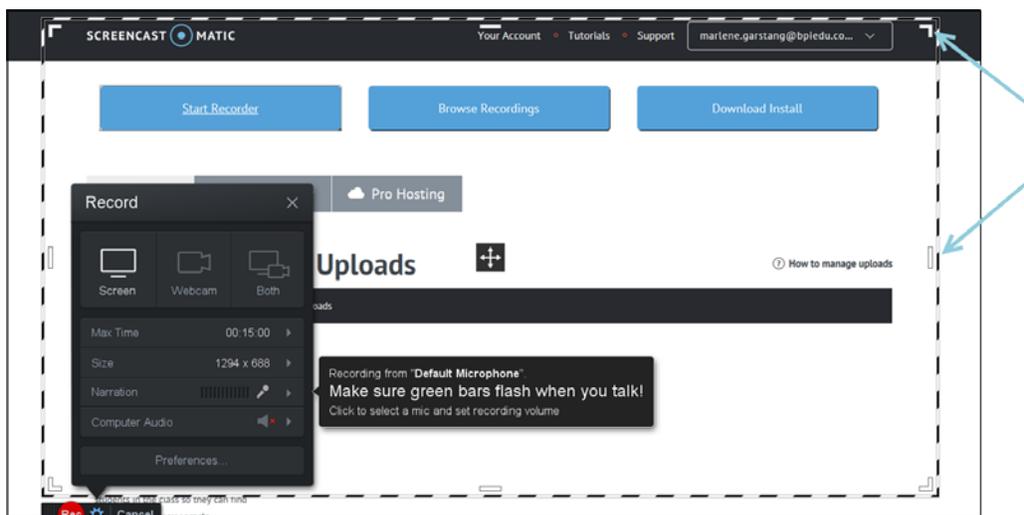


[Download launcher](#) to make screen recordings.

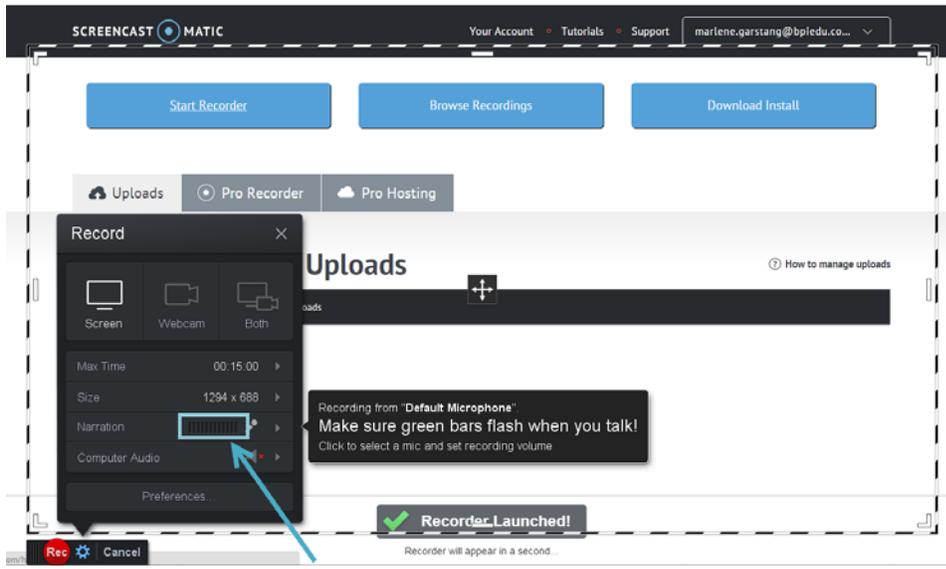
- A screen recording box will appear. This box will allow you to choose whether you wish to record your screen or use your webcam. Choose the option that matches your assignment and follow the prompts.



