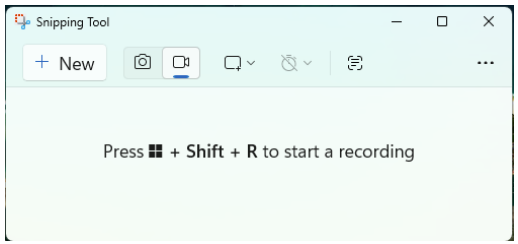
Windows 11 comes with a tool to record your screen called the Snipping Tool. To use the Snipping Tool to record a Screen Capture Video, do the following:

Step 1 – Launch the Snipping Tool App

- Type “Snipping” in the Windows search box on the taskbar typically at the bottom of the screen.
- The Snipping Tool App should show up as one of the available options to select. (It will probably be the “Best Match”.) Select that App to start it.
- When the Snipping Tool starts, it should show you a simple dialog that allows you to configure and start a screen recording. The dialog should look something like:



Step 2 – Configure for a New Recording

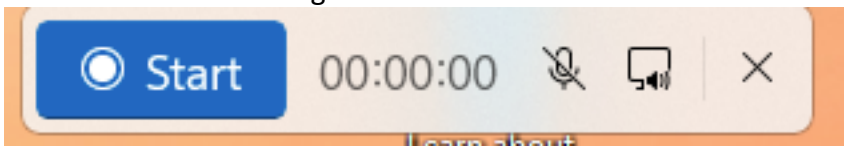
- Just to the right of the  button, there is a toggle selector that lets you select whether you want to take a single screen shot  or a video of your screen . You can select which one you’d like to use by clicking anywhere on that selector. When you click, it will toggle between the two selections. The selected option will show up with a blue line at the bottom (as is shown in the video option above.)
- Note: the single screen shot (or “still image”) selection is supposed to look like a camera, while the screen video selection is supposed to look a little like a video camera.
- Select the screen video option.
- To the right of the still vs video selector, there is the screen area selector. It looks like: 
- Click on the down pointer in the screen area selector and make sure the “Rectangle” option is selected (not the “Window” option.)

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Step 3 – Start your recording

- To start a new recording, select the 

button.
- Once you've selected that option, your cursor will change to a plus (+). This indicates that the App is waiting for you to select the rectangular part of the screen which you would like to include in your recording. Move the cursor to the upper left-hand corner of your screen, press the main mouse button down, drag the icon all the way down to the lower right-hand corner of your screen, and release the mouse button.
- Once you release the mouse button, there will be a dashed line around the rectangle area you've selected, and the App control bar should change to look like:



- Before pressing the Start button, make sure your microphone is on by clicking on the microphone icon  to toggle it so that your microphone is enabled, indicated by no longer having the microphone image "crossed out" with a line going from the upper left to the lower right of the icon.
- Then press the Start button to begin recording your screen and your voice. There will be a count down until the recording starts.
- You can then go ahead and do/say what needs to be done/said in your screen video

Step 4 – Stop your recording

- The button you used to start the recording will have turned into two buttons, one to pause the recording (two vertical bars) and one to stop the recording (a red square).
- When you are done with your video recording, press the red square button.
- You should then see a bar at the bottom of the screen that will let you play back the video in order to validate that it recorded what you wanted. (You should probably play the video to make sure it looks and sounds like you intend.)
- If you are not satisfied with the video, you can re-record by pressing the +New button and returning to Step 3.

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Step 5 – Save your recorded screen video

- The Snipping Tool App window should now be roughly as big as the video rectangle that you recorded. Near the upper right hand of that window, you should see a Save Icon . Select that icon/button to save your video to some folder where you will be able to find it to submit it (e.g. to your desktop.)
- Choose a name for the file that indicates what the video contains. Using a name something like `CodeReview-SumOfNatNums` will work better than just using the default files name which will look something like: `Recording 2026-09014 134448`.
- You can then exit the Snipping Tool App by selecting the X in the upper right-hand corner.

Step 6 – Submit your video

- The saved `.mp4` file is a video format file that you can submit to a Canvas assignment or discussion.
- To submit the file to a Canvas assignment, you should be able to press the "Upload" button on the assignment page and then drag the file into the "Drag a file here" area in Canvas.

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