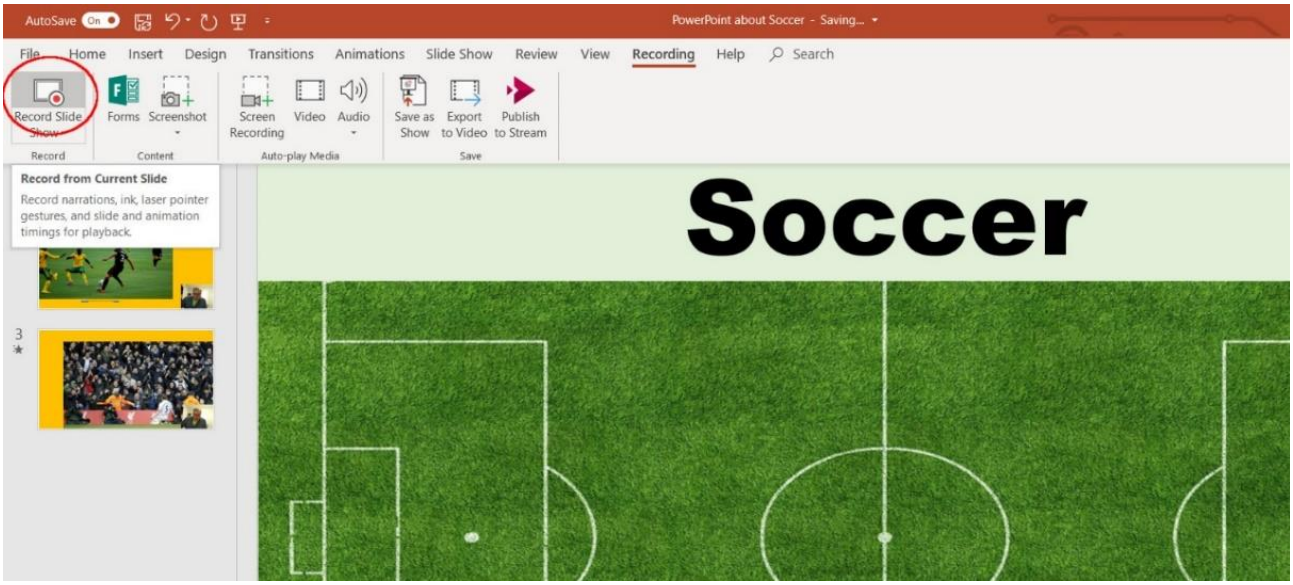
Recording Narration on a PowerPoint with captions added in Microsoft Stream

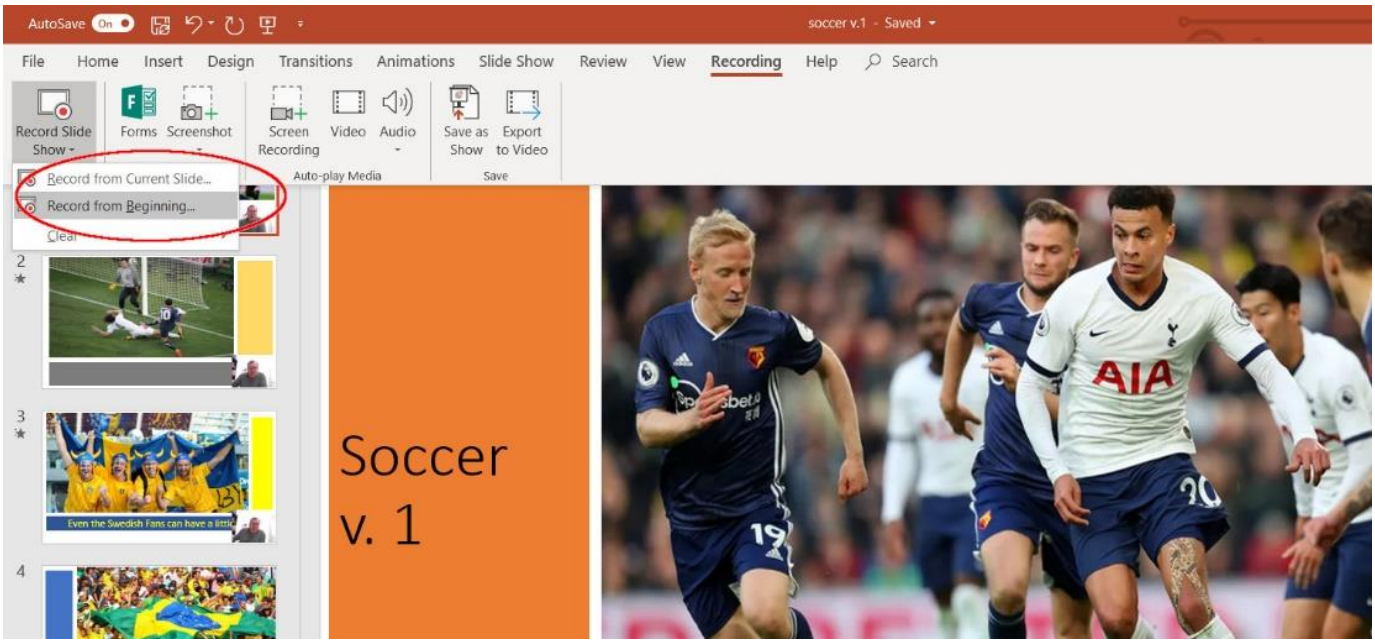
You can record narration to a PowerPoint presentation with captions in English by using Microsoft Stream. Captions are extremely helpful for students who are not native English speakers or those with certain disabilities. These slides will walk you through the process.

1. There are several ways to record audio onto PowerPoint slides. I used the **Record Slide Show** option. Click on the **Recording** area of the ribbon on your PowerPoint program and then Record Slide Show.

   Please note that Recording is only available on the Office 365 client on your Hanover issued PC or laptop. The web version of Office 365 does not have a Recording option for PowerPoint.



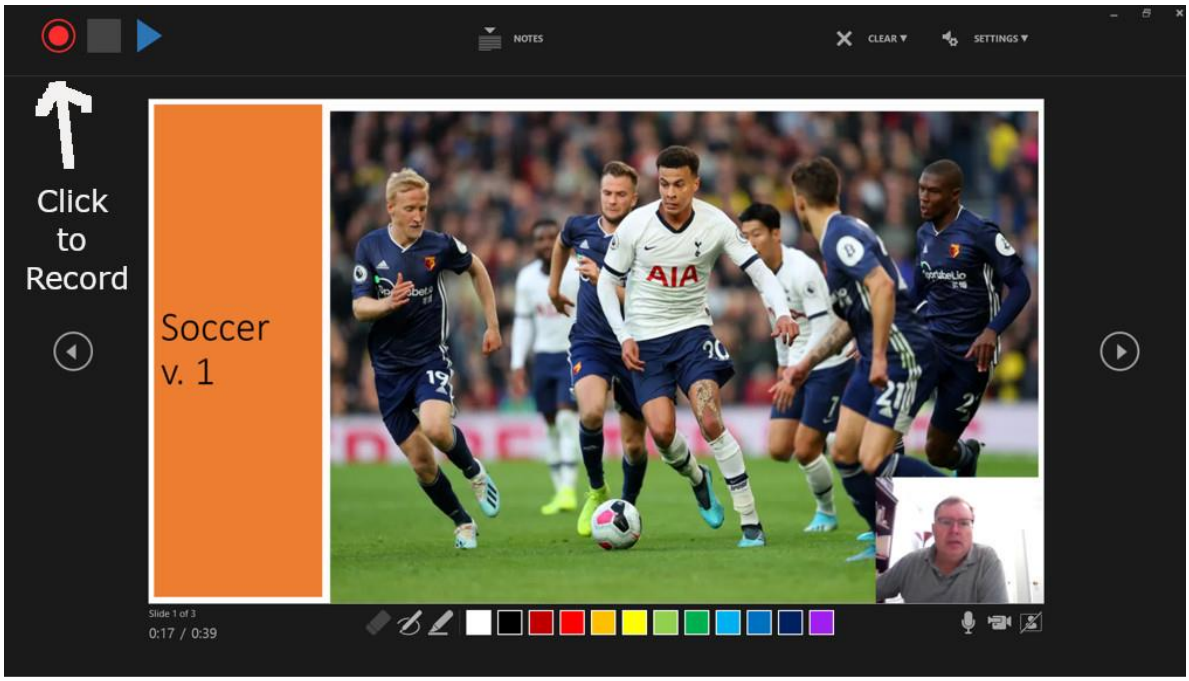
2. If you want to record your slide show in one take from the beginning to the end, select the **From the Beginning** selection in the menu. If you prefer to record slides individually select **From Current Slide** from the drop-down menu.



