



# Manual of Creating Screencast-O-Matic® Learning and Teaching materials



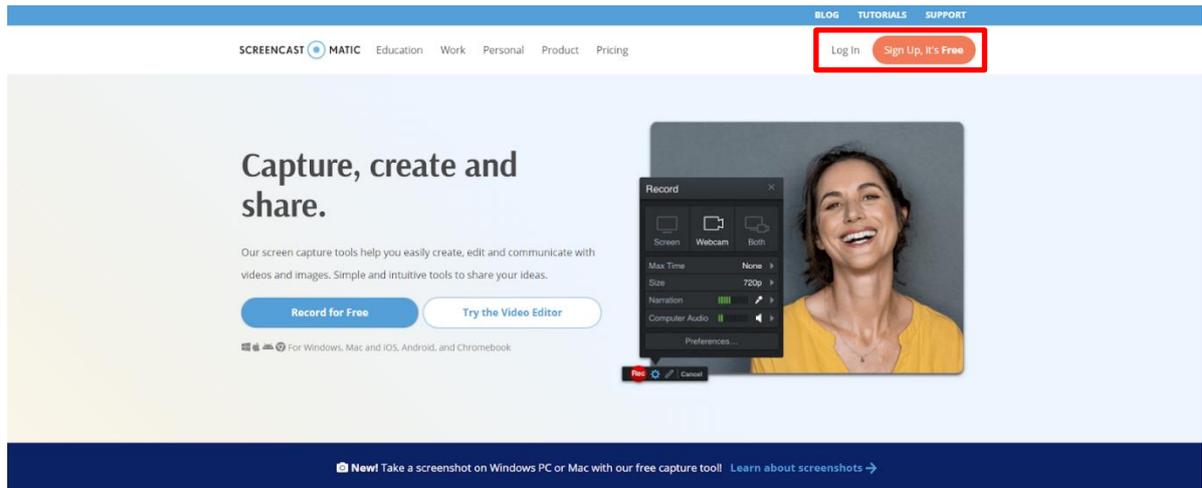
香港中文大學 學習科學與科技中心



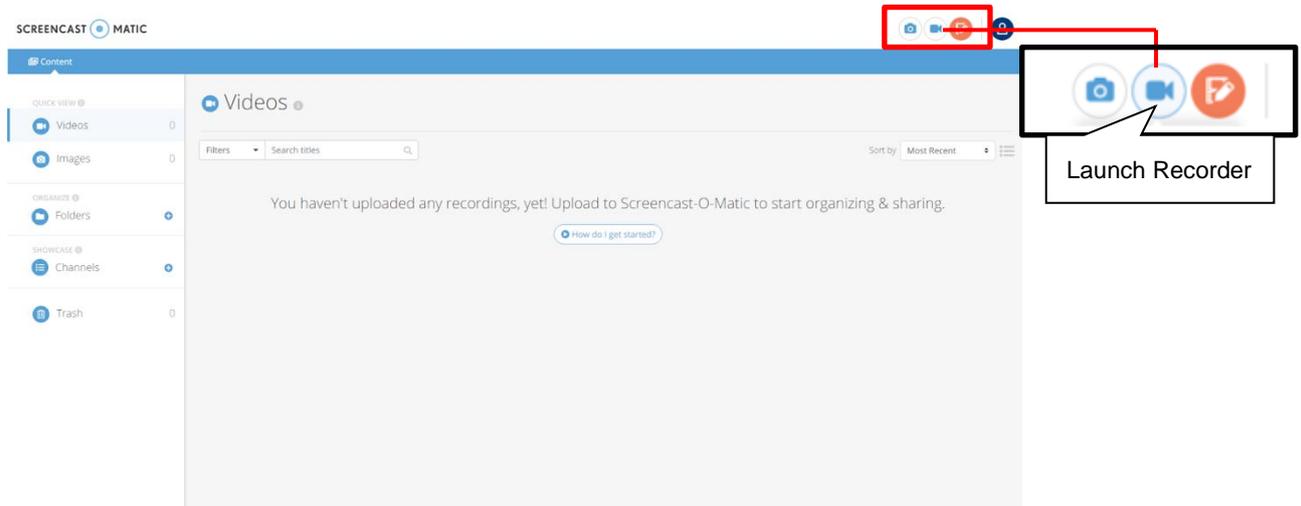
Curriculum Development Institute, Education Bureau

e-Learning in Geography Series (19): Workshops on using information technology to develop flipped classroom and online learning and teaching materials in geography (New)

Step 1: Create an account or login Screencast-O-Matic® <https://screencast-o-matic.com/>



Step 2: Enter "My Video" and choose "Launch Recorder" to create a new video.



