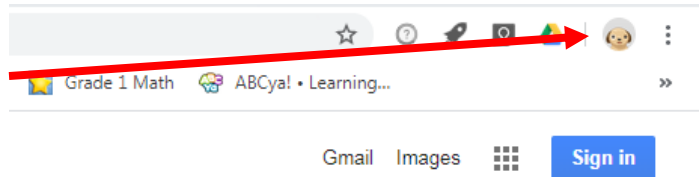


# How to Create a Screenshot

1. Go to the [www.Google.com](http://www.Google.com)

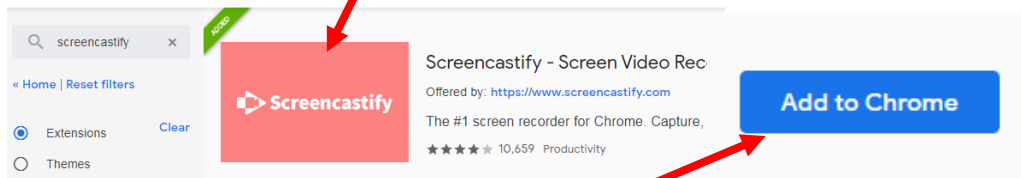
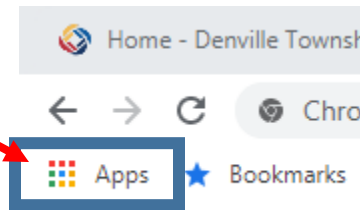
2. Sign into Google Chrome

Click the icon at the top of the page-Use your Denville login



3. Click on the Google Apps store

4. Search extensions for Screencastify

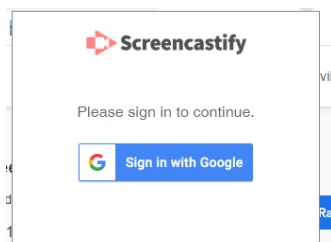
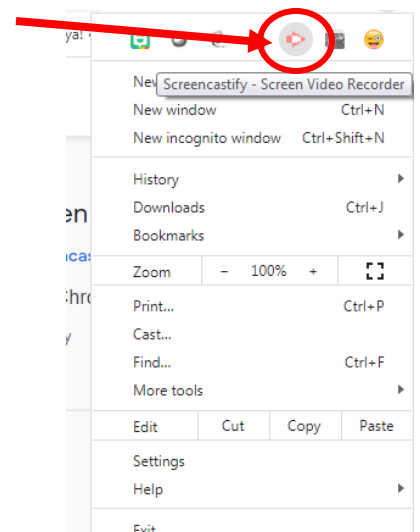


5. Click the **Add to Chrome** button

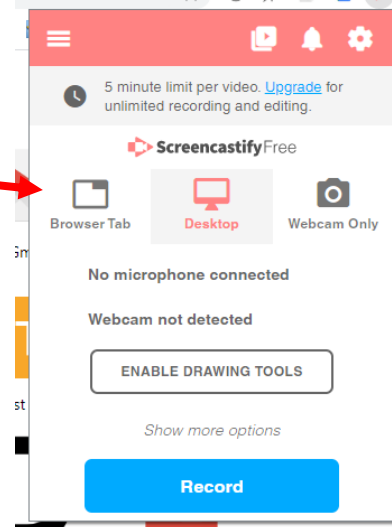
6. The **Screencastify** icon will appear in the extensions toolbar at the top of your screen

7. Click on the icon to activate the screencast tool

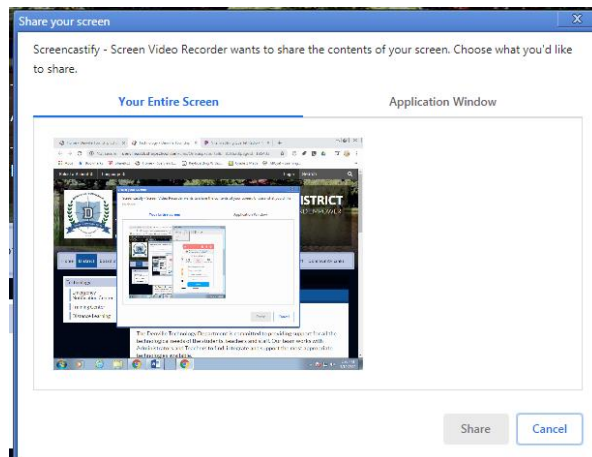
8. Click **Sign in with Google** if you have not logged in



9. Click on:  
**webcam** if you want to record yourself  
**desktop** if you want to record your computer  
**Browser tab** if you want to do both  
\*Note- you will need a microphone & camera

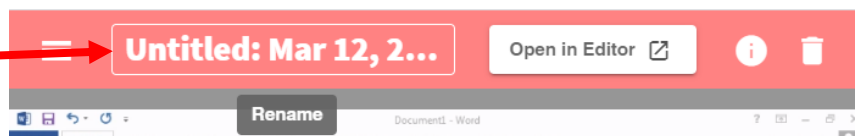


10. Click **RECORD** when you are ready
11. Choose between **Your Entire Screen** or **Application Window**
12. Click **SHARE** when ready

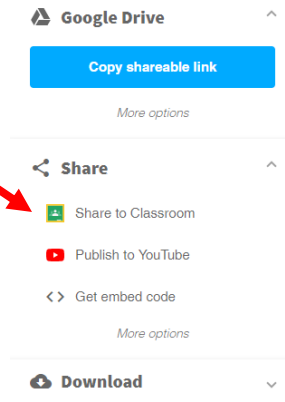


13. When you are finished recording (record time cannot exceed 5 minutes) click **Stop Sharing**.

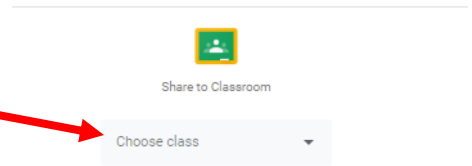
14. **Rename your video**



15. Click **Share to Classroom:**

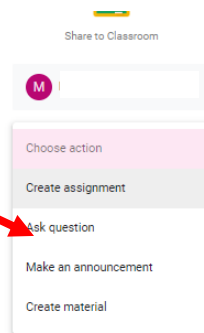


16. Choose a **classroom** to post screencast video



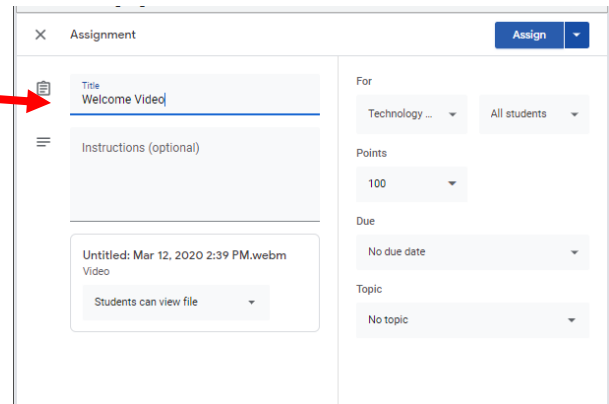
17. Choose an action:

Create an assignment  
or  
Create material



18. Type a title for the video

19. Click **Assign**



20. Your video will now appear in  
Google Classroom