



Introduction to Screencastify

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

Installing Screencastify

- Open the home page of Screencastify at screencastify.com in a Google Chrome browser and install the extension.
- The icon for Screencastify, a pink arrow, should appear in your toolbar. This can be managed through your browser settings, under the Extensions tab.
- 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 the Screencastify icon in your Chrome toolbar. You can choose to record a specific tab on your browser, your entire desktop window, or record yourself through the webcam. Select one of the three options and hit Record.
- You can also embed your webcam when sharing a browser tab or your desktop window by toggling the option for Embed Webcam in Screencastify.
- Once you hit 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 or stop the recording via the Pause button or red square on the Screencastify toolbar that will appear at the bottom of your screen. You can click and drag the toolbar to move it around on your screen.
- Screencastify includes a pen tool that you can use to make freeform annotations or drawings on the screen. You can also highlight information by using the rectangle tool 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 tool.
- To open the Video Editor, click on Open in Editor, or navigate to 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 tool.

- 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/Zoom Out tool on the toolbar.
- You can choose to blur out part of the video frame using the Blur tool. Click to 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 on 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 or download them as a webM file. The free version of Screencastify does not allow you to export as an MP3 or MP4 file.
- You can directly export a video to YouTube from the Video Editor Page under the Export Video menu. Select “Export to YouTube” and export to your YouTube Channel. 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.
- To convert a webM file into MP4, you can upload your file to Veed.io at the following link: <https://www.veed.io/convert/webm-to-mp4>.
- Alternatively, you can convert a webM file in VLC Media Player by using the Convert/Save option under the Media menu. VLC Media Player is available for download at <https://www.videolan.org/>.

Tips and Resources for Using Screencastify

- For the free version of Screencastify, there is a storage limit of ten videos. If working with multiple takes or clips, be sure to export and delete as needed.
- Similarly, there is a thirty-minute limit for video clips in the free version of Screencastify, plan accordingly when recording your content.
- Screencastify Help Center: <https://learn.screencastify.com/hc/en-us>
- Screencastify Resource Hub (Videos, podcasts, webinars, and blog posts on using Screencastify): <https://www.screencastify.com/education/resources>
- Screencastify University (Tutorials, tips and tricks, certification courses, and live training sessions): <https://www.screencastify.com/education/university>