

4.8.3 Create a DIY lecture recording with PowerPoint on your personal device



Objective: To create a do-it-yourself video of a lecture or lesson on PowerPoint 2016 using the inbuilt recording tool.



Note: For the best experience you will need:

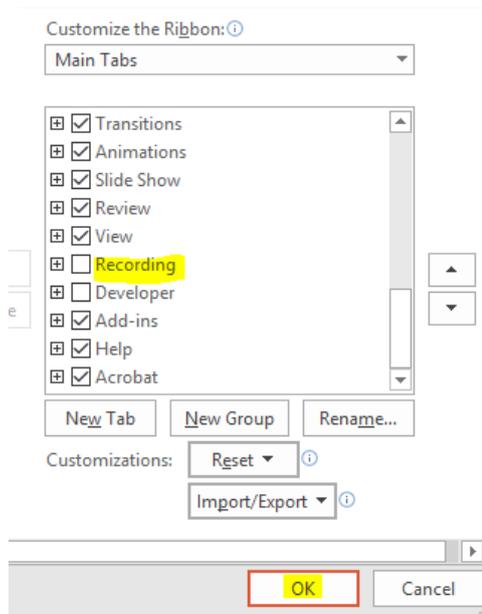
- A microphone – preferably a headset, although the inbuilt microphone on a modern laptop such as a MacBook is adequate.
- Your prepared slides in 16:9 ratio. Plan to talk for 7-10 minutes for a video.
- A webcam (optional): inbuilt or wired. Students feel more connected to the teacher when they see their face during a webinar. Make sure the background is not distracting.
- PowerPoint 2016 on your computer and the “Recording” tab enabled
- A quiet room with your phone/computer notifications off
- A second monitor to preview your slides



Method 1 (for Windows users):

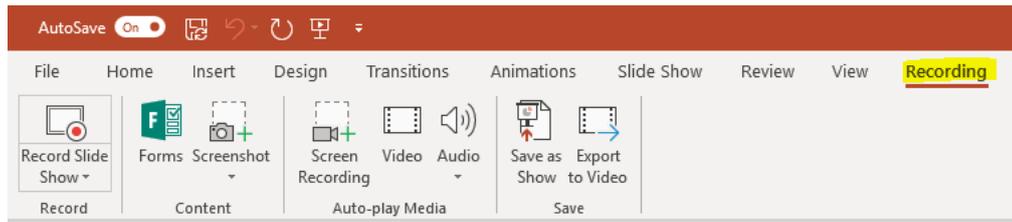
Enable the “Recording” tab (if not enabled already)

1. In PowerPoint 2016 go to File > Options > Customize Ribbon.
2. In the “Customize the Ribbon” section, select “Recording”. Then click “OK”



Option: Create a recording for each slide – ideal for a permanent resource

1. Open your presentation and select the “Recording” tab.



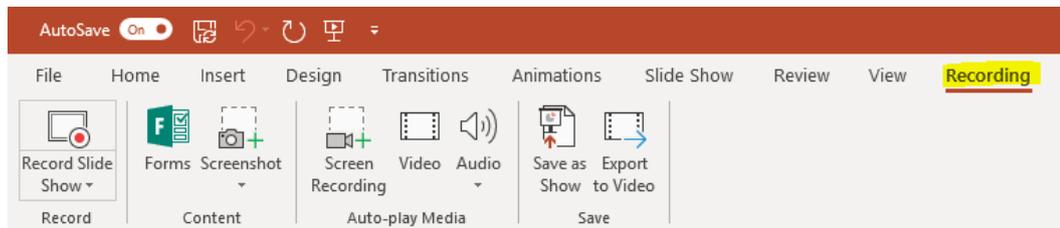
2. Select the slide you want to record audio for and then click Audio > Record Sound.
3. In the popup box that appears, rename the audio clip to the slide number. Click the record button when you are ready and the stop button when you have finished recording.



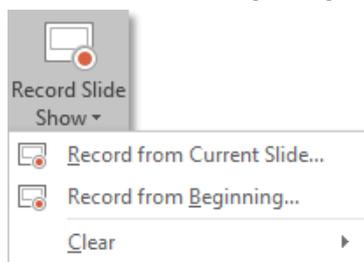
4. You can preview the audio recorded by clicking the play button. If you want to record again simply click the record button.
5. Once you are satisfied with the recording, click “OK”. A sound icon will appear (🔊). Drag it off the slide so that it will not show in the exported video.
6. Repeat the steps in this section until you have recordings for all slides of your presentation.

