

Blackboard: Audio Lecture with PowerPoint

Note #1: If you are not familiar with PowerPoint, check out the 'Audio Lecture with PDF'.

Note #2: Lecturing over PowerPoint can also be done using Kaltura (see TIPS site below).

Note #3: If using PowerPoint, you can create an audio lecture that automatically splices together individual slide recordings (which have benefits), check out Microsoft Voice-Over for PowerPoint (see both sites below)

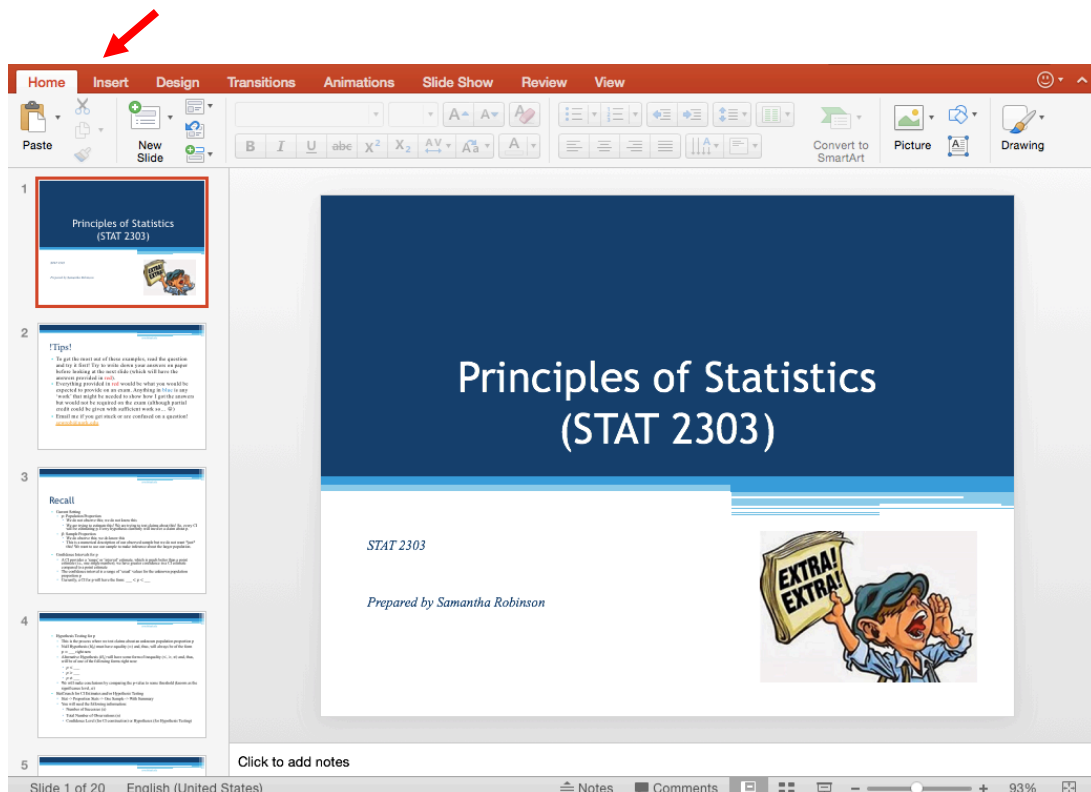
TIPS mentions this feature here:

<https://tips.uark.edu/contingency-planning-creating-content-and-assignments-when-classes-are-cancelled/>

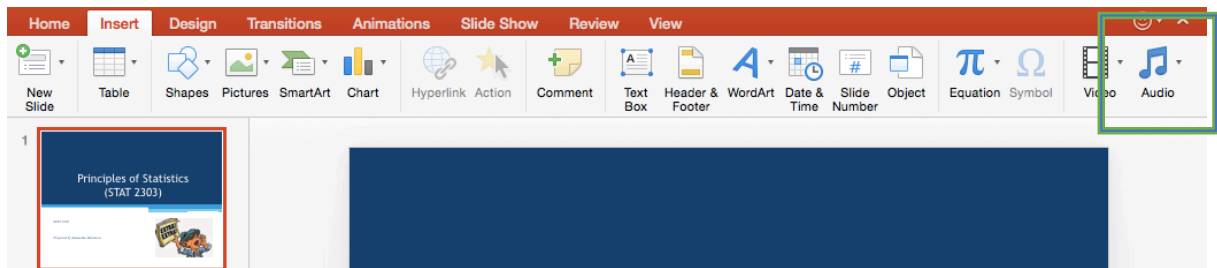
However, you will eventually get redirected here:

<https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

1. First things first! Open a fresh (or already created) PowerPoint presentation!



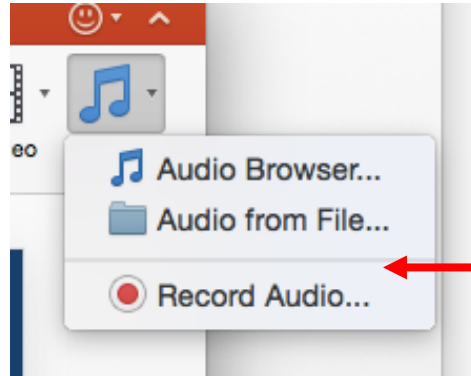
2. Click 'Insert' (see red arrow above) and notice 'Audio' at the right (see green box below)



Questions? Email me! sewrob@uark.edu OR Check out <https://tips.uark.edu/> for all things!

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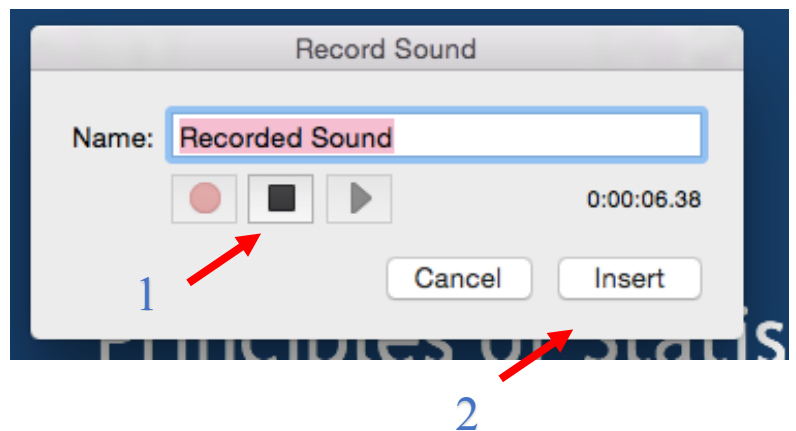
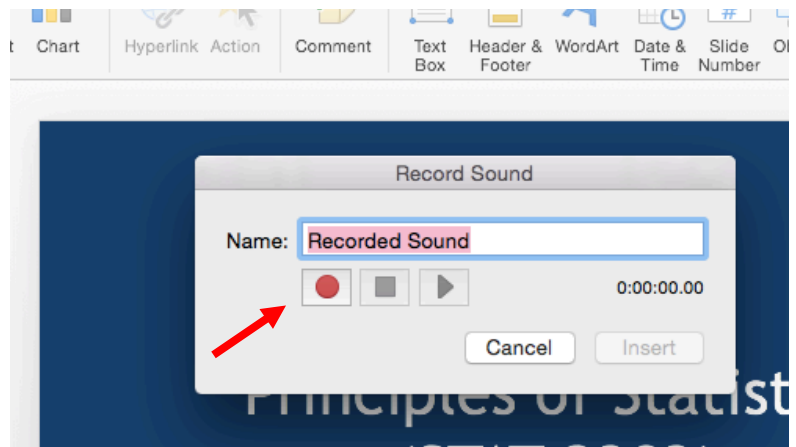
3. Click on the 'Audio' tab
 - a. If you already have recorded audio, click 'Audio from File...'
 - b. However, we will be assuming that you would like to record audio right now #Convenience. If so, click 'Record Audio'



4. Record your audio for the current slide by clicking the record symbol (i.e., the red circle) and begin talking into your microphone

I recommend making clips short for easy editing. 'Short' is relative but note that you can have multiple audio files on a single slide.

5. Click the stop symbol (i.e., the black square) when you are done speaking (see #1 to the right)
6. Then click 'Insert' (see #2 to the right)
7. You should be able to see the audio clip on your PowerPoint slide now and it will look something like below



8. Students will simply need to click on each audio icon and, then, click the play button to hear what you have to say!
9. Done! Next slide and repeat! Edit, delete, etc. as needed!

