

PowerPoint Presentation as a Recorded Lecture

An Abbreviated Guide

PowerPoint as an option for a recorded lecture is appropriate if all the following statements are true:

- You are already comfortable working with PowerPoint.
- You have installed the most recent version of PowerPoint with the most recent updates.
- You have a USB headset and can produce quality audio recordings.
- You can't meet CTL [studio recording deadlines](#).

Preparation

Before creating your lecture's PowerPoint presentation(s), please take the following steps:

- If you do not have PowerPoint 2016 installed as part of Microsoft Office 365, please [consider installing the Office 365 Suite](#).
- Make sure that [your PowerPoint version is up-to-date](#).
- Have all images for the lecture gathered & easily accessible in a single folder on your computer.
- Be familiar with the [Lecture Delivery Best Practices Checklist](#), including developing your lecture into short sections (10 to 20 min).
- Be familiar with CTL's [Recording Tips for Independent Recording](#) and [PowerPoint Best Practices](#) toward making an accessible file.
- Create a good, clean sample audio recording on the device where you will be recording your lecture. RECOMMENDATIONS: *Use a USB headset. Be in a quiet room, free of background noise. Listen to the intro of an NPR podcast and then listen to your sample recording. If you need to change the volume between listening to them both, then you need to go back and adjust your microphone settings!*
- Create a sample (test) video before recording your entire lecture.

Recording

First create and edit your lecture's PowerPoints without narration; consider composing a script as you develop the visual portion of your lecture. Be aware that:

- Some media, animations, transitions, and macros (code) contained in a PowerPoint file might not be included when the presentation is exported as a video.
 - You can find more details and solutions to some of these problems on Microsoft's page, "[Turn your Presentation into a Video](#)".
- The larger the file size of your PowerPoint presentation file, the longer it will take to convert it into a movie, plus the larger the final MP4 (movie) file size will be. To limit the file sizes, you can:
 - Create a separate PowerPoint for each (10 to 20 min) section of a lecture.
 - Compress images across the entire presentation (detailed explanations are available on Microsoft's site for [Windows](#) and [Mac](#) users).
 - Avoid animations and transitions.

Narrate and record your lecture on your prepared slides.

Follow the [detailed instructions](#) on how to record your PowerPoint presentation. CTL recommends that you:

- Record or upload audio comments to each individual slide in your PowerPoint presentation instead of recording a single audio comment while navigating from slide to slide.
- Play back your first slide after recording it and ensure that the recording is what you were expecting.
- Test and adjust your microphone settings each time you start a new recording session.
- Create a separate PowerPoint presentation for each 10 to 20 min. segment of lecture.

Sharing/Exporting

Follow the [detailed instructions](#) from Microsoft, to save your finalized PowerPoint presentation and to turn it into a video. CTL recommends that you:

- Save your PowerPoint presentation.
- **If you are less than two weeks from the lecture's opening date***, export the PowerPoint presentation as a video.
 - Select HD/Internet video quality to create the video (720p with 1280 x 720 resolution).
 - Save it as MPEG-4 (MP4) Video. If the video file size is larger than 500 MB, consider separating the file into separate presentations. Remember that animations, annotations, transitions and images that haven't been compressed all increase the file size.
- Share the PowerPoint* or video file with CTL.
 - Use [OneDrive](#) or another cloud service to share the files with CTL.

*ATTENTION: CTL recommends that faculty create their PowerPoint presentations with recorded narrations, save them as .pptx files, and share these standard PowerPoint files (instead of the video files) with CTL at least two weeks before a lecture opens. We will export the videos from the narrated PowerPoints (with timings and any annotations) in a format that is most appropriate for uploading to and sharing through CoursePlus.

Placement in CoursePlus

Recorded PowerPoint presentations can be shared with students on CoursePlus in three ways: as videos in the Lecture Materials section of a Lecture Page, as videos in the Online Library, or as hyperlinks anywhere on the course site. **Ideally, you should opt to share your videos in the Lecture Materials module** which is the most universally accessible option. Here students will be able to view the videos with interactive transcripts inside of the CoursePlus video player. They can also opt to download the video, text transcript, or MP3 export of the videos. In addition, each time an item hosted in this Lecture Materials section is accessed by a student, this action is logged by the CoursePlus reporting features.

Sharing through the Lecture Materials Section *two weeks or more before a lecture opens*:

- Share the PowerPoint file or exported MP4 version of the lecture with the Instructional Designer. Most likely these will be very large files, so you will need to use a cloud service such as [OneDrive](#) to share them. (*Remember that CTL prefers to receive the original *.PPTx file type.*)
- CTL will convert the videos, order the transcripts, and upload the videos to the Lecture Page inside the Lecture Materials module.

Sharing videos through the Online Library:

- Upload the MP4 versions (ideally <500 MB) of the lecture video(s) in the Online Library. If you are having trouble exporting the MP4, you may want to save the PowerPoint file as PowerPoint Show (*.ppsx), before distributing the files to the students via the Online Library
- Link the uploaded lecture file(s) to the Lecture Page.

Sharing hyperlinks to the presentations videos stored in the Cloud:

- Obtain public hyperlinks to the lecture's videos (stored in OneDrive or other cloud service)
- Share these hyperlinks to the lecture videos via
 - the Online Library and then link these (logically titled) Library items to the lecture page
 - or inside a Custom Section on the lecture page, edited to include a logical title for each lecture section before inserting the corresponding video's hyperlink to the titles' text.

If you want to share a PDF version of your lecture's PowerPoint(s), you will need to upload the PDF files to the Online Library and link these to the Lecture Page.