Option: Record an Entire Slide Show – for a temporary or permanent resource

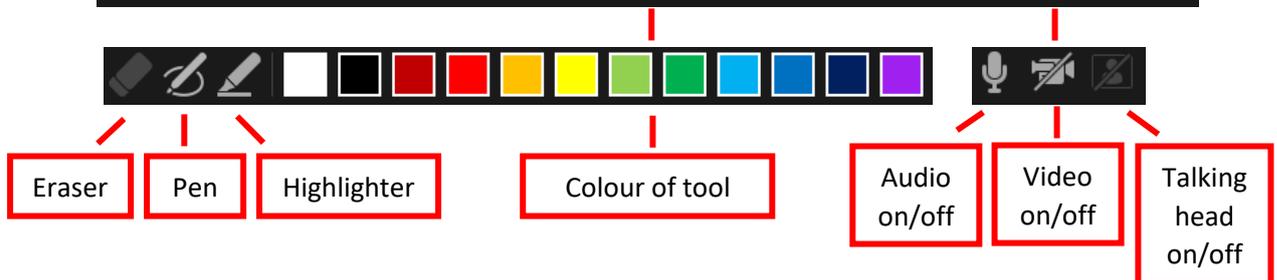
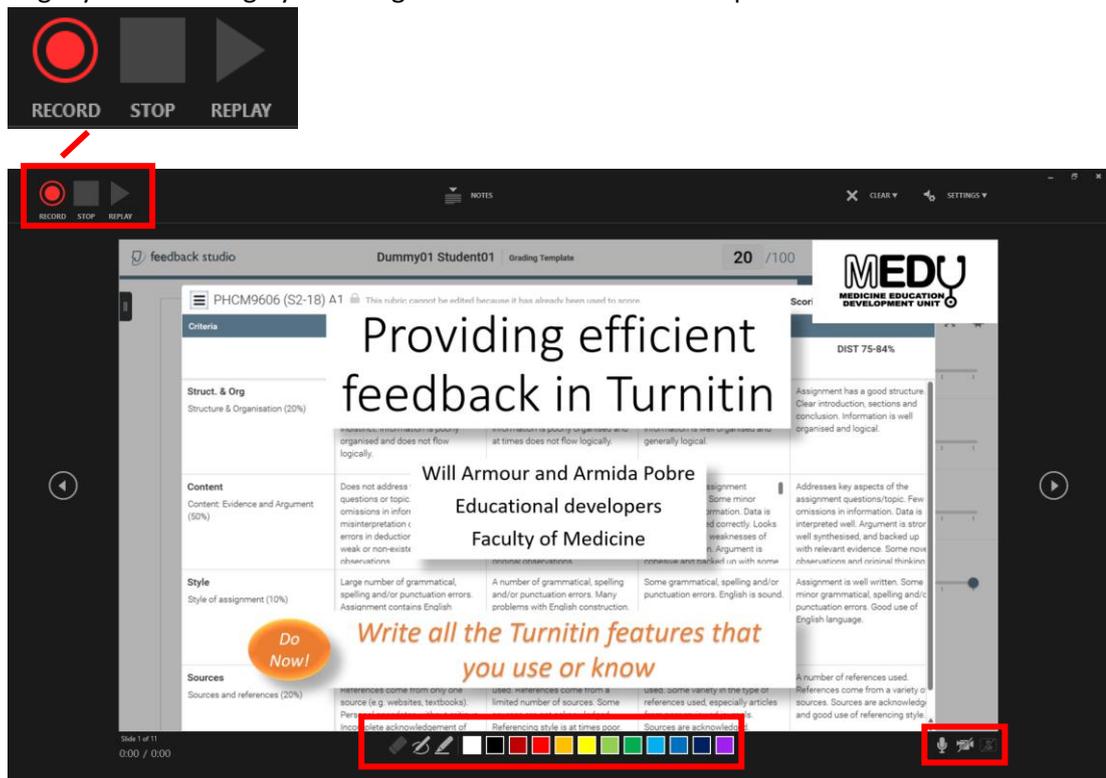
1. Open your presentation and select the “Recording” tab.



2. To start a recording, click “Record Slide Show”. You can select “Record from Current Slide...” or “Record from the Beginning...”.



