

# Create and Share a Narrated PowerPoint Lecture

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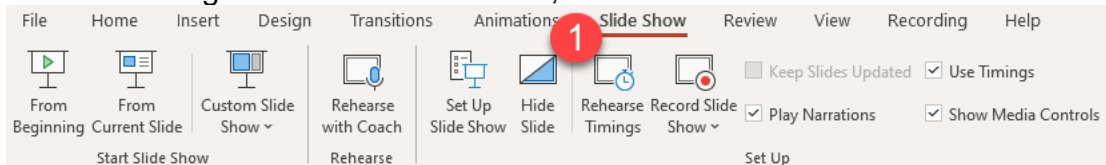
## A. Record Slide Audio

If you experience technical difficulties recording your PowerPoint, please submit a consultation request to the Office of Curriculum and Scholarship at [go.osu.edu/ocsconsult](http://go.osu.edu/ocsconsult).

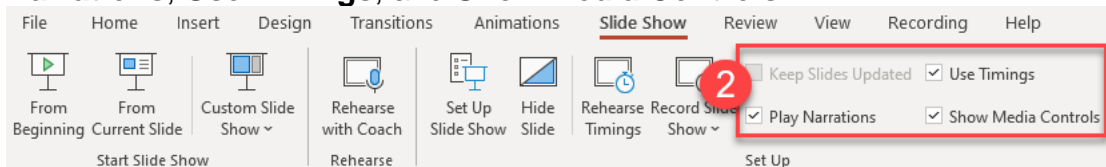
### Tips for recording:

- Write a script to guide your narration.
- Print your script or have a second device available from which you can read your script (when you record your lecture, the notes field will be inaccessible).
- Record one slide and play the audio back to ensure your microphone is working correctly and the audio is high quality.
- When you record audio on a slide (or restart current slide), it will automatically record over any previous audio on that slide.
- You cannot place additional audio before or after existing audio or edit the audio of a recorded slide.
- Audio will not be recorded during slide transitions.

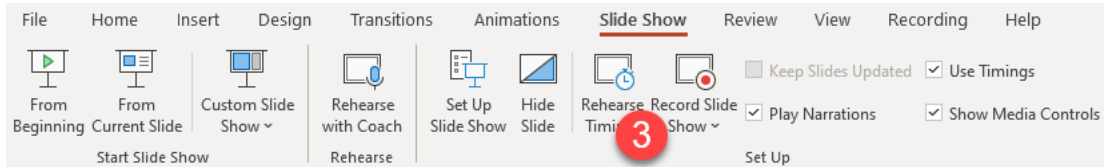
1. From the navigation bar in PowerPoint, click **Slide Show**



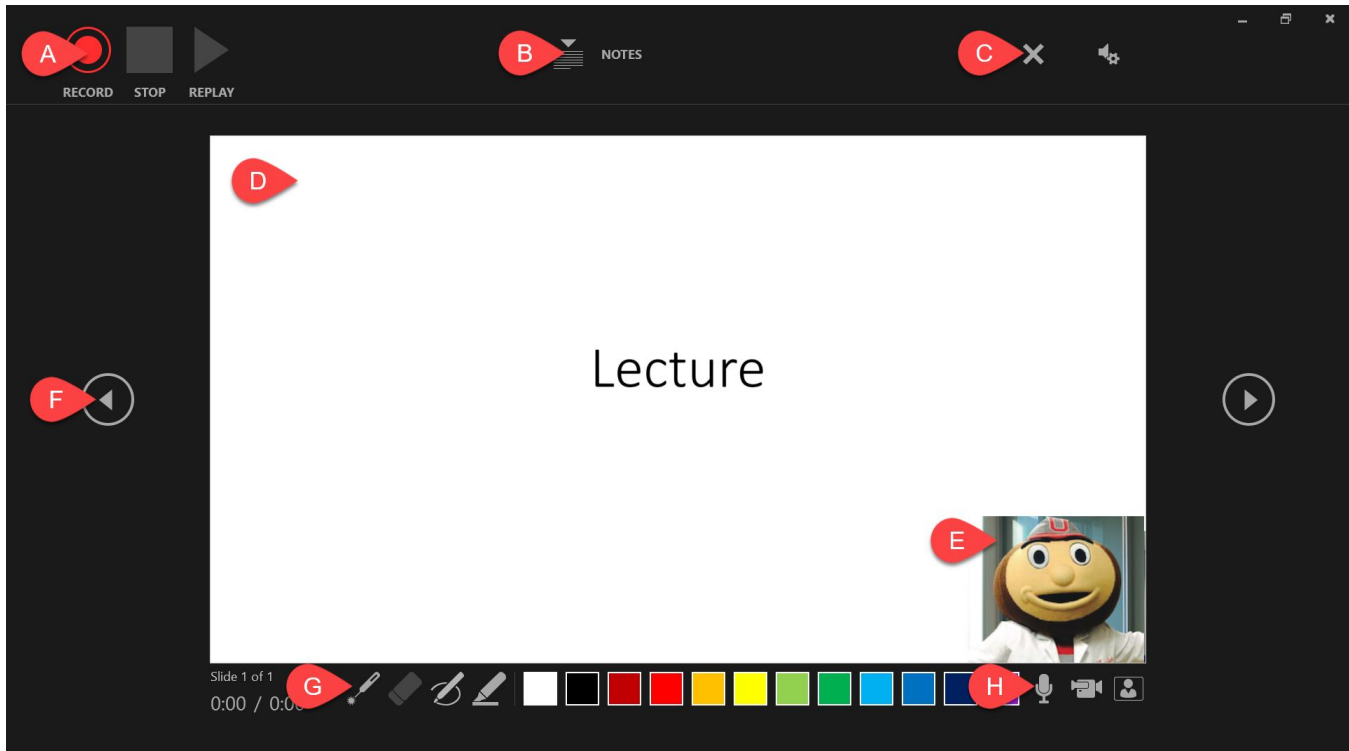
2. In the *Set Up* section within the *Slide Show* tab, check the boxes next to **Play Narrations**, **Use Timings**, and **Show Media Controls**.



### 3. Click **Record Slide Show**

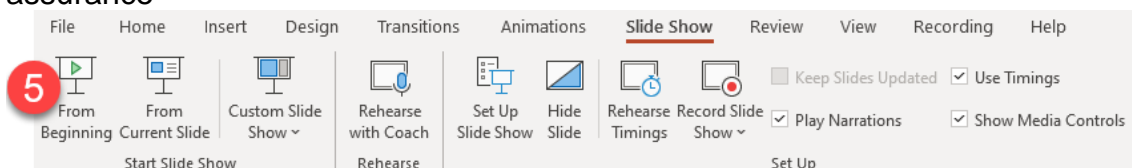


### 4. Use the Recording Window to record and annotate your lecture



- A. Create and manage your recording using the **Record**, **Stop**, and **Replay** buttons
- B. Click **Notes** to view your notes for the slide
- C. Remove a recording using the **X** button
- D. View the current slide
- E. View the narrator's video, if enabled
- F. Use the **arrow** buttons to navigate the slideshow
- G. Mark up your recording using the **Laser**, **Eraser**, **Pen**, and **Highlighter** buttons
- H. Enable your microphone and video using the **Microphone** and **Camera** buttons

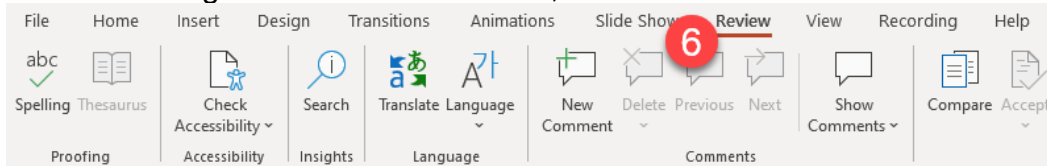
### 5. In the *Slide Show* tab, click **From Beginning** to review your recording for quality assurance