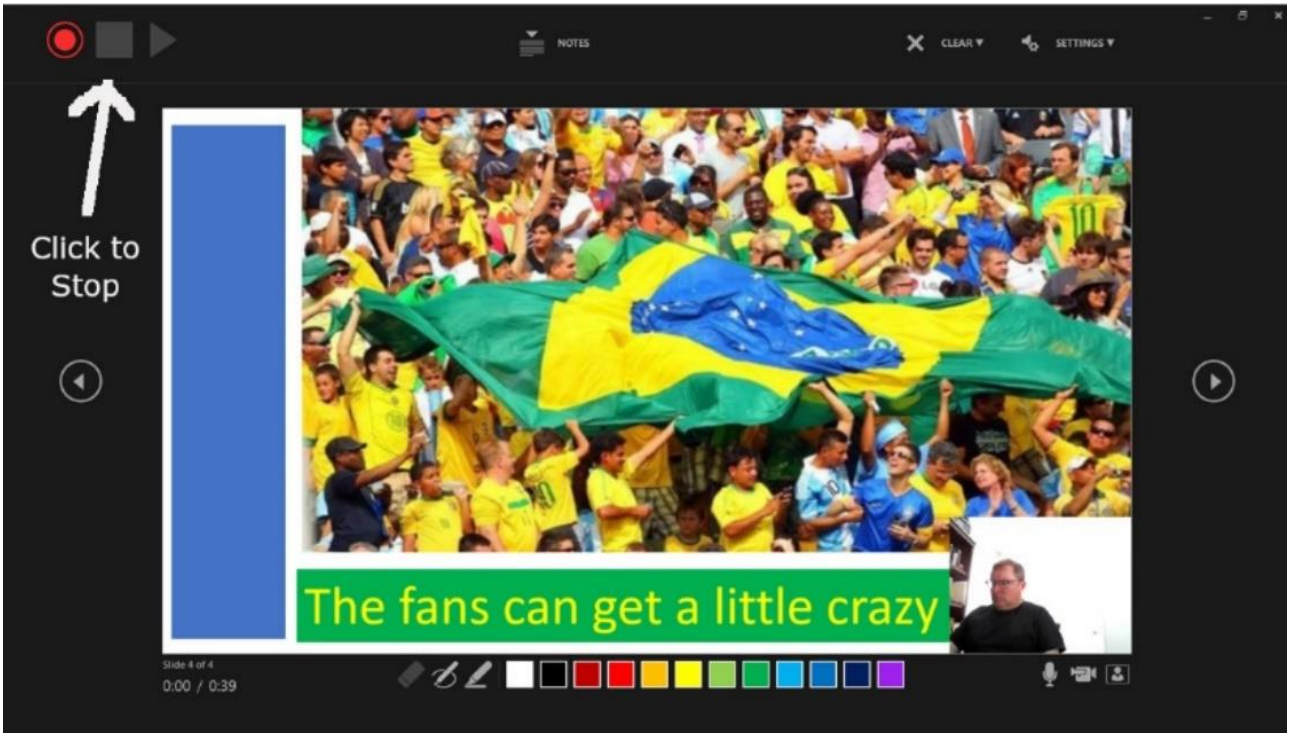
3. Click on the red Record button on your first slide and begin narrating your slideshow

   If you selected From the Beginning, click the arrow on the right side of the slide and continue narrating the entire slide show in one take.

   If you have selected From Current Slide click stop, then move to the next slide using the arrow to the right of the slide and go back to the recording area of the ribbon and click Record Slide Show and then From Current Slide again. Continue this process until you are finished with the last slide.

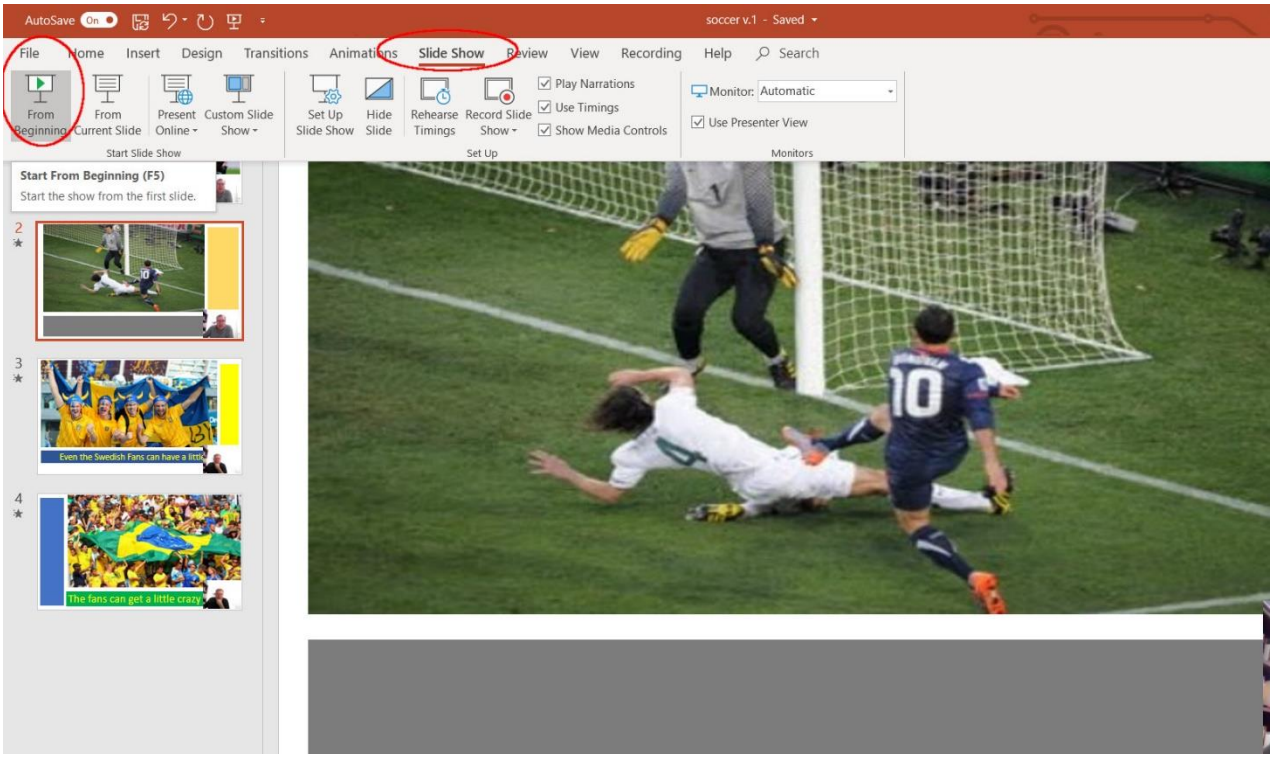


4. Click **Stop** when you are finished with the last slide

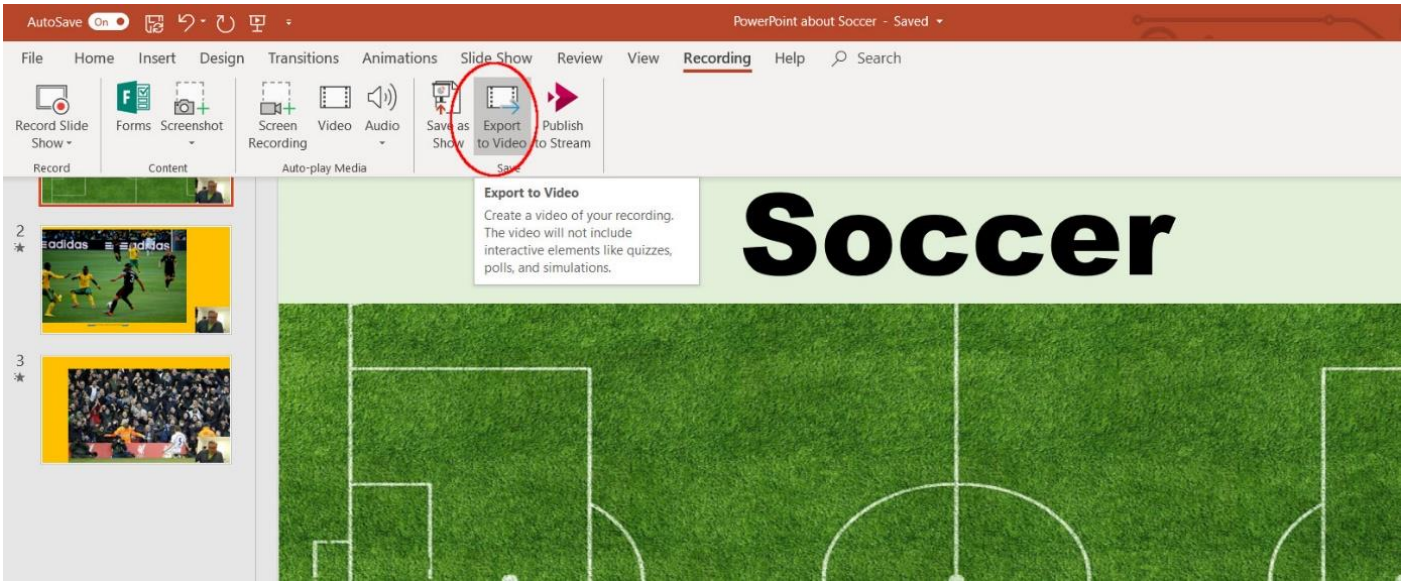


5. When you have finished the last slide, you'll want to play the entire slide show to see if you need to make any changes. Click on **Slide Show** in the Ribbon and then on the **From the Beginning** button to play the whole set of slides.

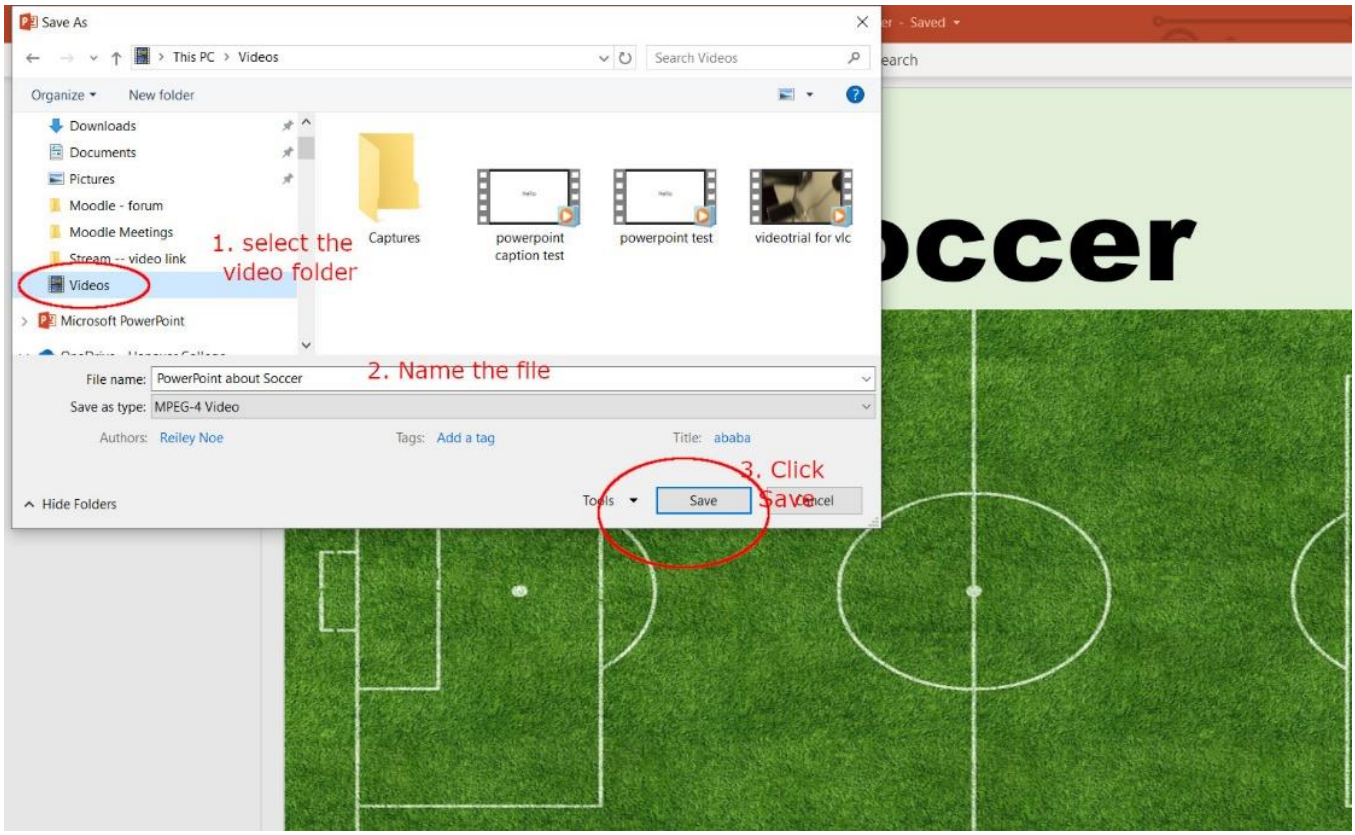
   If you need to re-record a slide, click on the **Recording** are of the ribbon and then **Record Slide Show** button on the PowerPoint Ribbon and select **From Current Slide** and re-do your narration for whatever slide needs another take.



