



Getting Started with Screencast-O-Matic  
& Share Your Video on Canvas

Learn How to Record Your Screen and Audio

## Getting Started

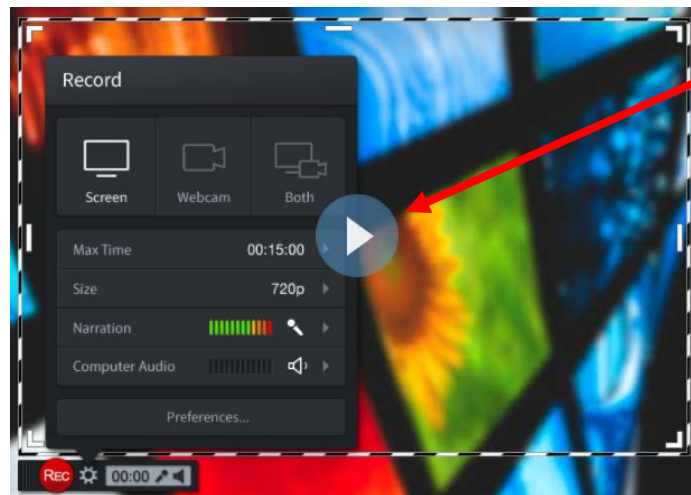
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### Overview

For a video overview of recording your first Screencast-O-Matic file, open your browser and type the following web address:

<http://www.screencast-o-matic.com>

There is an introductory video to play. Select the button to play the video.



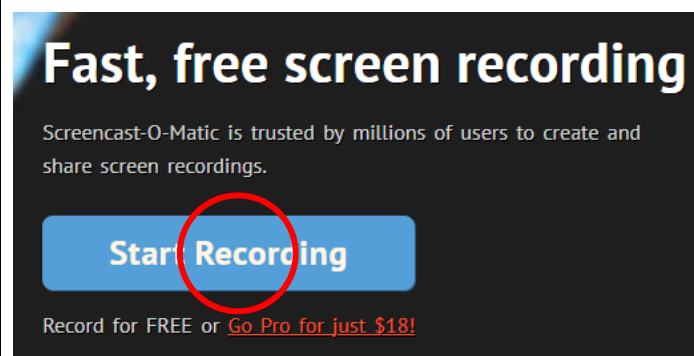
### Things you will need

You'll need a microphone and a headset. If you don't have a headset and plan to use your onboard computer microphone, be sure that you are in a quiet place that has no background noise. Pay attention to the sound put off by fans, air conditioning, heaters, radio, TV or people. Do a quick test to hear what you might be missing!

### Begin Recording

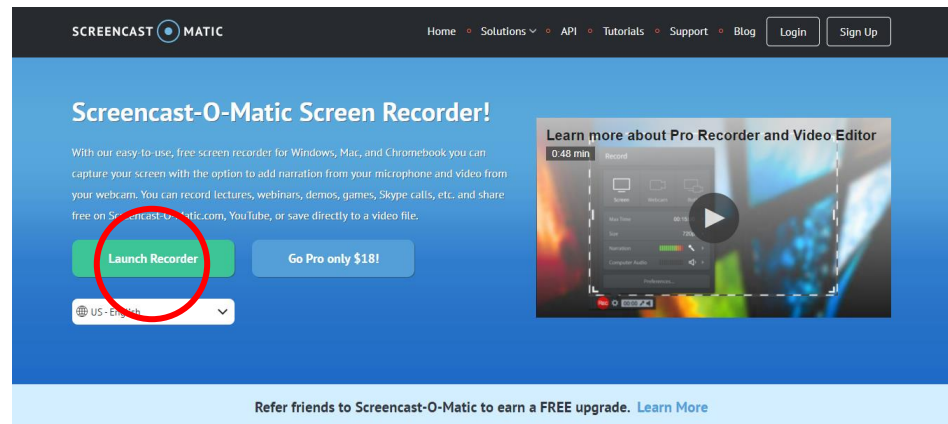
Go to <http://www.screencast-o-matic.com> to begin.

Click on Start Recording button to record.

