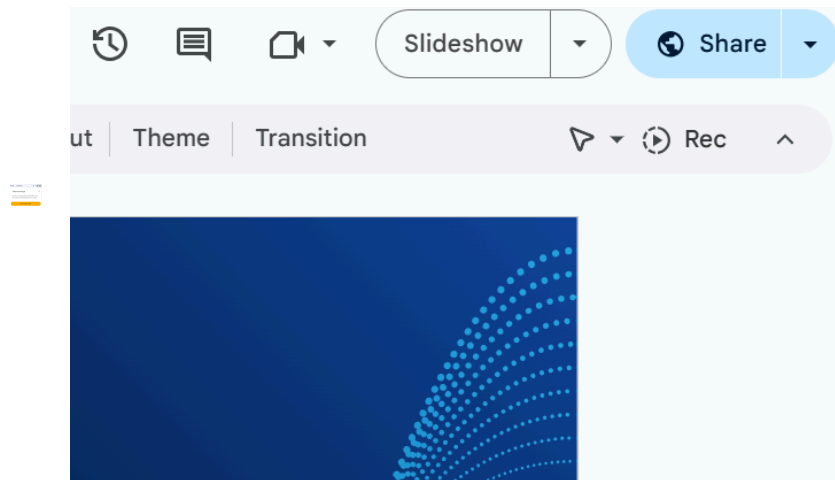


Using Google Slides to Make a Recording

The student will use your computer to do the recording so that you are the one that gets the recording link. You will need to give one of the MYP Coordinators (marcial@psdschools.org) access to the link and paste it into the [Google Form for grading](#).

Step 1: Ask the student to share their slideshow with you or email you a link for their slideshow.

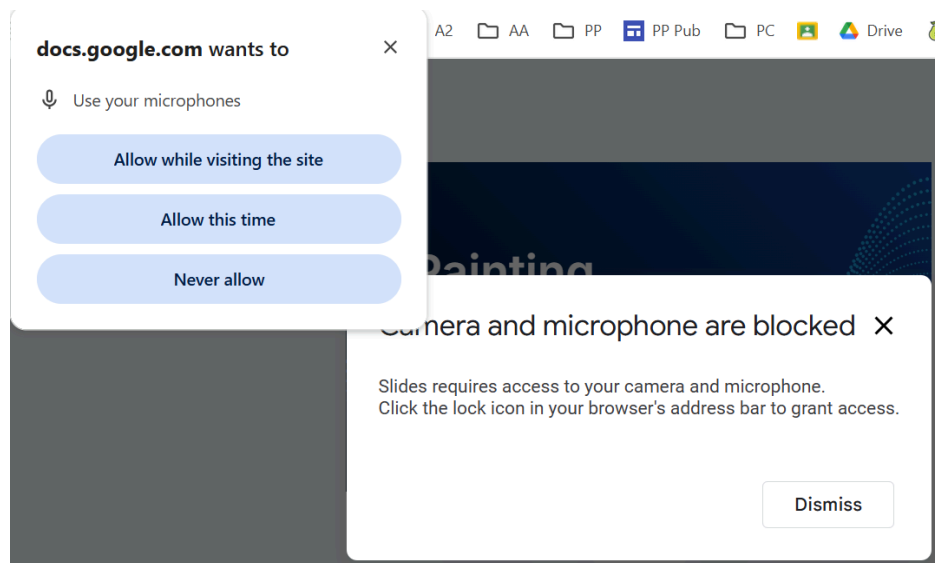
Step 2: When you open their slideshow, you will see something like this. **Click on Rec**



