

Guide to creating a PowerPoint presentation with audio (Mac) and uploading to Moodle

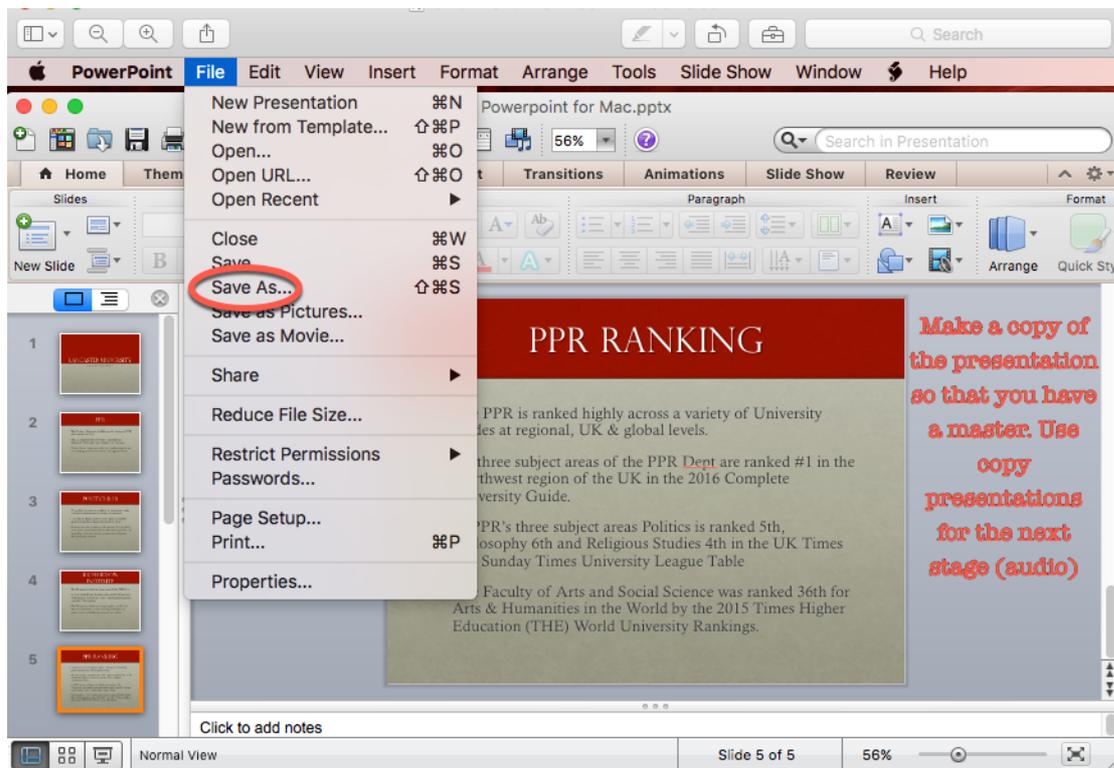
This is a guide to creating an audio enhanced PowerPoint presentation using the Mac version. The PowerPoint programme is available free to Lancaster University students as part of the Office 365 Suite of Office products. Office 365 is available at: www.lancaster.ac.uk/office365

This guide assumes you have already created a non-audio PowerPoint presentation and now wish to add audio.

Please note a dummy PowerPoint presentation has been created for the purposes of this guide.

To add audio to a Presentation (Mac)