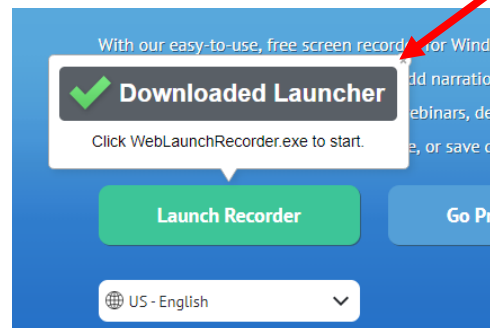


## Launch Recorder

Once you clicked the Start Recording button, you will get the following:



1. Click the Launch Recorder button. You will be downloaded the launcher automatically.



2. Click the Downloaded Launcher to install the file.



## Start Screen and Webcam Recording

1. Select screen to record your screen within the dotted target area. Click and drag the center target to reposition the recording area. Your video will record the contents which is contained in the target area.



2. If you have a webcam, you can choose **Both** to record both within the video.

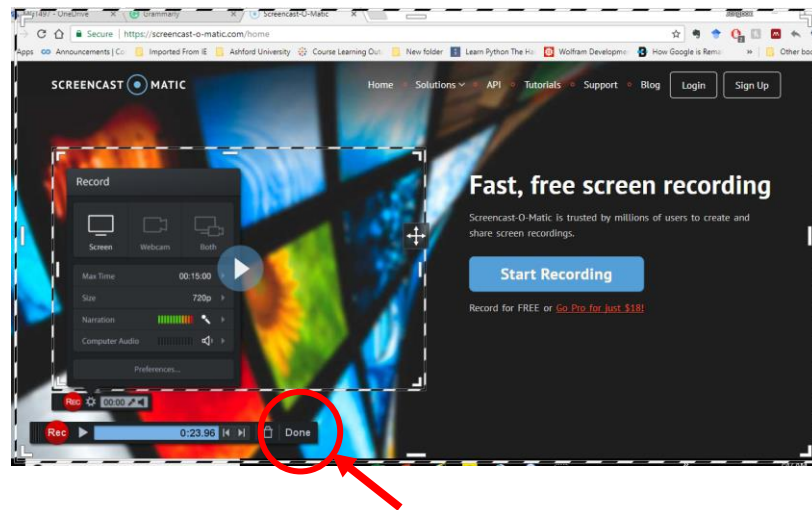


3. Select a screen size of your choice.
4. You may use the default microphone in your computer. A headset is preferred, but the microphone next to your webcam will be fine.
5. Ensure that you are in a quiet place. Test recording to see if there is any noise that you can hear.
6. Click the red Rec button to begin your recording.

