Recording Tool Instructions

Ruth Valle

**I. Screencastomatic.com**

1. Create a free account with <http://screencastomatic.com>

2. Log in

3. Click on “Start Recording.”

4. You may be asked to install the latest version of Java before you can continue.

5. A recording frame will appear on your screen.

6. Minimize the screencastomatic site and bring up the program or document you want to use for your recording.

7. Adjust the frame by moving the small squares.

8. Check the microphone by making sure the levels move when you speak. When using a school computer you will have to use an external microphone.

9. Click on the webcam if you would like to appear in the recording. You will appear on the bottom right of the screen as you speak.

10. Click on the red recording button and record your lesson or lecture. The time limit is 15 minutes, though it is best to stay under 10 minutes.

11. Click “done.”

12. Choose to publish to Screencastomatic, youtube or video file.

13. Choose “video file” for uploading on your Moodle or other website.

14. Place on your Moodle or other website by uploading the video file.

**II. ShowMe**

1. Download “ShowMe” from the app store onto your iPad.

2. Click on the ShowMe app to open it.

4. Click on “Create New ShowMe.”

5. Choose a pen color.

6. At this point you can start recording and writing on the screen by pressing the red recording button.

7. If you like, you can also click on the scene button and then choose from: “choose photo,” “take photo” or “Search images on web.”

8. If you need more than one page for your recording you will have to click the “pause button.” Then click the eraser button to the left of the pause button and choose “clear drawings only” or “clear all.” Then continue with the next page by clicking the pause button again.

9. After you are finished recording, click on “save ShowMe.”

10. Choose “delete” or “save.”

11. Name the ShowMe.

12. Click “next.”

13. Choose topics.

14. Click “I’m done.”

15. Click on “Share.”

16. Click on “Email this ShowMe.”At this point you can email the link to yourself for uploading on your Moodle or website or your computer or go to steps 17 and 18 below if continuing on the iPad.

17. Click on the link, then “select.” Stretch the blue dots on the left and right of the blue highlighted part to cover the entire link. Then click on “Copy.”

18. Bring up your Moodle or other website and choose “upload a link.” Click into the “link.” Click “Paste.” Then follow the website instructions to save.

**III. Educreations**

1. Download Educreations from the app store.

2. Open the app.

3. Click on “New Lesson.”

4. At this point you can start recording just like on ShowMe.

5. Click on “T” if you would like to add a text box for typing.

6. Click on the Scene button for adding pictures or documents, etc.

7. In order to go to the next page, simply click on the arrow on the right bottom of the screen.

8. Click on “done” when finished recording.

9. Click “Save Lesson.”

10. Add a title.

11. Click “next”.

12. Click “pubic.”

13. Choose a subject area and save.

14. You can then choose to share on Facebook, Twitter, Email, or Copy Lesson Link for upload on Moodle or your website.

**Note:** While the above steps may appear to be lengthy and time consuming, please note that with practice you will be able to create and save your videos faster each time. Your students will definitely appreciate your efforts. You may even consider showing your students how to create lesson videos and assign videos as part of your course.