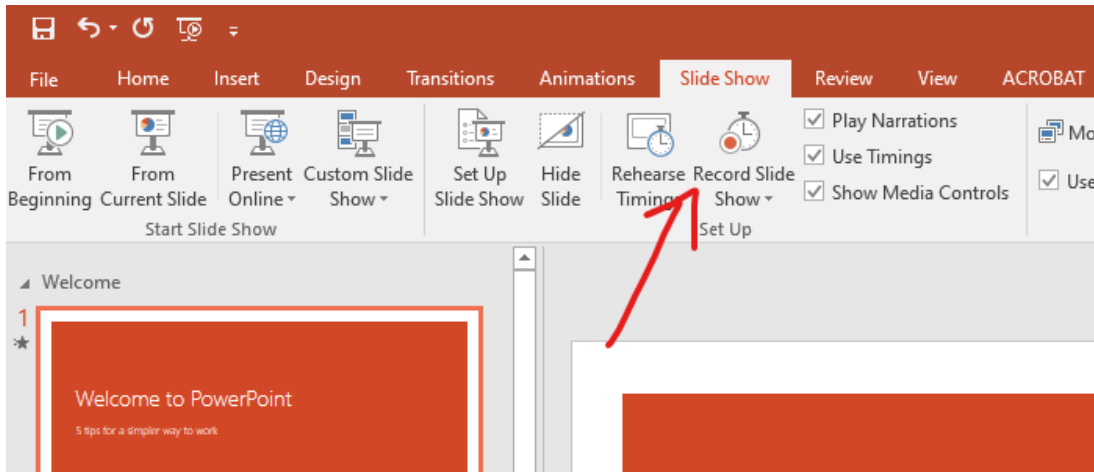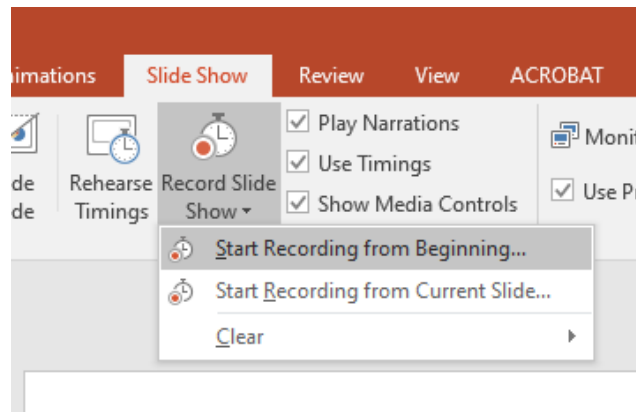# How to add Audio Narration to a PowerPoint and share it from AggieVideo

Creating a PowerPoint with Audio Narration

1. From a computer with a built-in or connected microphone open your presentation. On the **Slide Show** tab, select **Record Slide Show.**

   a. The drop down menu will allow you to record from the beginning or from the current slide you are on.

2. Select the options you want included with your recording, then select **Start Recording.** You will need a microphone in order to record your narration.
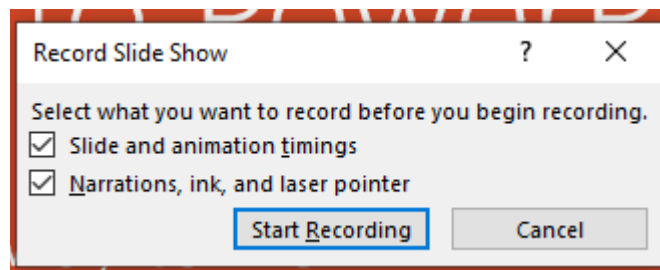

3. Your presentation will play. In the top left corner will be your Recording toolbar, which allows you to:


   a. Go to the next slide -
   b. Pause the recording -

     c.   Re-record the current slide - ⟲, the previous recording for that slide will be erased

     d.   When you are finished with recording, select the X in the corner of the toolbar.

