

Screencast-O-Matic Starter Guide:

Tips for Creating Successful Screen Captures



COLORADO STATE UNIVERSITY
ONLINE

The Screencast-O-Matic software allows you to record content from your personal computer or by checking out equipment from CSU Online.

Downloading the Software

The software can be downloaded for your personal Chromebook, Mac, and Windows from

<https://screencast-o-matic.com/CSUOnline>

Select “Download Install” to launch the installer window. Select “Run.”

The Set-Up Wizard will prompt a series of steps. Advance through “Next” until the “Finish” option displays.

Select “I have a Team Plan,” and enter *CSUOnline*. Your Instructional Designer will provide the password to you.

Once the installation is complete, the Screencast-O-Matic window will launch.

Benefits of Self Capture

Self capture extends the learning environment beyond the physical classroom and enriches your lecture audio with visual content. You will enhance the learning process for your distance students through informative, clear, and engaging screencast content.

Screen and Lecture Capture Allows For:

Interactivity-Ask your students to follow along as you model and complete tasks on your screen.

Student Engagement-Students can work through your content at their own pace while following along with supplemental materials.

Additional Content Possibilities-Anything you see on your screen can be used to help your students. Additionally, editing the video enhances your content to meet your learning objectives.

When possible, schedule a recording appointment with CSU Online for most of your lectures. But screencasting offers a great tool for recording Skype interviews, demonstrating processes, showing video clips, or when your lectures are under 15 minutes.

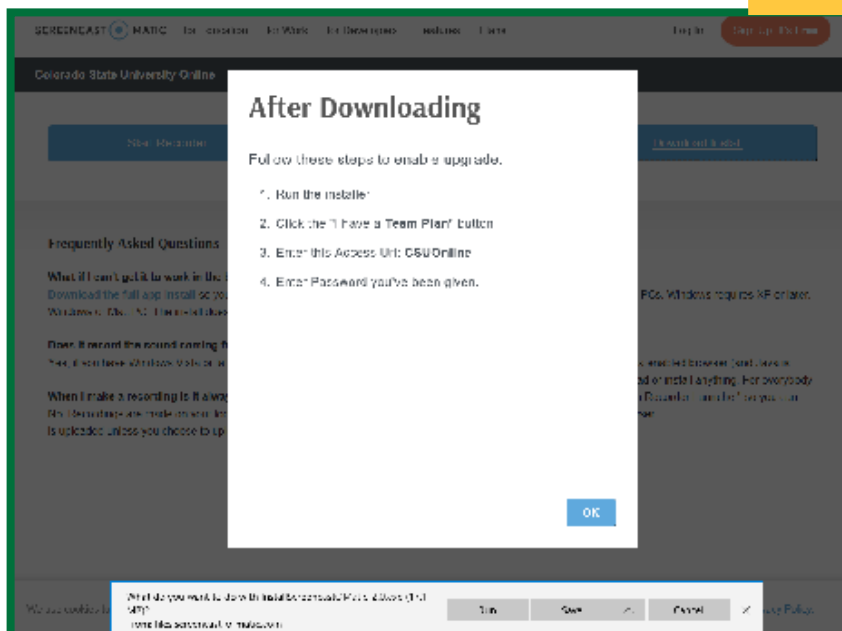
Additional Capture Resources

Colorado State University licenses *Echo360 Software* for content capture as well. The Echo360 Software connects to Canvas, allowing you to directly share videos with your courses.

Echo360 Captures are most appropriate to complement resident-instruction with content that will *not* be edited by the CSU Online team.

For more information on Canvas integration for your resident-instruction courses, go to

<https://help.echo.colostate.edu>



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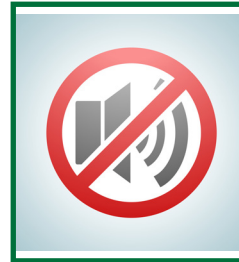
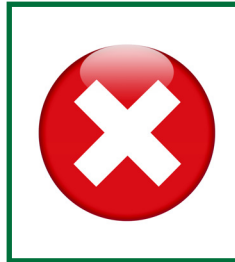
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Preparing for Screencasts

Complete these steps before beginning your screencasts.

