

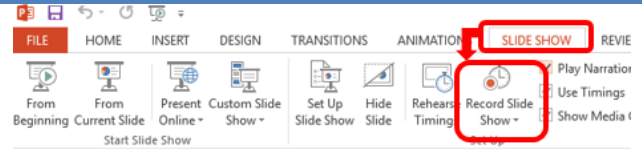
Recording a Narrated PowerPoint Presentation

Blackboard Quick Guide

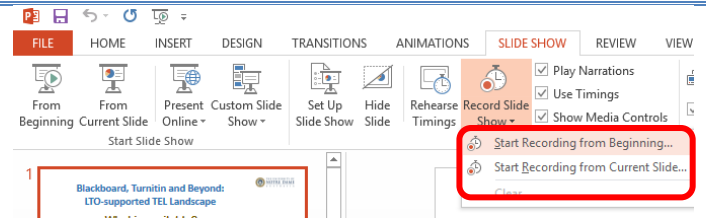
Please note that you will need the microphone connected to your computer to record audio.

1. Open your PowerPoint presentation. Please consider breaking it into short topical chunks (between 5 and 15 minutes) and record each of those separately. It will make it easier to use for your students while allowing you to be more selective and focused.

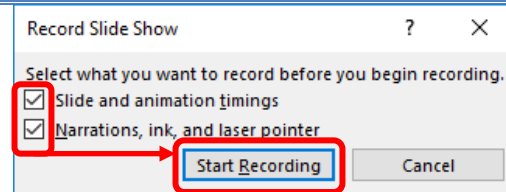
2. Click on **Slide Show** tab and then click on the **Record Slide Show** button. The button has *two clickable points* – if you click on the wording, you will proceed to step 3 below, and if you click on the actual clock picture, you will skip to step 4.



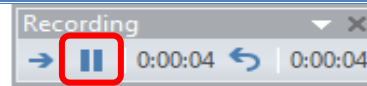
3. Click on **Start Recording from Beginning...**, but note the feature that allows you to start recording from any selected slide. Should you make a mistake, you can stop your recording (see Step 7 below) and re-record via Start Recording from Current Slide... option. You can re-record more than one slide in this way; just press Enter or click the mouse to advance through all the slides you want to re-record. Press Esc to stop recording.



4. When the **Record Slide Show** dialogue box opens, make sure that both options are selected and click on **Start Recording** button – it will take you to *Slide Show View* and will start recording at the same time, so be ready to speak your narration into the microphone.

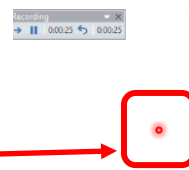


5. You will see a small toolbar titled **Recording** in the **top left corner** of the recorded screen (which will be your second screen if you have two monitors). You can **pause** the recording at any time using the pause button (with an option to resume later).



The **pause button** suspends the recording and a dialog box appears with a **Resume Recording** button: press it when ready.

6. **IMPORTANT:** clicking the mouse button or pressing Enter will move you to the next slide or call up a new element (e.g., a new bullet point). If you want to **record the movement** of your cursor (e.g., a *laser pointer*) on screen, **hold down the Ctrl key** and then **click and hold the mouse button** and use the mouse to control the laser pointer:

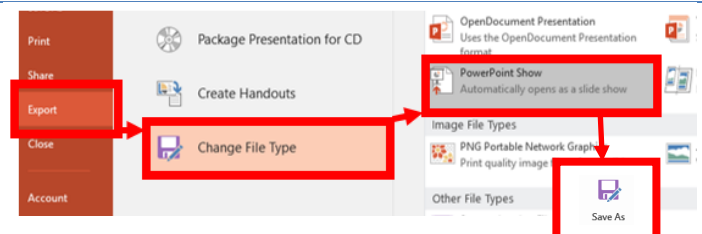


When you release the mouse button, the laser pointer disappears.

Note: simply moving your cursor (without pressing Ctrl and clicking/holding mouse button) will not record the movement.

7. Once you finished recording, simply press **Esc** button. PowerPoint will end the recording and switch back to *Slide Sorter View*. To listen to your presentation, select a *Slide Show View* from the bottom right of the PowerPoint screen. To listen to a selected slide, hover your cursor over the audio button on the slide's bottom right and click on play button from the audio controls bar that will appear: If necessary, re-record a slide (or a number of slides) as described in Step 3 above and remembering to hit **Esc** button **BEFORE** moving to the next slide.

8. **SAVE:** a) as you normally save PPT, to change if needed later; b) in addition, as a **PPT Show** for your students to automatically start playing once opened (**File** [top left of screen] – **Export** – **Change File Type** – **PowerPoint Show** and then **Save As**)



9. Post this latter (student) file into Blackboard: either as part of a [new Item](#), or simply as a [file](#).