

PPT Screen Recording

What is it?

PowerPoint Screen Recording allows you to record your computer screen and to narrate your recording. You can choose to embed the video in a PowerPoint slide, or you can save it as a separate .mp4 file to be uploaded to YouTube, Blackboard, or another site.

Do I have access to it?

As a Montgomery College instructor, you are granted access to the latest Microsoft Office suite, including the PowerPoint program.

What can I do with it?

This feature of PowerPoint is best when used to create brief supplemental videos for students, including concept and design tutorials, step-by-step instructions, paper modeling, citation guides, library research procedures, new technology primers, and more.

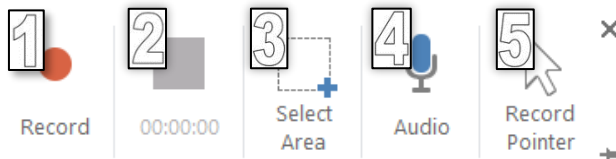
To Record Your First Video...

1. Open PowerPoint on your work or home computer;
2. Select the "Insert" tab;
3. Select "Screen Recording";
4. Select the area of your computer screen you would like to record (by drawing a box around the area);
5. Click the "Record" button;
6. Start talking (if you have a microphone)!

Needed Items:



Drop Down Menu Key:



1. The red Record button begins your recording when clicked. It will countdown from 3 to cue when you should begin narrating.
2. The gray box times your video and pauses or stops the recording when pressed.
3. "Select Area" allows you to draw a box around the space you would like to record on your computer screen.
4. The Audio icon can turn your PC's or Laptop's microphone on or off.
5. "Record Pointer" allows you to either show or hide the cursor when recording.

Recommended Next Steps for Your Video:

