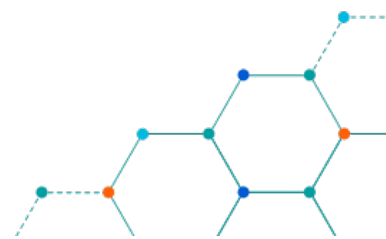


# Narrating Microsoft PowerPoint slides

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# INTRODUCTION

This is one of a series of guides available from the [Teaching, Learning & Assessment with Technology series](#). Please note, your faculty may have other approaches or use different tools, contact your [Faculty TEL Officer](#) for more information on local provision.

Microsoft PowerPoint has a built-in feature that allows you to add audio and/or video to your presentation  
This document covers:

- How to add narration to your PowerPoint presentation.
- How to add a video to your PowerPoint presentation.
- How to upload your presentation to KEATS.

## Important information

- This process only works on the desktop app version of PowerPoint.
- If you are using the Office365 version, select “Open in Desktop App”.
- Always test your presentation when you have completed your recording.

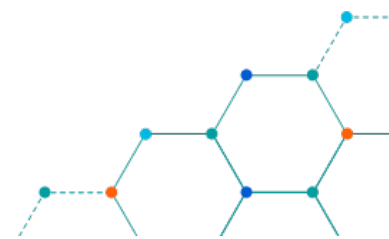
Please note: If you are unable to see the recording tab you may need to add it to your ribbon. Please visit [Microsoft’s online support guide](#) for instructions on how to add the recording tab to your ribbon.

**Recommendation:** Please be aware that Kaltura is a video streaming service, and there is no interactivity into Kaltura, therefore please do the following:

- We recommend you turn on your webcam only at the start to introduce yourself and then turn it off.
- We recommend you **only record your audio and your slides**

## Accessibility considerations

- When narrating, leave a short pause between each slide.
- Put transcripts in the notes section of the presentation or provide a separate transcript.
- Add Alt text to all graphics. Alt text is what screen readers use to describe pictures.
- Avoid excess animation, as some people are sensitive to moving or flashing images



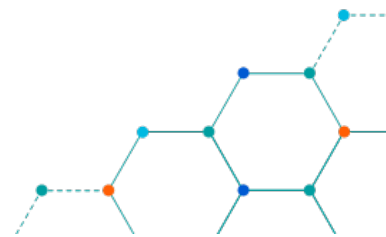
## QUICK GUIDE

### Adding narration to your PowerPoint slide

1. Select the '**Slide Show**' tab.
2. Select '**Record Slide Show**'.
3. On the following screen ensure the microphone is turned on (bottom right of the screen)
4. When you are ready to record, press the record button (top left of screen). Wait for the 3-second countdown to complete and then start delivering your presentation.
5. **NB:** When narrating, leave a short pause between each slide.
6. Use the arrows at the left and right of the screen to navigate through your presentation.
7. Click **STOP** when you are finished. Your presentation will now have your narration on it.
8. Always test it is OK by running the presentation. Select the '**Slide Show**' tab, then the '**From Beginning**' option.

### Adding video to your PowerPoint slide

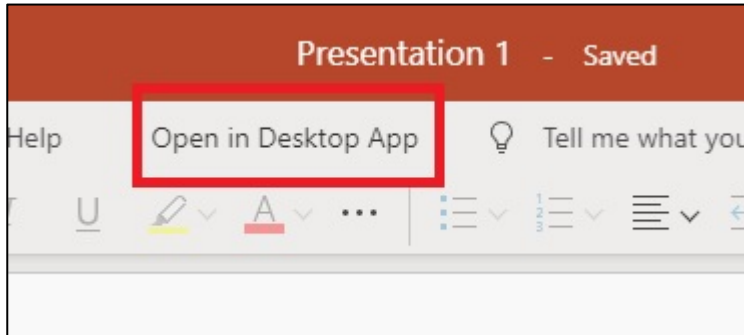
1. Select the '**Slide Show**' tab.
2. Select '**Record Slide Show**'.
3. On the following screen ensure the camera & microphone is turned on (bottom right of the screen)
4. When you are ready to record, press the record button (top left of screen). Wait for the 3-second countdown to complete and then start delivering your presentation.
5. **NB:** When narrating, leave a short pause between each slide.
6. Use the arrows at the left and right of the screen to navigate through your presentation.
7. Click **STOP** when you are finished. Your presentation will now have your narration on it.
8. Always test it is OK by running the presentation. Select the '**Slide Show**' tab, then the '**From Beginning**' option.



