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## Introduction to Screencastify

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Screencastify is a free, easy-to-use video recorder and editor, available as a free browser extension through Google Chrome.

### Installing Screencastify

- Open the home page of Screencastify at [screencastify.com](https://screencastify.com) in a Google Chrome browser and install the extension.
- Click the "Start creating free" button.
- Click "Sign up with Google" and select a Gmail account to use. Note that if you are using your Northeastern or Husky Gmail, you may not be able to use the Screencastify extension, so it is recommended that you use a personal Gmail account. You can click "Allow" to let Screencastify access your Google account.
- Select your role
- Click "Create Account." You will then be redirected to your Screencastify dashboard.
- Click "Get Chrome Extension." You will be directed to Screencastify's Google Chrome Web Store page.
- Click "Add to Chrome" in the top right corner.
- The icon for Screencastify is a pink arrow and should appear in your Chrome toolbar in the top right of your screen.
- Click on the icon for Screencastify in your Chrome toolbar, and you will be prompted to sign in with a Google account. After setting up your account, you will be asked to enable your webcam and microphone permissions.

### Recording with Screencastify

- To record, click on the icon for Screencastify in your Chrome toolbar. You can choose to record a specific tab on your browser, record your entire desktop window, or record yourself through the webcam. Select one of the three options and click "Record."
- You can also embed your webcam (the built-in camera on your computer) when sharing a browser tab or your desktop window by toggling the option "Embed Webcam" in Screencastify. This will include your webcam video in the recording.
- **Note** that Screencastify allows a limit of up to 10 recordings for free. Deleted recordings still count towards that limit.
- Once you click "Record," there is a default countdown of three seconds before the recording begins. This can be extended or shortened by clicking "More Options" in Screencastify.

- You can pause the recording via the "Pause" button or end the recording using the "End" button. You can find both buttons by clicking on the Screencastify icon from your Chrome toolbar extensions.
- Screencastify includes a toolbar that you can use to draw on your screen. This will appear on the bottom left of your screen while you are recording. You can click and drag the toolbar to move it around on your screen.
  - Note that there are some websites that you cannot annotate or draw on. [See this page for descriptions and a list of websites](#) that you cannot annotate.
  - This toolbar allows you to make freeform annotations, draw, highlight information by using the "Rectangle" button, or add stickers to the screen via the "Stickers" tool. To remove any additions, you can use the "Eraser" tool.

### **Editing with Screencastify**

- After stopping your recording, you will be directed to Screencastify's video trimming and sharing page.
- To open the Video Editor, click on "Open" in Editor, or navigate to [edit.screencastify.com/edit](https://edit.screencastify.com/edit). You can trim a video by clicking and dragging the edges of a clip. Video clips can be split via the "Cut" button.
- Screencastify allows users to crop the video frame to a selected area, or zoom in to a selected area as needed. To do so, click on the video frame you wish to edit in the progress bar and select the "Crop" or "Zoom" tool. To zoom in on the progress bar, use the "Zoom In" and "Zoom Out" tools on the toolbar.
- You can choose to blur out part of the video frame using the "Blur" tool. Click on the desired frame in the progress bar and blur the selected area.
- To add text to a video frame, select the "Text" tool and type in the text box. You can add multiple text boxes using the "Text" sidebar to the right. There are limited options for text font, color, and size. When you are done adding text, click "Done".

### **Exporting and Sharing with Screencastify**

- Screencastify allows you to save videos to your Google Drive, download them as a webM file, or export to YouTube (note that there are some limitations on exporting to MP4 from Screencastify, but webM formats are well supported).
- To export, navigate to your Video Library and click on the video you want to export.
  - To save to your Google Drive, click on "Export Video" and select "GoogleDrive." Click on "Copy Drive Link," which will copy a link through which you can view and share your video.
  - To export as a webM file, click on "Export Video" and click on "Download Drive File." You will be redirected to a page with your video, from which you can click the download icon on the top right to export to your device.

- To export a video to YouTube, click on "Export Video," and select "Export to YouTube." Note that you must have a readily available YouTube channel in order to export your video. The video will include a Screencastify logo when using the free version.

### **Tips and Resources for Using Screencastify**

- For the free version of Screencastify, there is a limit of ten videos. The limit is for the videos taken, so deleting a recorded video will not reset the limit.
- Similarly, there is a thirty-minute limit for video clips in the free version of Screencastify, so plan accordingly when recording your content.
- Screencastify Resources:
  - Help Center: <https://learn.screencastify.com/hc/en-us>
  - Hub (Videos, podcasts, webinars, and blog posts on using Screencastify): <https://www.screencastify.com/education/resources>
  - University (Tutorials, tips and tricks, certification courses, and live training sessions): <https://www.screencastify.com/education/university>
- [DITI Data Privacy handout](#)