



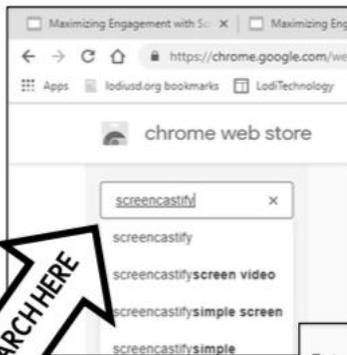
Screencastify Directions

To unlock the full version of Screencastify select upgrade and type in code: CAST_COVID.

Before we get started, we have to create an account. Follow these steps to add the Screencastify extension to your Google Chrome Browser.

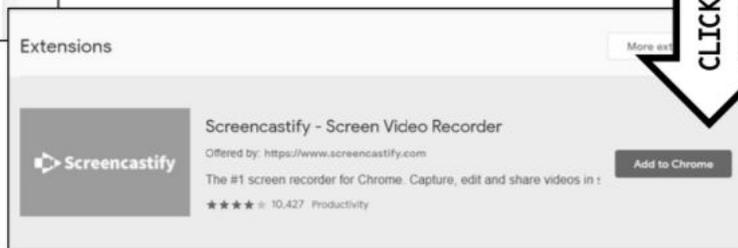
Step 1:

Open a new tab on your computer in Google Chrome. Search for the GOOGLE WEB STORE or type <https://chrome.google.com/webstore/category/extensions>



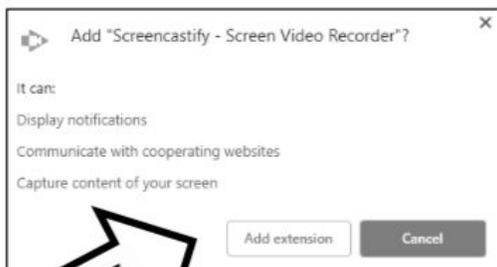
Step 2:

Search for SCREENCASTIFY in the search box on the LEFT hand side of the CHROME STORE.



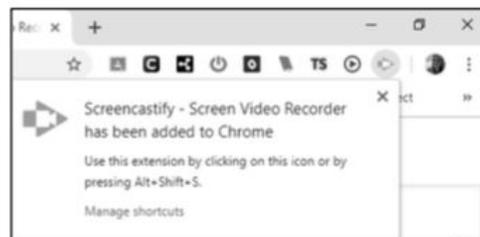
Step 3:

Click ADD TO CHROME



Step 4:

Click ADD EXTENSION

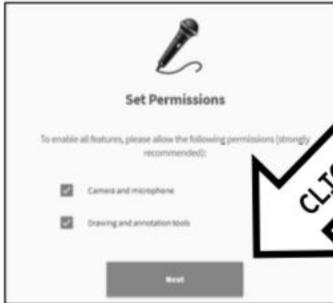


Step 5:

To use Screencastify, click the icon on the search bar, or press Alt + Shift + S

Step 6:

Follow the directions to get started. First, click sign in with GOOGLE. Choose your Google sign in.



Step 7:

Click NEXT and ALLOW so that Screencastify can make changes to your computer screen.

Step 8:

Watch the video tutorial. This will show you some basics.



Ways to Use Screencastify:

Browser

- Records the browser tab that you have open.
- This is the best option if you are recording a lecture/ppt and will not need to exit the tab.