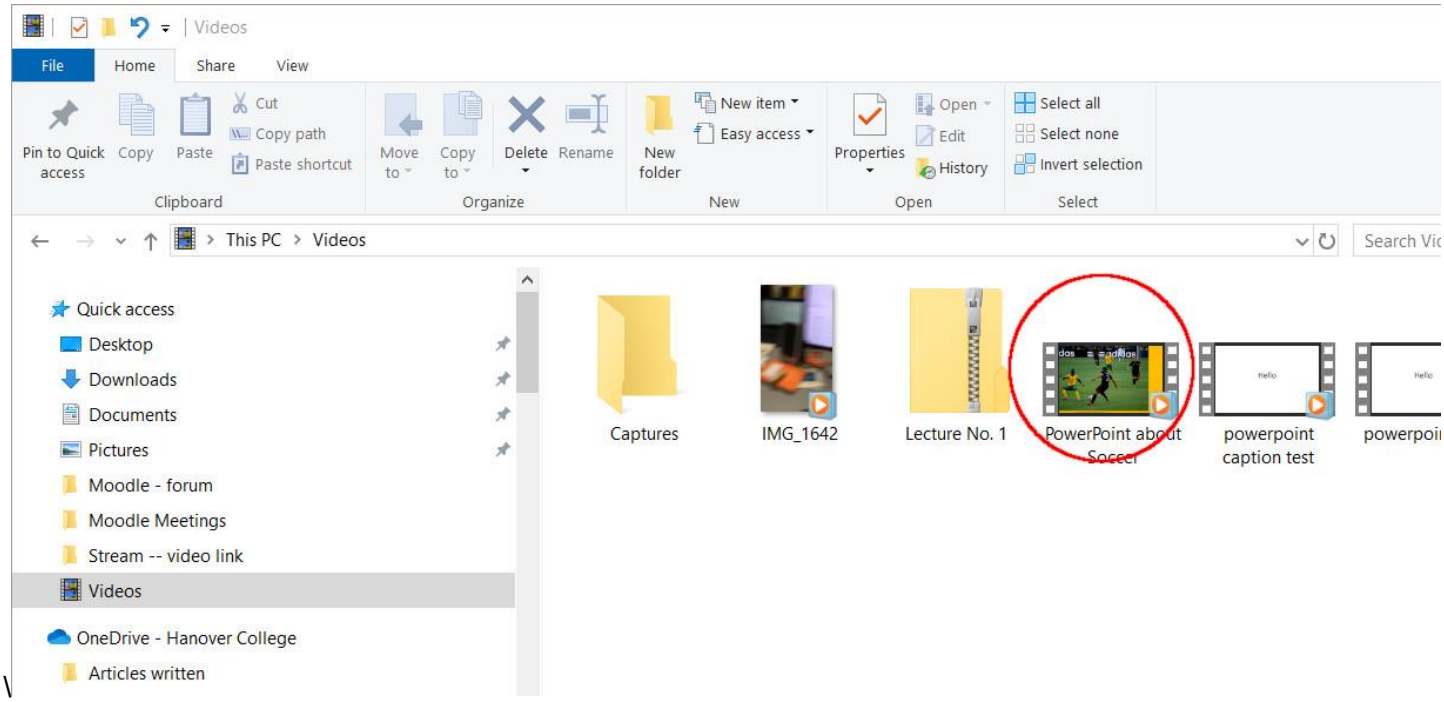
6. When are happy with your slide show, you can save it to your computer as a video by clicking on the **Export to Video** button.



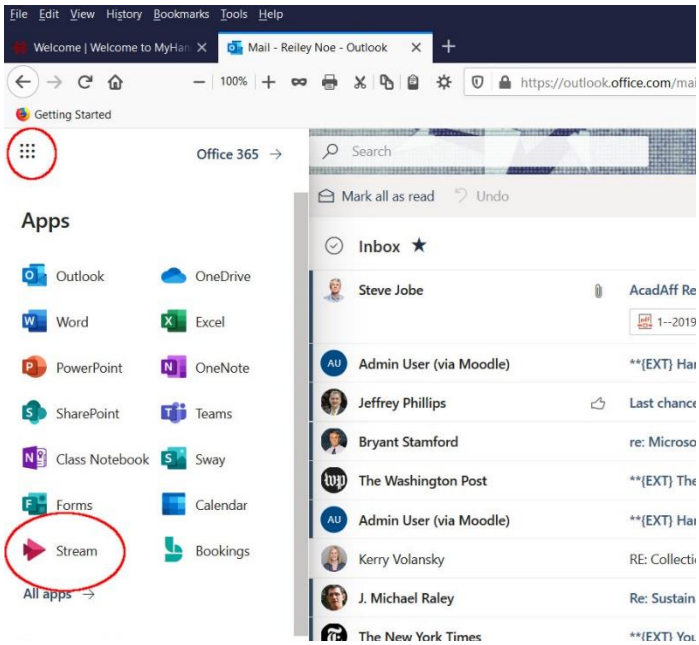
7. Next select the **Video** folder in your computer's files or any other place that you would like to save your PowerPoint video. **Name the Video** and Click **Save.**



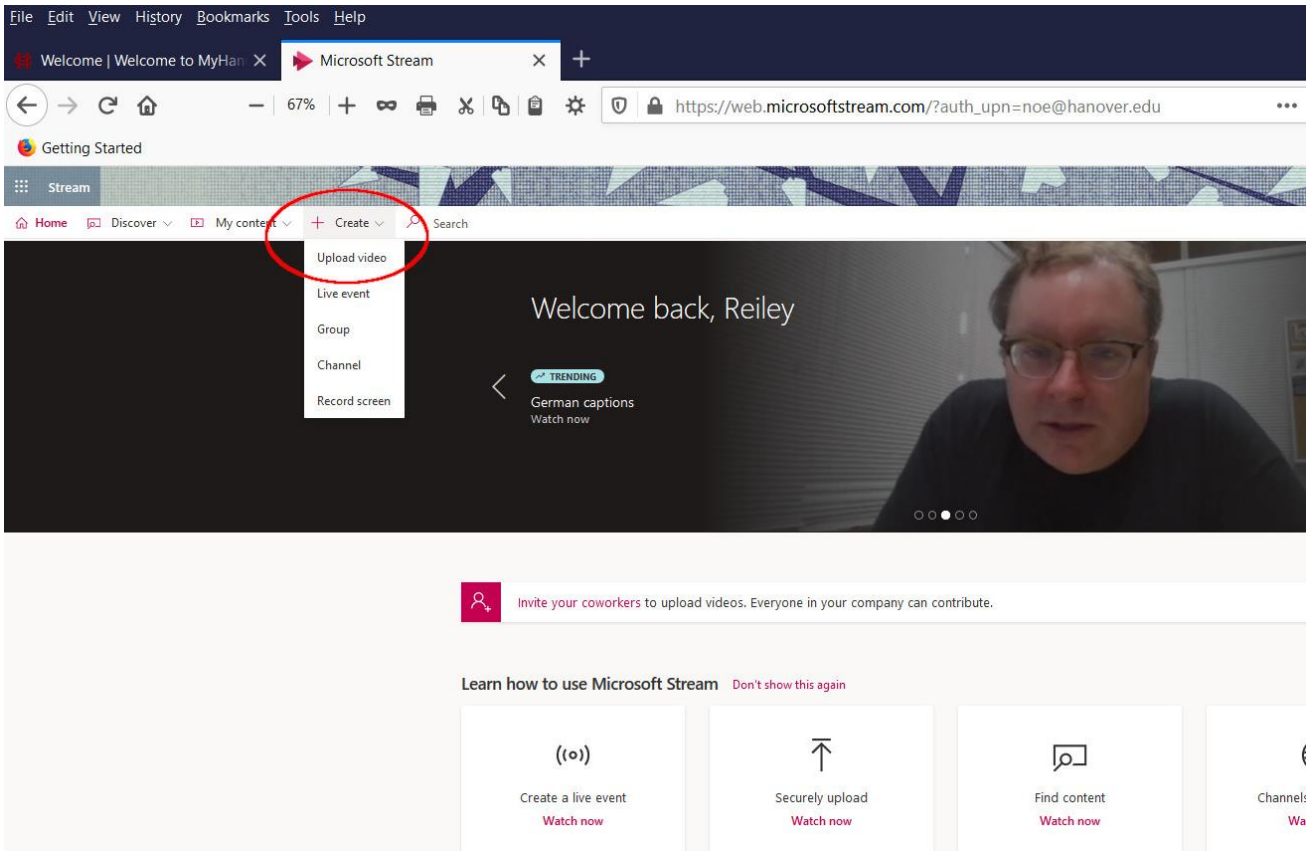
8. You'll see your PowerPoint slides display in that folder such that it looks like a piece of film to signify that your PowerPoint slides and their audio have been converted to a video format.



