

Presentation Voice Over and Recordings Grab Sheet

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.

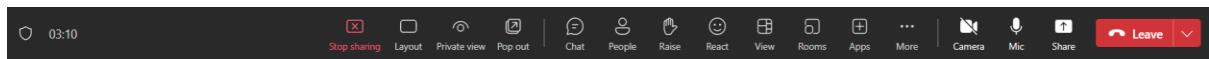
Recording a Video on PowerPoint

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 on Teams

1. Once you have finished making your presentation slides, ensure you save your PowerPoint on your University One Drive.
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.

6. In Teams, your toolbar ribbon will now look like this:



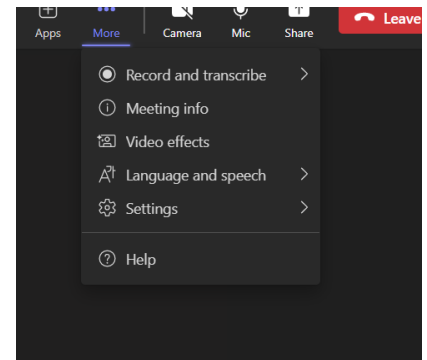
- Click on the three dots

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!

8. Once you have finished recording your presentation, repeat the process but click 'stop recording'.

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



Submitting your Finished Presentation for Marking

- 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

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.
 - You can also start typing the tutors names into your outlook and the email addresses will appear.

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
- You then need to share this with your tutor and the moderators

