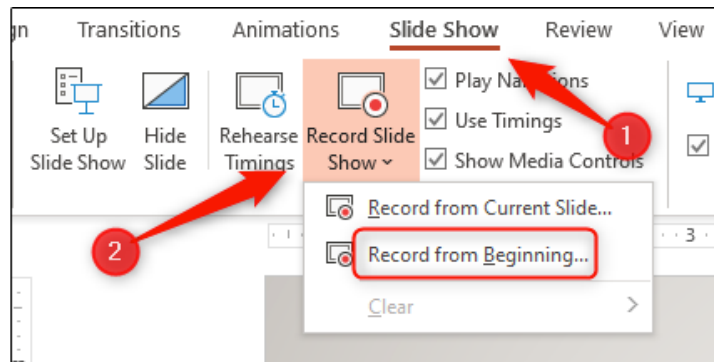


Recording PowerPoint w/ Voiceover and Embed in Course

1) Recording Voiceover

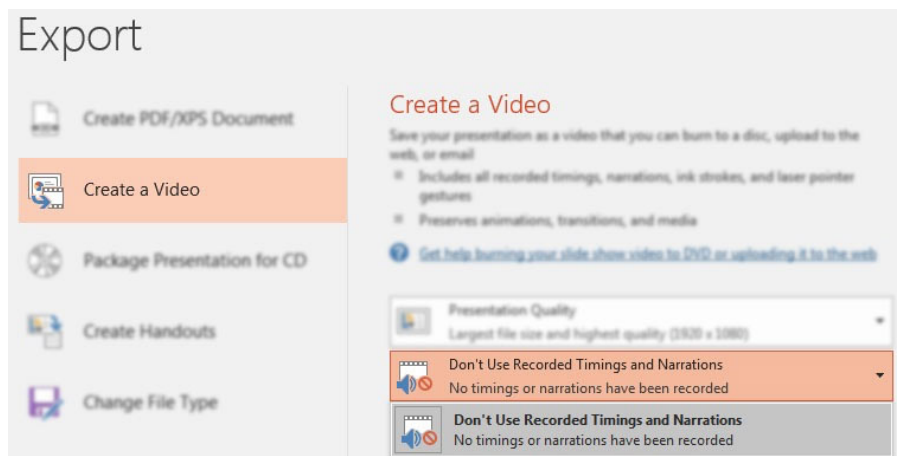
Open the PowerPoint presentation in which you would like to record a voiceover narration. Head over to the “Slide Show” tab and, in the “Set Up” group, select “Record Slide Show.” Once selected, a drop-down menu will appear. Here, you can choose to start the narration from the beginning or from the current 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.

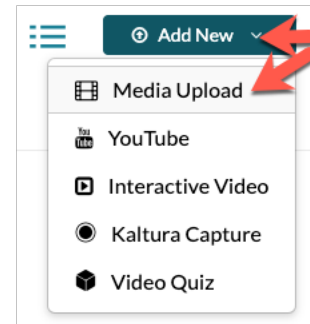
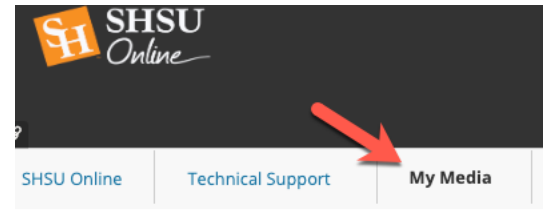
2) Save Presentation as Movie

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



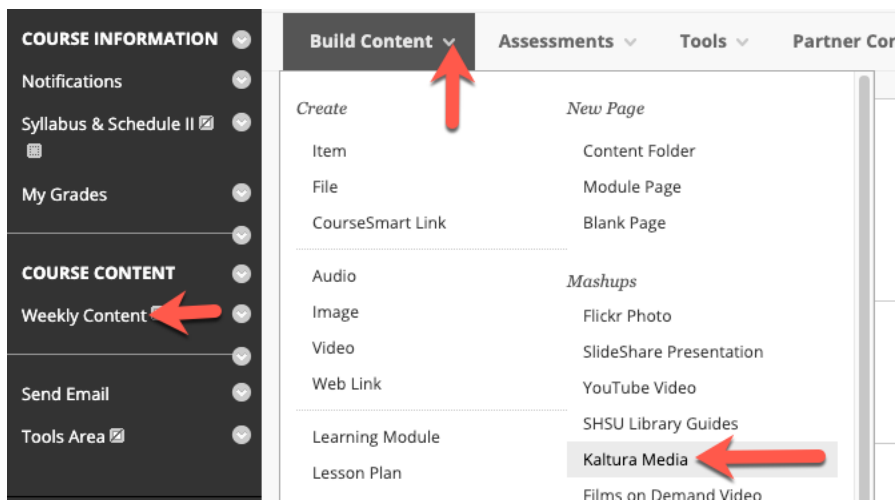
3) Upload to “My Media” in Blackboard

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



4) Putting the Video in Your Course

- Visit the **Blackboard course** where you are placing the video.
- Go to the [content area](#) and **folder** that where the video will reside.
- Make sure your [Edit Mode](#) is on. Then hover over **Build Content** and select **Kaltura Media** from the *Mashups* section of the menu.



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

Contact us for [Technical](#) or [Instructional Design Support](#).

For more instructions, options, or tutorials, visit the [SHSU Online Instructional Continuity Guide](#).