



Teaching with Technology Tip

CREATING SCRIPTED VIDEOS WITH SCREENCAST-O-MATIC

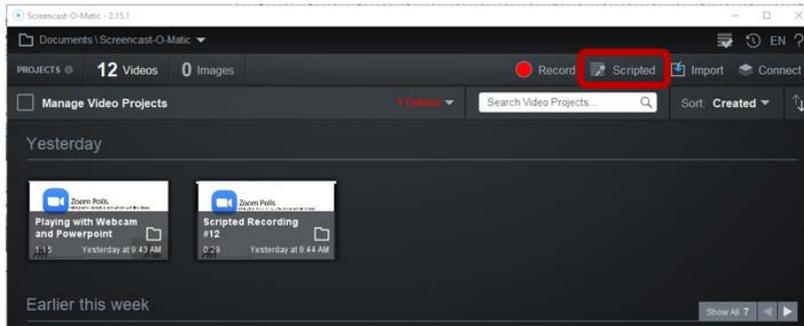
What Is a Scripted Video in Screencast-O-Matic?

Screencast-O-Matic allows users to write a script that can be recorded before they actually begin capturing what happens on the computer screen. This function makes it easy to record the audio correctly then separately record the video portion, while simultaneously matching the audio to what occurs on the screen. A scripted video works great for capturing whiteboard content, software use, web browsing, or simple slide presentations without webcam images.

Creating a Scripted Video

Getting Started

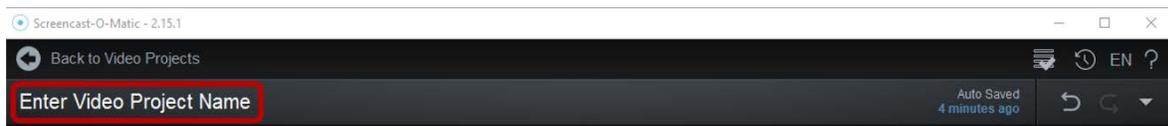
Screencast-O-Matic opens to a library of your video projects and provides a toolbar to start a variety of projects. To begin, click on the **Scripted** button in the toolbar.



Creating the Audio Portion

Writing the Script

Screencast-O-Matic opens up a window to begin the creation process. Begin by clicking on **Enter Video Project Name** and give your project an appropriate title.



Screencast-O-Matic guides you through creating scripts in sections that will correspond to developments and changes on your screen. Begin typing your script where prompted by **[Enter text for script section]**. When you need to create a new section, simply strike the Enter key or click on **+ Add Section**.



Editing the Script

ScreenCast-O-Matic makes it easy to edit your script. Users can simply return to a section by clicking on it and making any changes. Sections can be deleted by clicking on the **X** on the far right of the section. Users can change the order of slides by clicking on the number assigned to the section that needs moving then inputting the number corresponding to the section's desired location and hitting Enter.

1	Let's do a simple math problem.	No Audio	↓	×
2	X plus 5 equals 12	No Audio	↓	×
3	Subtract 5 from both sides	No Audio	↓	×
4	That gives us x equals 7	No Audio	↓	×
5	Because it's a good way to show off the annotation tools	No Audio	↓	×
6	I want to eliminate this section.	No Audio	↓	×
+ Add Section				

Recording the Audio File

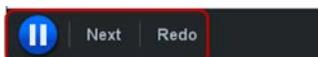
When the script is ready, it's time to record. ScreenCast-O-Matic makes it very easy to not only read your script, but it's also easy to fix any errors you made in the recording as well.

Before starting to recording, ensure that the microphone is working. Speak in or toward the microphone and make sure that green 'levels' appear, indicating that the microphone is feeding into ScreenCast-O-Matic.

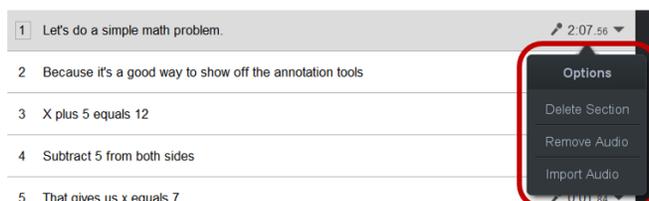


Reading and Recording the Script

Begin by highlighting the first section of your script then click on the **Rec** button at the bottom left of the sections. To give you time to prepare, the first section will first turn red; when it becomes green, the program is recording. Read the first section of the script. When you're ready to record the second section, click **Next** at the bottom of the screen. If you don't like what you've recorded, click **Redo**. When finished recording, click the **Pause** icon.