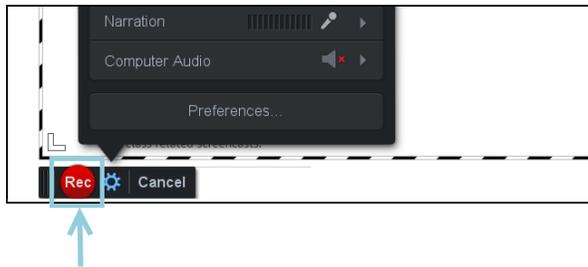
- If recording your screen, you may resize the screen recording tool to fit your presentation by repositioning the recording box with your mouse and/or by adjusting the crop marks in the corners or on the sides.



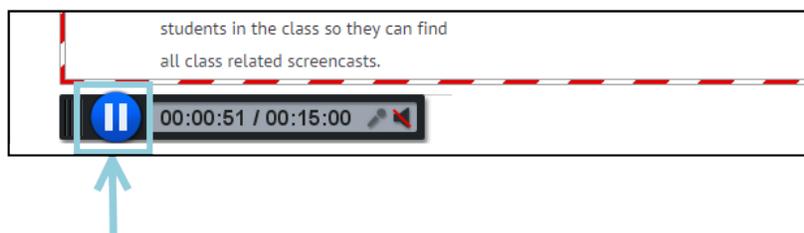
9. The recorder will detect your computer's built-in microphone or the microphone that you have installed. Try speaking at different levels to ensure that your audio recording will not be too loud or too soft (green should stay in the mid-range of the bars).



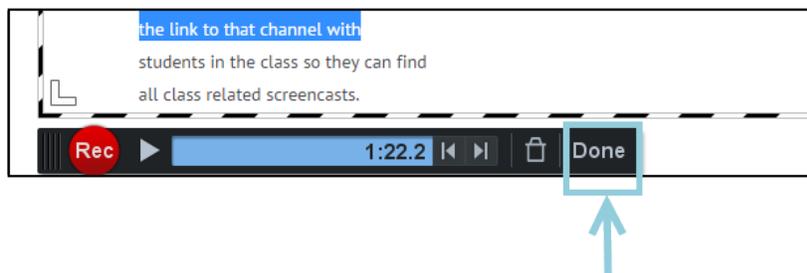
10. Press the red dot in the left-hand corner to begin recording. The recorder will count down “3, 2, 1 Go!” before beginning to record.



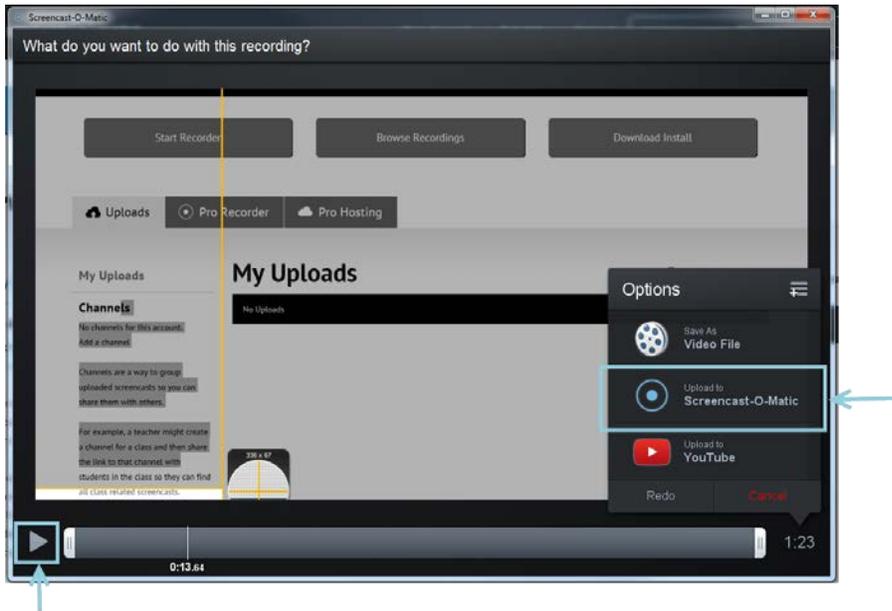
11. Click the pause button if you need to pause during your recording.



