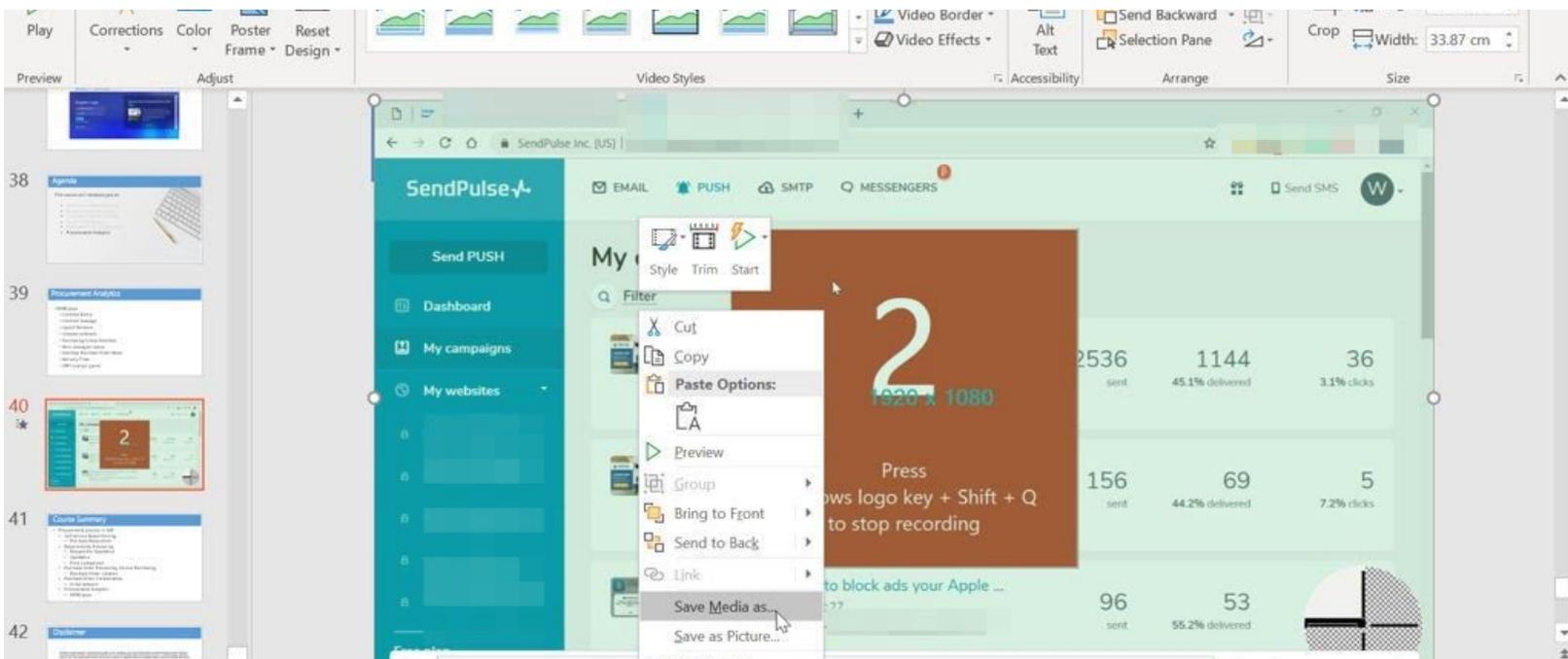


Eva Kilar-Magdziarz

SLCL

Recording PowerPoint Slides for your classes/lectures



WHAT YOU WILL FIND IN THIS MANUAL

In this manual you will find steps to take to record a video of your Powerpoint Slides for your lectures.

