

Creating a video from PowerPoint

One of the quickest and easiest ways to create a video is to use PowerPoint. This guide takes you through a 3 step process:

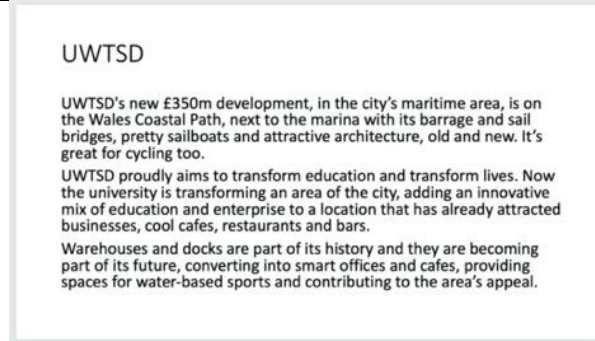
1. Create your PowerPoint
2. Add a voiceover
3. Export (create) your Video

We will also provide advice on how to submit your video to TurnItIn for marking.

1. Create your PowerPoint

You can create your PowerPoint as normal. You should be mindful that students will be watching and listening to this, and so text should be kept to a minimum. Consider using images and diagrams to support your talk, with text being used for key points and key words only.

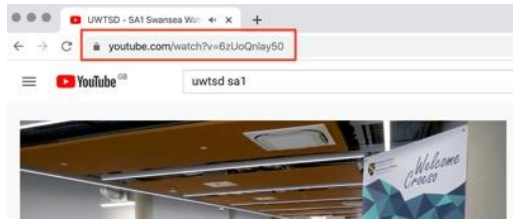
You can find out more about the positive impact that Dual Coding can have from <https://www.olicav.com/>. This [PowerPoint on Dual Coding](#) from ResearchEd Birmingham may be particularly useful

Good: Limited text that is used as a talking point. Clearly formatted with diagrams/images for support	Bad: Text heavy slide used as a script. Little consideration of presentation
	

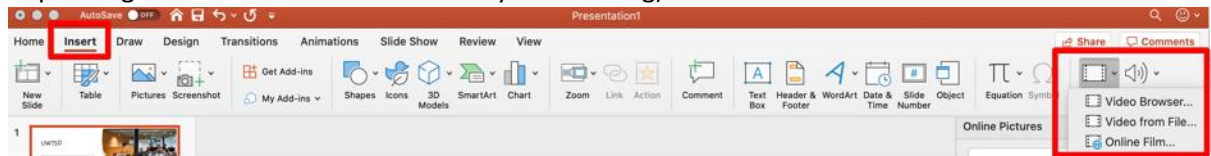
Useful Tips

Adding Videos from YouTube

1. Find the video from YouTube you would like to embed in your presentation.
2. Copy the videos address from the address bar:



3. In PowerPoint, select INSERT, then VIDEO and ONLINE VIDEO (this may look different depending on the version of PowerPoint you are using)



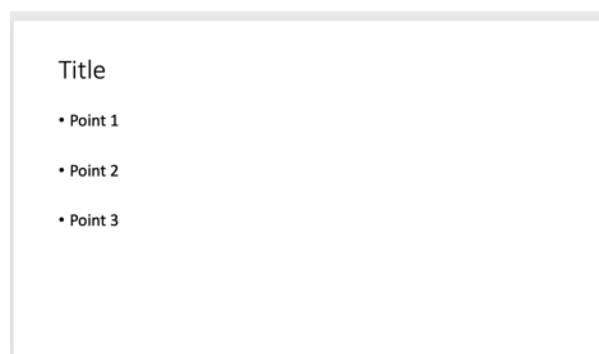
4. You will be presented with a pop-up box. Simply paste the web address and click INSERT to add to your PowerPoint slide.

In order to upload a video on your device, you can select VIDEO FROM FILE instead of online film, then select the video you would like to embed.