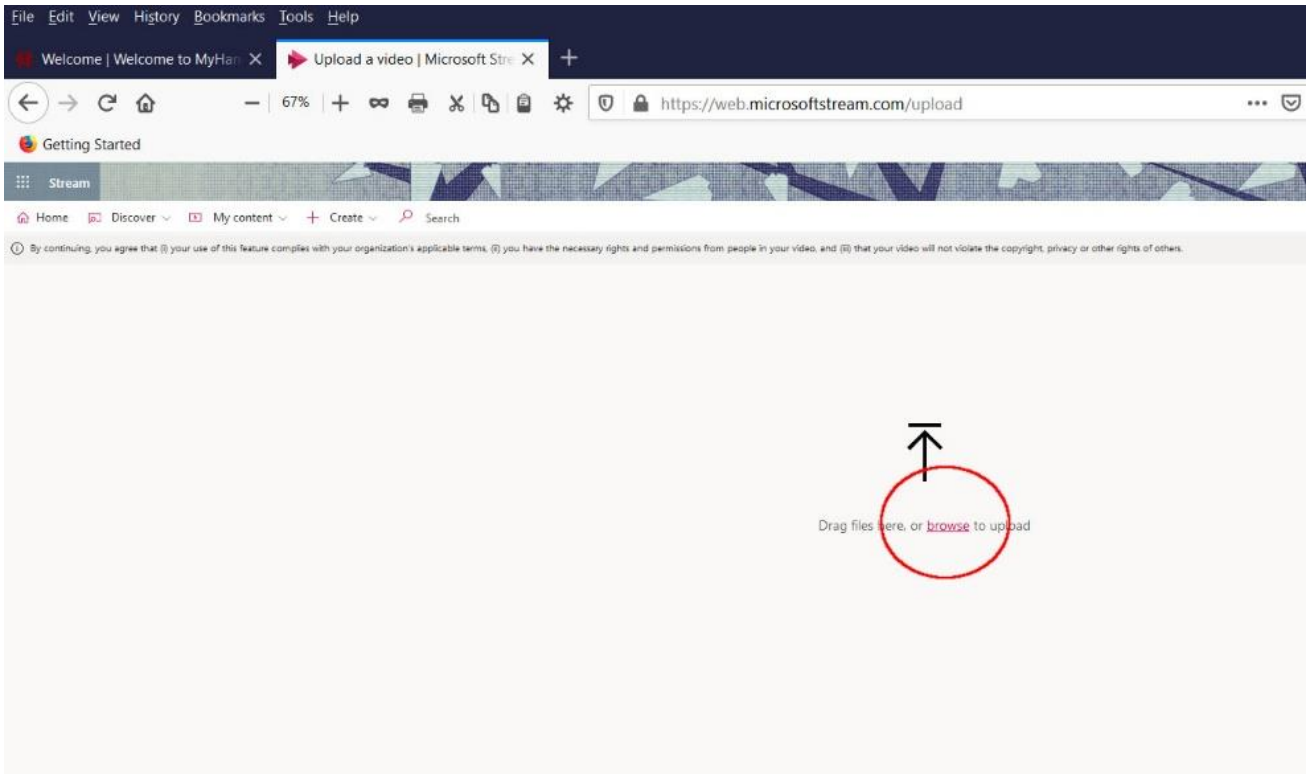
9. At this point, you've saved the PowerPoints as a video on your computer. Now you'll want **log into the web version of Microsoft 365** to find **Stream**. Here, I went through MyHanover and clicked on the office 365 link. I clicked on the icon of the 9 dots to get the menu of Office 365 apps. Stream is near the bottom.



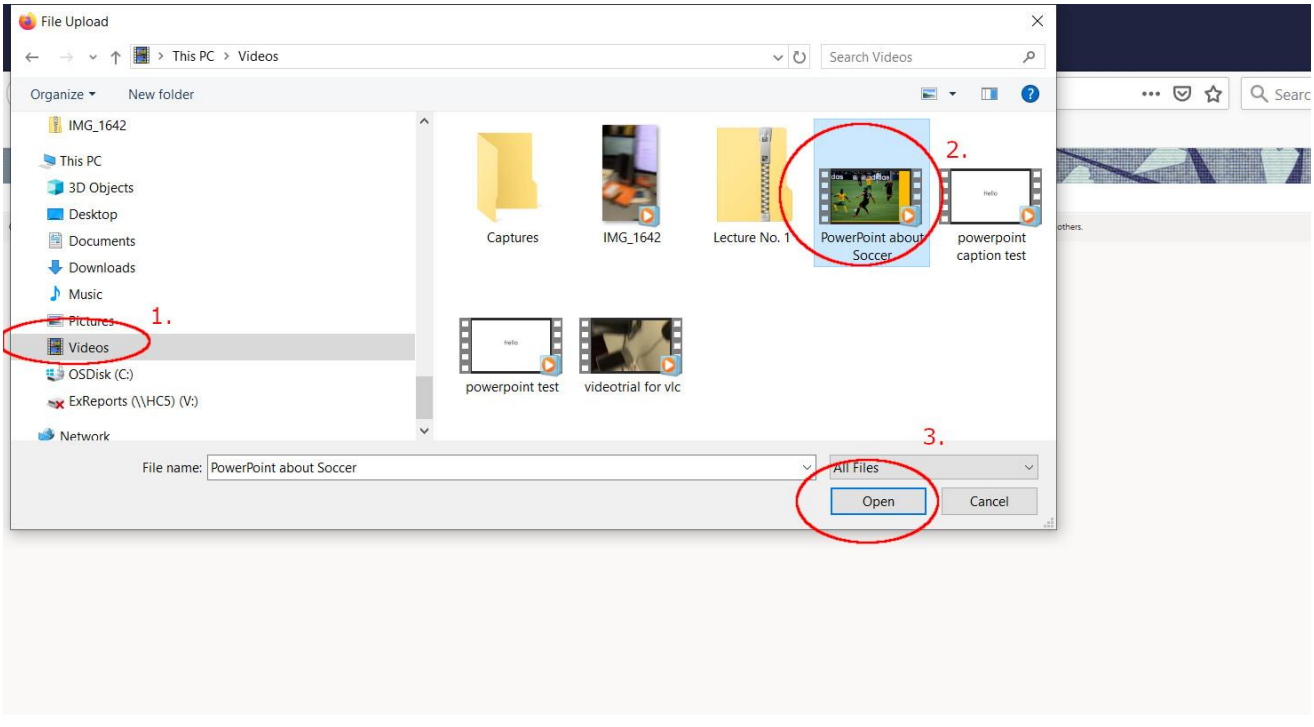
10. On the next page, click on **Create** in the ribbon and in the drop-down menu select **Upload Video**.



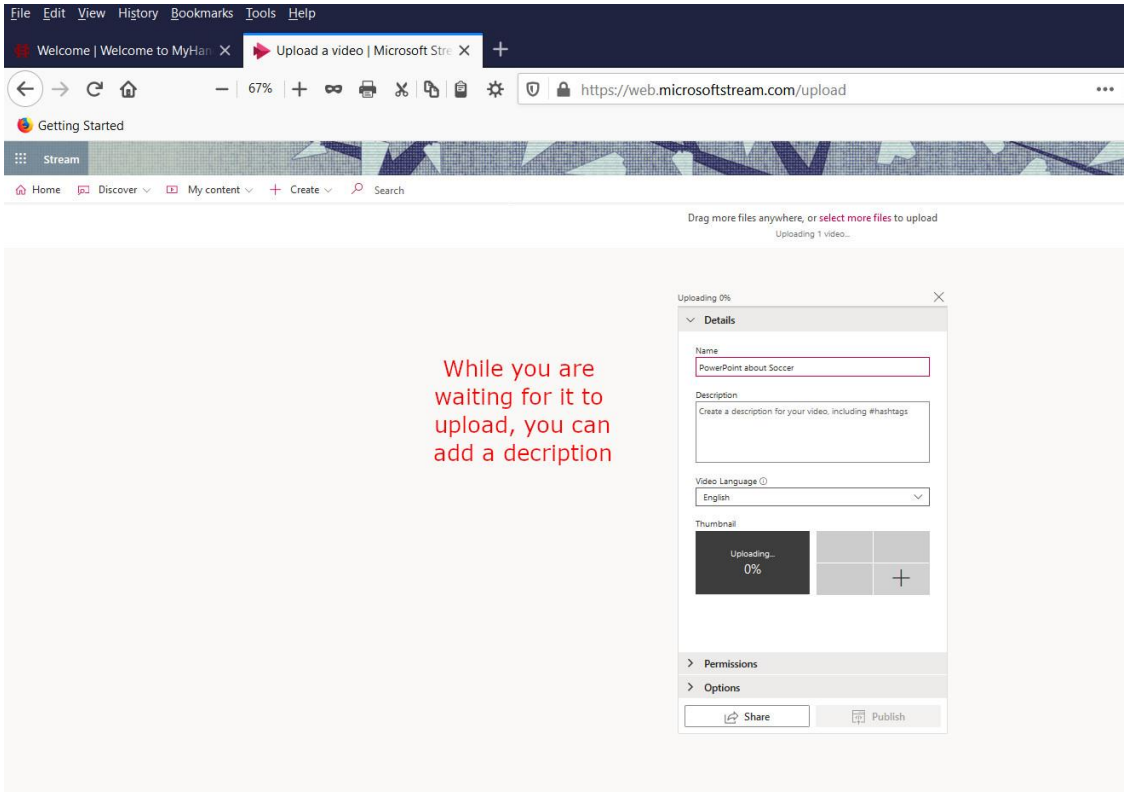
11. Click on the **Browse** link that you'll see on this page.



