**Recording Your Screen for Assignments**

## Windows 10

### Use PowerPoint

**Step 1:** With a PowerPoint file already open, click Insert on the menu bar followed by the Screen Recording button located on the Media panel to the far right.



**Step 2:** The screen dims white and renders a toolbar along your screen’s top-center edge, as shown below. Click the Select Area button and use your mouse to draw a box around the area you want to record. The target area is then outlined with a red dashed line and devoid of the white transparency. Alternatively, press the Windows + Shift + F keys simultaneously to record the entire screen.

**Step 3:** Click the Record button or press the Windows + Shift + R keys simultaneously.



**Step 5**: You can click the Pause button — it replaces the Record button — to halt the recording as needed. Click the square Stop button to end the capture.

**Step 6**: To save the recording, right-click on the Video displayed within PowerPoint and select the Save Media As option on the pop-up menu. Follow the on-screen prompts to save your recording.



When you’re done, you can save the video as a separate file to access or embed as you see fit. Editing and control options are very limited after that, but it’s a great option for quick-and-dirty recording — especially if you’re doing it for a looming presentation.

**Mac Users**

**Use the Capture Tool**

Included with [MacOS Catalina](https://www.digitaltrends.com/computing/macos-catalina-review/) and newer is a native feature that allows you to record the screen and take screenshots. Here’s how:

**Step 1:** Press *Shift + Command + 5* to bring up the screenshot toolbar.

**Step 2:** The toolbar appears on the screen with two sets of buttons: Three on the left to capture a screenshot and two in the middle for recording the screen. It also provides *Options* and *Capture* (or *Record*) buttons.

Click the *Record Entire Screen* button (left) or the *Record Selected Portion* button (right) followed by the *Record* button — it replaces *Capture* if the tool was originally in screenshot mode — located on the right.



**Step 3:** When done, click the little *Record* button located on the menu bar at the top of the display, as shown below. Alternatively, press *Command* + *Control* + *Esc*.



The video saves to the desktop by default.