

*Screencast-O-Matic (SOM) is a fast and easy browser-based screen capture and editing program used to create and share screen recordings.*

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### PREPARATIONS

There are a few preparations to do BEFORE opening the Screencast-O-Matic (SOM) program, such as selecting the correct recording devices, preparing a script and selecting the best recording area.

#### 1. Recording Devices

You will want to get a headset set or stand-alone microphone for audio recording. You can use either a USB or Analog (plug) set. USB sets have noise canceling capabilities and better microphones, but tend to be pricier. Most sets will begin at \$15.00 and go up.

An optional purchase is a web-cam. Use only if you want to record yourself.

#### 2. Create the Script

Write a script or create a detailed outline of what you want to say during your video.

Creating a script may be the hardest part of the entire video and recording process. This script will also be used as your Transcript which can be added for those who have any issues with viewing/hearing the video (no matter how many precautions you take this is a possibility) and meet ADA (**A**mericans with **D**isabilities **A**ct) requirements.

Open Microsoft word and begin typing exactly what you want to say, separating topics of discussion into paragraphs.

In fact what I typically will do is have Word and whatever it is I want to record open and go through a "practice run", doing everything I want to do in the video, but without recording it. As I am going through this simulation I am typing and describing what I want to say and do during the video. This basically ends up being my script.



The following is a sample of a script:

The Intelligent Agent tool monitors a course to find activity that matches criteria you set and sends an email to the student. Some of examples for using an Intelligent agent would be for sending a notification when a student hasn't taken a quiz, hasn't read specific content, participated in discussions, or submitted a dropbox assignment.

In this tutorial we will go through the process of setting an Agent to notify any student who hasn't logged into the course over a specified period of time. A perfect time to use this type of setting would be during the first 2 weeks of the semester, so you would know which students have yet to log in.

To access the Agent tool, log into Desire2Learn and enter the course in which you would like to add an Agent. Once in the course, on the left scroll down to Tools and click the link for "Intelligent Agents".

Select to add a "New Agent".

*An alternative to a script would be creating a story-board or an outline of what you want to do and say in a more general format. Now, if you are good at talking on the fly, or as you go and basically winging it then this may be a better option for you.*

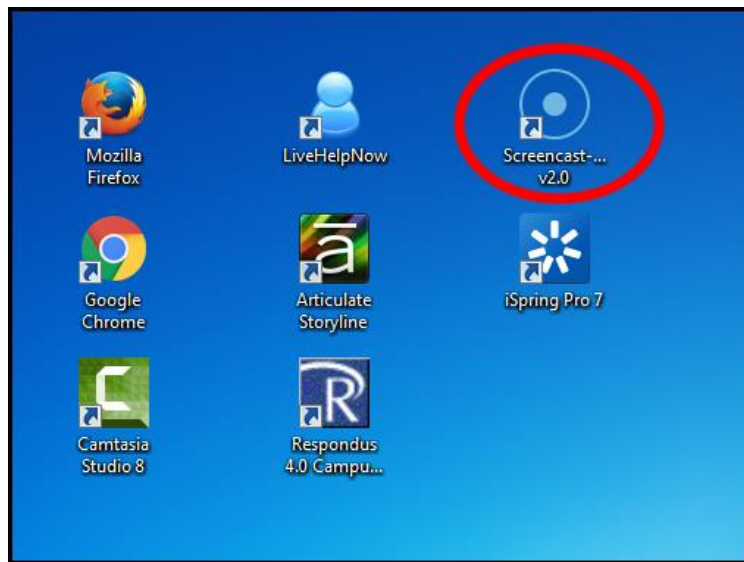
### 3. Recording Area

Distractions are, well, "distracting". Find a room with little interruption and background sound. You don't want to be interrupted by phone calls or people walking into your office as you record. Put up an "I am recording" sign on your door and take your phone off the hook.

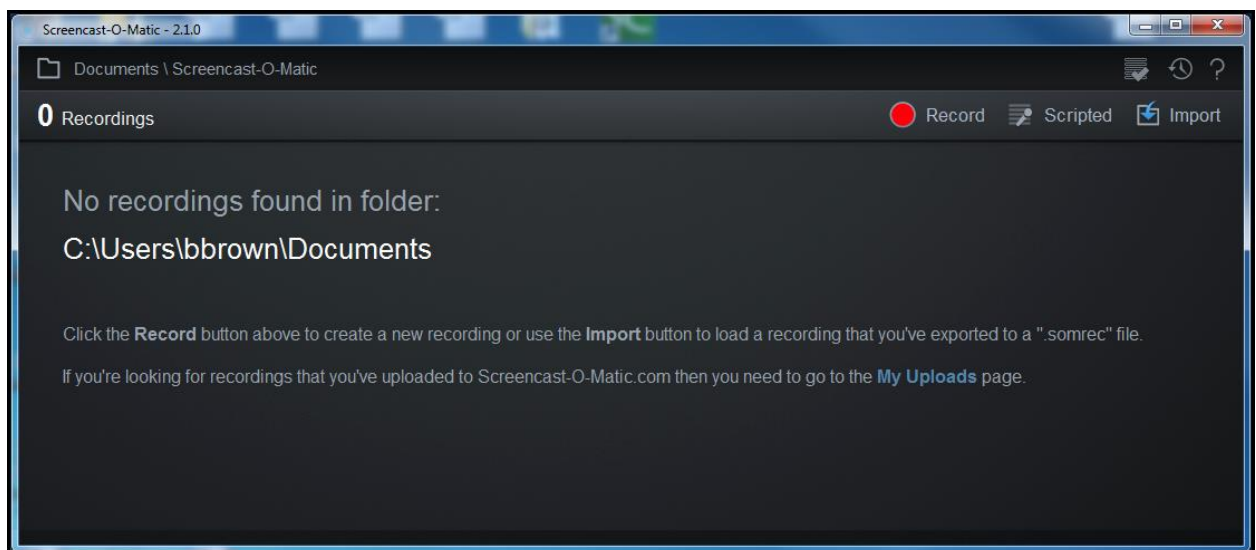


### Opening SOM

1. Click on the **Screencast-O-Matic v2.0** icon on the desktop of your computer.



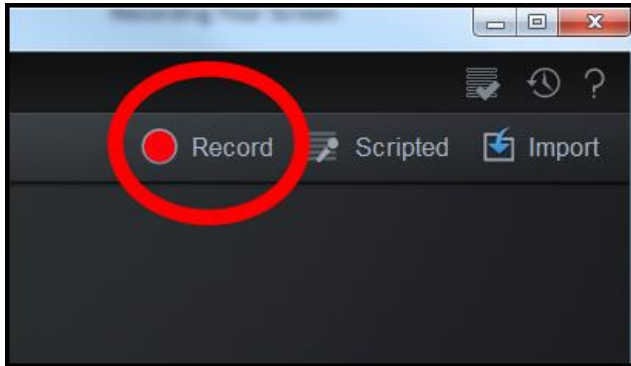
2. The SOM program will open on your computer.