1. Set the display settings to 720p to standardize video quality.
2. Clear any distractions from your video background and test the framing. *Framing* refers to the visual boundaries of your recorded video.
3. Open all the windows and materials that you will show during your screencast.
4. Close any unneeded programs. Mute all notification apps, such as email or chat.

5. Prepare your notes, scripts, and outlines to guide narration. Indicate the places where you will open a new window, pull up videos, zoom in on content, draw arrows, and more. Familiarize yourself with the tools and hot keys you plan on using.
6. Find a quiet place to record and let those around you know that you will be unavailable for the recording time.
7. Practice recording for 30 seconds (steps below) to test the video and audio quality while learning the controls.



Recording Your Screencast

Select “Record” to launch a new recording. You will be prompted to set the capture window by dragging the corners of the frame. **Only the content within the dotted borders of the frame will be recorded.**

Once your frame size is set, select “720p” under the “Size” tab to ensure the quality of the video. Set Screencast-O-Matic to record your screen, webcam, or both. Recording yourself can be more engaging for your students than the voice-over narration alone. When recording your webcam, think about the framing of your body and your background.

When you are ready, click the red “Rec” button to begin the countdown. When you are finished, click the blue “Pause” button and then “Done.”

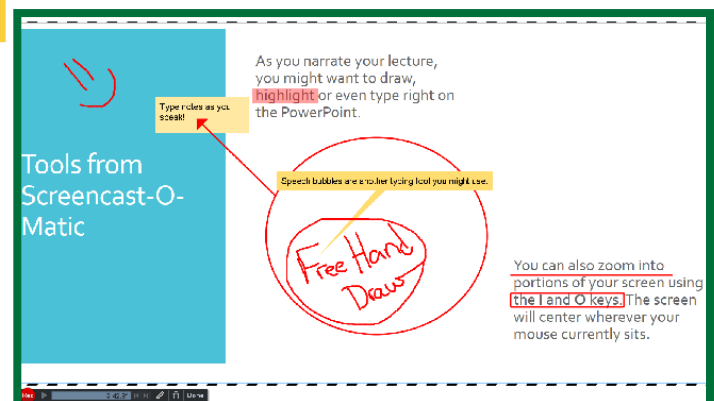
Enhancing Your Lecture: Tools and Tips

To increase the audio quality, avoid touching the microphone or covering your mouth. Additionally, lay out any notes you may need to avoid rustling pages that the microphone will pick up.

While speaking, try to look directly into the camera to maintain a sense of eye contact with the viewer.

Pause the recording if content is taking too long to load. We will also cut out the lag time in editing.

Click the white pencil icon to access Draw & Zoom tools. With these tools you can highlight parts of your screen, draw shapes around key points, type notes directly onto the screen, and draw free-hand shapes and symbols.



To zoom in on a portion of the screen, double-click the left mouse button. The screen will center and zoom at your current mouse position.

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Saving and Exporting

When you have finished recording, select the video from the home-window. Under the “Options” window, click on “Save As Video File.”

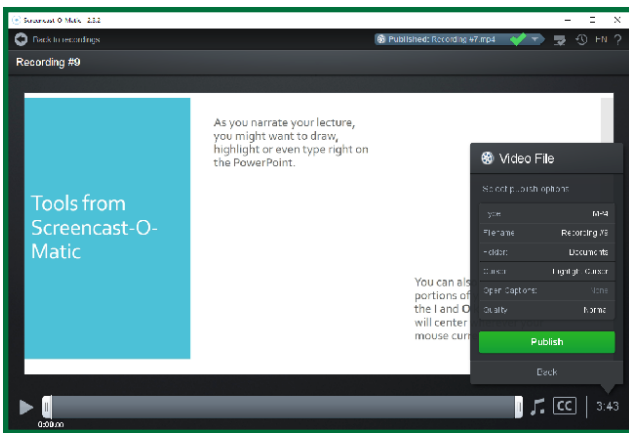
Save your file as MP4. Change the file name to your **Course # and Lecture Topic**. After selecting the folder, click the green “Publish” button.

