

VOICE OVER POWERPOINT & OTHER ASYNCHRONOUS RECORDING OPTIONS

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Carolyn Creighton,
Instructional Technology Specialist

Owen Wooding,
Instructional Technology Specialist

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

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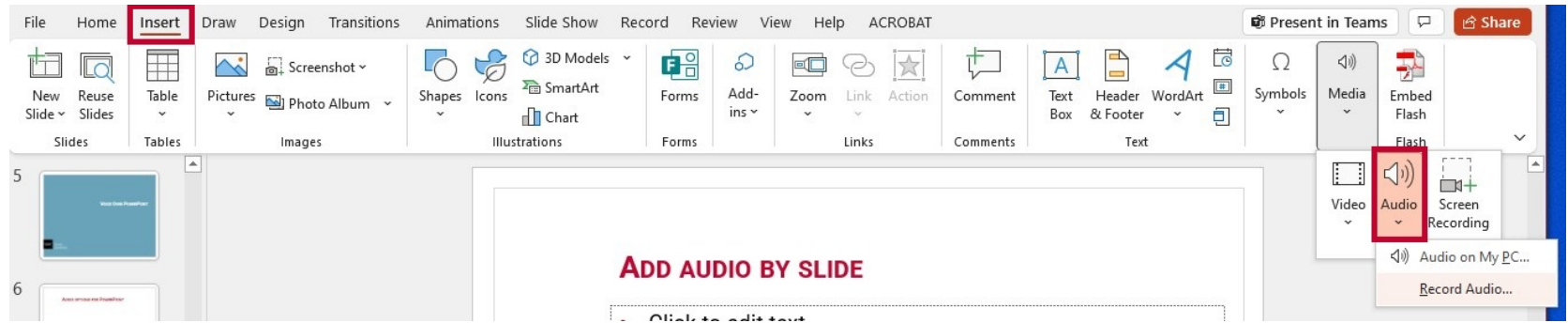
AUDIO OPTIONS FOR POWERPOINT

- 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

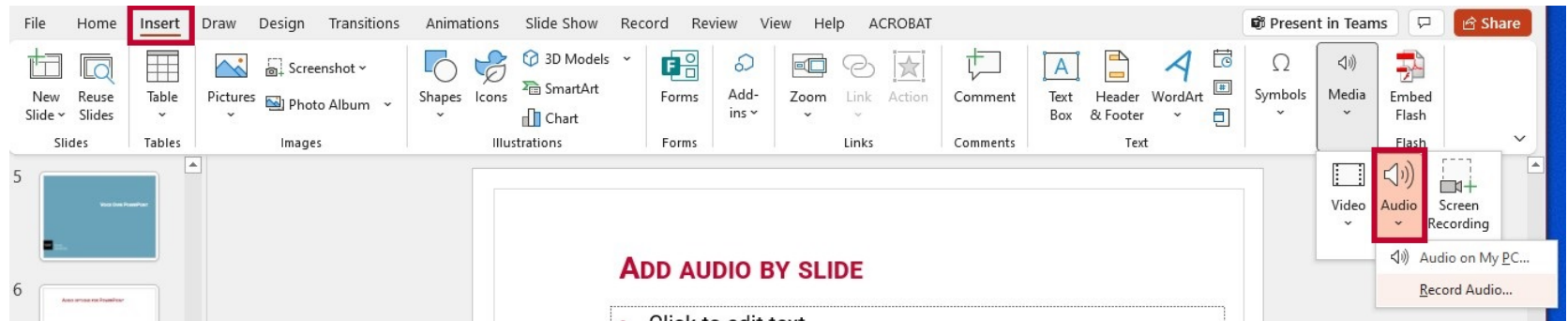
- Allows you to add one or multiple audio tracks to an individual slide
- Benefits
 - Can easily update audio for individual slides
 - Option to add audio beyond your own voice
 - Allows you to upload the PowerPoint file (.pptx) directly to CourseLink
- Potential challenges
 - Students will need to download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

