

Whole-Screen Capture Programs

A whole-screen capture program provides **simultaneous recording of your screen, closed captions and a video of your face** and are strongly encouraged, particularly if you are teaching a student who is deaf or hard of hearing.

Screencastify and Loom are the two recommended platforms for whole-screen capture. Whole-screen capture is recommended for all presentations, particularly when:

- Recording presentations of your screen with your narrated lesson close-captioned and your face visible for speech reading (e.g. Google Slides or Microsoft PowerPoint)
- Recording live, virtual meetings with captions (e.g. Google Meet, Microsoft Teams) posted for students who are unable to “attend” live

Screencastify

Download Screencastify at: <https://www.screencastify.com/education>

- To access the (free) education version, install the base version, select “upgrade,” and select education pricing
 - Enter CAST_COVID in the redeem coupon window to activate the one-year free upgrade
- Look for the Screencastify extension icon: 
- [How-To Video: Screencastify with Google Slides Captioning](#)

Step-by-Step Instructions:

Using Screencastify with Google Slides (also can be used with Microsoft PowerPoint).

1. Open Google Slides and “Present” your slides
2. Before starting to talk, turn on CC (Closed Captions) on the Google toolbar that will pop up at the bottom of the screen
3. Change the captions size and location(top vs bottom of the screen) to suit your preference
 - These adjustments can be made within the CC button
4. Click the Screencastify extension icon 
5. Select from the list, what it is you want to record: “Browser Tab, Entire Desktop, or Webcam”
 - Browser Tab: Records from a single internet browser tab. If you switch tabs or programs in the recording, it will stay recording the original tab you were in when the recording started.
 - Entire Desktop (most common): Records the desktop and you can switch between tabs and programs and everywhere you go on your computer will also be recorded.
 - Webcam: Just records your face

6. For *Microphone* choose whether you are using an internal computer microphone or an external microphone (external is preferred)
7. To capture the audio originating from within your computer (e.g. from a video being played or other students speaking during a live virtual meeting), click “Show more options” and Turn on *System Audio*
8. To include a video of your face as part of your recording, turn on *Embed Webcam* (Recommended)
9. Click RECORD - you will see and hear a countdown, and your recording will begin
10. When Screencastify is recording, a red dot will appear on your extension icon 
11. To end a recording, click the extension icon again and click the stop button
12. After ending, you will be directed to the recording’s *Video Page*, where you can edit, save and share your recording

Editing and Saving Screencastify:

How to edit a recording: <https://help.screencastify.com/category/133-editing-premium>

How to save and share a recording: <https://help.screencastify.com/category/134-saving-sharing>

Additional tips and tricks: <https://help.screencastify.com/category/157-tips-tricks>

Loom

Download Google extension or a desktop version at www.loom.com

- Loom Pro is available at no charge for educators and students indefinitely
- Look for the Loom extension icon 
- [How-To Video: Loom with Google Slides](#)

Step-by-Step Instructions:

Using Loom with Google Slides (also can be used with Microsoft PowerPoint):

1. Open Google Slides and “Present” your Slides
2. Before starting to talk, turn on CC (Closed Captions) on the Google toolbar that will pop up at the bottom of the screen
3. Change the captions size and location(top vs bottom of the screen) to suit your preference
 - These adjustments can be made within the CC button
4. Click the Loom extension icon in the tool bar or open the desktop version of Loom 

5. Choose what you want to record: “Screen+Cam, Screen Only, or Cam Only”
6. Choose “Full Desktop” or “Current Tab” to select what part of your screen you wish to record
7. To narrate your recorded lesson using an internal or external microphone, select “Show Advanced Options” and select either internal or external microphone by clicking on *Choose Microphone Source*
 - Internal Microphone: microphone in computer
 - External Microphone: microphone worn by presenter**NOTE: External microphones are strongly encouraged**
8. Hover the mouse over the video of your face. Use the three different sized circles to select the size of your face in the video
 - *Note: While deaf/hard of hearing students will rely on a large and clear image of your face, other students will also benefit*
9. Click START RECORDING - a screen called “Share Your Screen” will appear.
10. Click the “Share Your Entire Screen” or “Application Window” image to select what you will share.
11. You will see a countdown from 3, and your recording will begin
12. When Loom is recording, a pulsing red dot will appear on your extension icon
13. To end a recording, click the green check mark next to the video of your face.
14. To delete the recording immediately, click the red X next to the video of your recording
 - Also able to delete later if you choose
15. After ending a recording, you will be directed to the Loom *My Videos* page, where you can edit, save and share your recording.

Editing and Saving Loom:

For detailed instructions on use Loom, edit a recording, save and share a recording, and additional tips and tricks: https://www.youtube.com/watch?v=8U82_mJOER4

We are very grateful for all of your efforts. If you are using another whole-screen capture program, please let us know. Do not hesitate to contact us if you have any questions.

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