Screencastify clip on how to use Screencastify. I have just looked at it this morning and it appears to cover most of the bases - click here

A short guide follows however...

The Screencastify version we use is free, lite and a Chrome extension. As such it probably can only be used on Chromebooks, or other laptops that use the Chrome Browser (easy to install, also free). The lite version allows you to record up to ten minutes at a time, which should be more than you need.

Steps to set up

1. Google "Screencastify" and click into the top hit. It should be this page here
2. Add to Chrome and allow/accept all the various things that need to be accepted (microphone, camera etc)
3. The Screencastify button should now appear at the top right of your browser. It looks like an old strip of film.
4. Click into the button to activate the extension.
5. If you are working on a Chromebook, there is a chance that it only has 2GB of hard drive. This will cause the extension to pause automatically as it thinks there isn't enough storage available to run. You need to unclick this pause option by doing the following.....
   1. Click on the Screencastify button.
   2. Click on the three white horizontal lines at the top left to get into a menu of settings and options.
   3. Select Options
   4. Scroll down to Automation
   5. Deselect the "Pause on low disk space" Option
6. While you are in the Options panel, you may want to scroll back up and ensure that movies are stored directly to Google Drive and not on your device. It defaults to this anyway, but is necessary if being used in a classroom with 2GB chromebooks that are being shared around.

You are now basically good to go.

Steps to record

1. Click into your Chrome browser and click on the Screencastify button.
2. Selecting the Desktop option allows you to record the entire screen on your computer.
3. Selecting the Tab option concentrates only on the Tab that is open.
4. Click "Start Recording"
5. Stop recording by clicking back on the screencastify button.
6. The recording should save automatically to you Drive.

The movie saves in WebM format, which appears to work seamlessly with other Google Apps such as Drive and Sites.

Privacy Settings

The only other thing you have to be aware of are the privacy setting that automatically load up with the saved movie, they are reasonably safe. Once the movie has been saved, download/view it and reset the privacy setting to "Anyone can view with link", "public" whatever. You can do this by

1. Clicking into the Share button.
2. Clicking into Advanced.
3. Clicking the change link on "Private"
4. Selecting the option you want - most likely public to view for anybody with the link.