How to: Screencasts with the Game Bar (integrated in WIN10)

This step-by-step instruction will explain the process of producing a Screencast with the app Game Bar, which is integrated in every Windows 10 system. A screencast entails a video of what one is doing at their laptop (opening programmes, writing, using apps, powerpoint slides etc.) as well as an audio recording of your explanations, comments or remarks. This way you can visualize your activities on your screen for students while explaining what exactly you are doing or showing.

Tip: Do a small test run with this app before you make a long recording! This way you will avoid having to repeat your recording due to noise, low volume or similar problems.

1. The App XBOX Game Bar is automatically installed with Windows 10. To open the app, go to the search bar of your computer (bottom left of the screen) and type Game Bar. Often the first two letters are enough and the app will already be suggested to you.

Open the app.
2. The screen you were just using will be darkened and the setting of the app will show up.

The area that measures performance is not relevant for our purposes. You are welcome to close it by clicking on the X.

In the other areas, however, you can adjust useful settings: the elongated bar at the top not only shows the time, you can display all menu options by clicking on the overlay menu (see picture). An asterisk behind the menu item (menu items are for example Record, Gallery or Language) means that you will see it as a separate area. If you don't see the Record area shown here directly, go to the overlay menu and select it there!
3. To start a recording, click the round button in the area *Record*. The recording will begin automatically.
4. You will now see an additional small bar that shows you how long you have been recording. Please check if your microphone is activated! In the picture you can see that the microphone button next to the blue stop button is still crossed out. Click on it to activate the microphone and you can start recording your comments.
5. Now simply click again on your currently open page (in this example the Leuphana website). The program will continue to run in the background, even if you can no longer see all areas. Only the narrow bar (see picture) remains visible. Work as usual, open and close your programs - your activities on the screen and your voice will still be recorded.

6. If you are finished with your session, stop the recording by clicking the blue button in the narrow bar.

You will see the short remark, that your clip has been recorded.
7. You can find your recordings either in the Game Bar app by clicking *Show All Recordings* in the *Recordings* section. Here you can see all the recordings you have already made.

Or you can open your Explorer and find your recordings under *This PC > Videos > Recordings*. You can now also sort your recordings and insert them into the desired folders.
You have successfully created a screencast! If you have any questions or problems, simply contact the support team at digi-support@leuphana.de.