

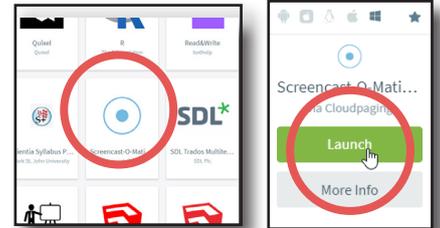
# Get started with Screencast-O-Matic screen recorder

## Launching Screencast-O-Matic on an Open Access PC

Screencast-o-matic (SOM) is a screen recorder and video editor. It is useful for pre-recording presentations or screen demonstrations. You can also add add narration if required.

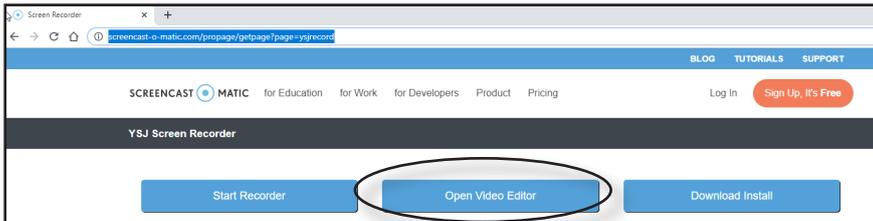


It is available from the **AppsAnywhere** software page and this tab should automatically launch when you open Chrome. If the tab is not open, you can double-click **software** on the desktop to open.

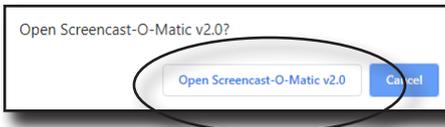


## On your own PC

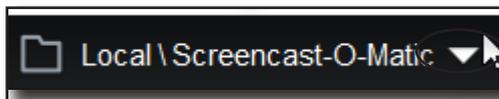
York St John has a pro licence so there is no need to log in. If a password is required, contact Digital Training. Go to <https://screencast-o-matic.com/propage/getpage?page=ysjrecord>



Select **Open Video Editor** to open the recorder. You may need to **Open Screencast-O-Matic** or download a small piece of software.

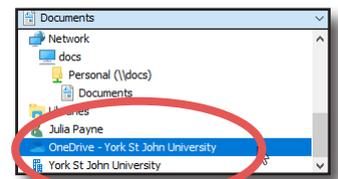
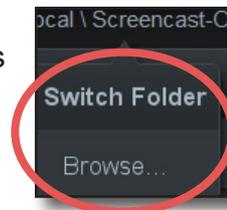


## Amending the Save location



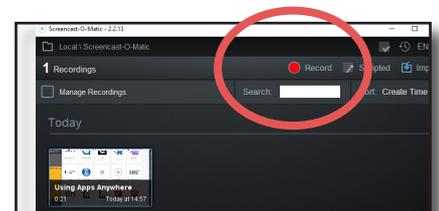
Once the program is open, it is **very important** that you change the save location. Without this step, the recording will **save to the machine you are working on** (a problem if you are on the Open Access PCs).

You should consider saving to your York St John OneDrive as this can hold large amounts of data. When you look for your work again, remember to look in the right place by following the same steps.



## Opening the recorder

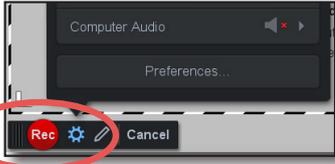
Use the red **Record** button to open the recorder.



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## Making a recording



As well as screen contents, SOM can record the cursor, webcam display and sound from a microphone.

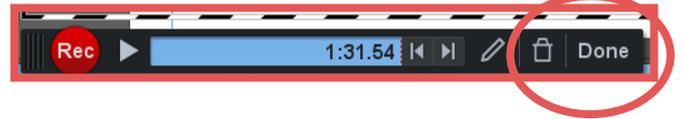
These can be recorded and then turned off for all or part of the recording during the editing process.

The red **REC** button gives a countdown and then starts recording.

To move the recording area on the screen, place your cursor in any corner of the recording box and drag to your preferred area.



Recordings can be paused. A paused recording can be continued or click **Done** to finish recording.



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## Recording narration

Narration can be recorded from the built-in microphone on most laptops and open access computers but background noise can be a problem.

Depending on the computer either a headset microphone or USB microphone can be plugged in. A USB webcam can also act as a microphone whether video is recorded or not.

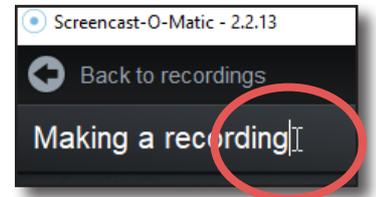
For recordings that need a high-quality voice recording environment, there is a recording booth on campus. Contact Digital Training for more details.

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## Naming and saving

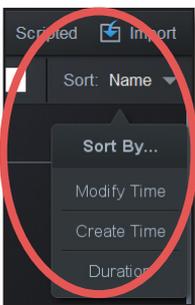
After recording you can name or rename the recording at the top left of the screen by overwriting the current name. The change will be saved automatically. To return to your list of recordings, select **Back to recordings**.



