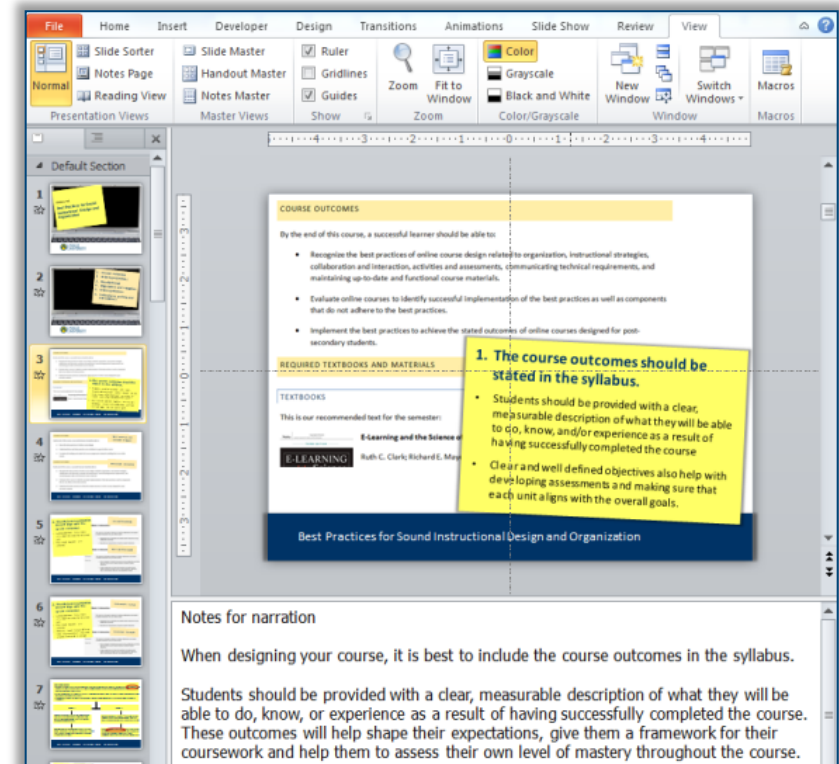


# Recording Video Lectures Using PowerPoint

Note: The steps presented are specific to PowerPoint 2010. Contact the Instructional Design team for more information about how to create a video using earlier versions of PowerPoint.

1. Create your PowerPoint slides with any text, images, and animation you would like to add.

You may also want to create an outline for the audio portion as you create your slides.



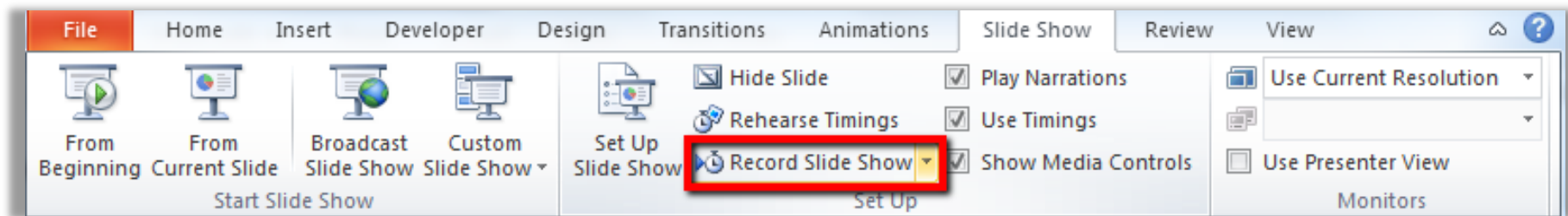
Step 1

## Recording Video Lectures Using PowerPoint

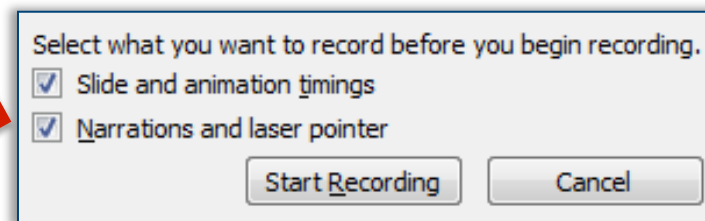
2a. Set up your microphone.



2b. Within PowerPoint under the “Slide Show” menu, click to “Record Slide Show.”



2c. Choose to record both animation timings and narrations.



