

Creating PowerPoint Presentations with Narration

This tutorial is for use with a PC computer with Microsoft PowerPoint 2010 and 2013

Objectives

At the completion of this tutorial, you will be able to:

- Create a PowerPoint presentation
- Record narration or comments.
- Trim narration.
- Save presentation.
- Optimize media compatibility.

Considerations:

File Size:

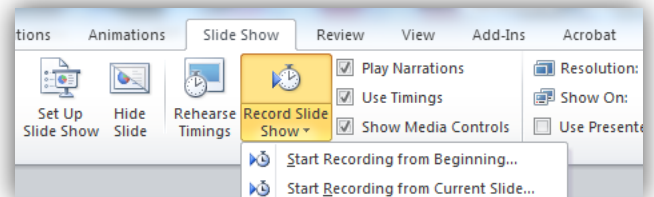
PowerPoint presentation can be uploaded to Blackboard but files can become very large if your presentation is lengthy. Best practice recommendations are to keep presentations under 5 minutes in length. Large files may take a considerable amount of time to upload and download.

Accessibility:

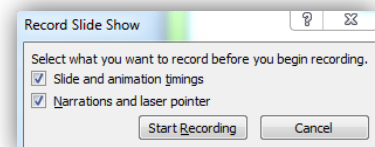
Ensure your presentation meets guidelines for accessibility. Resources available at: <https://iol.tamucc.edu/accessibility.html>.

Create and narrate a PowerPoint presentation

1. Open PowerPoint.
2. On the first slide, type **Meet Your Professor** in the title box and add **your name** and **contact information** in the subtitle box.
3. Add slide, type **Introduction** in the title box. In the bulleted box, type a short introduction that includes a list a information you want your students to know about you (i.e. research focus, interests, hobbies, likes).
4. Add slide, type **Course Expectations** into the title box. Keep this slide generic enough to be used on multiple courses. List applicable course policies and identify your preferred method of communication (Blackboard messages tool vs. email). Consider using phrases such as “Login to Blackboard X times per week”, “Review calendar and schedule”, “Read syllabus”.
5. Select the **Design** tab and choose a background design.
6. From the **Slide Show** tab, select **Record Slide Show**, then **Start Recording from the Beginning**.



Ensure the **Narrations and laser pointer** and **Slide and animations timings** check boxes are selected.

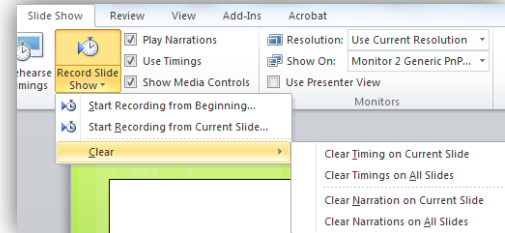


7. Click the **Start Recording** button. Record time is displayed in the upper left corner of the screen.
8. To end the slideshow, right click on the slide, and then click **End Show**.
9. Review the entire presentation with the narration, click on **Slide Show > From Beginning** in the top menu bar.

- To review narration on each slide, roll over the sound icon at the bottom right of the screen and click on the forward button to start the audio.

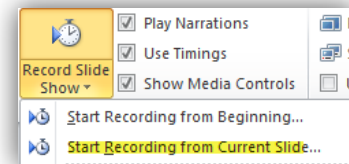


- If you wish to start over from the beginning, select **Record Slideshow**, then select **Clear > Clear Timings on all Slides > Clear Narration on all Slides**.



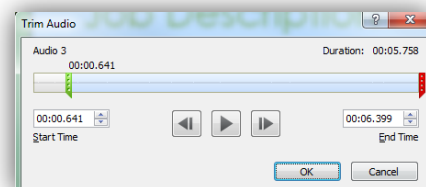
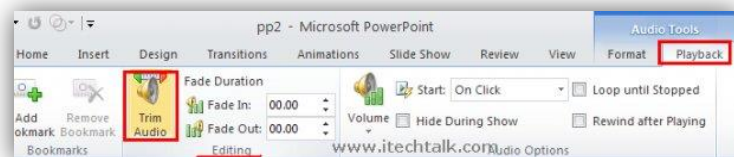
Re-record a Slide

- Select the slide on which you want to re-record the audio.
- From the **Slide Show** tab, select **Record Slide Show**, then **Start Recording from Current Slide**.
- Click the **Start Recording** button and rerecord your narration for that slide.
- When you are finished, right click on the slide, and then click End Show.
Alternatively, you can click on the Esc button to stop the recording.



Trim Narration (Trimming will only allow you to remove audio from the beginning and end of your slide.)

- Select **Playback** from the menu at the top of the screen.
- Select **Trim Audio**.
- Listen to your narration to determine where you want to trim.
- Slide the green bar to trim the beginning of the narration and the red bar to trim the end.



Save presentation

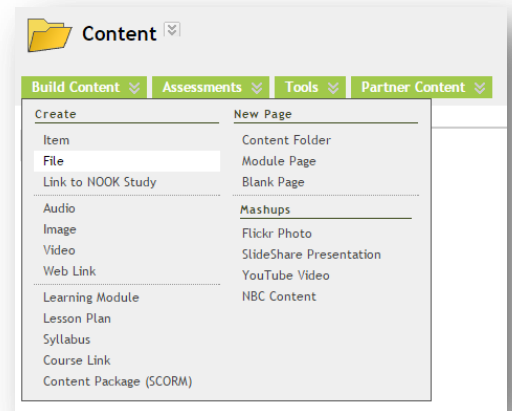
- Select **File** from the **Menu bar**.
- Select **Save As**, name your file, then choose a location in which to save the file (Desktop).
- In the **Save as file type** box, select: *.pptx*

NOTE: Saving the file as a presentation or .ppsx file may cause compatibility issues with MAC users.

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!



1. SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course File content. Click **No** to display the file within the Course environment or **Yes** to display

* Name

Color of Name Black

* Find File