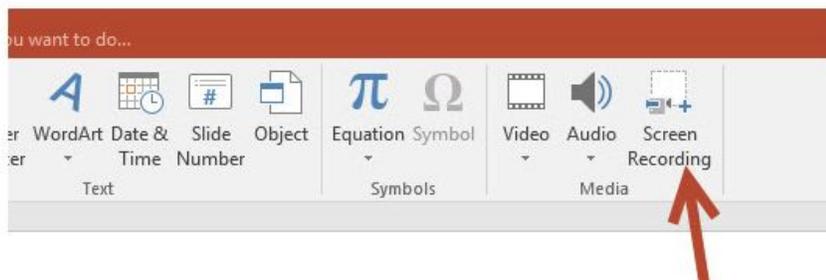
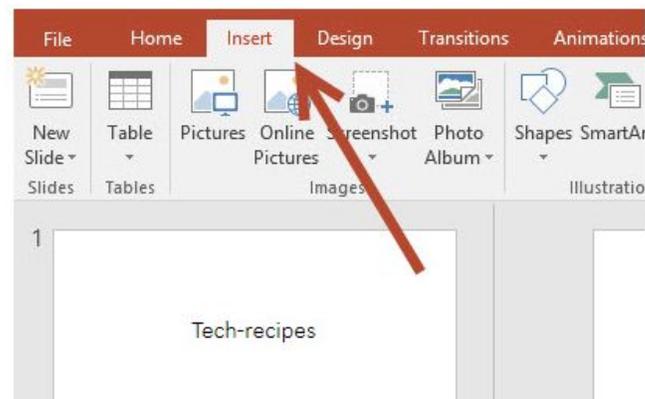
In this documents there will be two main sections:

1. [Recording Screen within your PowerPoint](#)
2. [Recording PowerPoint Audio and then exporting it to mp4](#)

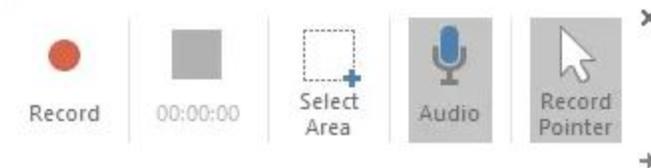
Before starting the recording, make sure your microphone is enabled, you can check if it works [here](#).

Recording Screen within your PowerPoint

For latest versions of PowerPoint you might record your screen with audio narration. Open your PowerPoint (Windows OS) and go to INSERT > SCREEN RECORDING



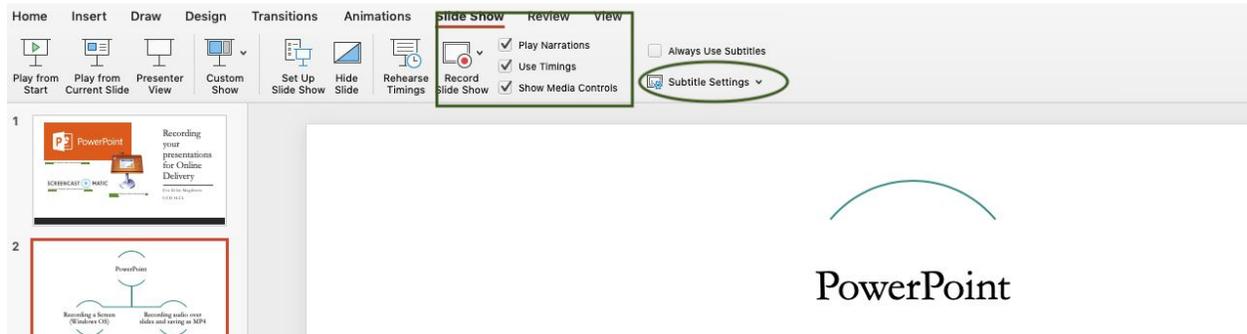
Then a small window with recording options will come to screen - select Record and stop with **Windows Key + Shift + Q**.



Then save the PPTX as Media as mp4 and upload to Brightspace as a video file with good instructions for students. A video tutorial on screen recording [here](#) or MS manual [here](#).

Recording PowerPoint Audio and then exporting it to mp4

Start with Opening your PowerPoint and review its content. Once ready, go to Slide Show.



Then Select Record Slide Show which will allow you to add audio to your slides. You might also consider adding Subtitles for accessibility reasons. [Here more](#) on these settings.