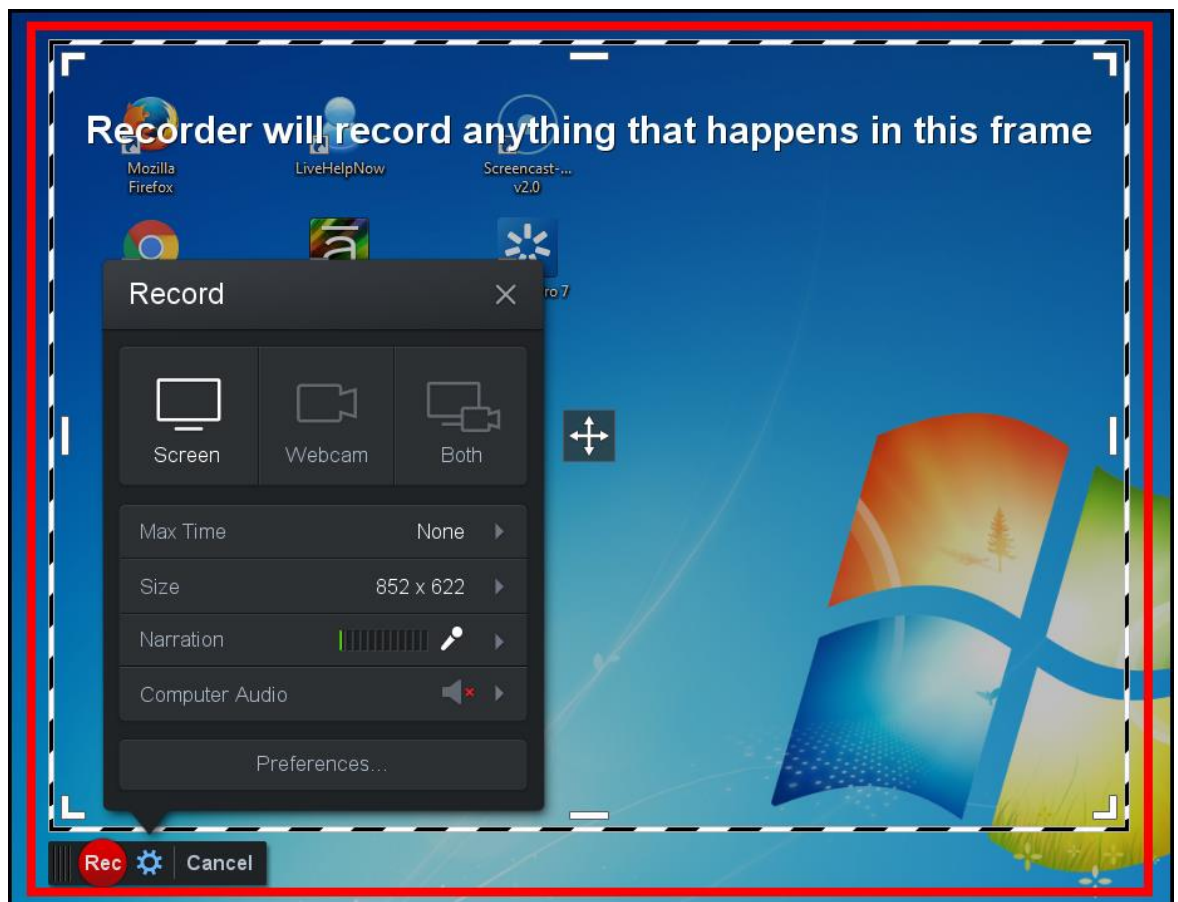
### Recording Your Screen

Once you open SOM on your computer you can start recording your screen.

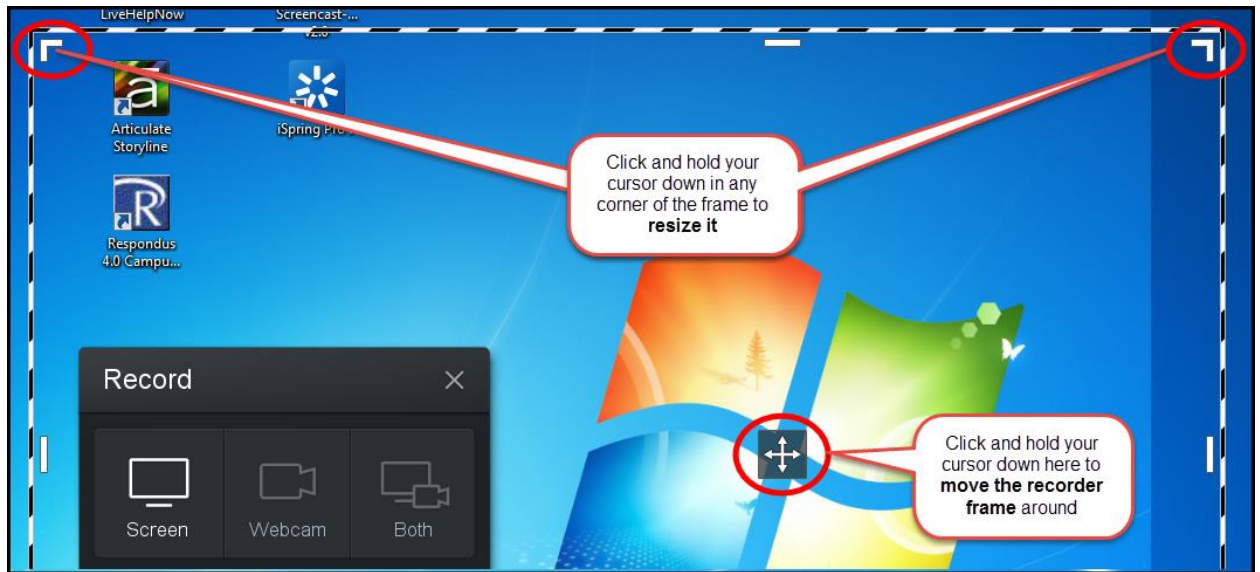
1. Click **Record** in the top right corner of the program.



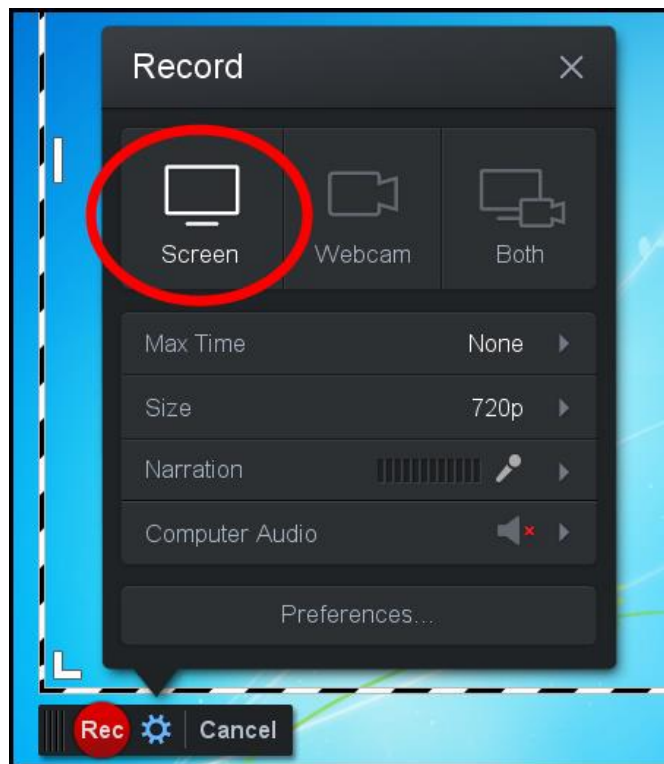
2. The screen recorder will open. Anything shown inside the outlined white and black frame will be captured in your recording.



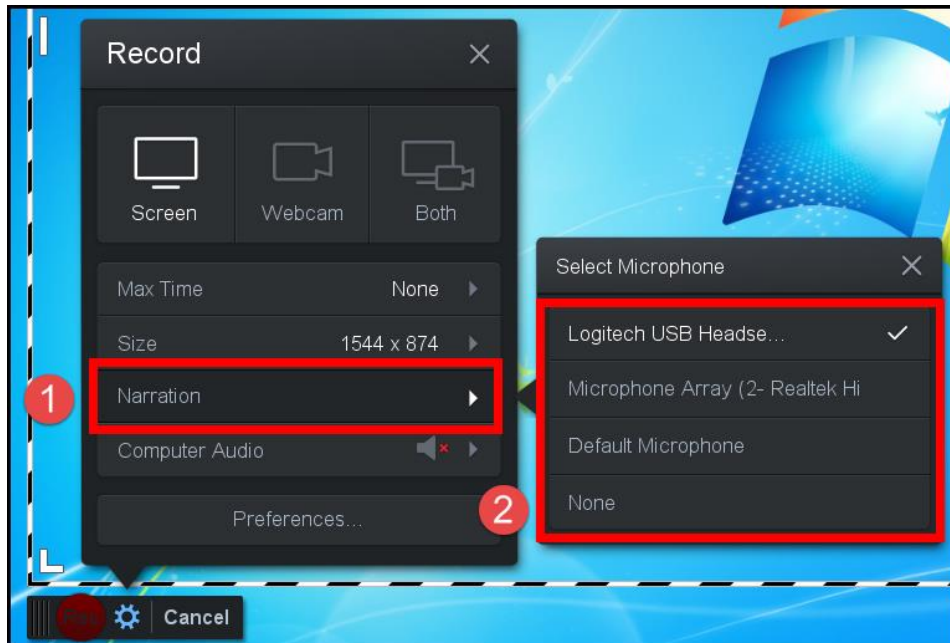
3. *Move and adjust the size* of the recorder frame to ensure that only what you want to record is shown inside the frame.



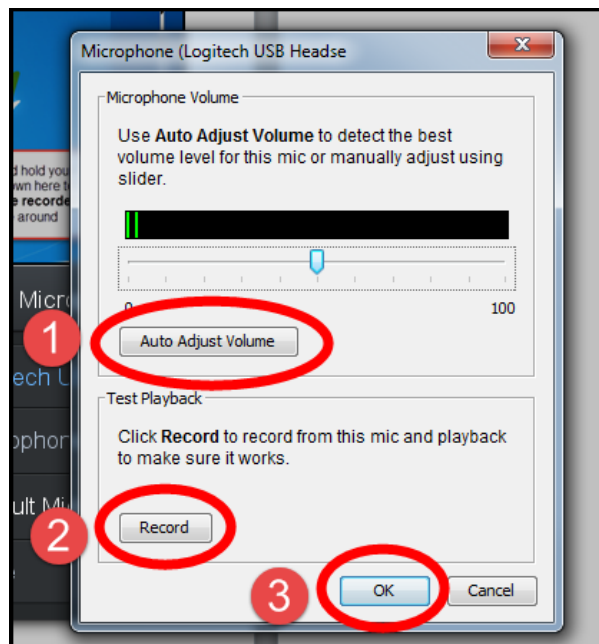
4. Ensure that **Screen** recording is selected from the recorder settings.



