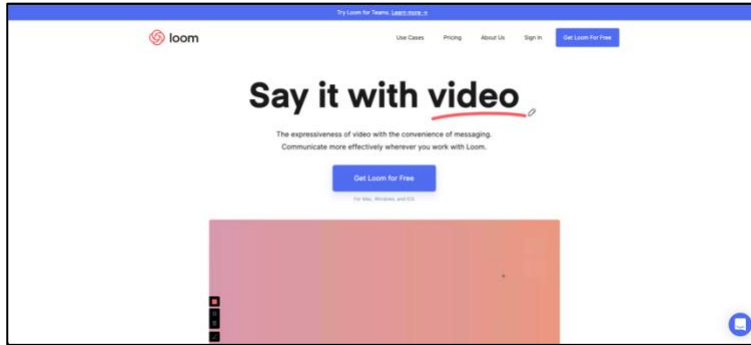
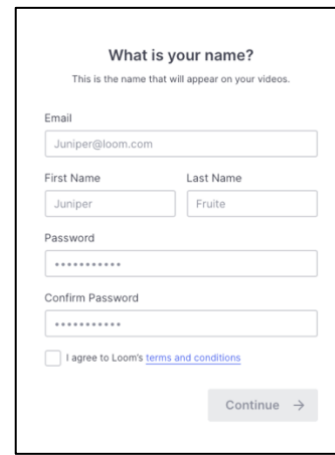
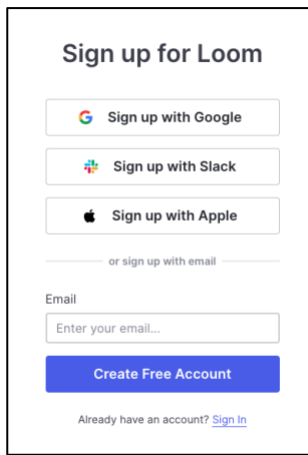


Loom Instructions – Screen and Video Recording

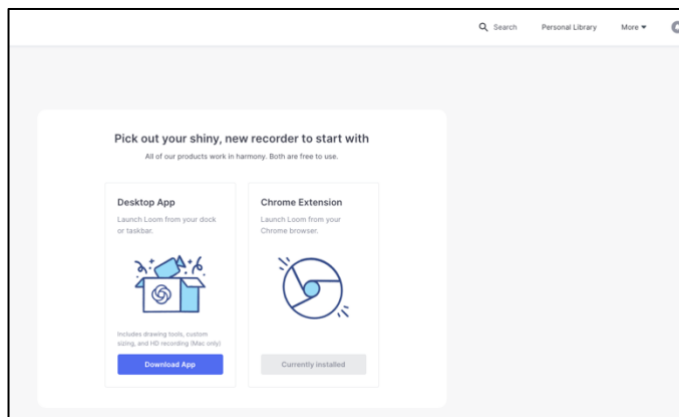
1. Navigate to www.loom.com and click on **Get Loom For Free.**



2. Click on **Create Free Account.** Fill out the information using your district email address. (Loom Pro is free with an education account. You can explore this further in your account on Loom.) You will get a confirmation email and come back to Loom and sign in.



3. After signing in click on **More** at the top right and **Download App.** Go through the installation process to install the Loom app on your computer.
*You can also install the Chrome extension if you want.



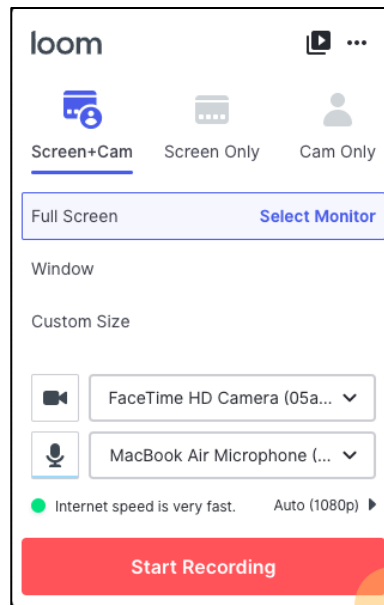
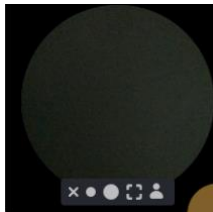
4. After you install the Loom app, you will see the icon in the top toolbar of your MacBook. When you are ready to record a video click the icon and you will get a drop down of options to record your video.



Loom Instructions – Screen and Video Recording

5. You have 3 options to record:

- a. **Screen + Cam:** This will pop up a circle with your face in the bottom left. There are some options for size and you can click and drag the circle wherever you want on the screen.
- b. **Screen Only:** This will record any actions you make on the screen, plus your voice.
- c. **Cam Only:** This will fill the screen with the FaceTime camera and record video and audio of you.



*If you have another monitor or screen plugged in make sure you select the correct one.

The first time you record, do a short recording to ensure that you are capturing the correct screen, video, and/or audio.

6. If you choose screen + cam, adjust where you want the circle showing your camera first. When you are ready to record click on **Start Recording**. You will get a 3, 2, 1 countdown and then you will see a menu appear on the left side of the screen.



7. When you are finished with your recording, press the stop button. The video will stop and the browser will open to Loom and straight to your video. There are options to **Copy the Link** to the video or **download** the video. There are also editing options.