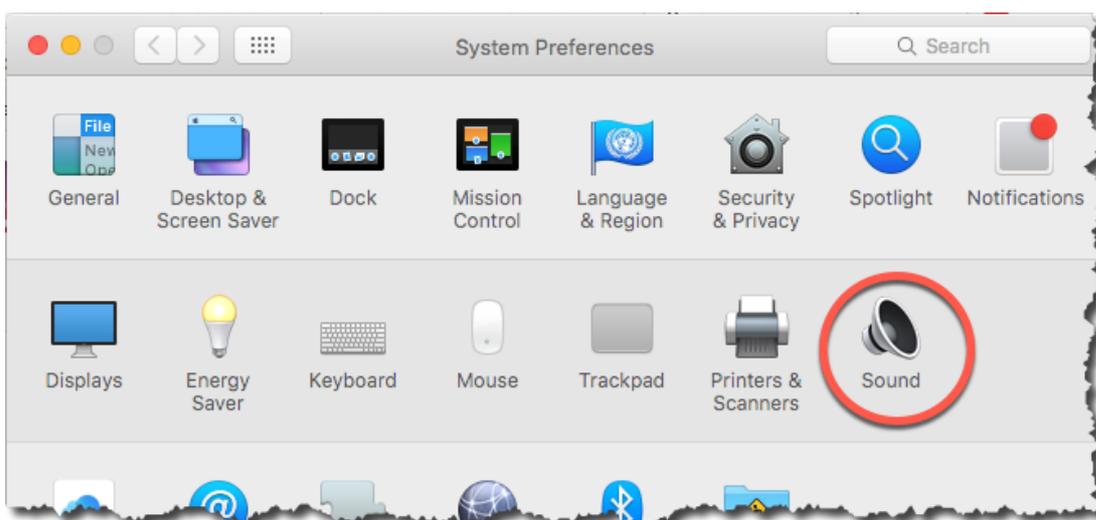
1. It is good practice to make a copy of your presentation and always use a copy to create an audio version. This means you if you are unhappy with your audio version you can make another copy from your master version to make another audio recording with. Click 'File,' on your master, then 'Save As' and chose a new presentation name.



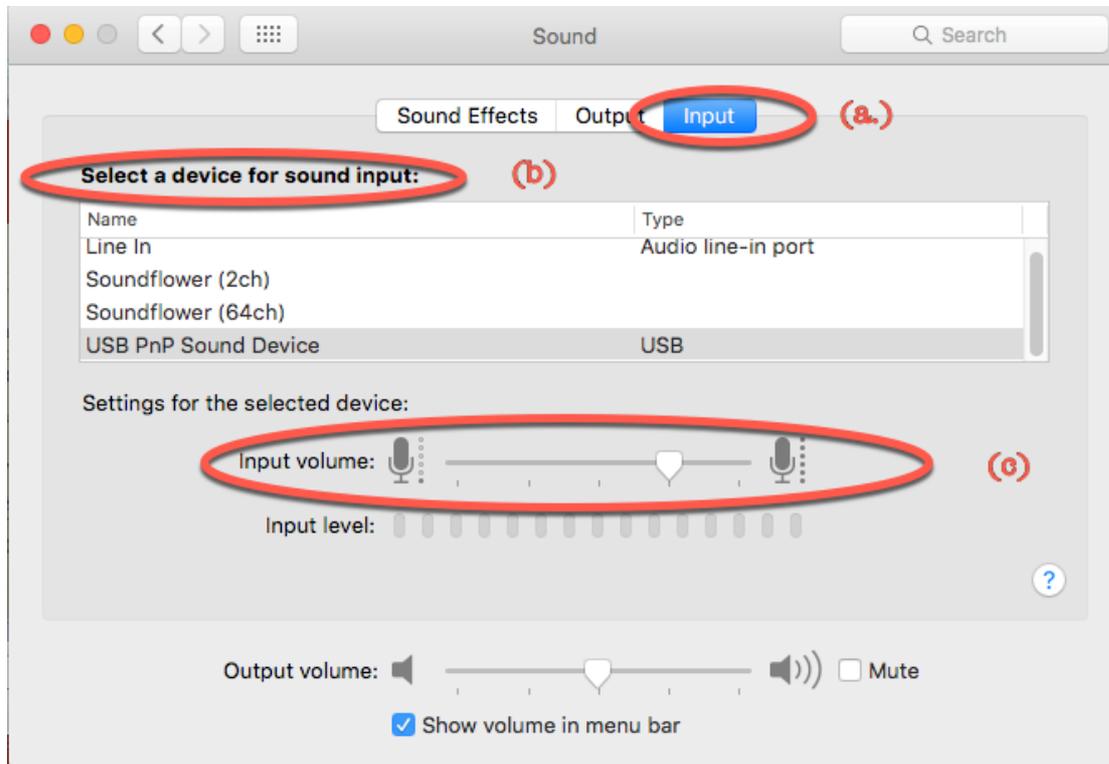
2. With your copy presentation open you are now ready to add audio. First, check your microphone is working. To do this click on the Apple icon of your system toolbar and select 'System Preferences'.