5. Click on **Narration** (1) and select the **microphone/headset** that you will be recording your audio from (2).



6. Click the **Auto Adjust Volume** button to detect the best volume level for your microphone (1), click on the **Record** button to test your microphone and make sure it is working (2). When done click the **OK** button (3).

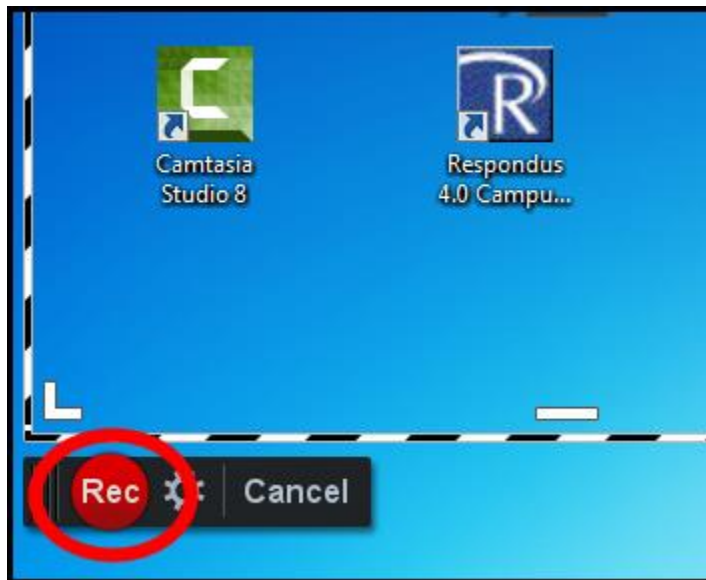




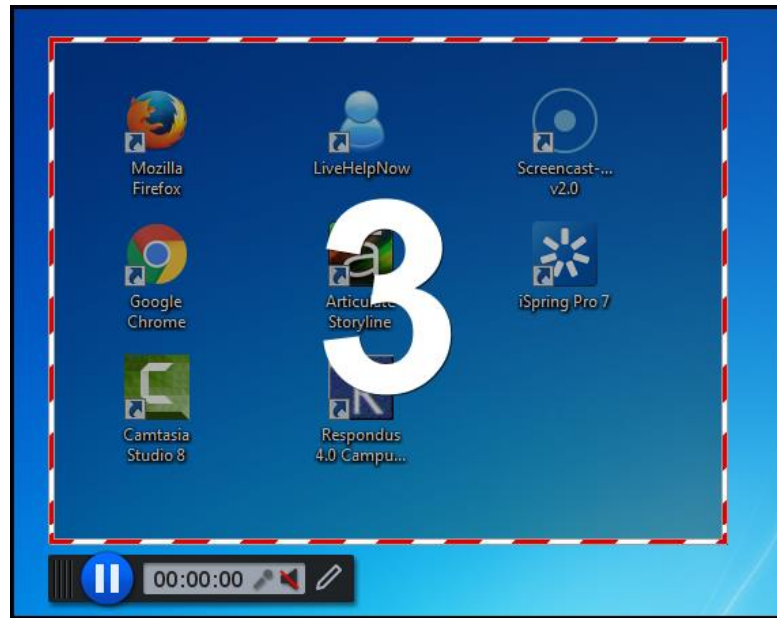
7. Close the recorder settings by clicking the **X** in top right corner.




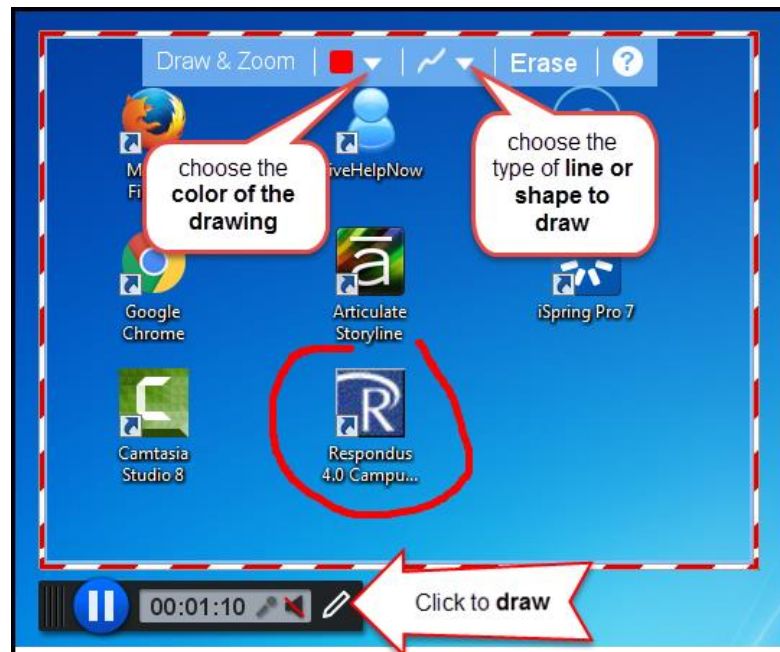
8. To start your recording, click the **Record** button.



9. Recording will start after the 3 second countdown. When the countdown is done the recording will begin and you can start reading from your script and work your way through the video.



10. If needed, during your recording you can draw with your mouse by clicking on the **Draw & Zoom** icon .





11. After you are done recording click the **Pause** button.

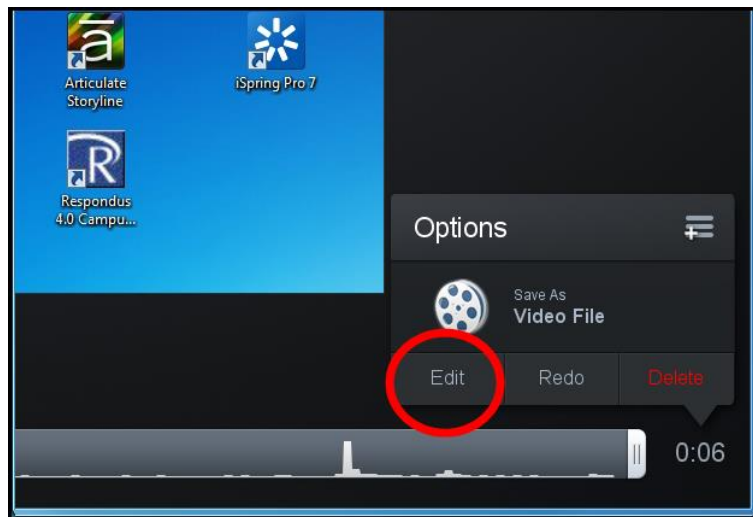


12. Click the **Play** button to preview your recording. If you like what you see, click **Done**. Click the **trash** icon to delete the recording and record it again.

