# UNIVERSITY OF HARTFORD

## FACULTY CENTER FOR LEARNING DEVELOPMENT

# Creating a Narrated PowerPoint

Adding narration to a PowerPoint can help instructors to create standalone "mini lectures" that can be posted on Blackboard. Students can view the PowerPoint and hear the instructor's commentary right from their computers at home, allowing instructors to free up class time for interactive engagement or to make up canceled classes. Narrated PowerPoints can also be used in online classes to provide students with the mini lectures or 'lecturettes' on key content or concepts.

To record narrations in PowerPoint, all you need is a computer microphone – you don't need to download any additional software. Ideally, you would want a headset with microphone and earphones.

Here are the steps for adding narration to your PowerPoint:

- Create your PowerPoint presentation as you would normally do, or find an existing presentation you would like to narrate.
- Click on **Slide Show → Record Slide Show → Start Recording** at the top of the screen to start recording your narration.
- While recording your narration, click on the mouse to advance the slides.
- When you are finished recording, right click on your mouse and select **End Show**.
- Save the presentation and upload it to Blackboard.

## *Adding Narration to a PowerPoint*

First, you will need to create your PowerPoint presentation and save it. (You can't record narration until you have saved the presentation first.) To begin adding narration, go to **Slide Show → Record Slide Show.**
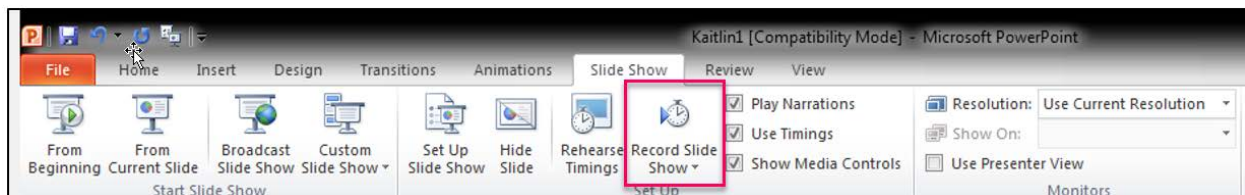


A window will appear, asking you what you want to record. Be sure to check both boxes and select **Start Recording.**

Your presentation will open in a new window.  You can begin your narration, clicking the mouse to advance your slides as you speak.

**Important:**  PowerPoint records the narration as an individual audio file for each slide.  Be sure to pause when you have finished narrating a slide and do not begin again until the new slide has appeared, otherwise, you will clip part of your audio.

When you are finished recording your narration, right click and select **End Show.**

## *Viewing your Narrated PowerPoint*

To view your completed presentation, click on **Slide Show** and select **From Beginning.**

The narration will begin and the slides will advance automatically as you view the presentation.



## *Saving your Narrated PowerPoint*

It is a good idea to save the narrated PowerPoint as a new file, in case you ever need to go back and edit or change the original PowerPoint.  To save the narrated version, go to **File → Save As.**

## *Exporting your Narrated PowerPoint as a Video*

Adding narration to a PowerPoint will make the file very large, which may pose problems when students try to open it if you upload it directly to Blackboard.  It is recommended that instructors export the narrated PowerPoint as a video, which is then uploaded to Ensemble, YouTube, Vimeo or another streaming service, which can then be linked within Blackboard.  University of Hartford faculty can request that an Ensemble account by going to: http://bit.ly/EnsembleRequest.  To export your video:

1. Go up to **File → Export → Create a Video**.
2. From the dropdown, choose **HD (720p)** which should give decent framerates once uploaded.
3. Keep the default **Use Recorded Timings and Narrations**.
4. Click **Create Video**.
5. Once your video is exported and saved, you can upload the video to Ensemble and link it in Blackboard.

Directions on uploading videos to Ensemble and linking it to Blackboard:
http://bit.ly/GetStartedEnsemble

## Getting Help with Technology at the University of Hartford

**Faculty Center for Learning Development (FCLD)**
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning.  The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including:  PCs, Macs, scanners, and projectors as well as support staff.  Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.
**Phone:** (860) 768-4661          **Email:** fcld@hartford.edu
**Website:** http://www.hartford.edu/fcld

**Student Blackboard Support**
The following is student support for Blackboard only.  All other support technical support issues need to be addressed to the Office of Technology Services (below).
**Phone:** (860) 768-4636          **Email:** bbsupport@hartford.edu
**FAQ/Submit a Ticket:** http://www.hartford.edu/studentbbsupport

**Information Technology Services (ITS) Help Desk**
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).
**Phone:** (860) 768-4357          **Email:** helpdesk@hartford.edu
**Website:** http://hartford.edu/ots

**Media Technology Services (MTS)**
Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums,  laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.
**Phone:** (860) 768-4357          **Website:** http://www.hartford.edu/mts