

Quick Guide - Converting MS PowerPoint presentations into videos for Virtual Campus

This guide illustrates a stop-gap measure to quickly and efficiently convert current MS PowerPoint materials for use online with uOttawa's Virtual Campus (e.g. BrightSpace) during an emergent situation when in-class teaching is unexpectedly not available.

This guide details how to 1) Add voiceover recordings to a MS PowerPoint presentation, 2) Export a PowerPoint presentation as a video format suitable for uploading into Virtual Campus, and 3) Upload the video into Virtual Campus for student access.

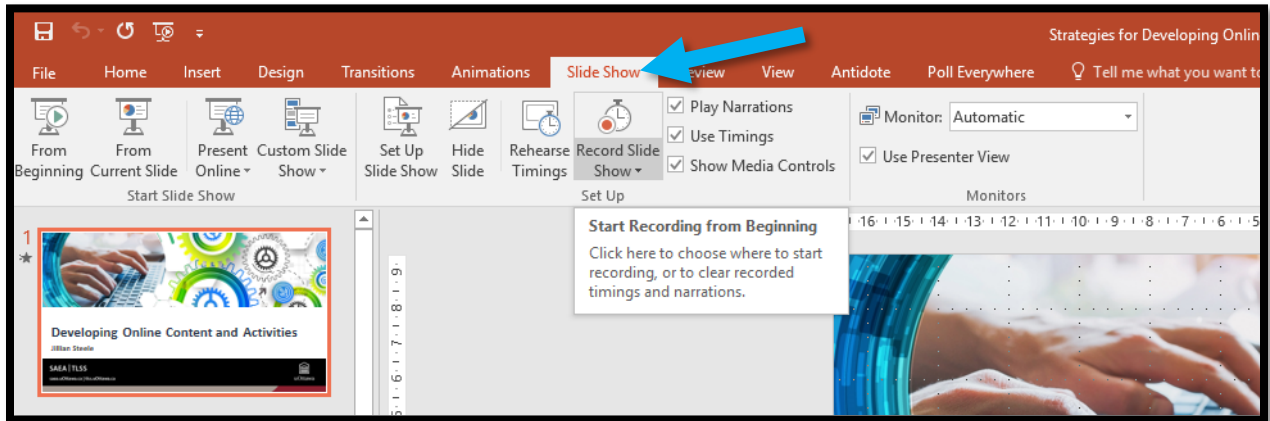
Before getting started, please ensure you:

- 1) Have created a Virtual Campus course space**
 - a. If you have not yet created a course space for your course, please [access Maestro](#) and [follow the steps in this guide](#)
Note it may take up to 24hrs for your Class List to be imported into Virtual Campus after which students enrolled in your course will automatically have access through Virtual Campus
- 2) Inform your students what materials will be available through Virtual Campus and explain any changes to their assignment submission formats or scheduling**
 - a. If your class is no longer meeting in person, you can [send an email to the entire class using Virtual Campus](#)
 - b. If you are looking for assistance with assignments in Virtual Campus, please [review this guide](#) or [reach out to the TLSS](#)
- 3) Have access to an external microphone to use for recording**
 - a. Although many computers and laptops now come with an internal microphone, there is a substantial quality difference between the two options. Most [bluetooth](#) and/or [gaming headsets](#) feature microphones which will provide superior quality audio in comparison to a computer's internal microphone.
- 4) Edit your MS PowerPoint slide deck into segments of 15-20 minutes**
 - a. Not only does this make your recording more efficient, as we tend to make more errors the longer we record for in a single take, but it also ensures that the end file will be an appropriate size for Virtual Campus.
 - b. This is particularly important if you will be working from home and connecting to the system remotely.

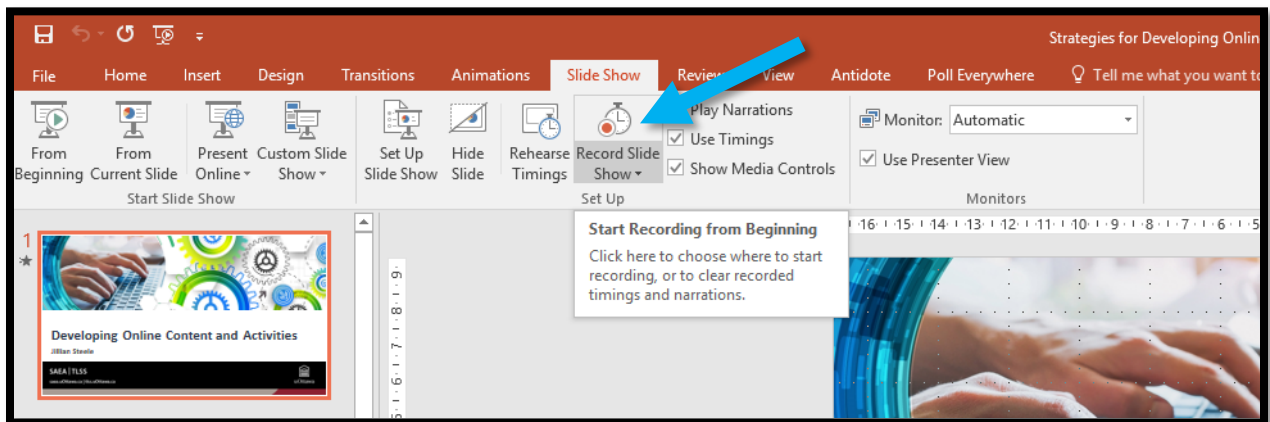
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1) Add a voiceover to a MS PowerPoint presentation

- 1) Find a quiet room with little to no background noise where you will not be disturbed or interrupted during your recording.
- 2) If using an external microphone, plug in your microphone and follow the system setup prompts.
- 3) Open your presentation in MS PowerPoint.
 - a. If your presentation is longer than 20minutes, we *strongly* recommended editing your presentation into several smaller segments.
- 4) Click **Slide Show** on the Toolbar ribbon.

