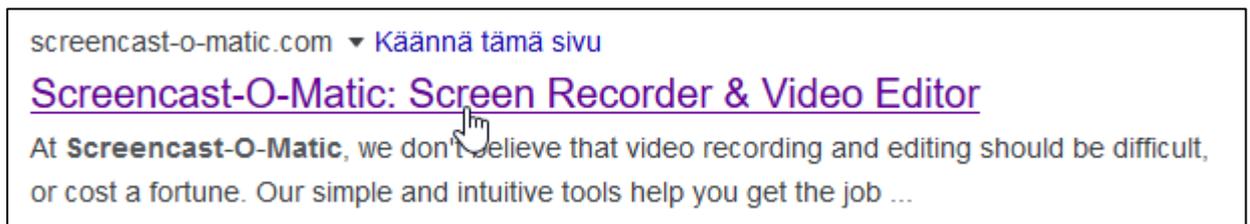


ScreenCast-O-Matic, freeware

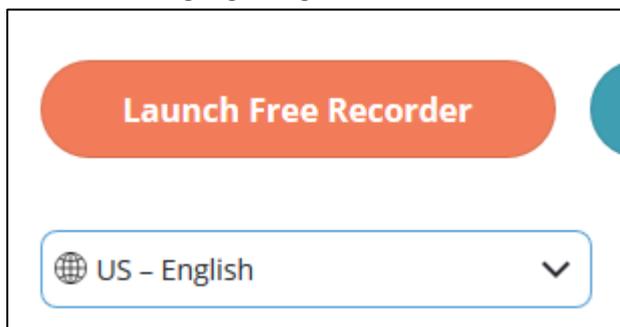
1. First open all the programs or presentations that you intend to use (e.g. Moodle, Intranet, PowerPoint presentation)
2. Open a browser – preferably Firefox or Chrome
3. Google for ScreenCast-O-Matic and click on the link to open it.



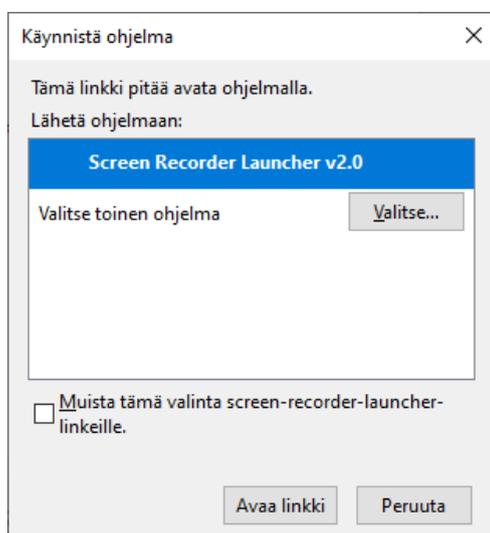
4. Click on the blue button “Start recording for free”



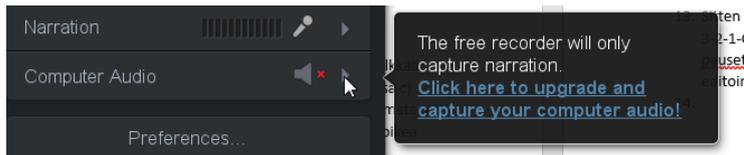
5. Choose the language 'English' and then click on the orange button “Launch Free Recorder”.



