

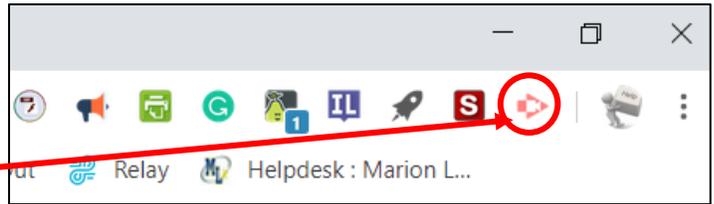
How to Use Screencastify

Screencastify is loaded in Google Chrome on all Marion Local accounts. With the free version, you are limited to 5-minute videos with an unlimited amount of videos.

Initial Setup

You must first setup the Screencastify app.

1. Click on the Screencastify icon in Google Chrome toolbar.
2. **Log in to the extension:** Use your Google account to log in. Recommend that you automatically save videos to your Google Drive.
3. **Accept the permissions:** Chrome will ask for a few permissions for the extension to run optimally. These permissions allow Screencastify to create a folder in your Google Drive account entitled "Screencastify", access your webcam and microphone, record your screen, and display the annotation tools.
4. **Introduce yourself:** are you a student or educator
5. Now that the extension is fully set up, you are ready to start recording.

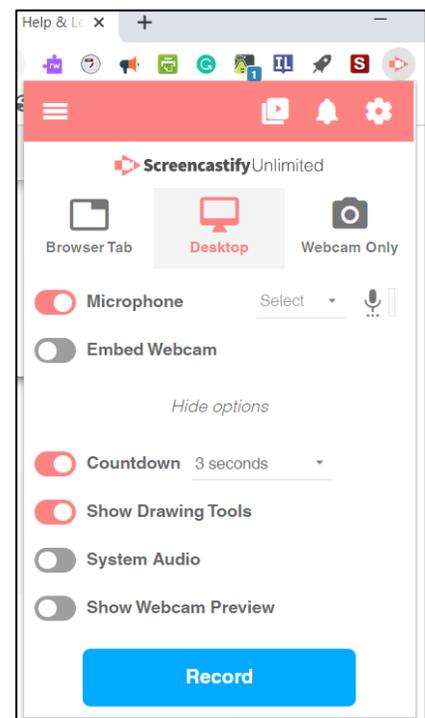


Recording

There are three ways to record with Screencastify

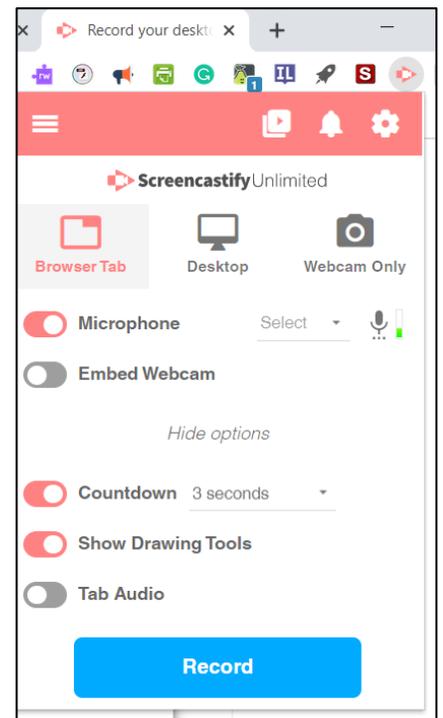
1. **Record your browser tab:** This option is perfect if you only want to show your viewers what is happening on one specific tab in Chrome. We use this option most when we want to record over a Google Slides presentation, for example.
2. **Record your desktop:** Use this option when you want to show your viewer something outside Chrome (like a PowerPoint) or if you think you'll switch between multiple tabs and/or programs.
3. **Record your webcam:** This option is perfect when you just want to speak directly to students, no screen involved.

Note: It's possible to capture the audio from a webpage or computer program (for example the audio from a YouTube video on screen). To do that, you'll need to enable tab audio (in a tab recording) or system audio (in a desktop recording). Both options are available under "Show More Options" before you begin a recording.



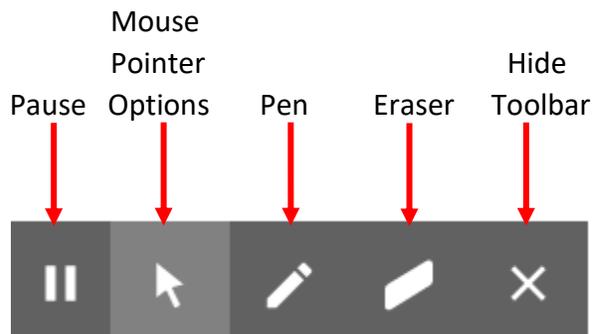
To Start a Recording

1. Click the extension icon to open up the Recording Control Panel
2. Select the how you would like to record Browser Tab, Desktop, or Webcam Only. Once you choose and start recording you cannot change during a recording.
3. To narrate over your recording with your microphone, enable "Microphone" and choose your audio device. The sound bar next to the microphone icon will light up if it is successfully detecting sound.
4. To embed your webcam into a corner of your recording, enable "Embed Webcam" and select your camera.
5. To include audio that originates from within the browser tab or the computer (i.e. a video or song), click Show more options and enable "Tab Audio" or "System Audio".



6. Click "Record Tab". A countdown will begin and then Screencastify will begin recording.
7. When Screencastify is recording, a red dot will appear in the extension's icon: 

When your recording begins, you will see a black toolbar appear in the bottom left hand corner of your screen. These control your annotation tools.



End a Recording

1. When you're finished recording, click the Screencastify extension icon in the Google toolbar
2. Click the stop button. You can also end your recording by pressing Alt + Shift + R.
3. You will then be taken to the Video Page, where you can edit and share your recording.

Share Your Video

Once your video is perfect, there are a couple ways to share your recording with students, parents, or anyone else with an internet connection. The folks who view your videos do not need their own Screencastify account.

1. **Share a Google Drive link:** Once you're done recording, the video will pop out in a new tab. To share the Google Drive link, just click the "Copy Link" button on the left. This will automatically update sharing settings so that anyone with the link can view the video.
2. **Share on Google Classroom:** To share to Google Classroom, you'll first need to generate a link from Google Drive. Once you've done that, select the class you'd like to share to and the action you'd like to take.

To View Your Recordings

1. Click the extension icon to open up the Recording Control Panel
2. Click the My Recordings icon in the Recording Control Panel.
3. The My Recordings window will open and you will see all of your recordings. You can double click on each video to view the video.