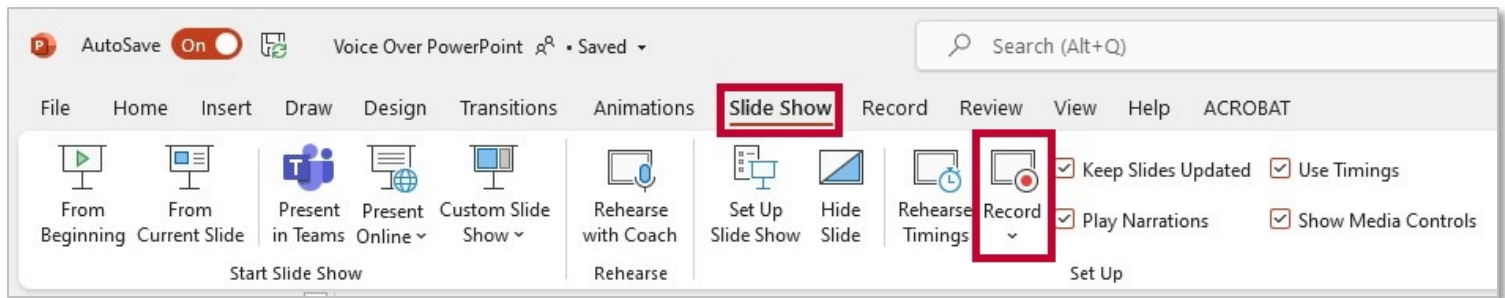
- The audio updates can be saved using two file formats
- PPTX
 - PowerPoint presentation
 - Standard PowerPoint format
- PPTS
 - PowerPoint show
 - File will open automatically in slide show view & begin playing

RECORD A SLIDE SHOW WITH NARRATION

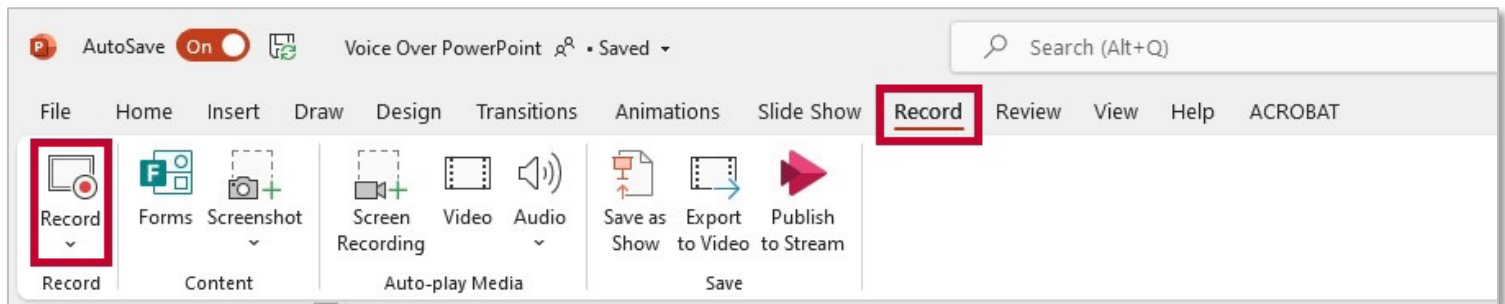
- Record audio, video, and annotations for an entire presentation or a single slide
- Benefits:
 - Option to add video in bottom right corner
 - Option to use annotation tools
 - Ability to export directly to Microsoft Stream
- Potential challenges
 - Cannot record audio during slide transitions