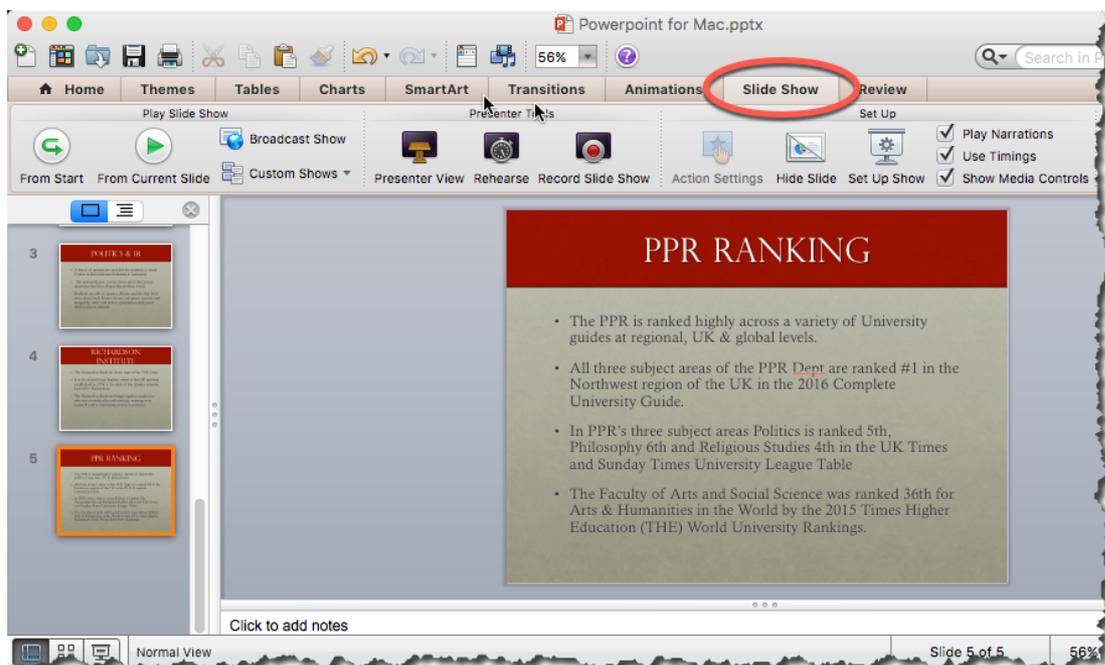
3. Click on the 'Sound' icon.



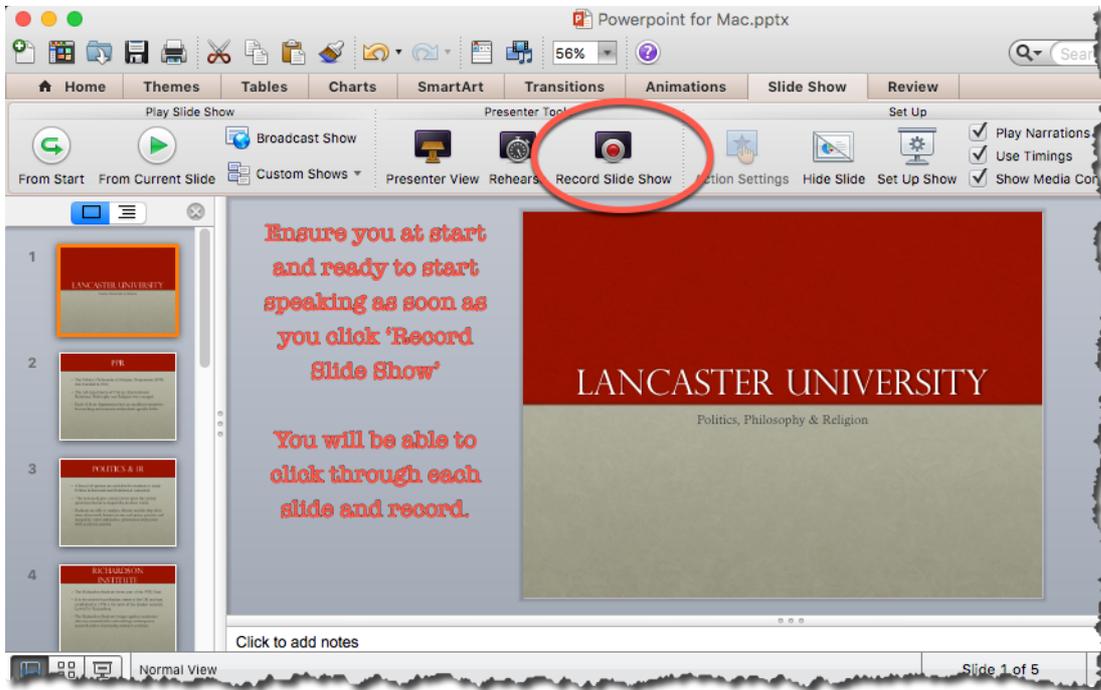
- In the Sound window click the 'Input' button (a) to reveal the number of sound devices your computer has installed. Select the device you wish to use for recording from the list (b). This computer has an external microphone plugged into a USB port. Most laptops have an inbuilt microphone. Ensure the volume is set to an appropriate level by sliding the control on input volume (c) and test it by speaking. The bars of the 'Input level' respond to your voice.



