

This documentation will cover steps on how to Narrate a PowerPoint. Save the PPT file as a video file type and then use that video file to upload to Kaltura.

Narrate PowerPoint

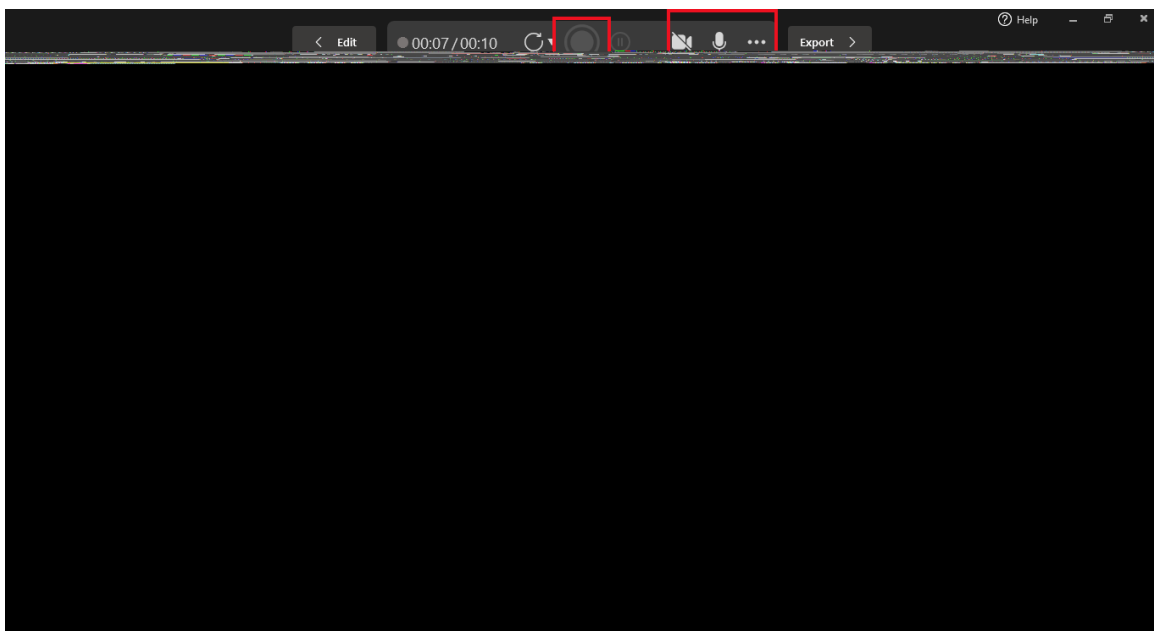
Microsoft offers documentation about how to record a slide show, [check this out from Microsoft](#).

Wilmington University students may download Microsoft Office 365 for free. Please review [this site](#) regarding free O365 download instructions.

After preparing your PowerPoint slides, it is time to narrate your presentation.

1. Click the Slide Show tab.
2. Click Record.
3. Then select to record from beginning to start.

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Narrating in PowerPoint allows you to control the recording on each slide with the affordability to “fix” a slide if needed.

7. To rerecord or clear recordings, choose the **Recording** tab and then choose **Clear Recordings** > **On Current Slide** or **On All Slides**. This will clear narration, video, and any inkings.

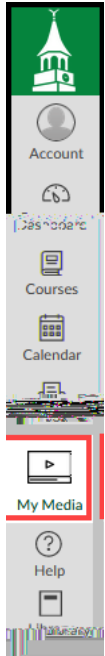
8. When you are happy with the results, you may then Save your PPT. To Export your PPT as a video file, you can go to File menu and select **Save As** and from the file type, select **mp4 video**.



