

Screencastify - Record, Save to your Google Drive and Share Recordings

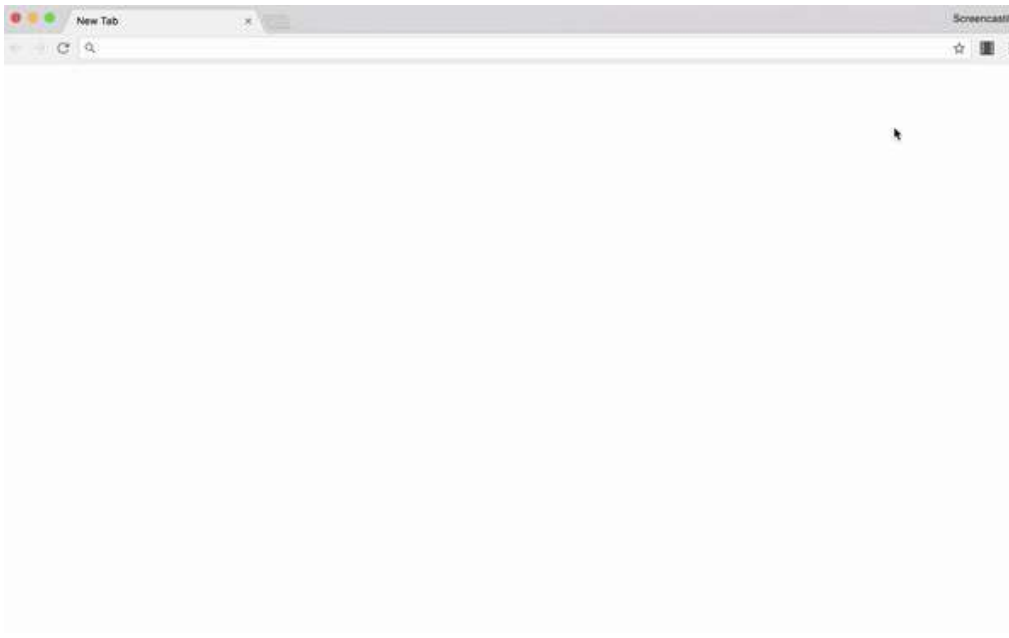
Before You Begin

Before doing this, you should have already installed Google Chrome, installed the Screencastify Extension and created a Google account. You will be saving recording to your Google Drive - a free app that comes with a Google account. If you haven't installed Chrome or the Extension yet, head over to the [Machine Ready](#) section, choose the installs link for your machine at the bottom of the page and get them installed.

Starting A Recording

1. Click the Screencastify extension icon.
2. Choose what you want to record: your browser tab, entire desktop, or webcam.
3. To narrate over your recording using an internal or external microphone, check the box next to Microphone.
4. To capture the audio originating from within your browser tab or application (e.g. from a video being played), check the box next to Tab Audio or System Audio.
5. Embed your webcam (optional - tab and desktop recordings only).
6. Click **RECORD**. You'll see and hear a countdown, and then your recording will begin.

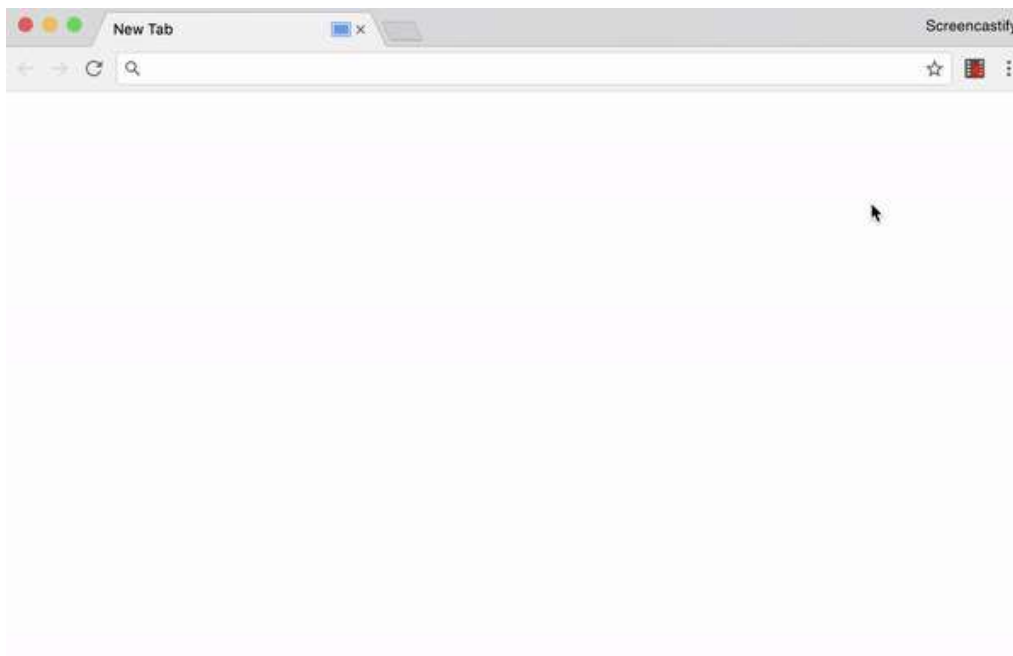
Note: *When Screencastify is recording, a red dot will appear in your extension icon.*