SLIDE SHOW WITH NARRATIONS

Option 1: Slide Show menu



Option 2: Record menu *



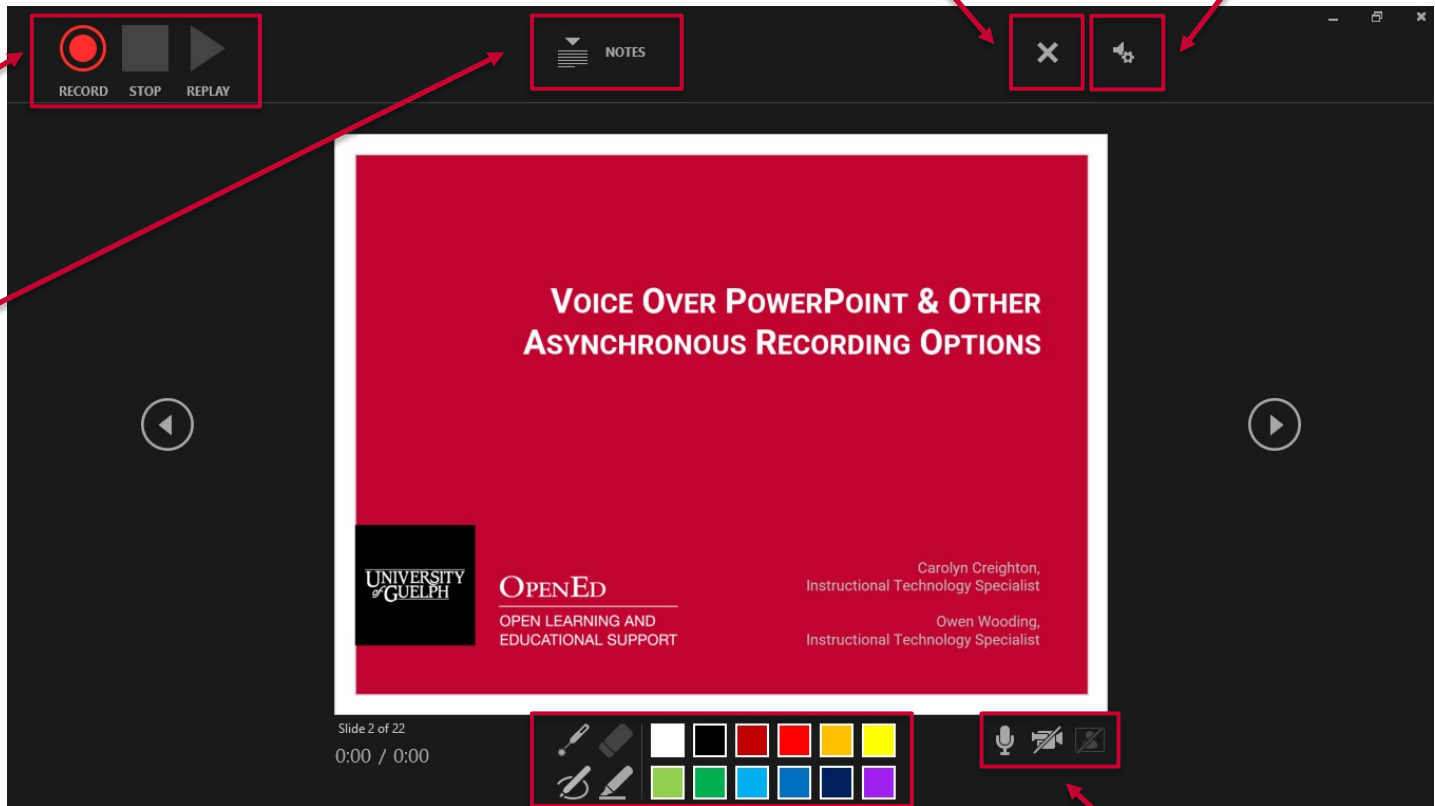
RECORDING INTERFACE

Start, stop & pause recording

View presentation notes

Clear recordings

Device settings



Annotation tools

Turn on/off microphone and camera



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

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RECORDING IN MICROSOFT TEAMS

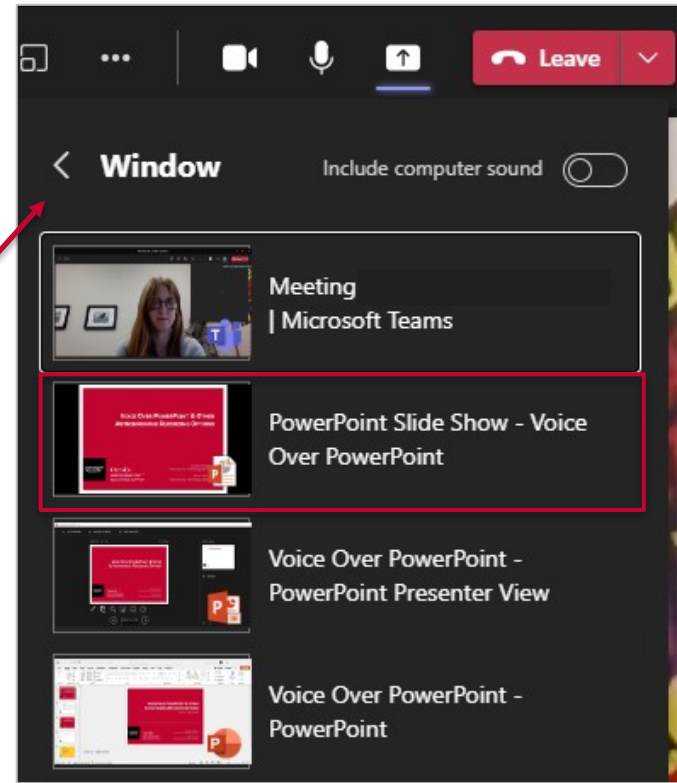
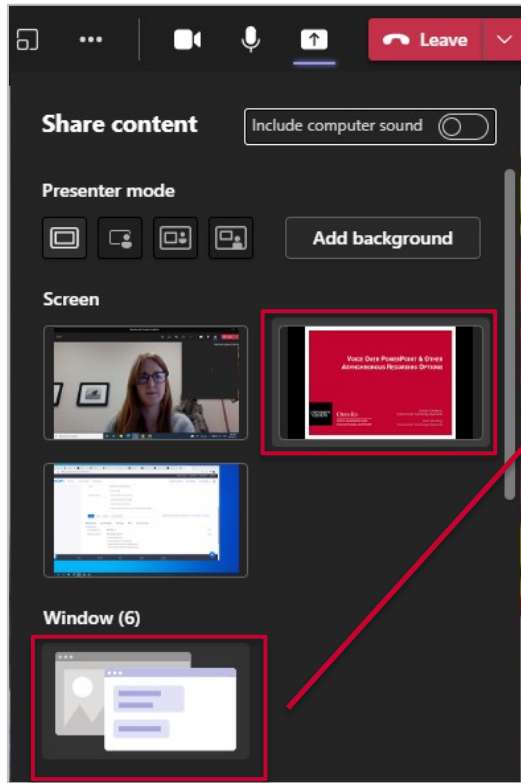
- Host a meeting of 1 to take advantage of the recording options in Microsoft Teams
- Benefits:
 - Option to share and record more than just PowerPoint (e.g., video clip, PDF recourse, etc.)
 - Saved directly to your OneDrive account or Microsoft Stream for easy sharing with students
 - Potential familiarity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

