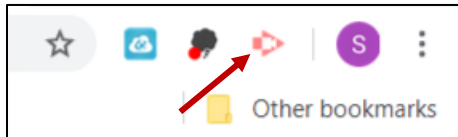# Recording with Screencastify
## A Google Chrome Extension

## Recording Your Video:

1. Open **GOOGLE CHROME**.

2. If you already added the extension, open **Screencastify** by clicking the icon in the top right corner of your screen.

   

   **\*NOTE: If you did not add the extension, see the direction sheet titled "How to Create a Screencastify Account".**

   

3. Choose what you would like to record:
   a. **Desktop:** This is the easiest and most commonly used. It will record whatever you have displayed on your screen. You can navigate to a new tab, a new document, a folder, etc., and the video will continue to record what's visible on your screen.

   When you choose Desktop, a pop-up box will display. Click on the desktop image under the heading **Your Entire Screen** and choose **SHARE**.

   If you choose an image from the **Application Window**, it will only record the item you choose. Even if you navigate to a new document, Internet tab, folder, etc., it will continue to record your original selection in the background.
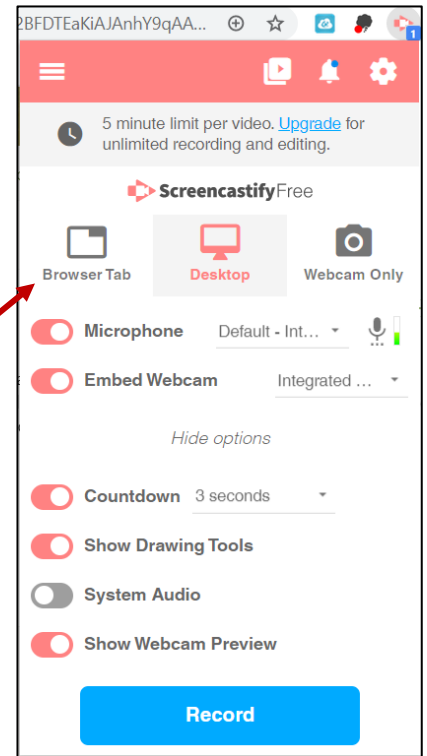
   b. **Browser Tab:** It will only record the Internet tab that you currently have open. The tab that is recording will have a small rectangle on it.

   

   

   If you wish to switch to a new tab, you will manually need to switch the recording. Click to the new Internet tab. Click on the screencastify icon at the top of your screen and choose **RECORD THIS TAB**.
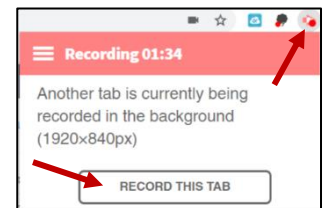
   This option will **ONLY** record Internet sites. For example, if you open a Word document, you can view it on your screen, but the video will continue to record the Internet site in the background.

   c. **Webcam Only:** Record directly from your webcam. No content will be recorded.

4. Make sure your **MICROPHONE** is enabled. You can choose to leave your **WEBCAM** enabled. If you do, a small box with your image will be in the corner of your screen during the recording. You can resize, move, and close this webcam feed during the recording.

5. If what you are recording on your computer has sound, make sure to turn on the **SYSTEM AUDIO**. This will record the sound on your computer as well as your voiceovers using the microphone. This feature is defaulted to be off.
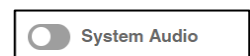
   

6. If you wish to annotate during the recording, make sure to turn on your **DRAWING TOOLS**.
   *NOTE: Drawing tools can only be used on "live" sites. If you are on a blank tab (ex. Google search page), you may see a message that says your drawing tools are unavailable on your current tab. Just simply click to a new tab or navigate to another webpage before beginning your recording.*
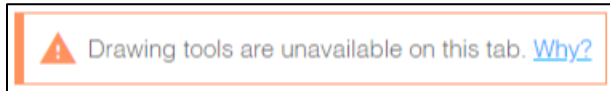
   

7. When ready, press the **RECORD** button. You will be given a 3 second countdown and then the recording will begin.
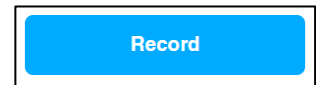
   

8. Your annotation tools will be in the bottom left corner of your screen. **Annotation tools can only be used on Internet sites.** They will not work on computer programs such as Word, PowerPoint, PDFs, or Notebook.

