LOOM

WHAT IS LOOM?

Loom is a screen-casting tool supported by Chrome extensions that allows users to capture their computer screens and record themselves with their camera. Loom allows both students and teachers to easily record lectures, tutorials, and presentations, and easily download them to share. For the free version, there is a five minute time limit on recordings.

OVERVIEW

INITIAL SET UP
- Go to https://chrome.google.com/webstore/detail/loom
- Select *Add to Chrome* on the right side of the screen > click *Add Extension*
- The app will be added to the toolbar at the top of your screen under extensions ✚ > hit the pushpin icon so that it appears next to the extension tab ☆ ✸ 🧩 👥 ⋮

USING LOOM

- Click the Loom icon ✸ > sign in with your *Outlook* or *Gmail* credentials > agree to the terms and conditions
- Select the purpose of use, name your Loom *Workspace*, and enter the email addresses of peers, colleagues, or students who you want to share access to your recordings with
- Adjust your recording settings to screen and camera, screen only, or camera only > advanced options are provided to customize your audio, and microphone/camera inputs
- Click *Start Recording* or the orange play button in the bottom left corner > to pause a recording select the ‖ icon or to cancel a recording select the ✖ icon
- When you are finished recording hit the icon ✅ > this will save the screencast to your library
- On the thumbnail of the video, you have the options to trim, edit the settings, or change the thumbnail of the screencast
- To share your recording select the *Share* button and enter email addresses. You can also copy the link through this tab
- To download or delete the video from your library, select the ••• button in the top right corner of the screen

ADVANCED RESOURCES

- https://support.loom.com/hc/en-us/articles/360015714197-Getting-Started-Video-Tutorials