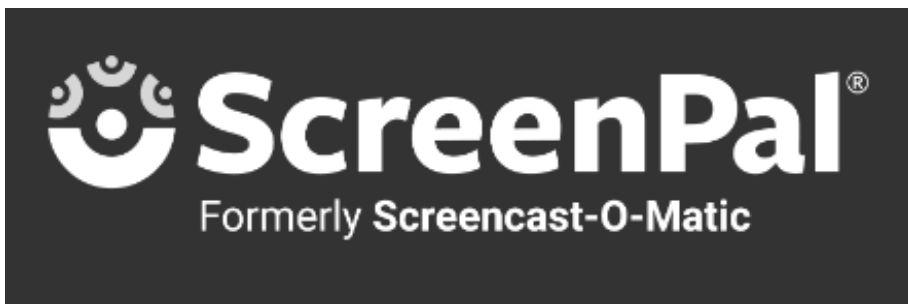# CII TechGuide

How to Use ScreenPal

(formerly Screencast-o-Matic: SoM)

This TechGuide includes support for the following items:

- ☐ What Is ScreenPal?
- ☐ Why Use ScreenPal?
- ☐ How to Access ScreenPal
- ☐ How to Get Started with ScreenPal
- ☐ How to Store & Share the Videos
- ☐ How to add Closed Captioning

What is ScreenPal?

ScreenPal is a web-based tool that can be used to record visual content on a computer screen (also known as screencasting). The recording can include video from a webcam as well as audio from the computer itself (sounds made by the computer) or from a microphone.

Why Use ScreenPal?

- Record and narrate a presentation using a visual presentation tool such as PowerPoint, Prezi, or a series of images.
- Create a video tour of a website.
- Explain or discuss a visual image (e.g. artistic work, bodily system, map, etc).

- Demonstrate how to use a piece of software or app (e.g., how to insert a graph into an Excel worksheet, how to format a document in Word, how to create a scatterplot using Desmos, how to change a theme in PowerPoint, etc.).
- Demonstrate how to do something in your Moodle course (e.g., show students how to submit an assignment, take a quiz, or complete a discussion board post).

How to Access ScreenPal

Faculty are welcome to access the free version of ScreenPal by simply going to the app's website. However, if you'd like access to one of the "pro" licenses that we have available for Regis Faculty, then please send an email our Instructional Designer, Diana. She will send you the form to complete and then provide you with the information on how to access the pro version of ScreenPal in a confidential email. Note that the free version has a 15-minute limit on screencasts and does not provide many of the editing features that the pro version provides.

How to Get Started with ScreenPal

The following are video resources from ScreenPal on how to get started and become familiar with ScreenPal's options and tools.

- Main tutorials page
- Introduction to ScreenPal (2 min)
- Saving the video to ScreenPal (2:22 min)
- Saving the video file (1:46 min)
- Editing the video: adding captions (1:58 min)
- Editing tools: deluxe editor (4:14 min)

How to Store & Share the Videos

It is recommended that you both save the video file to your computer and upload the recording to ScreenPal. Once you've done that, there are several ways you can put it online for your students or others to access.

Add a Screencast to your Moodle Course via SoM LTI

Adding your screencast directly to your Moodle course via the built-in LTI is the recommended option in most cases including for course lectures, demonstrations of technology tools, and interactive presentations. Please see the TechGuide on Steps to Add a Screencast to your Moodle Course for the details on how to accomplish this.

OneDrive (O365)

It is recommended that you save your ScreenPal video files to your OneDrive. This strategy accomplishes two goals: (1) it provides a backup to the files stored in ScreenPal itself, and (2) it provides a way for you to share the files with others outside of Moodle.

