Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

BSc (Hons) Sports Therapy

SHSS4063 Powerpoint Presentation Show Guidelines

2019-2020

POWERPOINT SHOW GUIDELINES

Powerpoint is a part of your Microsoft 365 software that is included in your University account subscription

CREATE YOUR OWN POWERPOINT

Open Microsoft Powerpoint and click on NEW. This will give you the option to choose a template. SELECT the template you require and start populating the slides with the content you decide is relevant for the assignment brief.

RECORD YOUR POWERPOINT

If you click on the SLIDE SHOW tab at the top of the menu's. One of the sub heading is to 'Record Slide Show'. Press this and you should have a sub heading to 'Record from the beginning' or 'Record from Current Slide'. To record the whole presentation you can press 'Record from the beginning', for an individual slide narration then press ' Record from Current Slide.'
It is probably advisable that you plan what you are going to say for each slide. This way you can practice your delivery before actually starting the recording process.
To know whether the slides have narration over them, there should be a little speaker icon in the bottom right hand corner of the powerpoint file. This now needs saving.

SAVE YOUR POWERPOINT

Go up to the file save as option on the top menu bar and select where you want the FILENAME.pptx to be saved to. Make sure that the When saving your powerpoint, do so using the FILENAME.pps file type and we would advise saving this file to One Drive for Business. Once the file is saved then you'll need to create a link and send the link through to your module tutor.
In addition the assignment brief will need to be uploaded to TurnItIn so that marking and feedback can be passed back to yourselves.

STEPS TO FOLLOW:

1. CREATE YOUR POWERPOINT PRESENTATION
2. SCRIPT YOUR POWERPOINT READY FOR NARRATION
3. RECORD THE PRESENTATION USING THE SCRIPT
4. CHECK THAT THE NARRATION HAS WORKED
5. SAVE THE FILE AS A POWERPOINT SHOW (.PPS) FILE
6. UPLOAD THE .PPS FILE TO ONE DRIVE
7. COPY THE LINK AND SEND THE LINK TO YOUR MODULE TUTOR
8. UPLOAD THE ASSIGNMENT BRIEF ONTO THE TURNITIN LINK
9. AND RECHECK EVERYTHING
10. THEN RELAX!