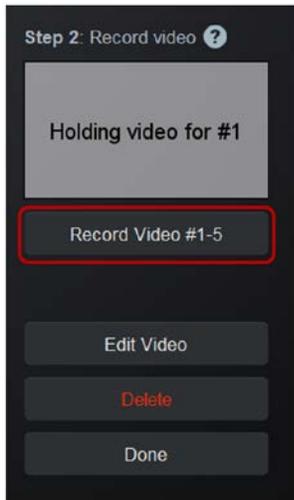


At this point, ScreenCast-O-Matic still provides plenty of options for editing your audio. Clicking on the **Options** dropdown menu on the right side of any section, will allow you to delete the section entirely, import other audio, or delete the audio for only that section.

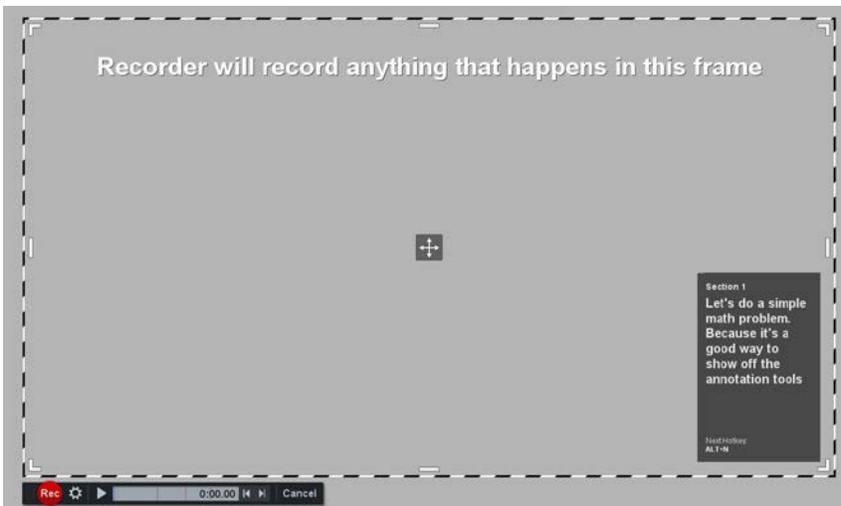


Creating the Video Portion

Once the audio portion is complete, it's time to record the video portion. Prepare by opening what you wish to record on your screen: the web page or program you wish to capture; a slide deck in presentation mode; or a blank document to serve as a whiteboard. When you're ready, click on the **Record Video** button on the right-side panel of Screencast-O-Matic.

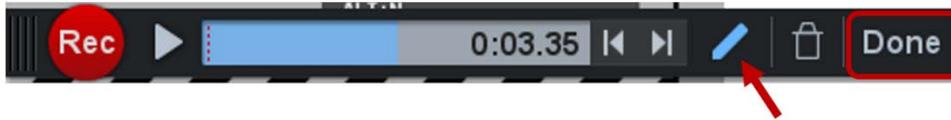


Your screen will “gray out” so that you can select what part of the screen you wish to capture. The center “arrows icon” allows you to move the selection area to wherever you wish on the screen. The “handles” on the outside of frame will allow you to adjust the size of what you're recording.

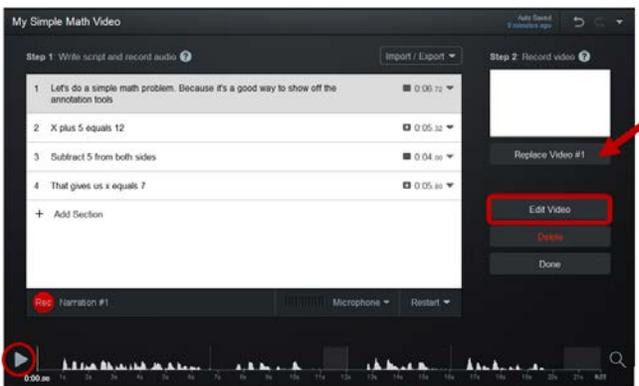


When you are ready to record your screen, click on the **Rec** button in the control bar. Screencast-O-Matic will count down from 3 before actual recording begins. As you record, the audio will be played back. On the bottom right, you will see which audio section will be added to that portion of the video; to proceed to the next section when recording, use the hotkeys **alt + N** or click **Next** when on the control panel beneath the selection you're recording.

