

Last updated: 2nd July 2020

Creating video resources using PowerPoint

Recording your presentation

Before starting, make sure you have installed the **latest version of PowerPoint** (File > Account > Update options). Contact [Digital Technologies](#) if you have any problems with installation.

1. Open your completed PowerPoint presentation that you wish to narrate/convert to video
2. Select the **Slide show** tab at the top.
3. Select the drop-down arrow next to **Record slide show** and select Record from the beginning. This will open a recording screen.
4. On the recording screen, you can choose to turn your webcam on in the bottom right. **Toggle** the camera icon on and toggle preview icon on/off and you'll see your face appear/disappear. You toggle this on/off at any point in your recording; for example, you may choose to show your face at the start of your recording but hide it for the rest of the presentation.
5. To begin recording, select the **Record** button in the top left corner of the screen.
6. To navigate through the slides, select the arrow to the right of your slide image. Pause for a second or two as you open a new slide to make sure the recording catches everything.
7. If you make a mistake, you can use the **Clear** option at the top of the screen to delete the recording from the current slide or all slides.
8. After you've finished recording, just save the presentation as you usually do. The file size will have increased so it might take a bit longer than usual.

Turning your recording into a video

To save the PowerPoint recording as a video:

1. Go to **File > Save a copy >** save it as an **MPEG-4 (.mp4)** file (you can select this from the drop-down menu underneath the file name). This will then export as a video (with standard settings), which may take a while! You may want to do this when you're not using your computer for anything else. You could record several presentations and then start exporting them to videos once you've finished.
2. In your learning room, go to **Video (Panopto) > Create > Upload Media**, and you can drag and drop the video files there. Again, this may take a while (depending on your internet speed) so you may want to do it when you don't need your computer for other tasks. We recommend [setting up a folder structure](#) in this area if you are uploading a lot of video content, for example you may want to create a folder per week of the course.

Uploading your video to the Video (Panopto) area of your learning room also means that **captions will be generated automatically** – so there's no need to use the subtitle options within PowerPoint.

An alternative [video guide to creating PPT videos](#) is available; with this option, go to File > Export > Create a video > Recording timings and narrations – the recording will then start. If you're using a Mac, see [Microsoft's guidance](#).

Tips for making a high-quality recording

- You can use our [PPT template](#) to ensure a clear, consistent and accessible design.
- **Use a headset** – this will improve the quality of the audio and avoid any unwanted noise being included in the recording.
- **Remove all third-party images** if you don't have permission to use them. Only use images you are confident you're able to use (e.g. Creative Commons images, images from unsplash.com) and always attribute.
- **Keep text to a minimum** - students will be listening to your voice so they shouldn't have to read the same words repeated on screen, and text-heavy slides are also difficult to read on small devices. Just include key points as text, not long sentences and paragraphs.
- **Practise a few times** before you start recording.

- **Be personable and be yourself** - dry, generic, monotone lectures won't engage students, but personality and energy will.
- Try to keep videos to a **maximum of 6-10 minutes** (if possible). This helps keep [students engaged](#). Split your presentations up into smaller parts to help you with this. Open a blank presentation, select the slides you want to move (use the slide navigation pane on the left, use 'Ctrl' + click to select the slides you want, right-click and then cut or copy and paste these over to your new presentation).
- Use **naming conventions** from the start and stick to these (e.g. Week 1 Intro to marketing Part 1, Week 1 Intro to marketing Part 2) to ensure no confusion later on.
- **Smile** when you're recording! Students can hear it.