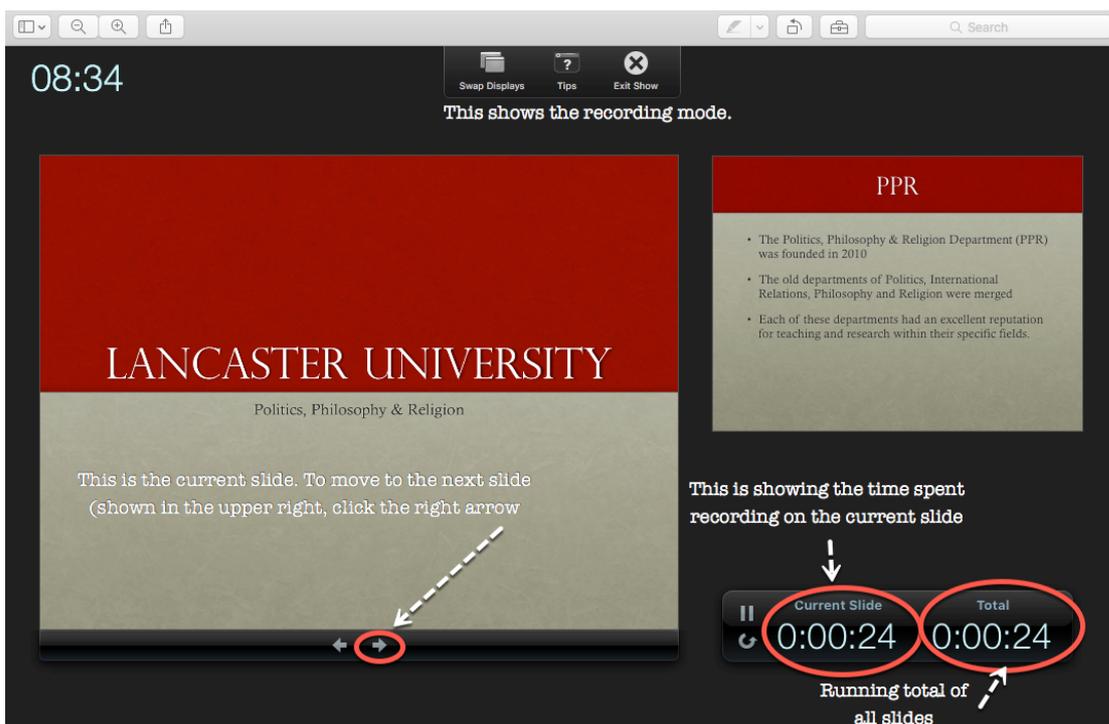
- Close the Sound and System Preferences Windows once you have checked the microphone is working and return to your copy PowerPoint presentation. Choose and click on the 'Slide Show' tab on the top bar of PowerPoint.



