

Screen shots

Are, as the name would suggest, a shot of the screen (see examples below!)

The best tools for screenshotting are;

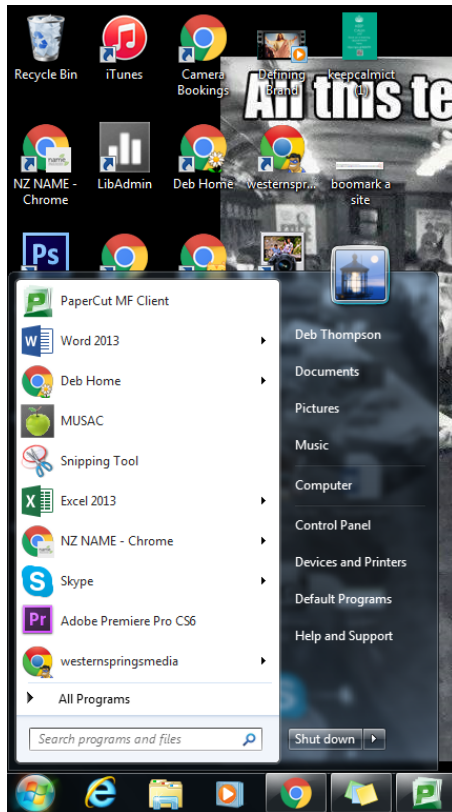
On a PC

- **Snipping tool**

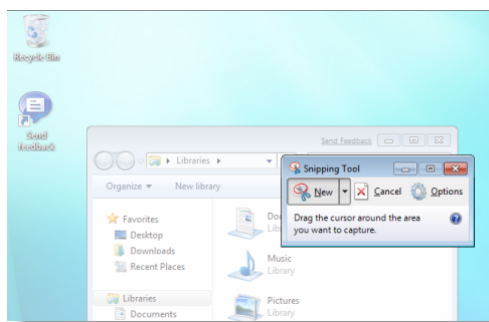
You save your screenshot to the destination of your choice

Find the snipping tool in the start menu - click on the little windows icon at the bottom left of your screen

If it's not in the menu you can search it in the *search programs and files* bar



Once you open the snipping tool your screen will look like this, but with a + sign - just drag that (it's the cursor) around the area you want to snip. It will then prompt you to save it.



On a Mac

- **Command + shift + 4**

Hold down all those keys at once and you'll get the + sign to drag over whatever you want to screenshot. Your screenshot will go to the desktop by default

My favourite, however, is **Awesome Screen Capture**. It is a Chrome extension (added to your Chrome browser from the webstore [here](#)). Your screenshot can be annotated and cropped, and you can delay the time of the capture, which allows you to include drop down menus in your shot (see the one below about screencastify as an example). Top tip: Save the screenshot on your computer when you're done, copy the link doesn't work on the free version.

Screenrecasting - can be used to give instructional videos, or as a presentation tool

You record what's happening on your computer screen with a voiceover. It's an excellent way for students to present material without writing it. For example, to explain google slides presentations. One of the easiest ways to do this is to add the Screencastify extension to Chrome, and the video you create will be saved directly into a folder (called screencastify) in your Google Drive. You can also create instructional videos for your students, so you don't have to repeat instructions squzzillion times! Or maybe the students can make them for you, or for their peers. Lots of ways to use this great tool.

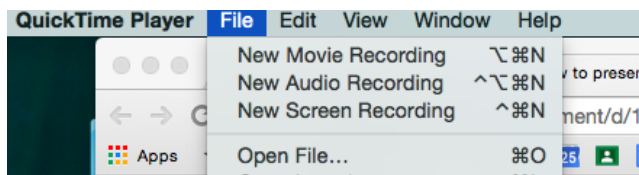
Tips for using Screencastify

- [Add the Screencastify extension to Chrome](#)
- While you are recording the icon has a red button
- You can click this button to pause or stop the recording
- There is an option while you are recording to annotate your presentation (highlight, draw circles around stuff etc). The toolbar will open while you are recording.
- Lastly - after you finish recording you can name your recording, trim it and get a link to find it in your Drive (although, by default it goes straight into a Screencastify folder in Drive)
- Watch a tutorial [here](#) about how to use Screencastify

If you have a Mac Air or Pro you will have Quicktime player, which also records screencasts

Tips for using Quicktime Player (on a Mac)

- Open Quicktime Player from your applications folder



- Choose *New Screen Recording*
- Make sure your mic is turned on (click the wee arrow to see the mic options. if you choose inbuilt mic you can use the computer mic or your phone headphones if they have a mic)



- You can tell if it's recording because you see the record symbol up on the menu bar at the top of your screen
- Make sure you save your screen recording
- [This tutorial](#) explains the process and shows you how to edit two screen recordings together