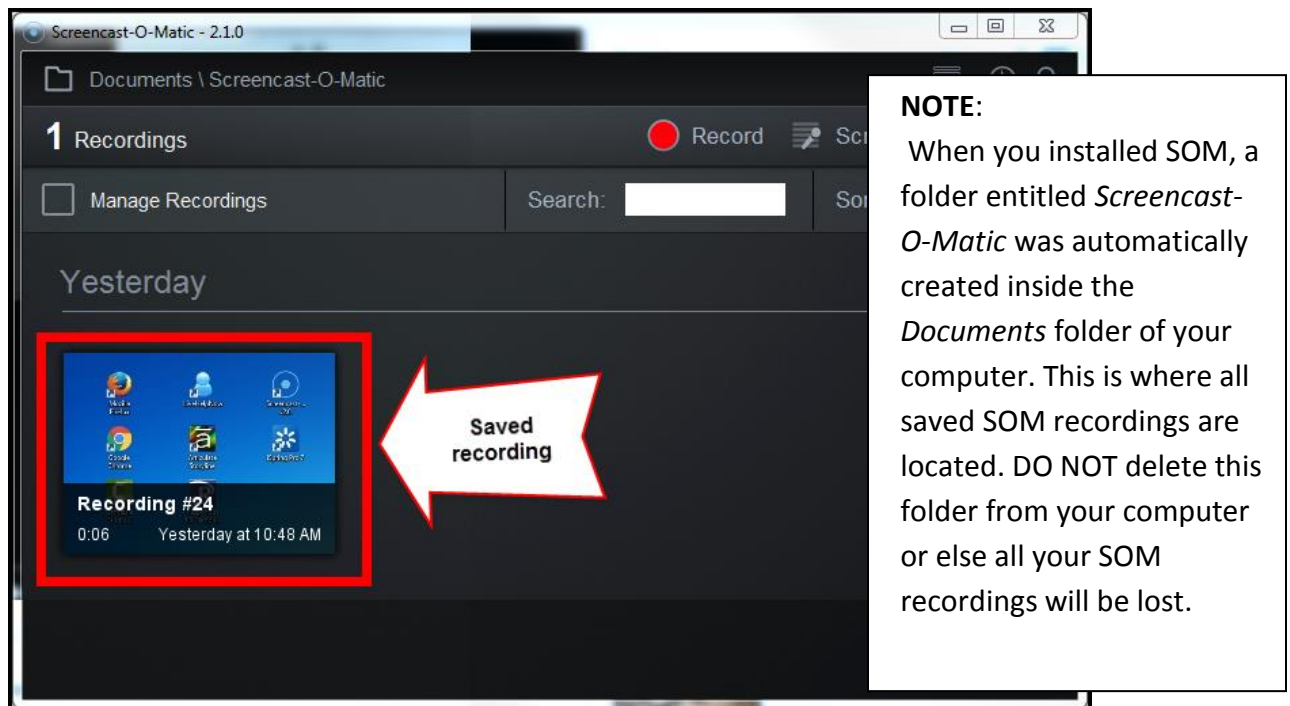


## Editing Recording

1. Click **Edit** to edit the recording.



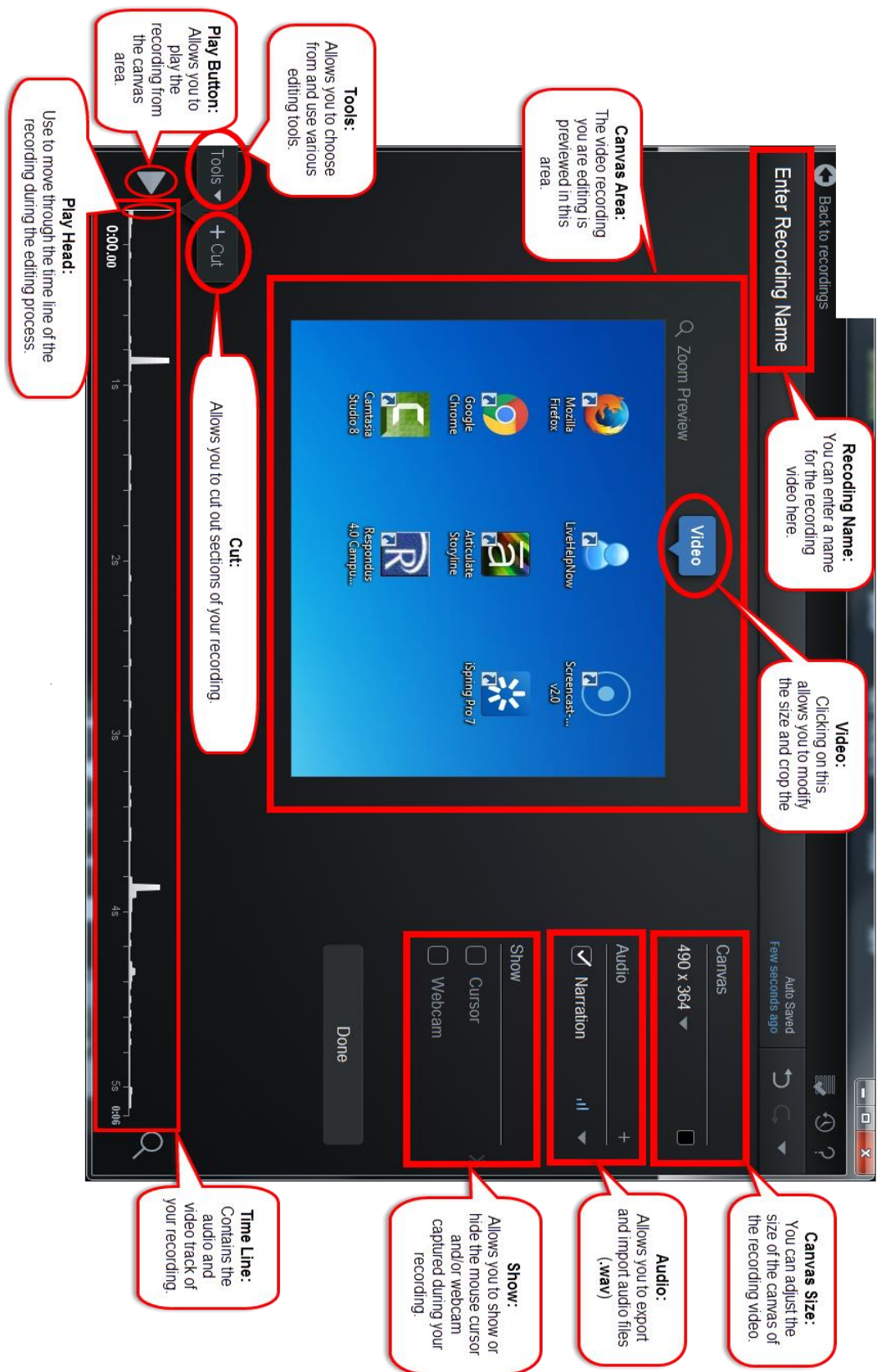
2. When you click Edit, your recording is automatically saved. So if you close SOM and open it later your recording will be saved and listed under *Recordings*.



Continue to next page for a visual overview of the SOM Editor.



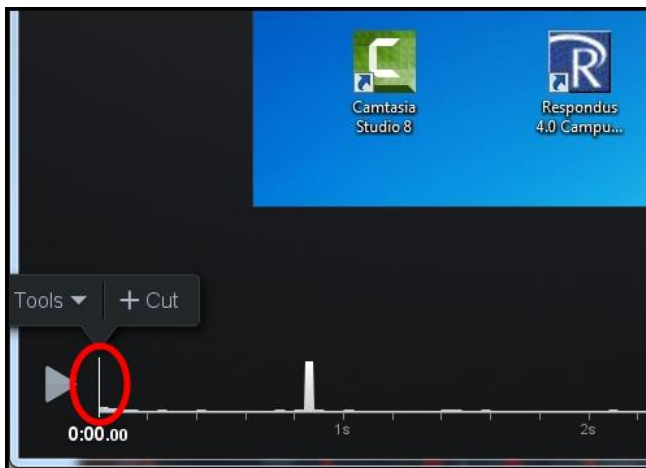
## SOM Editor Overview



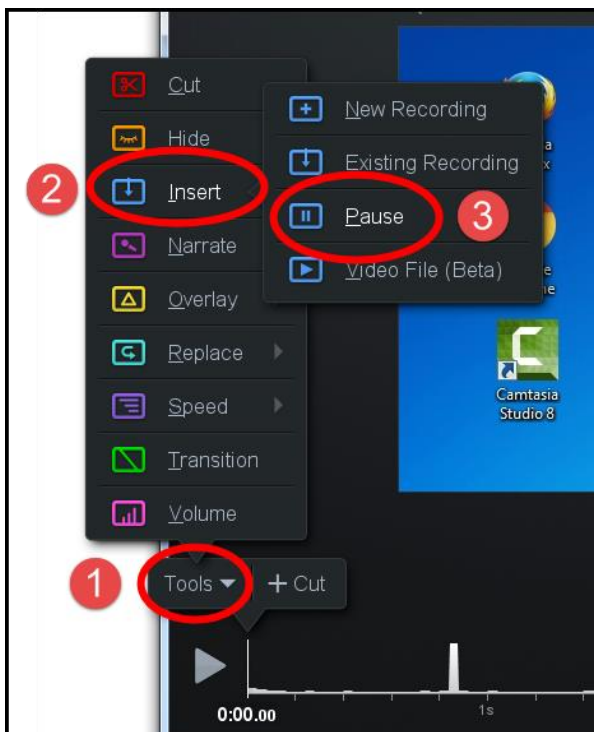
### *Adding a Video Title Callout*

It is often useful to add the title of the recording at the beginning of the video using a callout. In video editing, callouts are used to draw attention to important information about the video or important information contained within the video.

1. Click the very beginning of the time line to place the play head there.



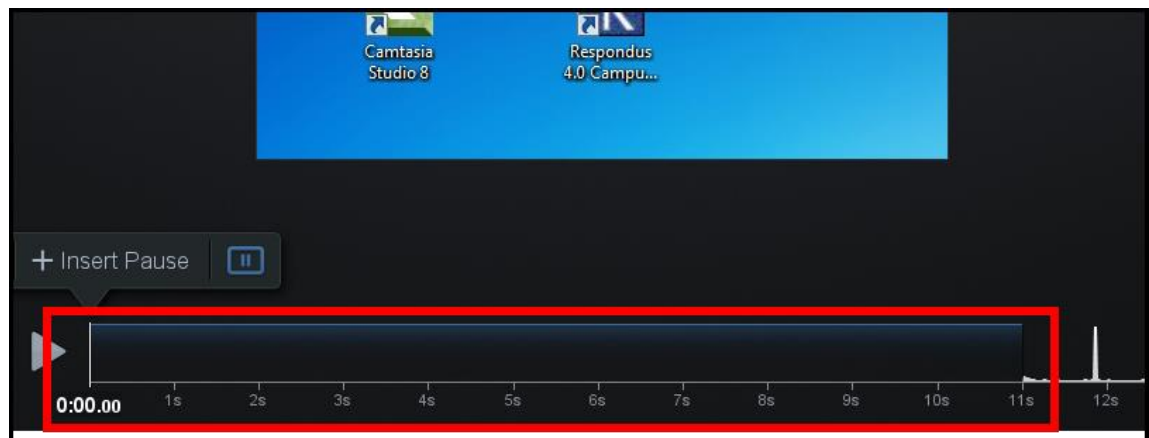
2. Click on **Tools** from above the play head (1). Select **Insert** (2) and then **Pause** (3).