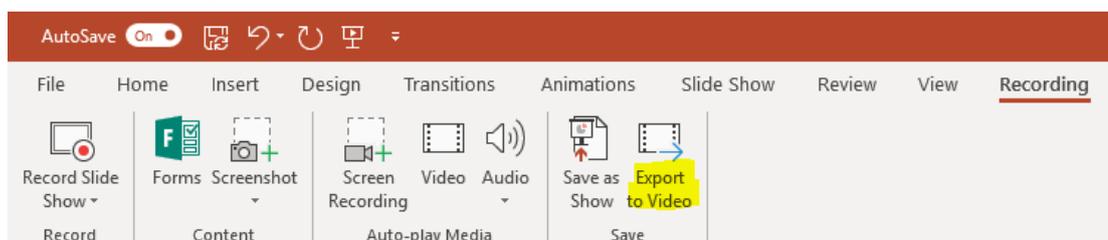
- If you have a second screen, you will see the slide preview before recording starts, as below. In the bottom right you can specify the audio and video to record. If you do not want a small video of your talking head in the recording, turn off the video and the head icon. When ready, begin your recording by selecting the record button in the top left.



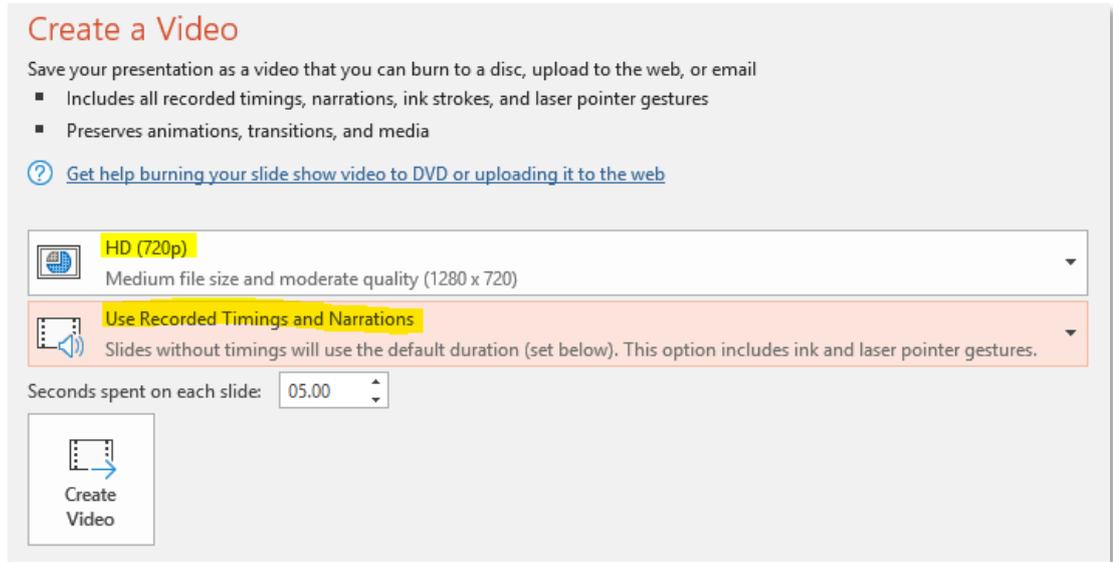
Link ideas: Annotating your slides with pen while recording the video may make it a more engaging screencast presentation. Once you have started to record a slide show, you can find the tools at the bottom left of the slide **or** right click the slide to see pointer options.

Export a video of your presentation

- Make sure you save your PowerPoint presentation first by selecting File > Save.
- On the "Recordings" tab select "Export to Video".



3. In the video quality dropdown, select HD (720p). In the second dropdown, select the default “Use Recorded Timings and Narrations”. Finally, click “Create Video”.



4. Select where you want to save the video and enter your filename. Ensure that the video is exported as “MPEG-4 Video (*.mp4)” and then click “Save”.



Power tip: If your video is less than 10 minutes long then it should take less than half an hour to export. For longer presentations, exporting can take hours to complete so it may be best left to process overnight.

