

ECSO4003 Academic Study Skills

Presentation Voice over and Recordings.

A professional condenser microphone with a silver mesh grille is mounted on a chrome boom arm. The background is a blurred recording studio with a laptop and acoustic panels.

Presentation Skills

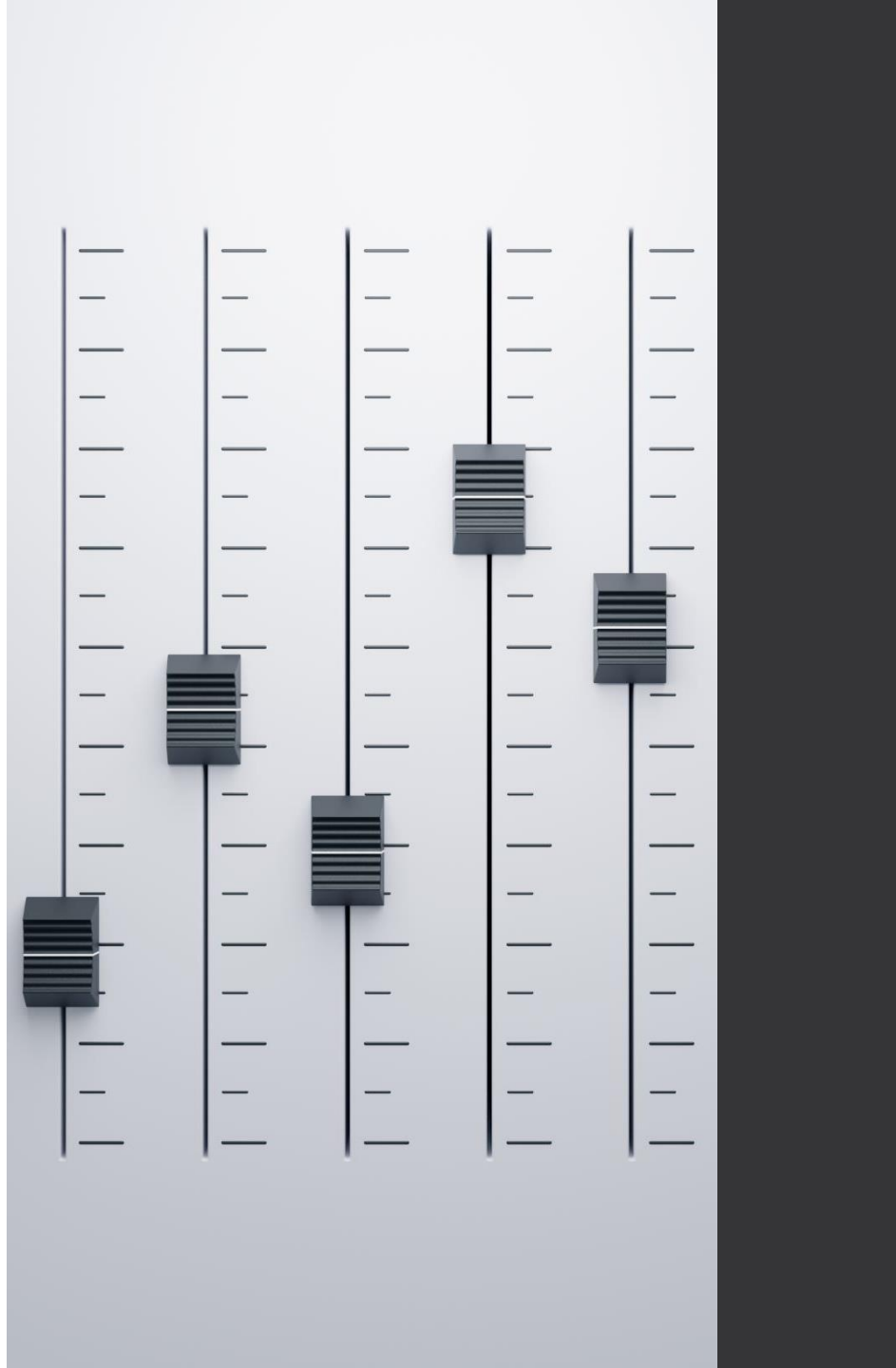
- Making a presentation is only step 1 in process in presentations, the second part is how you deliver that presentation.
- So far, we have looked at how to deliver a presentation in the room.
- For Assessment 2 you are required to do a VOICE OVER for your presentation.
- This session will show you how to:
 - Apply a voice over
 - Record a video presentation
 - How to upload your presentation to Turnitin for Marking.