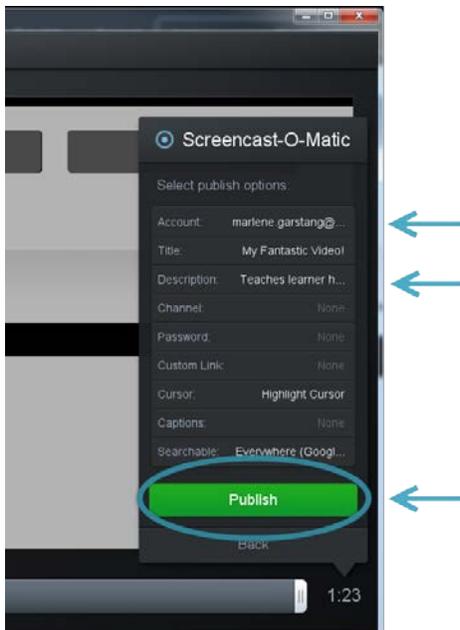
12. Once paused, click “Done” if you have finished recording.



13. You will have a chance to view your screencast by clicking the play button. If you are pleased with your recording, you can save it as a video file, or upload it to Screencast-O-Matic or YouTube. It is recommended that you choose “Upload to Screencast-O-Matic.”

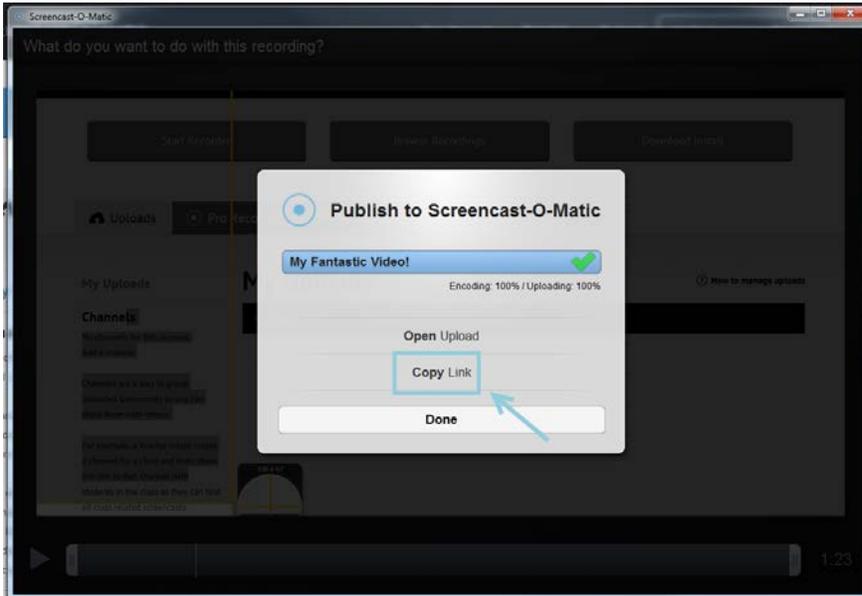


14. In the dialog box that comes up, be sure to fill in the title information and provide a description of your video. Then, click “Publish.”



15. As soon as your screencast finishes uploading, you can click “Open” to open your screencast, “Copy” to copy the URL, or “Done” to save your screencast without opening.

16. Click “Copy” to copy the URL. You will then be ready to paste it into your assignment. Be sure to review the assignment instructions for guidance as to how you are to share your screencast. You can go back to Screencast-o-matic at any time to see your uploaded screencasts.



Helpful hints:

- Be sure to create your screencast to conform to the parameters laid out in the assignment.
- Be sure to share your screencast according to the parameters laid out in the assignment.
- You may re-record your screencast until you feel comfortable with what you have completed for submission.
- You may delete your screencast at any time; however, once it has been deleted, the URL will no longer work. Wait until you have received a grade for your submission before deleting your screencast.
- If you run into any issues using Screencast-O-Matic, visit the [Help Tutorials](#) page for assistance. You may also click [Support](#) and check the Knowledge Base. From Support, you can also click “Contact Support” to submit a support request if necessary.
- You are encouraged to review the [Privacy Policy](#) published on the Screencast-O-Matic website.