Send the .mp4 video file and any additional PowerPoint files to your Instructional Designer.

The PowerPoint will be recorded in your screen-cast, but make sure to save and send a copy of your PowerPoint slides to your Instructional Designer. If there are any issues with the recording, the video editing team will use the presentation slides to fix the errors.

Do NOT export your PowerPoint in .pdf
DO send the .ppt file

Perfecting the Capture: What Can and Cannot be Fixed in Editing



The team of video editors works with your Instructional Designer to enhance the quality of your screencast before a student ever sees the video. The editing process corrects many things in a video such as **lighting, “ums” and silences, stumbles in sentences, and frame crops (cutting the edges out).**

But keep in mind some limitations of editing.

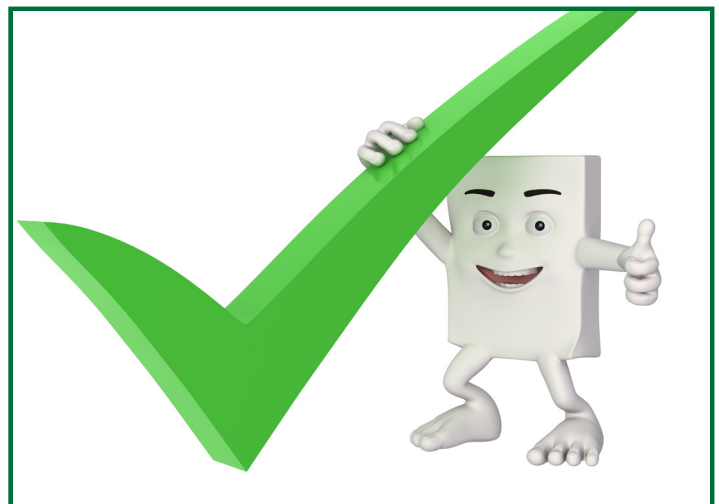
- **Distractions** in the background of your frame
- **Very poor audio quality** such as static
- **Camera shakiness**
- **Frame expansion**
- **Content not captured** in the recording

If you make a mistake, keep recording and start the sentence or slide over.

If you have specific notes about editing, please send those to your Instructional Designer along with the content files.

Once all your files are received, your ID will work with the video editing team to process your video. At this point, the team will make adjustments and edits to enhance your recording. This process typically takes five to 10 business days.

Before the video is uploaded to YouTube for your course, you and your ID will finalize the content.



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Frequently Asked Questions:

How do I know what part of my screen will be recorded?

Anything inside of the black/white striped recording frame will be captured. You can adjust the recording frame by clicking and dragging on the corners.

How do I record my PowerPoint?

After you launch Screencast-O-Matic, open your slideshow and set the recording frame. Begin the recording as you advance through your presentation.

Why can't I advance to the next PowerPoint slide?

If the Draw & Zoom tools are open, you will not be able to move through the presentation. Press "ESC" to close the tools window.

Where is my recording saved?

By default, your recordings will be saved into the "Documents" folder on your computer. You can change this setting by clicking on "Document/Screencast-O-Matic" in the upper left hand corner of the home screen. Click "Browse" from the drop down to select a new location.

To change other preferences and settings, select the cog/gear icon next to the "Rec" button. A preferences window will open with additional settings.

Hot Keys for the Drawing Tools:

Mouse Actions:

Draw- Left click and drag your mouse

Zoom- Double-Click the left mouse button to zoom in. CTRL+ Left Click to zoom out

Change Drawing Tools:

Free Hand: 1

Lines: 2

Arrows: 3

Boxes: 4

Ovals: 5

Highlight Portions of the Screen: 6

Speech Bubbles: 7

General Text Boxes: 8

Other Options

Erase Drawing: E or Delete

Exit Draw and Zoom mode: ESC

Undo last drawing: CTRL Z

Zoom In: I

Zoom Out: O

For additional support, see the Screencast-O-Matic help page at

<https://support.screencast-o-matic.com/hc/en-us>

Here you will find tutorials and guides for troubleshooting the most common issues.