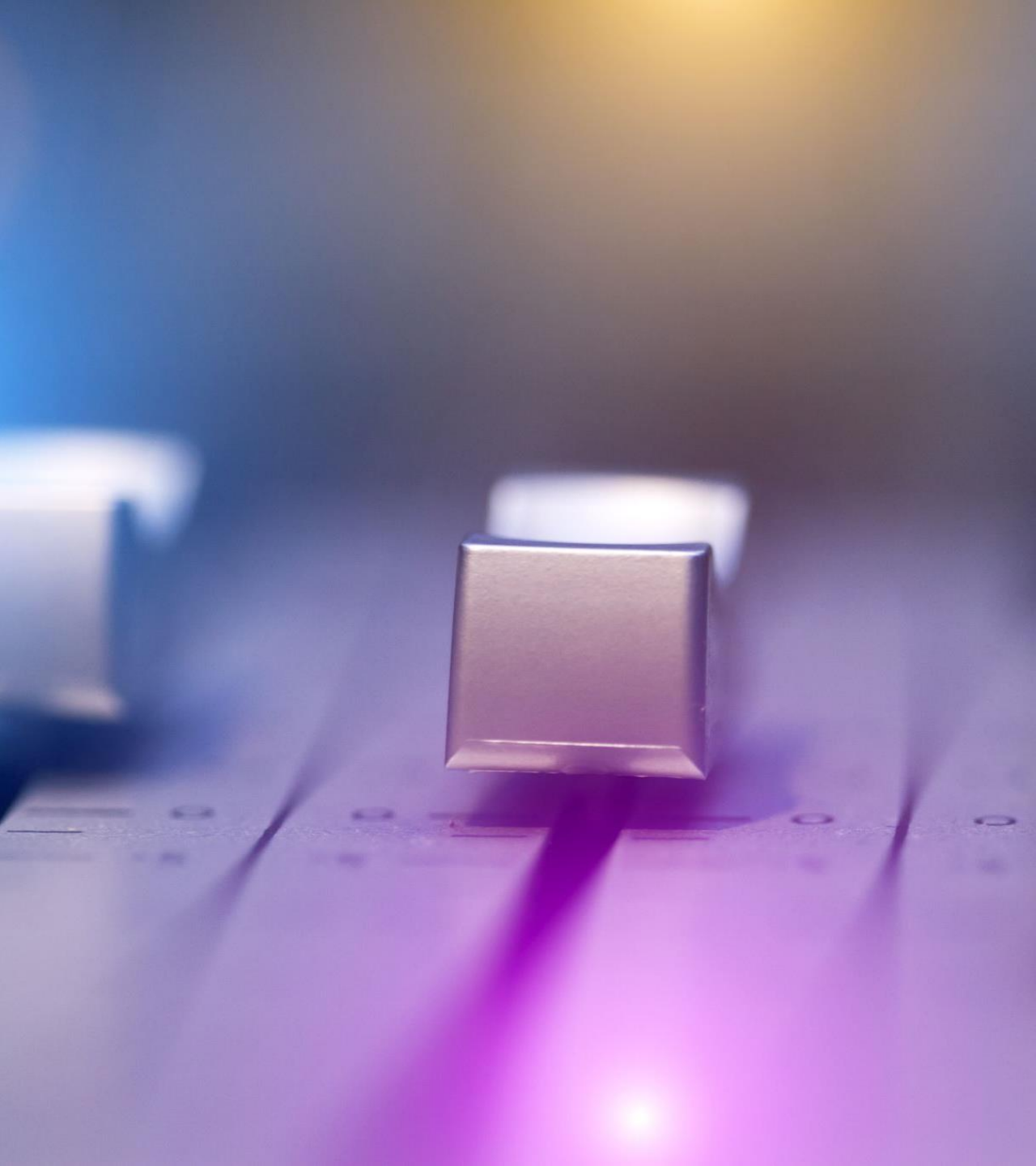


Applying a voice over

Applying a voice over

1. Open the PowerPoint file that you want to add voice over to.
2. Go to the slide that needs narration.
3. From the menu, choose Insert > Audio > Record Audio.
4. Enter a name for the recording.
5. Click the red recording dot to start recording.
6. Narrate the voice over for the slide.
7. Click Stop when you finish the recording.
8. Repeat the steps for other slides if needed.





TASK!

1. Open PowerPoint
2. Make a Slide
3. Make a voice over
4. Practice, Practice, Practice!

The background of the image is a close-up, artistic shot of a camera lens. The lens is dark and occupies the right half of the frame. It has several concentric rings and a central element that reflects light in a circular pattern. The background is dark and out of focus, showing soft, colorful bokeh lights in shades of blue, green, and yellow. The text "Recording a Video" is written in a white, serif font across the middle of the image, partially overlapping the lens and the bokeh background.

Recording a Video

Recording a Video

- There are two options for recording a video
 1. Recording directly on PowerPoint