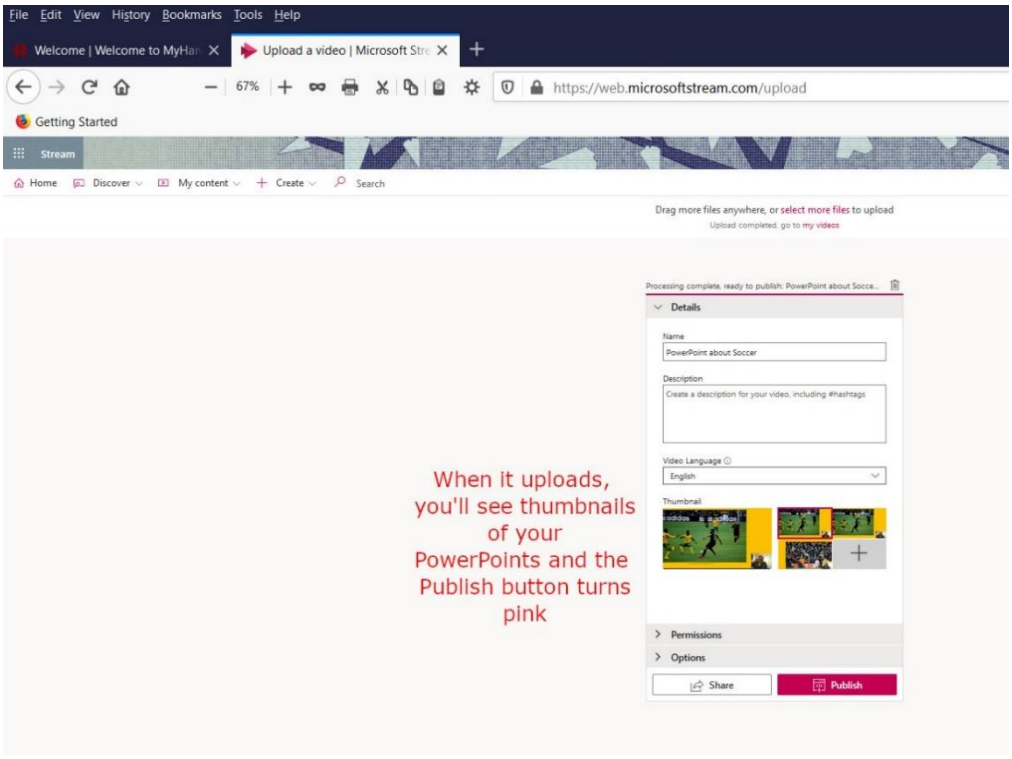
12. Select the video from the folder that you've saved it in. Mine was in the **Video** folder. I click on that folder and then click on the PowerPoint film that I just made to activate it and then the **Open** button.



13. You'll get this page. The gray block will let you know much has been uploaded. **Be patient – it takes a few minutes to fully render the upload into Stream**. The percentage will not appear to update unless you refresh your screen. After a few minutes….

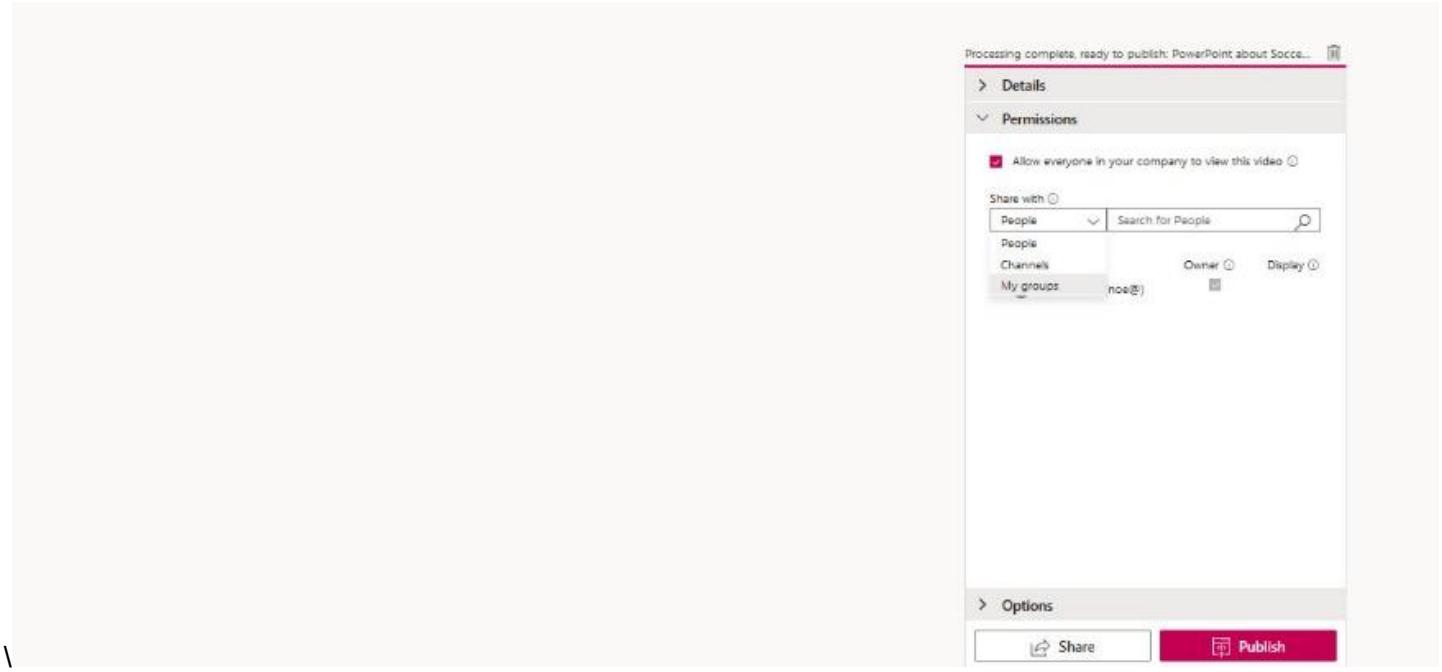


14. Suddenly the screen changes to something to this, with thumbnails of the video and a pink button for Publish appearing. Click on the **Permissions area** above Publish.



15. Here you specify who can see the video. By default, the pink tick box is filled in, which would allow everyone at Hanover to view your video. If you want to only have certain people have access to it, you'll have to set up specific permissions.

You can specify that only certain people can see a video, or you can create a group of people that can see the video – this is the better route if you are sharing this with a class. This group can be re-used to easliy share other videos that you share later with the same class or group.



