Recording Lectures with Screencasting

November 2019

Teaching and Learning Services

Using Screencast-o-matic

Important Notes: You must use Screencast-o-matic from a Mac or PC computer (it does not work on tablets or other mobile devices). You do not need an account to use Screencast-o-matic: You can record videos of up to 15 minutes without signing in, and recordings are stored on your computer, unless you choose to upload them to the Screencast-o-matic web site or another storage or video service.

Step 1: Create or Collect Your Screen Content

1. Most people prepare a PowerPoint or Google Slides presentation to use with Screencast-o-matic (SOM), but you can also use web sites, software, or anything else on your computer. It will record whatever is on your computer screen, no matter what it is.

Step 2: Record Your Screencast

1. Go to the Screencast-o-matic web site (http://www.screencast-o-matic.com) and click the big blue *Start Recording for Free* button.
2. On the next page, click the orange *Launch Free Recorder* button. If it's your first time using SOM, you'll be asked to download the screen recorder launcher. You only have to do this once. Depending on your computer and browser security settings, you may have to click *Allow* or *OK* several times before the recorder appears. After you've used SOM once, you won't have to change or allow any settings again on the same computer. Refer to the video linked in the blue box below or the support site (https://help.screencast-o-matic.com/) if you have any issues.
3. When the recorder appears and you see the settings box, decide if you want to record your screen, webcam or both, as well as the recording size that will fit your content.
4. Click the microphone icon and then the microphone you're using to test your audio and make sure that you can record it.
5. When you're ready, click the red record button to start recording.

If you've never used Screencast-o-matic before, visit http://bit.ly/somintro to get an overview of how it works. If you'd like to use a recorder on a tablet or phone contact teaching@macewan.ca.

Flipping Your Course

If you're considering flipping your course, remember that there's a lot more to flipping a course than just recording videos. Flipping is a fundamental change to how you teach, and it will impact your lessons, classroom time, assessments, and other course elements.

If you decide to flip your course, come and talk to us at Teaching and Learning Services. We can:

- Help to guide you through the flipping process.
- Provide you with technology that can help you with the unique lecture-recording needs of your course.
- Put you in touch with other instructors who have flipped their courses.
- Connect you with other resources on campus that may be able to support some of your flipping needs.

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Creating a Screencast with Screencast-o-matic Continued…

Step 3: Save Your Screencast

1. When you're finished recording, stop the recorder by hitting the pause button and clicking *Save/Edit*.
2. In the preview window that appears, watch your video to make sure you're happy with it and then click the button to save your screencast as a video file (MP4 format). It's generally best to save all SOM files this way. You can always upload them to another service later.
3. Save the file somewhere secure that is backed up. A good choice is to save it to a private folder in your Google Drive, where you can share it with others. If you want your screencast to be more public, you can upload the MP4 file to YouTube, Vimeo, or many other video sharing services.

Adding Screencasts to Your Blackboard Course

Note that if you don't see *Kaltura Media* under *Mashups*, you can add it by going to *Customization* in the left-hand menu and choosing *Tool Availability* and checking the checkboxes beside *Kaltura Media* and *Kaltura Mashup*.

1. Go into your Blackboard course to the course content area.
2. Under *Build Content*, choose to add *Kaltura Media* under *Mashups* (instead of *File*).
3. Click the button to *Add New* in the top right corner and choose *Media Upload*.
4. Confirm your copyright ownership and then click *Choose a file to upload*.
5. Go through the process to upload your video and click the *Save and Embed* button on the right-hand side of the screen, above the video area.
6. On the next screen enter a title (for Blackboard), choose to monitor number of views (optional) and save it… the video is now added to your course content area.

Best Practices for Recording Screencasts

- Use whatever you have for a microphone and headset. Your built-in laptop tools will work just fine, as would any standard headset.
- Take a common-sense approach with your appearance if you're recording video. Don't wear the same colour shirt as your slide backgrounds.
- Get your windows set up before your press the record button.
- Keep videos natural and short: 10 minutes is maximum, and 3-7 minutes is ideal.
- Be mindful of using copyrighted content in your videos (e.g., YouTube videos, PPT slides, etc…). Link to other videos rather than recording them and talk to your publisher representative if you intend to use publisher resources in your video.
- Start small: Choose a lesson or two to start. You don't have to flip your whole course.
- Focus on creating sustainable videos. Use foundational content that doesn't change frequently. Avoid things that aren't consistent over time like roles, dates, events, etc…
- Don't assume your students will understand why you're flipping your course or lesson; explain it to them!

Other Screencast Recording Needs

If you need to draw or record yourself solving equations in your videos, come talk to us about the various solutions for recording those activities, including:

- Borrowing a WACOM tablet
- Apps to record on tablets
- Using a gooseneck webcam