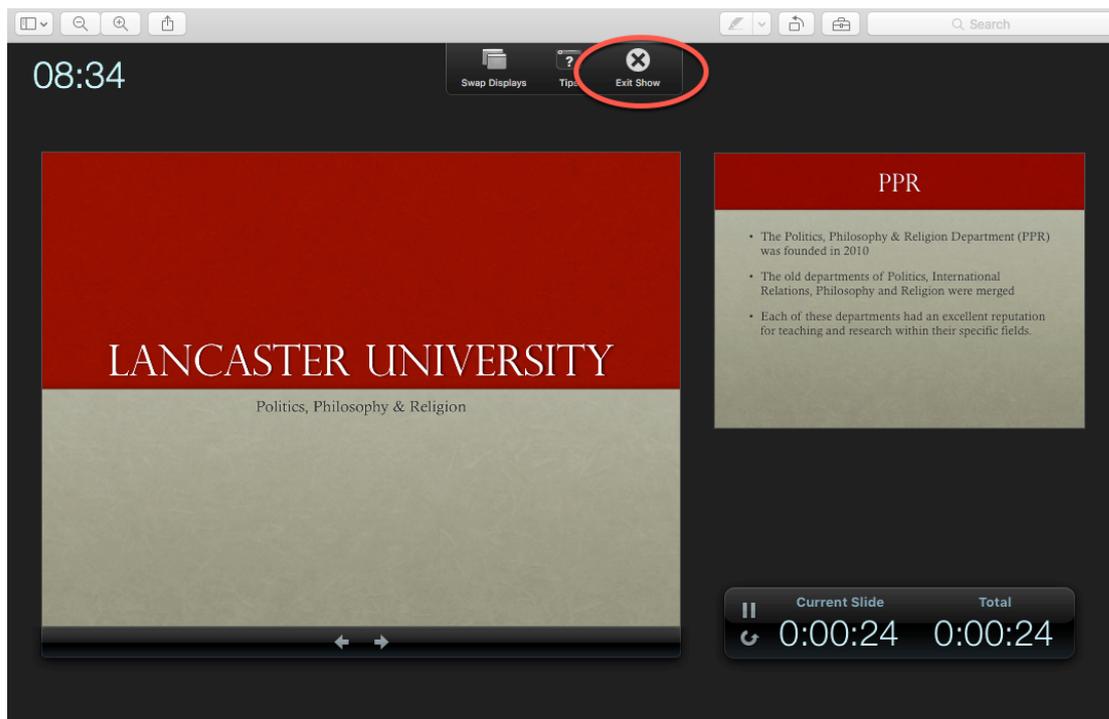
6. You now need to prepare for what you want to narrate. You may wish to make notes or write out exactly what you want to say. The recordings work on a slide-by-slide basis so you need to prepare for each slide.
7. Once you are ready ensure you are at the start of the presentation. Prepare to click the record button. Be aware the voice recording will start IMMEDIATELY.



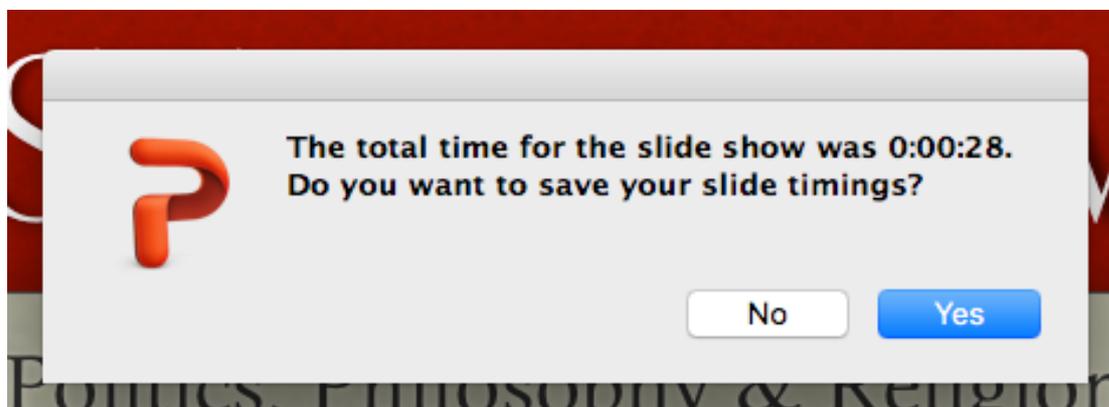
8. When you click 'Record Slide Show' you will be presented with the slide and a countdown of the seconds/minutes of your recording. When you have finished recording for the slide, click the right hand arrow to advance to the next slide.