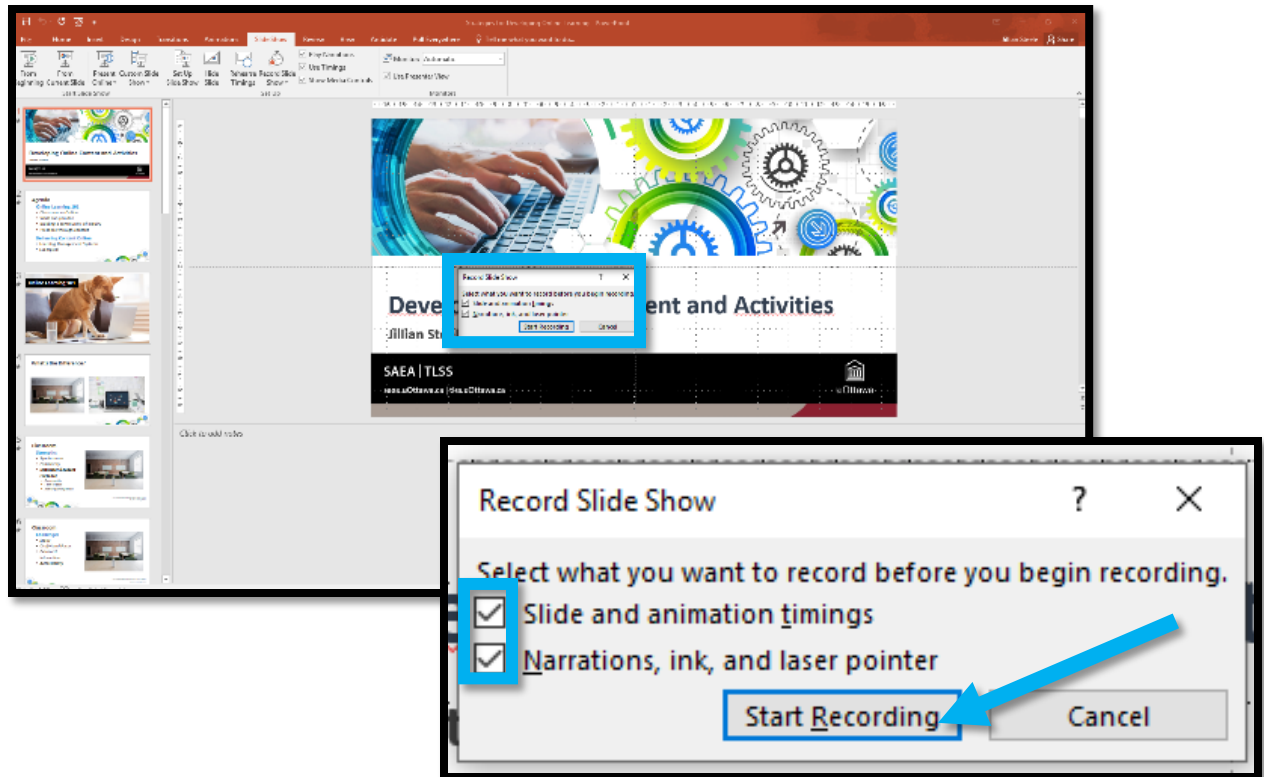


5) Click Record Slide Show



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- 6) On the **Record Slide Show** dialogue, ensure both options (**Slide and animation timings** and **Narrations, ink, and laser pointer**) are selected. Click **Start Recording**.



- a. If you are *unable* to select **Narrations, ink, and laser pointer**, (e.g. the option is greyed out) most likely your computer is unable to identify your microphone. If you are not using an external microphone, you will need to locate one to use. If you are leveraging an external microphone, unplug it and plug it in again. Then, follow the internal system prompts to complete setup. If the problem persists, contact the supplier.
- 7) Deliver the presentation as you would in-person
 - a. **Go slowly, speak with enthusiasm, and enunciate clearly**
 - b. Consider that your students will not see your facial expressions or body language, is there additional clarification needed without that context?

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- c. You can record on-screen annotations and “point” by using the **Ink/Pointer tool** located in the lower left corner of the screen. This tool will become visible when you mouse over the lower left corner of the presentation screen.

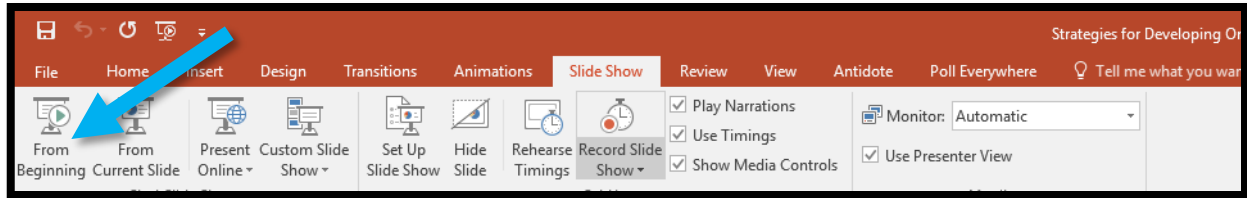


- 8) Once you have completed your recording, press <Esc> on your keyboard or click the **Close (x)** button in the **Recording dialog** in the upper left of the presentation screen.



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- 9) To review your presentation, click **From Beginning**, also under **Slide Show**. This will play your presentation with the recorded audio and slide annotations and timing.



- 10) Fixing errors and mistakes:

Note that changing slide contents, such as adding/removing animations or editing text, will not affect recorded audio.

a. To re-record a section **while recording**,

- i. Click the **Redo** (↶) button on the **Recording popup** in the upper left of the presentation window.

