Using Screencastify
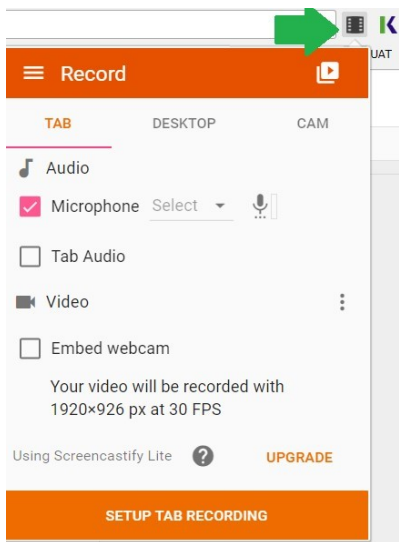
There are options for free recording software available online. An example of recording software is [Screencastify - Screen Video Recorder](#), which is a Google Chrome extension and records free up to 10 minutes.

- If you are using Screencastify, review the directions below for recording in Screencastify. If you are using different software, refer to the directions that accompany that software.
- Try to practice your speech in front of an audience. The audience could be your family, friends, and coworkers — anyone who can sit and watch you present will be fine. This will make you more comfortable when you record your speech and with presenting in general. It will also give you a chance to interact with your audience and see what kind of responses they may have to the different points you are making. Be sure that your presentation addresses all the elements in the specific unit directions (review the Assignment Rubric located in Grading Rubrics) and adheres to the time limit.

Screencastify Directions

- Using CHROME as your browser, add the [Screencastify - Screen Video Recorder](#) extension. This will appear as a filmstrip icon in your address bar.

- Next, you will need to setup Screencastify.
  - Begin by clicking on the icon.
  - You will be prompted to provide permission to access your connected audio and video devices. Please select "Allow" to grant access to using your microphone and using your camera.

- o o You also have the capability of designating where your videos are saved

  (such as your computer's hard drive or directly to your Google Drive).

- Once you are ready to record, activate Screencastify by selecting the icon. A small window will appear below the icon.
- Select from one of the following options:
  - o **Tab:** This will ONLY record your current browser tab on Chrome that you are working on.
  - o **Desktop:** This records your entire desktop and will allow you to move from application to application or record display multiple active applications on your desktop.
  - o **Cam:** This records you and will only be an option if a webcam is detected on your device. o *Please Note*: These options above will request additional permissions so that you may use the tools and features available from Screencastify.
- Ensure both **Microphone** and **Embed Video** (only in Tab and Desktop options) settings are selected.

  o *Tip:* If using the Desktop recording option, deselect the "Show preview window" options or minimize the Screencastify Live Preview window that appears when recording starts, so that it does not appear in your final recorded video.

- Click on the orange Recording button along the bottom of the menu to begin your recording. You will then hear a countdown "3, 2, 1", at which point the recording will begin, which will be indicated by a red circle on the Screencastify icon in your address bar.
- To stop recording, press the Screencastify icon and select "End Recording" or select "Stop" from the Screencastify Live Preview window. This will bring you to a screen with your recording.
- Under "Download" select to export as MP4.
- Your MP4 file will take a few seconds to appear. Choose to download MP4.
- Submit your file to the appropriate Dropbox for your assignment.