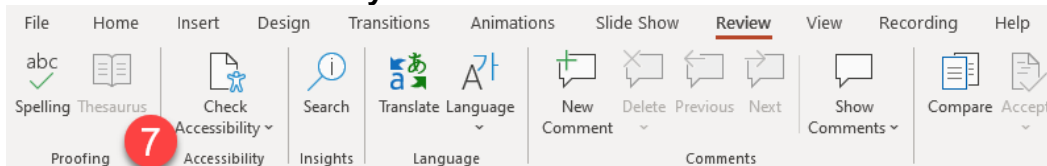
## B. Check Your PowerPoint for Accessibility

To ensure all students have equal access to the content in your PowerPoint and to comply with the University's Digital Accessibility Policy, you will need to ensure your PowerPoint is digitally accessible.

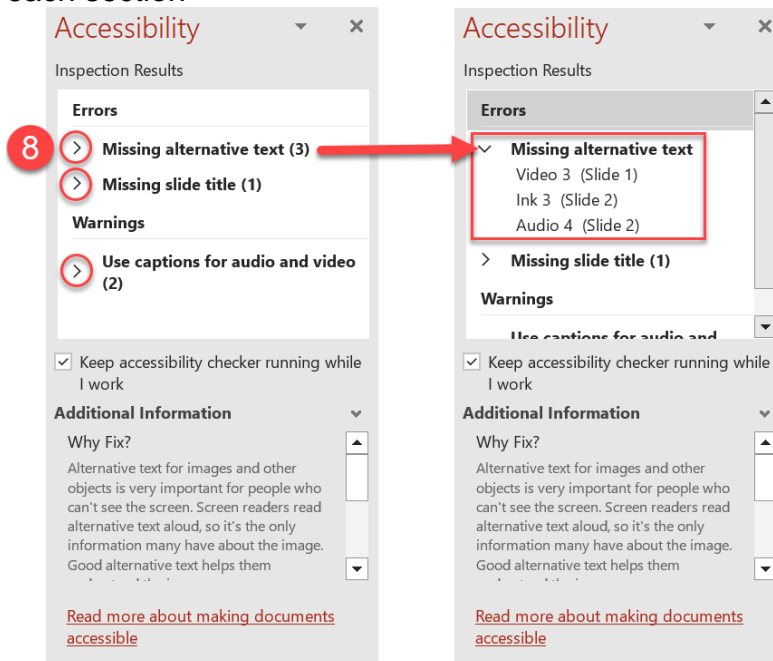
6. From the navigation bar in PowerPoint, click **Review**



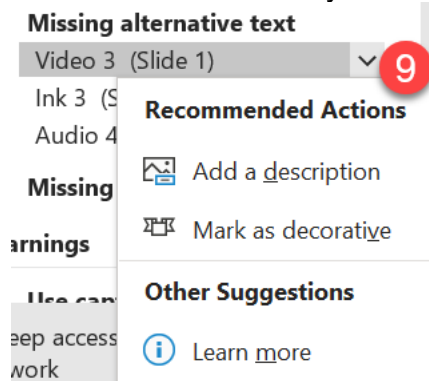
7. Click **Check Accessibility**



8. In the **Accessibility** pane, click the **carrot arrows** to expand the inspection results for each section



9. For each inspection result, click the **down arrow** and select the appropriate action to correct the accessibility issue



For more information on remediating specific accessibility inspection issues, review Microsoft's [Rules for the Accessibility Checker](#) (external link).

## C. Save Your PowerPoint

You will save three versions of the PowerPoint: (1) the original PowerPoint with narration, (2) an MP4 version of the narrated PowerPoint, and (3) the PowerPoint slides without narration.

