Screen Recording

Time required: 30 minutes

Use Screen Recording Software to Document How to Use Windows

In IT, we do a lot of training of end users. A screencast is a good way to show a user how to do something. The recording can be viewed again and again by multiple people.

This assignment requires a microphone. A webcam would be useful. Make a screen recording with a voiceover to teach end users how to use Windows. Do the following:

1. Screencast-O-Matic offers free software to make a screen recording with voice and video. Go to www.screencast-o-matic.com
   NOTE: You can use other screencast software if you wish.

2. Launch the online video recording software. You might be required to download and install the software.

3. Select a Windows feature to explain. For example, you can explain how to open and close an app, install, or uninstall an app, create a shortcut, empty the Recycle Bin, or use the Start menu. You or your instructor might have other ideas.

4. Make a screen recording that explains how to use the Windows feature you selected. The recording should be no longer than two minutes. Explain the steps as you go. The software records your screen movements, your voice if a microphone is detected, and video if a webcam is detected.

5. View the video. If you see a problem, record it again.

Assignment Submission

Insert a link to the Screencast in the assignment submission.

NOTE: Do not attach a video file.