



LECTURE RECORDING THROUGH POWER POINT

PowerPoint narration recording on slide shows

Version 1.0

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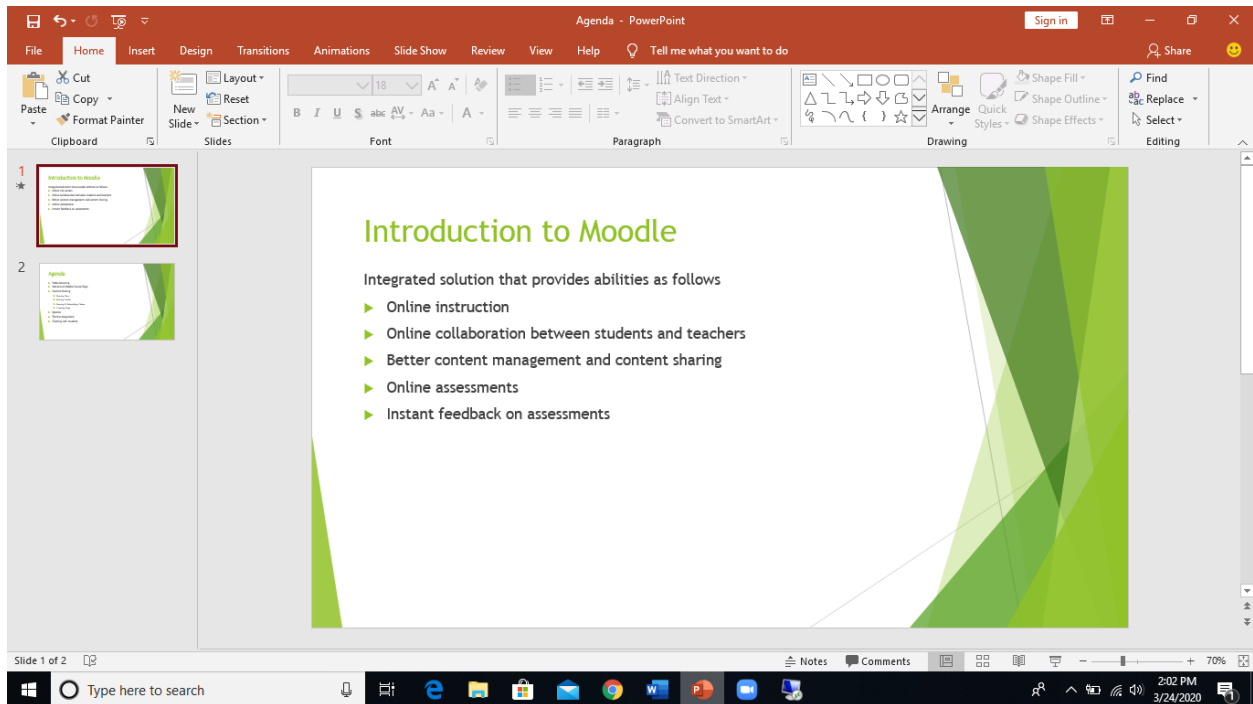
Overview:

There are multiple ways of conducting digital sessions for your classes and some of these have been included in this document. This document shows how you can integrate your lectures with FCCU Moodle using PowerPoint narration.