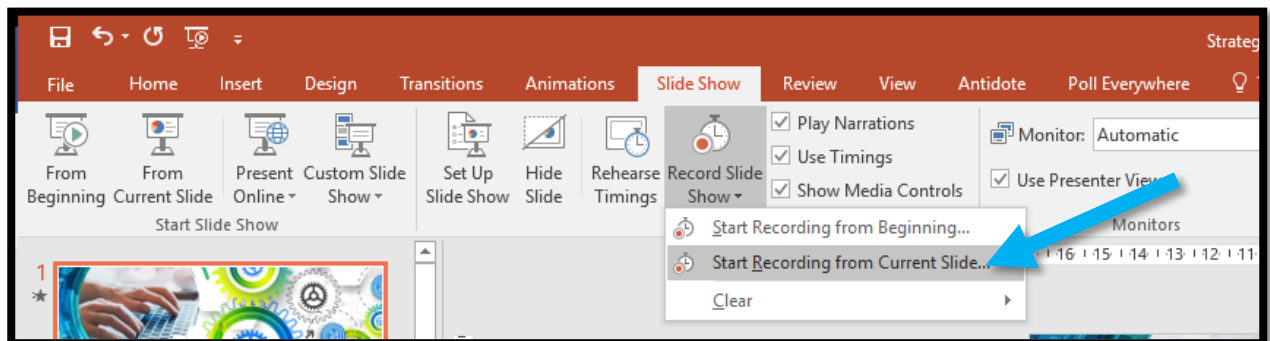
This will delete the previous recording information (e.g. narration and annotations) for the slide being viewed and immediately restart recording the section.



b. To re-record a section **after recording**,

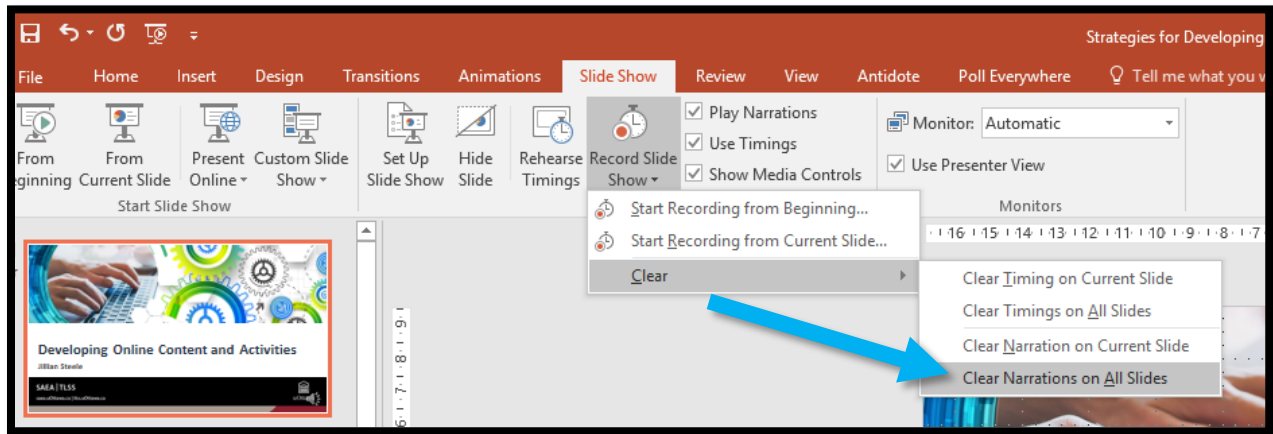
- i. Navigate your presentation to the slide that you wish to rerecord,
ii. Click the **dropdown arrow** underneath **Record Slide Show**, select **Start recording from current slide**.

Note this will delete all recorded information associated with all the slide(s) accessed during re-recording; you must re-record the entirety of the slide contents, not just the portion that may have been faulty.



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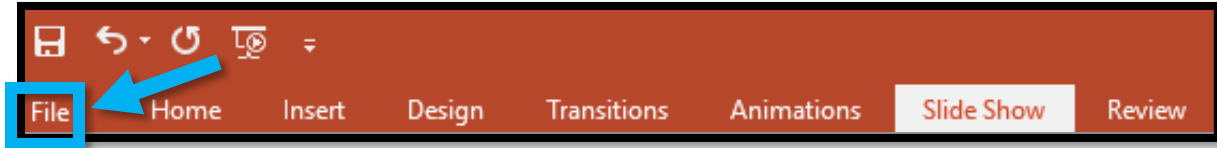
- c. To clear *all* recordings,
 - i. Click the **dropdown arrow** underneath **Record Slide Show** and mouse over **Clear**. Click **Clear Narrations on All Slides**.



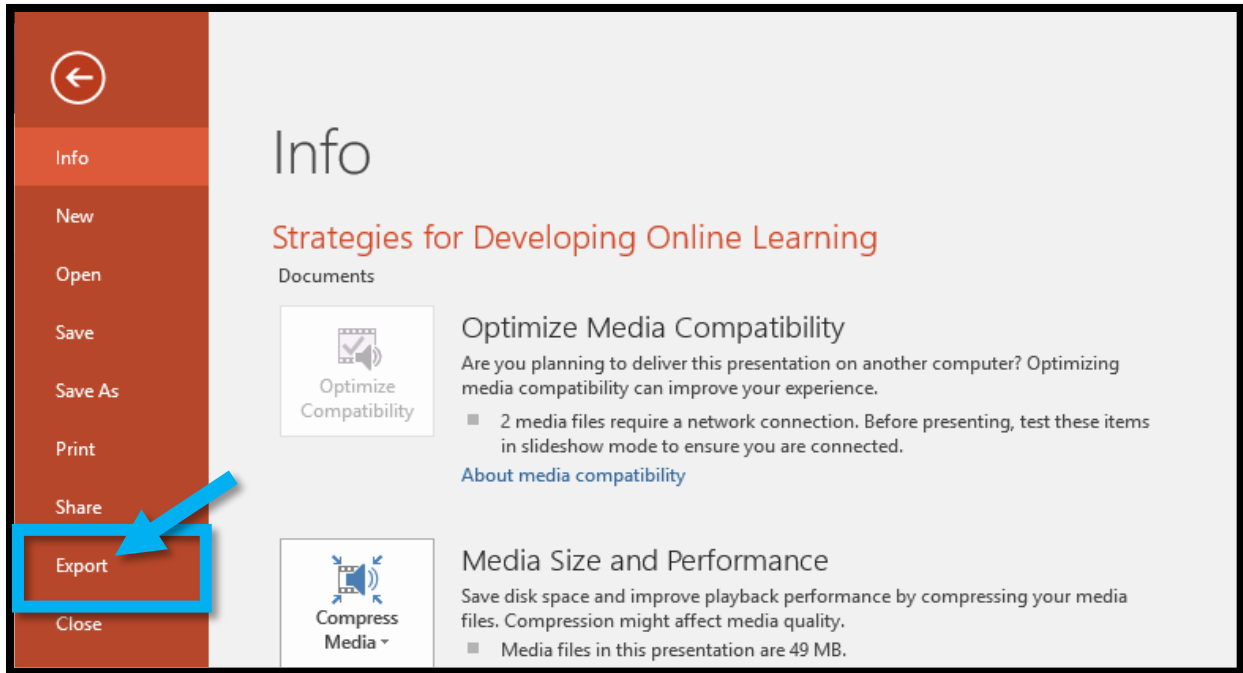
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Exporting the PowerPoint as a video

