

Recording your PowerPoint presentation with audio narration

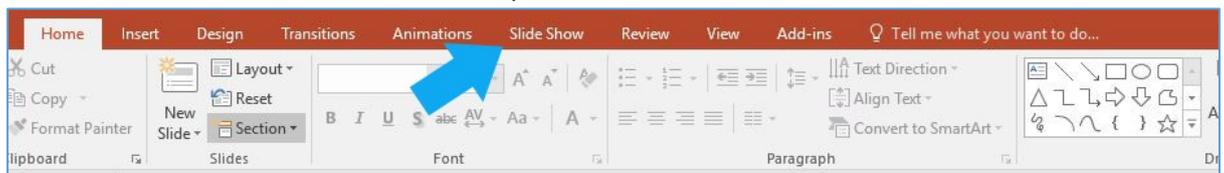
For information on how to use university-supported software Media Hopper Create to record presentations and videos, please see the document: *'Recording videos using Media Hopper Create'*.

There are two methods that can be used to record audio narration:

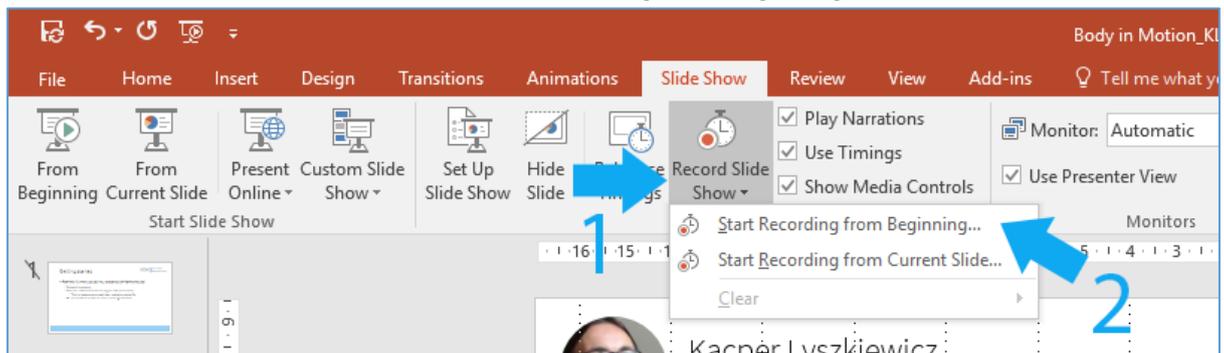
- 1) Narration over the whole presentation
- 2) Narration per slide

Narration over the whole presentation

- 1) Check that your microphone is plugged in and working as expected (it's also worth checking the audio levels).
- 2) Open your presentation.
- 3) Click on Slide Show in the Ribbon at the top.



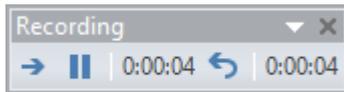
- 4) Then click on 'Record Slide Show' and 'Start Recording from Beginning'.



- 5) Leave both of the options checked.



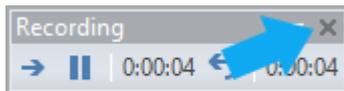
- 6) Recording will now start – your presentation will open in the slide show mode and a little window with the timer will appear in the top-left corner.



- 7) You can pause the recording at any time by pressing the Pause button in the timer window.



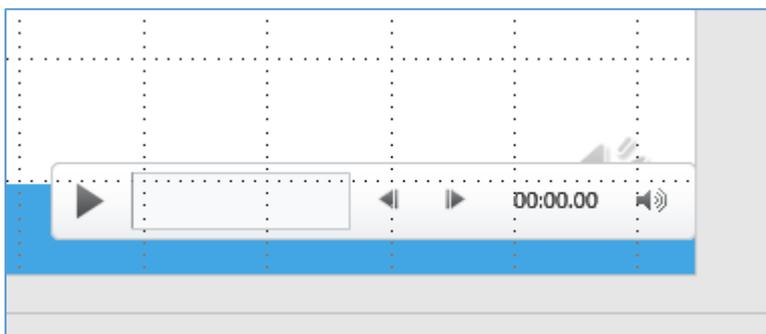
- 8) After you have finished narrating the presentation, close the timer window by clicking on the cross button – this will end the recording.



