

Loom Instructions

Adding Loom and Creating an Account

Follow the directions below to use the Loom screencast website.

1. Use the Chrome browser to access the Loom link (<https://www.useloom.com/>).
2. Click on "One Click Install."
3. Select "Add to Chrome."
4. Select "Add Extension."
5. Relaunch the application from the homepage by selecting "Continue with Google."
6. Select "Create Account."
7. Complete the free account registration.

Recording in Loom

1. Click "Start a Recording."
2. Select "One Click Access."
3. Select the recording option that best matches the assignment criteria. You can choose "Screen and Camera" to give the presentation, "Screen Only" to narrate a presentation, or "Camera Only" to show a presentation.
4. Prior to recording, make sure to select audio "on" if audio is required for the assignment.
5. Select "Start Recording."
6. Make the recording. Note that you can use the pause button as needed during the recording process.
7. When your recording is complete, select the green circle with the red checkmark, and your recording will end and be displayed on the screen for you to preview.
8. Click the play arrow to preview your recording. You should be able to see what was recorded and hear the associated audio.
9. To share your video, scroll down to the box labeled "Send Your Video" and select "Copy Link." You can then share or post the link as directed in the assignment.