

How to Create a Voice-Over PowerPoint: PC 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

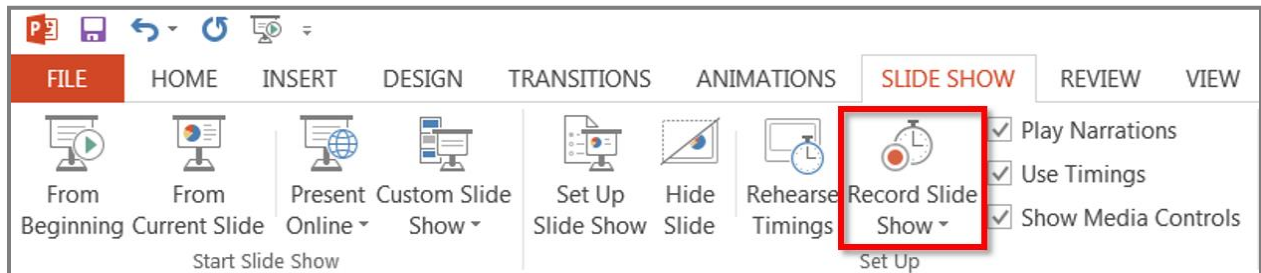
Create a **PowerPoint** presentation as you normally would and save it to your desktop.

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.

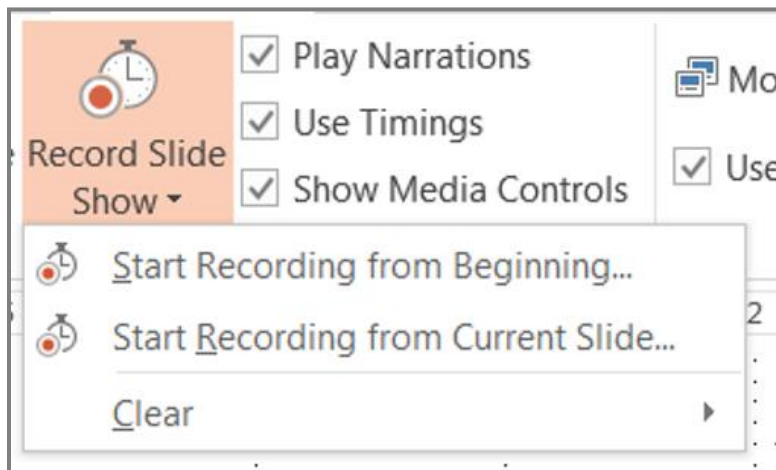
When you're ready, go to the **Slide Show** tab in PowerPoint.

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

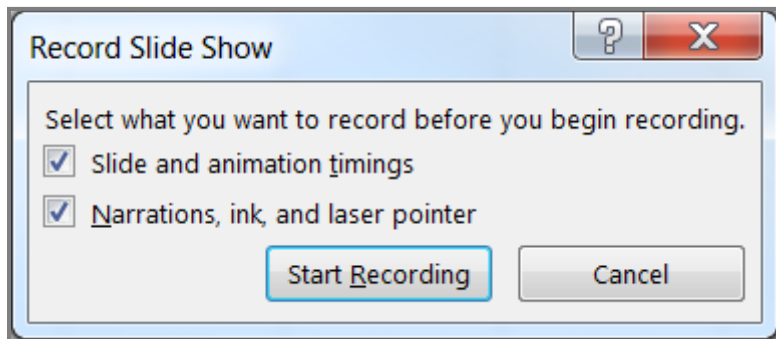


Select **Record Slide Show**.

Select either **Start Recording from Beginning** or **Start Recording from Current Slide**.



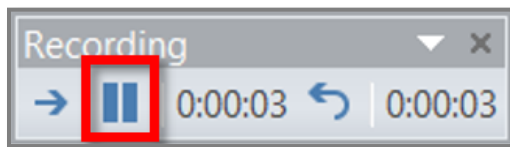
The **Record Slide Show** dialog box will appear. Select both the **Slide and animation timings** and **Narrations, ink, and laser pointer** check boxes.



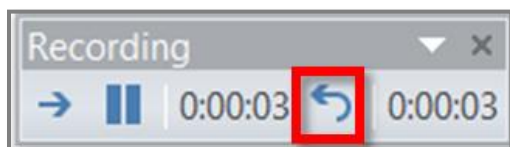
Click **Start Recording**.

Begin speaking.

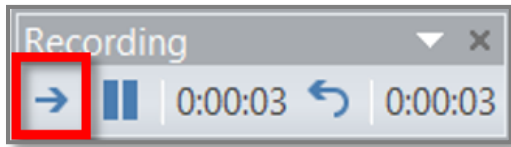
To pause the narration, in the **Recording** shortcut menu in **Slide Show** view, click the **Pause** button. To resume your narration, click **Resume Recording**.



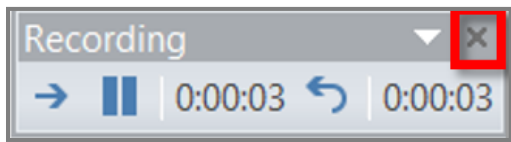
To reset the current slide, click the Reset button on the **Recording** shortcut menu in **Slide Show** view.



To advance the slideshow, click the Arrow button on the **Recording** shortcut menu in **Slide Show** view, or press the Spacebar.



To end your slide show recording, click the **x** button in the **Recording** shortcut menu, or press the escape (**Esc**) key.



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

NEXT STEPS

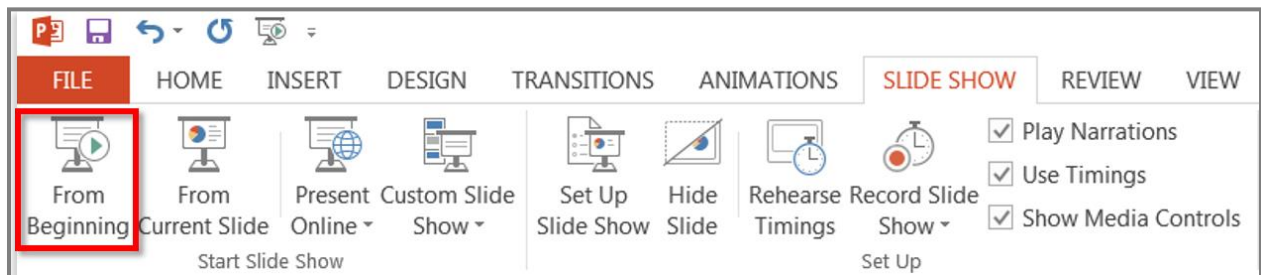
At this point, under normal circumstances, you will hand off your **.PPTX** file to your APC or a member of the ID team. VOPP files tend to be larger in size, so it is recommended that you place them in your course's shared folder on the R drive or place them in a JH Box folder that you then share with/give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