Once you start recording PowerPoint will show you the presentation in a Presenter's View with timings

End Show

0:14 16:58 End of slide show

Current slide
0:14

Go here to end the show

PowerPoint

Recording a Screen (Windows OS) Recording audio over slides and saving as MP4

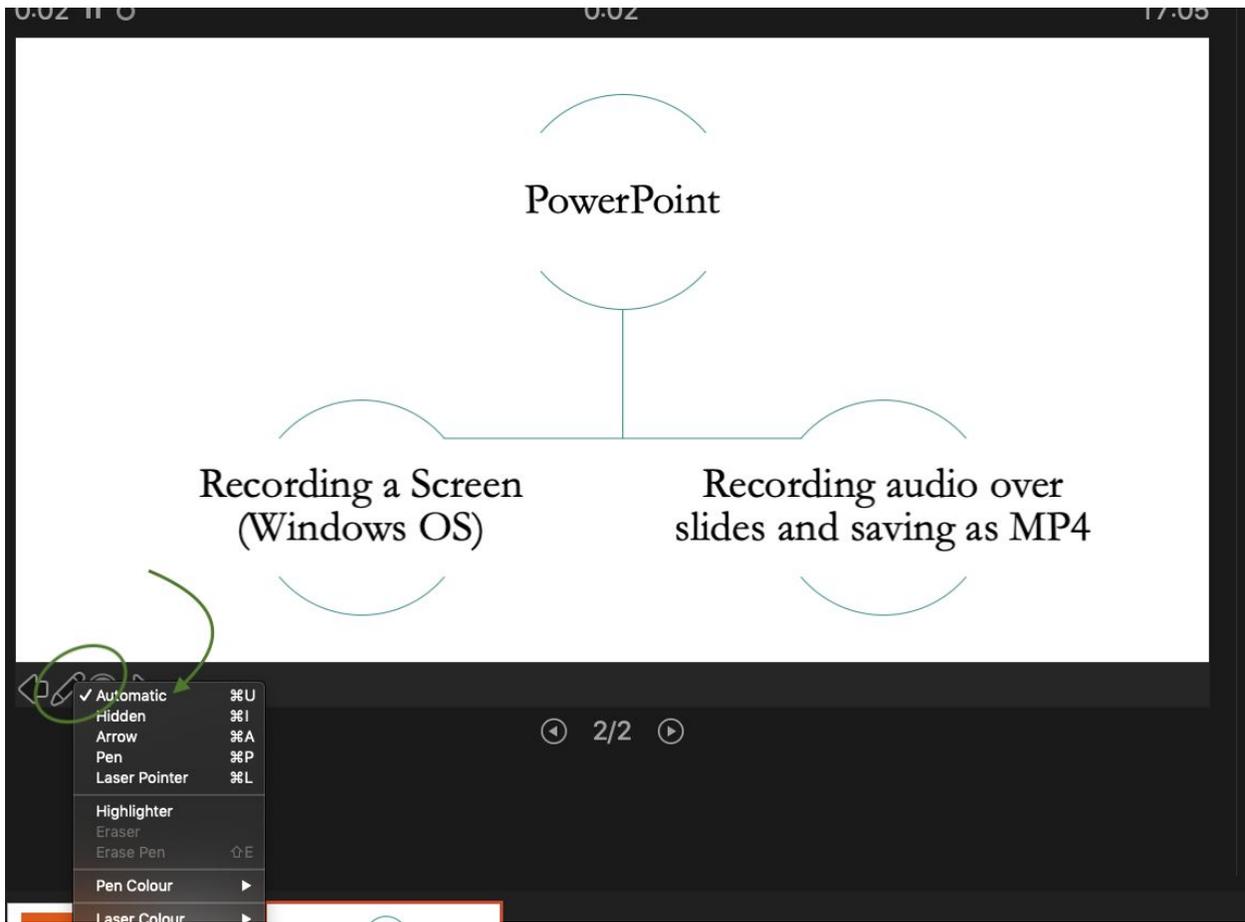
Next button will more to the next slide with recording audio for this one

