



## Turning Your PowerPoint Presentations into Instructional Videos

Capture the power of the PowerPoint Recording toolbar! Learn to take your presentations to the next level by adding screen recording, video/narration, and drawing tools. Then you can export your video to an Office 365 Stream channel to use for flipped or blended learning modules. It's a new look at a great tool you already know how to use!

### Introduction

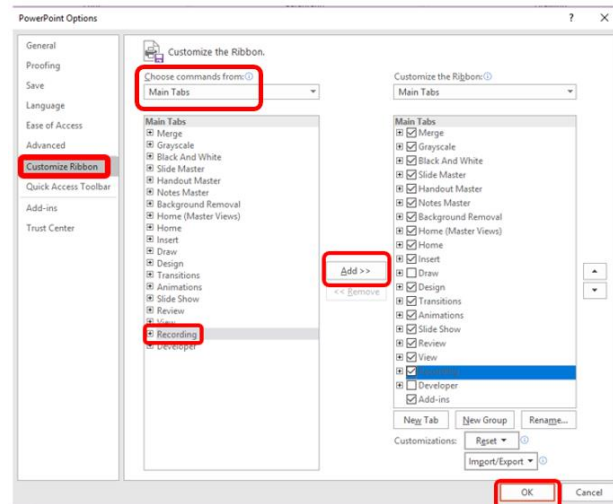
Watch this short video created with the PowerPoint Recording tab:

<https://tinyurl.com/BlendedPPT>

### Adding the Recording tab in PowerPoint 2016

- Go to **File > Options > Customize Ribbon**
- Change the Choose Commands from: to **Main Tabs**
- Select **Recording** and click **Add ...** you will see it added to the column on the right
- Click **OK**

\*\* You will have to do this on any computer on which you plan to use PowerPoint to create videos.



### Adding audio narration to slides

- Go to the **Recording** tab and choose **Audio**
- You can either upload existing audio or record your own narration.
- If you choose **Record Sound**, you can narrate the content of your slide or whatever you would like to say on that slide.
  - Hit the red record button to record your narration and the square stop button to stop.
  - A sound icon will be added to your slide. You can move this around or size it.
  - If you click on the sound icon, you can preview your recording.



- When you have the sound icon selected, you can also edit the playback options by clicking on the **Playback** tab at the top of the screen (Under “Audio Tools”)

**Playback options:**

- You can trim your audio clip if you need to cut out something or set it to fade in or out.
- You can set your audio to play automatically or when clicked or other options (“Hide During Show” will hide the sound icon)

**Recording slide show with inking options**

- Go to the **Recording** tab and choose **Record Slide Show**
- You can record from the start or on the current slide  
 \*\* I suggest recording each slide separately; because if you record it all together and then add something, the timings will be off.

- Any animations you have built into the show will still work in the slide show recording.
- You can ink on the slide as you record (this is super easy if you have a Mobi attached to your computer or if you are working on a tablet or touch screen laptop)
- You can also move or turn off the thumbnail video that appears in the bottom corner.
- If you mess up, you can clear the recording with the button at the top.
- Hit **ESC** to go back to the presentation screen

### Exporting your finished video

- Once you finish and you're ready to create your video, on the **Recording** tab, click **Export to Video**
- Click **Create Video**
- Choose where to save your video and name your video.
- That's it!!



**Now you can use your video for flipped or blended learning lessons, station rotations, upload to Playposit and embed questions, or post them on your class webpage!**

### Other options to explore on your Recording tab

- **Apps and Quizzes** – These are interactive apps and simulations you can embed, but they do not work in video mode. But some of them are really cool to use in whole group instruction!
- **Screenshot** – Take a screenshot to add to your slideshow
- **Screen Recording** – Record what you are doing on your screen ... great for computer tutorials and how-to videos
- **Video** – Embed a video in your slideshow; this video will play automatically in your PPT video.
- **Save as Show** – This saves the PPT in presentation mode. The file will open in presentation mode instead of edit mode.