Ending A Recording

1. To end a recording, click the extension icon again (or use a keyboard shortcut) and click **END RECORDING**.
2. When you end a recording, you will automatically be taken to the recording's Video Page, where you can edit, save and share your recording.

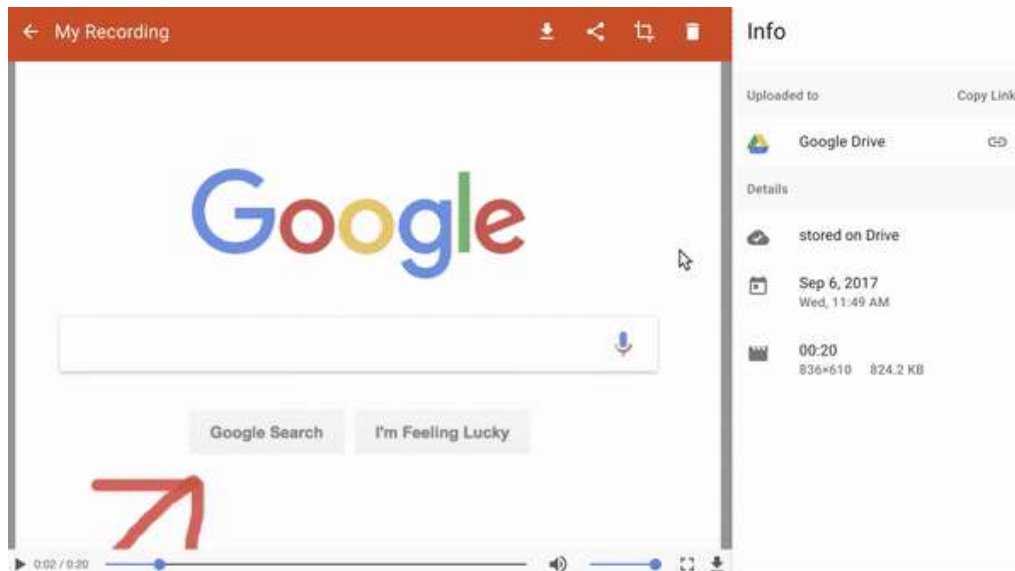
Tip: You can also pause and resume a recording.



Save a Recording to your Google Drive

After connecting Screencastify to your Google Drive (highly recommended and you should have already done this in the Machine Ready installs section), every recording you make will automatically be saved to your Google Drive in a folder called "Screencastify".

You can confirm that your recording has successfully been saved to your Google Drive in the right sidebar of the Video Page.



This process could take a few minutes, depending on how long your recording is.

Important: if you delete a recording in Screencastify, it will also be deleted from your Drive. If you move a video out of the "Screencastify" folder in your Drive, you will no longer see it in Your Recordings in Screencastify.