10. Click **File**

11. Click **Save As**

12. Choose a location for the files to be saved

### 13. Save the Original PowerPoint with Narration

- a. Change the file name to "TLM Title\_PPT+AUDIO" to indicate the file is the fully narrated PowerPoint
- b. Verify the Save as type is PowerPoint Presentation (.pptx)

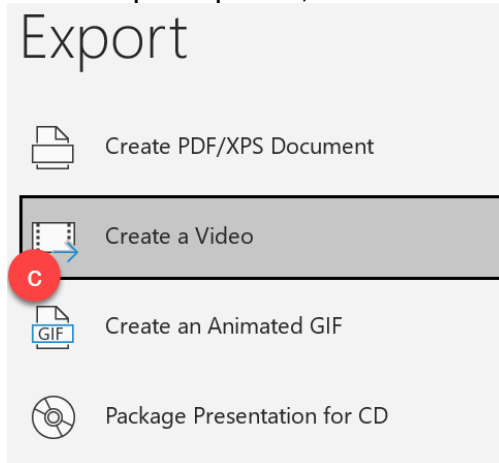
Save as type: PowerPoint Presentation

- c. Click **Save**

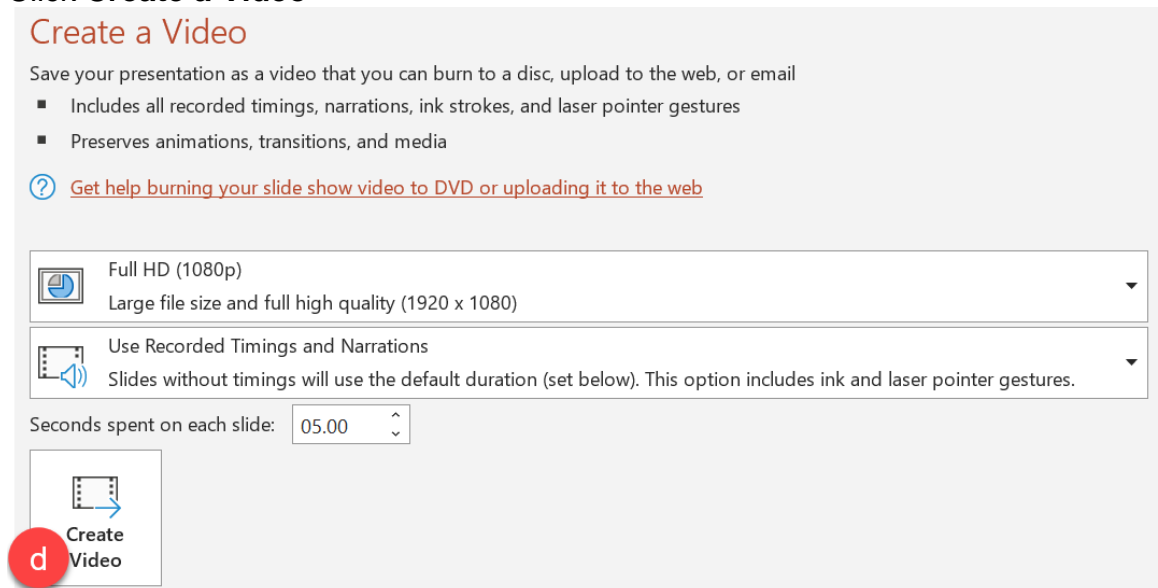
### 14. Save an MP4 of the Narrated PowerPoint

- a. Click **File**
- b. Click **Export**

- c. In the Export options, click **Create a Video**



- d. Click **Create a Video**



- e. Choose a location for the files to be saved

- f. Change the file name to “*TLM Title*”

- g. Click **Save**

*Your PowerPoint will now export as a video file. This process may take a few minutes depending on the size of your file. Do not close out of PowerPoint. You may continue to work outside of PowerPoint while the export is processing, but you will not be able to work in PowerPoint during the processing time.*

## 15. **Save the PowerPoint Slides without Narration**

- a. In the navigation bar, click **Slide Show**

- b. In the *Slide Show* tab, click **Record Slide Show**

- c. Click **Clear**, then **Clear Narrations on All Slides**
- d. Click **File**
- e. Click **Save As**
- f. Choose a location for the files to be saved
- g. Change the file name to “*TLM Title\_PPT*” to indicate the file is printable PowerPoint with no audio
- h. Click **Save**

## D. Upload Your Files to Cloud Storage

You will now upload your PowerPoint files to OneDrive.