Step 3: Click on Record New Video

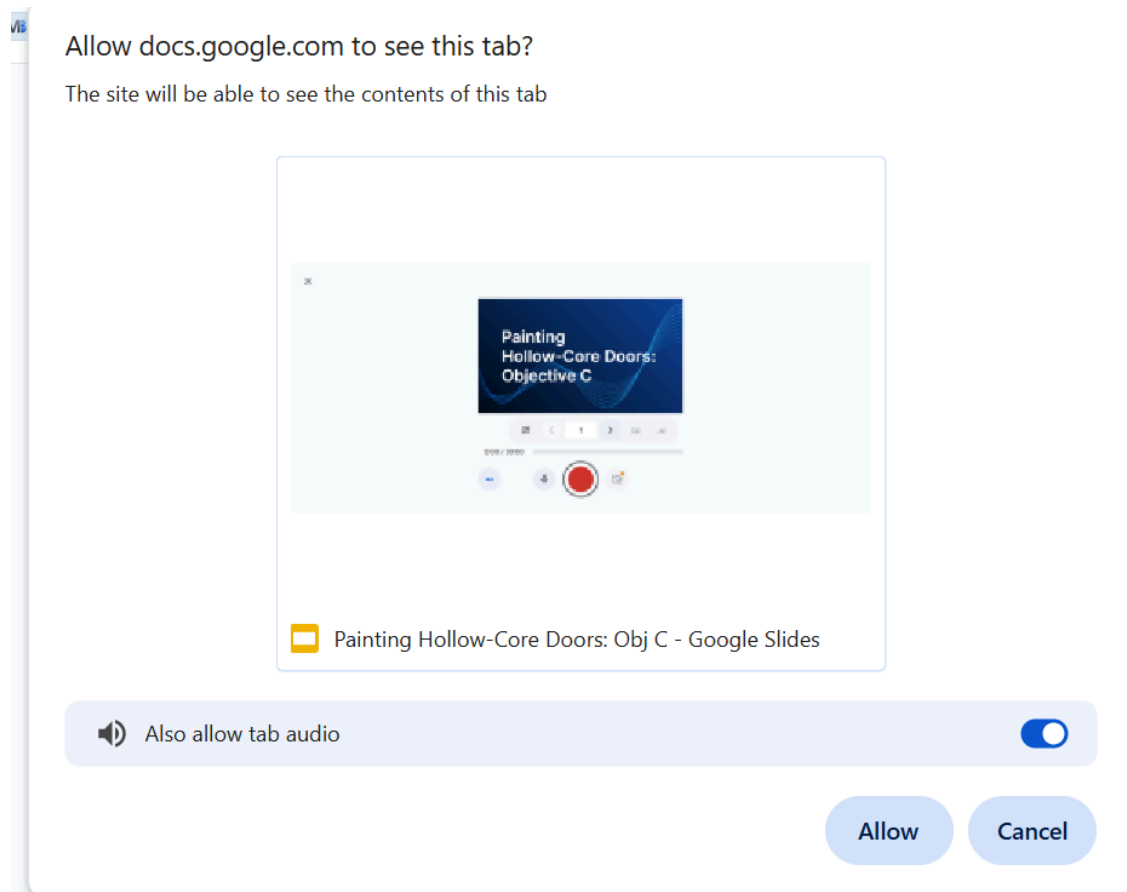
Step 4: Allow access for the microphone. You do **not** need to allow access for the camera. It may make the student feel more comfortable doing a

presentation if they know their face will not be recorded or shared with anyone.



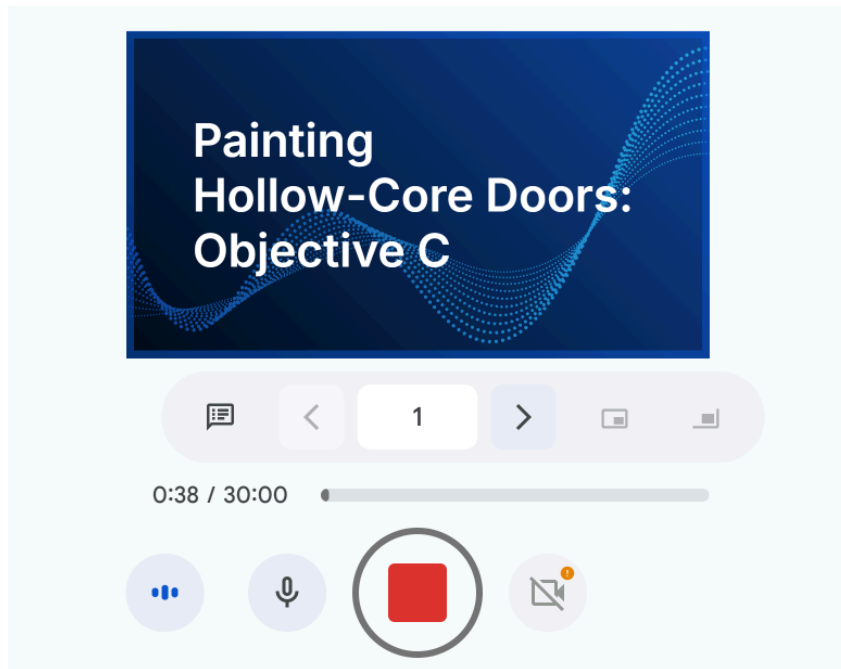
Step 5: Allow the student to use your laptop to “drive” their presentation. They will hit the Red recording button when they are ready.