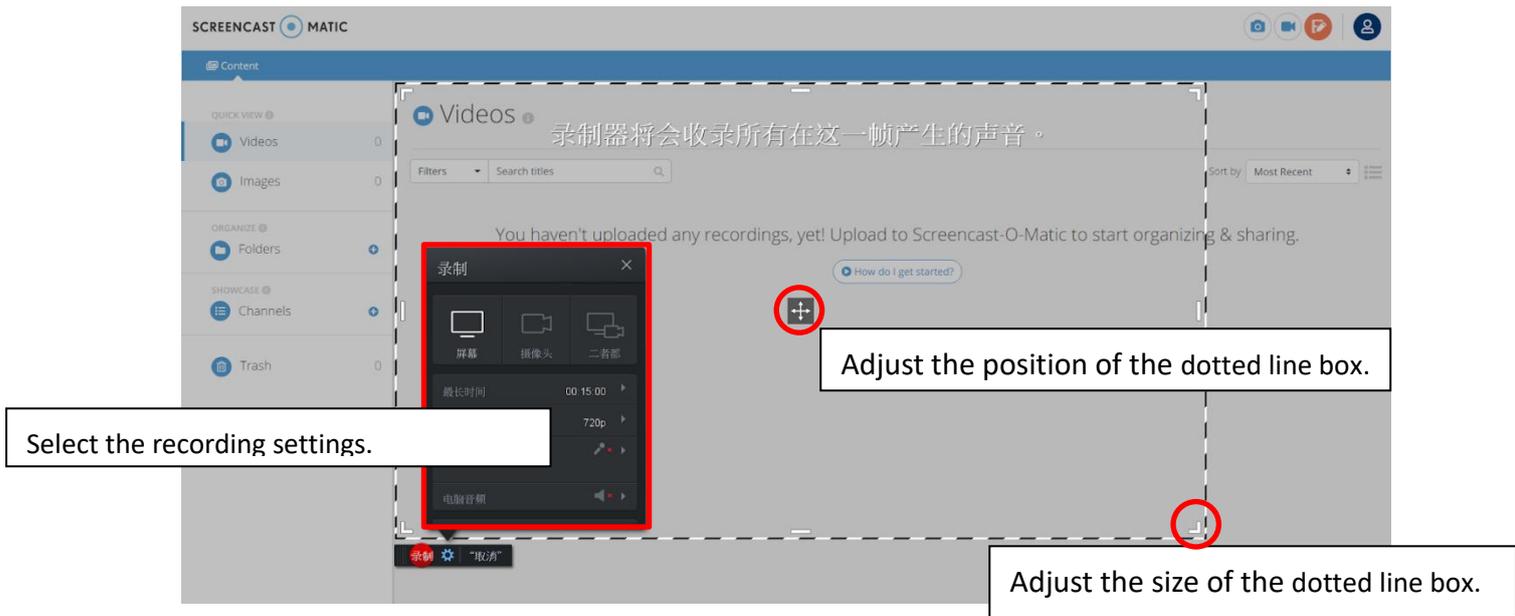
### Step 3: Download and open WebLaunchRecorder.exe

The screenshot displays the Screencast-O-Matic web interface. The left sidebar shows navigation options: Content, QUICK VIEW (Videos: 0, Images: 0), ORGANIZE (Folders: +), SHOWCASE (Channels: +, Trash: 0). The main area is titled 'Videos' and contains a search bar and a message: 'You haven't uploaded any recordings, yet! Upload to Screencast-O-Matic to start organizing & sharing.' with a 'How do I get started?' link.