- 9) All slides with narration will display a speaker icon in the bottom-right corner of the slide.



- 10) Hovering the mouse cursor over the speaker icon will show a player bar where you can listen back to the narration for this slide.

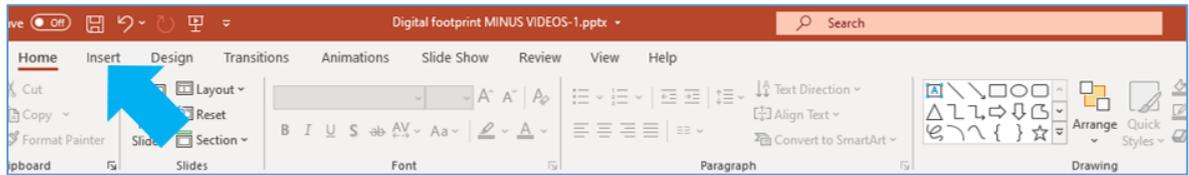


- 11) Make sure that your presentation is saved.

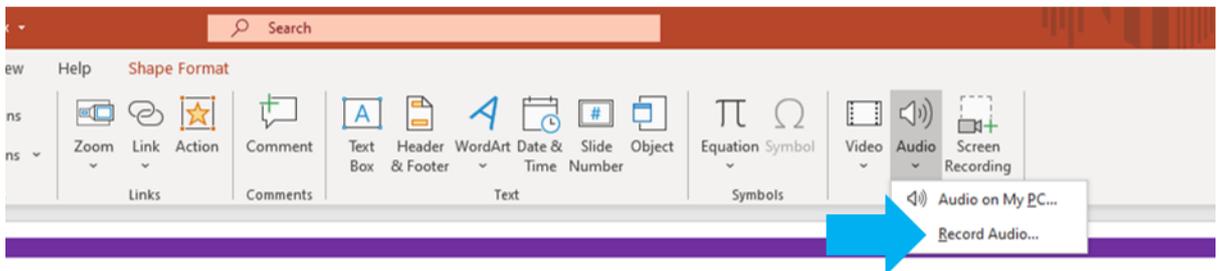
Narration per slide

- 1) Open your presentation.

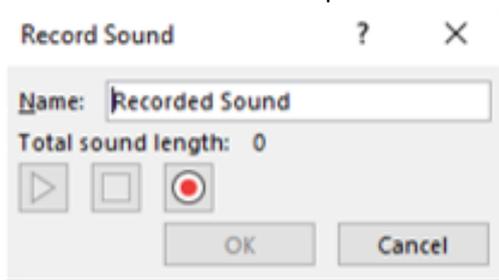
- 2) Click on Insert in the Ribbon at the top.



- 3) Click on the Audio dropdown in the ribbon and then select 'Record Audio...'



- 4) Rename the audio file if required and then click on the red record button.