Step 6: If this screen pops up, make sure the “allow tab audio” is selected and click on Allow.



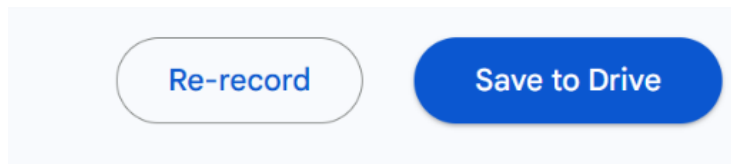
Step 7: The slides may be very small! This is fine. It is actually a good thing because students will maybe understand a bit better why they need to paste any evidence they want a potential IB grader to see into their written report.

When the student is talking, you should see the three blue bars in the lower left corner move. This means the microphone is picking up their voice. The camera icon should have a slash through it because we do not need the student's face shown in the recording.

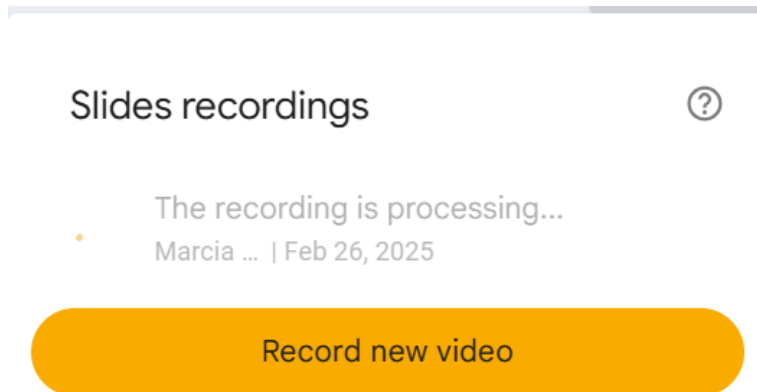


Step 8: Hit the red square to stop recording.

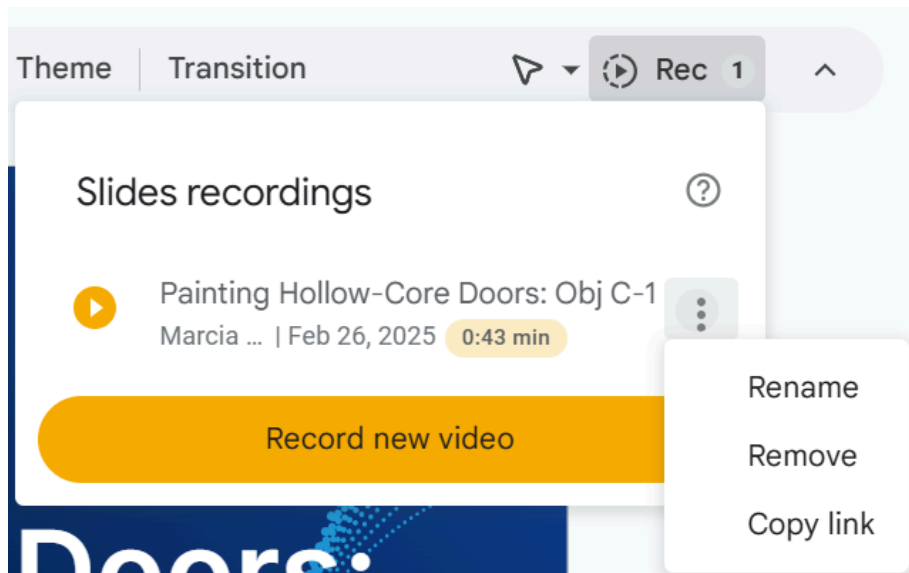
Step 9: Hit Save to Drive. (Also, if the student needs to restart, you can hit Re-record.)



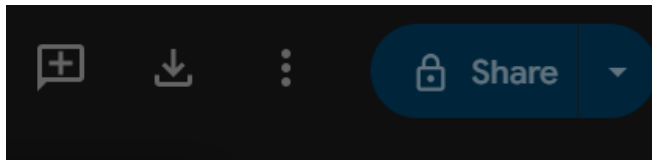
Step 10: Wait for the processing to finish.



Step 11: Click on Rec 1. Then click on the three vertical dots to the right of the recording name. Choose Copy link.



Step 12: Paste the link into a browser window. You will now have the option to Share this link. Click on Share and give me access to your link. marcial@psdschools.org



Lucky Step 13: Copy and paste your recording link into the Google Form used for grading.

FYI: Your recording lives in your Google Drive in the Slides recordings file.

My Drive > Slides recordings ▾



Files