6. If the following window appears, click on Avaa linkki/Open link

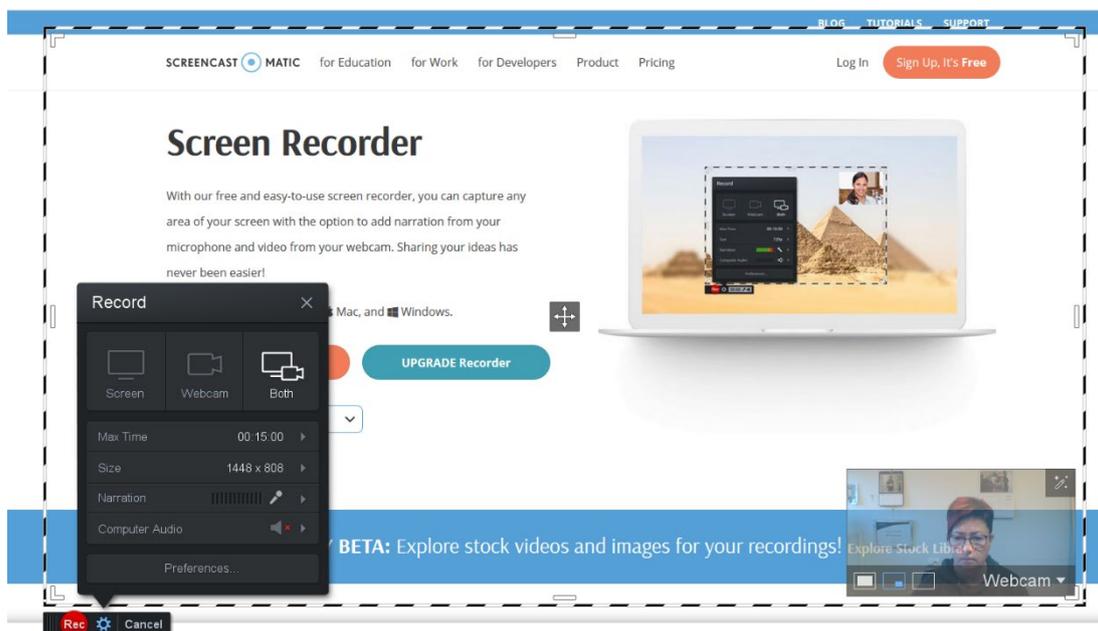


7. You will get a black-and-white-edged saving area and tools for saving



8. The black box in the bottom left-hand corner contains the options: do you want to record a) only screen content b) only web camera video or c) both. In the example option c) is used which means that the video can be seen at the bottom. If you use this option, please check that PowerPoint text and pictures, for example, wouldn't be hidden by the video. You can also choose a sound source in the black box, for example a headset or table microphone. And the camera is also chosen in the box.

Please note that if you wish to share the sound coming from the computer (for example a video), you must use our pro-version. You can't do this with the freeware version.



9. Edit the black-and-white-striped area to be of the right size, for example for a ppt, because it is not necessary to record the tool menus on the top, for example..

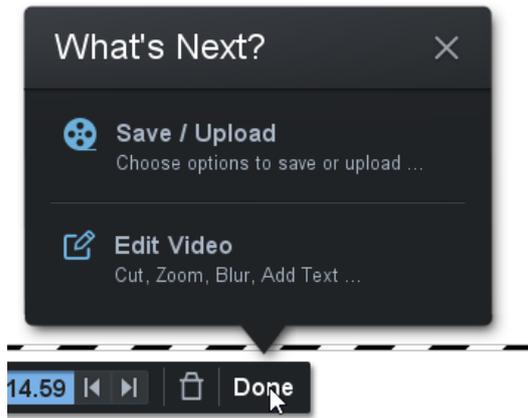


10. Before you start speaking, prepare a manuscript, at least sketchily; the intended order of things etc.
11. Recording is started with the Rec button. After you have pressed the button – Screencast starts a count-down 3-2-1-GO and then the recording starts. You can pause the recording, listen to it or pause at a spot where something went wrong and go on recording onwards. There are no other editing options in this freeware version.

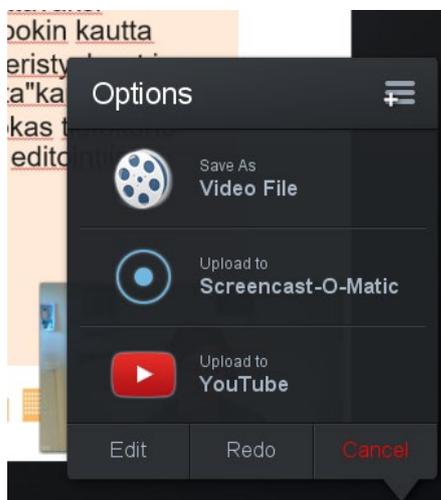


12. Slides can be changed with a mouse on the side and mouse movements are visible in the final recording. Do not move the mouse unnecessarily if you don't want that to be seen in the recording. You can change slides also with arrow keys if the slide has been activated. During the recording you can also put Moodle, for example, in the background. Please not that the Moodle window is within the saving area.
13. When you have finished your recording (max. 15 minutes with this version), click on Done (if you want to delete the recording, put it in the dustbin and start again.)

