

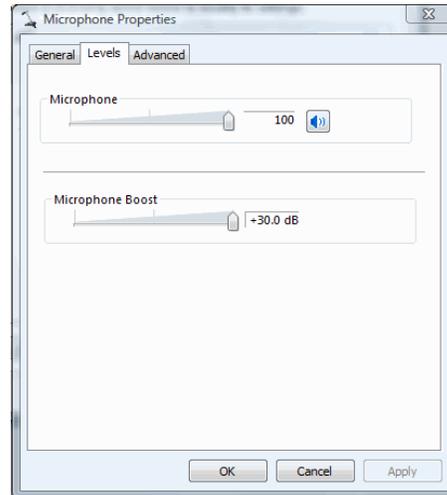
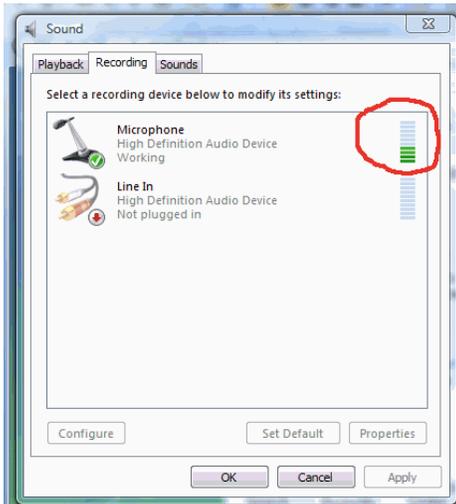
# Recording and Posting a Narrated PowerPoint Presentation

Let me know if I can help! Zak Birchmeier [canvas@stephens.edu](mailto:canvas@stephens.edu) 573-876-2392

- 1) Get a headset. Models that cost \$40 are still good – try Best Buy. (If you are local, GCS has one that you can check out).



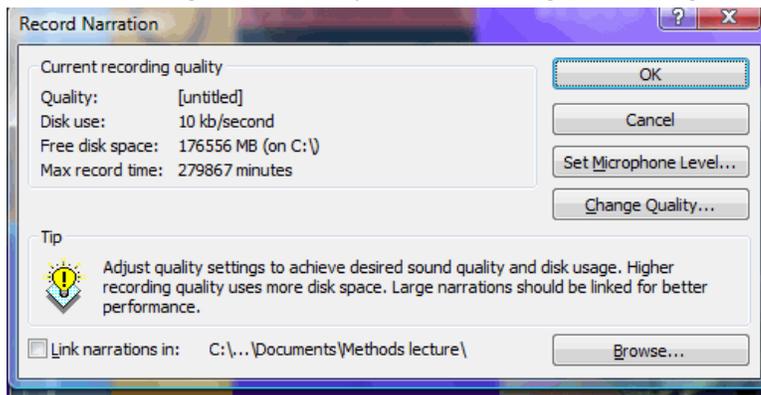
- 2) Connect the headset to your computer's microphone & speaker holes (USB not necessary).
- 3) The first time you do it, test the connection by going to your computer's audio control panel and view the sound recording levels while you talk. In a PC, go to Control Panel - Sound – Recording tab. If sound isn't being picked up, double-click Microphone and then the Levels tab. Move the bars up.



- 4) Open the existing PowerPoint presentation that you want to narrate. Go to the SlideShow tab, and click Record Narration.

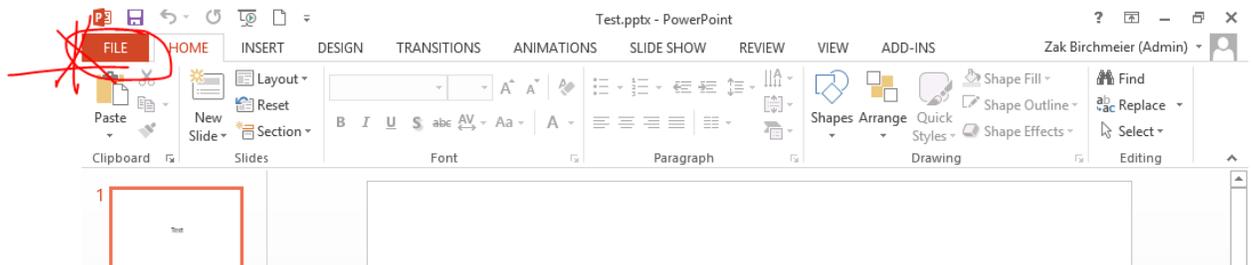


- 5) When the dialog box comes up, click OK to begin recording.

