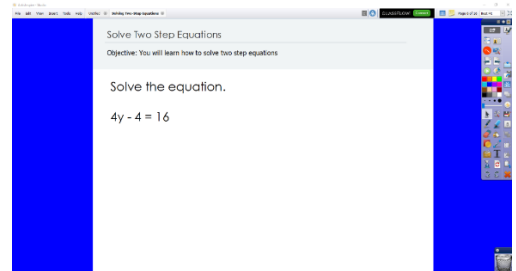




# Office 365 Resources

## Using PowerPoint to Record Teaching from ActivInspire Flipchart

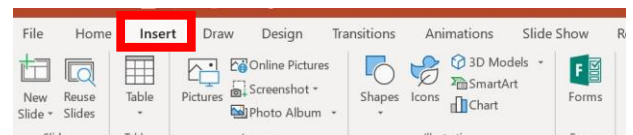
1. Open your flipchart in ActivInspire and get your flipchart ready to teach



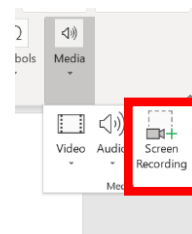
2. Open the PowerPoint Desktop App.



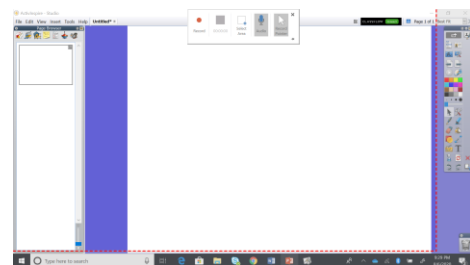
3. Choose **Insert**.



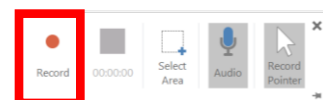
4. Choose **Screen Recording** from the Media group.



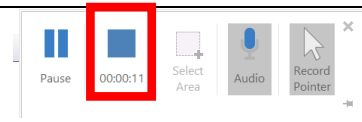
5. Drag across the area of the screen you want to record.



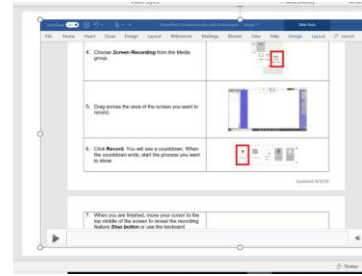
6. Click **Record**. You will see a countdown. When the countdown ends, start the process you want to show.



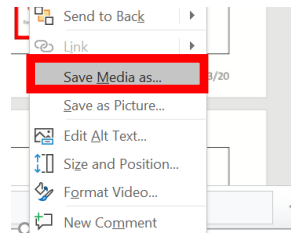
7. When you are finished, move your cursor to the top middle of the screen to reveal the recording feature **Stop button** or use the keyboard command: **Windows button + Shift + Q**.



8. The video will be placed on a slide in PowerPoint



9. Right click on the video and choose Save Media As.



10. Give it a name and location and click Save. Save it to your desktop and move it to a location such as Blackboard, Onedrive, etc.