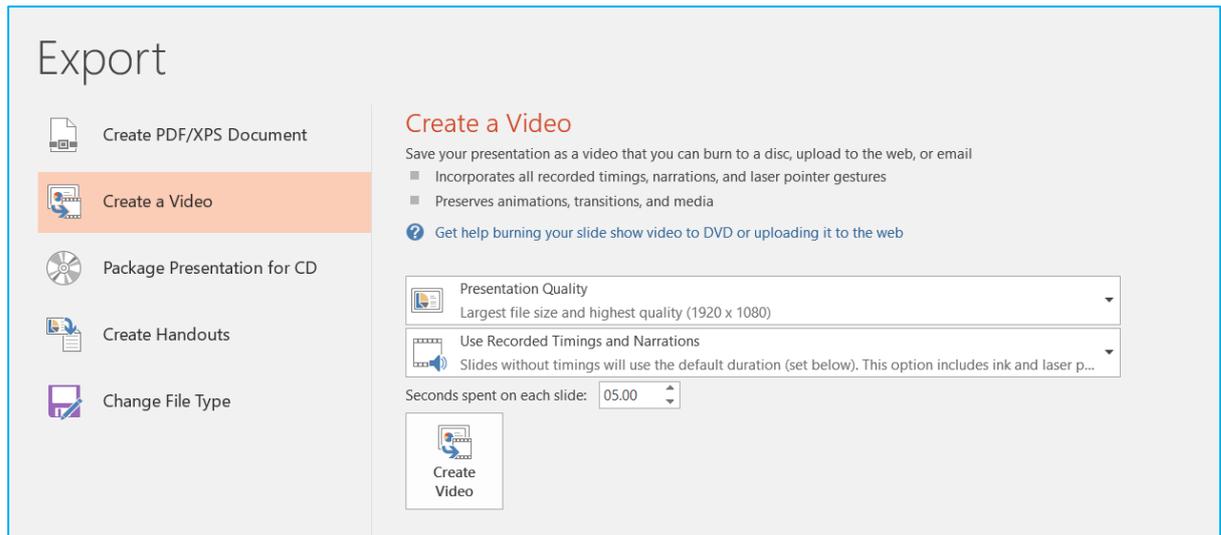
- 5) Click 'OK' when you are finished recording.
- 6) A speaker icon will appear that will allow you to playback the recording.



- 7) If you are not happy with the quality of the recording, you can delete and redo.
- 8) Complete these steps for each slide that requires narration
- 9) The benefits of using this method is that you can edit or add/insert slides later rather than having to completely rerecord the narration for the entire presentation.

Saving presentation as .mp4 video

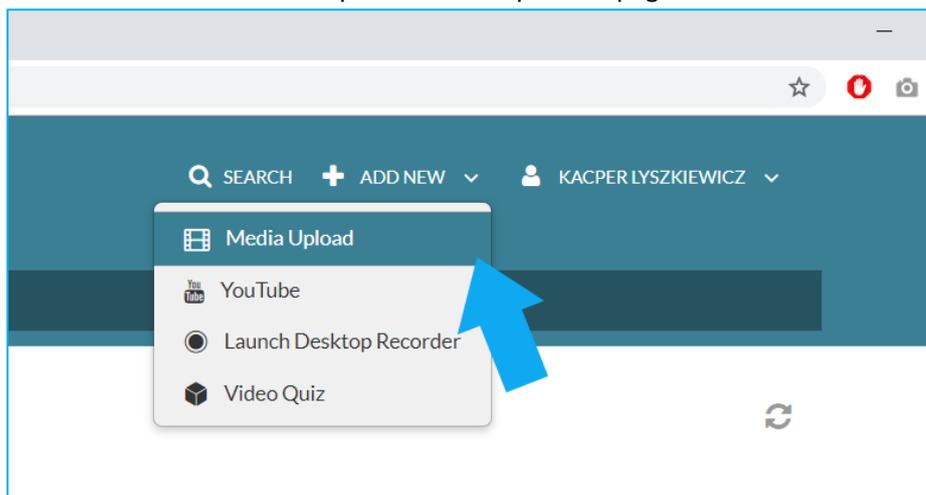
- 1) Open the presentation with recorded narrations in PowerPoint.
- 2) Go to File->Export and click on 'Create a Video'
- 3) In the available settings choose:
 - Presentation quality -> Largest file size and highest quality
 - Use Recorded Timings and Narrations