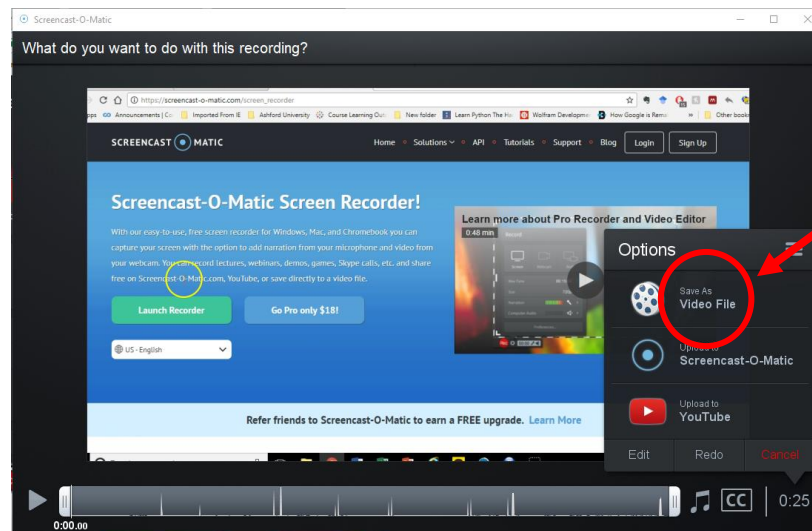


## Save Your Recording

1. After you finish the recording, click the “Done” button.



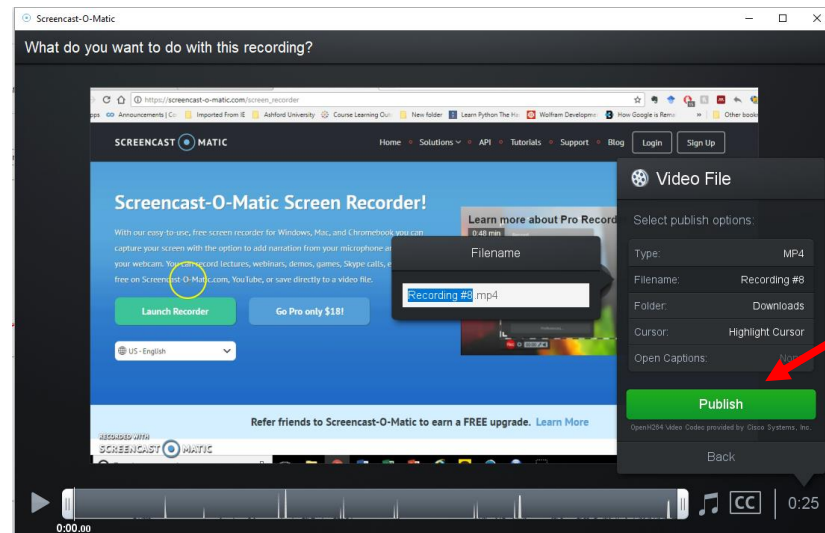
2. Select “Save As Video File” to save your recording.



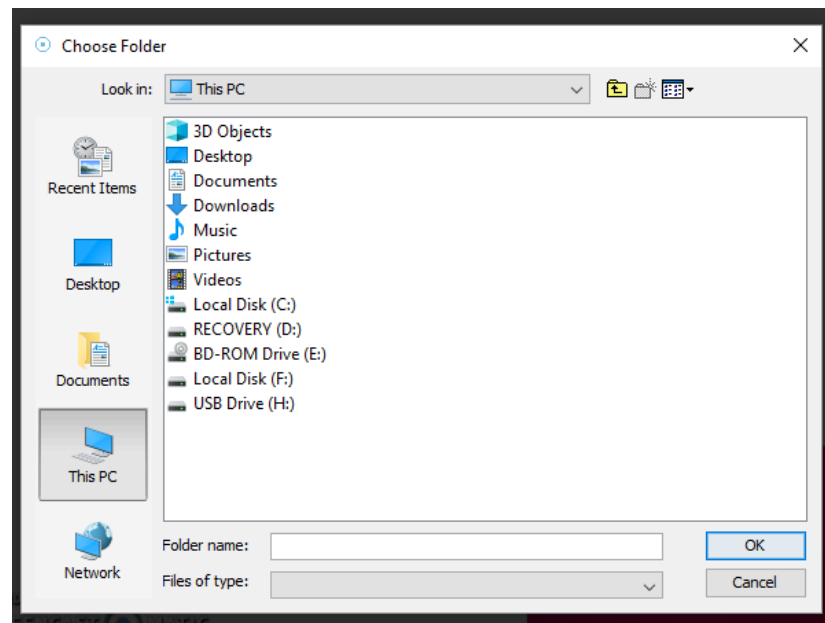
- Alternatively, you can save your file under the Screencast-O-Matic account or your YouTube channel. However, it is unnecessarily to do that to post your video to Canvas which is explained later of this document.

## Save Your Recording

3. Use the default MP4 format, change the file name appropriately, and publish your file.

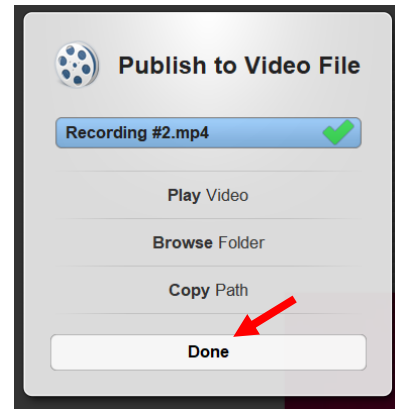
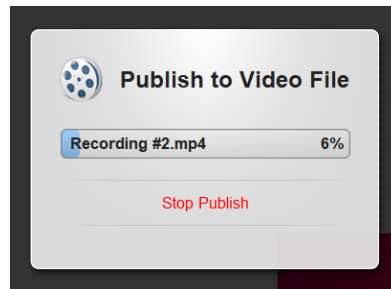