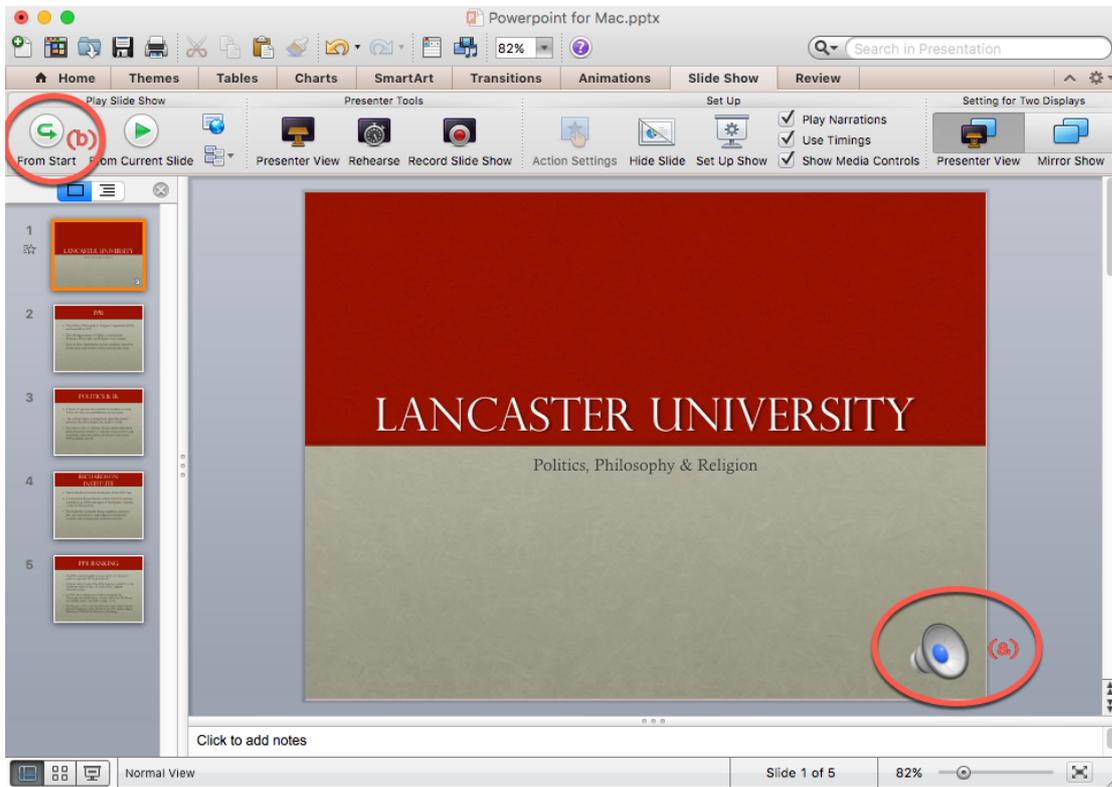
9. When you have completed your recording, click 'Exit Show' at the top of the screen.



10. You will be prompted by a pop-up window that asks if you want to save your slides timings. Click yes and you will save your narration.