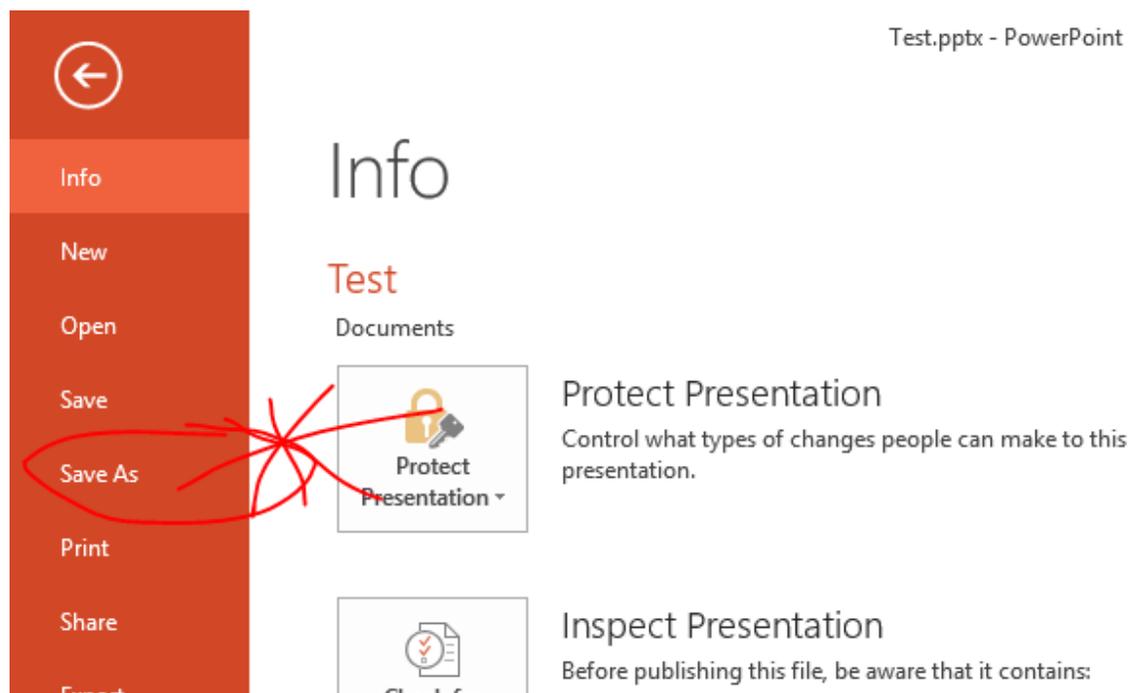


- 6) The slideshow will come up full-screen. Begin speaking, and click through the slides as you need to. When finished (or when you press Escape), a dialog box will pop-up to ask you if you want to save your narration.
- 7) Using PowerPoint 2010 or later, save your file as a Video. Don't have Office 2010 or later? You can purchase Office 2013 using a Stephens discount. Email [helpdesk@stephens.edu](mailto:helpdesk@stephens.edu) for details.

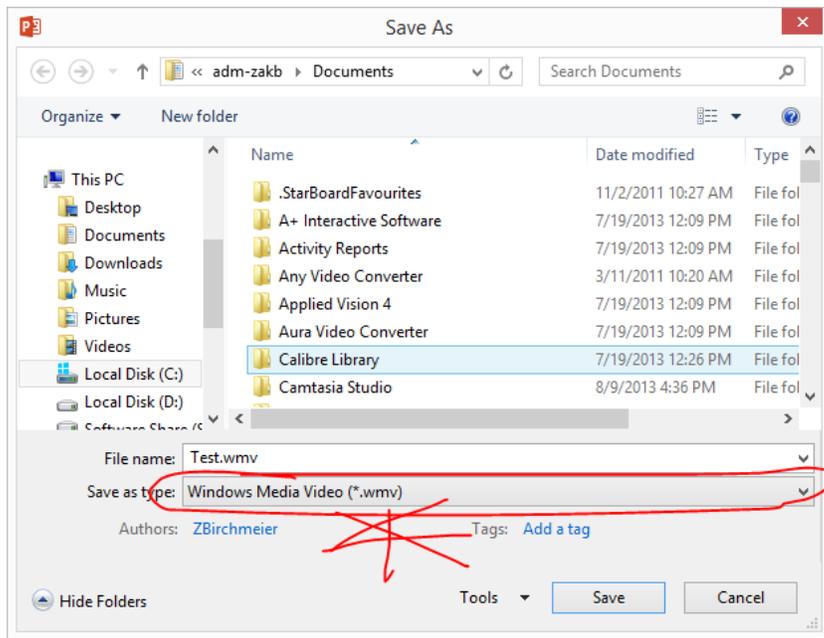
Click the File tab:



Choose Save As:

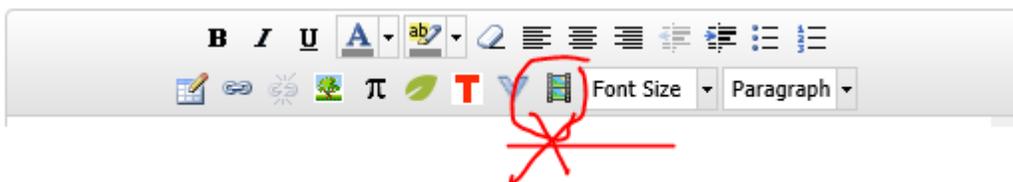


Choose a location to save to, and then change the “Save as type” to ‘Windows Media Video (\*.wmv):

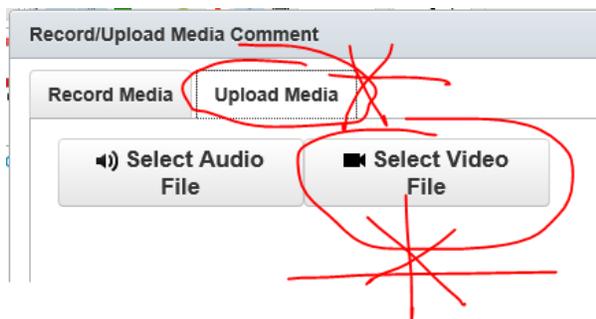


### Upload your Video to Canvas:

In a Canvas page, click the Media Record/Upload button on the Content Editor:



Choose Upload Media, and then Select Video File:



Browse your computer to find the video file that you created with Powerpoint, and then upload that to Canvas. Then Save the page. The video will take a while to process before it is viewable.