

## Presentation Recording

Directions for creating a screen recording of a Google Slides presentation using Screencastify.

Preparation:

Go to the Chrome Store and add the extension **Screencastify**.  
Choose Allow when asked. Choose Google Drive for the destination.  
Create your presentation in Google Slides.

Recording your presentation:

1. Open your Google Slides presentation.
2. Click on the Present button in the upper right area.
3. Press **Ctrl+Shift+S** all at once to activate Screencastify. A Screencastify window will open. Check your microphone levels. Don't make too much red: Mostly green, maybe a tiny bit yellow.
4. Click off of the Screencastify window anywhere on your Google Slides. The Screencastify window will disappear. It's actually still activated and is waiting to record.
5. Press **Alt+Shift+R** to Start recording.
6. Choose Internal Display. Click on Share.
7. Record your presentation audio and sequence.
8. Press **Alt+Shift+R** again to Stop recording.
9. The video will process and be saved in your Google Drive. This may take a few minutes.