

Perhaps the easiest option for recording a Screen Capture video (with audio) on a Mac is to use the QuickTime Player application that comes “built-in” with macOS.

To do so, do the following:

Step 1 – Launch QuickTime Player

- Select: **Launchpad** → **QuickTime Player**
 - **QuickTime Player** may show a pop-up dialog asking you to select a file containing a video to play. In that case, you can simply press the **Cancel** button since your purpose now is to record rather than play a video.
 - Alternatively, **QuickTime Player** may not show you any pop-up, but the main menu (shown across the top of the screen from the upper left) should confirm that you are running **QuickTime Player** by showing the following menu items next to the Apple Icon in the upper left-hand corner of your screen:
 - **QuickTime Player, File, Edit, View, Window, Help**

Step 2 – Make sure you are using the QuickTime Player main menu

- Whether **QuickTime Player** shows you an open file dialog or not, your next step is to make sure you are using the **QuickTime Player** main menu
 - If you’ve clicked in any other windows on your screen since starting **QuickTime Player**, you may have to select the **QuickTime Player** icon in the **Dock** (the bar of applications that is usually at the bottom of your screen.)

Step 3 – Configure your screen recording

- Select: **File** → **New Screen Recording**
- A small window containing recording configuration options should then show up near the bottom of your screen.
- The options for recording will be (from left to right):
 - **Capture Entire Screen, Capture Selected Window, Capture Selected Portion, Record Entire Screen, Record Selected Portion, Options, Record/Capture¹**
- “Capturing” a screen means to take a single screenshot. We want to “record” instead of “capture”.
- The easiest choice is to select **Record Entire Screen**.
- Once **Record Entire Screen** is selected, make sure you then select the **Options** item and select the following options:
 - In the **Timer** section of the **Options** menu, set the timer to **None**.
 - In the **Microphone** section of the **Options** menu, select a valid microphone that is currently connected to your computer. For example, you might choose “MacBook Pro Microphone”.

Step 4 – Start your screen recording

- When you are ready to start actually recording your video, press the **Record** button on the right end of the recording configuration window.
- Your screen and audio should now be being recorded.
- You can go ahead and “do” what needs to be done/shown in your video

Step 5 – Stop your screen recording

- When the screen recording starts, an icon that looks like a white circle with a dark square in it should appear in the *Status Icons Area*² of your top menu bar.
- This “circle with a square in it” is the **Stop Recording Button** for the screen capture video.
- When you are done recording your screen capture video, press the **Stop Recording Button**.

¹ Whether the last option is **Record** or **Capture** will depend upon whether a “Capture” option or a “Record” option is currently selected in the recording configuration window.

² The Status Icons Area is the upper right-hand section of your display where the icons for things like the battery status and Wi-Fi status show up.

Step 6 – Review your screen recording video

- By default, **QuickTime Player** will immediately open the created video so that you can play it back and make sure it has recorded what you want to be recorded (including your audio explaining what is happening on screen.)
- Also, by default, QuickTime Player will save your screen capture video on your Desktop in a file named something like: Screen Recording 2025-03-31 at 10.35.10.mov, where the date and time in the file name should reflect the date and time that you started recording.

Step 7 – Submit your screen recording video

- The .mov file is an Apple Multimedia format file that you can submit to the Canvas assignment along with any other files that are required for the assignment.
- Generally, you do not need to separate the submission of the video file from the submission of other assignment files. Usually, more than one file can be included in a single submission for an assignment in Canvas.