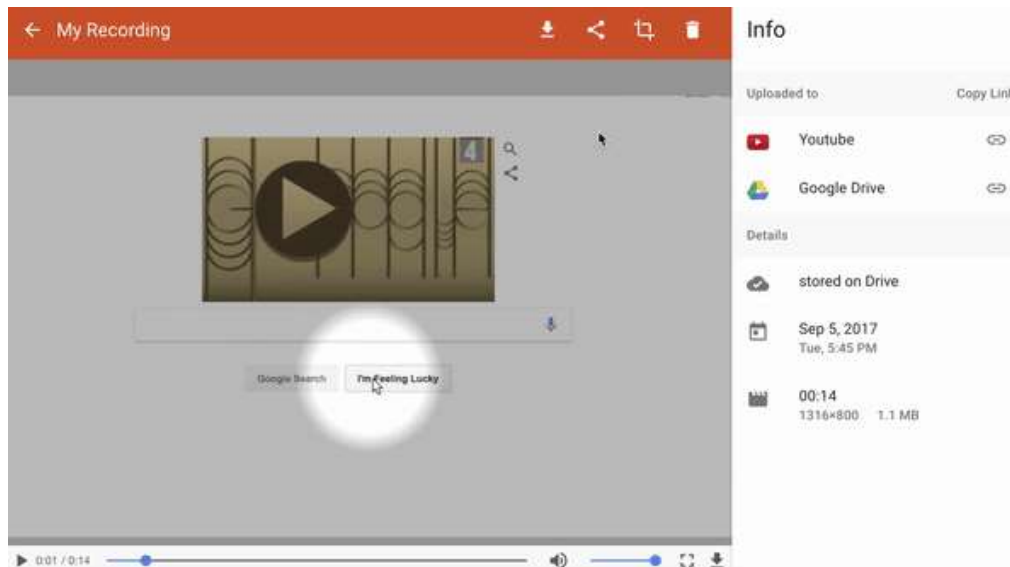
Note: Your recording may appear blurry in your Google Drive immediately after uploading because Google processes the low-res version first. The full-resolution version of your video will be available within 15 minutes.

Share a Recording with a Google Drive Link

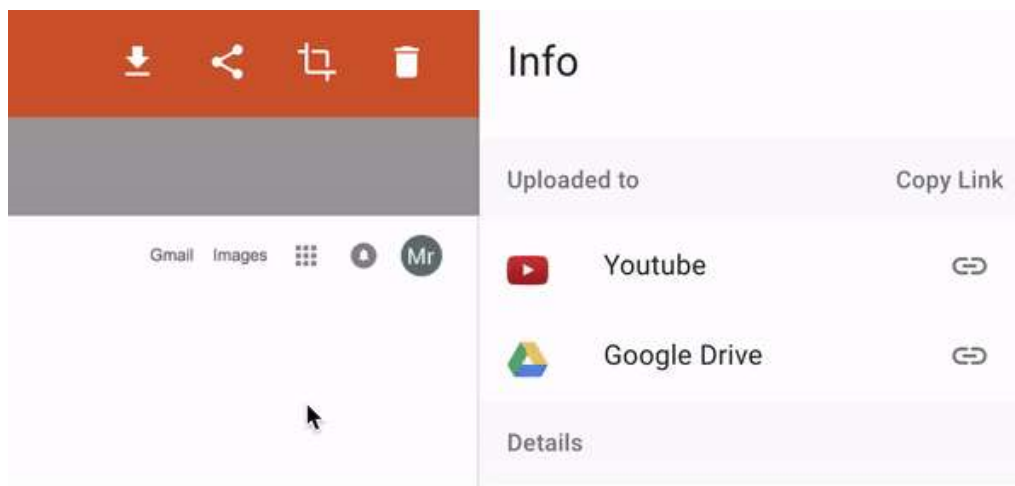
If your Screencastify account is connected to your Google Drive (highly recommended and you should have already done this in the Machine Ready installs section), you can grab a link to your recording and share it wherever you'd like.

There are two ways to get the Drive link for a recording. The first:

1. From the Video Page, click the **Share** icon to open sharing options.
2. Select **"Google Drive"**.
3. Click **GET LINK** to generate and reveal the shareable link.
4. Select your desired privacy settings for the recording.
5. Click **COPY LINK** to copy the link to your clipboard.



The second way to get the Drive link for a recording is by simply clicking the **Paperclip** icon next to "Google Drive" in the sidebar of the *Video Page*. The shareable link to the recording will automatically be copied to your clipboard.



Tip: If your Screencastify account is connected to your Google Drive, all of your recordings will automatically be saved in a folder called "Screencastify" in your Drive.

If you make the entire "Screencastify" folder shareable, then anybody who has a link to that folder will be able to view all of your past and future recordings.

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