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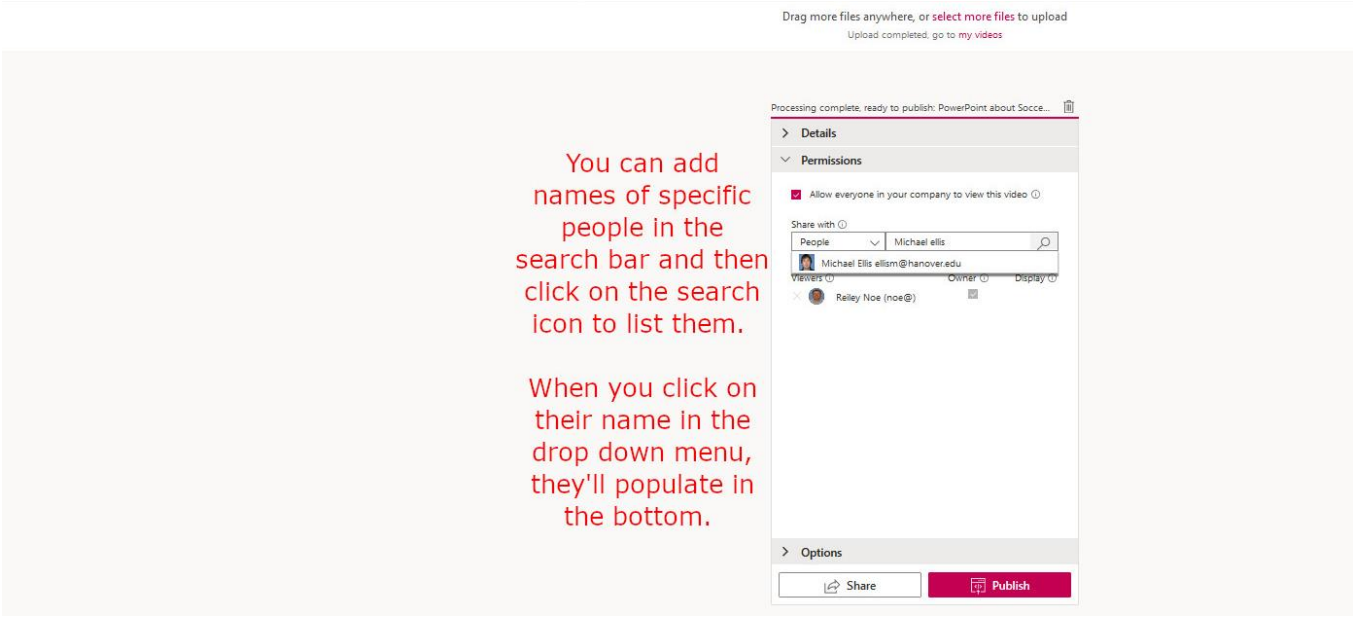
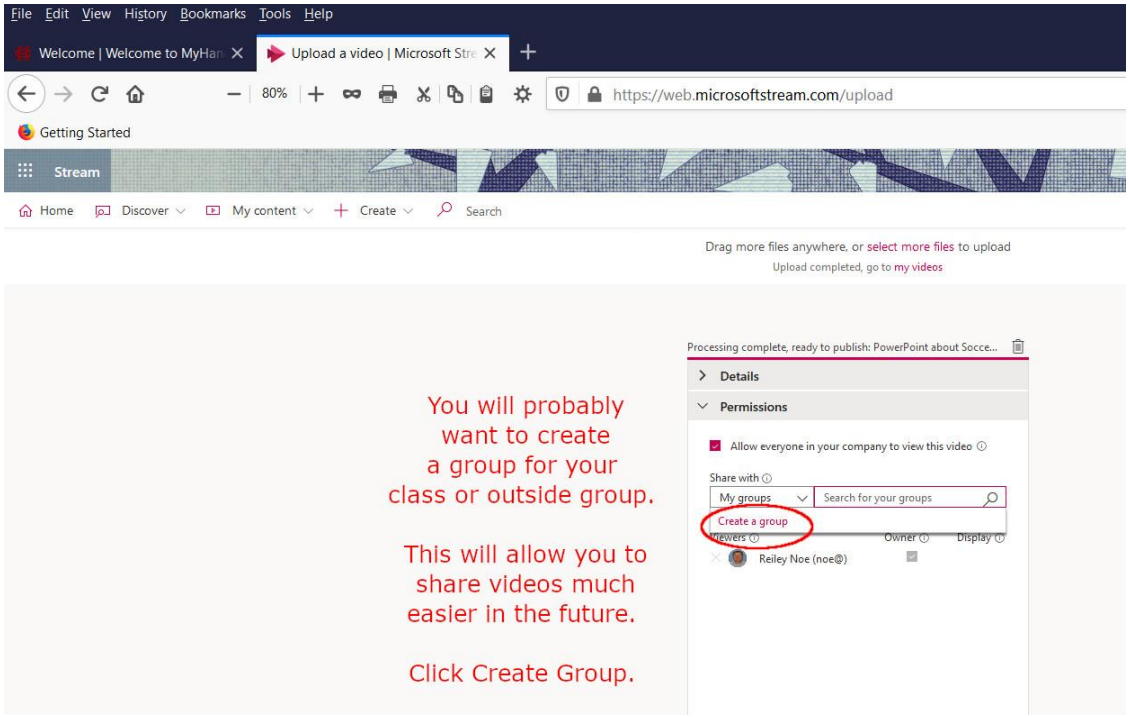
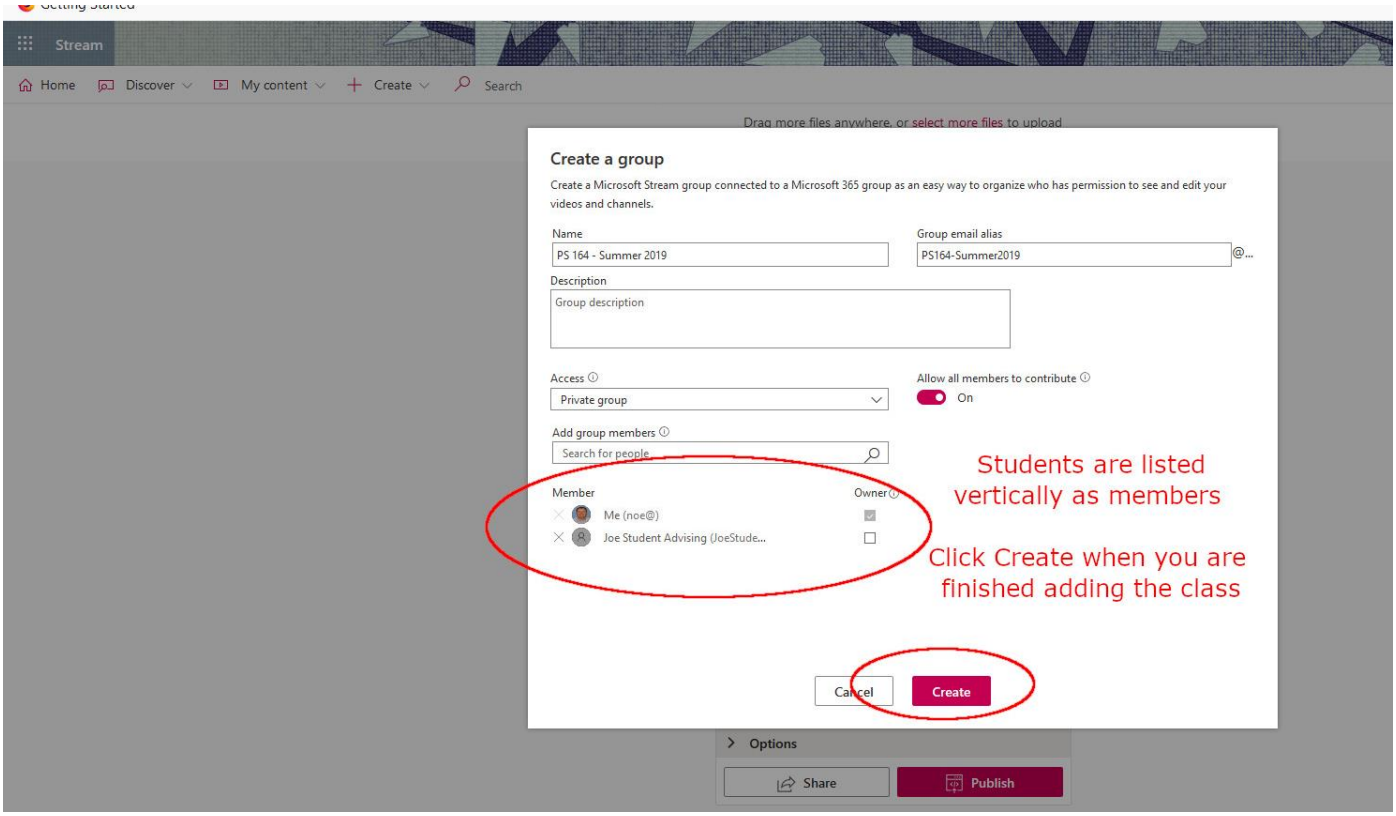
16. You can add specific people. Change the limiter to People in the left part of the search screen and then add their names and finally click on the Magnifying glass. Their names will populate beneath the search bar. Click on their names and they'll be added to the list below your name. These are the people who can view the video.



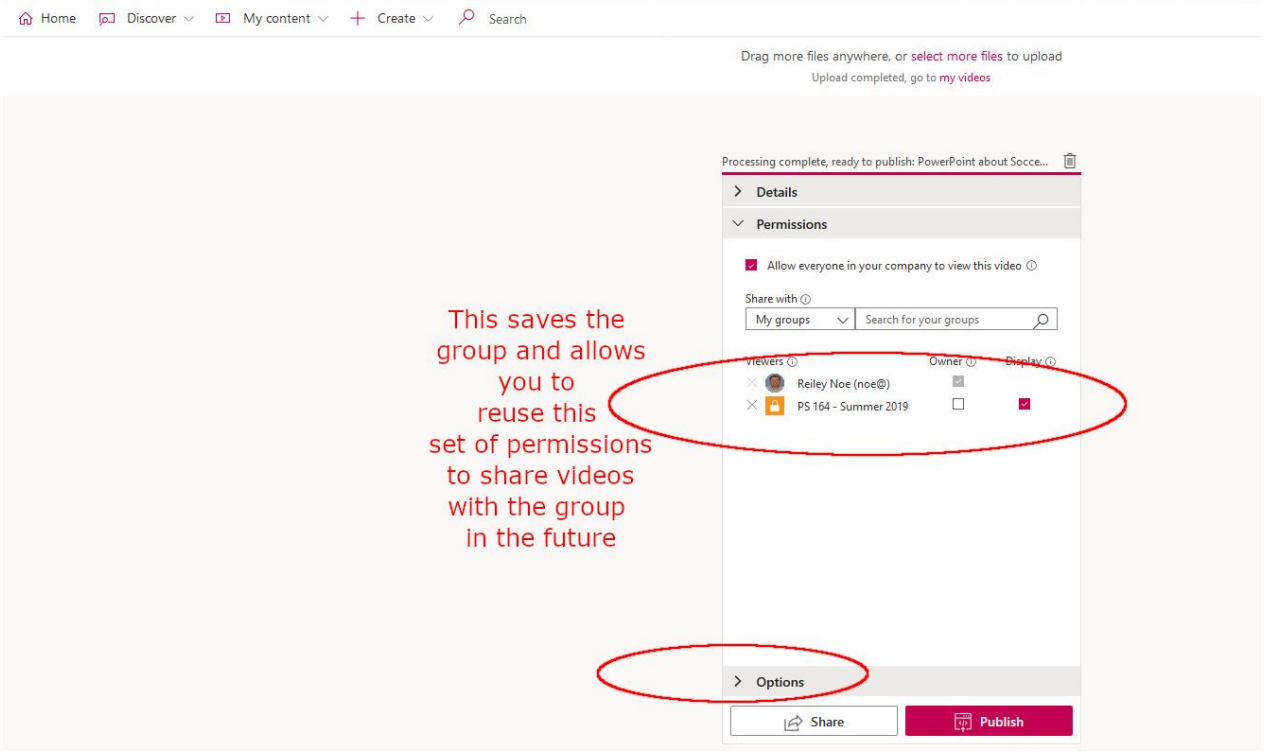
17. Generally, you'll find it easier to share videos with groups. To specify a group, **choose Group** from the limiter drop down menu to the left of the search bar. You'll notice a **red Create Group link** in the drop-down menu that appears. Click on that link.