 2. Recording on Teams



Recording a Video: PowerPoint



1. On the toolbar ribbon you will see a 'record' button.
 - This is an embedded feature on PowerPoint
 2. This feature will walk you through HOW to record yourself and show you all of the creative features that you can use to edit your presentation.
- Be aware that this will record you and take up a small amount of space on your slide.
 - This will also make the file size VERY large.



Recording a Video: PowerPoint TASK!



- Practice making a video on PowerPoint

Recording a Video: Teams



1. Once you have finished making your presentation slides, ensure you save your PowerPoint on your University One Drive.
 - Have you set this up on your computer?
 - If not, let's do this now.
2. Open Teams Calendar
3. Click 'Meet now' -> 'Start Meeting'
4. Make sure your Camera and Audio are on and 'Join' the meeting.
 - You do not need to invite anyone to the meeting
5. Open your PowerPoint, in the toolbar ribbon click on 'Present in Teams'
 - Your PowerPoint will appear in your teams meeting.



03:10

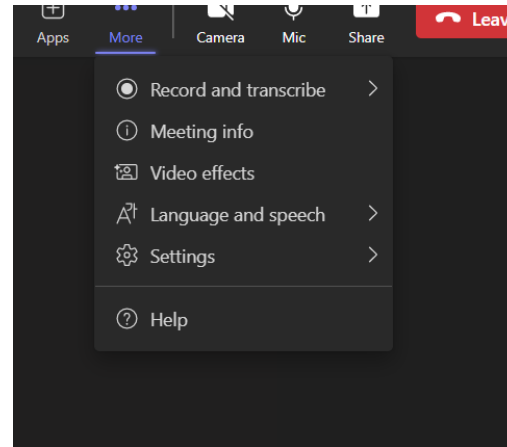
Stop sharing Layout Private view Pop out Chat People Raise React View Rooms Apps More Camera Mic Share