Steps to save a screencast to your One Drive and get a URL to share:

1. Log into Office365 with your Regis credentials (remember that the log-in will be your username: ab123456 with @regiscollege.edu--it will not be your first/lastname@regiscollege.edu): http://portal.office365.com/
2. On the next screen, Select "OneDrive".
3. On the next screen, Select "Upload".
4. Select "Files".
5. Locate video file on your computer.
6. Select Open.
7. Once video is uploaded (a notice will typically appear on the right of the OneDrive screen), scroll down to locate it (if you have your files listed alphabetically).
8. Select the circle next to the file so that a checkmark appears and the file is highlighted in dark gray.
9. Select "Get Link" below the OneDrive banner at the top of the page.
10. Under "Share 'Video Title.mp4", select the link that starts with "Only People in Regis College..."
11. Make sure that "Allow editing" is NOT checked.
12. Select "OK".
13. Select "Copy" to copy the link to your clipboard.

You can also watch this video on [How to Upload a Video into OneDrive](#) (3:07 min).

YouTube

Regis College does not endorse or require the use of YouTube as an institutional tool. However, given its central and powerful role in making video easy-to-access, accessible, and free toolset, it would be remiss to not mention it here. Keep in mind whether using YouTube, OneDrive, or even Moodle, faculty should not violate FERPA by providing personal information of students about their performance in your courses. Be sure not to share any confidential Regis information to audiences who should not have access.

Steps to save a screencast to YouTube and get a URL to share:

1. Go to [YouTube.](#)
2. Create an account or sign in using an already-existing account.
   a. If you have uploaded video to YouTube before, you should be fine, but if this is your first time, you'll be asked to Activate your YouTube Channel before being able to upload. This is a 1 time occurrence.
3. Select the upload button (an arrow) in the upper right corner.
4. Before uploading files, select the publicness of the video:
   a. Public videos and playlists can be seen by and shared with anyone.
   b. Private videos and playlists can only be seen by you and the users you choose.
   c. Unlisted videos and playlists can be seen and shared by anyone with the link.
   d. While the Private option may seem appealing, you will have to enter individual emails for access for each video. If this is educational content, you might consider Unlisted.
5. Select "Select files to Upload" (Note: you can upload more than 1 video file at a time)
6. Locate video file.
7. Select video file.
8. Select "open".

9. On the next screen, you can edit the video title and description.
10. Select "Done."
11. If you do not create closed captions with SoM, you can edit the automatic closed captions on YouTube videos. This resource can help walk you through that process: [Captioning YouTube videos](#).
12. YouTube will then provide you with a link that you can copy.

You can also watch this video on [How to Upload a Video to YouTube](#) (3:59 min).

Add a Screencast to your Moodle Course via URL

Adding a screencast to your Moodle course as a URL is also an option. Note that adding a screencast via this method will result it it looking (visually) the same as any other URL in your course. If you want the ScreenPal icon, then you should add the screencast via the built-in LTI as instructed in this [TechGuide](#).

When you have a video link either from OneDrive or YouTube, here is how you can go about placing it in Moodle as a URL.

Steps to add your screencast to Moodle as a URL:

1. Now that you have the link to the video copied to your clipboard, login to Moodle ad navigate to your course.
2. Turn on course editing..
3. Navigate to the section that you want the video to be in.
4. Click on "add an activity or resource".
5. Select the resource: "URL".
6. On the next page, provide a descriptive name, e.g. "Course Subject Lecture 1: (4 min)".
   a. Recommended practice: include video duration in the video title in parentheses.
7. Provide a description if warranted (e.g. questions for students to think about while watching or an introduction to how the video relates to other course content).
   a. If you want the description to be visible to the students on the course page, check off the appropriate box below the description.
8. In the Content section, paste your link into the box labeled, "External URL".
9. Select "Appearance."
10. In Display, select "New Window".
11. Select "Save and display" to verify that it worked.

How to Add Closed Captions

If the screencast is being used for instructional purposes, then it is legally required to be accessible to all learners. Ideally, that means it should include closed captions.

The "pro" version of ScreenPal includes the ability add closed captions directly from the audio. This is the easiest method and the one we recommend. You can watch this video on [How to Add Captions](#) (1:58 min) to learn how to use this method. If you'd like to learn about the other methods to add captions, then you can watch this video on [Captions](#) (1:50 min).