- From above the play head, choose how many seconds you want the pause to last (this will be how many seconds your video will be paused in order for the title callout to be displayed during the video) (1) and click the **OK** button (2).



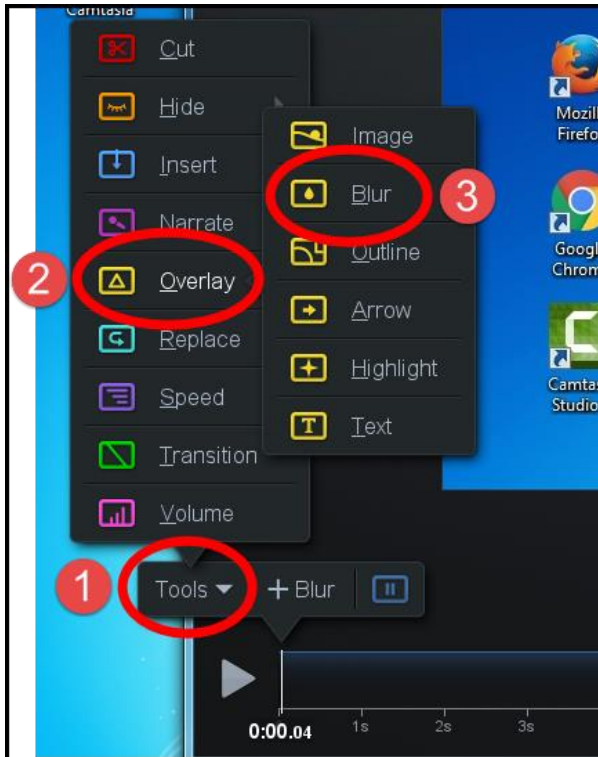
- A blue bar will appear on the time line to indicate that the pause has been added to the video.



- Place the play head at the very beginning of the timeline.



6. Click on **Tools** from above the play head (1). Select **Overlay** (2) and then click **Blur** (3).

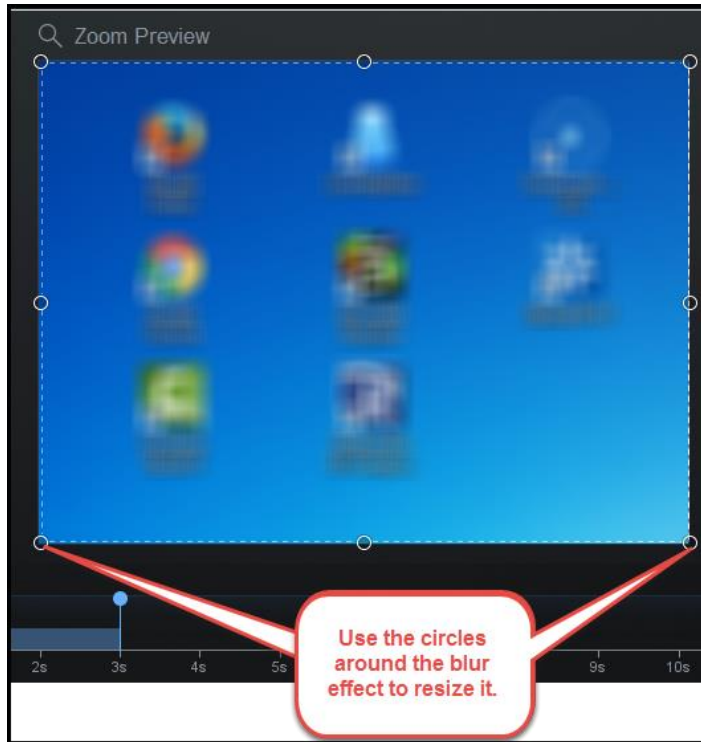


7. The blur effect will appear on the preview of the video in the canvas area.

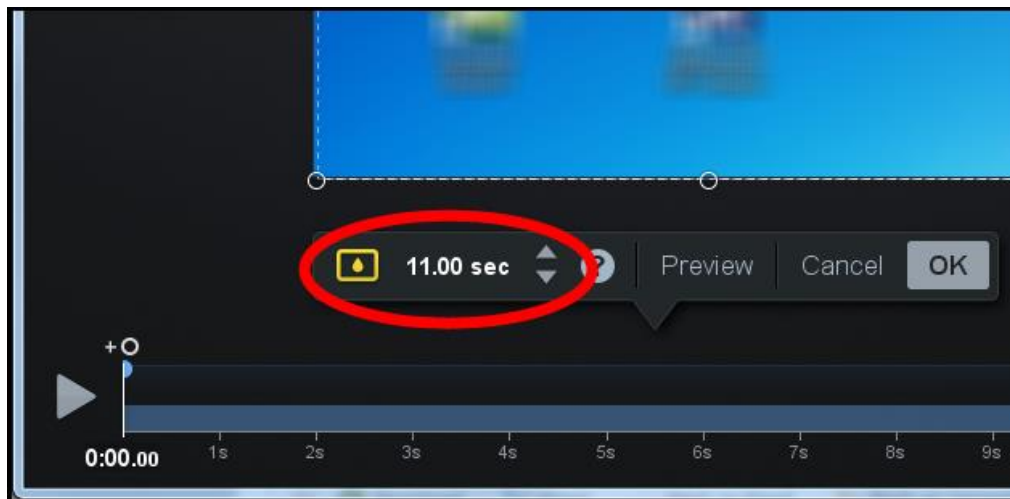




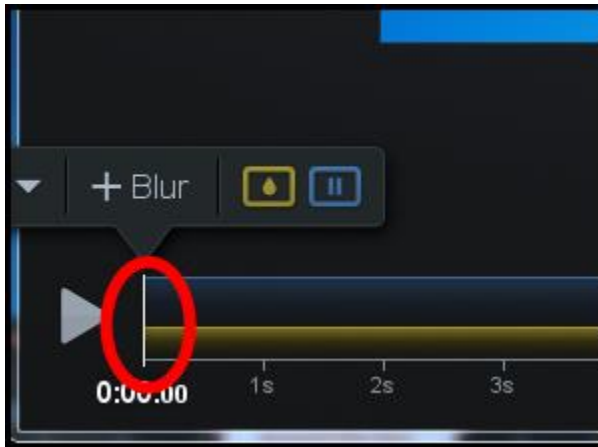
8. **Resize** the blur effect so that it covers the entire preview of the video.



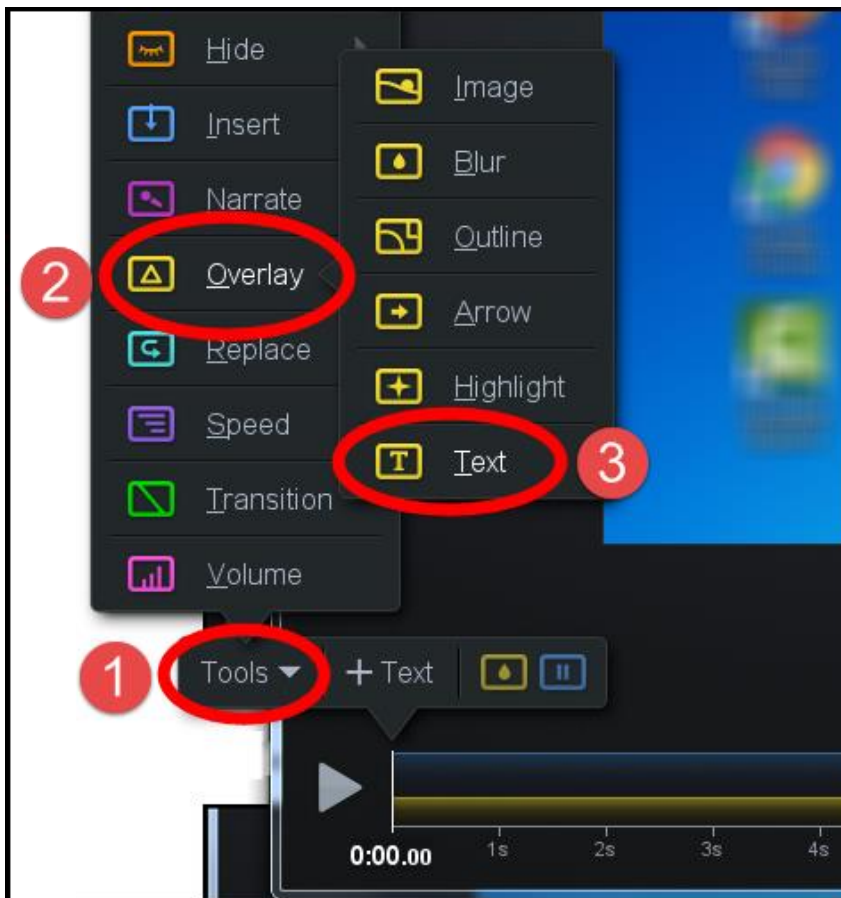
9. Choose to make the blur last as many seconds as your pause from step 3 and click **OK** when done.



