

# Creating a screencast for teaching using the BSMS laptop

## You will need

- BSMS laptop with Camtasia Studio software installed
- USB headset (headphones and microphone)
- USB flash drive (to load your presentation/materials and save your work)
- Your prepared presentation (PowerPoint and/or other on-screen material)

An internet connection is not essential for creating a screencast but will be required if showing a website/resource is part of your presentation.

## Set up

### 1. Log in to the computer

Username: .\tutor  
Password: D1agnos1s

### 2. Plug in the USB headset

It should recognise it as a known device already.

### 3. Prepare your presentation/materials

- a) Copy your PowerPoint presentation and any other files from your USB to a new folder on the desktop.
- b) Open your presentation and check it through (a bit of rehearsal can help).
- c) Open any other materials if you use them in your presentation (image/website/video).

## Creating the screencast

### 4. Open Camtasia Studio

There is a shortcut on the Desktop, or find it in Start > All Programmes > Techsmith > Camtasia Studio

### 5. Save your new project

File > Save As... > My Documents > Camtasia Studio > Add a new folder with your topic or name > Save the project in there

### 6. Record your presentation

- a) Click **Record screen** in the top left
- b) Set the recording dimensions to **Full Screen**
- c) Put on the headset and **check the Audio** is registering on the meter (if not, ensure the input dropdown is on USB Logitech headset)
- d) Click the red **Record** button (it will count down then disappear, without much indication that it is recording!).
- e) Go to PowerPoint, start the slideshow, and **give your presentation** (pretend you are presenting to a room of people!). If you make a mistake, simply leave a short silent pause with stationary mouse then try again.

**Pause = F9 and Stop = F10**; it will prompt to stop when you exit Slideshow mode or can stop it manually at any time.

### 7. Check and save the recording

- a) Preview the recording
- b) Click **Save** – save the recording in your project folder in My Documents > Camtasia Studio > your folder

### 8. Note edits for us to make

**If you need any major edits, you will need give us clear instructions**; make sure you save the project frequently as you go.

### 9. Or you can make some edits yourself

- a) **Save the project** in your folder: File > Save As...
- b) Click **Import media** and import your recording(s); double-click them and they will play in the Preview
- c) Drag a clip onto the Timeline, it will ask which editing settings: Select the bottom option **Recording Dimensions**
- d) Select a region to delete, press **Delete**.

## Pack up and return the laptop kit

Leave it with the BSMS School Office (AEB) or with the Library Desk (AEB) and let us know it is available.

We will publish the recording and pass it on to you to check at the earliest opportunity. It will end up as an online video for the students.