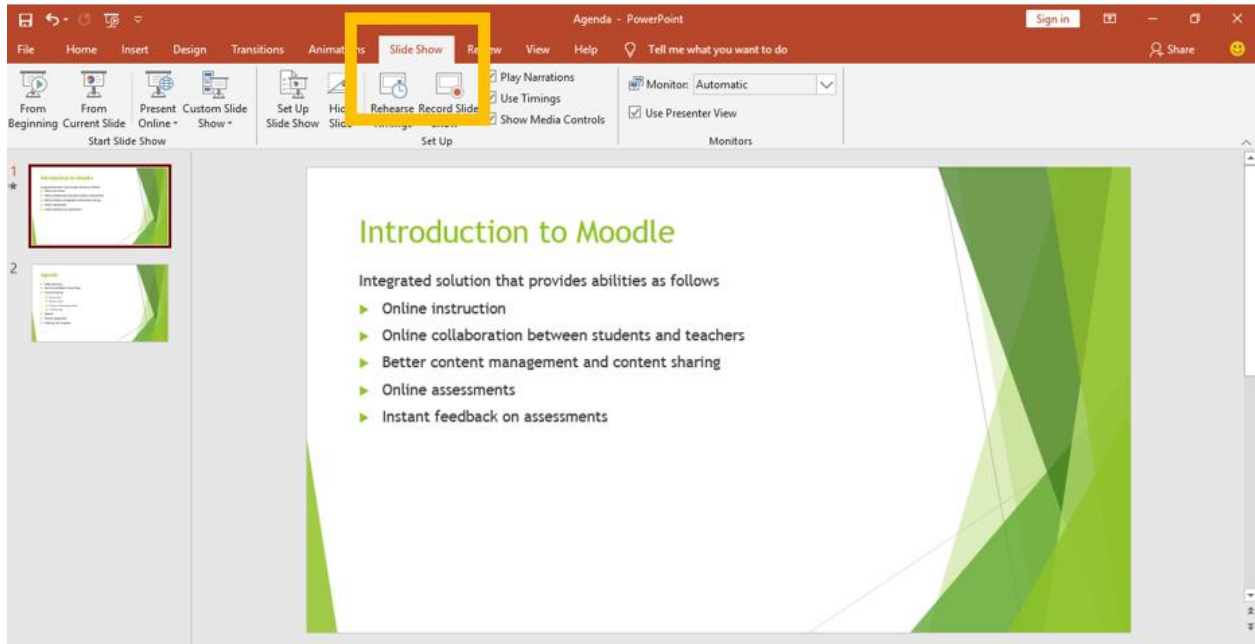
PowerPoint Narration:

Through PowerPoint you can create slide show with narration. This feature provides you with the capability to create text and graphical content for your slides and then record explanation/lecture in the form of narration.