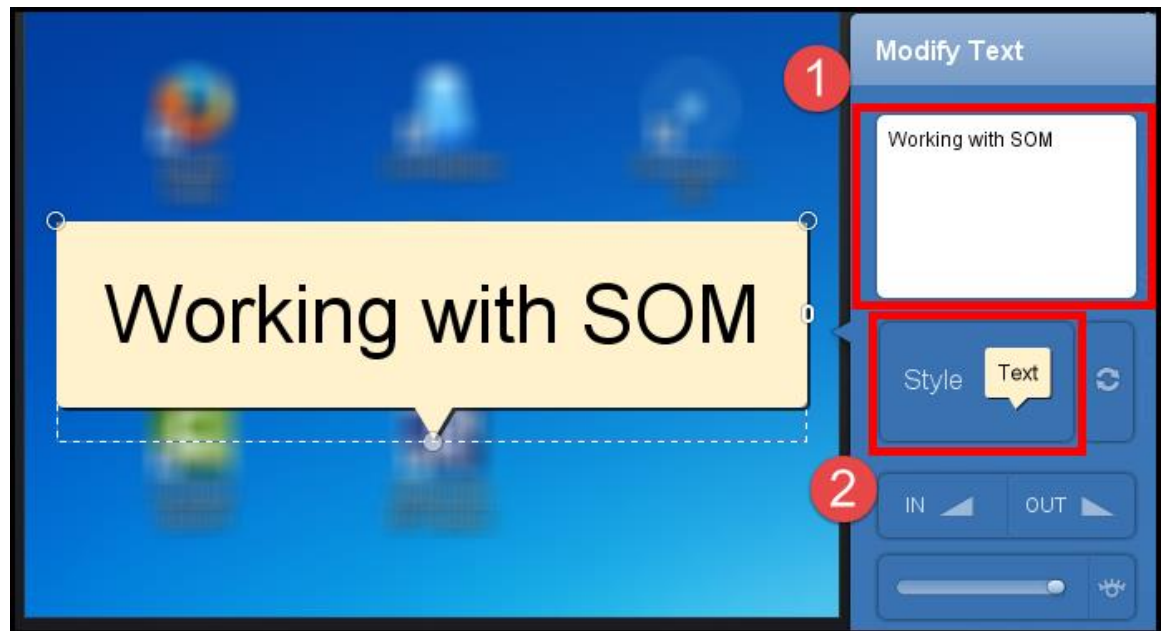
10. Click the very beginning of the timeline to ensure the play head appears there.



11. Click on **Tools** from above the play head (1). Select **Overlay** (2) and then **Text** (3).



12. From the *Modify Text* box, enter the text you want to appear for the title of the video (1) and then click on **Style** (2).



13. Click on **Background** (1) and click on **Pointer** to set it to *NO* (2), and then click the **Done** button (3).



**NOTE:**

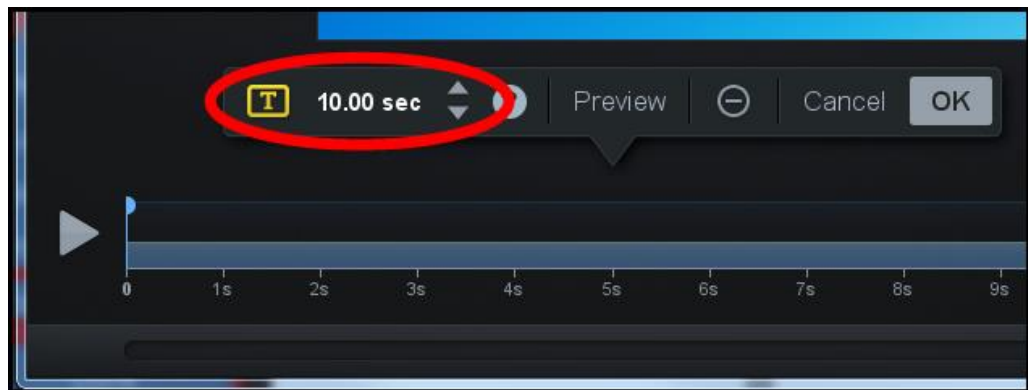
You can also use the *Style box* to choose the Color and Font of the text for the video title. In addition, you can use the *Style box* to select the Shape, Color, and Shadow of the callout.



14. **Resize** the text callout so that it expands the width of the video.



15. Make the title callout a second shorter than the pause you choose during step 3 and click the **OK** button when done.



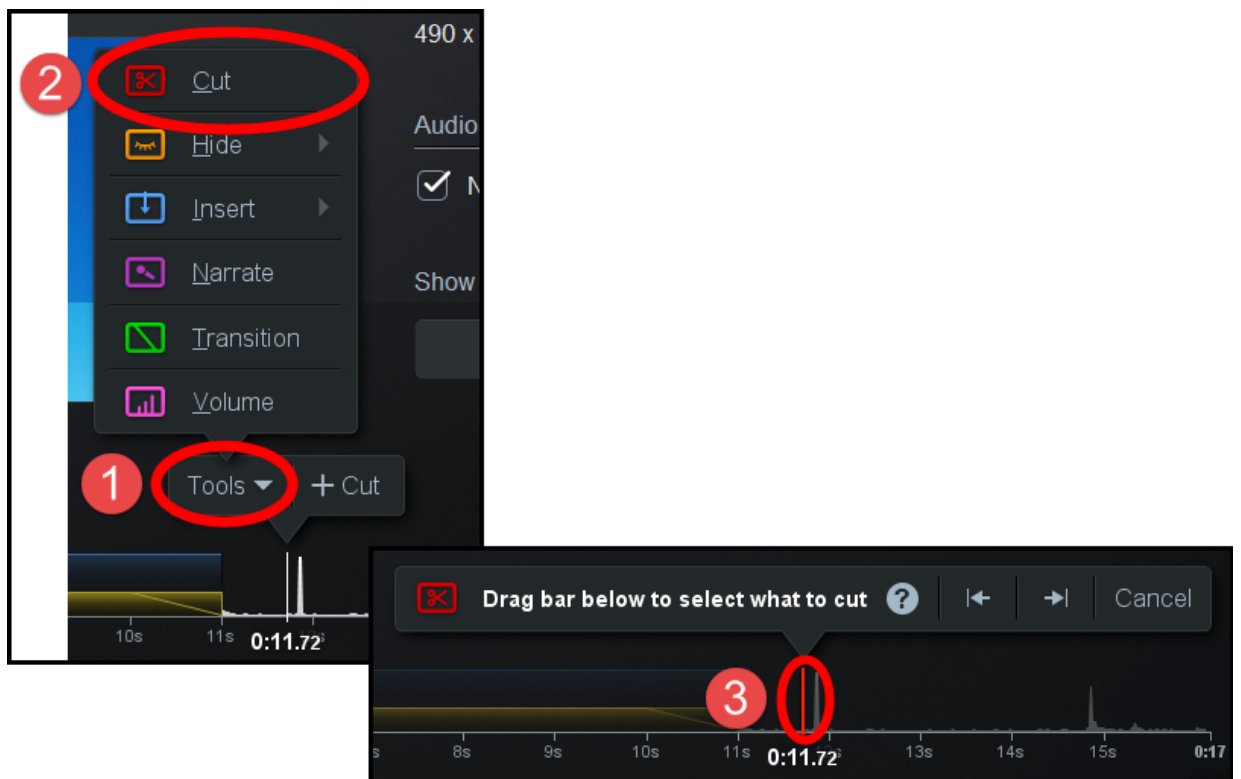
### *Cutting Out Parts of the Recording*

When editing a recording it may be necessary to cut out specific parts of it.

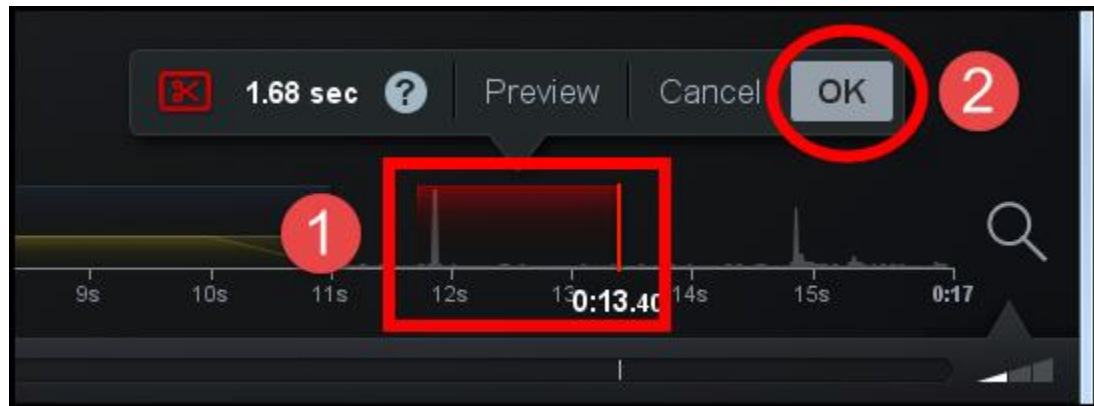
1. On the timeline, place the play head at the beginning of the part you want to cut out.