Leave

- Click on the three dots

7. Click record and Transcribe.

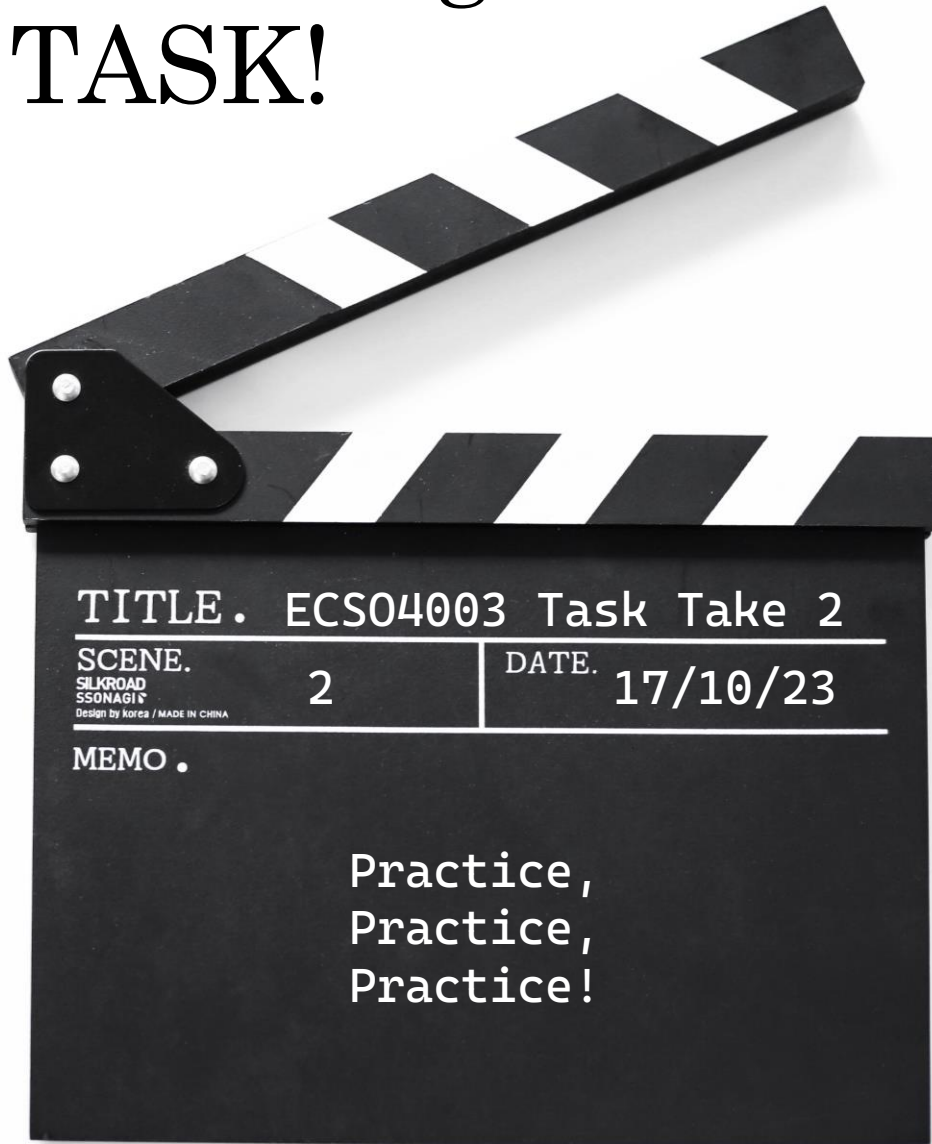
- This will start recording you and your presentation
- Be mindful that you will start recording quickly, so be ready to go!



9. This will now save in your Teams chat, where you can then save your video to your OneDrive.



Recording a Video: Teams TASK!



- Practice making a video on Teams



Uploading your presentation to Turnitin

Uploading your presentation to Turnitin: PowerPoint

- This is an **IMPORTANT** step, please follow these instructions carefully when submitting your work.
- Turnitin does not allow you to submit voice overs or videos
 - The file is too large
- You need to save your FINISHED PowerPoint as a PDF.
- You need to submit the PDF version of your PowerPoint to the Turnitin Submission Link