Once you start the recording you can activate the annotation and “zoom in” tools by clicking on the **Pencil** icon in the recording controls. To temporarily stop recording, click the **Pause** button. When finished recording, click **Done**.



At this point, Screencast-O-Matic returns to the Script Editing screen. Click the **Play** icon in the lower left corner to preview your video; when it’s done, click the **Pause** to return to the Script Editing screen. By clicking on a section, you can begin the process of replacing the video for just that portion. If you need or want to make changes to your video, such as cutting unnecessary “dead” space, click on the **Edit Video** button in the right-side panel.

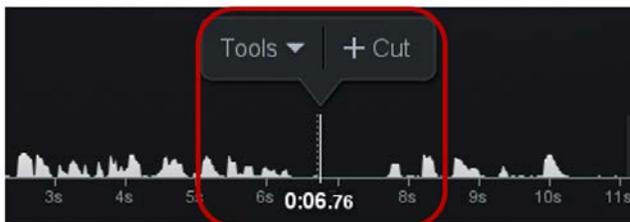


Editing and Finishing the Video

Clicking on the **Edit Video** button is important, even if you don’t want to make changes to the video portion, because that’s where you’ll add captions.

Making Changes to the Video

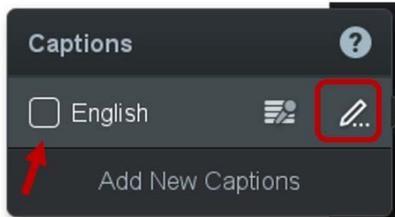
The video editing tools provide many options—most importantly, cutting out unwanted portions. On the timeline, click and drag the vertical line to position where in the video you wish to use a certain tool. The exact time stamp of that position will be marked. The **Tools** dropdown menu follows that marker. You can select a tool from the dropdown menu on the left. the button on the right notes the current tool setting; clicking on that + “**tool**” button will activate the tool where you have the marker.



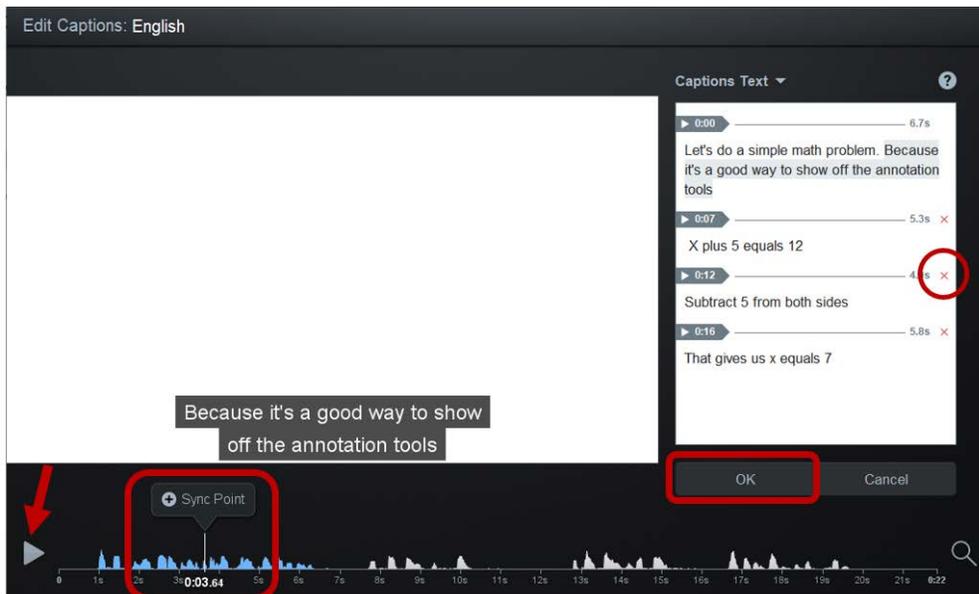
Captioning the Video

It’s important to caption your video to make them accessible to deaf and hard of hearing students. In the right-side panel of the video editing screen, click the radio button to turn on **Captions**. Some

important options appear. If you wrote your script in English, click on the radio button for **English**, doing so offers viewers the closed captioning feature and informs them about the language used in the captions. Then, click on the Pencil icon to open the captions editing screen. This step is important because you want the captions to line up with the audio.