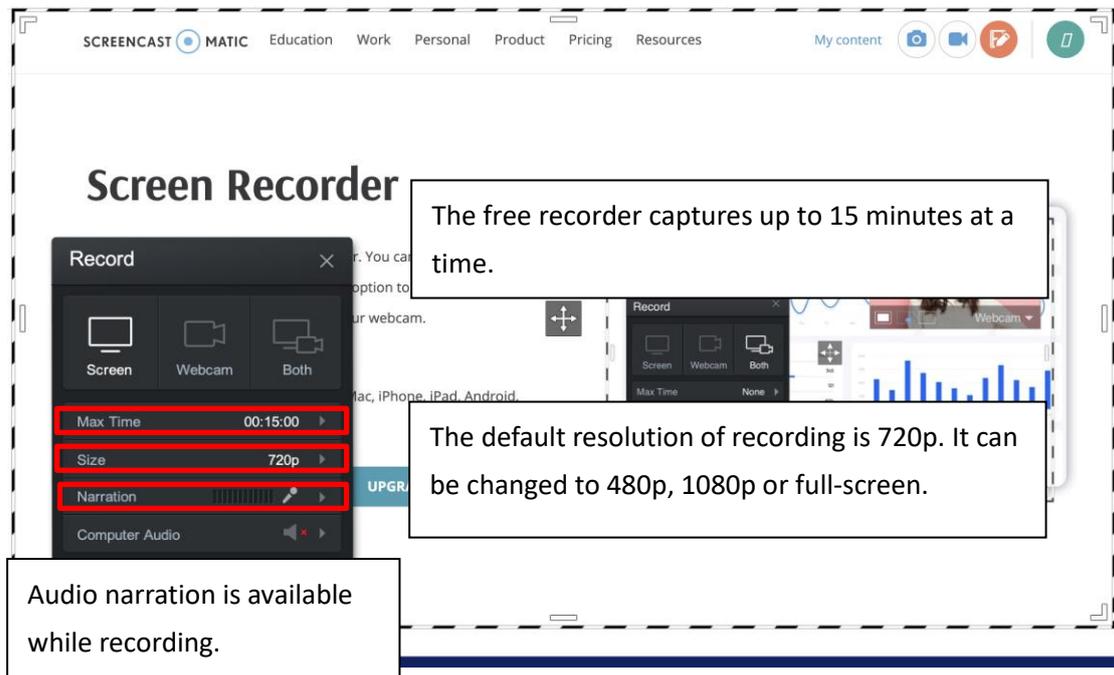
Key elements in the screenshot include:

- A green callout box: 'Click WebLaunchRecorder.exe' pointing to the taskbar.
- A taskbar icon for 'WebLaunchReco...exe' highlighted with a red box.
- A 'Downloaded Launcher' notification: 'Downloaded Launcher' with a checkmark and 'Click WebLaunchRecorder.exe to start.'
- A dialog box asking: '要開啟「Screencast-O-Matic Launcher v2.0」嗎?' (Do you want to open 'Screencast-O-Matic Launcher v2.0'?). It includes a URL and a checkbox for automatic updates. The file name '開啟「Screencast-O-Matic Launcher v2.0」' is highlighted with a red box.
- A 'Launching...' notification: 'Launching...' with a loading icon and 'Download if nothing prompts from browser.'

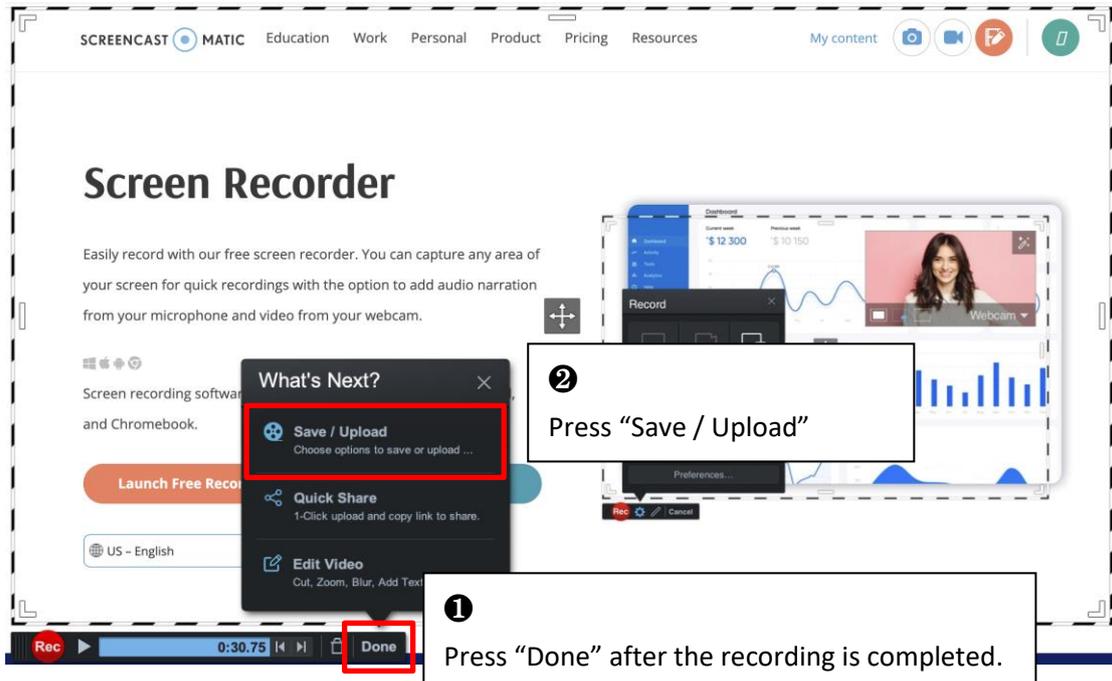
Step 4: After opening WebLaunchRecorder.exe, there will appear a dotted line box.