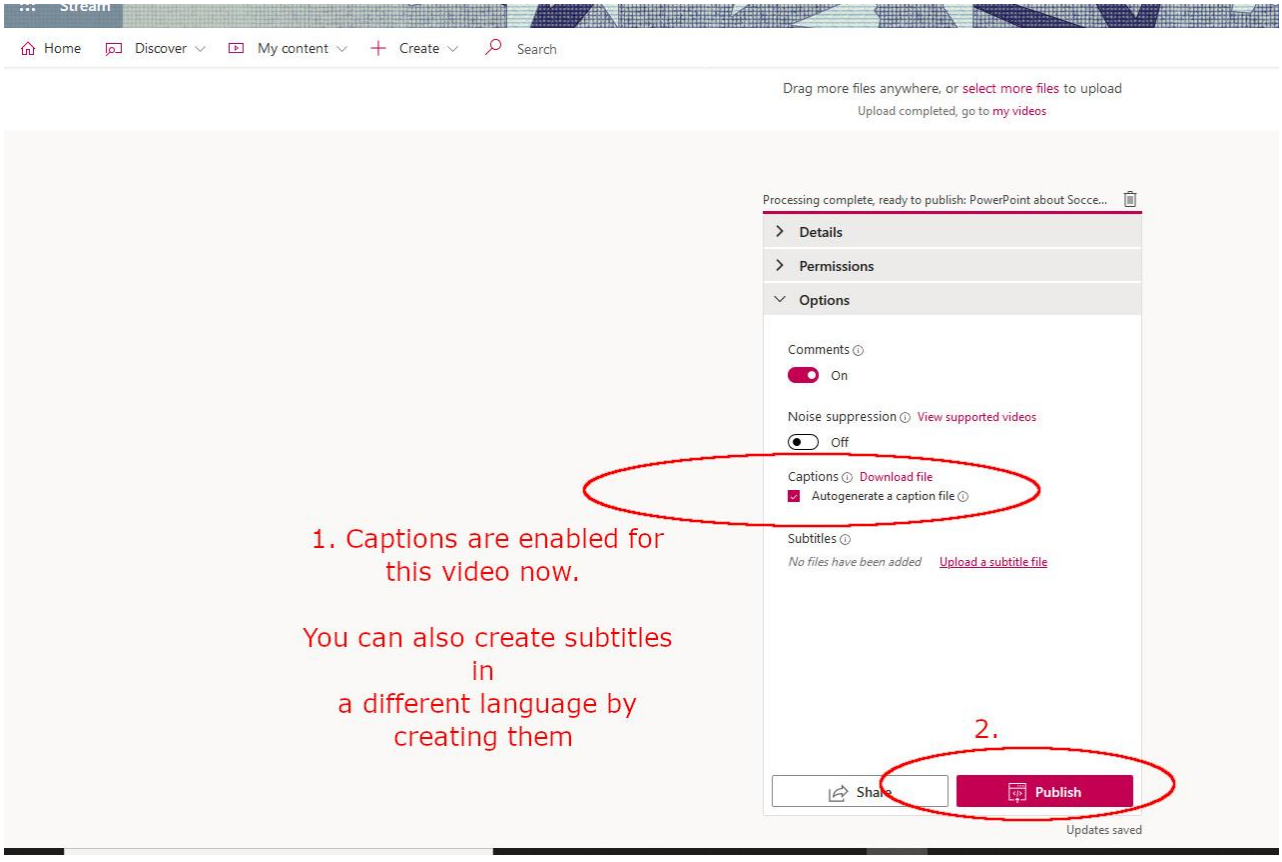
18. **Name the Group** here; I'll add a course name and Summer 2019 as the name for our example. Then I'll **add students in the Add Group Members search area**. They'll appear vertically below my name. **Click Create** when you are done.



19. You'll see the group listed below your name. This group comprises the people we added earlier and they all have the ability to view the video. Next, we'll have to make sure that the captions are included and to do that we need to click Options.

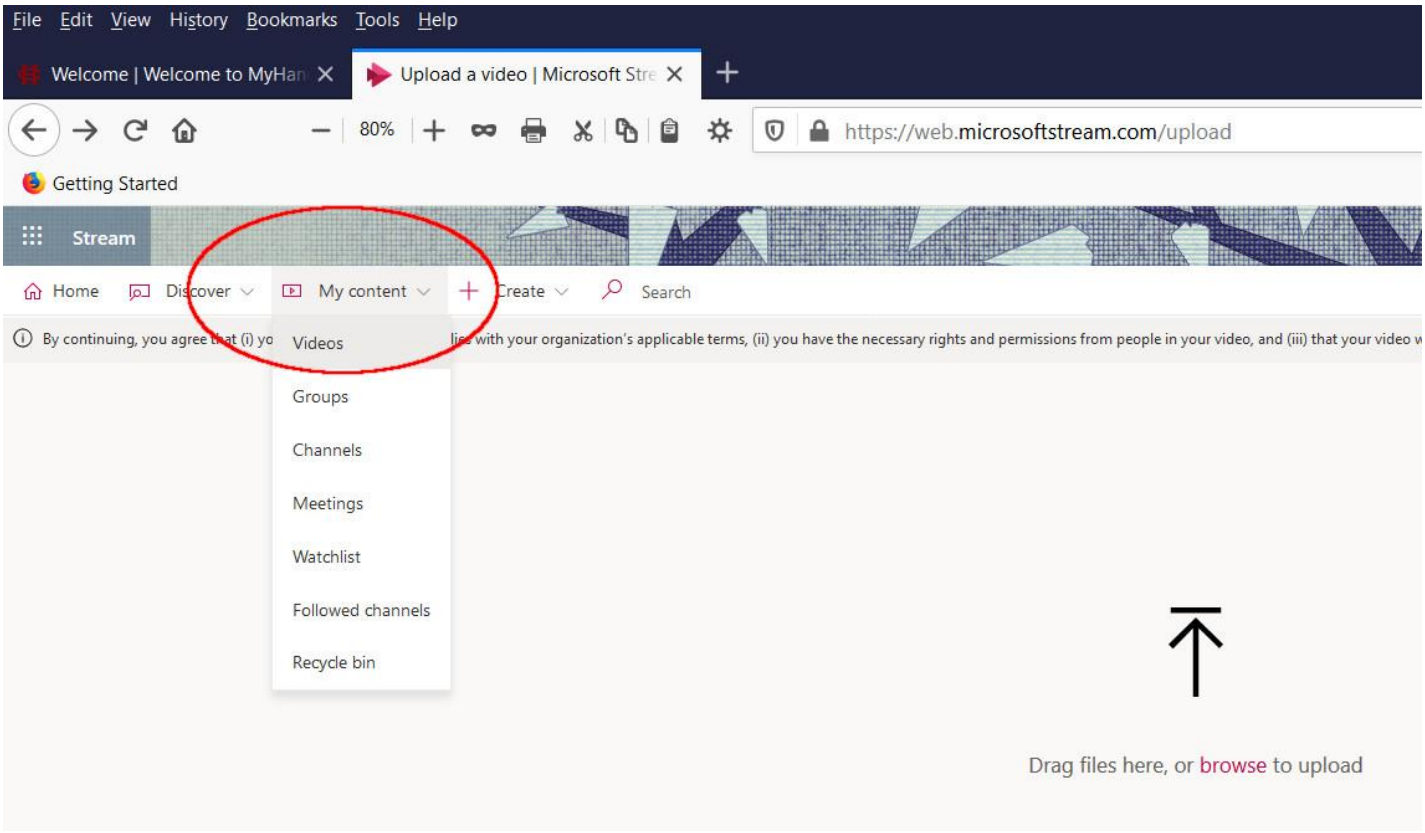


20. Make sure that the captions are enabled. Click Publish.

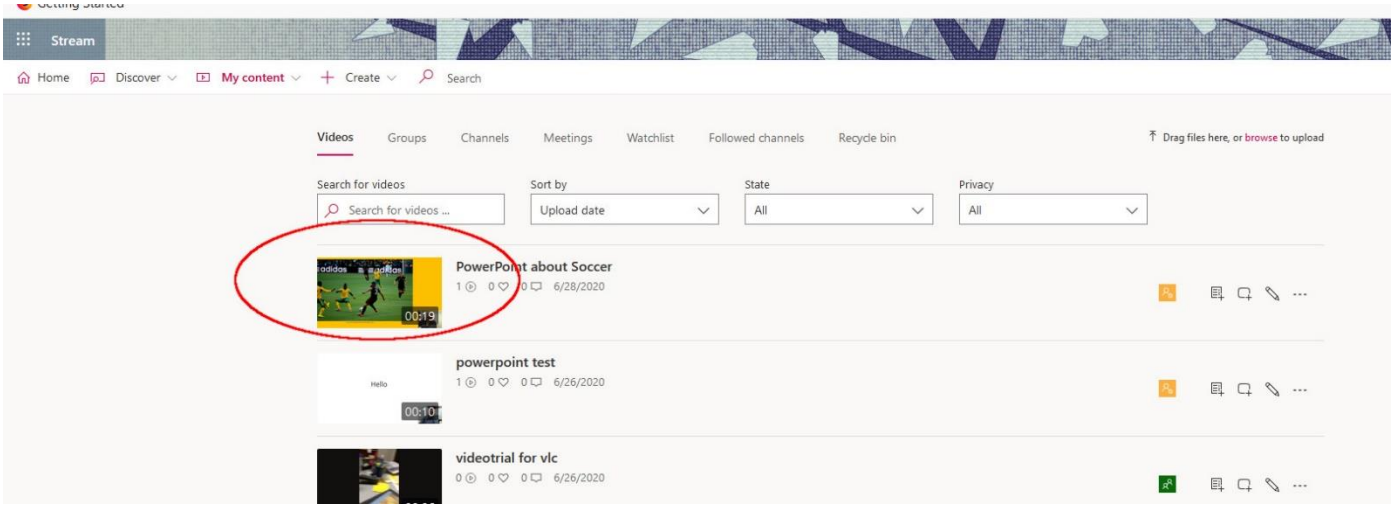


21. Now you'll want to <u>double-check your transcript to make sure that it rendered your audio correctly</u> and that the audio captions are accurate.

    Go to the ribbon and click on **My Content** and choose Videos from the drop-down menu.

