

How to create an online Audio Lecture using PowerPoint

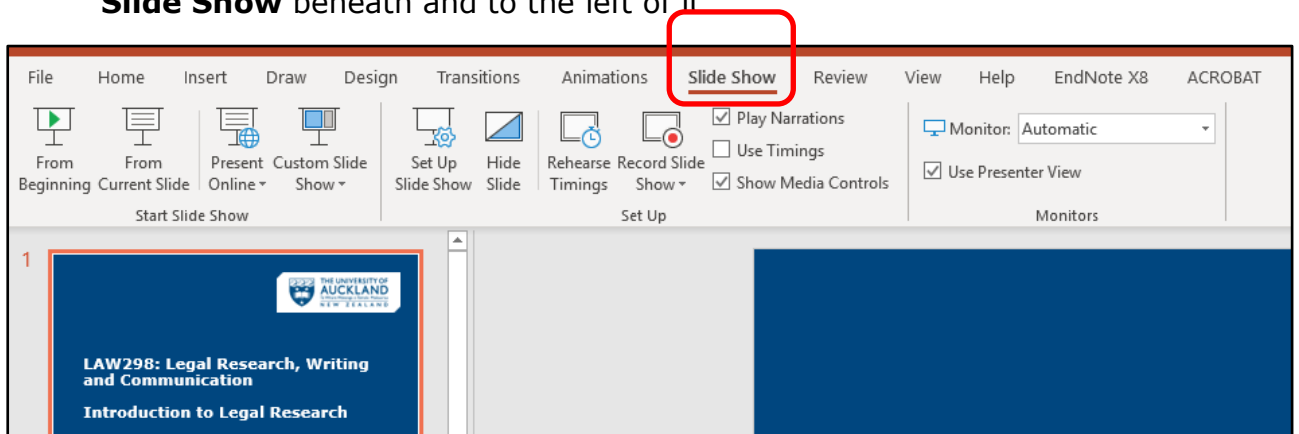
If you use PowerPoint (PPT) then you can use your existing PPT slides to record, save and later upload lectures to Canvas.

What you need:

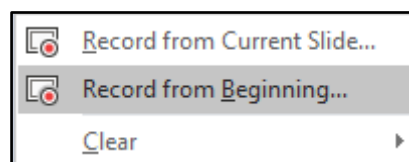
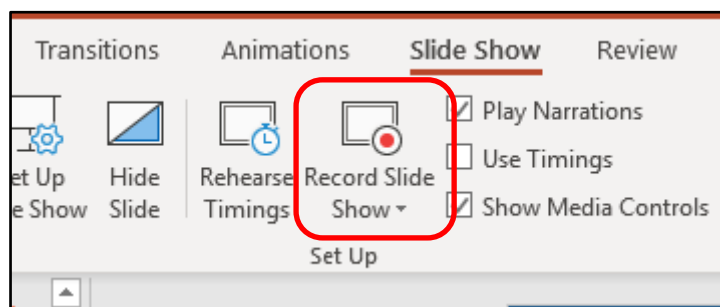
- Your (already-prepared) PPT slides
- Your normal lecture notes (or script if you prefer to use one)
- A computer which has a built-in microphone or a plug-in Headset with microphone

How to record audio on top of each PPT slide

- Open your PPT file for the lecture/class you want to deliver
- Select the **Slide Show** menu from the top ribbon and you will see **Record Slide Show** beneath and to the left of it



- Under **Record Slide Show** Select **Start Recording from Beginning.**



- Use the arrow keys to move through your PPT as you speak into the microphone. What you record will be linked directly to that slide only.
- To finish recording **press the escape key** on your computer keyboard.
- **Save** the file as your PPT presentation just as you would if you were amending or correcting the slide.

If you need to take a break you can **press escape** and then start recording again by selecting the **Start Recording from Current Slide** option.

PPT will save an audio file against **each separate slide**. If you want to re-record any part, you can just delete the audio file **for that slide** and re-record it by selecting **Record from Current Slide**.

How to export your PPT file to video (for short less than 10 min clips)

NOTE: this is for Windows only, Mac users will have to save to PowerPoint Show (see below)

- In PowerPoint go to the **File** menu and select **Export**
- Click on **Create a Video**.
- Select **Use Recorded Timings and Narrations**
- Click on **Create Video**.
- DO NOT CLOSE PPT while the recording is exporting.

(If it is a long recording this last step might take time to export.)

This creates an MP4 video file which you can upload to Canvas just like any other file. Students can then replay this on phones, iPads, laptops etc.

How to save your PPT file as a PowerPoint Show (for longer sessions) – Windows and Mac only

- In PowerPoint go to the **File** menu and select **Save As**
- From the drop-down menu beside File Format, select **PowerPoint Show (.ppsx)**
- Click **Save**

This creates a file that contains your recorded audio and slides, which you can upload to Canvas just like any other file.

If you can't see the .ppsx file type, you may need to follow these instructions to [show file extensions in Windows](#).

How to create a screen recording for demonstrations

If you want to record a screen demonstration to add to a PPT slide you must to do this first (before you record the slide show). You could use this to highlight a piece of text from your materials or a case etc.

Part 1 – recording the demonstration

- Go to the slide where you need to insert the screen recording.
- Open the screen where you will start to record.
- Select the **Insert** menu from the top ribbon.
- Select the **Screen Recording** option.
- Select the area in the material you want to record – **click and drag**.
- Select the **Record** button.
- Complete the demo with your audio.
- On your keyboard press the **Windows icon button + Shift key + Q**.

Part 2 – preparing demo for slide show recording

- Select the video file so the **Video Tools** menu will display.
- Select the **Playback** option
- Select **Automatically** under **Start**.
- Tick the box next to **Play Full Screen**.
- Select the Trim Video button if you need to shorten the video.

Save your slides and record the slideshow.