



What is ScreenPal?

ScreenPal, previously called Screencast-O-Matic, is a screen recorder that captures all movement on your screen making it easy for you to create content for online delivery or to pre-record lectures. For example, display PowerPoint slides and add narration with or without a webcam feed; or open Excel/AutoCAD/SPSS/MathWorks etc. and create a tutorial showing your students how to undertake specific tasks; or just record your webcam to create a welcome message (with or without a green screen filter), then use the editor to insert captions or avail of the automated speech-to-text captioning feature, add background music, cut silences or remove sections from the recordings, blur sensitive information, or add in text and arrows. You can even add narration to any videos that you might already have. Any recordings you create can be pulled easily into the VLE for students to watch.

You can also embed ScreenPal into your module in the VLE in a way that allows students to create a screen recording themselves and submit it to your private ScreenPal channel for review.

For a quick overview of ScreenPal, [click here](#) to watch an introduction video.

IMPORTANT: Please read before creating your account and any ScreenPal recordings

1) Privacy

Before recording, make sure that you turn off anything that will give the screencast viewer any private information about you that you do not wish to share with them. For example, turn off all notifications such as those on an instant messenger that you might use or MS Teams chat etc.; use a browser that does not display personal browser tabs; and remove any personal background desktop photos. If you will be using a webcam during the screencast make sure that no personal information is displayed behind you like family photos etc. If asking students to record screencasts, please ask the same of them.

2) Do you have permission to use all of the content included?

This question relates to copyright ownership and permissions.

- If the materials have been created by you, then you are free to record.
- If you are using materials created by someone else then you must **find out if the material is still in copyright**. (Copyright arises automatically on the creation of an original work and, in most cases, copyright lasts for the creator's lifetime plus seventy years. See the Copyright Association of Ireland's Frequently Asked Questions for more information.)

If the materials are **still in copyright**, you will need permission to use the material (preferably with attribution). This is also the case if you are recording third party works such as materials owned by students, consultants, external speakers.

If the materials are **no longer in copyright**, you may use it freely without permission.

[General information on content design, webcam awareness, using a script and sound quality can be accessed here.](#)

3) Data

ScreenPal only accesses TU Dublin data in the provisioning, operation, and maintenance of the services for TU Dublin. They collect information from and about the devices users use to access their services. This includes things like IP addresses, a unique device identifier, the type of browser and device users use, operating system, location, date and timestamp of user transactions, the computer peripherals users use such as webcam, any errors that may occur during the use of their Services, and identifiers associated with users devices. They may derive a device's approximate location by analyzing other information, like an IP address. They may use this log data and device-related information in order to provide and improve their Services.

When users contact ScreenPal through their Services, they may collect information provided in custom messages sent through the forms or contact information provided on their Services.

ScreenPal uses certain trusted third parties to help them provide, improve, protect, and promote their Services. Where applicable, ScreenPal contractually limits Personal Information use by third parties. ScreenPal may collect analytics data, or use third-party analytics tools such as Google Analytics and Amplitude Analytics, to help them measure traffic, user events, and usage trends for the Services and to understand more about the demographics of their users. They may also track analytics data and viewing activity of content created by or hosted on the Service. ScreenPal may share information as needed to provide the Services but they will not sell or rent user information to third parties for their direct marketing purposes.

4) How will TU Dublin use ScreenPal data?

The ScreenPal TU Dublin system administrator may use account data in order to contact ScreenPal users by email. Once the email has been sent the downloaded account data will be deleted.

The ScreenPal TU Dublin system administrator may also use account data to delete accounts inactive for longer than three years in line with the data retention period agreed with the TU Dublin Data Protection Office. Account holders of accounts that are inactive for longer than three years will be contacted before the account is deleted and given the chance to reactivate their account thereby retaining their data.

The TU Dublin system administrator can access all of the videos stored in the ScreenPal cloud and can view any analytics available behind each video (such as unique and total views). They will not use this data in any way.

What do I need to do first?

First, you need to download and install the ScreenPal recorder. To do this, visit <https://screenpal.com/screen-recorder> and click to launch the recorder. You will be prompted to download the file, which you can then run and install on your computer.

How do I log into ScreenPal?

The first time you log into ScreenPal you **must** log in at <https://screenpal.com/tudublin> using your usual TU Dublin credentials. This creates your account. You can continue to log in at this url any other time you wish to create a recording.

How do I start creating my videos?

Once you are logged in, you'll see a menu on the left-hand side where you can create folders and channels to Help organise your content.



Along the top to the right, you'll see some options. Click on the middle icon of the video camera to launch the recorder that you already installed on your computer so that you can start recording videos. The camera icon lets you capture screenshots to use in your recordings, and the icon of the filmstrip launches the video editor.

When saving your video, upload it to ScreenPal so that you can easily link to it from within your VLE.

Are there any tutorials I can watch?

Yes, ScreenPal have created loads of short task-specific tutorials. [Click here](#) and scroll down to view all of their tutorials.

How do I embed my video directly into my Brightspace module from ScreenPal

- First, log into your ScreenPal account from <https://screenpal.com/tudublin>
- Now log into your Brightspace module
- Click into the content unit within which you want to display a video you created using ScreenPal, and which you have uploaded to your ScreenPal channel
- Click on the 'Existing Activities' button and choose 'External Learning Tools' from the options provided
- You should see ScreenPal as one of the options listed. Click on it. This adds a link to ScreenPal into your module
- Click on the link just created. As you're already logged into your ScreenPal account you will see all the content you have already created using ScreenPal. You can now choose whether to embed an entire channel of videos for your students to review, or you can choose to embed just one specific video.
- Once you have embedded your video, remember to edit the title of the link in your content unit so that it no longer reads 'ScreenPal' but rather the title of the video itself.

How do I embed my video directly into my Moodle module from ScreenPal?

- First, log into your ScreenPal account from <https://screenpal.com/tudublin>
- For information on how to embed your video directly into your Brightspace course, please watch [this short video](#).

How do I embed ScreenPal in my Brightspace module so that students can record a screencast and submit it to my channel for review?

- First, log into your ScreenPal account from <https://screenpal.com/tudublin>
- Create a channel specifically for this activity. It can be left as 'unlisted'. Allow students to launch the recorder from the channel. All of the recordings made by your students will be uploaded to this channel only
- You must create a recording within this channel yourself to 'activate' the channel
- Now log into your Brightspace module
- Click into the content unit from within which you want to set up this activity
- Click on the 'Existing Activities' button and choose 'External Learning Tools' from the options provided

- You should see ScreenPal as one of the options listed. Click on it. This adds a link to ScreenPal into your module
- Click on the link just created. As you're already logged into your ScreenPal account you will see all the content you have already created using ScreenPal
- Click on the 'recorder' tab and click the radio button beside the channel you created for this activity. Click embed. (This channel won't appear here unless you already have a recording in it)
- Remember to edit the title of the link in your content unit so that it no longer reads 'ScreenPal' but rather the title of the activity itself.
- Tell your students to download and install the ScreenPal recorder first from <https://screenpal.com/screen-recorder> before trying to make their recording.
- Log into your ScreenPal account and click into that channel to review all the videos uploaded by your students.