

Narrating PowerPoint Presentations

How Can It Benefit Teaching And Learning?

Microsoft PowerPoint can provide a familiar and easy tool for faculty to capture and share their lectures with students. Narrated PowerPoints can be uploaded to Moodle in the event of an emergency or campus closing or for students to view in advance of a related class discussion or activity.

They can also offer an alternative and engaging representation of course content to help you teach to a variety of student learning styles and needs. Keep in mind that good narration should enrich the content of the slides by exploring concepts, providing context, and delving deeper into topics. Narration should not be a reiteration of slide content.

This quick guide will walk you through adding narration to a PowerPoint lecture or presentation.





What You Will Need

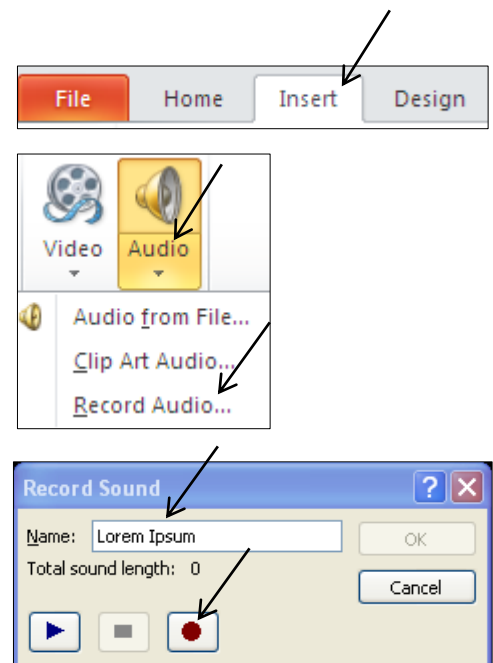
A Computer and Microphone – Most recent laptop computers will have a built in microphone for recording voice. If you have an older computer or desktop, a headset can be purchased from a local retailer (e.g. Staples, Best Buy, Radio Shack, etc.) or borrowed if available from the Adelphi Help Desk (for availability call 516-877-3340).

An existing PowerPoint presentation – This guide will focus on adding narration and instruction to existing PowerPoint presentations. If you need assistance creating a PowerPoint presentation, please contact the Adelphi Help Desk (516-877-3340).

Quick Steps to Add Narration to Your Presentation

Begin by opening the presentation and advancing to the slide where narration will start.

1. Click on the **Insert** ribbon
2. Click on the drop-down arrow under **Audio**
3. Select **Record Audio...**
4. Enter a short name for the recording (e.g. "Slide 2", topic name, etc.)
5. Press the **Record** button () and begin narrating your slide
6. You may stop or pause recording by pressing the **Stop** () button and resume again by pressing the **Record** button.
7. Review your recording by pressing the **Play** button ()
8. When you have finished recording audio for the current slide press **OK**.
9. You will see the Audio icon () appear on the slide. Audio is now embedded in your slide.
10. Advance to the next slide and repeat these steps until you are done.
11. Completed presentations can be uploaded to Moodle for students to access. The Moodle directions for **Link to a file** can be found here:
<http://fcpe.adelphi.edu/moodle/resources/index.php#file>



Tips and Tricks

Prepare a script or list of talking points prior to recording. Being prepared with a script or talking points will make the difference between an okay recording, and a clear and engaging recording. (Bulleted lists work well.)

Be thorough but concise. Going into too much detail can be distracting and less engaging.

Where to Get More Help

The Faculty Support Lab can help you add narration to your PowerPoints. Please contact the Support Lab at 516-877-4220 or 516-877-4228. The Faculty Support Lab is available on campus located in Alumnae Hall, room 01; our hours are Monday through Thursday 9am-7pm and Friday 9am-5pm during the semester. Please call ahead if possible.

For assistance in creating PowerPoint presentations, purchasing Microsoft Office, or technology-related questions or problems, please contact the Adelphi IT Help Desk at 516-877-3340.