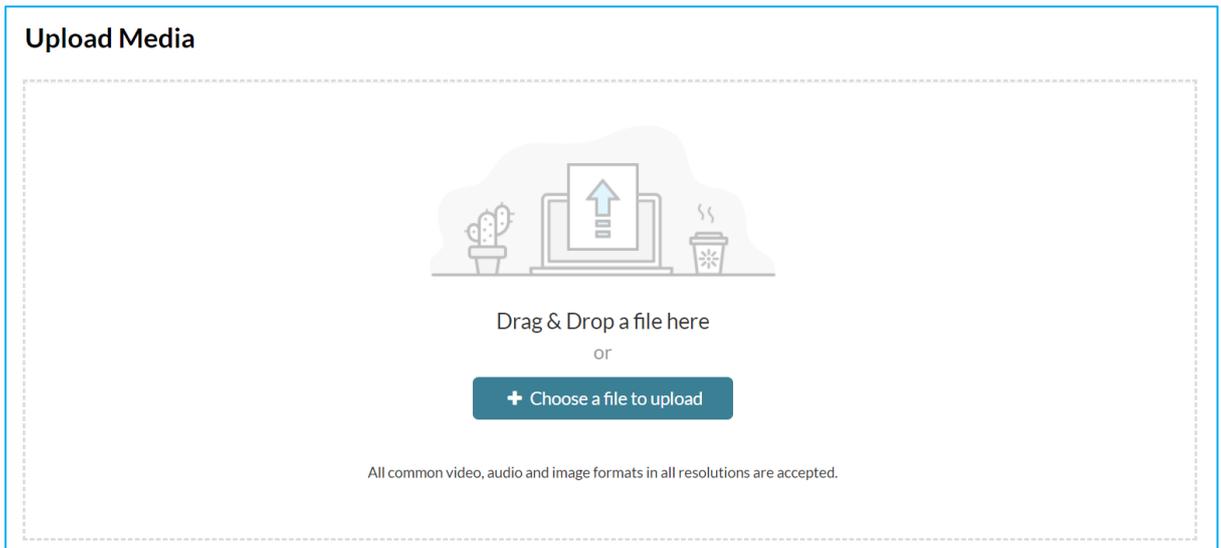
- 4) Click on Create Video
- 5) In the pop-up window put in the name of the video file and choose the location for where it should be saved. Leave the 'Save as type' set to MPEG-4 Video.
- 6) Click on Save.
- 7) Powerpoint will go back to the standard view. Progress bar at the bottom will indicate how much of the video has been rendered. Note that it can take quite a while to generate a video with many slides and many narrations.
You will now have a video (mp4) file, ready to be uploaded to Media Hopper.

Uploading video to Media Hopper Create

- 1) Log in to Media Hopper at <https://media.ed.ac.uk>
- 2) Click on Add New->Media Upload at the top of the page



- 3) Then choose the video file you want to upload, either by dragging it onto the box on the page or choosing it in file browser



- 4) The file will start uploading (progress bar at the top will update accordingly).
- 5) On the same screen fill in the following details:

Name:

Type in the title of the lecture, e.g. *Homeostatic mechanisms*

Description:

Type in a general description; you can also add relevant details, e.g. 'It is suggested to watch lecture XYZ for information relevant to this lecture'

Tags:

Add tags relevant to the content of the video (the key here is consistency – use the same tag for all relevant videos, without any variations in spelling etc).

Course Code – leave blank

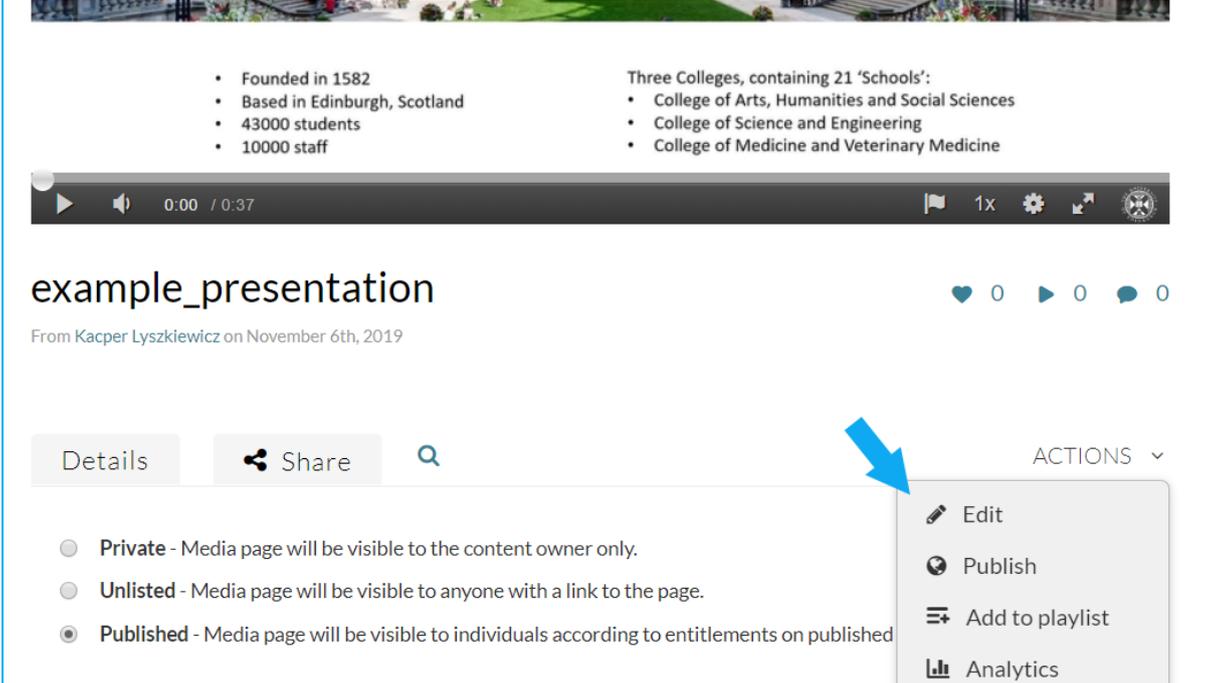
Publisher – type in University of Edinburgh