4.   To use the ink, eraser, highlighter, or laser pointer, right click during the recording, and go to **Pointer Options**. You can also change the ink color. These actions will be recorded for playback.
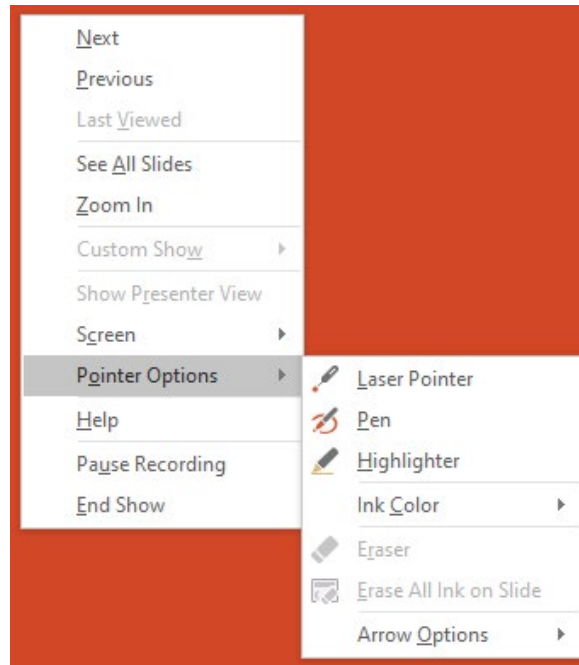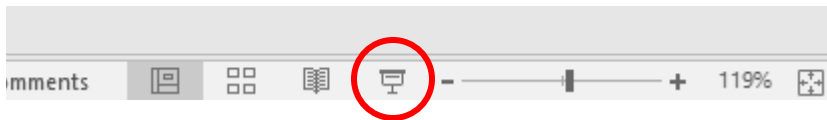

5.   When you are done with recording your presentation, right click and select **End Show**
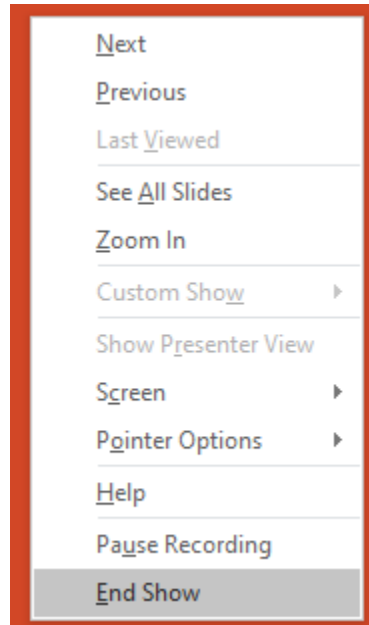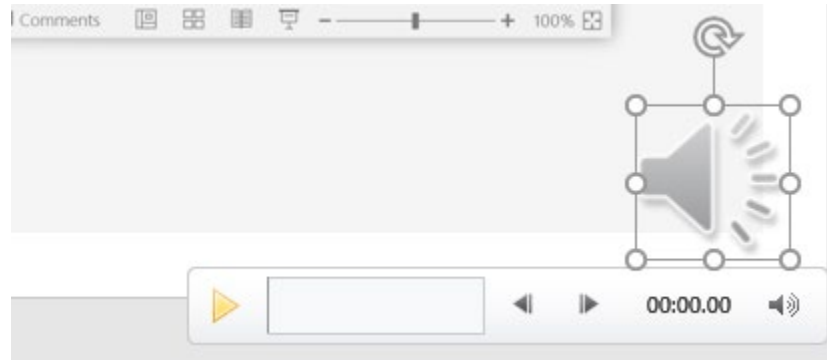

6.   To watch the recording: Start the slide show as normal by:

     a.   Using Slide Show -> **From Beginning**
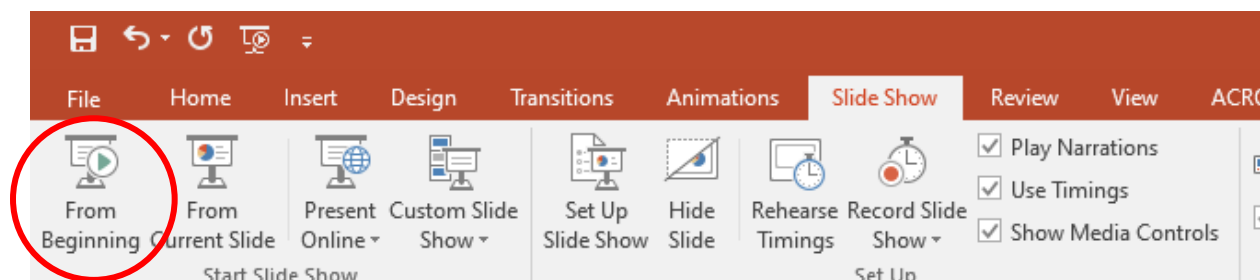
     b.   or the **Slide Show** icon on the bottom right

7. To hear audio of particular slides: there will be a speaker icon on the lower right. Right click the speaker and click the play icon.