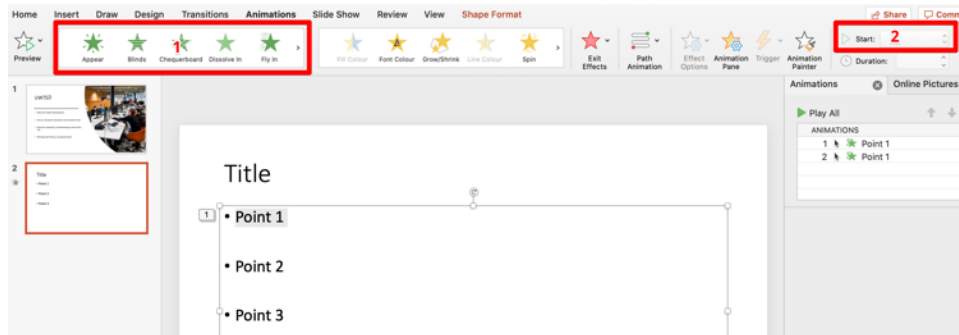
Animating your slides (simple animations)

Animations in PowerPoint can be a useful way to make your presentations more engaging. Animations allow us to control when (and how) elements of a slide appear e.g. all at once, one bullet point/image at a time.

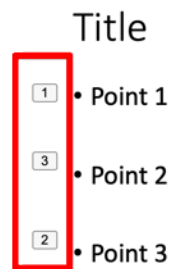
Once you have created a slide you can add your animations. The steps are below (if you are new to PowerPoint animations you may find it easier to replicate this slide).



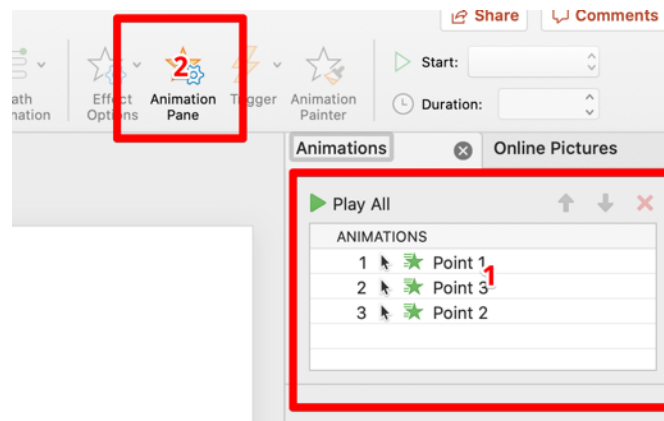
1. Select the item/element you wish to animate (here I will select the text for Point 1)
2. On the top bar select ANIMATIONS
3. Here you can select the type of animation you would like (1) and when you would like the animation to occur (2). This is set to the click of a mouse by default.



4. You can select other elements one at a time to apply animations to them. You can see the order that element will appear by the small number next to them:



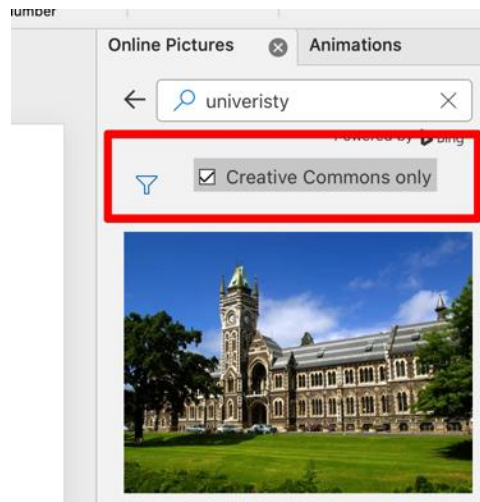
In this example you can see the order the items appear in incorrect (we want point 2 before point 3). On the right-hand side, you can rearrange the order of the animated items by clicking and dragging them around on the ANIMATION PANE (1). If this is not visible you can simply select the ANIMATION PANE button from the toolbar (2)



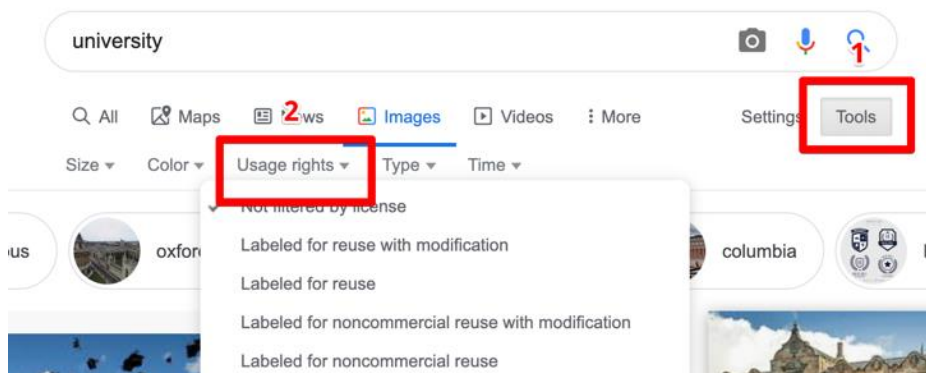
Finding Creative Commons Images

Creative commons images are free for you to use as long as it is not for profit. To search for insert images in PowerPoint:

