

TLC Tips for Faculty

Recording PowerPoint Lectures

Microsoft PowerPoint contains a recording feature that allows you to record audio lectures over your PowerPoint presentations. This feature also allows you to record screen annotations, web-cam videos and more. For instructions on enabling the recording option, please see the “Enabling the PowerPoint Recording Feature” tutorial.

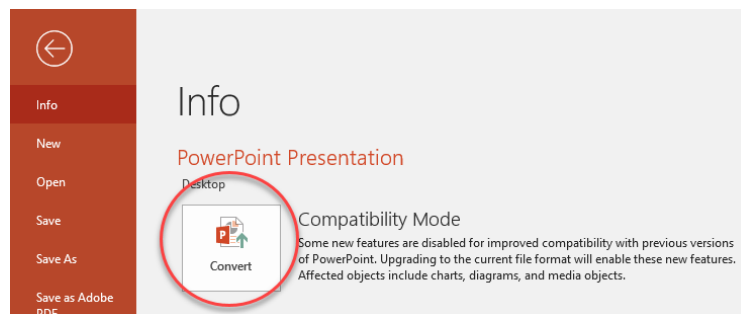
Preparing to Record Audio for Your Presentation

To begin, start by opening an existing PowerPoint presentation that you wish to add audio recordings to. It is important that you make sure the presentation is saved as the newest PowerPoint file type, **PPTX** not **PPT**.

If you are unsure what file type your presentation is saved as, check to see if it can be upgraded to **PPTX** format.

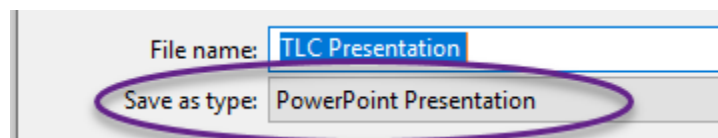
To do so:

1. Click File in the top left corner followed by Convert. Note, you will only see this button if your presentation can be upgraded PPTX. If you do not see this button, this means your presentation is already saved in PPTX format.



File > Convert

2. By clicking Convert, this will prompt you to save your presentation as the correct PPTX file type.



File>Convert>Save as PowerPoint Presentation

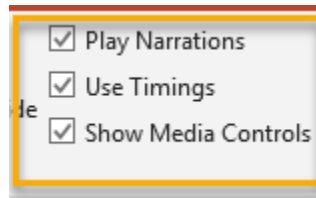
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3. Before you begin recording your audio lecture, click Slide Show in the ribbon at the top of the screen. Make sure the Play Narrations, Use Timings and Show Media Controls boxes are all checked under the slide show option. After completing these steps, you may begin making audio recordings.



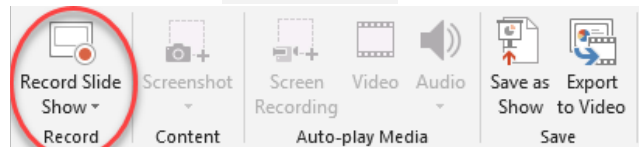
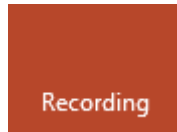
Slide Show



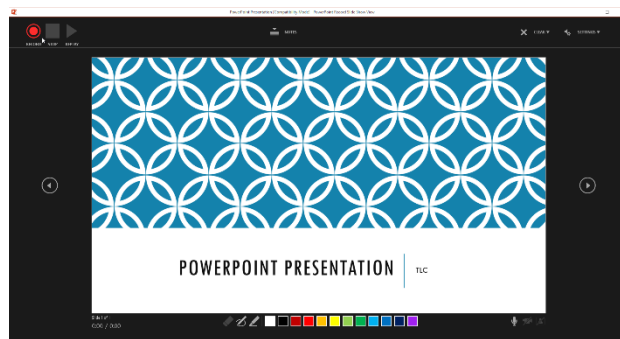
Play Narrations>Use Timings>Show Media Controls

Utilizing the Recording Feature

1. Click on the Recording option in the ribbon at the top of the screen. Here, you will find various options offered through the recording feature. Click on the Record Slide Show option to arrive at the screen where you can make recordings to add to your presentation. Take note of the various controls and displays on the Record Slide Show Screen.

