



COMMONWEALTH
of LEARNING

Teacher
Education

Teacher**Futures**

Add video title here

Add subtitle here



Overview

- This PowerPoint template can be modified to create screencasts, which offer instructors greater versatility in developing learning material.
- By adding narration, music, sound effects, and video your PowerPoint presentation becomes much more engaging.
- Although not a requirement, you may need to install an additional programme such as Camstasia studio for advanced editing of your Powerpoint video.

Before you begin

- Save a copy of this presentation and delete slides containing the instructions on how to create a powerpoint video.
- It is useful to prepare a script and/or a storyboard to help you organize all the content you want to include in your video, such as narration, audio, special effects, action on screen and time for each slide transition. Use the provided video storyboard template to get started.
- The **TeacherFutures** video header on the first slide **MUST** be incorporated into your video. Thus, let it run for five seconds before starting to record your audio.



Recording a PowerPoint presentation with narration

Tutorial: Adding narration

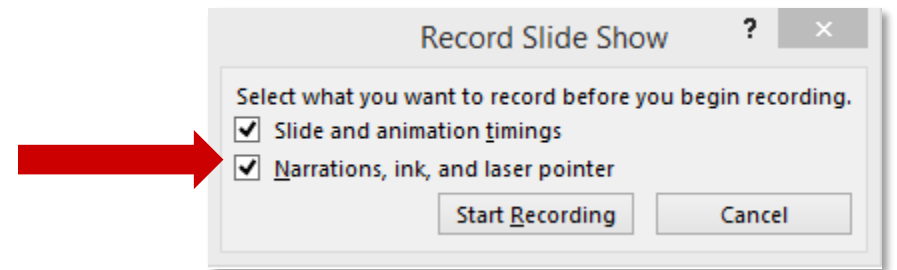
Step 1: Getting started

NOTE: The PowerPoint narration can be recorded with the presentation in real time or afterward during editing.

1. Set up your microphone.
2. From within Powerpoint, under the “slide show” menu, click “Record slide show” button.

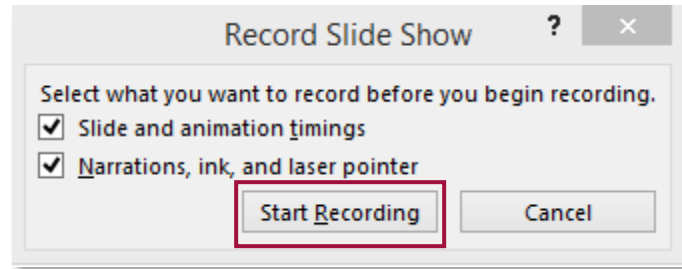


3. Choose to record both animation timings and narration.



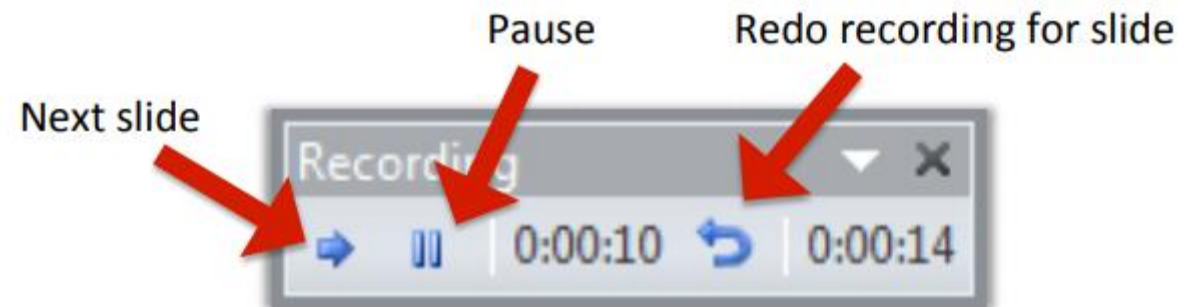
Step 2: Recording

4. Click “start recording” when you are ready to begin.



5. Navigate to the next slide using the controls found on the top-left once you’ve finished your record

NOTE You can pause and redo recording of a slide until you finish recording all the audio for your presentation. :



Step 3: Review

6. Once you've recorded all your audio, you can play your presentation from the beginning to review your recording, slide timing and transitions.



Step 4: Exporting as a video

7a. Once you have finished recording and are ready to publish, go to the file menu and select the option “Export”.

7b. Select “Create Video”.

7c. Select Internet quality and click on the create video button.

The screenshot shows the 'Export' menu in Microsoft PowerPoint. The 'Export' option in the file menu is highlighted with a blue circle labeled '7a'. The 'Create a Video' option is highlighted with a blue circle labeled '7b'. The 'Create a Video' dialog box is open, showing 'Internet Quality' selected in the quality dropdown (labeled '7c'), 'Use Recorded Timings and Narrations' selected in the second dropdown, and the 'Create Video' button at the bottom.

Export

- Create PDF/XPS Document
- Create a Video** (7b)
- Package Presentation for CD
- Create Handouts
- Change File Type

Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Incorporates all recorded timings, narrations, and laser pointer gestures
- Preserves animations, transitions, and media

[Get help burning your slide show video to DVD or uploading it to the web](#)

Internet Quality
Medium file size and moderate quality (128...)

Use Recorded Timings and Narrations
Slides without timings will use the default d...

Seconds spent on each slide: 05.00

Create Video

5. Upload video

9. Save the video on location on your computer where you can remember. It may take some time to publish the whole video.

10. Once your video has finished rendering, you can upload to the LMS, Social media page (Twitter, Facebook, Whatsapp) or any location as a microlearning resource.



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