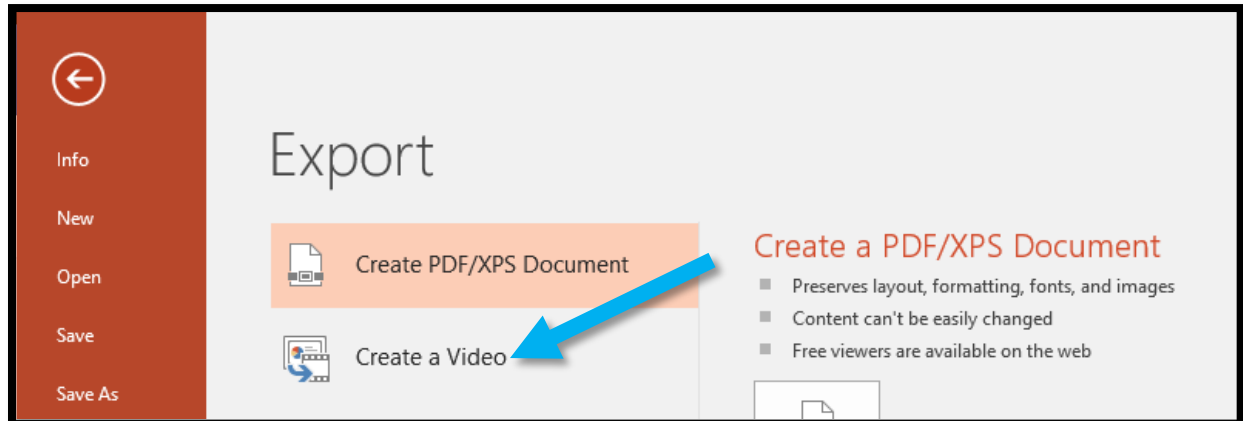
- 1) Once you have confirmed the presentation's audio and content, click **File** on the **Toolbar** ribbon or press <Alt> + <F> .



- 2) Click **Export**.

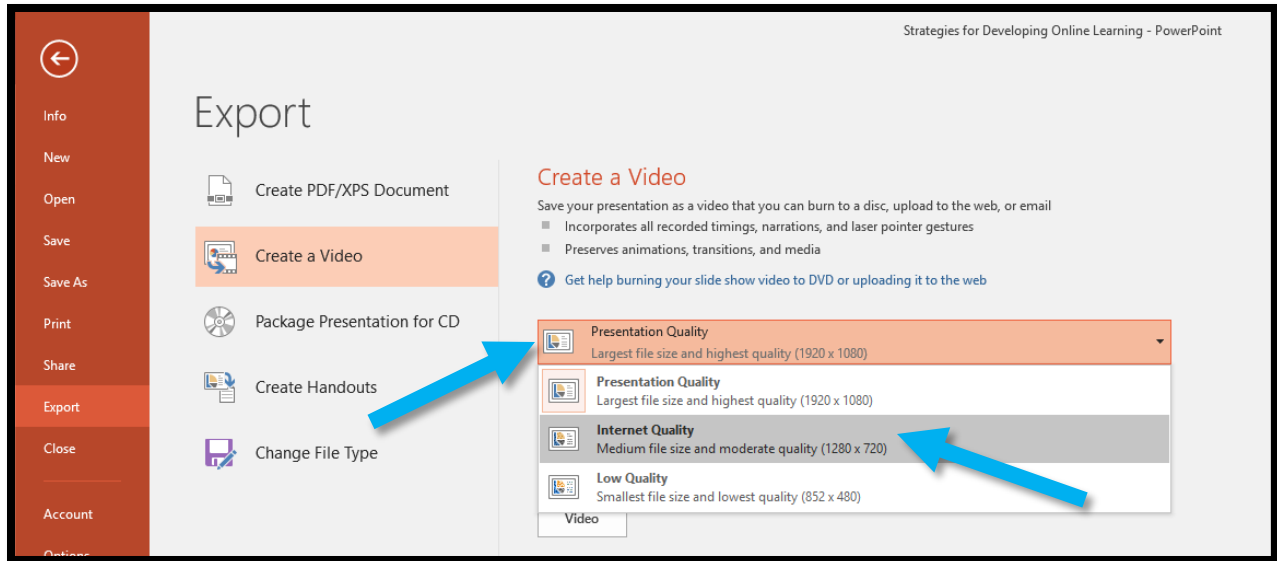


- 3) Click **Create a Video**.