START A MEETING

The screenshot displays the Microsoft Teams calendar interface. On the left sidebar, the 'Calendar' icon is highlighted with a red box. At the top right of the calendar view, the 'Meet now' button is also highlighted with a red box. The calendar shows the week of February 7th to 11th, 2022, with a 'Holiday' block on Monday, February 7th. The time slots shown are 4 p.m., 5 p.m., and 6 p.m.

	07 Monday	08 Tuesday	09 Wednesday	10 Thursday	11 Friday
	Holiday				
4 p.m.					
5 p.m.					
6 p.m.					

SET UP TO RECORD



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

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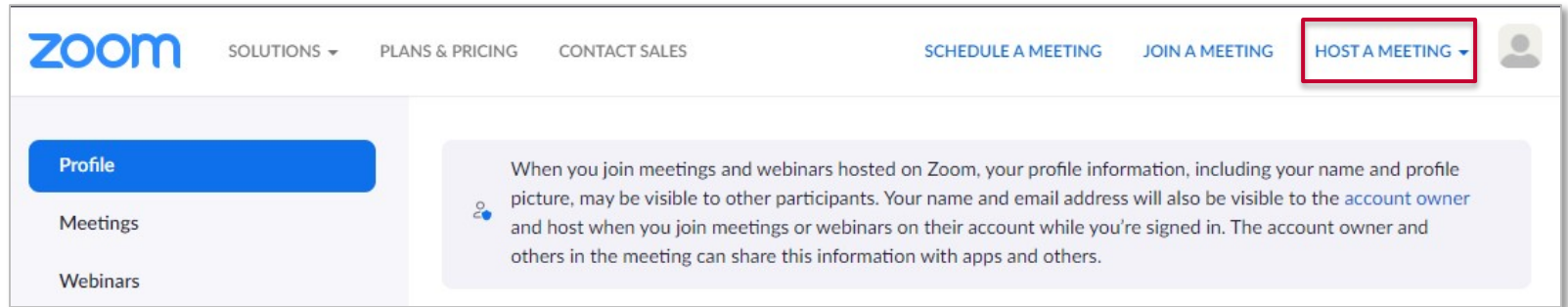
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RECORDING IN ZOOM