1. Select INSERT, PICTURES, ONLINE PICTURES
2. This will open the ONLIN PICTURES search
3. Type in the image you would like to find and tick the CREATIVE COMMONS box



NOTE: If using Google, you can search for an image and then select TOOLS (1), then USAGE RIGHTS (2) to select the type of license you require



Please remember to add a credit for the image somewhere in your slides. Crediting the original creator is one of the conditions of use for Creative Commons images.

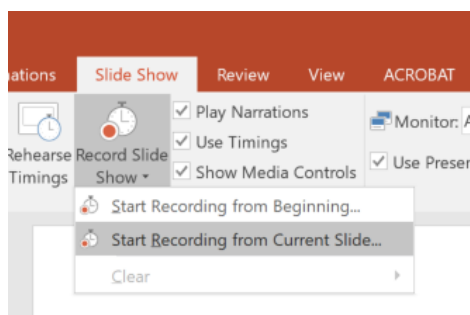
2. Add a voiceover

For this stage you will need to make sure you are using the PowerPoint programme on either the Mac or PC (rather than the online version). You will also need a microphone. Most laptops have them installed by default. You can create the voiceover for each slide separately, rather than having to re-record the whole video if you make a mistake.

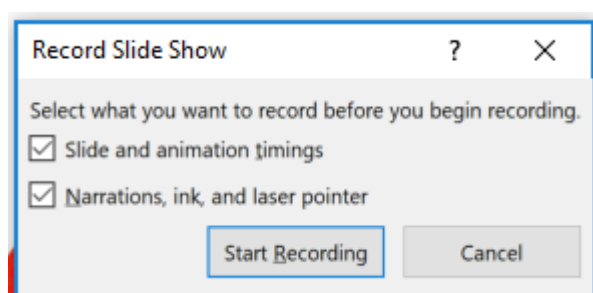
A note for Mac users: The images and instructions below relate to PowerPoint 2016 on a PC. The Mac functionality is similar, but not identical. If you have Keynote you may wish to use that, rather than PowerPoint. You can record the audio in a very similar way to what is described below. In KeyNote choose 'Play' > 'Record Slideshow' to access the option to add audio to your slides.

In PowerPoint on the PC...

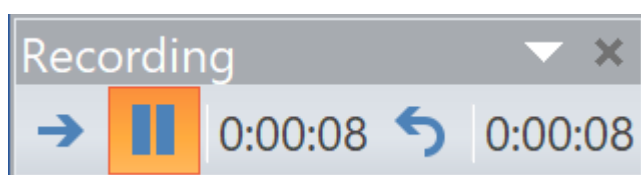
1. Click onto the first slide
2. From the menu choose Slideshow > Record Slideshow and Start Recording from current slide.



3. In the popup that appears, ensure all the boxes are ticked and click 'Start Recording'



Once you start recording you will see a new window in the top right (this may vary depending on your version of office, but the arrows will function the same):



You can use the reverse arrow to go back and start again if you make a mistake. The forward arrow will move you to the next slide/animation and the pause icon will pause the recording.

The voice over for each slide is recorded separately, so if you make a mistake on slide 8, you only need to redo that one.

We suggest that once you are happy with your first slide, click the arrow to move on and then hit pause straight away. This will give you time to compose your thoughts before you un-pause and start recording the narrative for this slide.

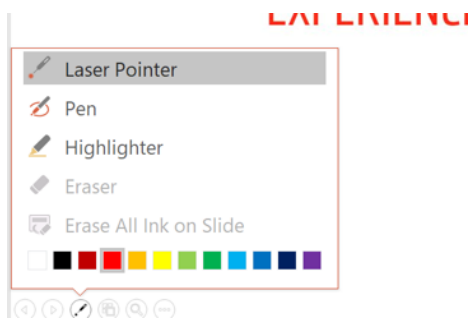
4. To stop the recording, click the 'X' at the top of the recoding popup.

