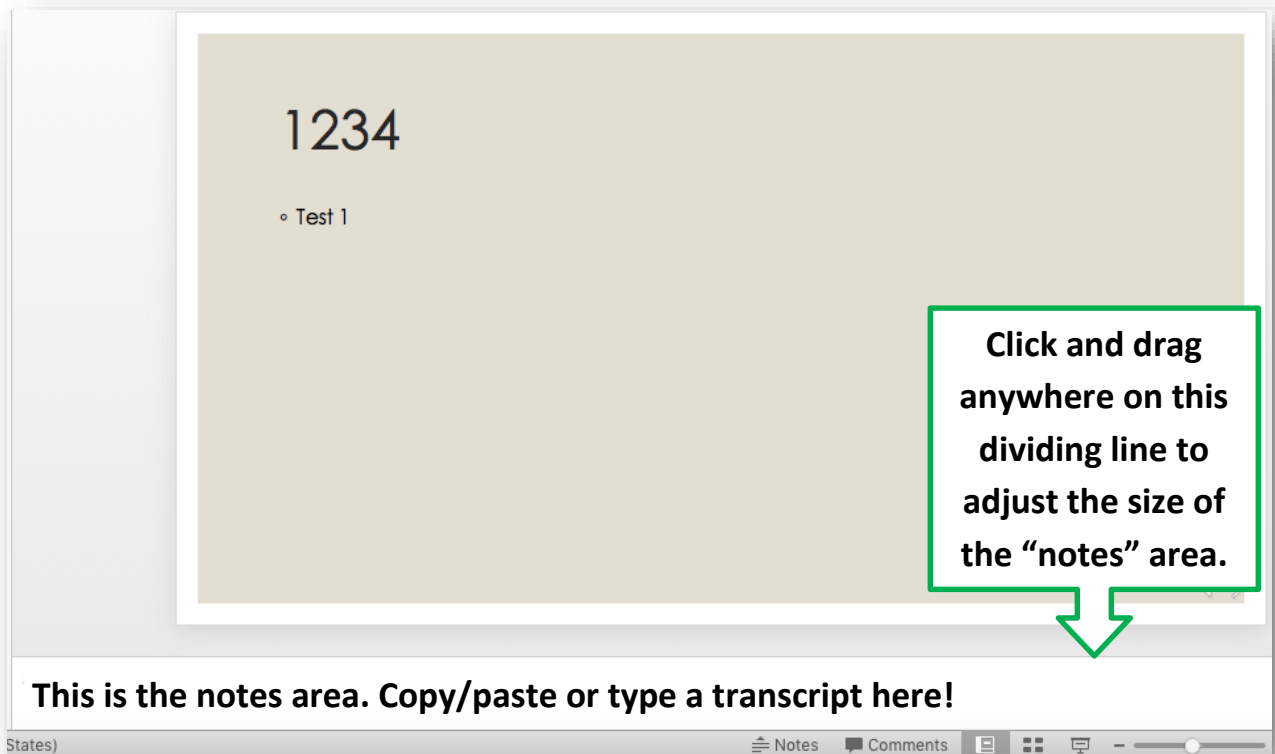


Scripting your Narration for Accessibility Compliance

- In accordance with the Americans with Disabilities Act (ADA) as well as the Rehabilitation Act, any audio narration must be accompanied by a transcript. However, prior to posting your narrated PowerPoint, **it is up to you how to add your transcript.**
- **Choice 1: Write your script before you record** - This method will help you stay on track and avoid speech fillers (um, ah, like, etc.) as well as assist greatly in time management for your recording (*remember the optimal length for any recorded media is only 3-5 minutes!*).
- **Choice 2: Transcribe your audio after you record** – Some instructors strongly feel that they do not like how they sound when they are scripted. If this describes you and you feel you want a more “organic” sound, simply record your audio, listen back, and then type out what you hear.

