



7/17/2012

## Creating a Tutorial in Screencast-O-Matic

### What is Screencasting?

Screencasting is a video recording of your computer screen.

### PREPARATION

#### Sequencing ~ Outlines ~ Scripts

**Sequencing** is planning the important information ensuring that nothing is skipped. Sometimes this requires that you break the information down into smaller steps and record shorter videos.

**Outlines** list the major points you want to make in the video while you are recording.

**Scripts** can make you sound more polished, keep you from stammering and saying “um”, and ensure that you use all the proper terminology, as well as ensure that you do not miss any points you want or need to make.

### EQUIPMENT

**Computer Window Size** - While preparing your screencast, think about your audience and how they will see and use your work. Do they need to clearly read what you are typing? Is what you are showing large enough that it can “work” in a smaller window? The rule of thumb for embedding a video in a browser window tends to be 320x240, blog post sizes tend to be 400x300, and YouTube makes the size about 425x355.

**Microphone** - Make sure your microphone is plugged in and the correct device that you are recording with is selected. Do a sample recording just to check your audio level and your microphone’s connection.

### PROCESS

#### Basic Steps

- 1). Script
  - a. Write a script/outline for each scene
  - b. Read it aloud for timing

- 2). Dry Run
  - a. Capture the task without audio, but ...
  - b. Talk through what you are doing
- 3). Storyboard or Wireframes
  - a. Watch the dry run and break it into scenes
  - b. Scenes should be short and focus on one task
  - c. Add your script and any changes
- 4). Re-record the Video
  - a. No audio yet, but read it out loud
  - b. Makes notes for changes on storyboard
  - c. Record again with changes if necessary
- 5). Record With Audio
  - a. Using your revised storyboard record your tutorial
  - b. Watch your recording; if you are happy with the recording, publish.
- 6). Publish Your Recording. There are 3 ways:
  - a. Screencast-O-Matic
  - b. YouTube
  - c. Your computer

### SCREENCASTING BEST PRACTICES

- Tutorials should be 2-5 minutes long
- Break longer presentations into chunks
- Stay focused on the topic
- Avoid extraneous movements
- Speak clearly and at a comfortable pace
- Make it interesting
- Simplify the environment
- Limit the recording area
- Clean up the desktop

### LEARN MORE

<http://www.screencast-o-matic.com/channels/c6l6Y7VIm>

<http://www.screencast-o-matic.com/channels/cXhI3EVTh>

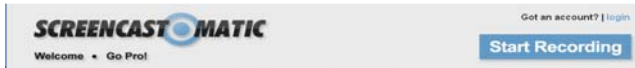


For more information on this topic, please see: <http://distance.uaf.edu/go/tt-som>  
 Contact us at: <http://distance.uaf.edu/go/iteachu-contact>

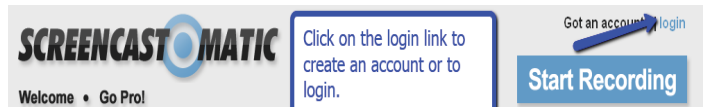


## CREATING THE TUTORIAL

- 1). In your browser enter <http://screencast-o-matic.com>
- 2). The website opens and should look like this:



- 3). Create a free account Click on “login”

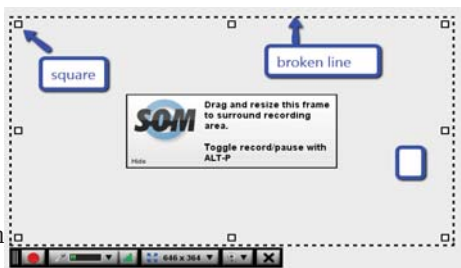


- 4). Complete the Register information as shown, and then click the Register button.

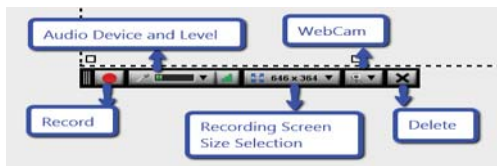
- 5). To start recording click on



- 6). A frame will appear and everything inside the frame will be recorded. Using the squares at the corners, re-size the frame around the area you want to record. Placing your cursor on the broken line at the top will allow you to move the whole frame at once.

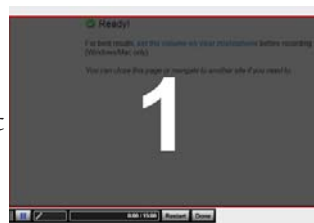


- 7). Setup Toolbar



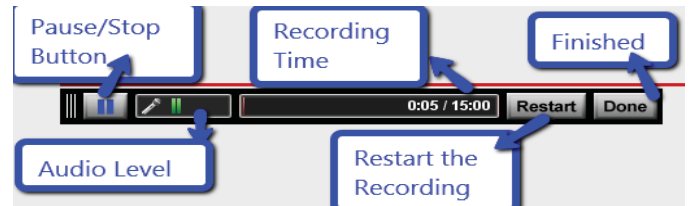
- 8). Check your microphone to make sure you have selected the correct device and make a test recording.

- a. Plug in your microphone
- b. Select the device using Audio Device on the toolbar
- c. Click on Record button
- d. The screen will count down from 3 to 1 then the word Go appears, once the Go is gone start talking or action.



- 9). Recording Toolbar

- **Recording time** - With the free account you can record 15 minutes with a Pro account you can record 60 minutes.

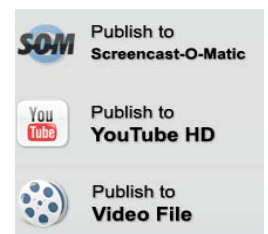


- **Restart** the recording will delete everything you just did so you can start over.

- 10). Review and publish your tutorial. If it meets with approval, you are ready to publish. If not, then re-record your tutorial.

The free account offers 3 ways to publish. Publish to:

- Screencast-O-Matic
- YouTube
- Computer a video file



Publish to Screencast-O-Matic allows you to access the screencast from any computer, share with other people, embed into a blog, email or Blackboard, and download MP4.