## PowerPoint PresentationRecordings

The most common way instructors publish lectures, or lecture materials, to an online course is with used to be called PowerPoint Mix. It allows instructors to record audio and video per slide and export entire presentation as a MP4 video file. The video files can then be uploaded to a streaming service shared to a Canvas course. This gives instructors the ability to shared itable works with students and gives online students a similar lecture experience as **fade**ce studetents.

This support guide discusses the following:

- x Activating the Recording Feature of PowerPoint
- x Recording a PowerPoint
- x Sharing the Video to a Streaming Service

Please note the PowerPoint recording feature is currently not available for Mac users. It is also not available for anyone using Microsoft Office 2013 or later. Instructors at USM can download and insta the latest version of Microsoft Office <a href="http://portal.office.com">http://portal.office.com</a>



Recording the Presentation
To start, use the PowerPoint application with the Microsoft Office suite to createpresentation. This

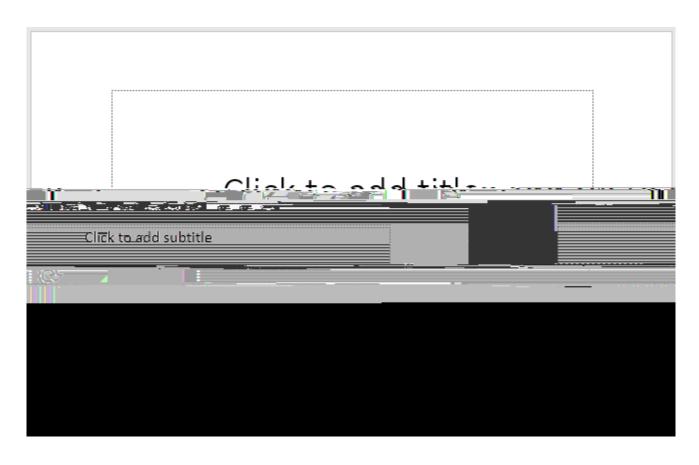


When ready, click the Record button. You will get a countdown and the record button will turn into a Pause button. You can click stop when finished or move to the next slide and continue recording. Yearwill

audio/video per slide, or multiple slides at a single time recordings are sectioned by slide. If you need to edit orrecord audio/video you will do so on a per slide basis (i.e., you do not have to eeord the entire presentation). You can also preview your recordings with the Replay bruttro the slide recorder window (see right).



When finished, close the new window. The webcam image will appear in the bookstracerner of each slide recorded. You can reposition or resize this image if desired.



When you are ready to publish the presentation to a video, click the Recording tab again and select Export to Video (see above). The default settings are appropriate for most recordings. Click the Create Video button to save the presentation as a video. PowerPoint will prompt you to selectation your computer where the video will be saved. Follow the prompts and be sure to save the video in a location that you can access later (like Documents, Videos, or Desktop).

## Uploading to Stream

To share/add the video to Canvas, you first need to applithe video to Stream. Stream is an Office 365 app you have access to. The app is similar to YouTube except it is only available for people associated with USN



You can also upload these videos to Yuja, if you prefer to use that product to stream v**ideos** to Yuja are found at: YujaJploading Videos

Toupload your videos to Stream, go to portal.office.com. Use youmber and password to login. The first scog-5.710.005 Tc -0.011 Tw 0.23 0 Td [(U)17 (pl)4 (s)16 (e)3 ( (tr)4 pTw 26.43 0 Td (-.970.005 Tc -0.001 Tv



On the share menu, Stream displays the share link by default.

To link the video to your Canvas course:

- 1. Copy the web link on the share menu.
- 2.



- 7. Open Modules and click the plus sign in the module header where you wish to place the video.
- 8. Click the pulldown menu and select New Page. A dif all content pages will appear below the pulldown. Select the first option: [New Page]

Type the name of the page in the text box that appears, select any desired indenting, and click Add Item. The page will appear at the bottom of the module whereas added. You can drag this page to any location within the module for organizational purposes.

- 9. Click on the name of the page to open it (it will be blank). Canvas HTML Editor Link
- 10. Click the Edit button (located in the topght corner of the screen).
- 11. In the top-right corner of the text editor, click the HTML Editor link (see right).
- 12. Paste the copied Embed code into the text box.
- 13. Click Save.
- 14. Publish the page in the module to complete the process.

Since the video is hosted on a service included with Office365, students may have to login to Office365 to view the content. This login uses the same username and password as SOAR and Canvas. Once logged in, a play symbol will appear for students to watch the presentation.

