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

Export					
Create PDF/XPS Document	Create a Video Save your presentation as a video that you can burn to a disc, upload to the web, or email				
Create a Video	 Incorporates all recorded timings, narrations, and laser pointer gestures Preserves animations, transitions, and media Cathele huming user stills abautides to DVD as unleading it to the useh 				
Package Presentation for CD	Presentation Quality				
Create Handouts	Largest file size and highest quality (1920 x 1080) Use Recorded Timings and Narrations Slides without timings will use the default duration (set below). This option includes ink and laser p				
Change File Type	Seconds spent on each slide: 05.00				

- 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

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🖽 Med	dia Upload				
🎆 You	Tube				
Laur	nch Desktop Recorde	r			
😭 Vide	eo Quiz				

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

Upload Media
Drag & Drop a file here
• Choose a file to upload
All common video, audio and image formats in all resolutions are accepted.

- 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. Here you can grab the video's URL (address) and paste it into the correct course / place on Learn or, if you'd like to embed it on Learn, follow the instructions below.

Embedding video on a course in Learn

(note that this method works with your own videos only)

- 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.

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 HCP-Med Year 1 Body in Motion (2020-2021) 	Week 1 - Resid	ential 💿	
Welcome	Build Content 🗸	Assessments \vee Tools \vee	
Course Information			
Announcements	Create	New Page	
	Item	Content Folder	
	File	Module Page	
Course Materials	******	Blank Page	
Discussion Forum	Image	5	ntion - Week 1
Resource List 🖾	Web Link	Mashups	atial wook 1
Assassment	Learning Module	Flickr Photo	ILIAL WEEK I
Assessment	Lesson Plan	YouTube Video	
	Cullebus	Media Hopper Create Media	
Course Contacts	Syliabus		
Have Your Say	Course Link		
	Content Package (SC	ORM)	
Help and Support			

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

HCP-Med Year 1 Body in Motion (20	20-2021) 💿 Course	Materials Week 1 - Residenti	al Mashup Gallery		Edit Mode is: ON
HCP-Med Year 1 Body in Motion (2020-2021) Welcome Course Information	My Media Me	dia Gallery Shared F	Repository		2
Announcements	Q Search My Media				+ Add New
Course Materials Discussion Forum	Filters > Sea	arch In: All Fields 🗸	Sort By: Creation Date - Descending	· •	
Resource List 🛛 Assessment		NVERSITY of EDINBURGH	<pre>example_presentation example</pre>		Select
Course Contacts Have Your Say					
Help and Support	 Founded in 1542 Based in 1542 Based in 1640xph, Sectiond 43003 shufers 10003 shuff 	Three Colleges, containing 21 Schools') • College of Arthy, Neurandise and Social disenses • College of Science and Engineering • College of Stedenies and Vetorinary Medicine	From Kacper Lyszkiewicz on November 6th, 2019	0 🗭 0	

- 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.