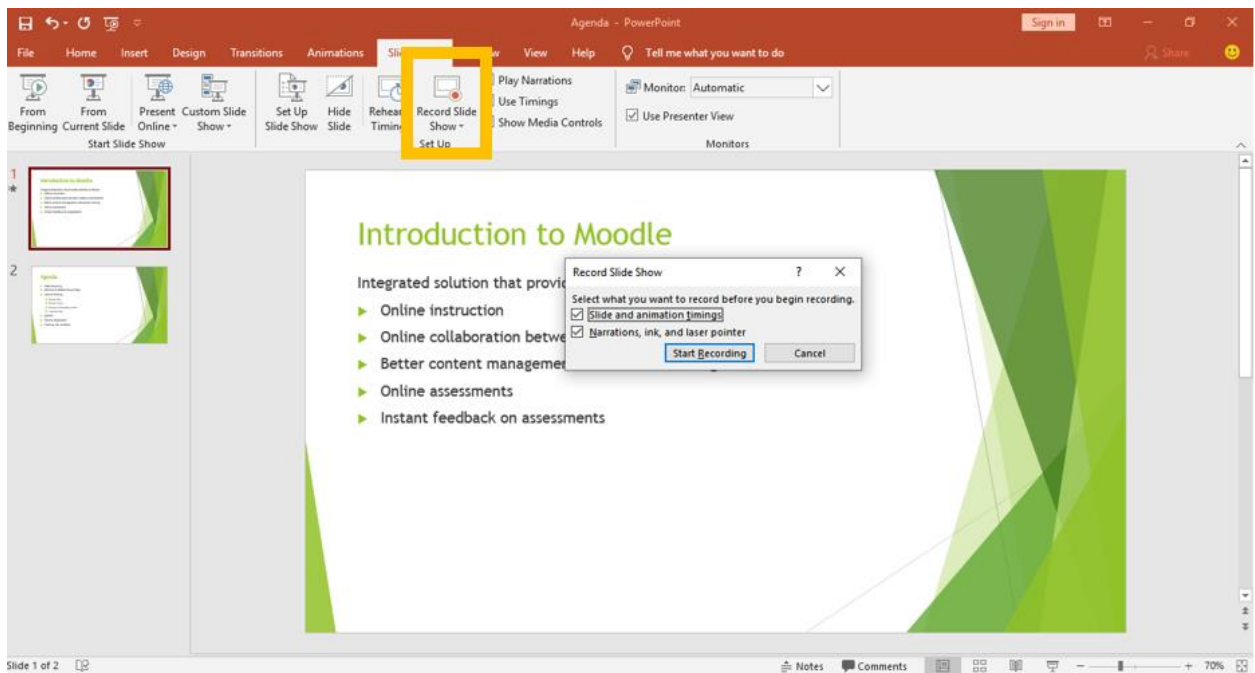
Step 1: Open PowerPoint



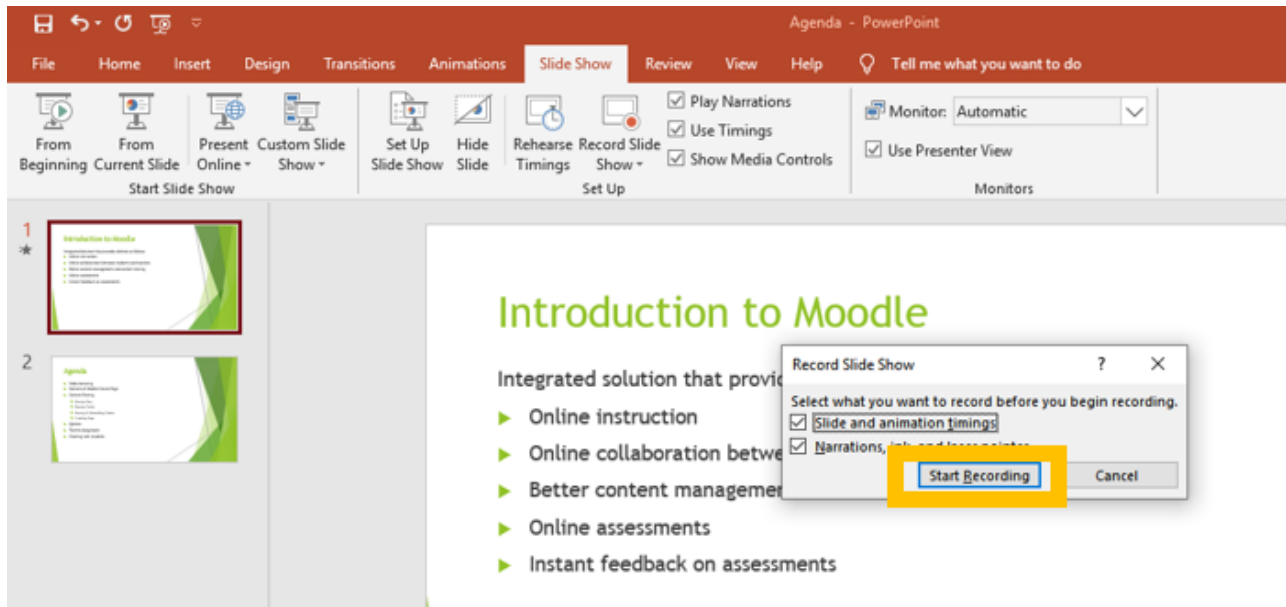
Step 2: Go to slide show on top tool bar