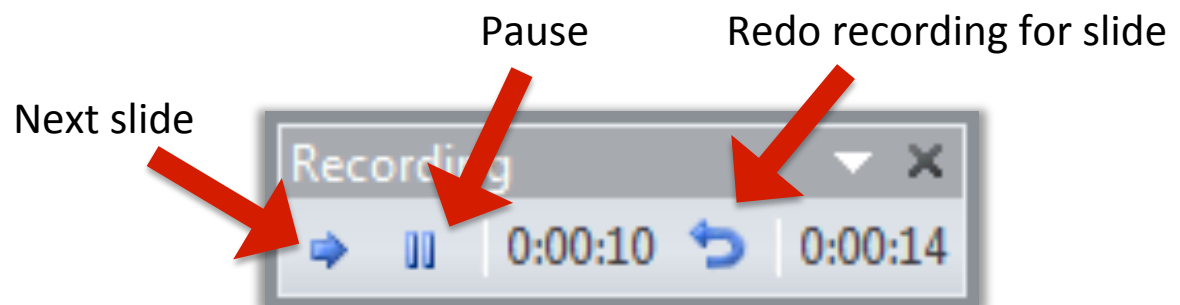
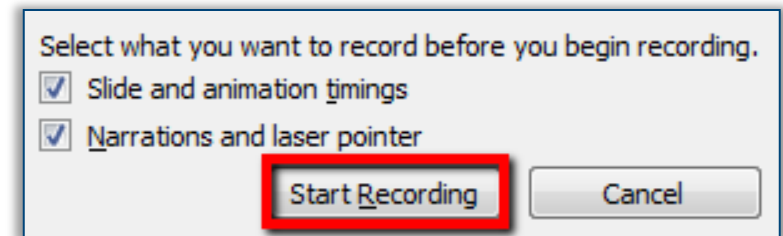
Step 2

## Recording Video Lectures Using PowerPoint

3. Click “start recording” when you are ready to begin narrating your slides.

It can be helpful to do a short test recording and then preview it as a slide show to check your volume and sound.

Then, go through your lecture, recording your narration and clicking through slides as if you were giving the presentation live. You can pause and redo slides as needed until you record all of the audio for your lecture.



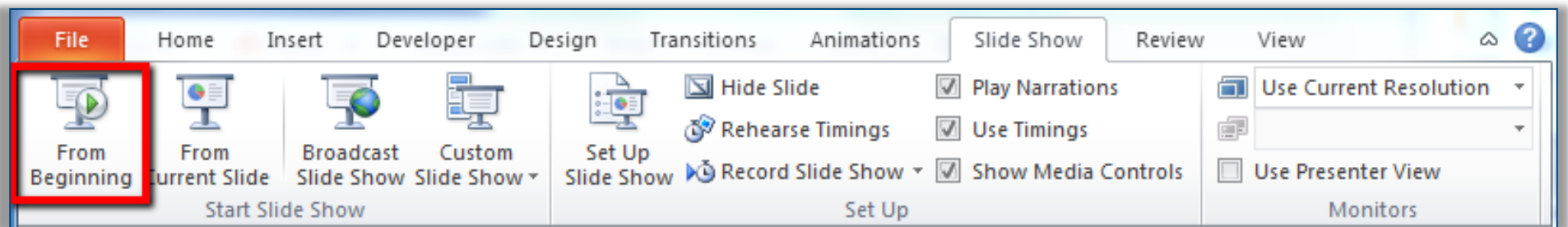
Step 3

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## Recording Video Lectures Using PowerPoint

