

Screen Capture

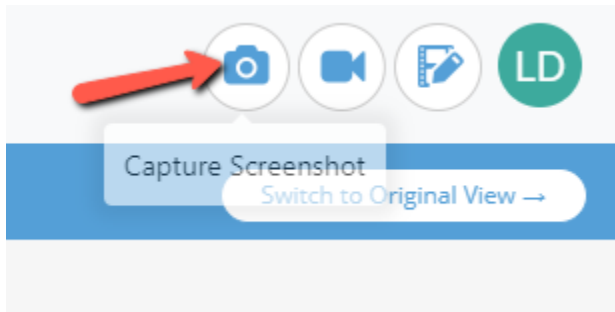
Note:

Any screen captures can be copied and pasted into a Word document and saved to upload as an assignment in Blackboard.

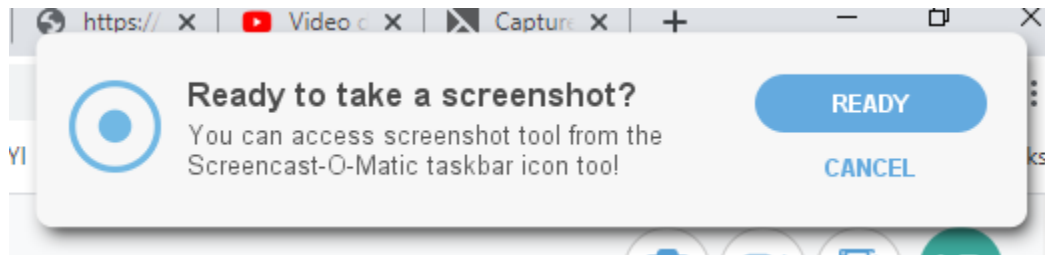
Screencast-O-Matic

(Video on how to capture a screen and paste the link in an assignment in Blackboard)

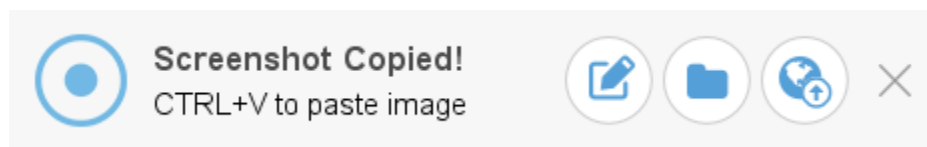
1. Create an account in Screencast-O-Matic
2. <https://screencast-o-matic.com>
3. Click on Capture (button) – Download is required for first time



4. Go to the screen you want to capture → Hit Ready (Button)

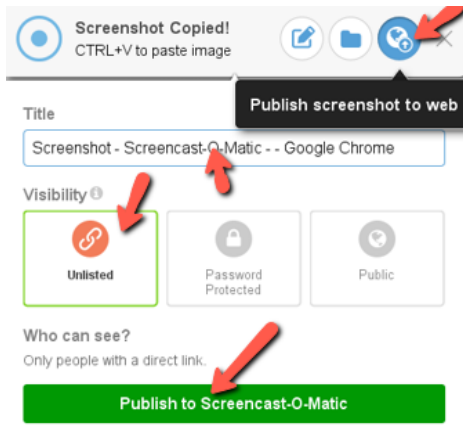


5. Select the area of the screen you want to capture (click and drag) → Once you release the mouse the selected area of the screen is added to the clipboard.



6. You can go to a page/item in Blackboard or a Word File and do CTRL + V to paste the image on a page. **NOTE:** You cannot paste a picture into a Blackboard assignment. Recommend pasting in a Word file and save the work file to upload for the assignment.

7. **To Create a Link:** Hit the **Publish to Web** (button)

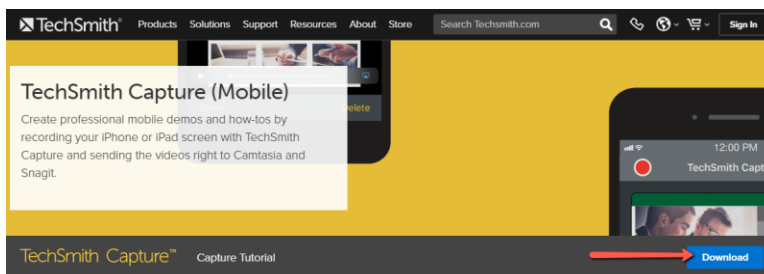


8. Give it a **title**→ Select the Visibility you want; Unlisted, Password Protected or Public
9. Hit Publish to Screencast-O-Matic – This gives you a URL to paste into the assignment or use on a page/item/web link.
10. Follow the instructions to [upload a file to an assignment below](#).