Saving the Presentation Recording as a Video

1. After checking the recording, the next step is to save the presentation with the recording as a video. This is done by going to File -> Export -> **Create a Video**. You can change the quality and what to include in the video. Then select **Create Video.** Select where to save the video and appropriate name to save as.
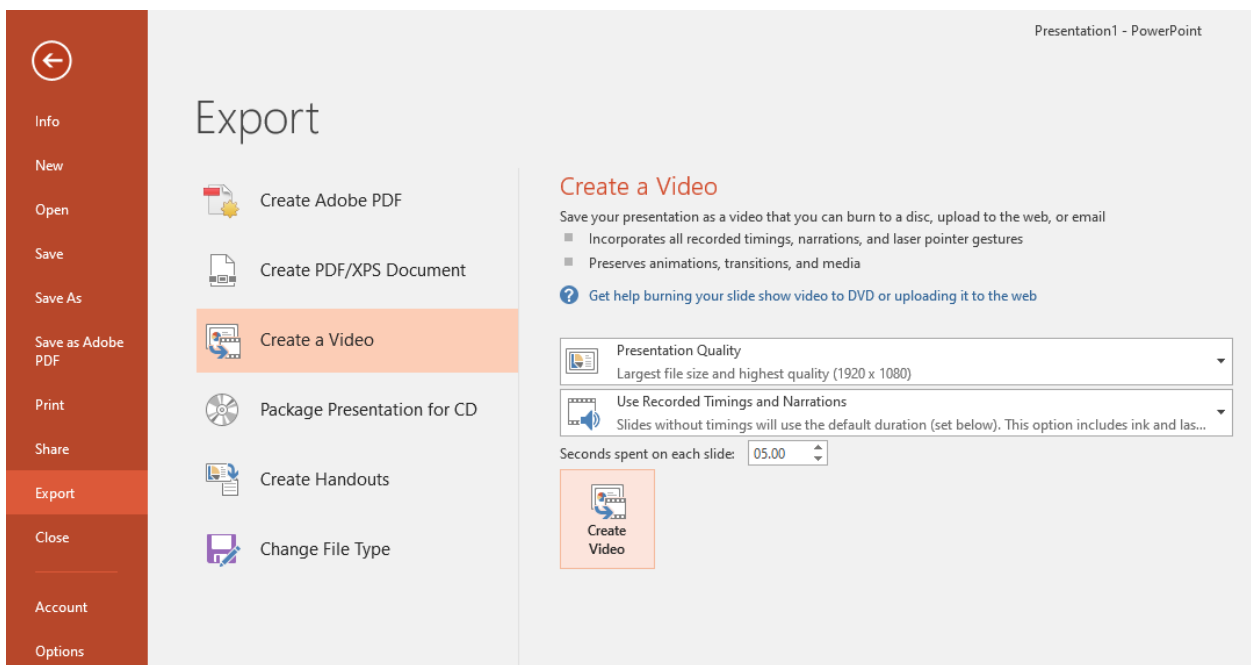
   a. It can take a couple of minutes for PowerPoint to save the video.
   b. Navigate to the file and double click to test it out in a video player.

Uploading the Video

1. Go to the Aggie Video site: https://video.ucdavis.edu/
2. Click the **GUEST** icon at the top right, and select **Login**. Login with Kerberos login and password
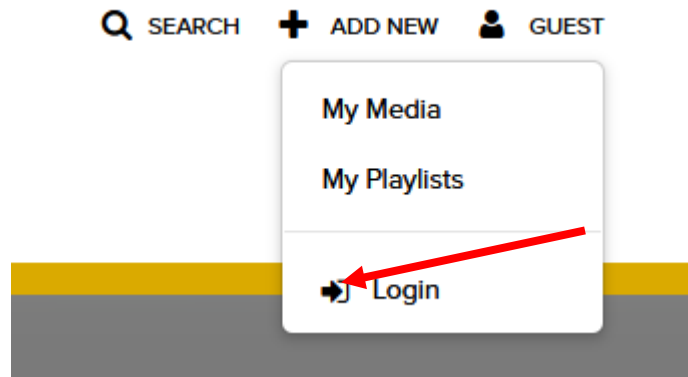
3. Click **+ ADD NEW** to upload a video and select **Media Upload**
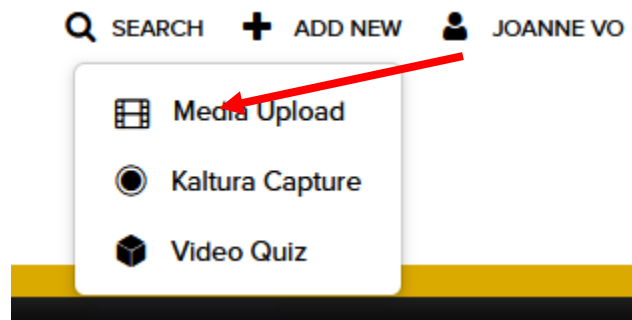
4. You will now be on the Upload Media page, and can add your video by:
   a. Dragging and dropping your video file into the outlined box
   b. Or selecting **+ Choose a file to upload**, navigate to the file and open it.