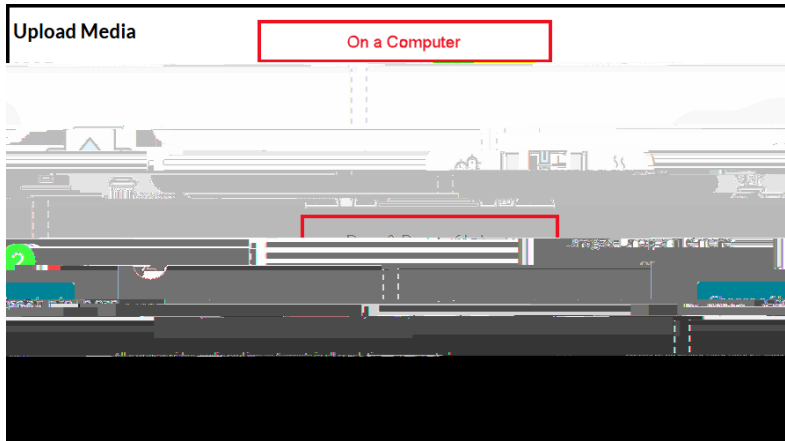
UploadMedia

Students may already have a video on their computer or mobile device that they wish to submit to an assignment.

Go to My Media from the Global menu in Canvas. menu click Media Upload.



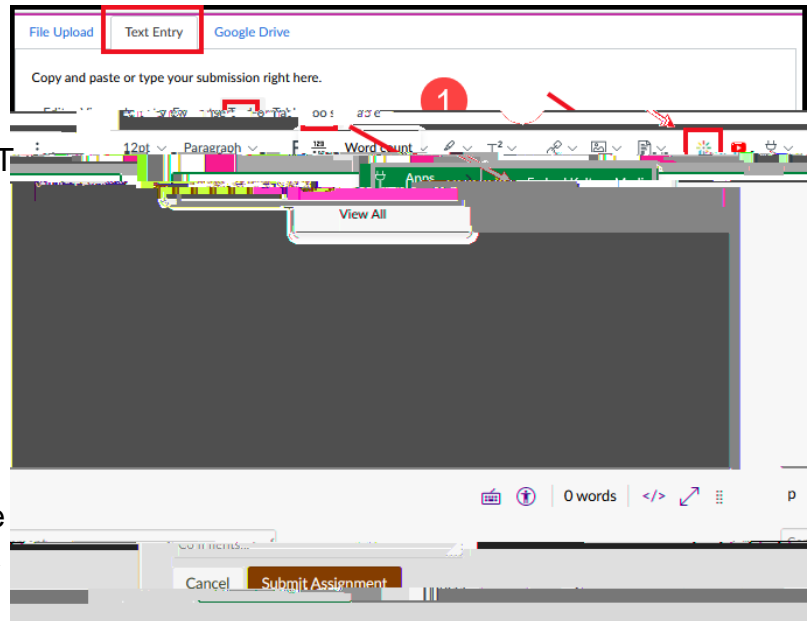
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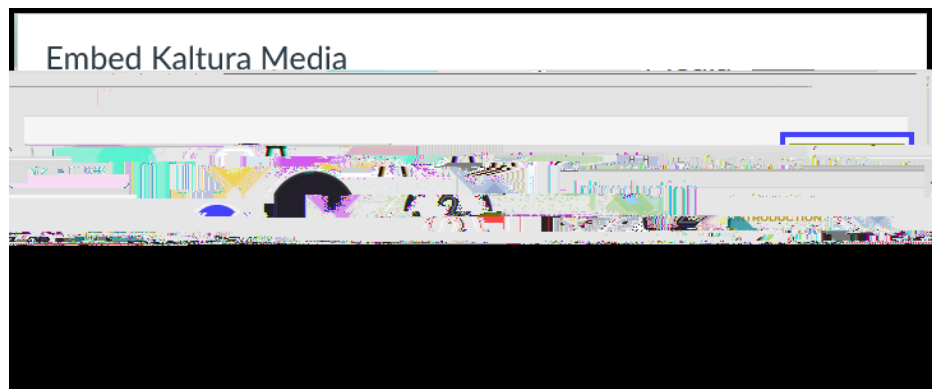
Submitting a Kaltura video in an Assignment:

1. Navigate to your Canvas Assignment.

- Click the green button START Assignment.
- Or, if you are in a Discussion Assignment, click Reply.
- Using the Text Entry tab, you will locate the Kaltura App from the Tools/App and find the Kaltura App from the menu.
- Or click the bottom row of the Rich Content Editor and click the starburst icon (Embed Kaltura Media) tool.



2. This will take you to your My Media repository, where you can select your video.



3. Back at the Assignment level:

- Click Submit Assignment
- OR, if you are in a Discussion, click Save Post Reply