Techsmith Capture Tool (Tutorial)

(Video on how to capture a screen, save it as a file and upload to a Blackboard assignment)

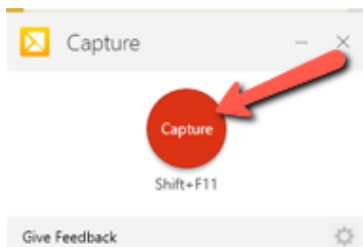
1. Download the Techsmith Capture tool
2. Go to <https://www.techsmith.com/tutorial-capture.html> - hit Download button



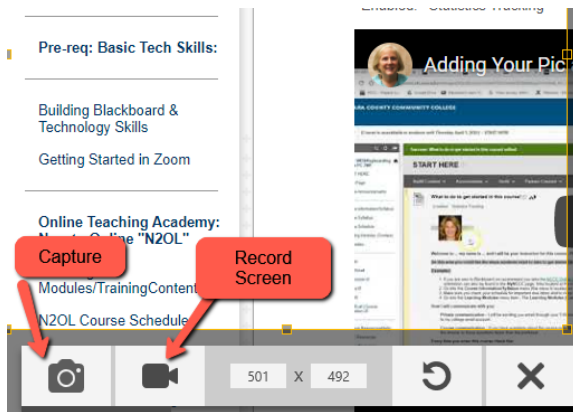
3. Once it is downloaded you should see and Capture Icon on your Task bar – click the icon to open Capture:



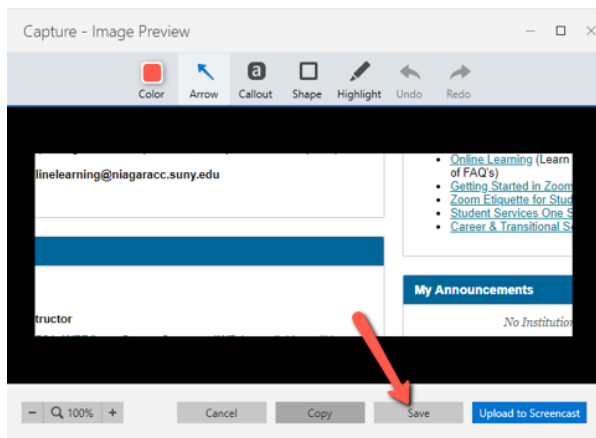
4. Click Caption (button) → Select the section of the screen you want to capture



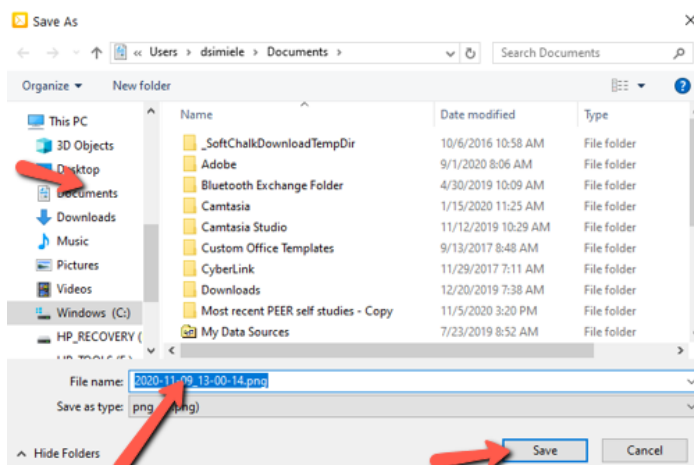
5. Select Capture on the tool bar



6. Select Save



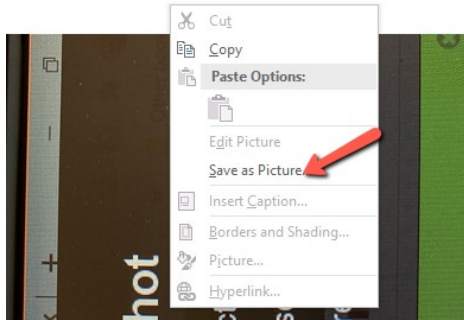
7. Give the file a **name**→ Select a folder→ **Save**



Now you have a file to upload for an assignment.

Phone

1. Take a picture with your Smart Phone
2. Click the **Forward** button under the picture
3. Select **Mail**→ Type in your email address to send it to yourself
4. Go to your email and save the image to your computer
5. Go to your email and right click on the picture→ Save As Picture



6. Select a **folder** to save the file to and give it a name → **Save** (button)
7. Follow the instructions below on how to attach the file for the assignment.

Uploading a file to Blackboard Assignment

[\(Video on how to upload a file for an assignment\)](#)