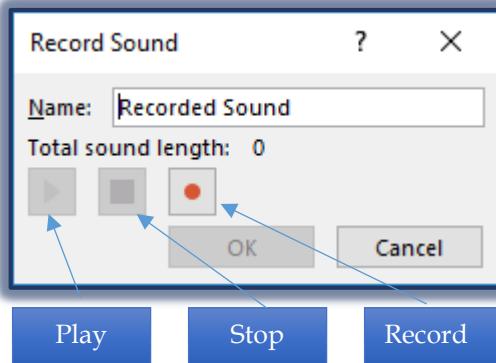


Embed a Narrated PowerPoint in Canvas

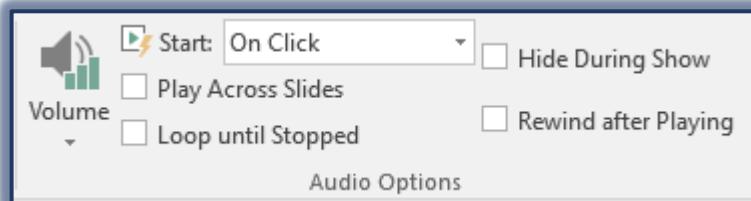
Once a PowerPoint presentation has been narrated, the best way to upload it to Canvas is to save the presentation in MP4 format. It is recommended that you also save the presentation as a PowerPoint Presentation as well. When recording a presentation, it is a good idea to record one slide at a time. It is also a good idea to use the Notes Pane to create notes for the presentation. These notes can then be used to create a transcript of the narration.

Narrate a Presentation

- Access the Presentation for which a recording is to be done.
- Click the **Insert Tab**.
- In the **Media Group**, click the **Audio** button.
- Select **Record Audio** from the list of options.
- The **Record Sound** window will display.



- Click the **Record** button to start the narration.
- Click the **Stop** button to stop the narration.
- Click the **Play** button to listen to the narration.
- Once the narration is complete, click the **OK** button.
- The **Audio** icon will appear on the slide.
 - * The **Audio Tools** ribbon will display.



- * Click the **Playback** button.
- * Click the **Start** list arrow and select **Automatically**.
- * Click the **Hide During Show** button to prevent the icon from showing during the presentation.
- Move to the next slide in the presentation and complete the same steps to complete the rest of the Narrations.

Notes Pane

- Click the **Notes** button at the bottom of the **PowerPoint** window.
- The **Notes Pane** will display under the Slides.



Click to add notes

- Click in the **Click to add notes** area.
- Input the **Notes** for the slide.
- To increase the size of the Notes Pane:
 - * Move the mouse pointer to the top of the Pane until a white arrow displays.
 - * Drag the arrow up or down to resize the window.
- The Notes will be saved with the Slide in the Presentation.

Save the Presentation (PowerPoint Format)

- Click the **Save** button on the **Quick Access Toolbar**.
- The **Save As** window will display.
- Select the location where the **Presentation** is to be saved.
- Input a **Name** for the **Presentation**.
- Click the **Save** button.



Create a Transcript of the Presentation

For students who may be hearing impaired, it is important to create a transcript of the presentation. This transcript can be created from the Notes area in the presentation. This area appears below each presentation slide.

- Click the **File Tab**.
- Click the **Export** button.
- Select **Create Handouts** in the pane on the right.
- The **Create Handouts** window will display.

Share
Export

Create Handouts in Microsoft Word

- Put slides and notes in a Word document
- Edit and format content in Word
- Automatically update slides in the handout when the presentation changes



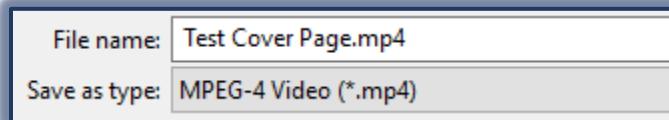
- Click the **Create Handouts** button.
- Click the **Notes Below Slides** option.
- Click **OK**.
- The **Transcript** will be created and opened in **Word**.
- Save the **Transcript** to the same folder as the Presentation.

Save the Presentation (MPEG-4 Format)

The best way to upload a Narrated PowerPoint Presentation in Canvas is to create the presentation and then save it as a MP4 video.

- Click the **File Tab**.
- Click the **Save As** button.

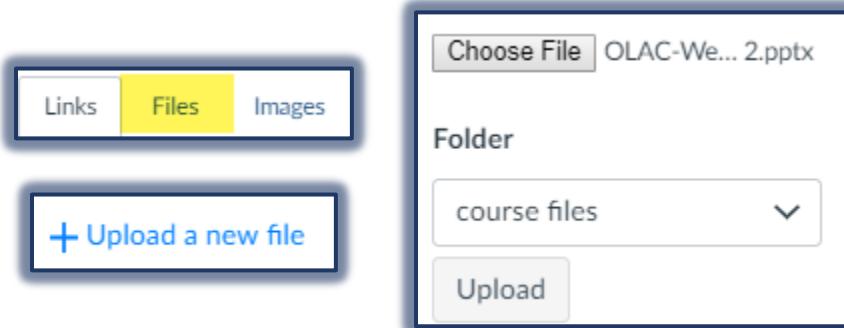
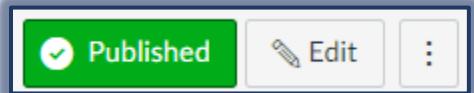
- The **Save As** window will display.
- Select the location where the **Presentation** is to be saved.
- This should be the same location as the one in PowerPoint Format.
- Input a **Name** for the **Presentation** or accept the default.
- In the **Save as Type** list, select **MPEG-4 Video** option



- Click the **Save** button.

Embed the Presentation in Canvas as a Video

- Log into Canvas and access the area, Assignment, Discussion, etc. where the presentation is to be inserted.
- Click the **Edit** button.
- Input the **Name** of the Presentation.
- Highlight the text that was just added.
- Click the **Files** tab on the right side of the window.



- Click the **Upload a New File** button.
- Click the **Choose File** button. Some browsers with have a **Browse** button instead of a **Choose File** button.
- The **Open** window will display.
- Scroll to the folder where the file is saved.
- Select the file to be uploaded.
- Click the **Open** button.
- Click the **Upload** button to create the link to the file in the Rich Content Editor window.
 - * The Presentation will be uploaded to the Files area in Canvas.
 - * A link will be created to the file.
 - * When the link is being created, the text will be highlighted in yellow.
- Click the **Save & Publish** button to save and publish the content at the same time.
- Click the **Save** button to save the content without publishing it.
- The **Presentation Video** will appear as an icon in the window as shown in the illustration at the right.
- Upload and create a link to the transcript of the presentation in the same window as the presentation.

