How to Record Screen and Video with CaptureSpace

1. Click on Screen & Webcam in the Record tab.

2. Select whether to record the entire screen or only a selected area. If you'd like to record the entire screen select Full screen. If you'd like to record a specific area of the screen, click on Select Area. To select an area – drag your mouse over the area you want to capture and release.
3. When ready, click on **Record** to start the recording.

4. Drawing tools are available when recording the screen. The drawing tools can be used to draw freely on the screen during the recording. You can stress important points by drawing a circle around them, or highlight important aspects. Anytime during a recording, you can click on **Draw** to use the drawing tools.

Click **Done** when finished recording.

5. You can do basic edits such as trimming, Chopping, Adding titles and Credits. Once done Select **Done**.  [More Information on Edit a Video](#).
6. Add a name, description, and any tags. Then select upload.

7. A progress bar will display the upload process.
8. A Message will appear that the media was uploaded and provides a direct link to the media. You can copy the URL and create a weblink in Blackboard Learn or use the Mashup tool within Blackboard Learn to link the media anywhere there is a content editor.