Click the **Play** icon on the bottom left and ensure that your captions are in sync with the audio and video. If you need to adjust, you need to use what are called “sync point,” indicators of where to begin a line of captioning. You can add sync point by clicking and dragging the vertical line connected the **+Sync Point** button on the timeline and clicking the button when you reach the correct point. You can delete sync points using the right-side **Captions Text** panel. Simply click the red X for the sync point you wish to eliminate; this action will eliminate the sync point, not the captions. From this panel, you can also make any necessary edits to your captions. When you’re done, click **OK**.

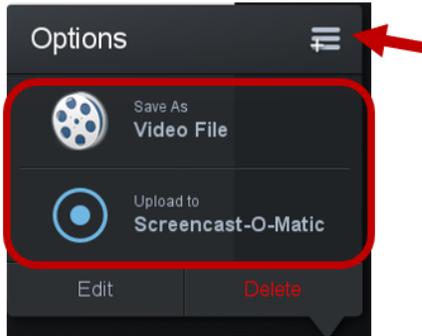


Saving and Uploading Your Video

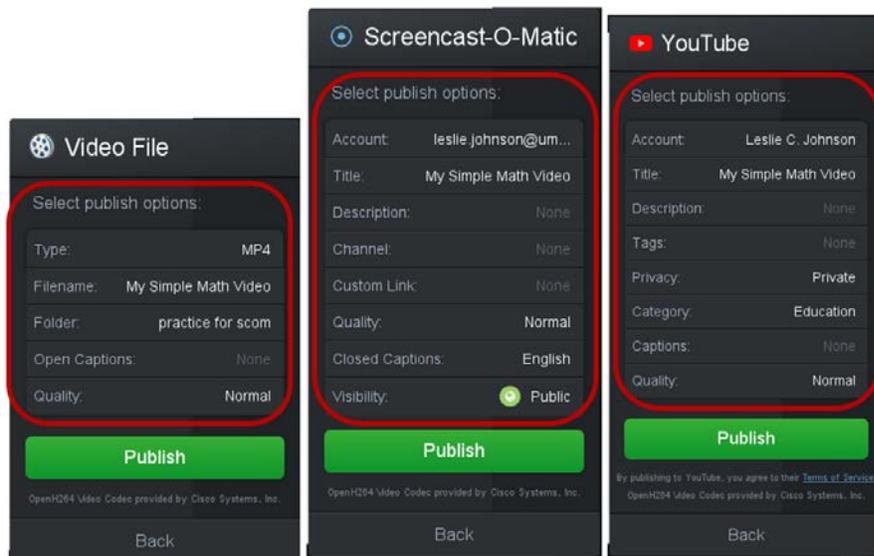
When all editing is complete, Screencast-0-Matic provides users with several options for publishing the video:

- Selecting **Save as Video File** will create a folder on the user’s computer containing the video file. If you choose this option, you will need to search for an upload the file where you wish it to appear.

- Selecting **Upload to Screencast-O-Matic** will make put the video on their servers, making it available for you (and possibly others) to embed across the internet. If you upload to Screencast-O-Matic, Moodle provides an option to quickly embed your videos from the service.
- Clicking on the **Add more publishing options** menu (in the upper-right of that dialogue box) will also permit uploading to YouTube, Vimeo, and more. Once a YouTube or Vimeo account is enabled, Screencast-O-Matic will automatically make those options available.



Before publishing, users are presented with a menu that allows for selection of several publishing options, such as file type and adding a description. Choose and edit the options as appropriate. Note that you will most likely need to recaption the video if uploaded to YouTube. Pay special attention to the visibility of the video; if you do not want to make the video available to anyone but still wish to you it in class, click on **Visibility** and switch to **Unlisted**.



When ready, click **Publish**. Screencast-O-Matic will show the publishing progress. When you click **OK**, Screencast-O-Matic will return to your Video Projects library.