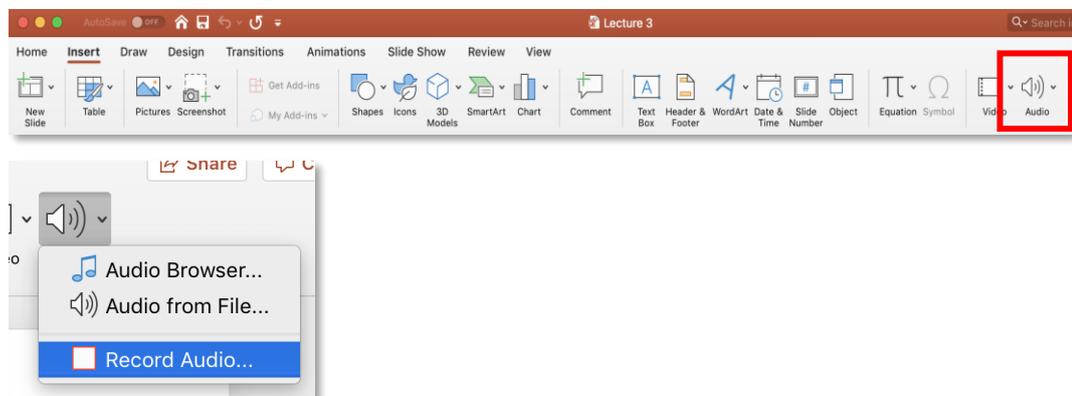
5. To upload your newly created video, see the instructions [3.2.3 Upload a video into theBox](#) and [3.2.4 Embed a video stored in theBox into your Moodle site](#).



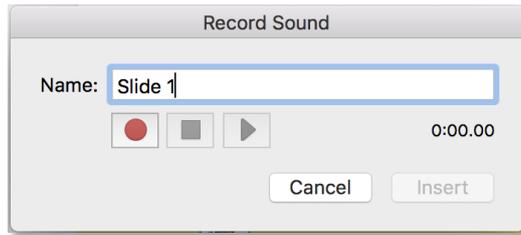
Method 2 (for Mac users):

Option: Create a recording for each slide – ideal for a permanent resource

1. Select the slide you want to record audio for then select the “Insert” tab at the top of the page.
2. On the far right, click Audio > Record Audio.



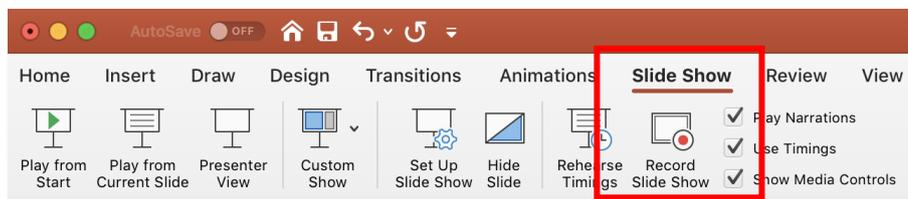
- In the popup box that appears, rename the audio clip to the Slide number. Click the record button when you are ready and the stop button when you have finished recording.



- You can preview the audio recorded by clicking the play button. If you want to record again simply click the record button.
- Once you are satisfied with the recording, click "Insert". A sound icon will appear (🔊). Drag it off the slide so that it will not show in the exported video.
- Repeat the steps in this section until you have recordings for all slides of your presentation.

Option: Record an Entire Slide Show – for a temporary or permanent resource

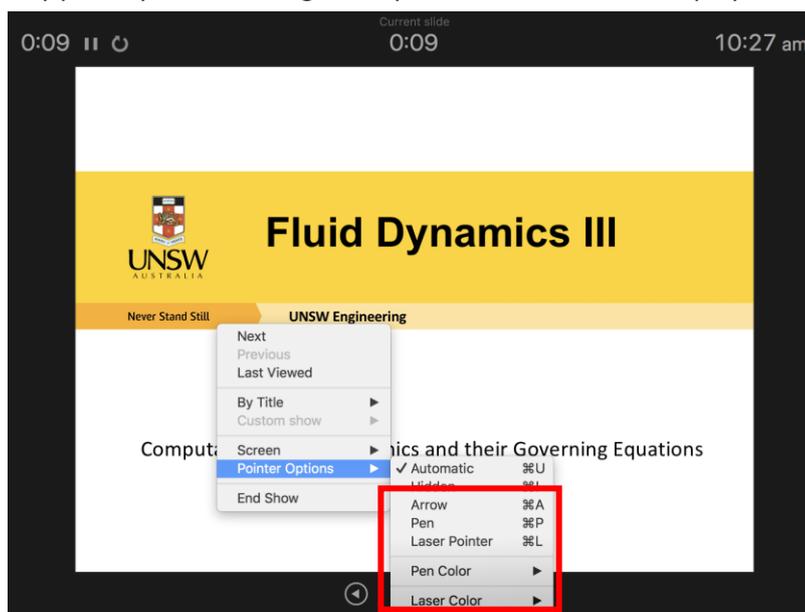
- Select the slide you would like to begin with and navigate to the "Slide Show" tab.
- When you are ready to begin recording, click "Record Slide Show".