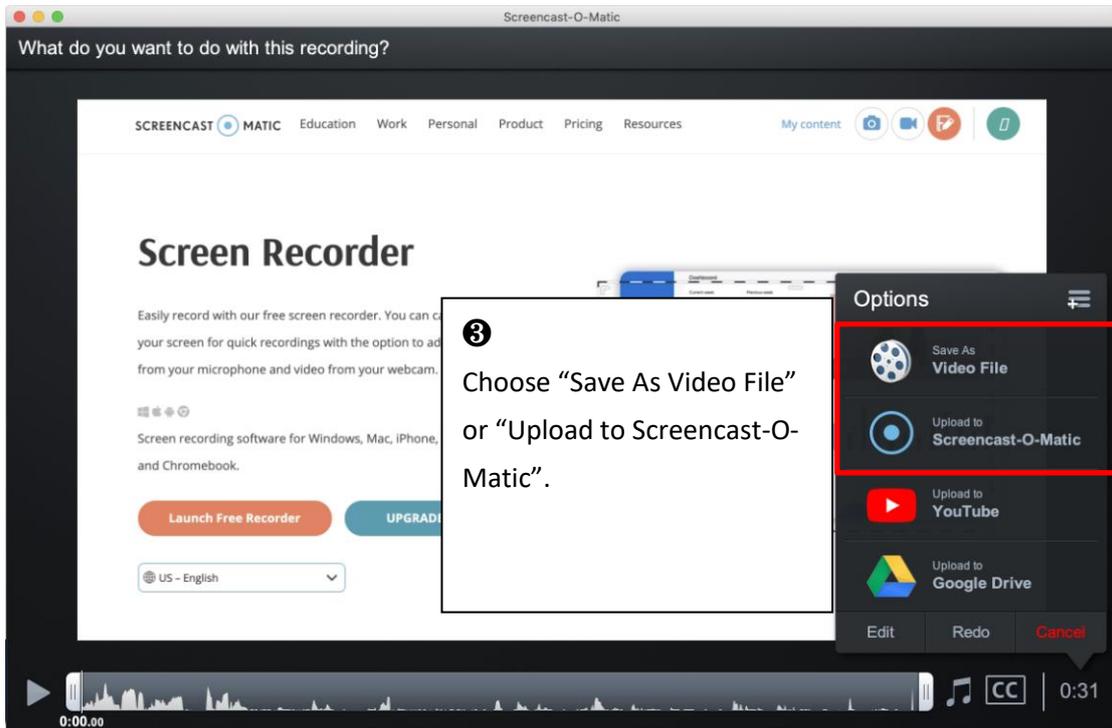
Step 5: Select the screen or web page that needs to be recorded by adjusting the dotted line box, and select the recording settings. Then, press “Rec” to start recording.