19. Open the Part 1 TLMs folder in OneDrive

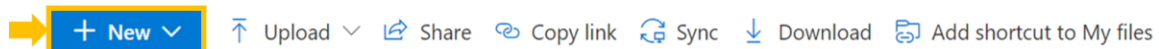
- a. [Part 1-Med 1](#) (external link)
- b. [Part 1-Med 2](#) (external link)

20. Sign in with your Med Center credentials

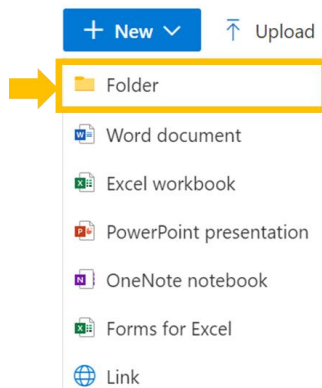
- a. Use your 6-character Med Center ID followed by @osumc.edu (e.g., brut01@osumc.edu) *not* your first.last email address (i.e., *not* buckeye.brutus@osumc.edu).

21. Select the appropriate Block folder

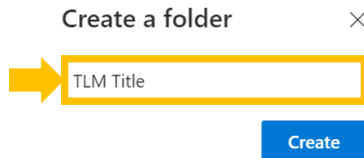
22. In the top right corner, click **New**



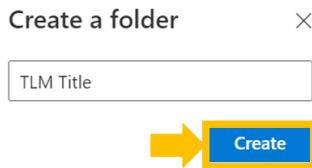
23. Click **Folder**



## 24. Type the TLM Title



## 25. Click **Create**



## 26. Click the TLM folder to open it

## 27. Upload all **three** files (PPT+AUDIO, PPT, MP4) to the TLM folder

### a. Drag and drop the files into the folder

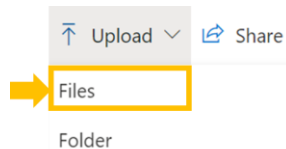


OR

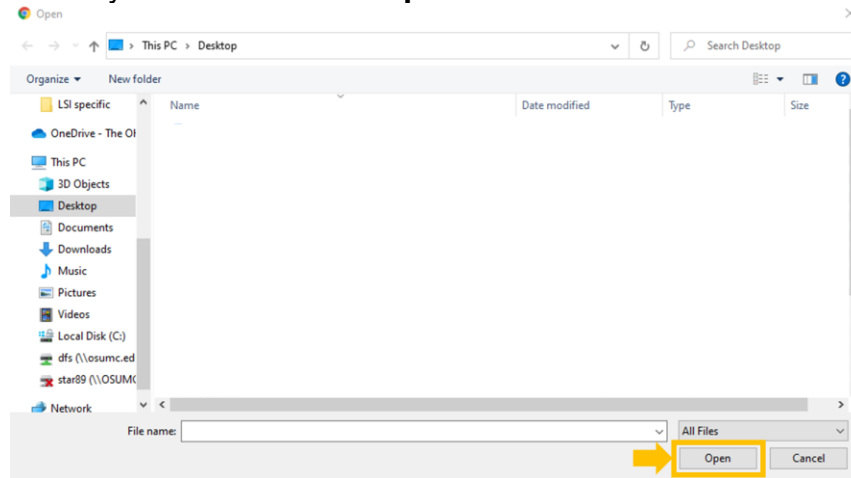
### b. In the tool menu, click **Upload**



### i. Click **Files**



ii. Select your files and click **Open**



*Upload all three of your TLM files: (1) the original PowerPoint with narration ("PPT+AUDIO"), (2) an MP4 version of the narrated PowerPoint, and (3) the PowerPoint slides without narration ("PPT").*

## E. Notify Part 1 Support Team

28. Once your files have been successfully uploaded to OneDrive, email [Mobile.Services@osumc.edu](mailto:Mobile.Services@osumc.edu) and your respective Part 1 Coordinator to indicate the TLM files are ready.

- a. Med 1 Coordinator: Christin Thatcher ([christin.thatcher@osumc.edu](mailto:christin.thatcher@osumc.edu))
- b. Med 2 Coordinator: Ari Gabel ([arianne.gable@osumc.edu](mailto:arianne.gable@osumc.edu))