You can listen back to your recording by clicking on the audio icon that will appear in the bottom right of each slide that has audio recorded for it



If you want to delete an audio and rerecord you select the speaker icon and delete it.

If you want to draw attention to a particular part of your slide while you talking you can use the normal annotation tools that exist in PowerPoint, including the laser pointer and pen. These can be accessed from the menu which appears when you hover over the bottom left of your slide when you are presenting



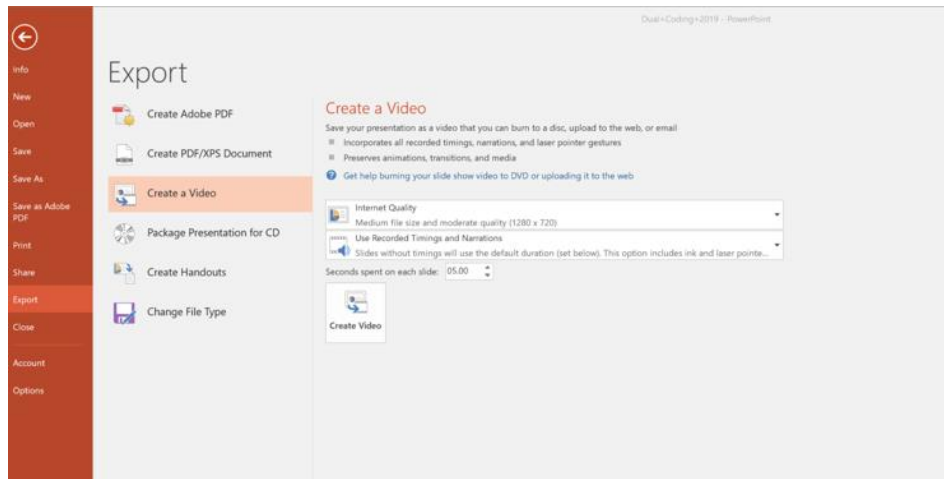
You can listen back to the whole show by running the PowerPoint as normal.

3. Export your Video

Once you have added audio to each of your slides, you are ready to create your video.

1. From the File menu choose 'Export' and 'Create a Video'

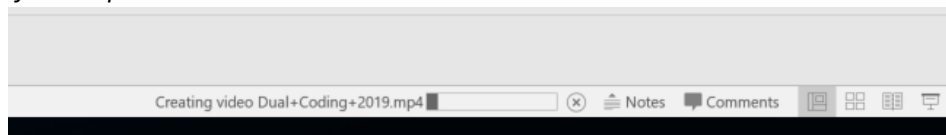
We recommend using the 'Internet Quality' session.



Note: on mac you may have to select FILE, EXPORT and then select MP4 from the file format dropdown menu.

2. Save the video to your computer, leaving the file type as MPEG-4 Video

The creation of the video may take several minutes. You can see the progress in a bar at the bottom of Powerpoint



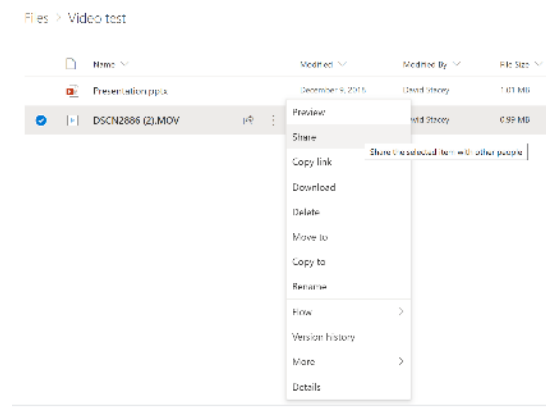
Do NOT close Powerpoint while the video is being created

3. It is important that once the video is created you watch it through BEFORE submitting to ensure that any issues with the creation are picked up and dealt with before you submit.

Submitting your video

Once your video has been created, you should upload it to your OneDrive.

Once it has been uploaded, choose 'Share' and 'Copy Link'. You can then add the link to the relevant template and upload it to Moodle.



Please do NOT try to upload the video to Moodle directly. The file will be too large.