4. Choose the folder to save your file.



## Save Your Recording

5. Your video file will be published. Click “Done” button.



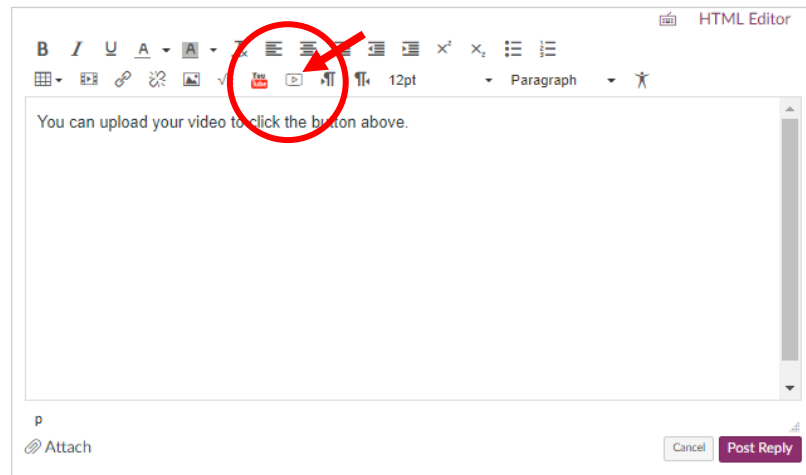
6. You have done your recording and now upload the file to the class on Canvas.

## Use Canvas to Share Your Recording

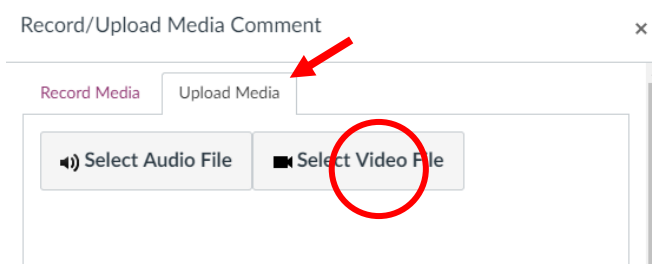
### Use Canvas to Share Your Recording within Your Classroom

#### Upload Your Video File to Canvas

1. Go to your Canvas classroom.
2. In the weekly discussion, click the “Reply” button.
3. Click the button which is next to the YouTube button to post your video.



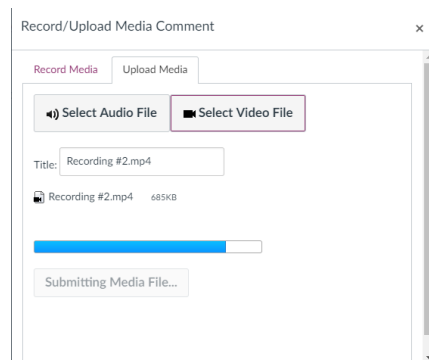
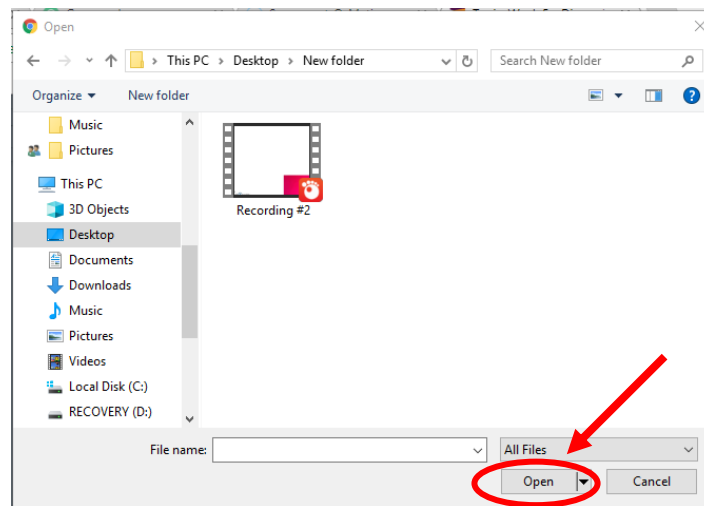
4. Select “Upload Media” and choose “Select Video File”.





## Upload Your Video File to Canvas

5. Select your recording and click “Open” button.



6. Click “Post Reply”. Congratulations! You are done. Enjoy your video and other’s.