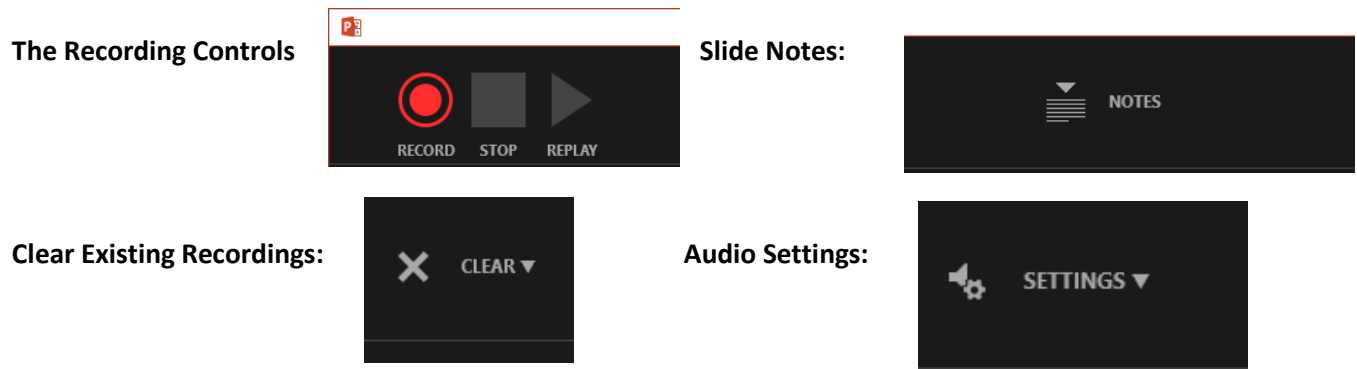


Recording>Record Slide Show

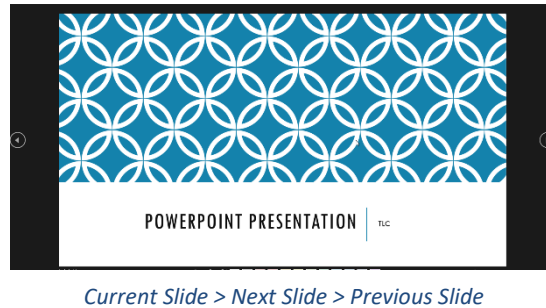


Record Slide Show Screen

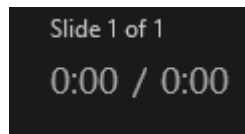
2. At the top of the screen you will see the following controls:



3. The middle of the screen will show a display of the current slide you are recording audio on, as well as a next and previous slide button on either side of the current slide.



4. On the bottom left-hand side of the screen you will see a display indicating the current slide, the duration of any recordings on this slide and the duration of all recordings across the entire PowerPoint presentation.



Slide Number>Slide Duration>Presentation Duration

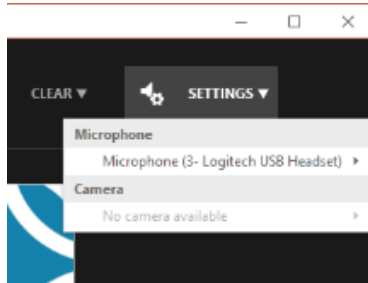
5. The screen annotation controls are located next, followed by the audio and video mute controls.



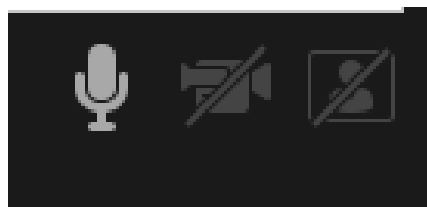
Screen Annotations

Begin Recording Audio

1. Click on Settings to ensure the microphone you are using is selected in the audio settings and it is unmuted in the mute controls. If you wish to record web-cam video as well, make sure to check the audio settings.



Settings > Microphone



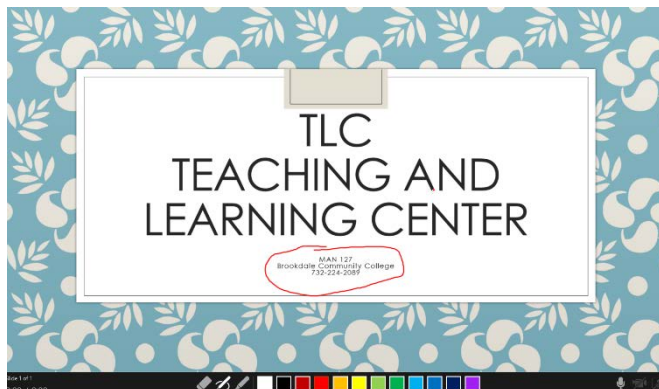
Mute

2. To start a recording, click the Record button in top left corner of the screen. There will be a three-second count down before you can begin recording the audio. After the three seconds, speak into the microphone to begin recording audio commentary.



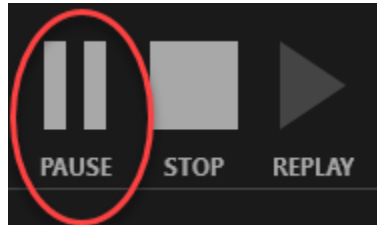
Record

3. This feature also incorporates the ability to add screen-annotations to your slides. If you wish to add these to your recording, simply choose a color and begin annotating the slide being recorded.