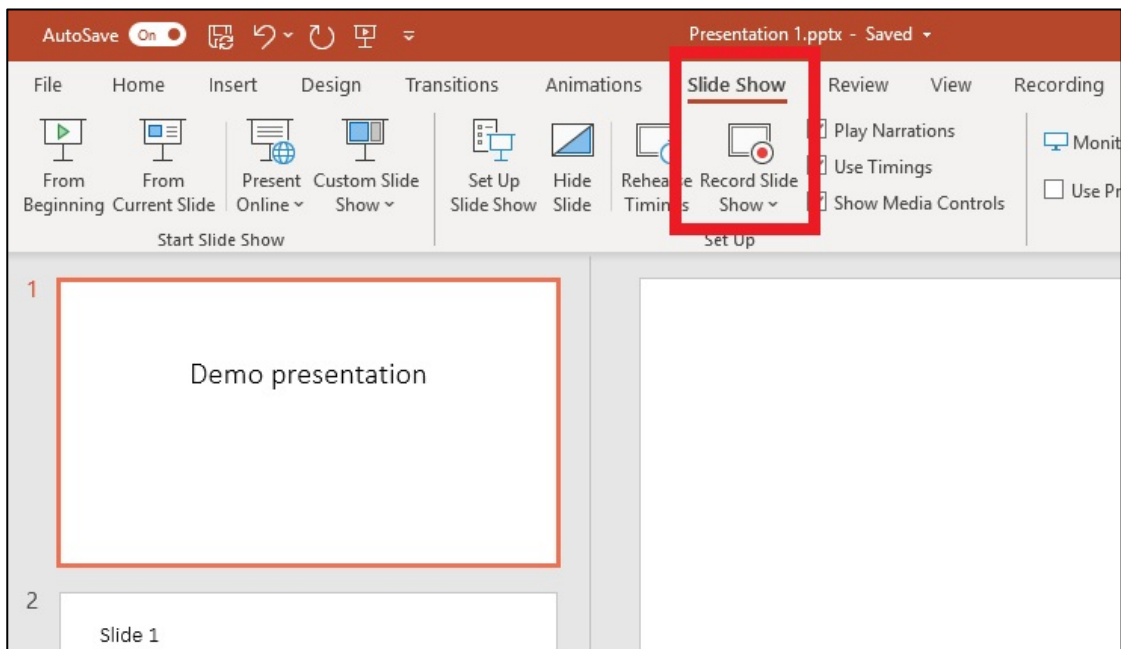
# DETAILED GUIDE

## 1. Adding narration to your PowerPoint slide

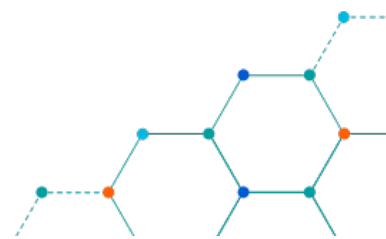
1. Open the **desktop version** of PowerPoint.
  - **NB:** If you are using Office 365, select “Open in Desktop App”.