5 Upload Completed! Complete the required information for the uploaded media below.

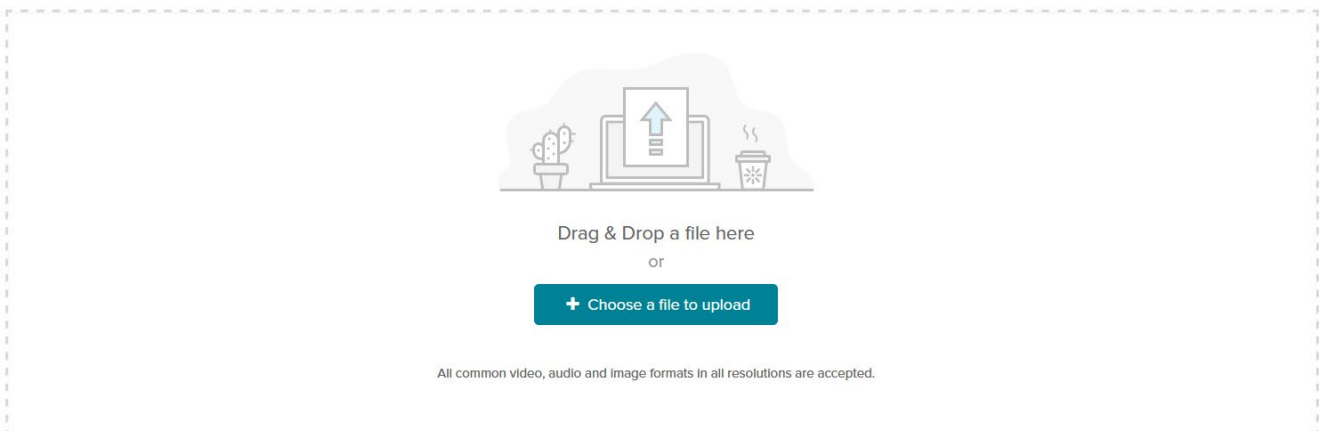**Please fill out these details:**

6a   Name: (Required)

TestVideo

Description: Black ⌄   **Bold**   *Italic*   <u>Underline</u>   ☰   ☷   ☲   ☲   🔗   🖼

6b

This is a test video for demonstration purposes

6c   Tags:

× presentation   × test

6d   Co-Editors and Co-Publishers:

+ Add Collaborator

Select users that will be allowed to edit the content metadata and related assets (such as caption files) and/or to publish

> Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.   ✕

7

⦿ Private - Media page will be visible to the content owner only.

○ Unlisted - Media page will be visible to anyone with a link to the page.

○ Published - Media page will be visible to individuals according to entitlements on published destinations

Save   Go To Media   Go To My Media

5. A bar across the top will showcase the progress of the upload. The following information will need to be filled out for the publication.
6. Fill out the Fields for the video:
    a. Name (Required): The title of the video presentation
    b. Description: Text to organize and describe the video
    c. Tags: Topics discussed in the presentation
    d. Co-Editors and Co-Publishers: Can add collaborators that WILL be able to make edits to the uploaded presentation, please use carefully and with full considerations
7. Select to make the presentation Private, <mark>Unlisted</mark>, or Published (recommend you select Unlisted):
    a. **Private** - Media page will be visible to the content owner only.
    b. <mark>**Unlisted** - Media page will be visible to anyone with a link to the page.</mark>
    c. **Published** - Media page will be visible to individuals according to entitlements on published destinations
8. Click on **Save** and the information entered will be saved
9. Click on **Go To Media** once the information is filled out. Depending on how large your video is, the media page may take some time to upload the full video. You will see a message that it's still uploading. When the video is done uploading, it will tell you to refresh the page.

