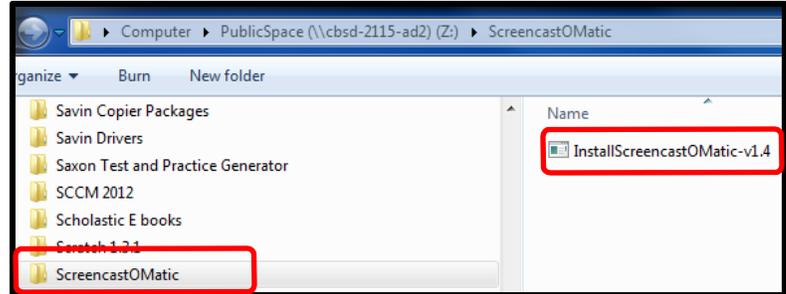


# Screencasting a Video for PowerPoint

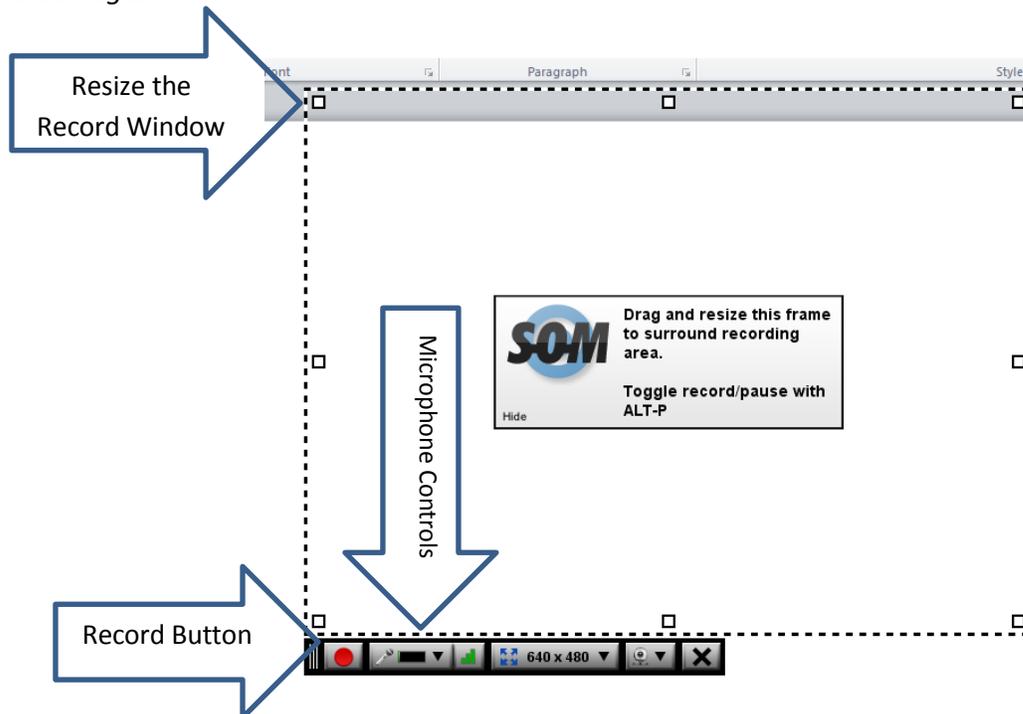
1. Go your schools "Shares" folder which is letter "O". Install the Screencast-O-Matic software by double clicking on the icon. **Note: This method of installing allows the process to be advertisement free.**



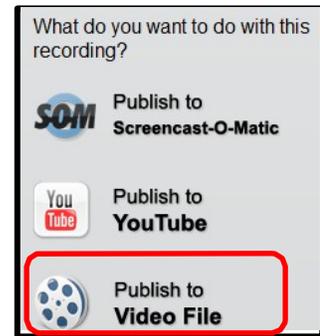
2. After the install, **search** for Screencast-O-Matic in your programs list and **open** the application. Sometimes you are prompted to pick a version. If so, select **Use Free Version**.
3. A dotted window will appear. Place the dotted line around the video that you would like to record. After you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



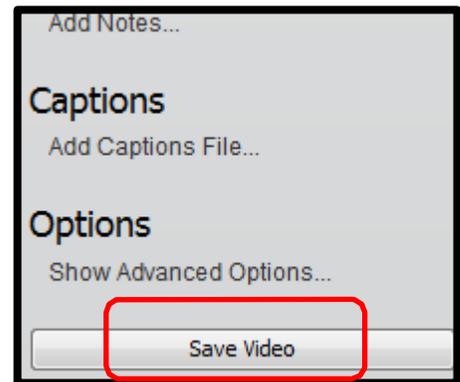
*Note: This will record without sound which is perfect for a 6<sup>th</sup> Grade Assessment. If you need sound, please ask your teacher to watch the tutorial on how to record sound on the Assessment Resource Page.*



4. You will be given three choices as to what you would like to do with the completed screencast. You should **Publish** to Video File.



5. Finally, save the video to your I-Drive by selecting the **Save Video** button.



6. Name the file and then insert the video into PowerPoint.