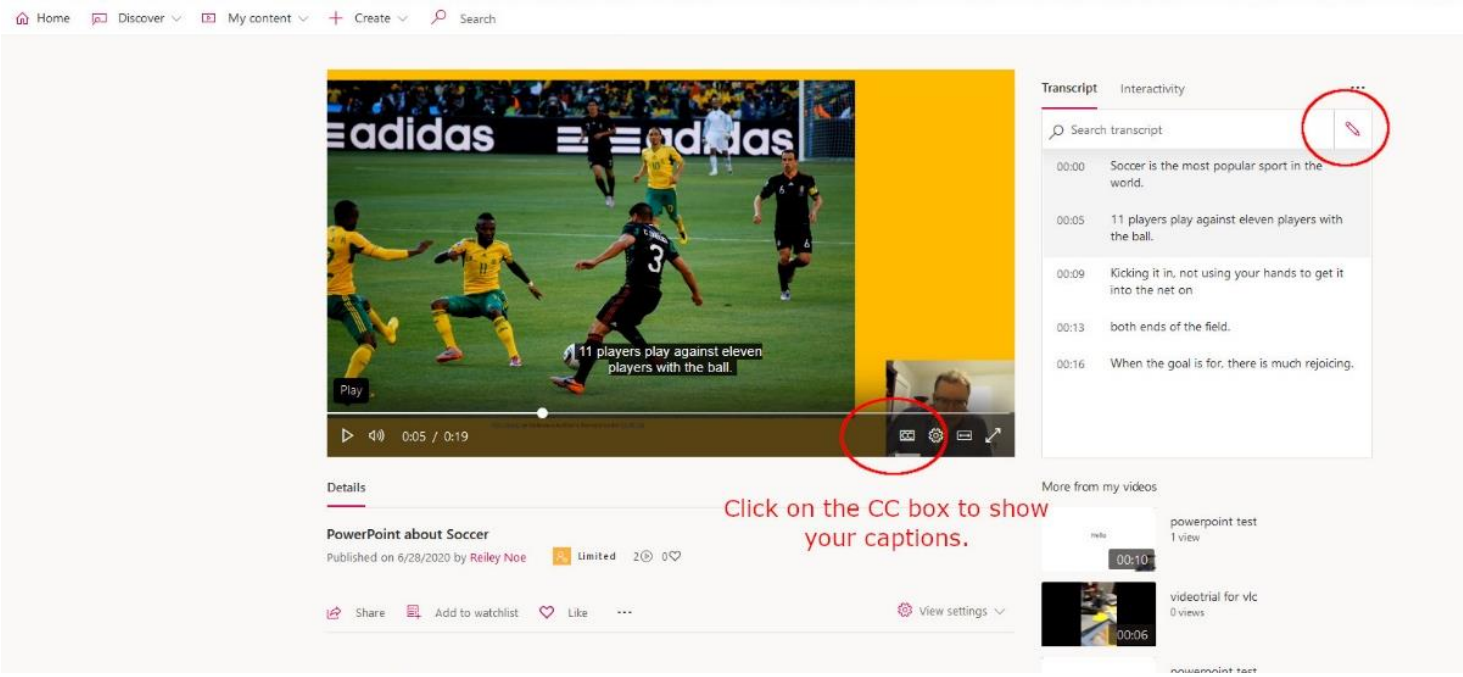


22. You'll see all of your videos that have been uploaded into stream arrayed vertically. Click on the PowerPoint Video in question.

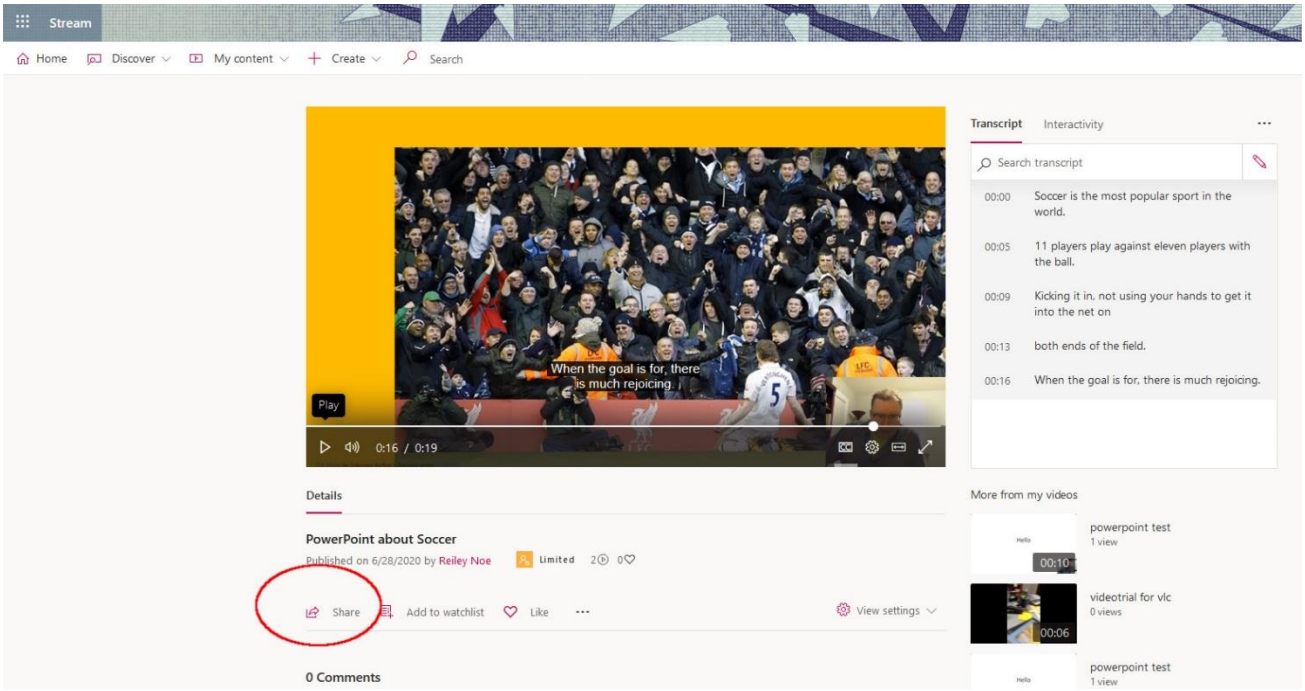


23. When you **click play and the CC icon on the lower right corner of the video, your captions appear**. You can check the captions by looking at the Transcript and editing it with the pencil icon.

    Stream does a good job of rendering words, but it is not unusual for it to flub a word that you've said and render it as a nonsensical phrase. So take a moment to make sure this is correct before sharing the video. Click on the **pencil icon** in the transcript area to edit your captions.

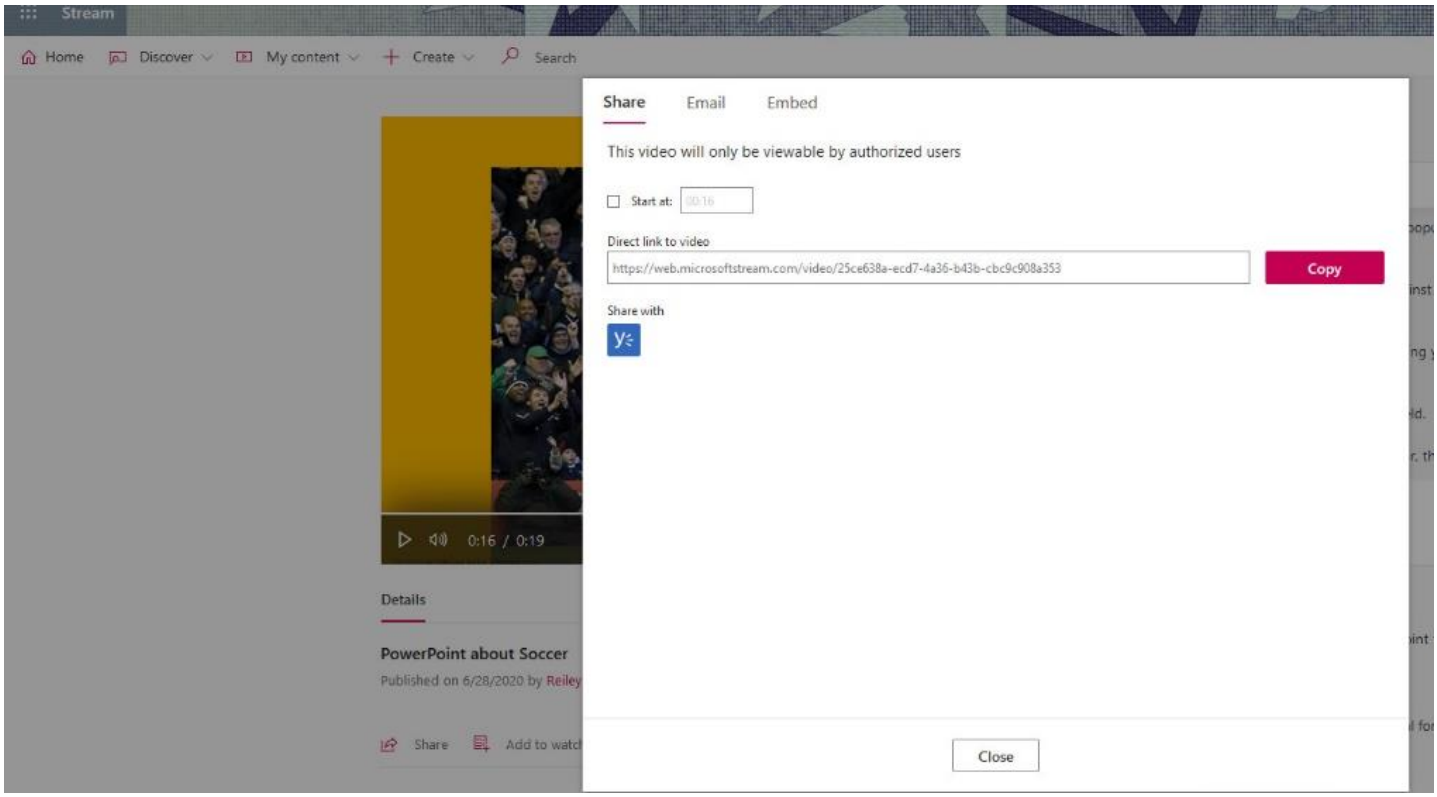


24. **Click the Share icon** below the screen to share the video. You can edit the video in other ways - such as shortening it - with the three dots icon to the right of the Share area.



25. You'll see this page. **Click Copy** to copy the link to your Microsoft clipboard. **You can navigate to a Moodle page** and add the link to the course page by using the URL resource, or you can add it to another document or an e-mail.

    Remember, though, that the permissions specify who can (and who cannot) see it. If someone cannot view your video, it likely could be that you need to add them to your group so that they can see your video.



More Info and Hints and Tips

Audio Recording Tips (University of Idaho)

Screencasting Tips and Tricks (New York Institute of Technology)

Screencasts (University of Waterloo)

You can Make a Narrated PowerPoint Video (1:23) (Microsoft)