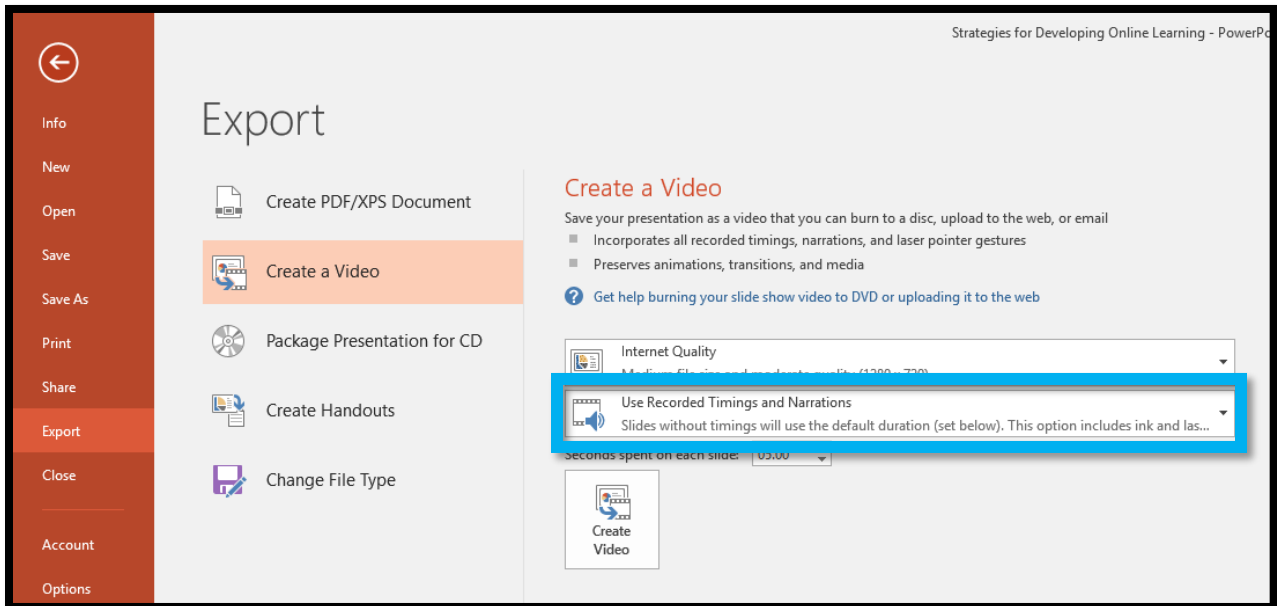


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- 4) Click **Presentation Quality** and adjust the export quality for your presentation
*Although not required, we strongly recommend selecting **Internet Quality** to reduce your final file size and decrease the system capacity required for additional processing.*

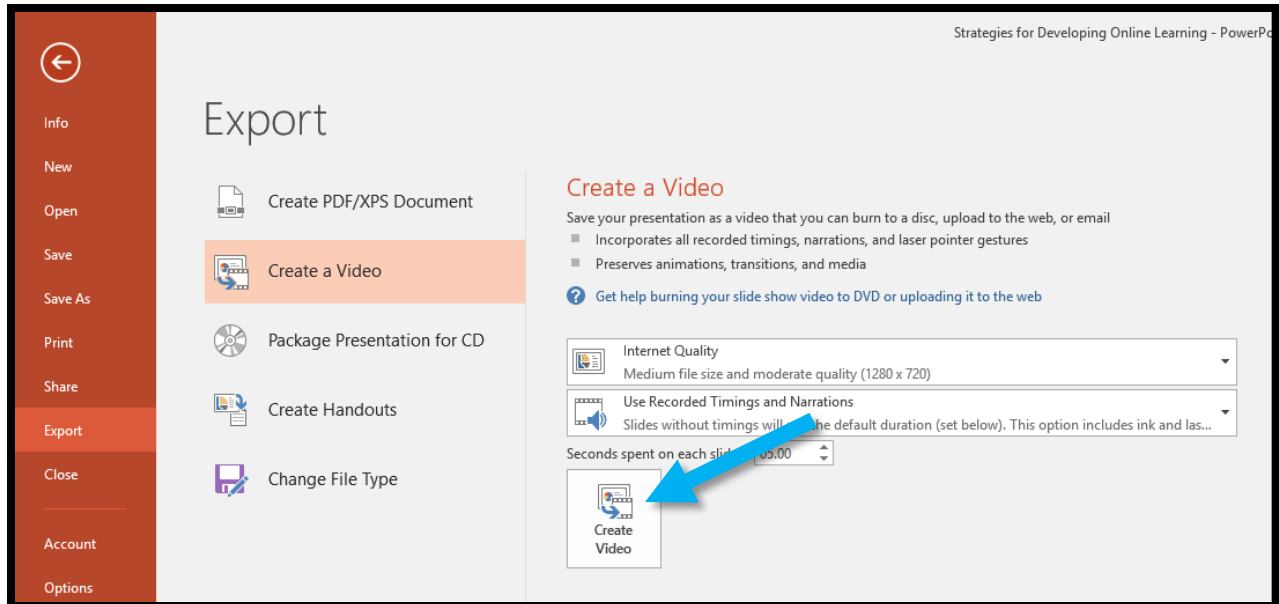


- 5) Ensure that the **Use Recorded Timings and Narration** option is selected.

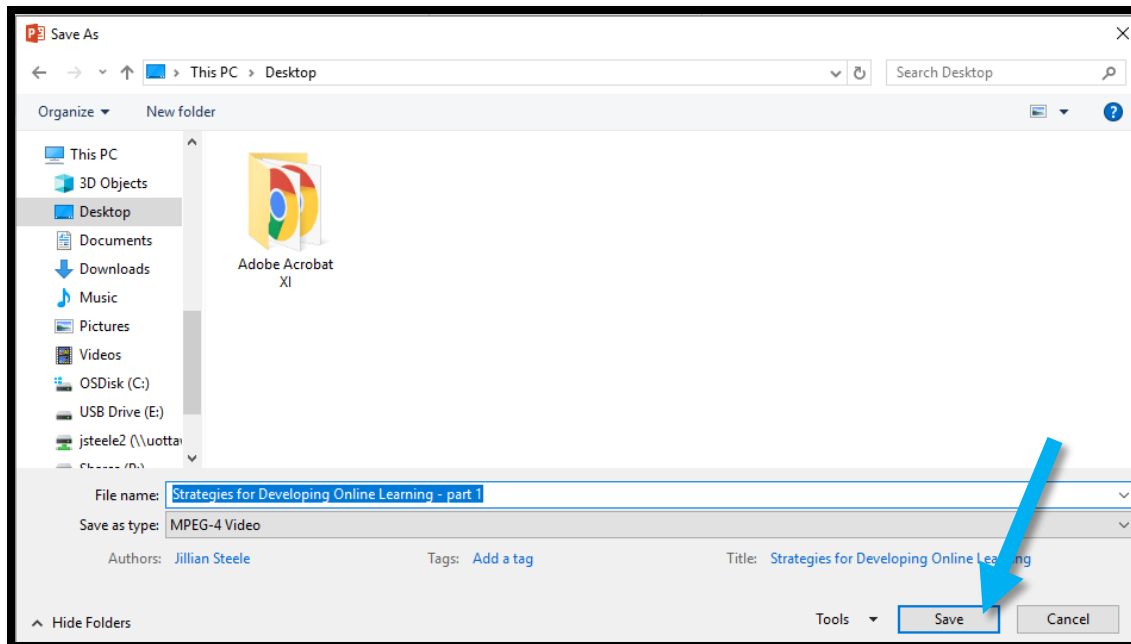


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6) Click **Create Video**.