Click to add notes

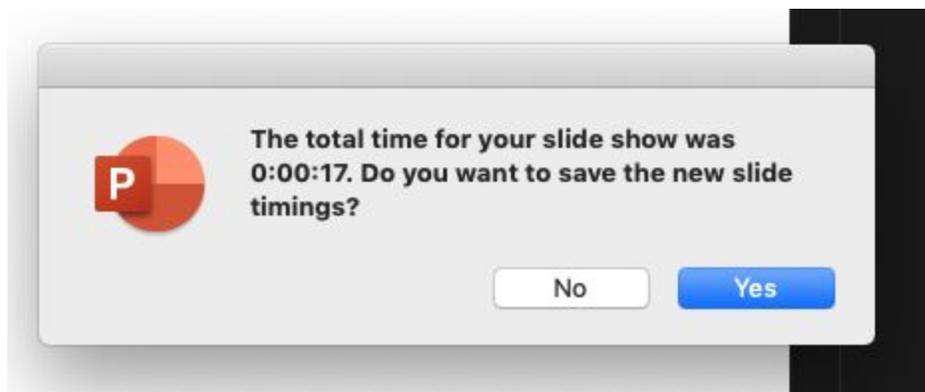
2/2

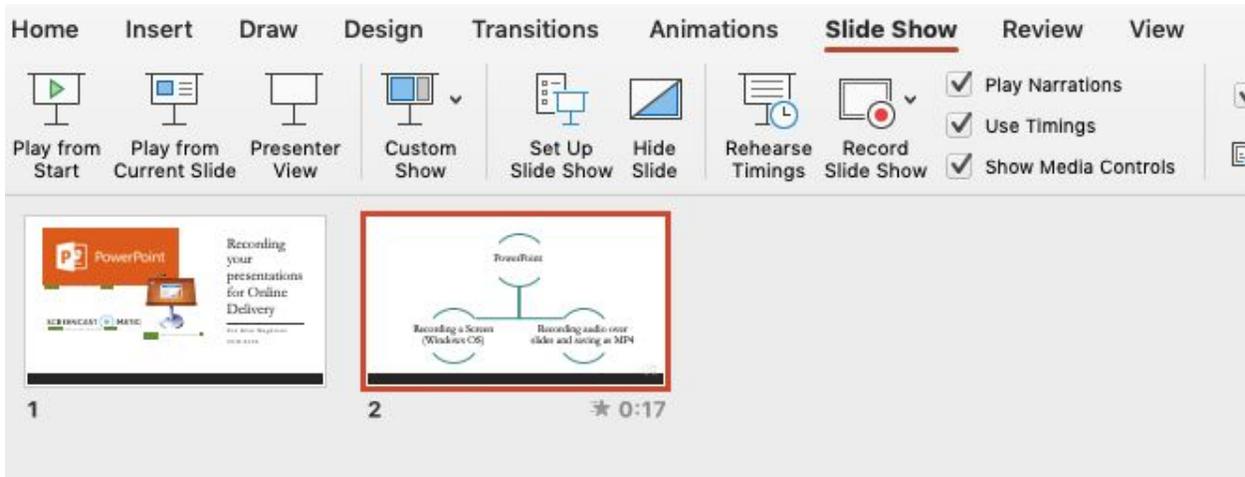
A- A-

When Recording the audio per slide, any annotations tools would be not visible in the video so if you are used to this functionality, it will not work.