14. Pressing the Done button gives the following options::

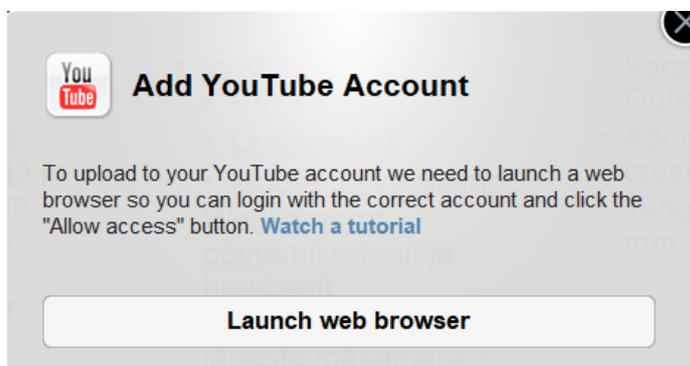


15. You can choose SAVE/UPLOAD right away, because you can't edit in this freeware. When you select SAVE/UPLOAD, you'll get the following window:

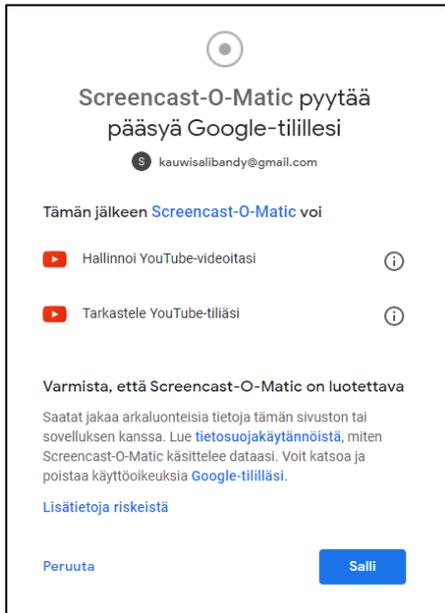


16. You can choose SAVE AS VIDEO FILE and then save the file in your own OneDrive, for example. Or if you have an active YouTube account, you can upload the video to your account.

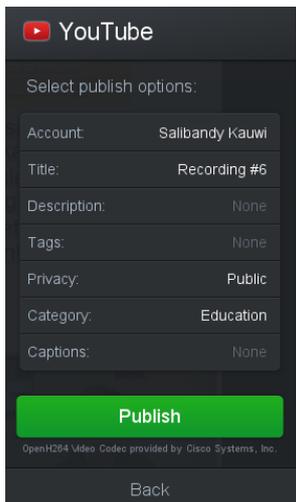
17. When you upload to YouTube, you will get a notification in which you click on LAUNCH.



18. Log in your YouTube account and SALLI/ALLOW

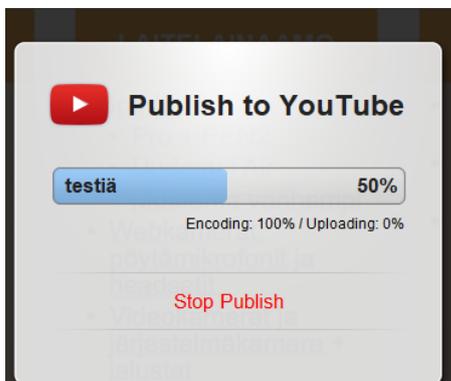


19. Specify the settings of the upload.



Give the file a title and at Privacy select UNLISTED (piilotettu) and PUBLISH. Upload time depends on the length of the recording.

20. After the upload you can save the link or log in separately your own YouTube (Google) and get a shareable link there..



21. If you saved the file in the computer first, go to your own YouTube account and upload the file there. Remember to choose privacy UNLISTED. Then copy the link and add to Moodle.
22. If you wish to share the file in O365 Stream, the file is uploaded directly from the computer to Stream. Give user rights to viewers and share the link in Moodle.