

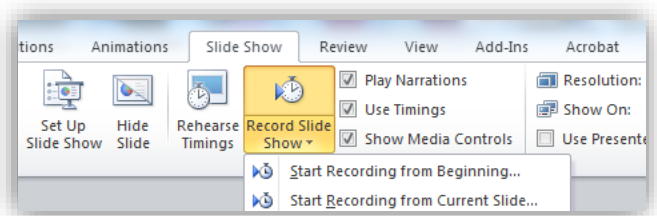
Creating PowerPoint Presentations with Narration (with option to save as video)

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

Prior to creating a narrated PowerPoint presentation, it is important to write a script. Type the script for each slide in the Notes section. Print the notes pages for easy use as you narrate each slide. Having a script will help keep your presentation concise and focused. A script is also beneficial for easily creating transcripts or closed captions which are used to make presentations ADA compliant.

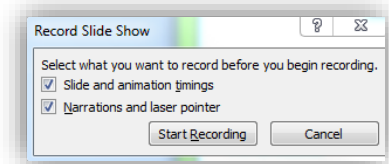
1. Open PowerPoint.
2. Create your presentation according to the project requirements.

3. From the **Slide Show** tab, select **Record Slide Show**, then **Start Recording from the Beginning**.

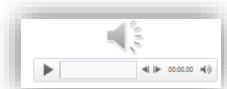


Ensure the **Narrations and laser pointer** and **Slide and animations timings** check boxes are selected.

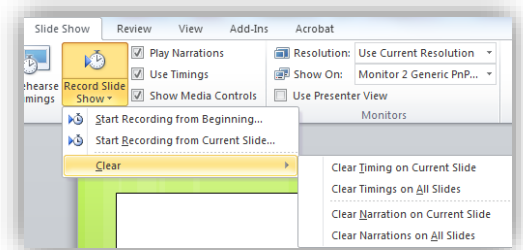
4. Click the **Start Recording** button. Record time is displayed in the upper left corner of the screen. To pause the recording, right click and select **Pause Recording** from the menu.



5. To end the slideshow, right click on the slide, and then click **End Show**.
6. Review the entire presentation with the narration, click on **Slide Show > From Beginning** in the top menu bar.
7. 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.

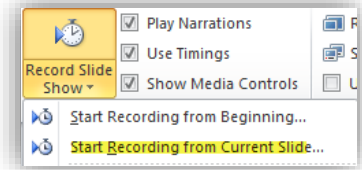


8. If you wish to start over from the beginning, select **Record Slideshow**, then select **Clear > Clear Timings on all Slides > Clear Narration on all Slides**.



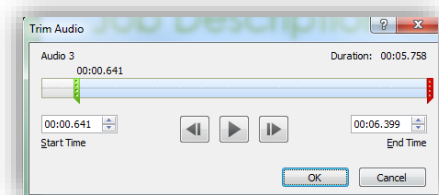
Re-record a Slide

1. Select the slide on which you want to re-record the audio.
2. From the **Slide Show** tab, select **Record Slide Show**, then **Start Recording from Current Slide**.
3. Click the **Start Recording** button and rerecord your narration for that slide.
4. 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 (The Trim Audio tool will only trim audio from the beginning and end of your slide.)

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



Save 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.
3. In the **Save as file type** box, select: *.pptx* to save it as a presentation, select *MPEG-4* to save it as a video.

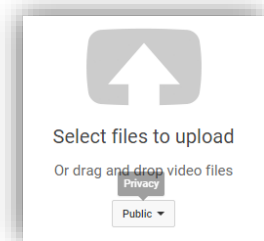
NOTE: If you save the file as a video, give it a unique name so you can find it later in YouTube. For example, NURS5314_ISRL_JDoe

OPTIONAL:

Upload Your narrated PowerPoint Video to YouTube

NOTE: Youtube is included with all Google accounts. Click [here](#) to create an account.

1. Sign into your [YouTube account](#).
2. In the upper right corner of the screen, click the **Upload** button.
3. Select the video file to upload and set the privacy level to **Public** using the dropdown menu. The video must be public so that it can be found using the Mashup YouTube search in Blackboard.
4. Once the file is selected, the processing will begin. It may take several minutes depending on the length of the video.
5. Select **Publish** when processing is complete.

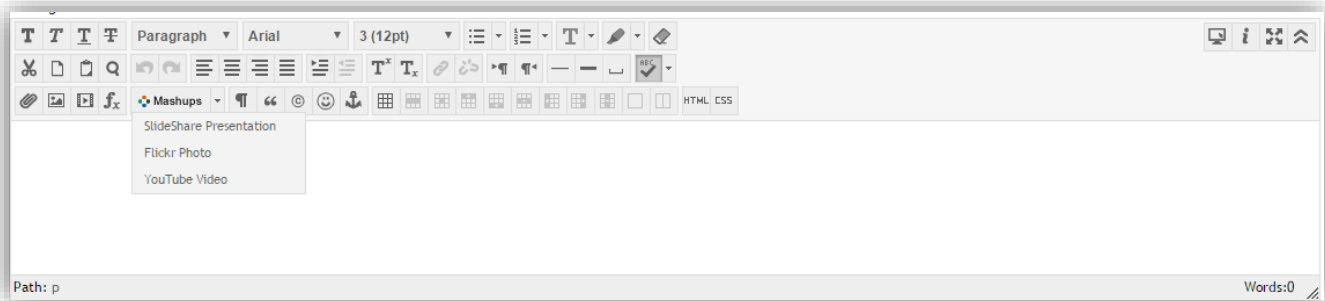


Add Closed Captions to Your Video

1. Select **Video Manager** in your YouTube account.
2. From the **Edit** dropdown menu for to the video you want to caption, select **Subtitles and CC**.
3. Under PUBLISHED, select **English (Automatic)**. If you don't see it immediately, auto captioning may still be in progress. Wait at approximately 24 hours to ensure auto captioning has completed.
4. Select the **Edit** button near the bottom right of the page. Then review and revise displayed captions as needed.
5. When you are finished, select the **Publish edit** button.

Embed in Blackboard using the mashup tool.

6. Using the content editor (see image below), click on the **Mashups** menu and select **YouTube Video**.



7. Type the name of your video file in the **Search** box and click **Go**.
8. Locate your video in the list and click **Select**.
9. Keep the default setting for **View** as **Thumbnail**. Choose the Yes or No radio buttons to **Show YouTube URL** and **Show YouTube information**.
10. Click the Submit button.

Considerations: Best practice recommendations are to keep presentations under 5 minutes in length. Large files take a considerable amount of time to upload and download!