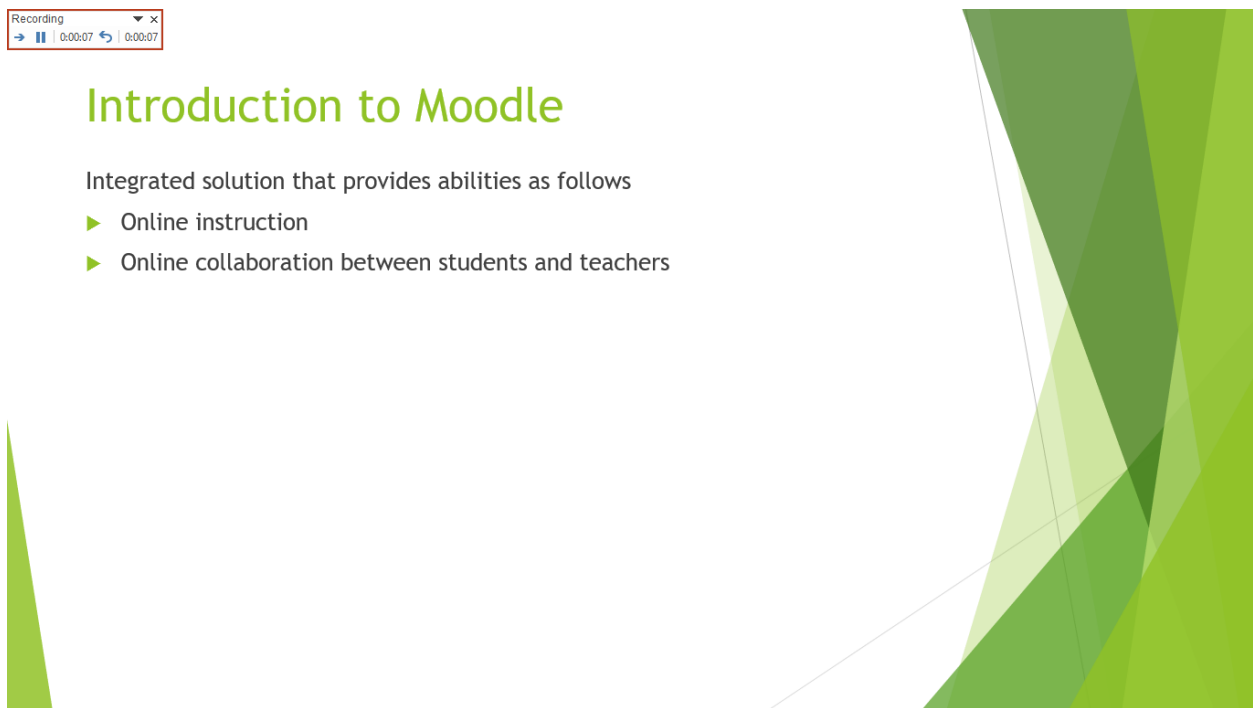
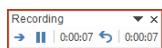
Step 3: Click on record slide show:



Step 4: After clicking on record slide show a box will appear. Click on Start Recording:



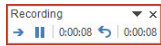
Step 5: Recording begins on the slide show



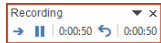
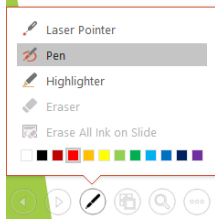
Features accessible while recording PowerPoint slide show with narration:

1. Ink annotations:

During the slide show recording you can use ink annotations on slides. For this you would need to select pen as follows:

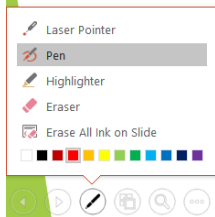


Introduction to Moodle



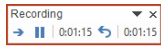
Introduction to Moodle

Moodle



2. Highlight text:

To access this option select the feature as shown below:

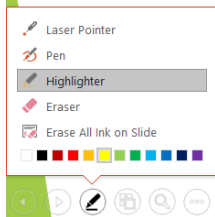


Introduction to Moodle

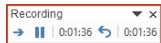
Integrated solution that provides abilities as follows

- ▶ Online instruction
- ▶ Online collaboration between students and teachers

Moodle



After selecting the option of Highlighter, you can simply highlight the text



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Moodle

3. Laser Pointer:

You can access laser pointer in a similar way:

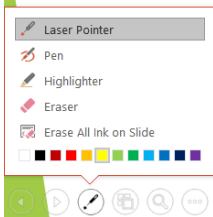


Introduction to Moodle

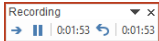
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After selecting the tool point your laser:



Introduction to Moodle

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Saving the recording:

The recording is saved on the slides so when you upload your presentation as PowerPoint, the student when accesses the PowerPoint and enters slide show will hear all the narration. PPT does not create a separate video file. It saves the narration on the slide show.

Note: While using this feature please make sure that you move in one direction, do not go back and forth on slides, as the narration on PowerPoint every time you go back is overwritten.

Sharing narrated PowerPoint on your moodle course page:

You would share the PowerPoint as a file upload on moodle for information on how to upload file please [click her](#) to view the guide.