   *NOTE: A work around this is to save a copy of the file in your Google Drive. Once in the Google Drive, it can be opened in an Internet tab and therefore can be annotated.*
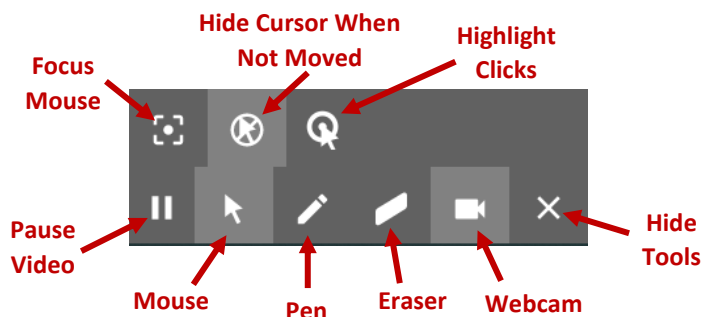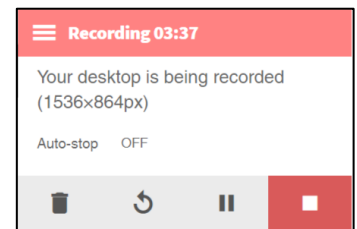
   

   *NOTE: There is a wipe screen option in the eraser.*

9. To stop the recording, click the **STOP SHARING** button at the bottom of your Screen.
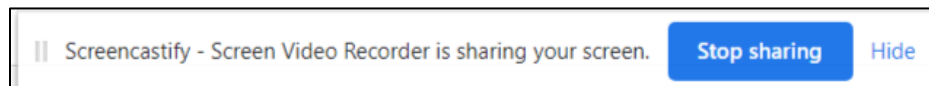
   

   Or you can click the screencastify icon in the top right corner of your screen for more options. Here you can delete, restart, pause or stop the recording.

   

## Viewing and Editing Your Video:

1. Immediately after stopping the recording, you will be taken to a preview tab. Before watching the video, be sure to **UNMUTE** it. Either click the button in the top left corner or click the volume button in the bottom right corner of your screen.
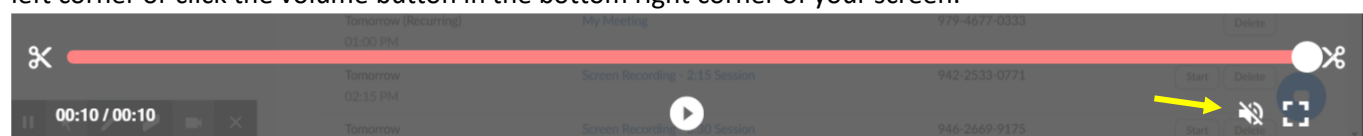
   

   

2. Use the scissors at the bottom to trim the ending of your video. You will not be able to use the **EDITOR** button at the top with the free subscription account.

   

## Sharing and Accessing Your Video:

1. While in the **PREVIEW TAB**, you can copy the shareable link, download the video to your computer, or share your video directly to Google Classroom.

2. If choosing to share the link, click on **MORE OPTIONS** under the blue button to choose permissions. The default is set to **PRIVATE**. Before giving the video to your students, change this to **UNLISTED** so the students do not have to log in to watch the video.

   > **Unlisted**
   > People who have the link to the video can view it.
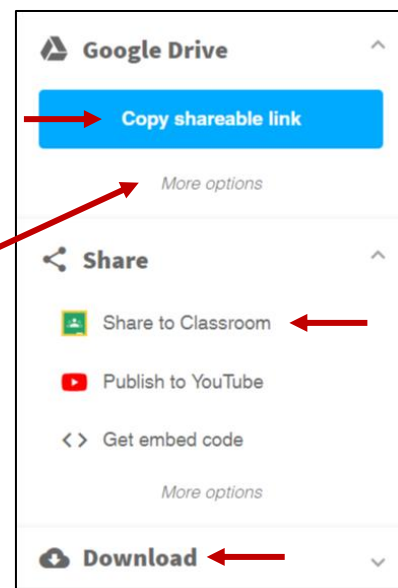
3. To share to Google Classroom, click the **SHARE TO CLASSROOM** link. In the pop-up window, click the drop-down arrow to choose a class.

4. Then choose to make the post an announcement, assignment, question, or material.
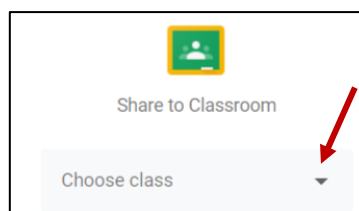
5. When finished, press **GO**. The Google Classroom post will open for you to add more details.

   *NOTE: If you are not ready to post yet, click the 3 dots next to post and choose to save it as a **DRAFT or SCHEDULE**.*

   *NOTE: If you save it as a **DRAFT**, you can go back and edit the post through Google Classroom.*

   *NOTE: If you choose to **SCHEDULE**, you will select a day and time that you want the post to be pushed out to the kids. Again, everything can be edited in Google Classroom.*

6. All videos can also be accessed in your **Google Drive**. The program will automatically create a folder in your Google Drive called **Screencastify**. All videos will be stored here. You can rename them, organize by folders, and share them with others through Google Drive.
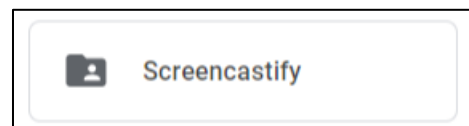
   *NOTE: Remember to right-click and check your share permissions before sending the link out to students. Make sure you do not restrict it to MCSD. If you do, students will be forced to sign in to watch your video.*