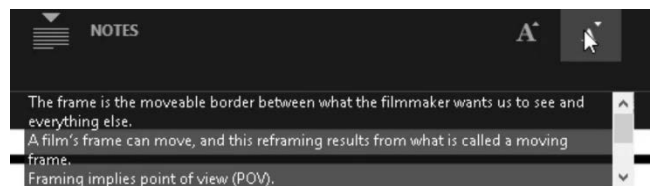
Audio Recording Screen

4. If you need to stop in the middle of a recording, click the Pause button in the top-left hand of your screen. This will then allow you to pick up the recording right where you left off.



Pause

5. If you have incorporated any slide notes into your presentation, you will have the ability to view them while making your audio recording. To see your Slide Notes, click on Notes at the top of the screen. The text size control feature will allow you to make the text both larger and smaller.



Slide Notes

Take Note: You can continue to pause and resume recording throughout your presentation. However, the recording will not be saved until you click the STOP button in the recording controls.



Stop

It is also important to understand that recordings are saved on a slide-by-slide basis. Therefore, if a single recording spans across three slides, clicking Stop will save it and the recording will be divided up into three separate recordings. Each recording will then be saved on its respective slide.

Note: Recordings can **NOT** be edited. They can only be erased or overwritten with a new recording.

To Erase and Overwrite a Recording:

1. If you wish to erase and overwrite a recording, you must first save it by clicking the STOP button.

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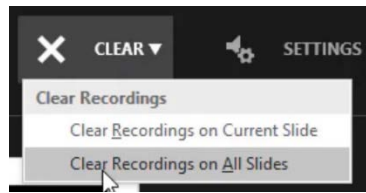
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You will then see a speaker icon on the bottom right of all slides that contain audio recordings. This indicates that the audio recording has been saved to that slide.



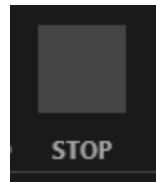
Speaker Icon

2. To erase the recording on the slide of your choice, simply click the Clear Existing Recording button at the top of the screen. You will have the option to either Clear Recordings on Current Slide or Clear Recordings on All Slides.

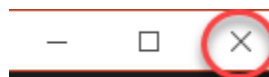


Clear > Clear Recordings on Current Slide > Clear Recordings on All Slides

Once you have completed all of your desired recordings, click the STOP button in the top-left corner of your screen. Clicking the STOP button saves the recordings to each slide. Please note that there is no save button on this screen. To return to the normal PowerPoint screen, click the X button in the top-right.



Stop > X



Once you have saved the recordings, click Play Slideshow and any recordings made will play on their respective slides. The slides will advance based on the recording times. You can override these timings by advancing the slides manually.

Although the recordings have been added and saved to the slides, you must save your presentation to save the changes that have been made to it.

To do so, you can click on the Save button at the top of the screen.

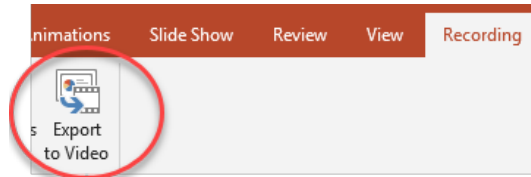


Save

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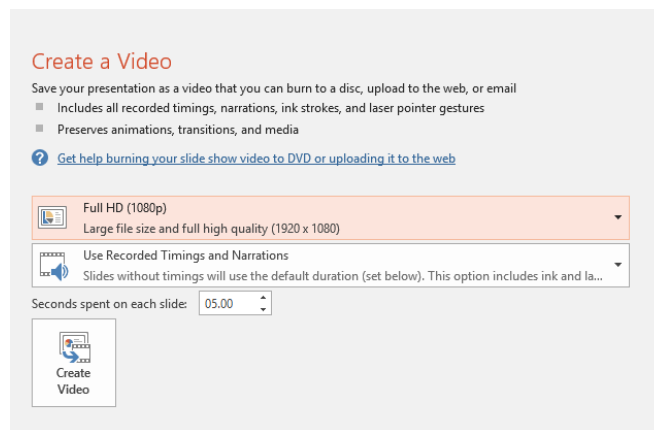
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If you wish to export the PowerPoint presentation as a video, click on the Recording option in the ribbon at the top of the screen and select Export to Video.



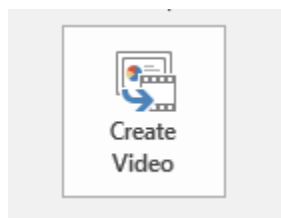
Recording > Export to Video

By clicking on Export to Video, it will allow you to select the quality of the video. Please note, that the higher the quality, the longer it will take to export the video. Be sure that the field below is set to Use Recorded Timings and Narrations.



Export to Video

Click the Create Video button to select the destination to begin exporting your video. You will be able to see the progress of the export at the bottom of your screen.



Create Video