

## Record Short Video with Screencast-O-Matic

1. Go to **screencastomatic.com**.
2. **Sign up** with an email address or a Google account. Free account has 15 minutes time limit.
3. Click **Start recording for free**, then **Launch Free Recorder**.
4. Download or Open **Screen Recorder Launcher**.
5. Select between screen, webcam, or both.
6. Size: **Select frame size** or manually adjust size of recording frame. 720p is recommended.
7. If not recording full screen, move recording frame to the desired area.
8. Narration: Click and **select a connected microphone**.
9. Click on **microphone** name to adjust volume. Test microphone volume, keep between middle and highest.
10. Click the **gear icon** to toggle recording settings.
11. To record, press **Rec**. Wait for count down.
12. Press the **pause** button to stop recording.
13. Press **Rec** again to continue recording from where you left off.
14. Click **Done** when finish.
15. Save as **video file** to your computer. Then, upload to Blackboard.
16. Post a **text version** in Word or PDF alongside your video in Blackboard.