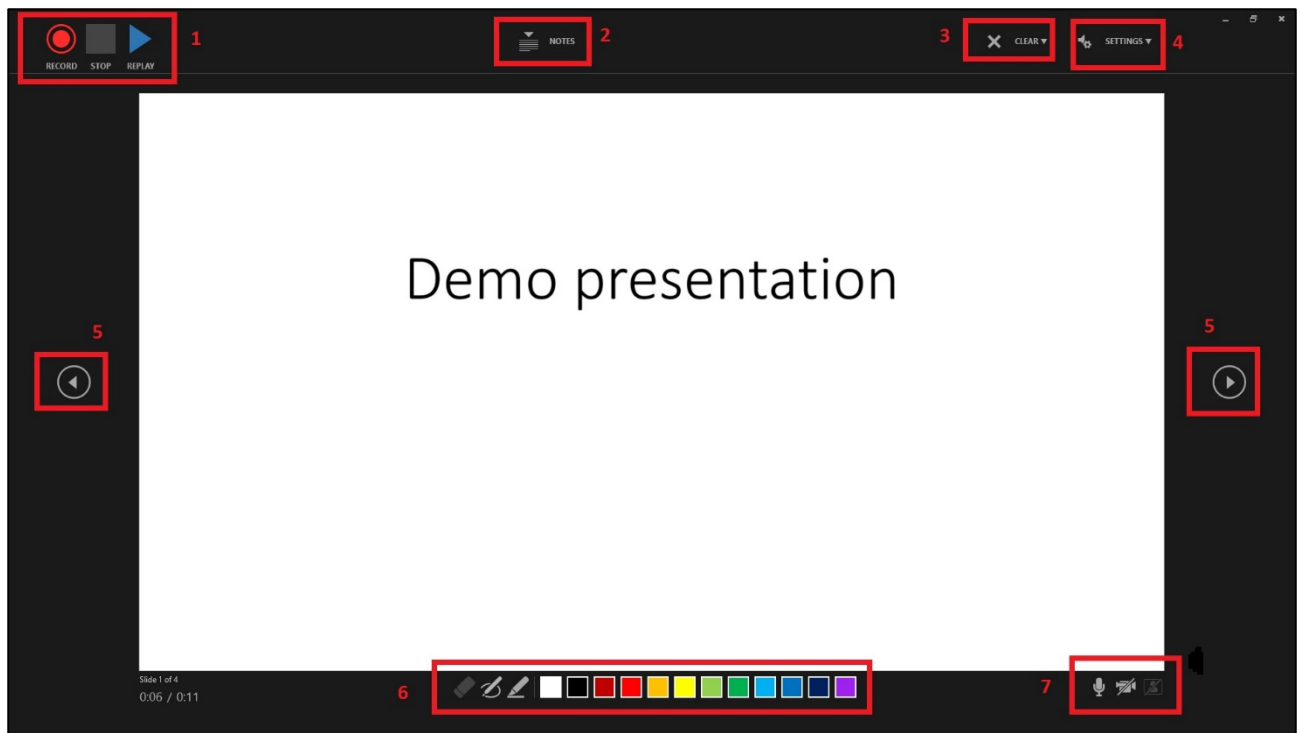


2. Open your presentation as you would do normally.



3. From the tab options at the top of the screen (the ribbon), select “**Slide Show**”. Then, from the options that are displayed, select “**Record Slide Show**”.

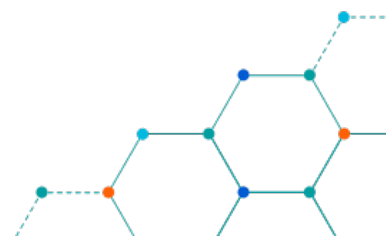




4. The Record Slide interface. Your presentation slides are in the centre of the screen.
  1. Record / Stop / Replay options
  2. If you have any notes on your slide you can view them here
  3. Remove a recording from a single or all slides
  4. Microphone and camera settings
  5. Navigate forward and back through the presentation
  6. Annotation options
  7. Enable microphone and / or camera options
  
5. In option 7 you can toggle between whether you want to include a video/talking head of yourself or not. If you only want your voice/narration on your slides, make sure you turn off your camera. **Please note**, there will be issues on the recording if you use go back and forth between webcam and narrated PowerPoint, and we recommend you record yourself on webcam only at the start, and then **record only your slides and audio** from then on.



