

How to Create a Voice-Over PowerPoint: Mac Version

PRESENTED BY THE SON INSTRUCTIONAL DESIGN TEAM

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VOICE-OVER POWERPOINT

During normal circumstances, you will create your **Voice-Over PowerPoint (VOPP)** using the instructions in the first three sections below (“Create Your PowerPoint”, “Record Narration” and “Next Steps”) and then work with your APC or the ID team to have your VOPP converted to a video format for placement in the Blackboard classroom.

However, during a major weather event, you may need to create a **VOPP** from home to allow your class to continue on schedule. In that case, you will need to upload the presentation to **Blackboard** yourself using the instructions in the fourth section (“Upload to Blackboard”).

CREATE YOUR POWERPOINT

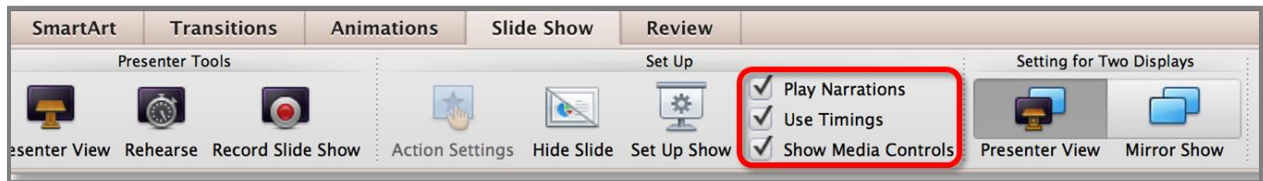
Create a PowerPoint presentation as you normally would and save it to your desktop.

RECORD NARRATION

Once you’ve completed your PowerPoint and practiced what to say, you will record your audio and timing. Make sure your computer has a microphone and that it is active.

When you're ready, go to the **Slide Show** tab in PowerPoint.

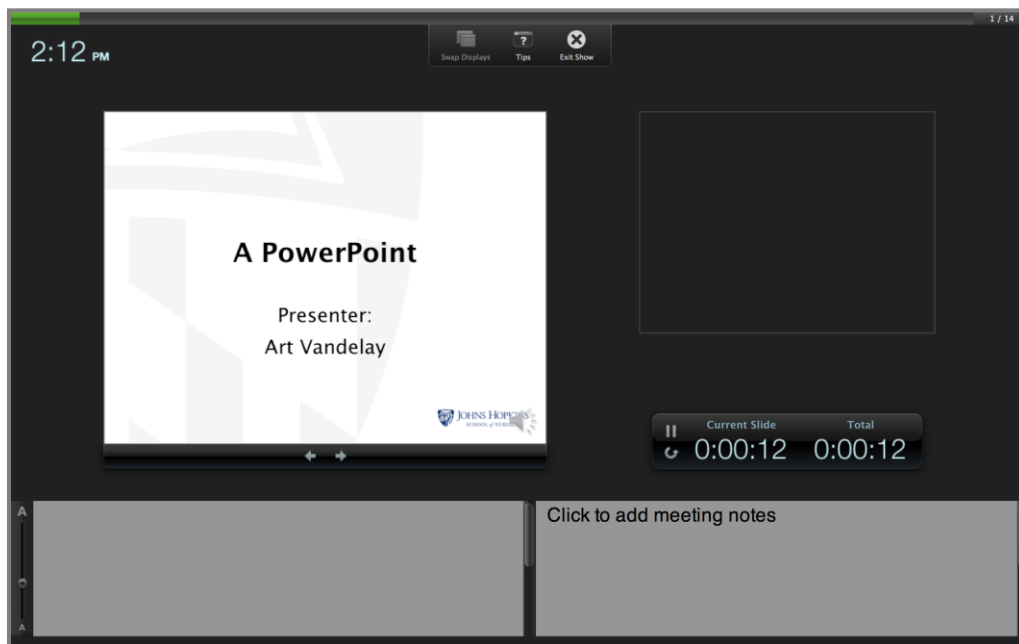
Make sure the **Play Narrations**, **Use Timings**, and **Show Media Controls** checkboxes are selected.



Click **Record Slide Show**.



The **Slide Show View** window will appear.



Begin speaking.

To pause the narration in **Slide Show View**, click the Pause button.



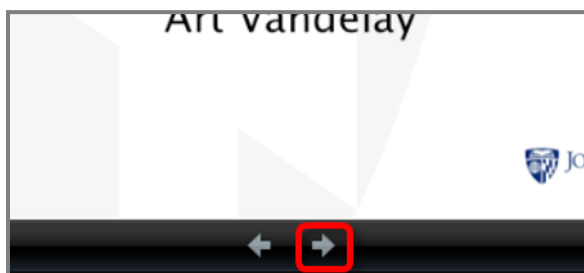
To resume, click the Play button.



To reset the current slide, click the Reset button.



To advance the slideshow, click the right Arrow below the slide image, or press the Spacebar.



To end your slide show recording, click the **Exit Show** button near the top of the window, or press the escape (**Esc**) key.



When you are finished, save your **PowerPoint** to your desktop as a **.PPTX** file.

NEXT STEPS

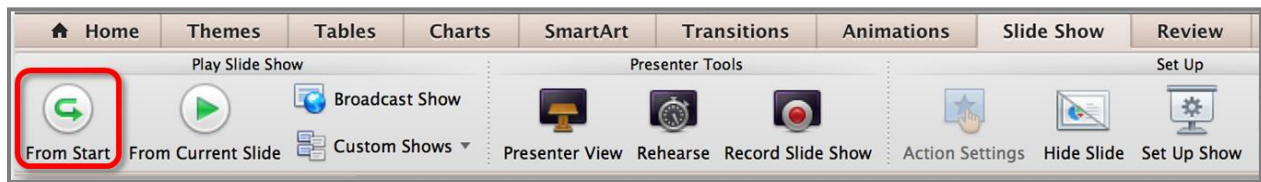
At this point, under normal circumstances, you will hand off your **.PPTX** file to your APC or a member of the ID team. VOPP files tend to be larger in size, so it is recommended that you place them in your course's shared folder on the R drive or place them in a JH Box folder that you then share with/give access to the APC or ID team member.

However, if there is a weather event and you are working from home, continue to the next section.

UPLOAD TO BLACKBOARD

Attach your **PowerPoint** to an item in your **Blackboard** course as you normally would.

In the instructions to your students, please tell them to download the file to their computer and open it. In PowerPoint, they should go to the **Slide Show** tab -> **Play Slide Show** -> **From Start** in **PowerPoint** to view your VOPP.



QUESTIONS?

If you have any questions about using Blackboard, please contact one of our Instructional Design Team members at this email address:

son-coursesupport@jhu.edu