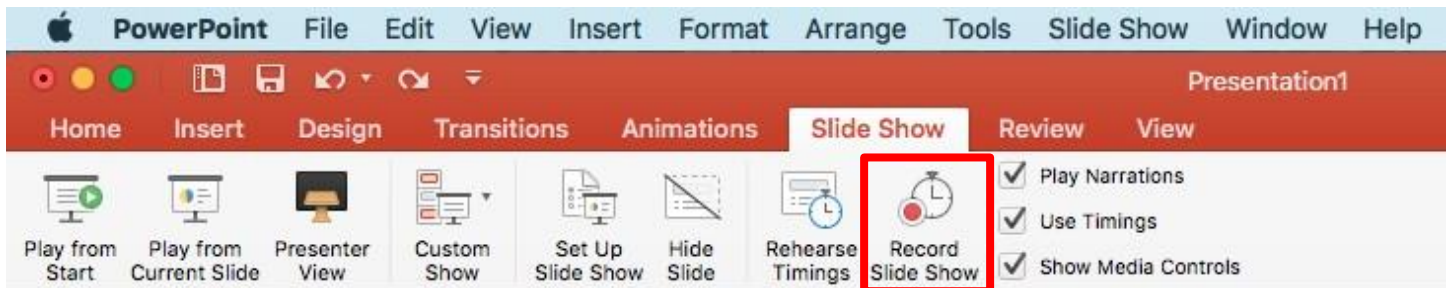
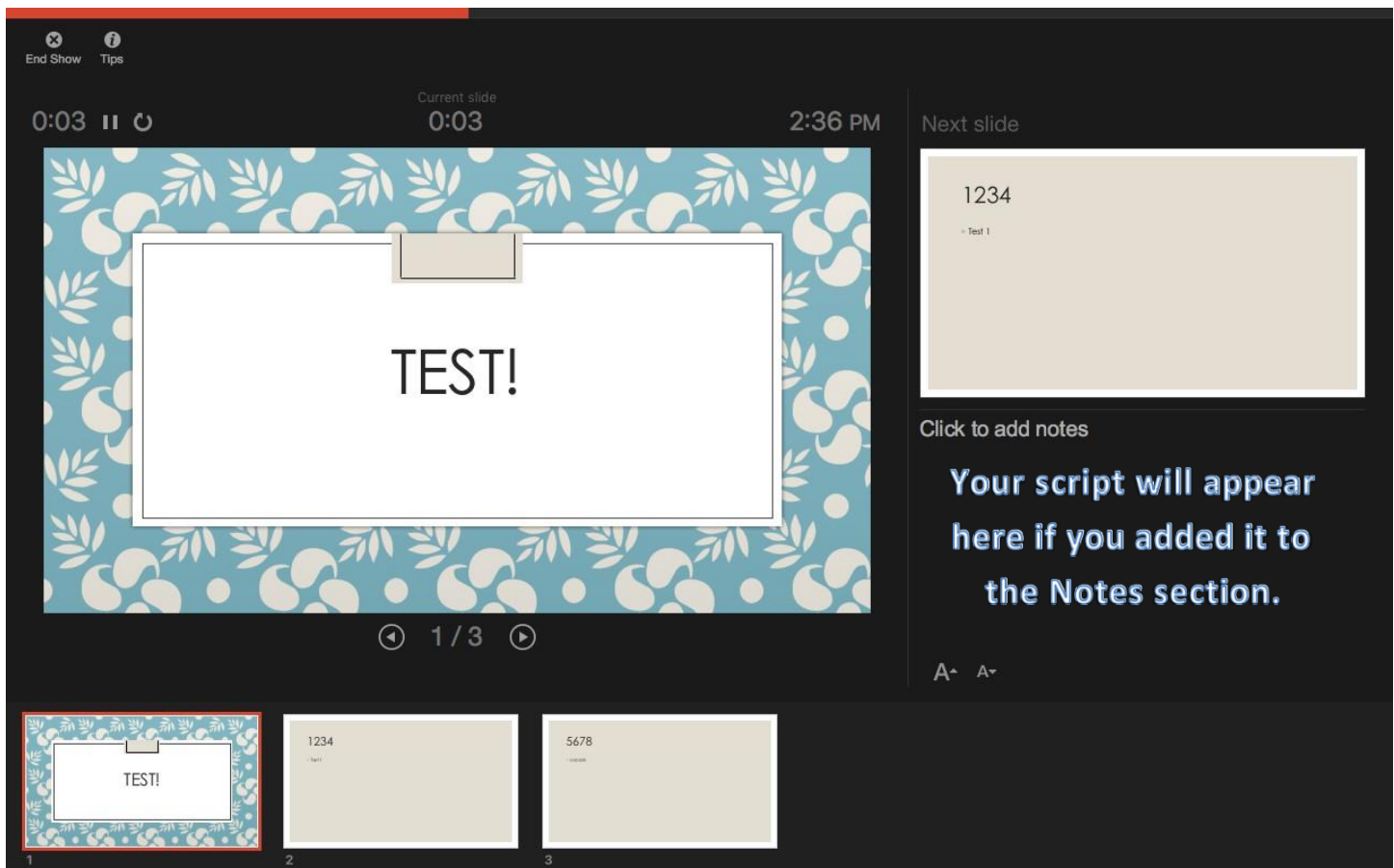


Narrating and Recording your PowerPoint

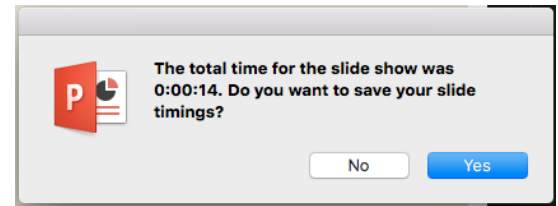
1. On the **Slide Show** tab, click **Record Slide Show**. The recording automatically starts when you enter presenter view; however, you can pause and then restart the recording when needed.



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”**.

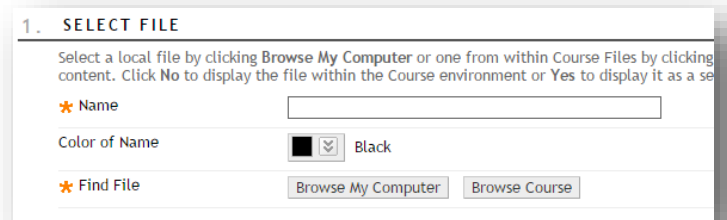
****Trim Narration** – Unfortunately, this feature is not available on PowerPoint for Mac. If a narrated slide is not how you want it, you will need to re-record that particular slide. Re-recording a slide will not affect the other previously recorded slides.

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!