Licence type – choose All rights reserved The University of Edinburgh

Date Created - choose the date of the upload

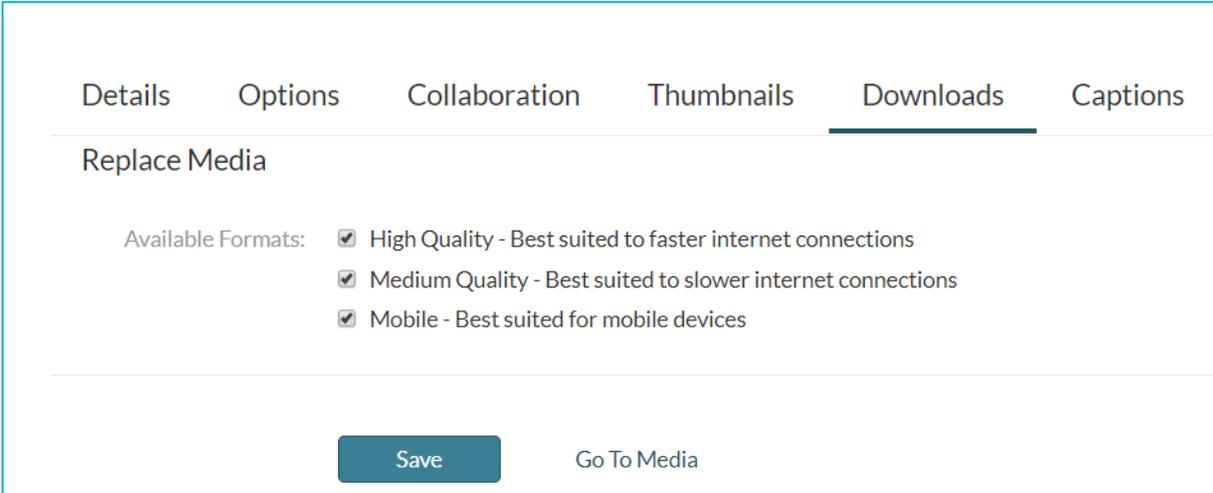
- 6) Then hit Save at the bottom of the screen. Then you should be able to change the privacy setting (last option, just over the Save button) to 'Unlisted'.
- 7) Scroll down to the bottom and click on Save again. Then click on Go to Media (next button to the right). This will take you to your video page.

- 8) Under the video find the Actions button, click on it and select Edit.