7) On the **Save As** dialogue, choose an appropriate file name and location for your file on your computer (such as desktop) and click **Save**.



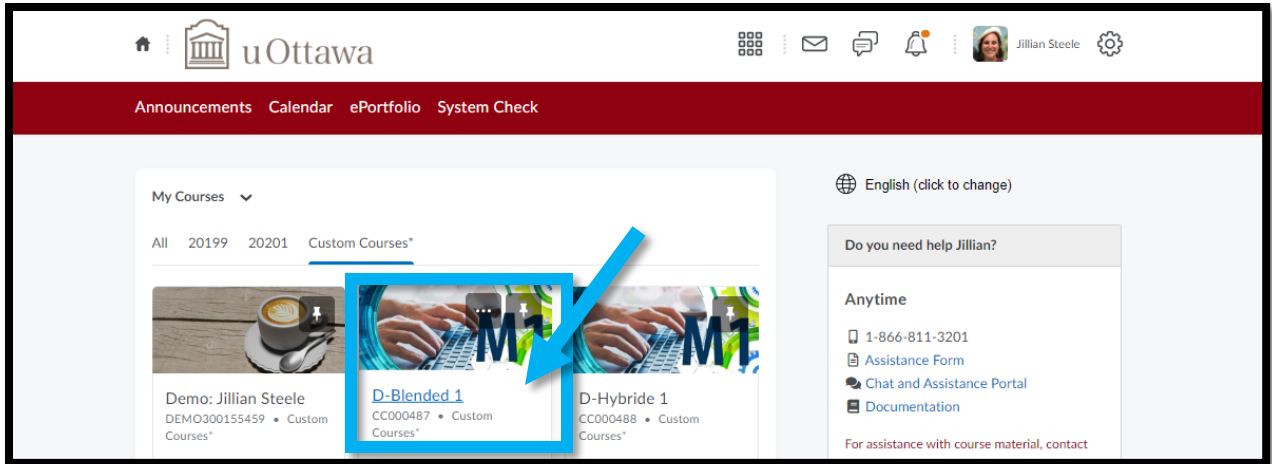
8) Depending on the quality selected and the size of your file, the export process may take several minutes. You may track export progress using the progress bar at the bottom of the PowerPoint window.



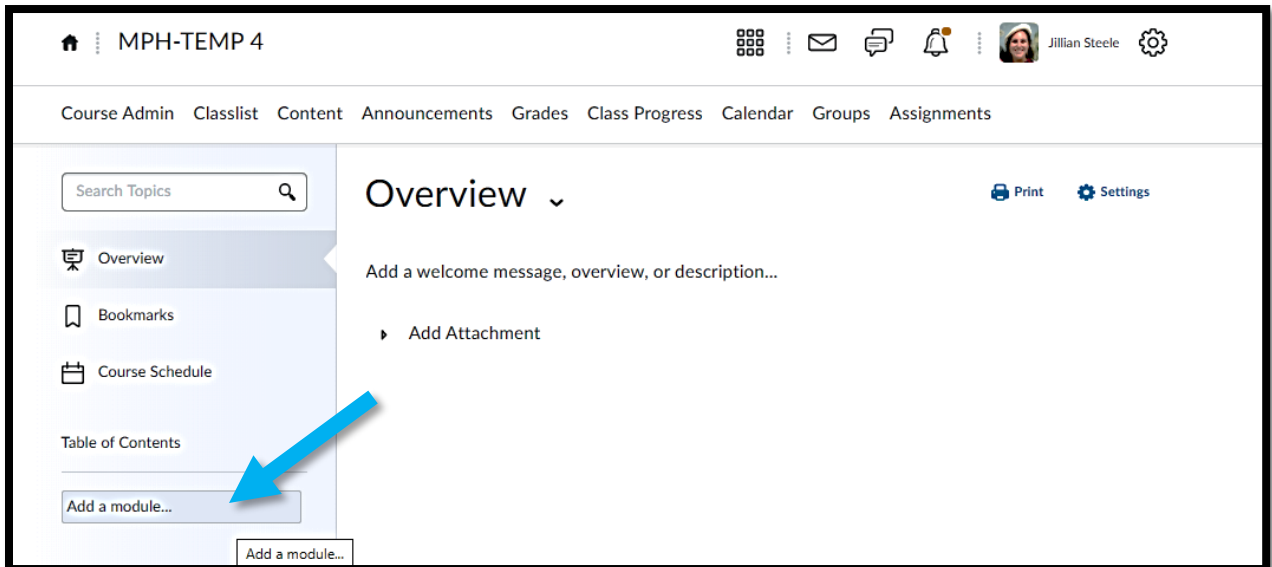
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Uploading your video to Virtual Campus

- 1) [Log into Virtual Campus \(e.g. BrightSpace\)](#) and access your course space
If your course space is not available, [access Maestro](#) and [follow this guide](#).