2. Click on **Tools** from above the play head (1) and select **Cut** (2). A red bar will appear on the time line (3)



3. Place and hold your cursor down on top of the red bar and drag it to the end of the part of the recording you want to cut out (1). **IMPORTANT:** Everything inside the red highlighted area is what will be cut out of the video. Click the **OK** button when done (2). The part will now be cut from the recording.



4. A dotted red line will appear on the timeline to indicate that the cut was made to the recording.

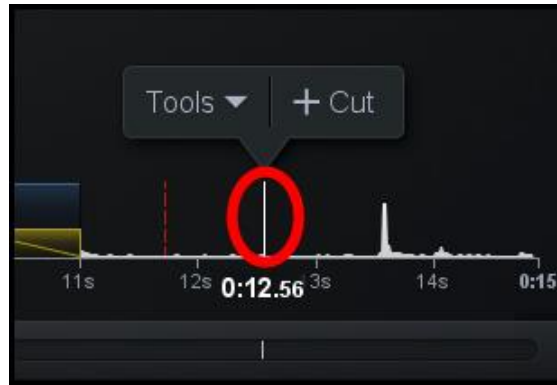




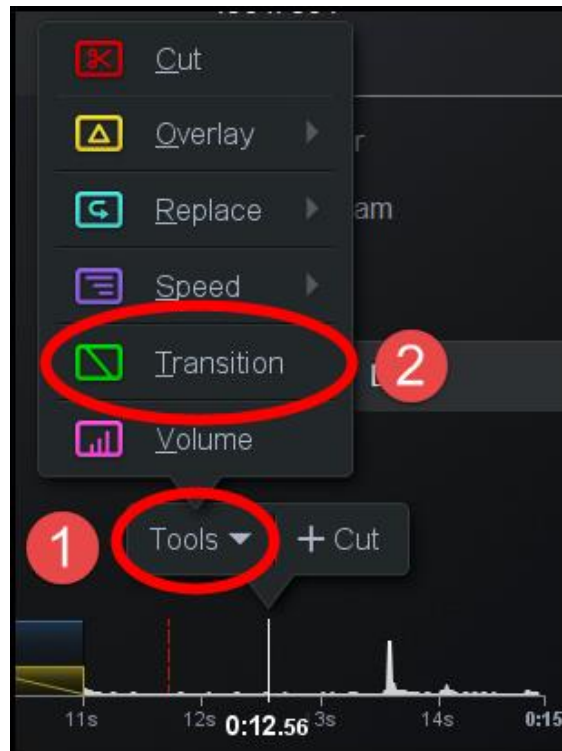
### *Adding a Transition*

You may find it useful to add transitions to your recording when you move from one section of the video to another.

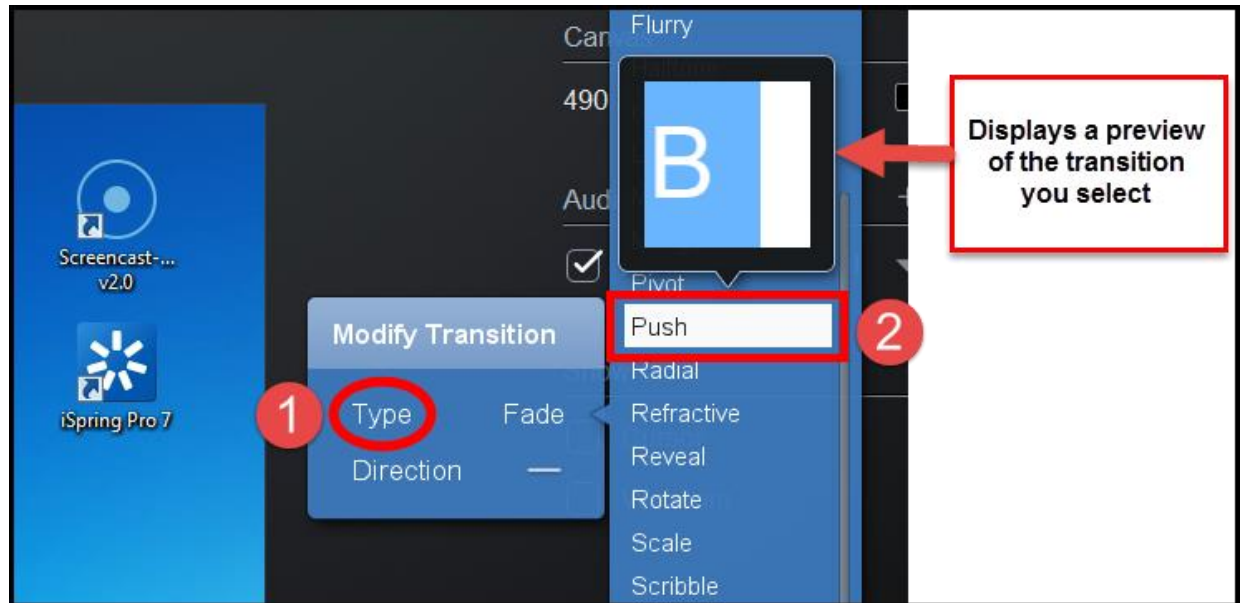
1. Place the play head on the timeline where you want the transition to begin.



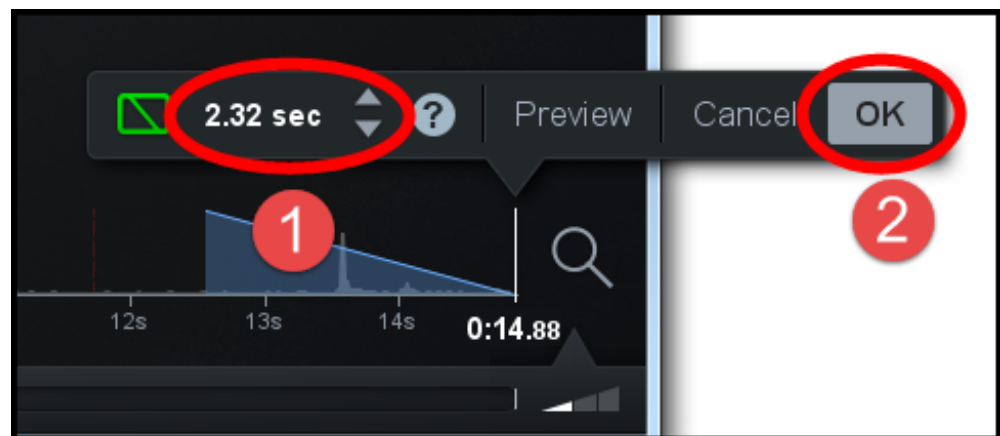
2. Click on **Tools** from above the play head (1) and select **Transition** (2).



3. From the *Modify Transition* box, click on **Type** (1) and select the **type of transition** you want to use by clicking on it (2).



4. Choose how many **seconds** you want the transition to last (1) and click the **OK** button when done (2).



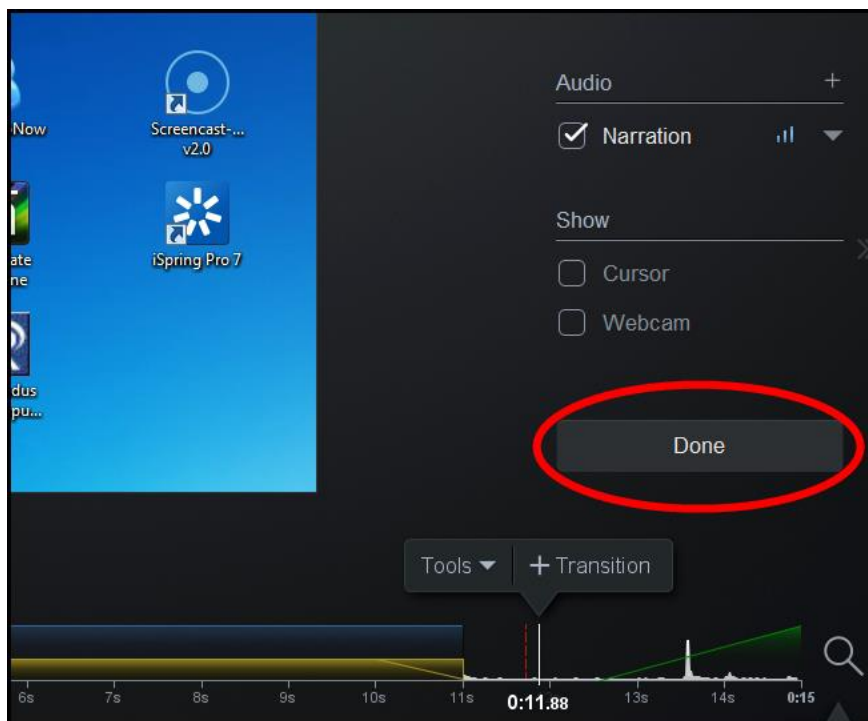
5. A green highlighted area will appear on the timeline to indicate that the transition was added to the video.