Uploading your presentation to Turnitin: PowerPoint

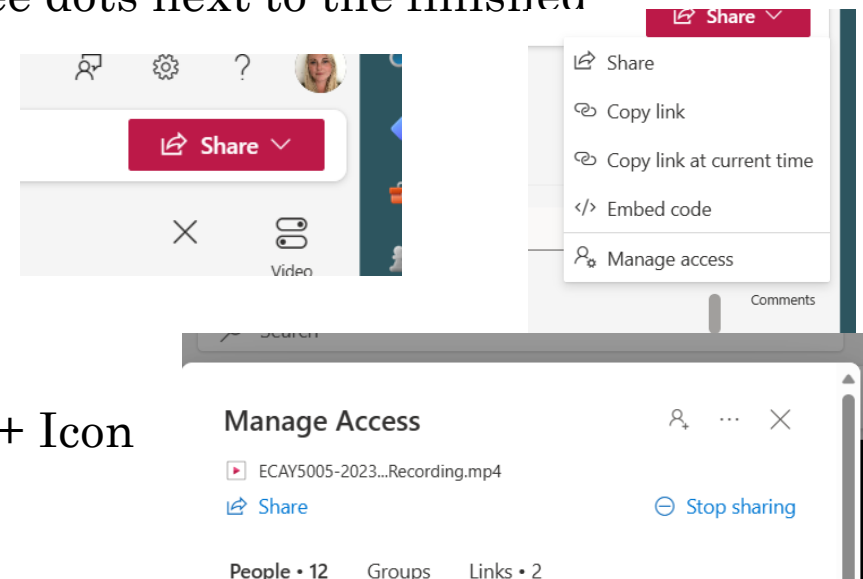
- If you have created a voiceover or video in PowerPoint:
- Email the file to your tutor BEFORE the submission deadline.
 - Ensure that you include the moderators for your course.
- For this Module you need to email:
 - Laura Jenkins: l.jenkins@uwtsd.ac.uk
 - Ken Dicks: ken.dicks@uwtsd.ac.uk
 - Caroline Lohmann-Hancock c.lohmann-hancock@uwtsd.ac.uk
- You can also start typing our name into your outlook and our email addresses will appear.

Uploading your presentation to Turnitin: Teams

- If you have created a video Presentation in Teams:
- You STILL need to submit your presentation as a PDF.
- You need to save your FINISHED PowerPoint as a PDF.
- You need to submit the PDF version of your PowerPoint to the Turnitin Submission Link

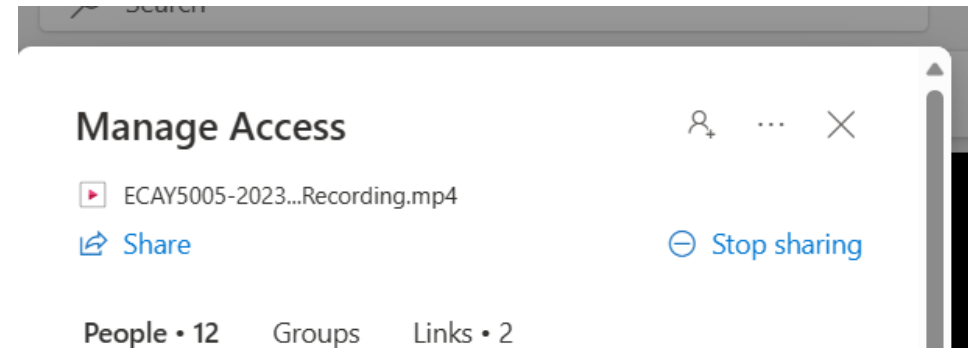
Uploading your presentation to Turnitin: Teams