The screenshot shows a video player interface. At the top, there is a video player with a progress bar at 0:00 / 0:37. Below the video, the title "example_presentation" is displayed, along with the author "From Kacper Lyszkiewicz on November 6th, 2019". The video player controls include a play button, volume, and a settings gear icon. A blue arrow points to the "ACTIONS" button, which has opened a dropdown menu. The menu options are: Edit (with a pencil icon), Publish (with a globe icon), Add to playlist (with a list icon), and Analytics (with a bar chart icon). To the left of the Actions menu, there are tabs for "Details" and "Share", and a search icon. Below the "Details" tab, there are three radio button options for visibility: "Private" (selected), "Unlisted", and "Published".

- 9) On the following screen switch to the Downloads tab and tick all 3 available formats. This will make the file 'downloadable'. Click Save.

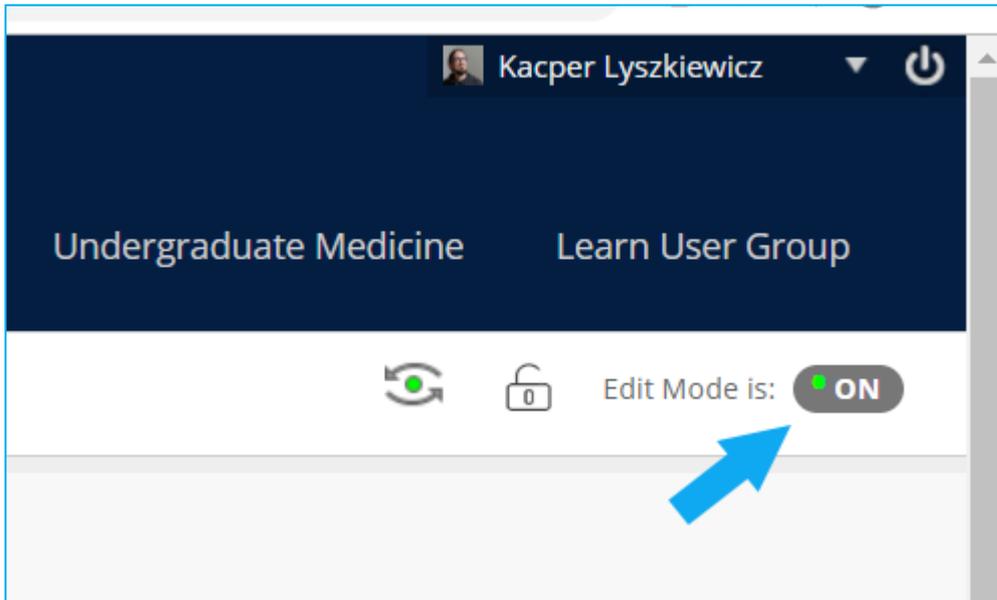


The screenshot shows the "Downloads" tab selected in a video player interface. The tabs at the top are "Details", "Options", "Collaboration", "Thumbnails", "Downloads" (selected), and "Captions". Below the tabs, the "Replace Media" section is visible. Under "Available Formats:", there are three checked options: "High Quality - Best suited to faster internet connections", "Medium Quality - Best suited to slower internet connections", and "Mobile - Best suited for mobile devices". At the bottom of the screen, there is a "Save" button and a "Go To Media" link.