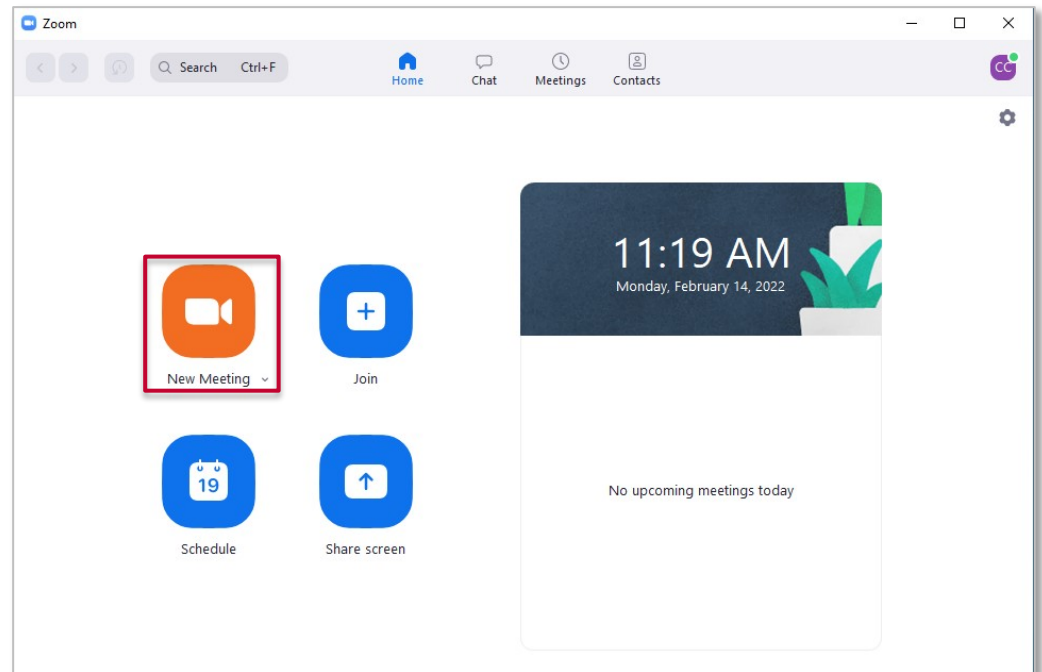
- Host a meeting of 1 to take advantage of the tools and recordings options in Zoom
- Benefits:
 - Option to share and record more than just PowerPoint (e.g., video clip, PDF recourse, etc.)
 - Record to Zoom cloud for easily sharable video
 - Zoom cloud recordings are automatically transcribed after processing
 - Potential familiarity with Zoom from synchronous teaching
- Potential challenges:
 - Setting up the correct screen share

