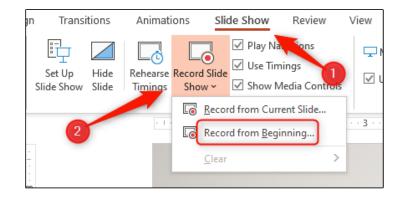
Recording PowerPoint w/ Voiceover and Embed in Course

1) Recording Voiceover

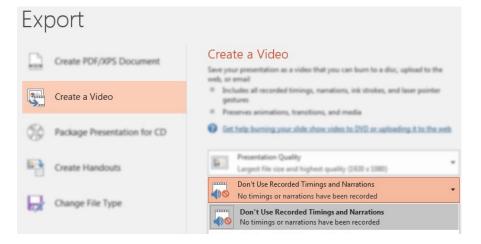
Open the PowerPoint presentation in which you would like to record a voiceover narration. Head over to the "Slide Show" tab and, in the "Set Up" group, select "Record Slide Show." Once selected, a drop-down menu will appear. Here, you can choose to start the narration from the beginning or from the current slide. If you choose to start recording from the current slide, make sure that you're on the slide you'd like to start recording from.



When you select the **record** button a countdown timer (3 seconds) will appear. **Record** your slide narration using the **right arrow** to go to the next slide. When you are finished, use the **stop** button.

2) Save Presentation as Movie

- a. Go to File > Export
- b. Select Create a Video
- c. Choose presentation quality &
- d. Select Use Recorded Timings and Narrations
- e. Click Create Video
- f. Select MPEG-4 (MP4) video and **Save** locally



3) Upload to "My Media" in Blackboard

- a. Log into Blackboard and choose the My Media sub-tab
- b. Select the Add New button and Choose Media Upload
- c. Select Your file to Upload
- d. Add Name, Description and any relevant Tags.
- e. Click Save and wait for upload to finish.

4) Putting the Video in Your Course

- a. Visit the **Blackboard course** where you are placing the video.
- b. Go to the <u>content area</u> and **folder** that where the video will reside.
- c. Make sure your <u>Edit Mode</u> is on. Then hover over **Build Content** and select **Kaltura Media** from the *Mashups* section of the menu.

	Build Content	Assessments \lor Tools \lor	Partner Con
Notifications 💿			
Syllabus & Schedule II 🖾 💮	Create	New Page	
	Item	Content Folder	
My Grades 😔	File	Module Page	
	CourseSmart Link	Blank Page	
COURSE CONTENT	Audio	Mashups	_
Weekly Content 🔶 😔	Image	Flickr Photo	
	Video	SlideShare Presentation	
Send Email 🛛 💿	Web Link	YouTube Video	
Tools Area 🖾 🛛 😁	Learning Module Lesson Plan	SHSU Library Guides	
		Kaltura Media	
		Films on Demand Video	

- d. Select your newly uploaded video
- e. Provide a Title & Description and then click Submit.

Contact us for <u>Technical</u> or <u>Instructional Design Support</u>.

For more instructions, options, or tutorials, visit the SHSU Online Instructional Continuity Guide.