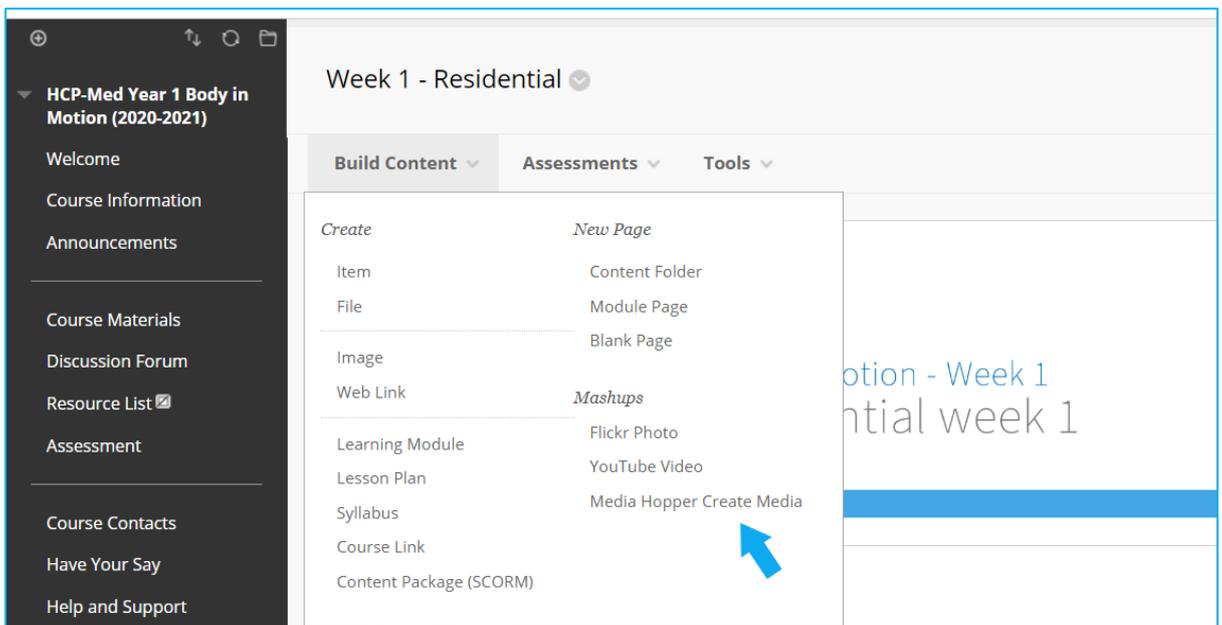
Embedding video on a course in Learn

- 1) Make sure that your video is uploaded to Media Hopper Create.
- 2) Log in to Learn and go to the course where you'd like to embed the video. Navigate to the exact folder where you want to add it.

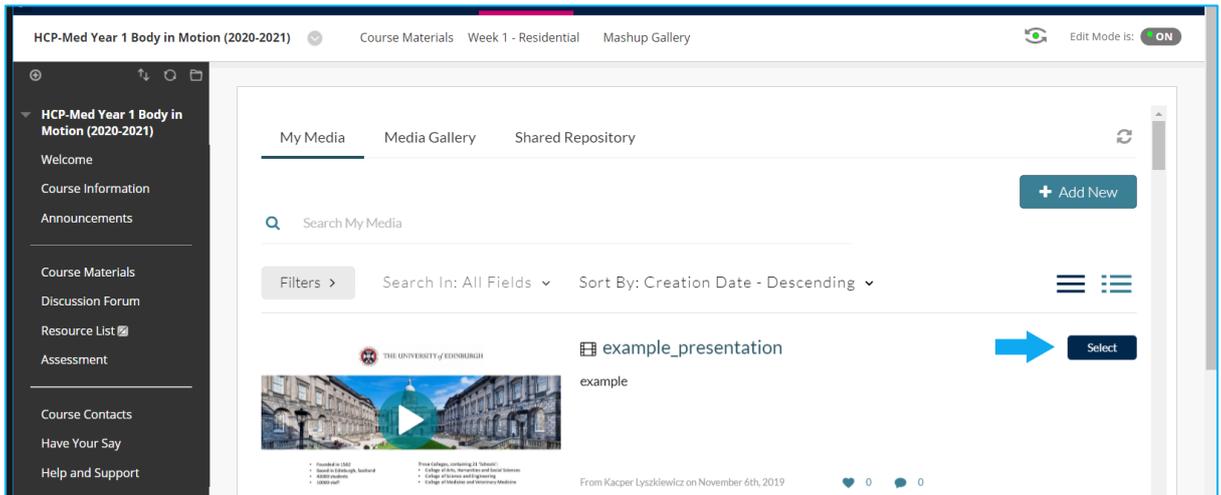
3) Make sure that the Edit Mode is on.



4) Hover the mouse cursor over the Build Content button and choose Media Hopper Create Media from the list.



- 5) This will open the library of your videos from Media Hopper Create. Select the video you wish to embed.



- 6) When asked 'Would you like to submit media as assignment?' choose 'No, thanks'.
- 7) On the next screen type in the title of the video and add a description (if applicable). Scroll down and hit Submit.
- 8) The video is now embedded as a separate video item.