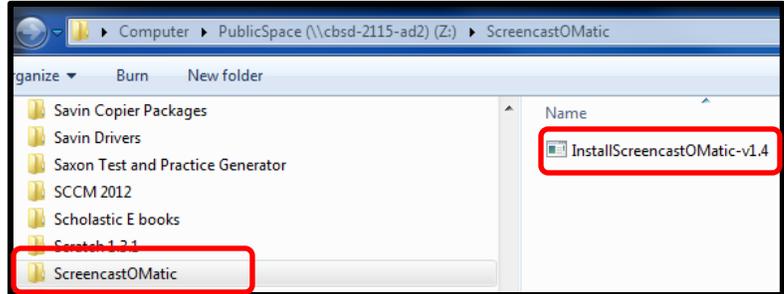


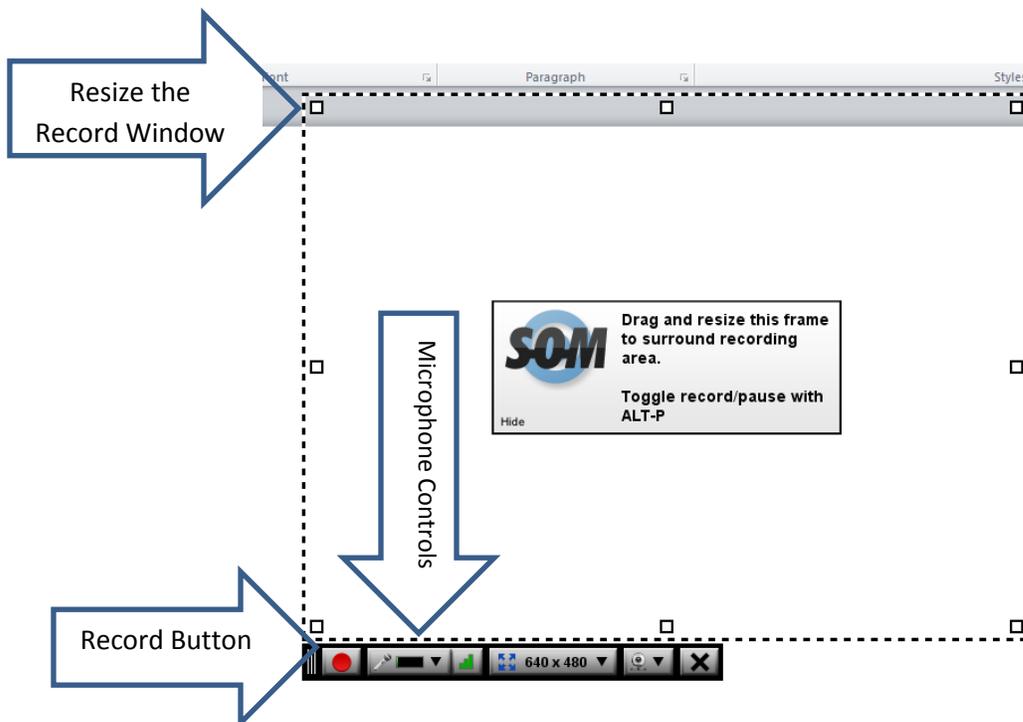
# Steps to Posting a Screencast on Schoolwires

**Definition:** Screencast-o-matic is a free online screen recorder used to create screencasts.

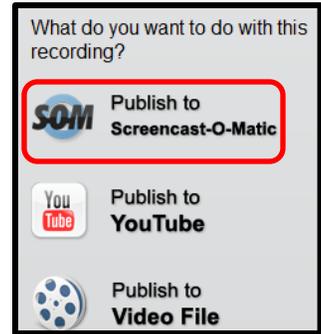
1. Go to the Z drive. Install the Screencast-O-Matic software by double clicking on the icon. **Note: This method of installing allows the process to be advertisement free.**



2. After the install, **search** for Screencast-O-Matic in your programs list and **open** the application. Sometimes you are prompted to pick a version. If so, select **Use Free Version**.
3. A dotted window will appear. Place the dotted line around the area that you would like to record. Check to make sure that your microphone is turned on and then select the red **record button**. After you hit record, a **Done** button will appear. Select this button when you are finished.



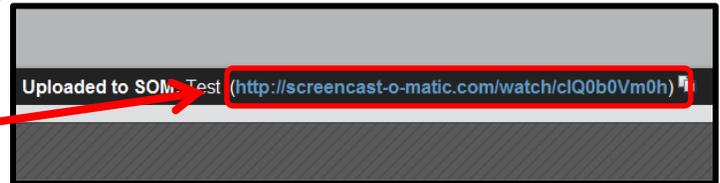
4. You will be given three choices as to what you would like to do with the completed screencast. You should **publish** it on Screencast-O-Matic.



5. You will need to **create an account** to publish. After you create the account, you should select the **Publish to Screencast-O-Matic** button again and you will be brought to a menu. After you title the video, please select **Upload to SOM**.



After you title the video, please select **Upload to SOM**.

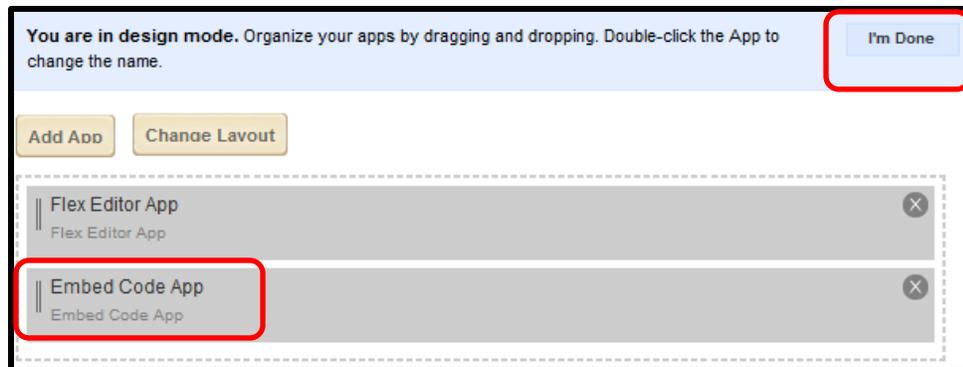


6. Finally, click on the link at the top of the screen when the upload is complete. This will bring you to a page that contains the **Embed Code**. Copy the embed code to place into Schoolwires.



7. In Schoolwires open the page that you would like to add the Embed Code.

8. Sign-in and go to the **Site Manager**. Add an **Embed code app** to the page. Do this by selecting: **Manage Apps & Layout**→**Add App**→**Embed Code App**. Then select **I'm Done**.



9. Finally, go back into the Embed Code App and paste your code from Screencast-O-Matic. Select save and your video will appear.