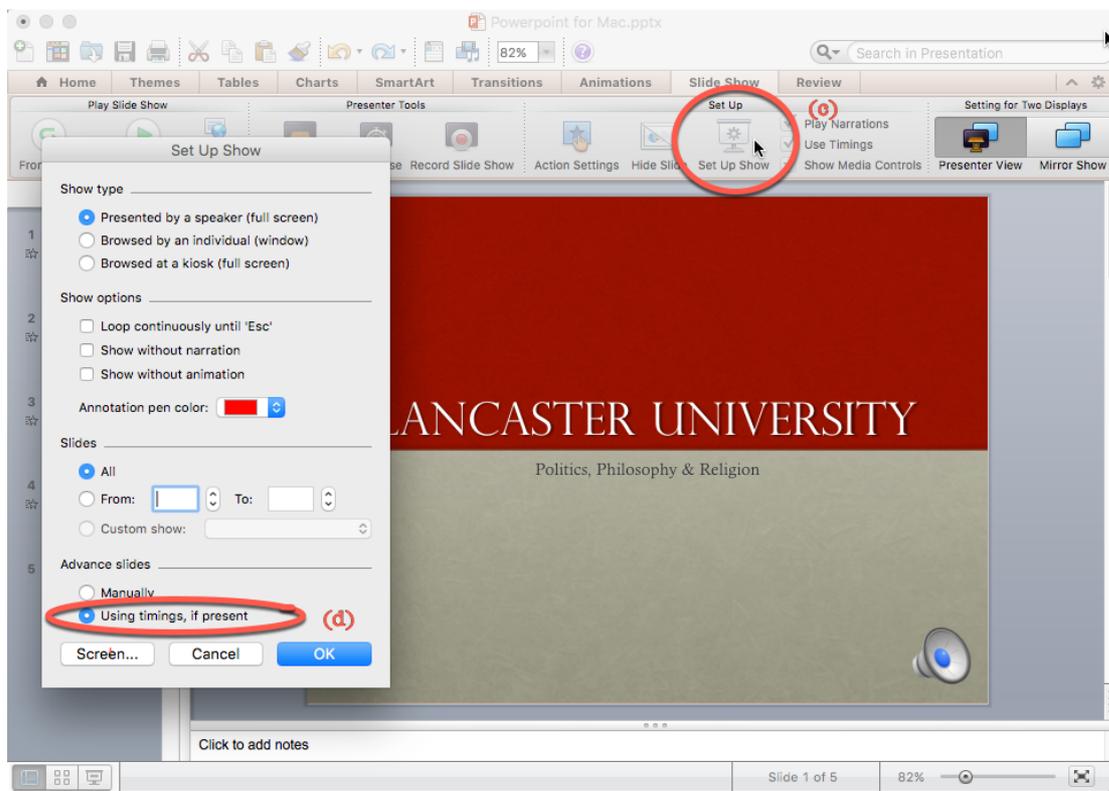


11. Your presentation will now have audio attached the slides. This is indicated by a speaker icon in the bottom right-hand corner. (See screen shot below(a))



12. You can now play your narrated presentation by clicking the 'From Start button' (b) (see the above screenshot)

13. You now need to automate the slide transitions. Under the 'Slide Show' tab there is a lower tab called "Set Up Show." (c.) Click this and a drop down box appears. Ensure the "Using timings, if present" (d.) is set. (The presentation will use the narration timings you recorded as the points to advance slides.)



18. Now save your presentation.

19. To upload your presentation to Moodle, sign in and select the relevant module course and click the 'Add new discussion topic' as you would normally to make a contribution.

Portal Mahara Open Learning Library Help

Lancaster University moodle

Search courses:

Dashboard > Faculty of Arts and Social Sciences > Politics, Philosophy and Religion > PPR.410c-1-2014 > Week 4: The English School > 4.1 Discussion: Have the USA been out of the Inter...

Search forums

PPR.410d: Major Approaches to the Study of International Relations (distance) [1]

4.1 Discussion: Have the USA been out of the International Society following their response to 9/11

Return to: Week 4: The English ...

4.1 Discussion: Have the USA been out of the International Society following their response to 9/11?

Some English School scholars have discussed the case of the USA right after 9/11. Using the same structure as for North Korea, we would like you to answer to the following questions:

Do you think the USA have been temporarily and slightly out of the International Society following their response to 9/11 under Bush's administration? And what were the consequences for the USA and the International Society?

Please answer to the above questions using theoretical instruments and empirical examples, but avoid any ideological arguments. After you have posted your answer to the forum please read and reply to at least two other participants.

Add a new discussion topic

Discussion	Started by	Replies	Unread	Last post
Discussion: Have the USA been out of the International Society following their response to 9/11?	[User Profile]	0	✓	[Date]
Have the USA been out of the International Society following their response to 9/11?	[User Profile]	0		[Date]

20. You can now add your presentation along with any heading and comments in the 'Discussion Topics' fields. To add your presentation, simply select the presentation on your computer and drag into the attachment box and when ready click the 'Post to Forum' button.

The screenshot shows a Moodle forum post creation page. At the top, there is a link 'Return to: Week 4: The English ...' and a close button. The main heading is '4.1 Discussion: Have the USA been out of the International Society following their response to 9/11?'. Below this, there is a paragraph of text asking for a discussion on the USA's status after 9/11. A section titled 'Your new discussion topic' contains a 'Subject' field with the text 'PowerPoint Presentation Assignment'. Below the subject field is a 'Message' field with a rich text editor toolbar. The message content starts with 'Hi Everyone,' followed by 'Here is my contribution for this week's discussion topic. Let me know what you think!'. A red annotation '1.) Add in your title and any message here as you would normally.' is placed over the message text. Below the message field is a 'Discussion subscription' checkbox which is checked. Underneath is an 'Attachment' section with a file upload interface. A red annotation '2.) Drag and drop your presentation into this box' is placed over the file upload area. Below the attachment area, a red annotation '3.) Once your presentation is shown as loaded, click 'Post to Forum'.' points to the 'Post to forum' button, which is circled in red. A 'Cancel' button is also visible next to it.

21. Your comments and your presentation will appear on the Moodle forum for other participants to access.