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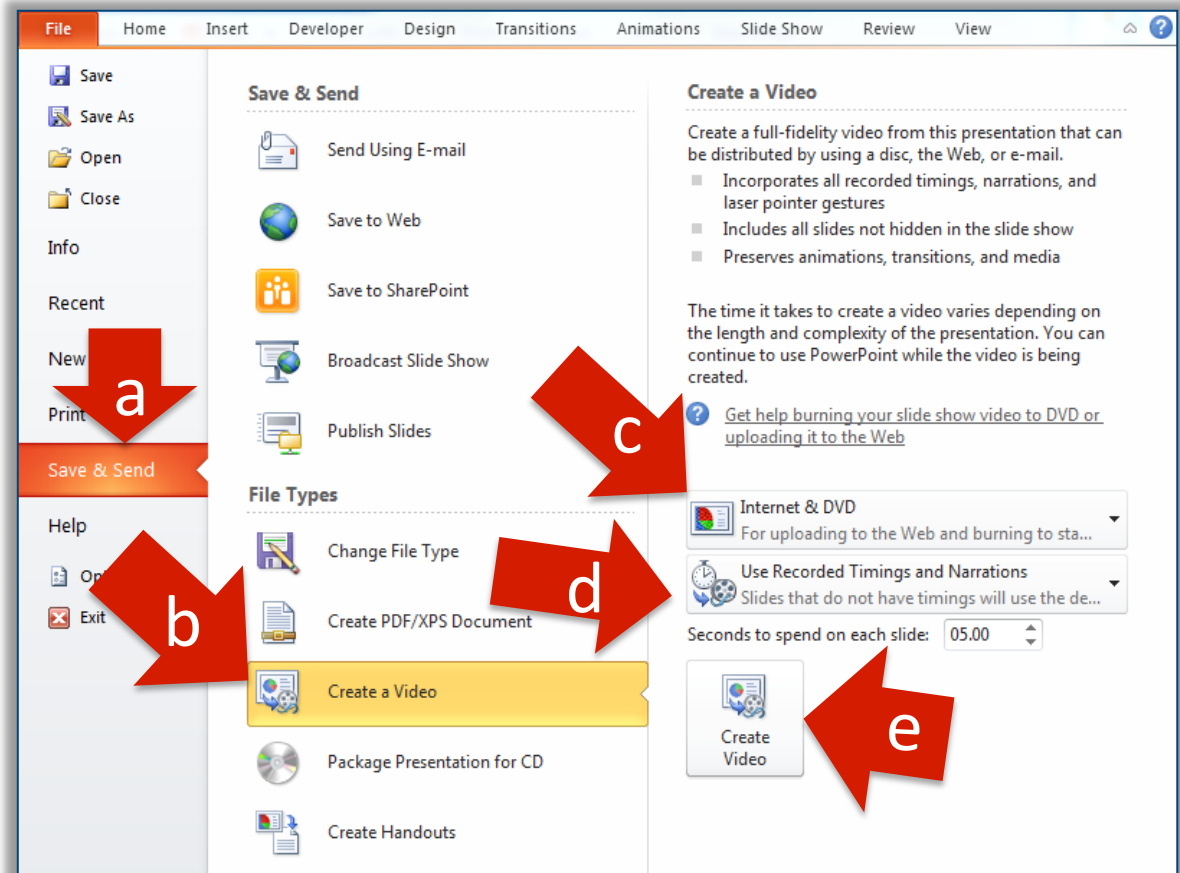
4. Once you have finished recording, you can play your lecture as a Slide Show to review your audio and slide timings.



Step 4

## Recording Video Lectures Using PowerPoint

- 5a. When you are ready to publish your video, navigate to the File menu along the top of the screen, select “Save & Send.”
- 5b. Then, select “Create a Video.”
- 5c. Choose to publish the movie for the Internet.
- 5d. Make sure you publish it with the recorded timings and narrations.
- 5e. Click the button to “Create Video.”



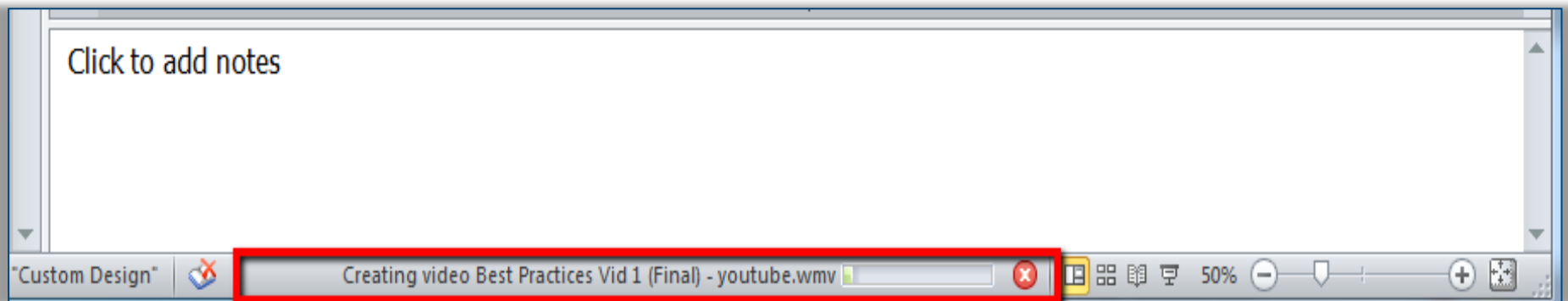
Step 5

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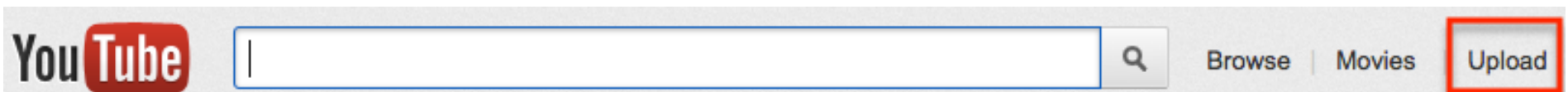
## Recording Video Lectures Using PowerPoint

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6. Save the video somewhere you can easily find it. It may take some time to publish your video. You can track the progress along the bottom of the screen.



7. Once the video is created, upload it to [YouTube](#) and share the link in your Blackboard course.



Steps 6 & 7