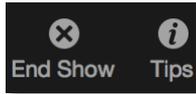
Note: The presentation will start recording immediately. However, you can start it over by clicking the rewind icon (⏮). This will restart the current slide.



Power tip: To create a more engaging screencast presentation, Ctrl + Click on your current slide while recording. This will allow you to access recording tools such as a laser pointer (Command + L) and a pen (Command + P) to annotate your slides as you record. Note that this may pause your recording; if so, you will have to click the play icon (▶) to resume.



3. Click “End Show” at the top right corner to finish your recording. Alternatively, the show will automatically finish once you have passed your final slide.



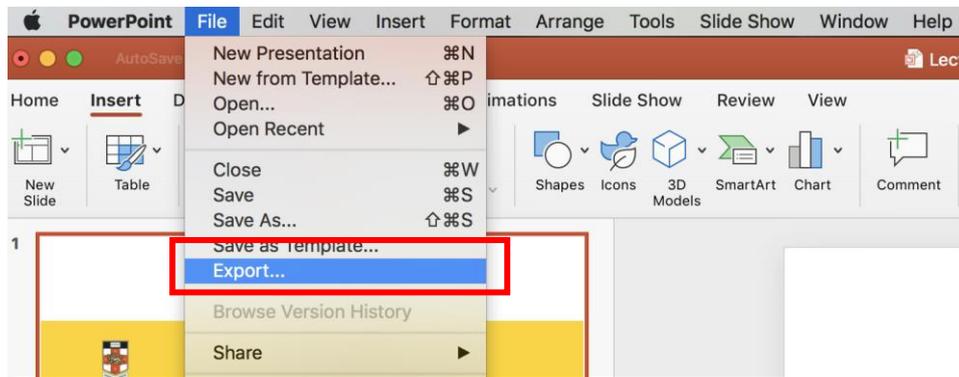
4. On the dialog box that appears, click “Yes” to save your recording.



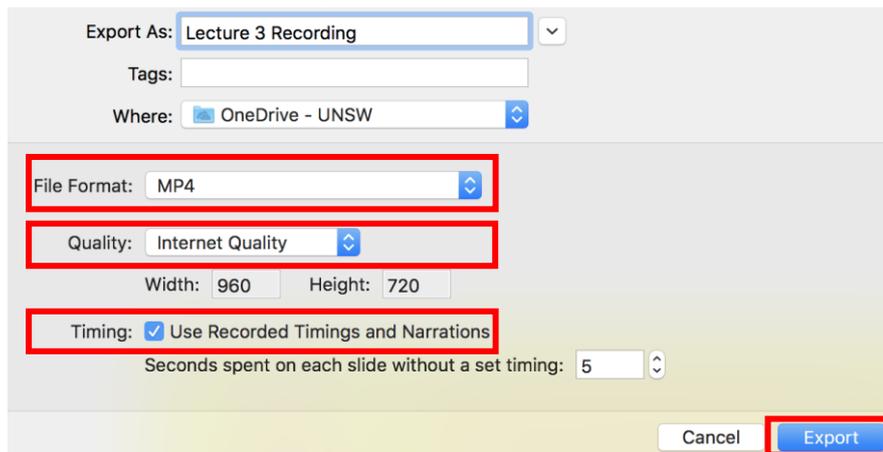
5. On each slide, a sound icon will appear (🔊). Drag it off the slides so that it will not show in the exported video.

Export a video of your presentation

1. Make sure you save your PowerPoint presentation first by selecting File > Save.
2. At the topmost bar of your screen, go to File > Export...



3. Select where you want to save the video and enter your filename. Ensure that the video is exported as “MP4”, for quality select “Internet Quality” and you “Use Recorded Timings and Narrations”. Then click “Export”.



Power tip: If your video is less than 10 minutes long then it should take less than half an hour to export. For longer presentations, exporting can take hours to complete so it may be best left to process overnight.

4. To upload your newly created video, see the instructions for *3.2.3 Upload a video into theBox* and *3.2.4 Embed a video stored in theBox into your Moodle site*



Resources:

Microsoft guide to recording presentations in PowerPoint (Windows PC)

<https://support.office.com/en-us/article/about-recording-presentations-in-powerpoint-c172c4ac-b93b-4043-b575-41cb010e6a6c>

Microsoft guide to recording presentations in PowerPoint (Mac)

<https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Mac>