6. Press record when you are ready to start recording. There will be a 3-second countdown and once this is complete you can begin recording.



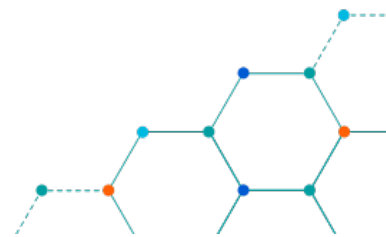
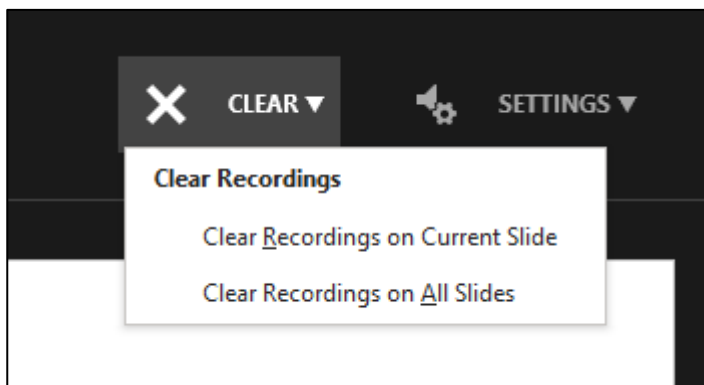
7. You can pause your recording/narration throughout your presentation. You can also replay what you have recorded by pressing 'Replay'. When you are finished, press 'Stop'.



8. To exit the recording screen, click on the x to Close.
9. You then be taken back to the standard PowerPoint interface. Any recordings you have made will now appear with a speaker icon on them.



10. You can either delete these individually or you can go back into the "Record Slide Show" option and use the "Clear" function.

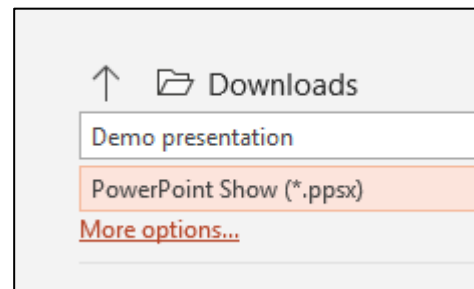
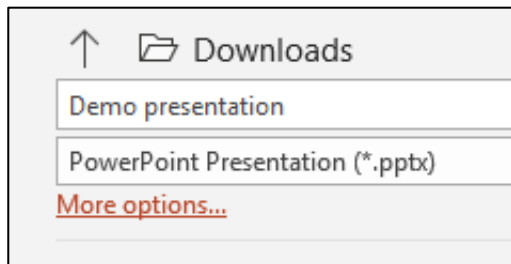


## 2. Saving your PowerPoint presentation

**NB:** The best 2 options for saving your presentation are either an **editable version** or a **non-editable / show version**.

The former is the standard way you save your presentations but, bear in mind, when a student opens a presentation saved in the usual way, they will be able to edit it themselves.