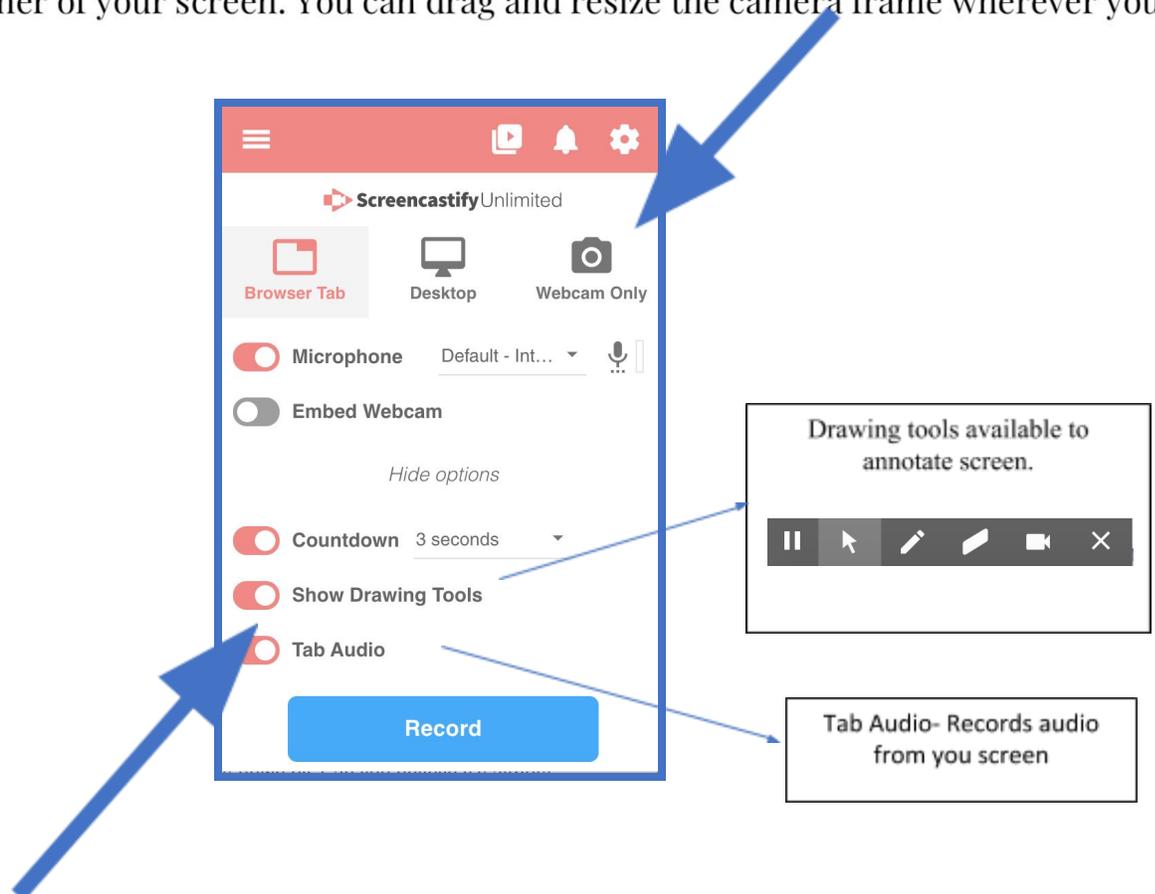
Desktop

- Records your entire desktop.
- This is the best option if you are showing multiple documents, moving tab to tab, etc.

Webcam Only

- Records just you!

When using both the browser and desktop options, a small camera frame will appear in the bottom right corner of your screen. You can drag and resize the camera frame wherever you want it to be.



Ready to Record:

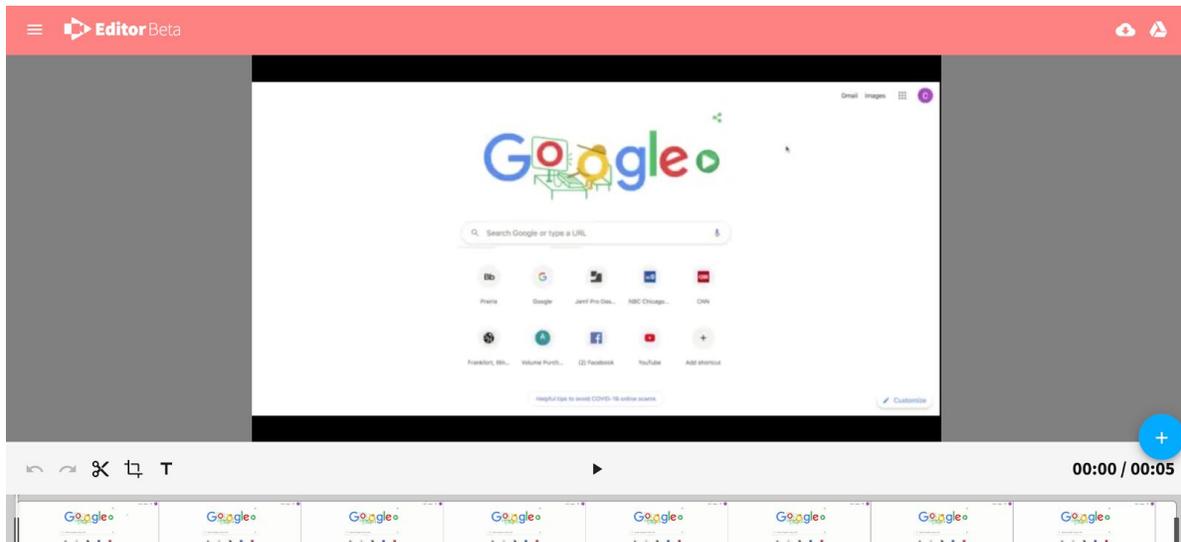
When you are ready to begin click the Screencastify arrow, select Browser, Desktop or Webcam only and hit record.

