

# PowerPoint Presentation Recordings

## Recording the Presentation

To start, use the PowerPoint application with the Microsoft Office suite to create a presentation. This

When ready, click the Record button. You will get a countdown and the record button will turn into a Pause button. You can click stop when finished or move to the next slide and continue recording. You will record audio/video per slide, or multiple slides at a single time. The recordings are sectioned by slide. If you need to edit or record audio/video you will do so on a per slide basis (i.e., you do not have to record the entire presentation). You can also preview your recordings with the Replay button in the slide recorder window (see right).



When finished, close the new window. The webcam image will appear in the bottom corner of each slide recorded. You can reposition or resize this image if desired.



When you are ready to publish the presentation to a video, click the Recording tab again and select Export to Video (see above). The default settings are appropriate for most recordings. Click the Create Video button to save the presentation as a video. PowerPoint will prompt you to select a location on your computer where the video will be saved. Follow the prompts and be sure to save the video in a location that you can access later (like Documents, Videos, or Desktop).

## Uploading to Stream

To share/add the video to Canvas, you first need to upload the video to Stream. Stream is an Office365 app you have access to. The app is similar to YouTube except it is only available for people associated with USM.

You can also upload these videos to Yuja, if you prefer to use that product to stream videos. Instructions for uploading to Yuja are found at: [Yuja Uploading Videos](#)

To upload your videos to Stream, go to portal.office.com. Use your number and password to login. The first


On the share menu, Stream displays the share link by default.

To link the video to your Canvas course:

1. Copy the web link on the share menu.
- 2.

7. Open Modules and click the plus sign in the module header where you wish to place the video.
8. Click the pulldown menu and select New Page. A list of all content pages will appear below the pull-down. Select the first option: [New Page]

Type the name of the page in the text box that appears, select any desired indenting, and click Add Item. The page will appear at the bottom of the module when it is added. You can drag this page to any location within the module for organizational purposes.

9. Click on the name of the page to open it (it will be blank). Canvas HTML Editor Link
10. Click the Edit button (located in the top right corner of the screen).
11. In the top-right corner of the text editor, click the HTML Editor link (see right).  HTML Editor
12. Paste the copied Embed code into the text box.
13. Click Save.
14. Publish the page in the module to complete the process.

Since the video is hosted on a service included with Office365, students may have to login to Office365 to view the content. This login uses the same username and password as SOAR and Canvas. Once logged in, a play symbol will appear for students to watch the presentation.