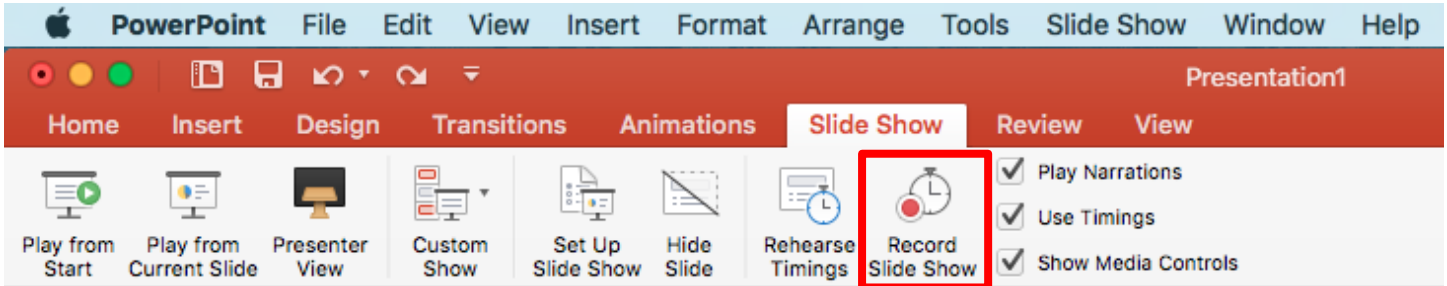
Regardless of which path you take **all transcripts can be typed or copy/pasted into the “notes” section** of the PowerPoint. **The notes area is a blank white space directly below your slide preview.** When you click on the white space you will see a cursor blinking.

To **adjust the size of your notes area** simply hover your mouse over the dividing line between the notes and the grey PowerPoint background. Your mouse should change shape to a **horizontal bar with an up and down arrow on either side** of the bar. Click and drag either up or down to change the size of the notes area.