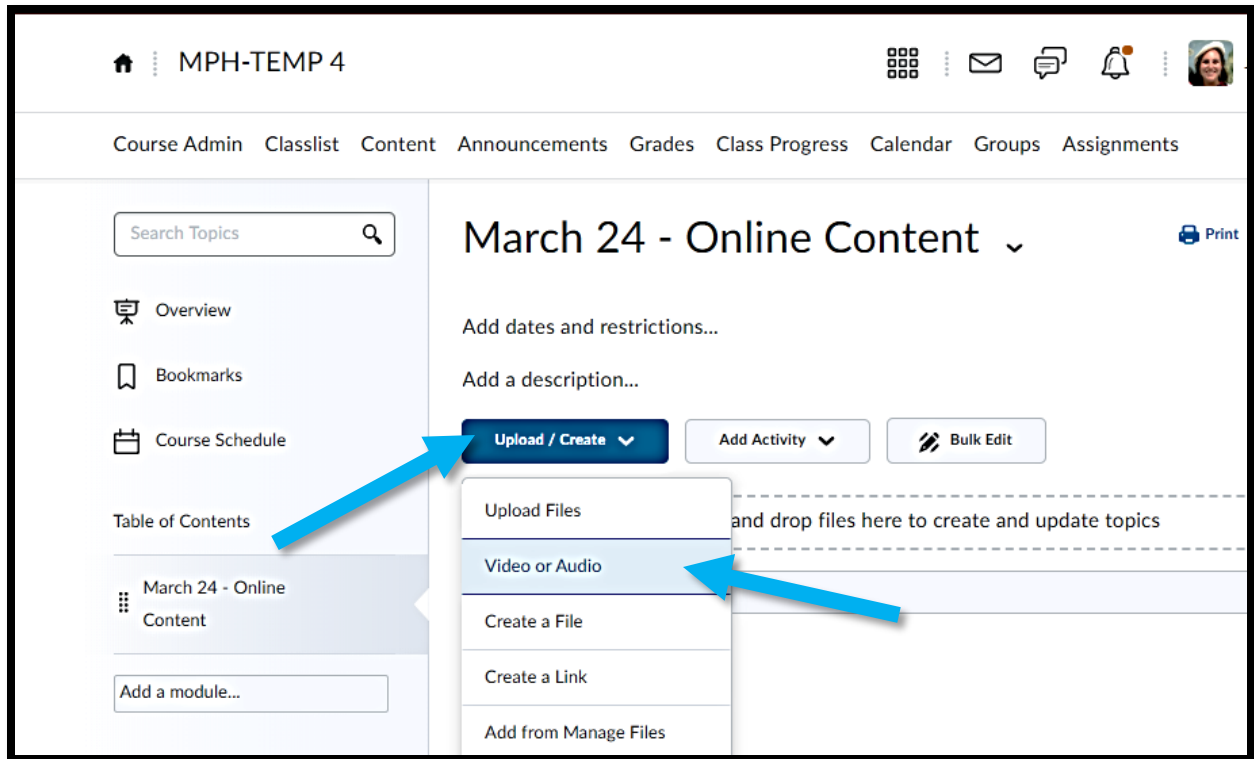
- 2) Create a module to house your course content by typing an appropriate module name into the **Add a module...** input box and press <Enter> on your keyboard.



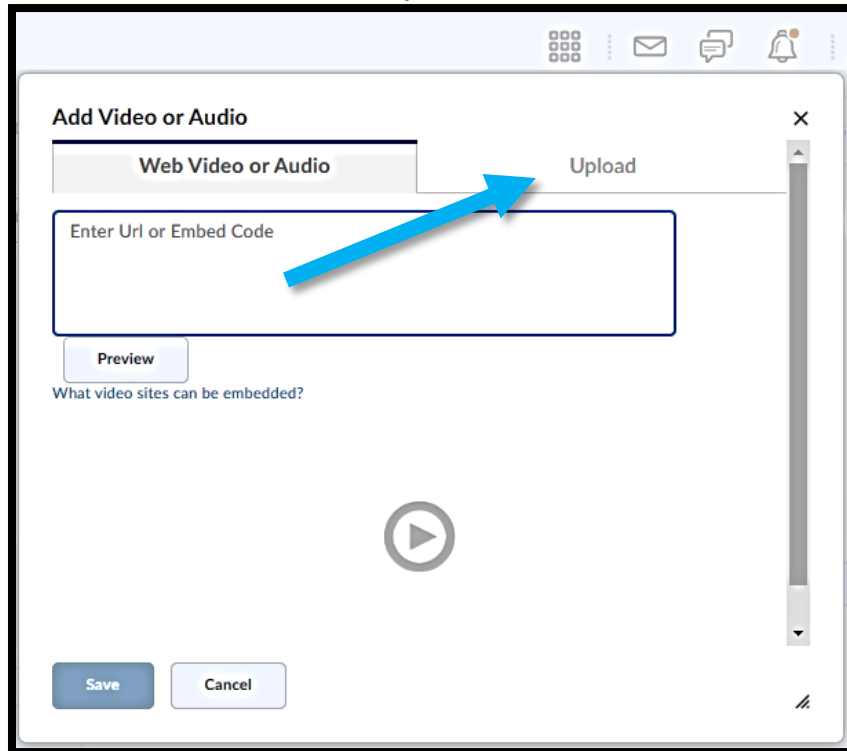
As part of the course creation process, we strongly recommend establishing a clear organisation system for the materials you will be posting, e.g. organising your materials by date or module.

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3) In the new module, Click **Upload / Create** and click **Video or Audio**.