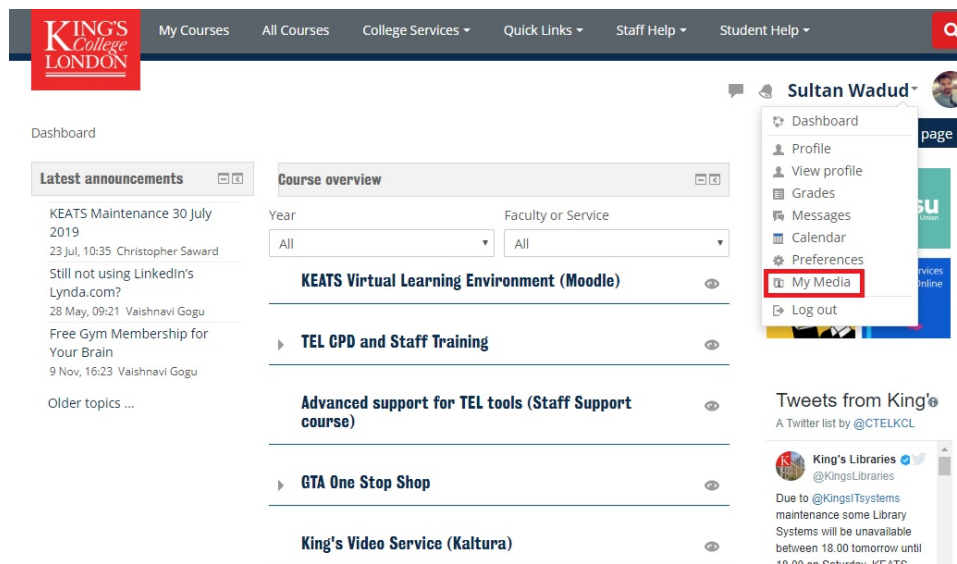
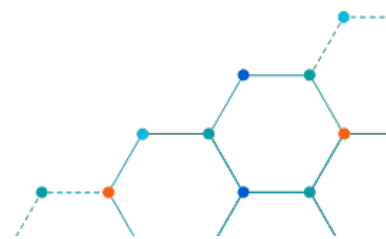
If you save your presentation as a 'Show' then students cannot edit it as it will play as a self-contained version of the presentation.



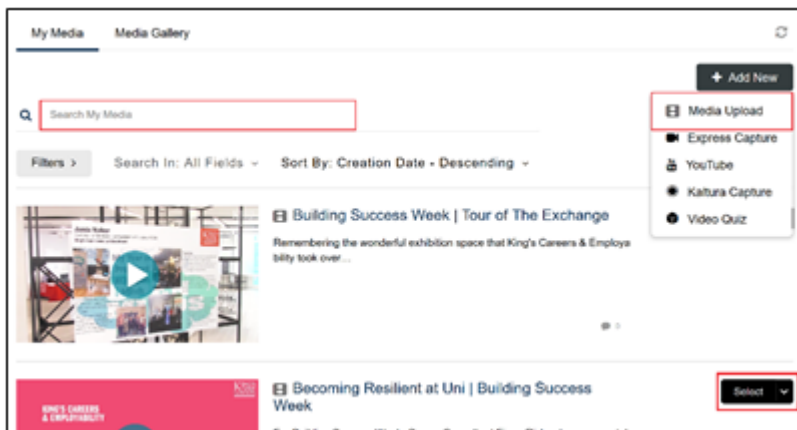
## 3. Uploading your narrated slide show to KEATS

Narrated PowerPoints can result in large file sizes, and as such it is not recommended to upload these directly to KEATS. You can utilise Kaltura (King's Video Streaming Service) to upload your recording into KEATS by following these steps:

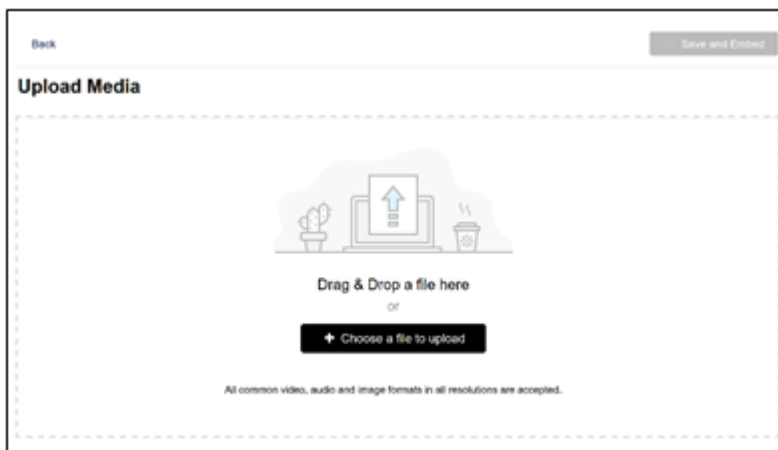
1. Login to KEATS then click your profile name and select My Media from the drop-down menu:

A screenshot of the KEATS dashboard. The top navigation bar includes 'My Courses', 'All Courses', 'College Services', 'Quick Links', 'Staff Help', and 'Student Help'. The user's name 'Sultan Wadud' is visible in the top right. A dropdown menu is open, showing options: 'Dashboard', 'Profile', 'View profile', 'Grades', 'Messages', 'Calendar', 'Preferences', 'My Media' (highlighted with a red box), and 'Log out'. The dashboard content includes 'Latest announcements', 'Course overview' with filters for 'Year' and 'Faculty or Service', and a list of courses: 'KEATS Virtual Learning Environment (Moodle)', 'TEL CPD and Staff Training', 'Advanced support for TEL tools (Staff Support course)', 'GTA One Stop Shop', and 'King's Video Service (Kaltura)'. There is also a 'Tweets from King's' section at the bottom right.

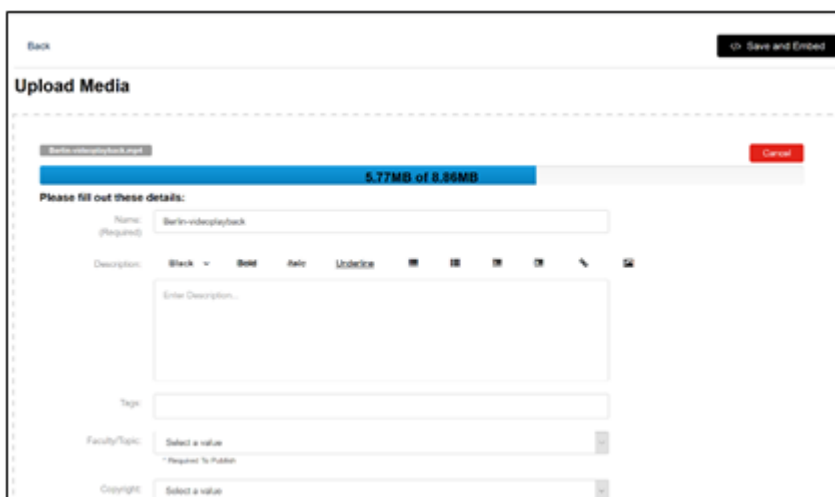
1. Search for the content you want to upload, then select it as shown below or click on '+ Add New' and then on 'Media Upload' as shown below.



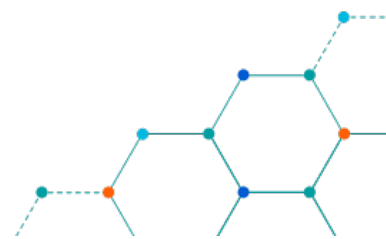
2. Drag and drop your video file or select '+ Choose and file to upload' and navigate to your media file (video) on your device and select it.



3. Wait until the upload is completed, do not navigate away for the browser screen:



4. Your video will now upload to your Kaltura media space. Scroll down the page and complete the following compulsory fields:
  - Faculty /Topic – your faculty
  - Copyright – Yes
  - Date created/recorded – Today's date










Upload Completed! Complete the required information for the uploaded media below.

**Please fill out these details:**

Name:   
(Required)

Description: **Black** **Bold** *Italic* Underline     

Tags:

Faculty/Topic:   
\* Required To Publish

Copyright:   
\* Required To Publish

5. You can then embed the recording in your KEATS course: [View guide on how to publish or embed your media.](#)

