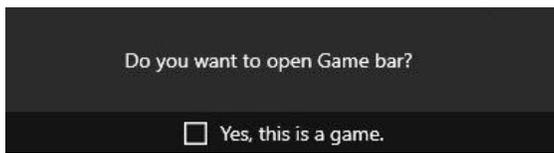


## Create a Screen Recording in Windows 10

Record an application on your screen with the built-in recording tool in Windows 10.

1. Open the application you want to record like Microsoft Excel.
2. Press the Windows key  and the letter G at the same time to open the Game Bar which allows you to record screen activity.



**Note:** You may see the message: "Do you want to open Game bar" along with a checkbox that reads: "Yes, this is a game." Check this box to enable recording.

3. The Game Bar appears with controls to start and stop the recording and configure your capture settings.
4. To record your voice, check "Record mic." Click the Start Recording button to begin capturing video.



**Note:** If the Game Bar disappears press the Windows key  and the letter G at the same time to bring it back.

5. A small floating bar appears in the upper-right corner of the screen through which you can control the recording. Click the microphone icon to enable audio recording and start your screen activity.



6. To stop the recording, click the Stop Recording button in the center of the floating bar.



**Note:** A message may appear that says: "Game clip recorded."

7. To view the video file, click on the File Explorer icon  on the taskbar and go to This PC, Videos, and then Captures. The clip is saved in Captures as an MP4 file. You can then share the file with others.

**Note:** If you want to put your video in a Blackboard course, we recommend that you [upload it to YouTube](#) first and then link to or embed it in Blackboard.

### Helpful Keyboard Shortcuts

Windows Key  + G	Open Game Bar
Windows Key  + Alt + R	Start or Stop Recording
Windows Key  + E	Open File Explorer