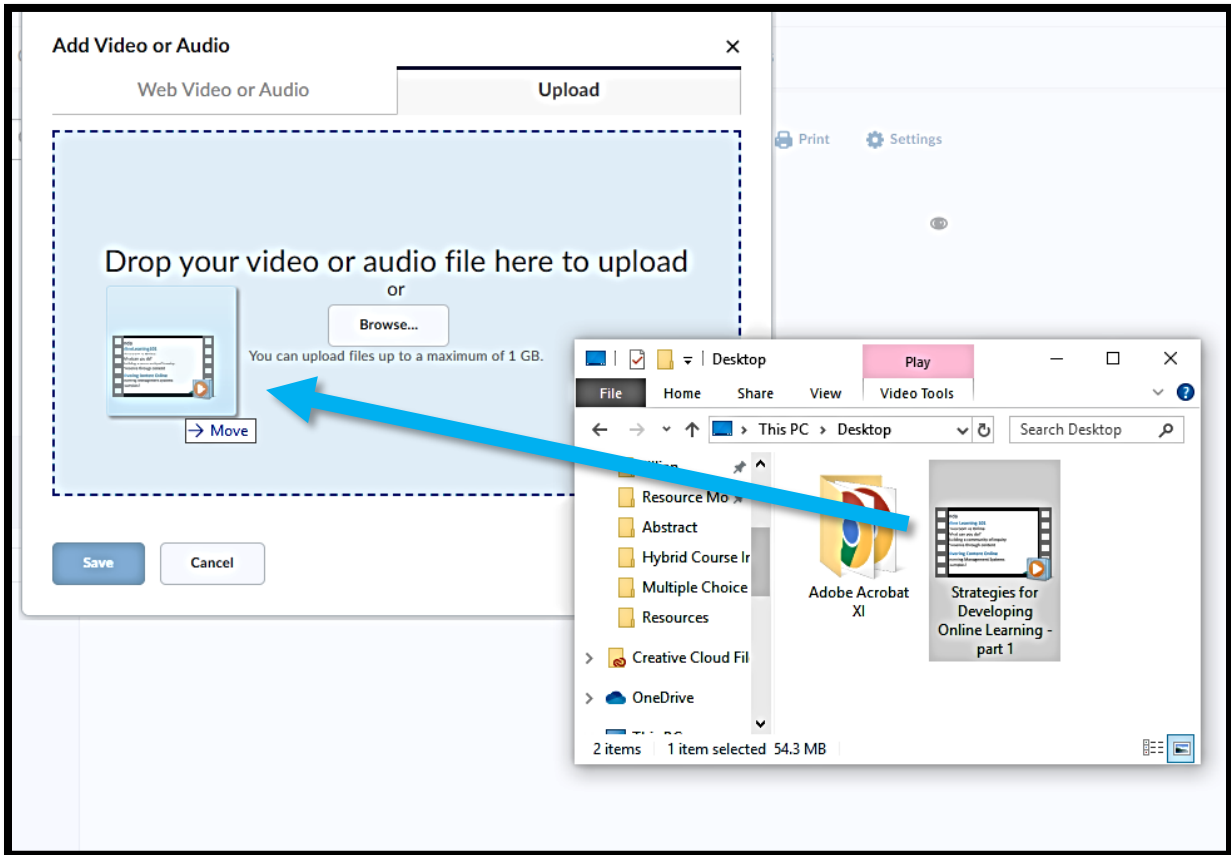


4) In the **Add Video or Audio** window, click **Upload**.



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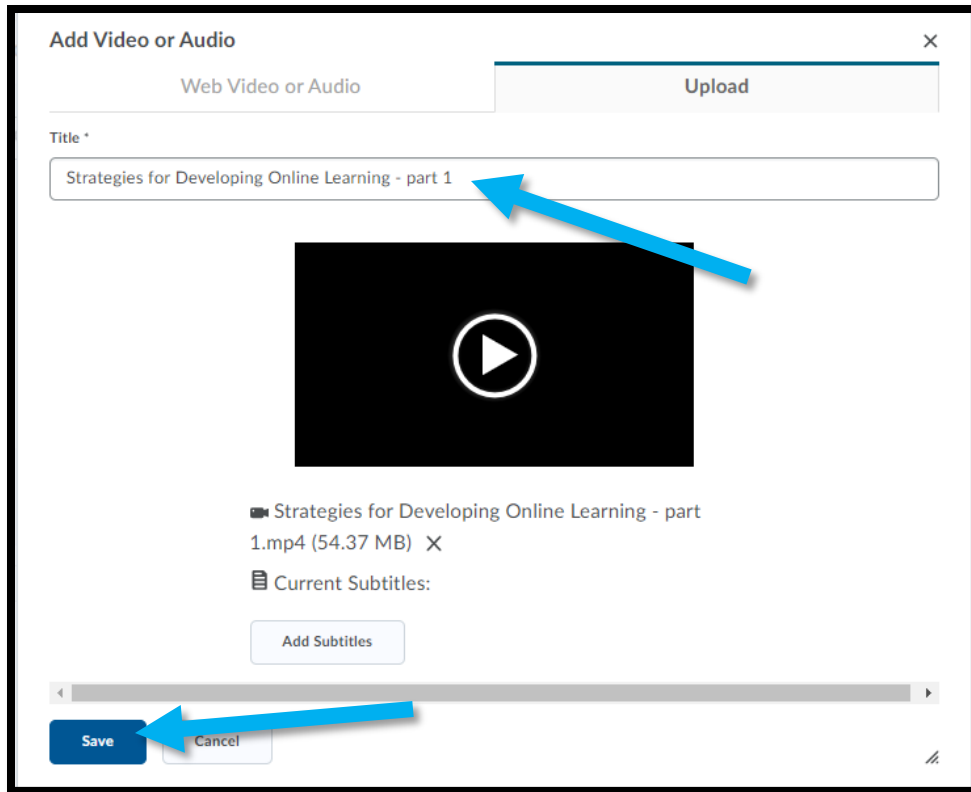
- 5) **Browse** for the PowerPoint video you previously created or **Drag the file** from the appropriate folder into the Virtual Campus **Upload** dialogue.



- 6) The video will upload into your course.
Note this process may take several minutes depending on the quality and length of your video.

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- 7) Once the upload is complete, you can change the name of the video file and add subtitles if they are available. Click **Save** when done.



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8) The video content is immediately available in Virtual Campus for your students.

The screenshot shows the Virtual Campus interface for a course titled 'MPH-TEMP 4'. The user is logged in as 'Jillian Steele as Student'. The navigation menu includes 'Content', 'Announcements', 'Grades', 'Class Progress', 'Calendar', 'Groups', and 'Assignments'. The main content area is titled 'March 24 - Online Content' and features a 'Download' button and a progress bar indicating '100% 1 of 1 topics complete'. A table of contents shows 'Strategies for Developing Online Learning - part 1' with a video icon and a checkmark.

The screenshot shows the video player interface for the video 'Strategies for Developing Online Learning - part 1'. The video title is displayed prominently, along with the author's name 'Jillian Steele'. The video player includes a play button, a progress bar, and navigation controls. The video content area features a background image of hands typing on a laptop keyboard and colorful gears. The footer includes the SAEA | TLSS logo and the University of Ottawa logo.