How to screencast. (*pro tip: it's **easy**.*)

First, assemble the material you want to screencast.

This might include

- Slides
- A Prezi
- Various windows on your computer desktop, or
- Tabs of a browser, with the material you want to screencast already pulled up.

You should also have a script or outline.

Think about how polished you want your screencast to be.

Our advice: don't set the bar too high. Screencasts can be made more (or less) on the fly, in order to explain a concept, demonstrate a process or project, show students some resources. It's useful, perhaps, to think about an instructional screencast as analogous to a handout, but in multimedia. With a multimedia presentation, small, non-consequential stumbles in the narration can be a human touch that is endearing and engaging to your students.

Open your screencasting tool (we recommend Screencast-o-Matic).

[This of course presumes that you already have an account with this free (!) tool.]

Size the recording window so that it fits the material you want to screencast (your browser window; your documents; your slides; etc. You might want to click between the material you're screencasting to check. (You can also pause your screencast if you want to quickly resize the recording window.)

Clear your throat, gather your wits, rattle your script, and click the red button.

You can use a headset with a mic, or if your laptop has a built in mic, you can use that. (We've done it both ways.) Speak naturally, as clearly as you can, with expression—you're communicating.

Don't worry if you don't like how your voiceover starts, or if you need to make an adjustment—you can delete the screencast, restart it, etc.

Upload.

When you're satisfied with the screencast, export/upload to YouTube or another video hosting site. While you can keep screencasts in Screencast-o-Matic, there's a limit to the amount of storage on a free account; we recommend that you use a YouTube account for your screencasts. You can set the privacy at "Unlisted," which means that only those you share the URL with will be able to view it.