10. Once your video is finished uploading, you can now click the play button to watch
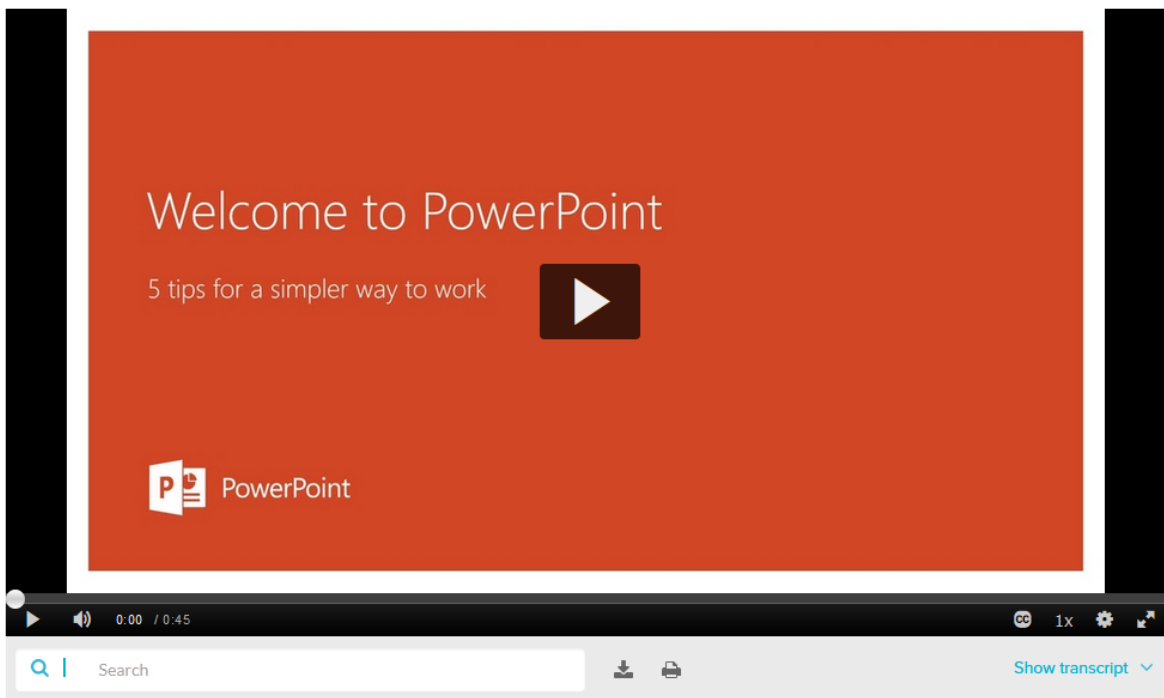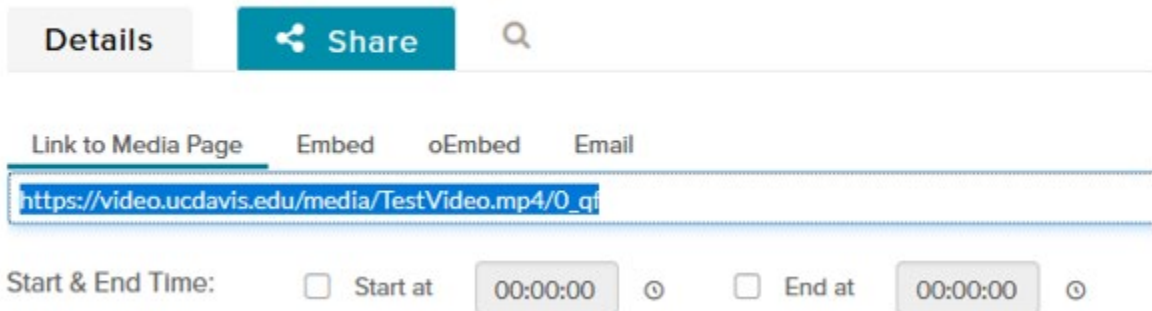
11. Click the Share button to get a url link for the presentation that you can share with your students.

12. Share this link with your students.