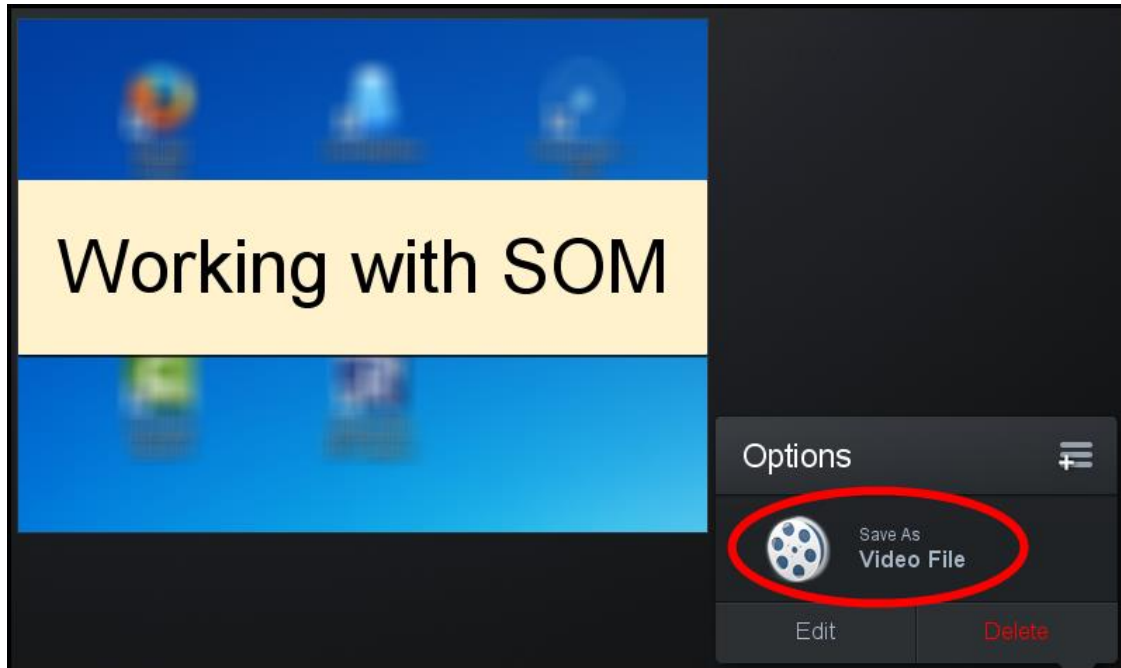
### *Publishing Recording*

Once you have finished editing your recording you can publish it as an MP4 video file so that it can be uploaded and shared with students through MyMediasite.

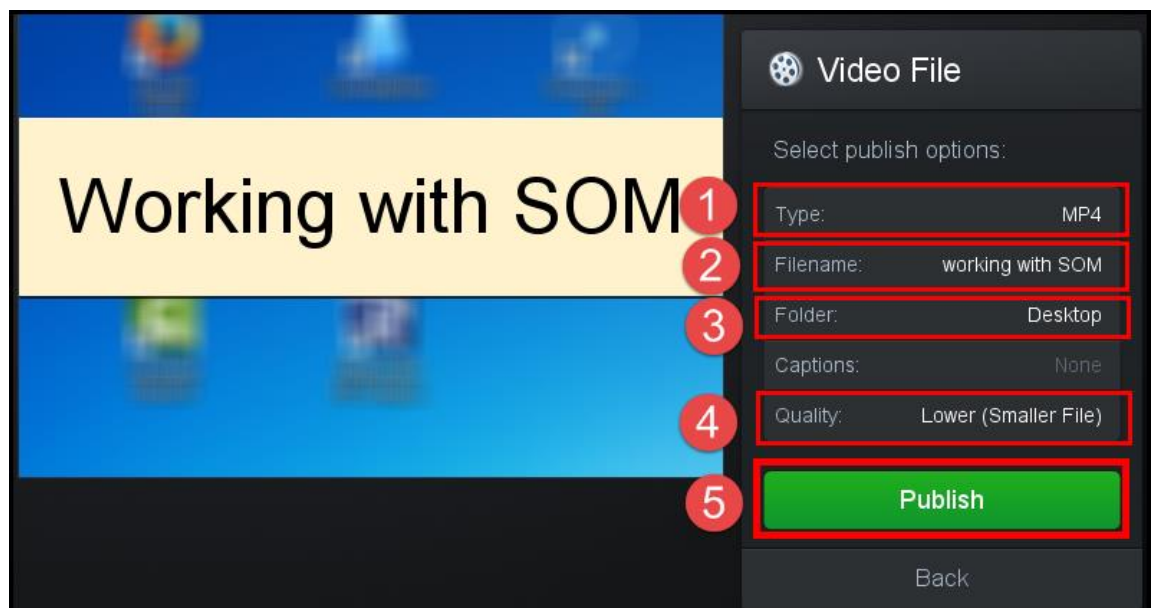
1. When finished editing your recording click on the **Done** button.



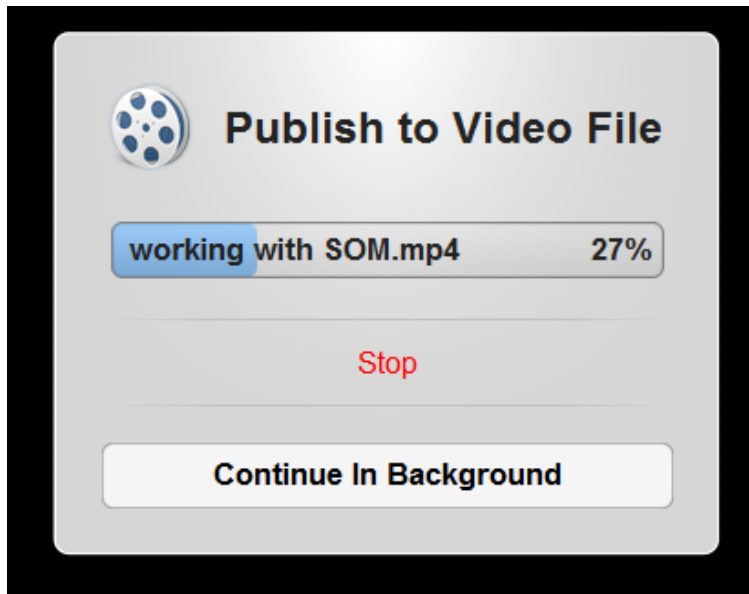
2. Click on **Save as Video File**.



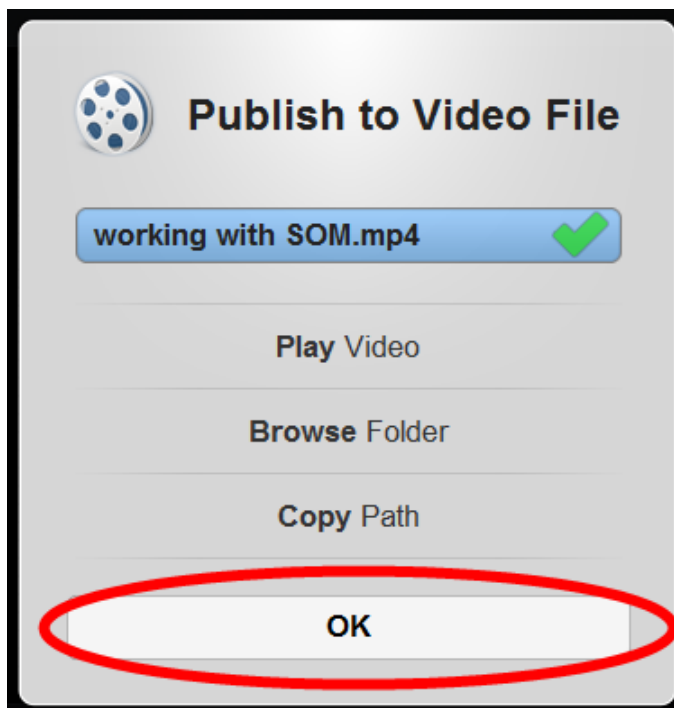
3. Ensure the **Type** selected is **MP4** (1). Change the name of the video by clicking on **Filename** (2). Choose the location on your computer where you want to save the video file by clicking on **Folder** (3). You can choose the quality of the video by clicking on **Quality** [NOTE: It is recommended that you choose the *Lower (Smaller File)* quality because it produces a smaller video file size than the other quality types] (4). When finished click the **Publish** button (5).



4. The publishing of the video will begin processing.



5. Once the video has finished processing click the **Ok** button.



6. The MP4 video file of your recording can now be accessed from wherever you saved it on your computer.