START A MEETING

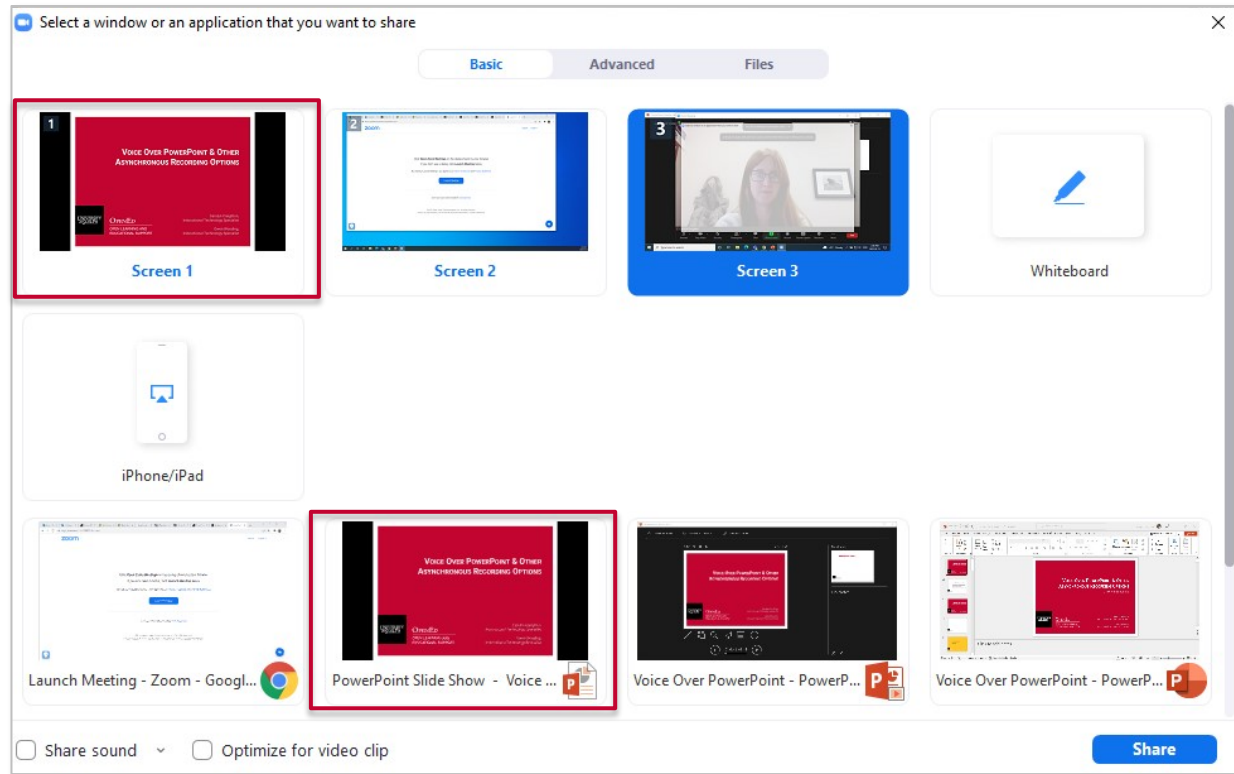


Launch meeting from:

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, student 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

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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

New Link

Title *

URL *

Open as External Resource

User progress is not tracked for external resources

Create Cancel

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

Add Video or Audio

Web Video or Audio Upload

Enter Url or Embed Code

Preview

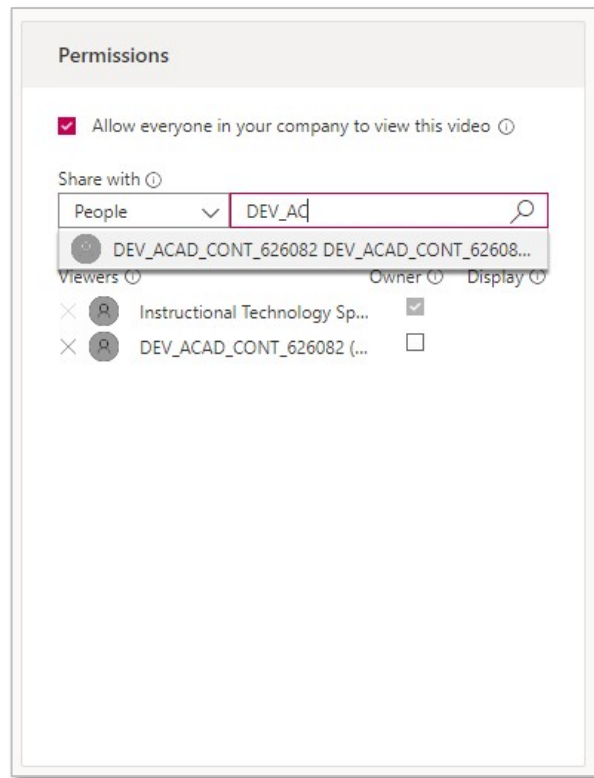
[What video sites can be embedded?](#)

CLASSLIST-LINKED MICROSOFT SECURITY GROUPS (CLMSG)

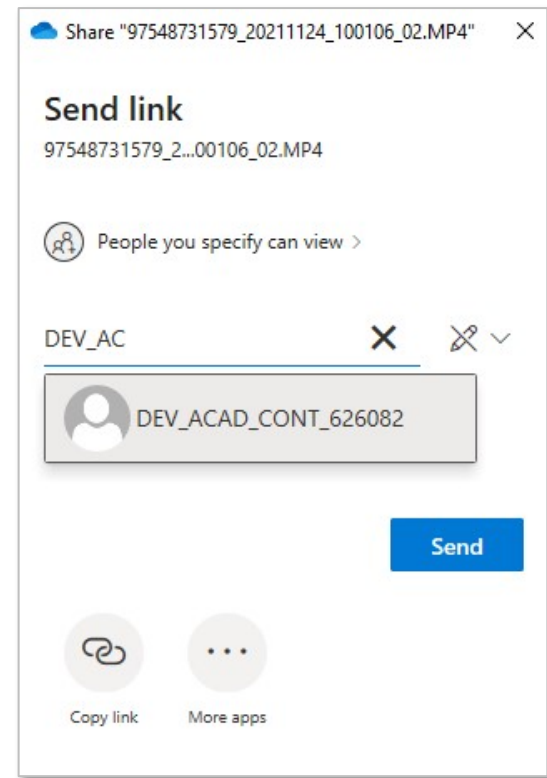
- Result of a collaborative project between OpenEd and CCS
- Allow instructors to grant and limit access to various Microsoft resources such as files store on **OneDrive** and **Stream** videos
- Requested using the Course Creation Tool
- Group membership is dynamically updated every evening from the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

Using CLMSG

Microsoft Stream video



OneDrive file



SUPPORT & RESOURCES

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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