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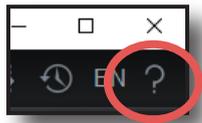
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## Sorting recordings



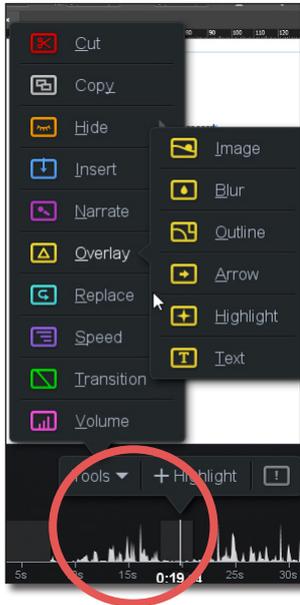
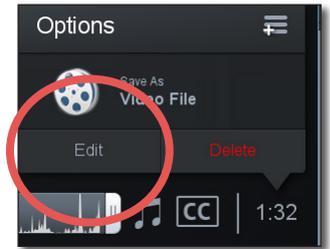
Recordings are listed in alphabetical order by default. This can be changed in the top right hand corner of the 'Manage Recording' screen.

## Editing a recording



There are examples of each editing feature available by clicking the help button or at <http://som.screencasthost.com/>

Select the Recording you wish to edit, then select **Edit**



Position the cursor at the point in the video you wish to edit. The **Tools** menu will appear which gives you editing options.

Popular tools include:

**Cut** - remove areas of your recording

**Narrate** - select a section of the video to narrate over.

**Overlay** - add text, arrows and images over your recording.

You will be asked to drag the bar to select the area to edit.

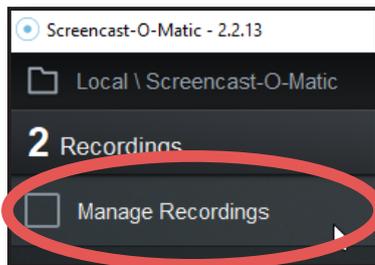
To edit or delete an existing effect, click on it on the timeline and click on the effect symbol.



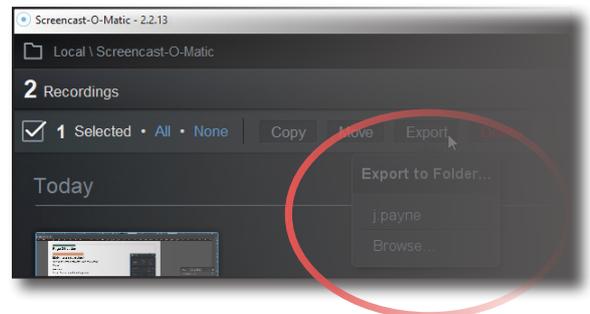
## Moving or backing up a recording

By default, recordings are stored in the **local** machine. If you have not already changed the save location (as described on Page 1), you will need to move or back up your recording now.

The SOM format of a project needs to be kept to give access to all the separate elements for any future changes.



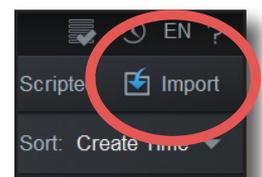
To move a recording to another storage area, click **Manage recordings**. Select the recording by clicking on it then click **Export** then **Browse** to specify the location to store the files.



You should consider saving to your YSJ OneDrive as this can hold large amounts of data.

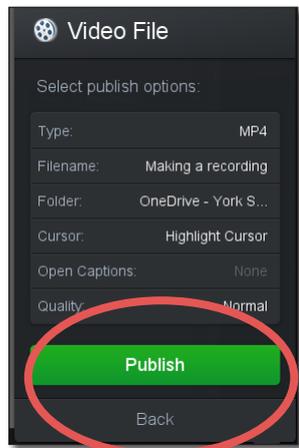
Note that the exported file can only be opened in Screencast-o-matic.

To retrieve the file on another machine, on the destination machine, open SOM, click import and browse to find the saved file. It will then be imported into the current file location.



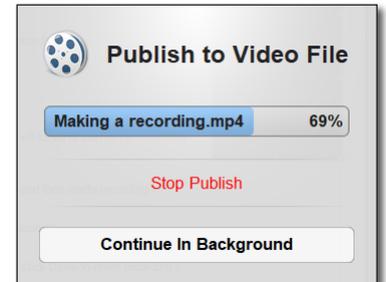
# Creating a video file for submission to Moodle

To upload a SOM file to a Moodle video submission box, it is easiest to submit the file as a .mp4. To achieve this, select your recording to open it. An option dialog box will appear in the bottom right of the screen. Select **Save As Video File**.



There are a number of options that can be personalised such as file name, folder and quality. Click **Publish**.

It may take a short while to Publish the Video File.



You then have several options including playing the video. Once you have checked that the file has saved in the requested location, click OK.

The file should then be available in the specified location.