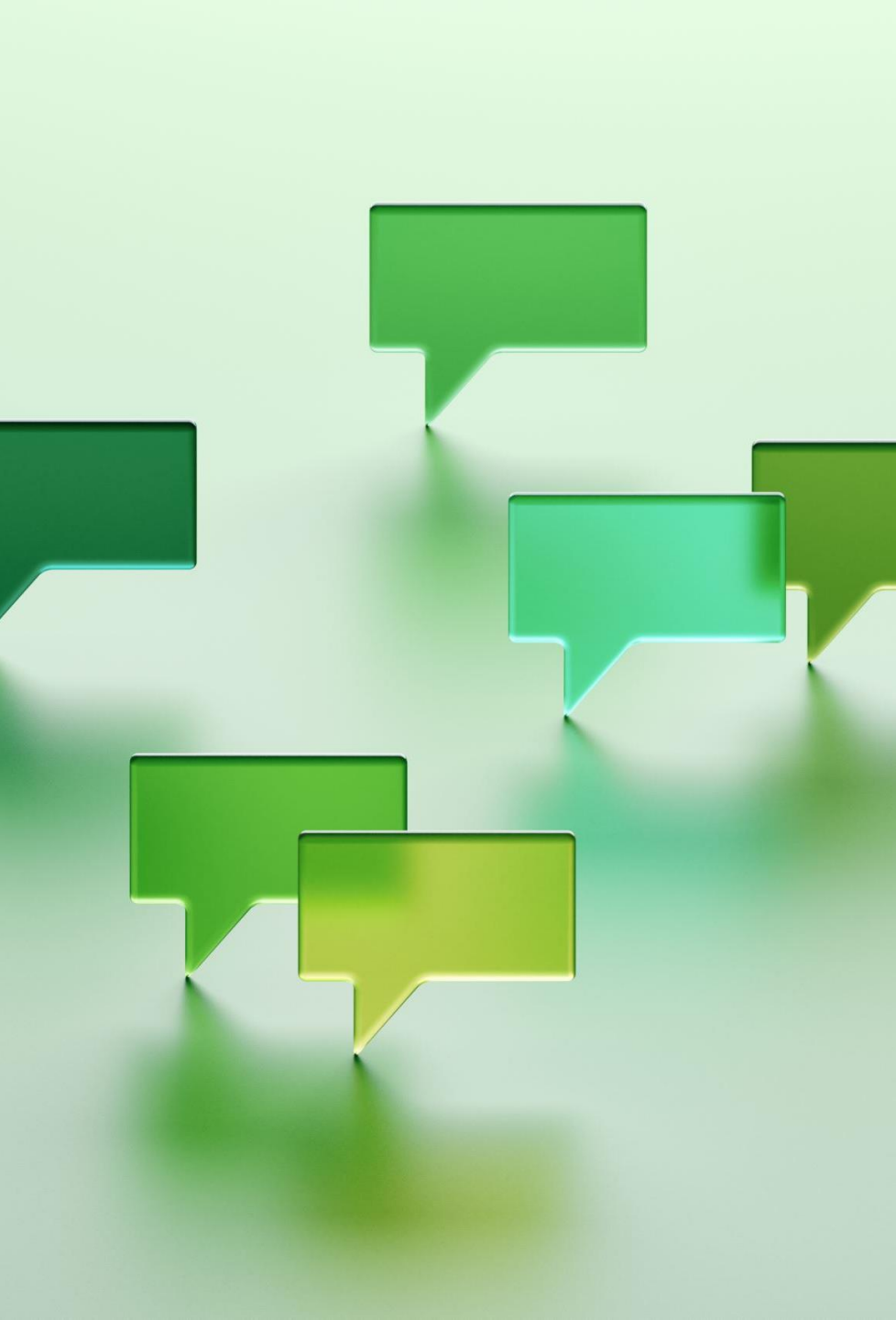
- If you have created a voiceover or video in Teams:
- Open the video in Stream by clicking the three dots next to the finished video.
- You need to click the 'share' button
 - Then click on 'Manage Access'
- At the top you will see a small person with a + Icon
- Then add your tutor and moderators
 - Laura Jenkins
 - Ken Dicks
 - Caroline Lohmann-Hancock



Uploading your presentation to Turnitin: Teams

- You then need to share this with your tutor and the moderators
 - Laura Jenkins
 - Ken Dicks
 - Caroline Lohmann-Hancock
- I will email you letting you know I have received your link and that I can access it.





TASK

- Practice saving your PowerPoint as a PDF
- Email me a voice over PowerPoint
- Share the Link for your teams recording.