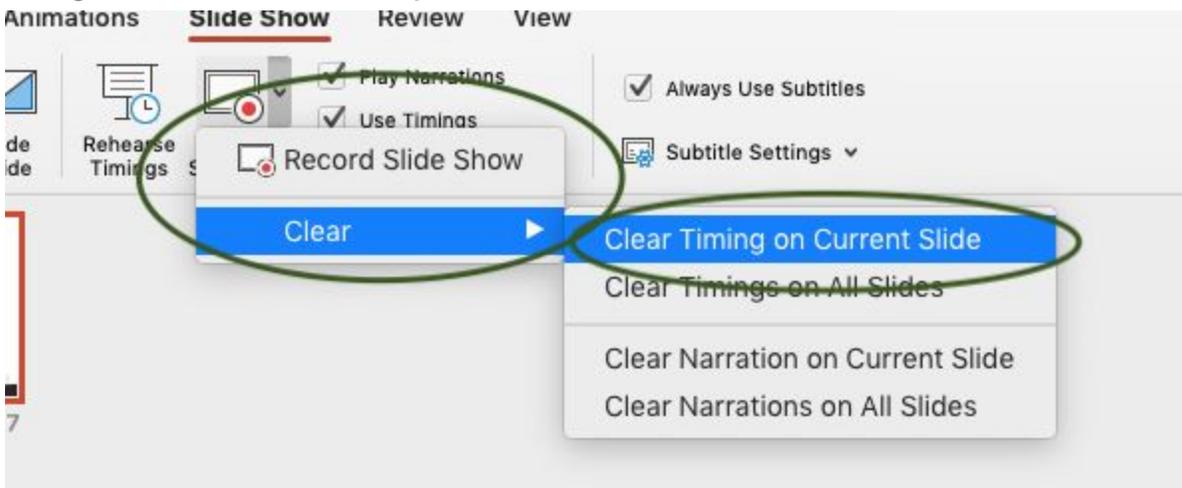


Once you End Show then PP will ask you if you would like to save your audio so select Yes.