- When using Browser or Desktop make sure the microphone and embed webcam options are toggled to the on position.
- Move the camera frame to the desired position

Record your presentation and when finished return to Screencastify arrow and select stop, OR use the keyboard shortcut to stop recording (see shortcuts on the following page).

Editing a Video

Open in Editor 



Cutting a Clip

1. Click a clip in your timeline to select it. A selected clip will have a thin blue outline around it.
2. Hover your mouse over the clip and move it to wherever you'd like to cut the clip. A live preview will appear above the timeline.
3. When you reach the frame where you want to cut the clip, click once. A vertical grey bar will appear and will hold that spot.
4. Click the  scissors icon (or press Cmd/Ctrl B) to cut the clip.
5. The original selected clip will now be 2 clips, separated at the frame you selected.

Crop a Clip

1. To crop a clip in the browser-based editor, follow these steps:
2. Click on a clip in your timeline to select it. Once selected, a thin blue outline will appear around the clip.
3. Click the  crop icon. Your mouse will then become a cropping tool.
4. Drag your mouse across the video preview to the desired dimensions.
5. Click the crop icon again to save your changes. Everything part of the video outside of the area you selected will be deleted (in the selected clip only).

Add Text to a Clip

- You can add text  to any clip imported into our Video Editor. This comes in handy if you want to add a title to your video, create subtitles, clarify/correct something, and more.
- To get started, select a clip to which you want to add text and then click the "T" icon (or press Cmd/Ctrl + O). A text box will appear on top of your clip. You can then customize the text's appearance and placement.
- Any text that you add to a clip will remain visible for the entire duration of that clip. You can only add one piece of text per clip.

Copy shareable link

Unlisted at
phesd144.com

People at phesd144.com who have the link to the video can view it.

View on Drive

Fewer options

Share

Share to Classroom

Publish to YouTube

Get embed code

Send in email

Generate QR code

Fewer options

Download

Sharing and Saving the Video

- Copy a shareable link
 - Permissions to view must be set correctly. (The default is set to private.)
 - Use the link to share the video.
- View in your Google Drive
- Share directly to Google Classroom or select another option to share.
- Download files in various formats.

Keyboard shortcuts to make your recording easier!

Shortcut	PC	Mac
Open the extension	Alt + Shift + S	Option + Shift + S
Start / stop recording	Alt + Shift + R	Option + Shift + R
Pause / resume recording	Alt + Shift + P	Option + Shift + P
Show / hide annotation toolbar	Alt + T	Option + T
Focus spotlight on mouse	Alt + F	Option + F
Highlight mouse clicks with red circle	Alt + K	Option + K
Pen tool	Alt + P	Option + P
Eraser	Alt + E	Option + E
Wipe screen clear	Alt + Z	Option + Z
Return to mouse cursor	Alt + M	Option + M
Hide mouse when not moving	Alt + H	Option + H
Toggle embedded webcam on/off*	Alt + W	Option + W
Show / hide recording timer	Alt + C	Option + C

*Tab recordings only