VOICE OVER POWERPOINT & OTHER ASYNCHRONOUS RECORDING OPTIONS
LAND ACKNOWLEDGEMENT

While we are coming together today in a virtual space, it is important to recognize the physical space that connects us and brings us together. The University of Guelph is located within the Between the Lake Treaty (1792); the treaty lands and territory of the Mississaugas of the Credit. Today, this land continues to be home to diverse communities of First Nations, Inuit and Métis Peoples. By acknowledging the land, we reaffirm our commitment to decolonization and reconciliation with Indigenous peoples, the Truth and Reconciliation Commission’s Calls to Action, and our collective responsibility to the land on which we work and learn.
AGENDA

• Voice over PowerPoint
  – Insert audio to individual slides
  – Record a slide show with narration
• Recording in Microsoft Teams
• Recording in Zoom
• Posting to CourseLink
• Support & Resources
VOICE OVER POWERPOINT
AUDIO OPTIONS FOR POWERPOINT

• Two main options exist with pros and cons
  – Add audio by slide
  – Record a slide show with narration
• Today we will walk through the options for Windows computers
  – While audio options exist for MacOS, they are not as robust
**ADD AUDIO BY SLIDE**

- Allows you to add one or multiple audio tracks to an individual slide
- **Benefits**
  - Can easily update audio for individual slides
  - Option to add audio beyond your own voice
  - Allows you to upload the PowerPoint file (.pptx) directly to CourseLink
- **Potential challenges**
  - Students will need to download the file from CourseLink to play the audio
ADD AUDIO BY SLIDE – PRERECORDED AUDIO

1. Select **Insert**
2. Select **Audio**
3. Select **Audio on my PC**
4. Search for audio file on computer and select **Insert**
**ADD AUDIO BY SLIDE – RECORD IN POWERPOINT**

1. Select **Insert**
2. Select **Audio**
3. Select **Record Audio**, then speak
4. Select **Stop**. You can review recording by selecting **Play**.
5. If you are happy with the recording, select **OK**.
export options

- The audio updates can be saved using two file formats
- PPTX
  - PowerPoint presentation
  - Standard PowerPoint format
- PPTS
  - PowerPoint show
  - File will open automatically in slide show view & begin playing
**RECORD A SLIDE SHOW WITH NARRATION**

- Record audio, video, and annotations for an entire presentation or a single slide
- **Benefits:**
  - Option to add video in bottom right corner
  - Option to use annotation tools
  - Ability to export directly to Microsoft Stream
- **Potential challenges**
  - Cannot record audio during slide transitions
SLIDE SHOW WITH NARRATIONS

Option 1: Slide Show menu

Option 2: Record menu *
RECORDING INTERFACE

- Start, stop & pause recording
- View presentation notes
- Clear recordings
- Device settings
- Annotation tools
- Turn on/off microphone and camera

VOICE OVER POWERPOINT & OTHER ASYNCHRONOUS RECORDING OPTIONS
**Export Options**

- PowerPoint provides 3 export options for narrated presentations
- Save as Show
  - Saves as a .PPSX file. When opened, it immediately starts as a slide show.
- Export to Video
  - Saves as .MPEG to your computer.
- Publish to Stream
CAPTIONS AND SUBTITLES

• While an option for live subtitles does exist in PowerPoint, the live subtitles are not saved in a usable (editable) format
• We recommend using the subtitle generation available in Microsoft Stream
UPCOMING CHANGES

• Microsoft is in the process of making update to the recording features in PowerPoint
• New changes are expected out this year
  – Rearrangement of recording interface
  – New teleprompter mode
• For more information, see Record a slide show with narration and slide timings – New experience
RECORD IN MICROSOFT TEAMS
RECORDING IN MICROSOFT TEAMS

- Host a meeting of 1 to take advantage of the recording options in Microsoft Teams
- Benefits:
  - Option to share and record more than just PowerPoint (e.g., video clip, PDF recourse, etc.)
  - Saved directly to your OneDrive account or Microsoft Stream for easy sharing with students
  - Potential familiarity with Teams from synchronous teaching
- Potential challenges:
  - Setting up the correct screen share
### Start a Meeting

![Calendar screenshot showing a meeting start button]

#### Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>07</td>
<td>Monday</td>
</tr>
<tr>
<td>08</td>
<td>Tuesday</td>
</tr>
<tr>
<td>09</td>
<td>Wednesday</td>
</tr>
<tr>
<td>10</td>
<td>Thursday</td>
</tr>
<tr>
<td>11</td>
<td>Friday</td>
</tr>
</tbody>
</table>