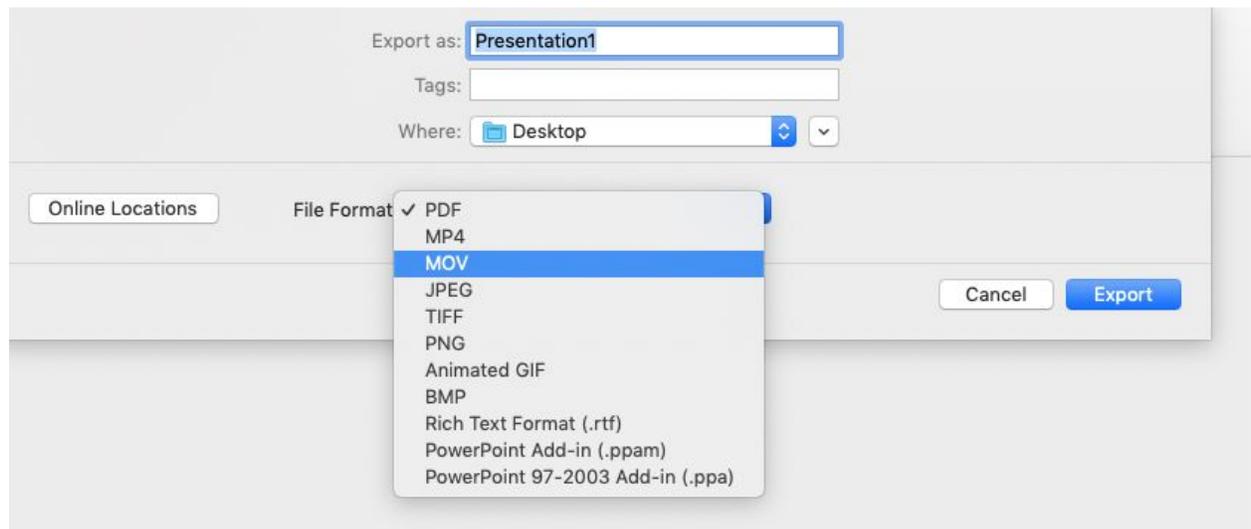
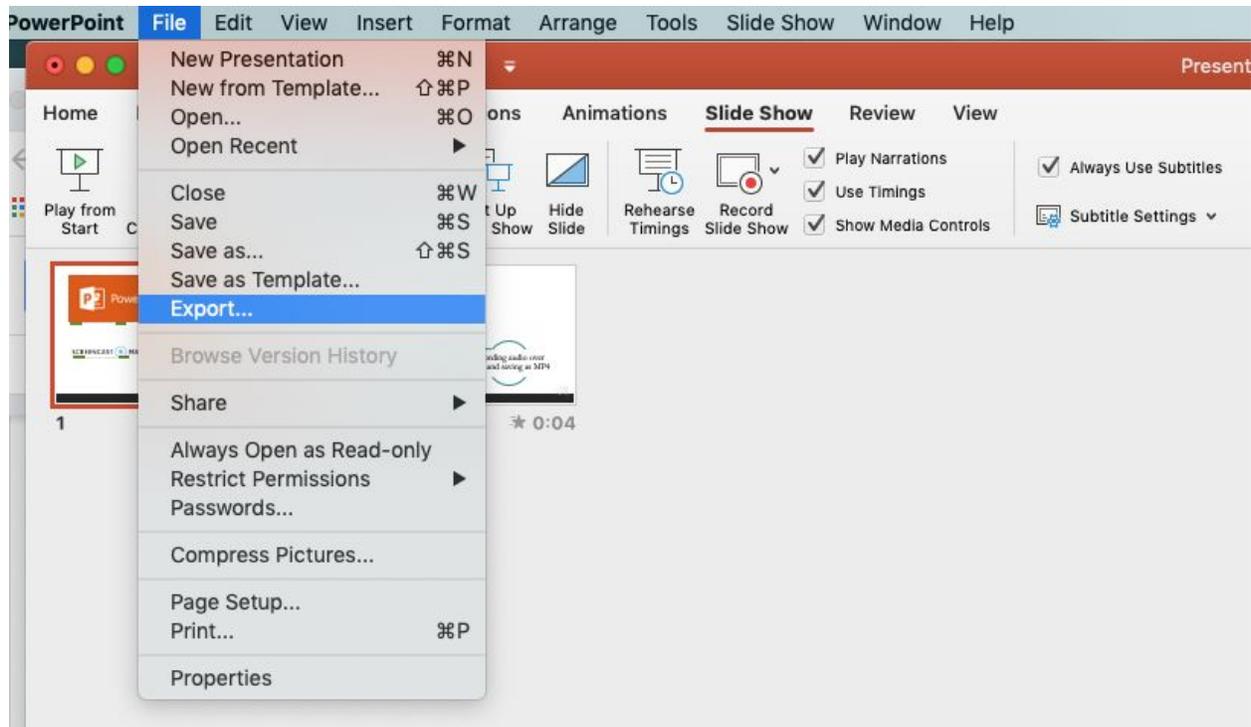




Your presentation slides will be shown with audio added per each slide if applicable - you can always re record audio per slide (e.g. if you make a mistake). You can then go to Record Slide Show and Clear Timings on Current Slide (the one you select and then re record the audio)



Once you are happy with your presentation you can export as mp4 (MAC IOS)



Then save as mp4 on your PC, once ready, upload to your Brightspace module in My Learning Space as a Video (with a clear naming convention) or a file (giving more instructions to students)

Add a description...

Upload / Create ▾ Existing Activities ▾ Bulk Edit

Upload Files

Video or Audio

Create a File

Create a Link

Add from Manage Files

New SCORM/xAPI Object

If you add the video as a file -have a clear/consistent title for it

This option is recommended for videos as you can provide more information and guidance

SOME TIPS FOR SLIDES RECORDING

- Record slide by slide - as then you can still re-record individual slides if something goes wrong
- Do not worry about things going wrong, especially the first time you record your slides :)
- The recording is not there for slide transitions so treat each slide as an individual one/ single “unit”
- Change how you deliver your presentation - as remember, your students will not be there in class to experience it
- It would be advisable to have one slide at the beginning about the Learning Outcomes of your session as well as how it links with your module
- Use subtitling functionality within PowerPoint to ensure accessibility
- Have one of the last slides refocusing on the aim of the presentation. [Go here](#) to see design guidelines for a Screencast.