

Recording Instructional Videos using PowerPoint 2016

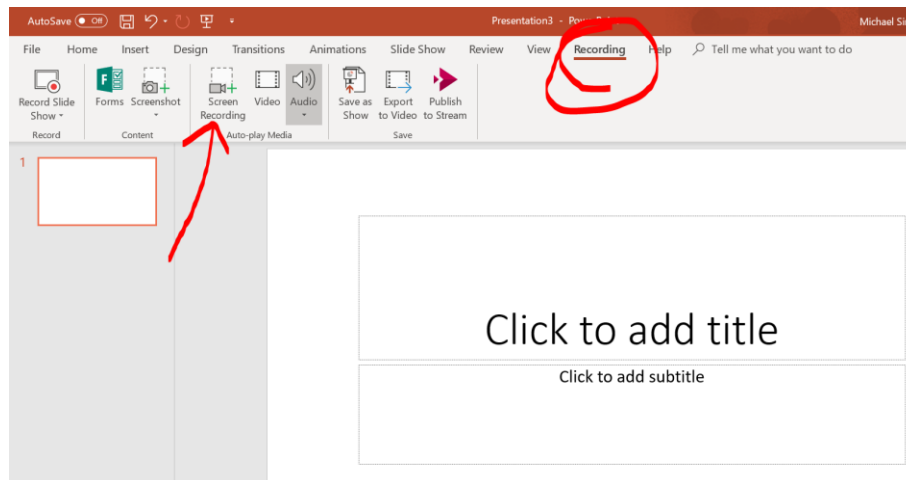
For video recording your screen, or recording a Slide Show, use PowerPoint 2016 on your computer (not the online version). Here's how to get started.

Activate the Recording Tab in PowerPoint 2016

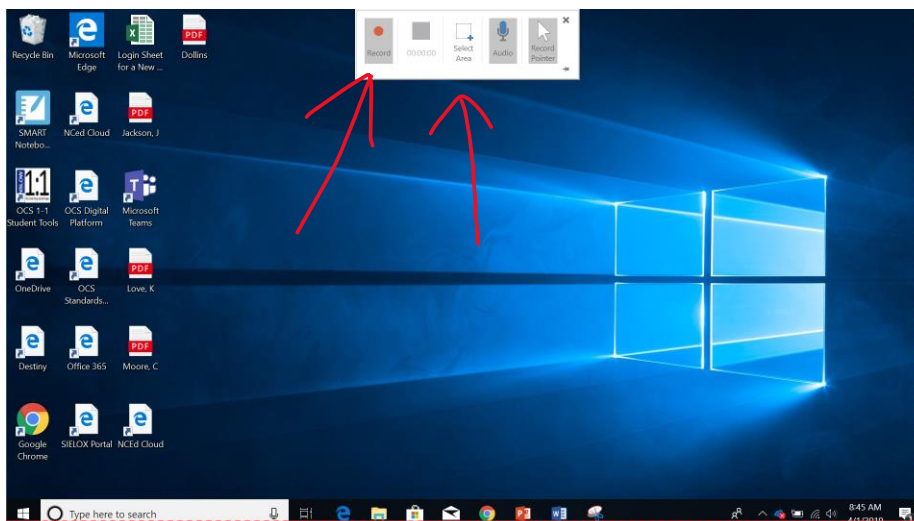
- Activating the Recording Tab in PowerPoint (watch this short video): [Activating Record Tab in PowerPoint.mp4](#)
- Then see Recording Options below

Option 1: Screen Recording in Power Point 2016 (desktop version)

- Open a new blank PowerPoint file.
- Goto Recording Tab, choose Screen Recording. This will take you back to the previous window that was open.



- Select area of screen to record, then press Record. Note: the Record dialog box “slides up and hides” at the top of the screen. To get it back (and to stop recording), move your mouse to the top of the screen.

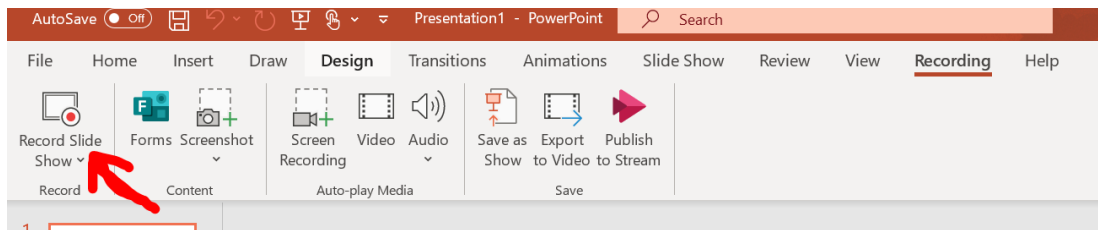


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- After stopping recording, your video will show as a **Video Object** in your PowerPoint slide. You will want to save that to your OneDrive, not the actual PowerPoint. To do that, right click on video and choose “Save Media As” and save to your OneDrive OR Stream.
- Once in OneDrive or Stream, get a Share link and for posting in your Teams, OneNote, or webpage.

Option 2: Recording a Slide Show

- Do this to record yourself delivering instruction via a slideshow. Go to the “Recording” Tab and look for “Record Slide Show”.



- Example PowerPoint. Notice teacher in bottom right of screen (this feature can be turned off if you want). Inking options are at the bottom of the screen for marking/annotating the slide show recording.