- **07 February**: Holiday

**Meet now** button highlighted.
Note: Watch for multiple PowerPoint application options. Correct option only appears once in presentation mode.
SHARING THE RECORDING

• Your Microsoft Teams account will save the recording to your personal OneDrive
  – Creates a folder called Recordings
  – Can share directly from OneDrive or upload to Microsoft Stream

• OneDrive files
  – Provide link to video

• Stream video
  – Provide link to video or embed within CourseLink
RECORD IN ZOOM
RECORDING IN ZOOM

• Host a meeting of 1 to take advantage of the tools and recordings options in Zoom

• Benefits:
  – Option to share and record more than just PowerPoint (e.g., video clip, PDF recourse, etc.)
  – Record to Zoom cloud for easily sharable video
  – Zoom cloud recordings are automatically transcribed after processing
  – Potential familiarity with Zoom from synchronous teaching

• Potential challenges:
  – Setting up the correct screen share
START A MEETING

Launch meeting from:
1. Website
2. Desktop client
SET UP TO RECORD

Note: Watch for multiple PowerPoint application options. Correct option only appears once in presentation mode.
**Sharing the Recordings**

- If you record to the Zoom cloud, you can provide students with a direct link here.
- However, students may retain access to this recording after the course is completed if you do not change your sharing settings.
- We recommend transferring/downloading from Zoom & uploading to Microsoft Stream for secure sharing with just your students.
ZOOM CLOUD RECORDING SETTINGS

Share this cloud recording
Share this recording
- Publicly
- Only authenticated users can view

Add expiry date to the link
Viewers can download

Viewers can see transcript
Viewers can see chat
View recording on demand (registration required)
Passcode protection

Sharing Information
Show
Copy Sharing Information
Done

Share this cloud recording
Share this recording
- Publicly
- Only authenticated users can view

Add expiry date to the link
74 days
2022-04-29, 11:59 PM
Viewers can download

Viewers can see transcript
Viewers can see chat
View recording on demand (registration required)
Passcode protection

Sharing Information
Show
Copy Sharing Information
Done
**ZOOM TRANSFER TOOL**

- An OpenEd developed tool that can assist you with copying recordings on the Zoom Cloud to your UofG OneDrive account
- Two options:
  - Transfer existing recordings
  - Automate transfer of future recordings
- For more information see [Zoom Transfer Tool](#)
POST CONTENT TO COURSELINK
WHAT ARE MY OPTIONS?

• What you are looking to share will impact the best way to make the content available to students

• Options:
  – Upload files
  – Create a link
  – Video or audio
UPLOAD A FILE

• Best for PowerPoint or PDF files of presentation slides
• Size limit = 2 GB
• Create a static copy of the file within CourseLink
  – Any changes would require posting an updated file
• Students can download the file to view offline/retain for their notes
CREATE A LINK

- Best for hosted video files that cannot be embedded into a Content page
  - Zoom cloud recordings
  - OneDrive video file
- Recommend selecting ‘open as external resource’ during creation to ensure the file loads correctly
**Video or Audio**

- Best for hosted video content that can be embedded directly into a Content page (e.g., video hosted on Microsoft Stream)
- Allows content to be viewed directly within CourseLink or on the external site
CLASSLIST-LINKED MICROSOFT SECURITY GROUPS (CLMSG)

- Result of a collaborative project between OpenEd and CCS
- Allow instructors to grant and limit access to various Microsoft resources such as files store on OneDrive and Stream videos
- Requested using the Course Creation Tool
- Group membership is dynamically updated every evening from the CourseLink classlist
- Students are removed from group at the end of the semester
  - Deferred students are added
USING CLMSG

Microsoft Stream video

OneDrive file

Permissions

Share with

People

DEV_AC

DEV_AC

Send link

97548731579_20211224_100106_02.MP4

People you specify can view

DEV_AC

Send
WHERE TO GET SUPPORT?

CourseLink Support

- **Phone** (urgent or just-in-time support)
  - Ext. 56939
  - 1-866-275-1478 (Toll-free US/Can)

- **Email** (typically answered within 24 hours or less)
  - courselink@uoguelph.ca

- **Hours of Operation**
  - Mon-Fri: 8:30 AM - 8:30 PM
  - Saturday/Holidays: 10:00 AM – 4:00 PM
  - Sunday: 12:00 PM – 6:00 PM
WHERE TO GET SUPPORT?

Instructional Technology Specialists

- Email
  - insttech@uoguelph.ca
- Book a consultation
  - https://uoguelph.eu.qualtrics.com/jfe/form/SV_03zMVhZjuVsXL5H