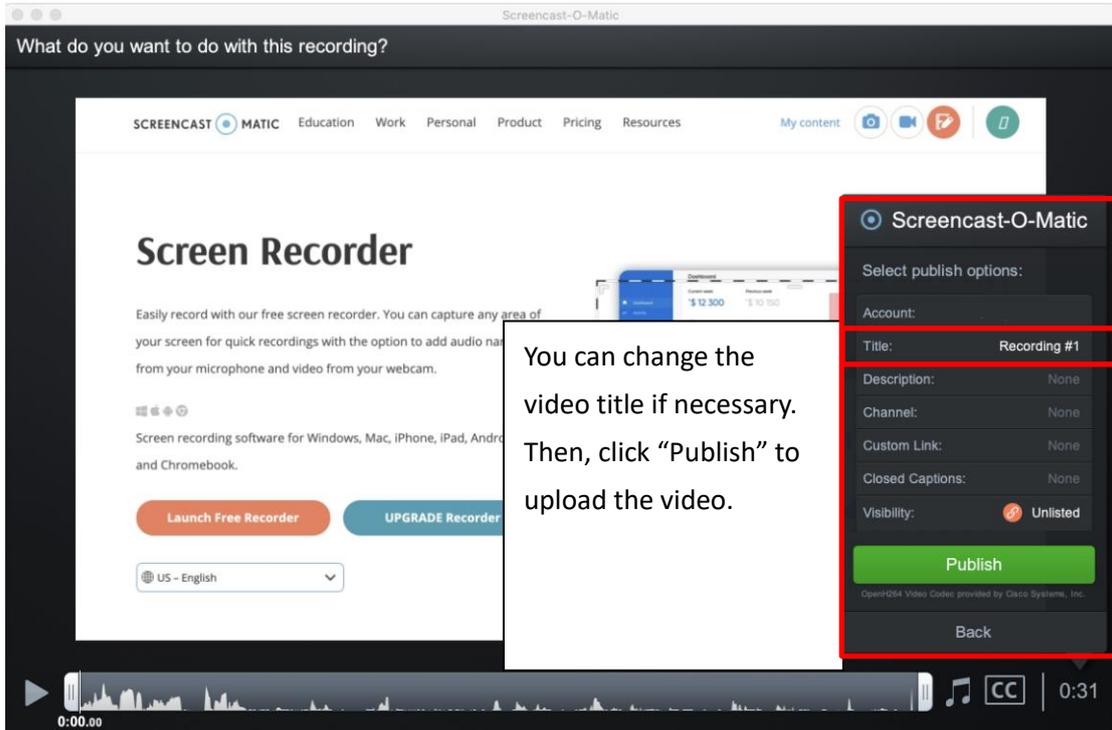


Step 6: Press “Done” after the recording is completed, and press “Save / Upload”.



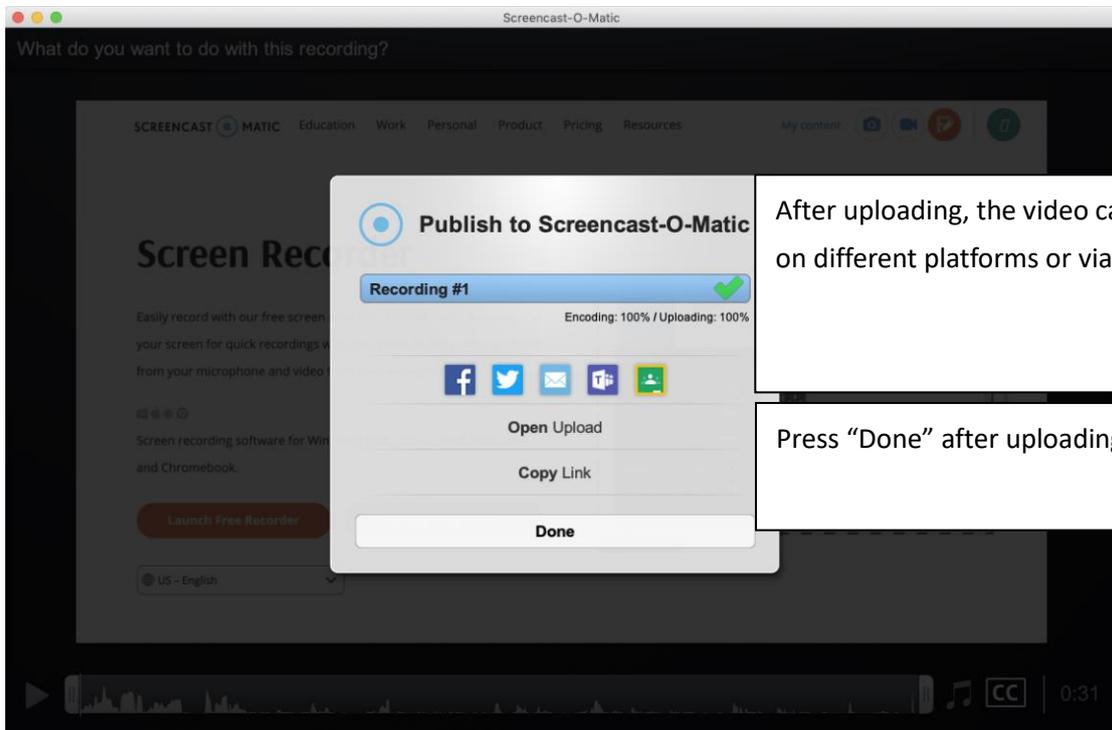
Choose “Save As Video File” or “Upload to Screencast-O-Matic”.





You can change the video title if necessary. Then, click "Publish" to upload the video.

The video can be shared on Facebook, Twitter, Mail, Microsoft Teams, Google Classroom, or save on the Screencast-O-Matic® webpage.



After uploading, the video can be shared on different platforms or via a hyperlink.

Press "Done" after uploading.