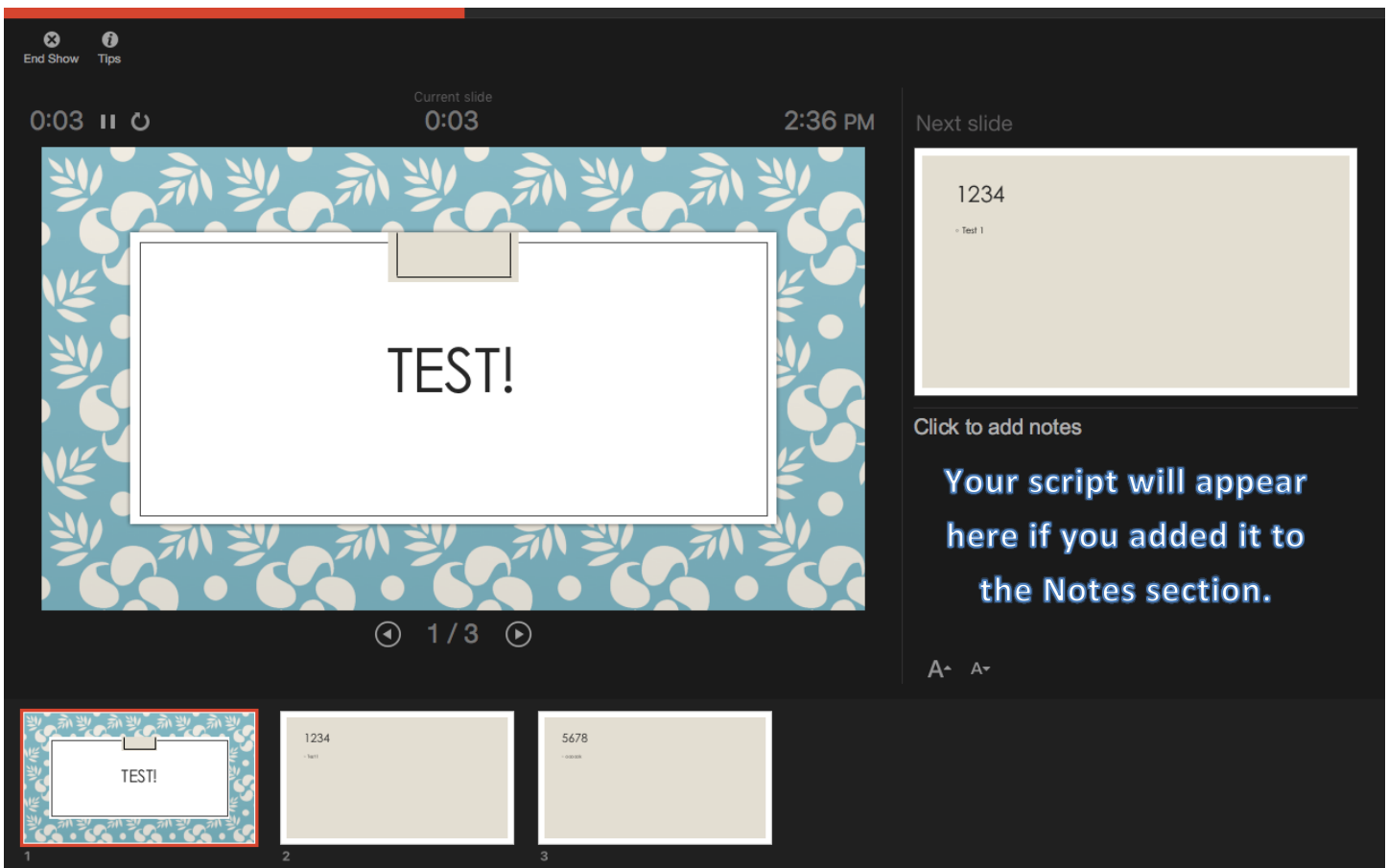


Narrating and Recording your PowerPoint

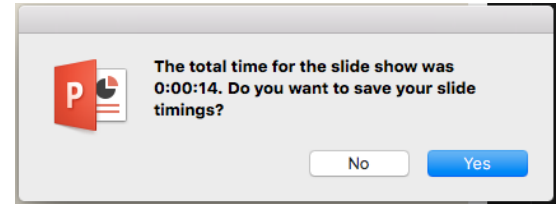
1. On the **Slide Show** tab, click **Record Slide Show**. The recording automatically starts when you enter presenter view; however, you can pause and then restart the recording when needed.



2. Your PowerPoint will display a mostly black screen when it starts to record. If you scripted your narration and pasted the script into the notes area, **the script will display in the bottom right box**. Simply navigate through your PowerPoint and speak over the slides you want to record voice narration for. When you are finished recording, click **End Show** or press **ESC**. Please also note the **Pause** and **Redo** buttons in the top left of the screen.



3. PowerPoint will prompt you to save the timings when you complete your recording. *****You must click “Yes” or else you will lose your narration! *****
4. Review the entire presentation with the narration by clicking on the **Slide Show** tab, under **Play Slide Show**, click **From Start**.
5. To review narration on a certain slide, select the slide you want and then roll over the **sound icon** at the bottom right of the screen and click on the **play** button to start the audio.



NOTE: If you wish to re-record **all of your slides** from the beginning, go to the very first slide and then re-record using steps 1-3. If you wish to re-record **only one slide**, click the slide you want to re-record to make it active and then press the **“Record Slide Show”**.

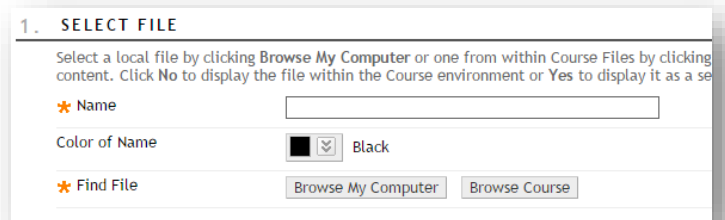
****Trim Narration** – Unfortunately, this feature is not available on PowerPoint for Mac. If a narrated slide is not how you want it, you will need to re-record that particular slide. Re-recording a slide will not affect the other previously recorded slides.

Save your presentation

1. Select **File** from the **Menu** bar.
2. Select **Save As**, name your file, then choose a location in which to save the file (Desktop).
3. In the **Save as file type** box, select **.pptx** (Saving as an .mp4 is not a feature on Word 2016 for Mac.)

Upload your narrated PowerPoint to Blackboard

1. From your course content area select the green **Build Content** button and then click **File**.
2. Give your narrated PowerPoint a name in the **Name** field and then choose **Browse My Computer**. Locate your PowerPoint and then click **Open**. Change any other settings on this screen as you see fit. Click the **Submit** button when you are done.
3. Your PowerPoint can now be viewed by students!



Considerations: PowerPoint shows can be uploaded to Blackboard but files can become very large if your presentation is lengthy. **Best practice recommendations are to keep presentations under 5 minutes in length.** Large files take a considerable amount of time to upload and download!