

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.

Currently, there are no limits to a file size uploaded to Kaltura. Keep in mind that large file sizes will take longer to process. For the full list of supported ingestion (Input) file formats and codecs, please refer to [What are the media file formats supported in Kaltura?](#)

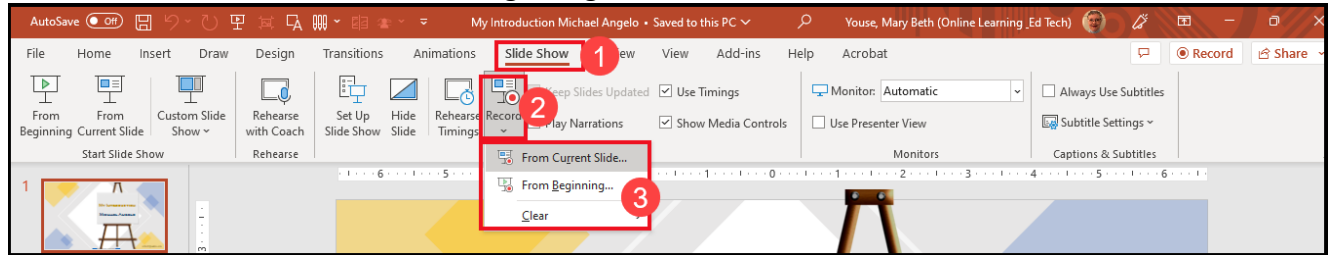
Narrate PowerPoint

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

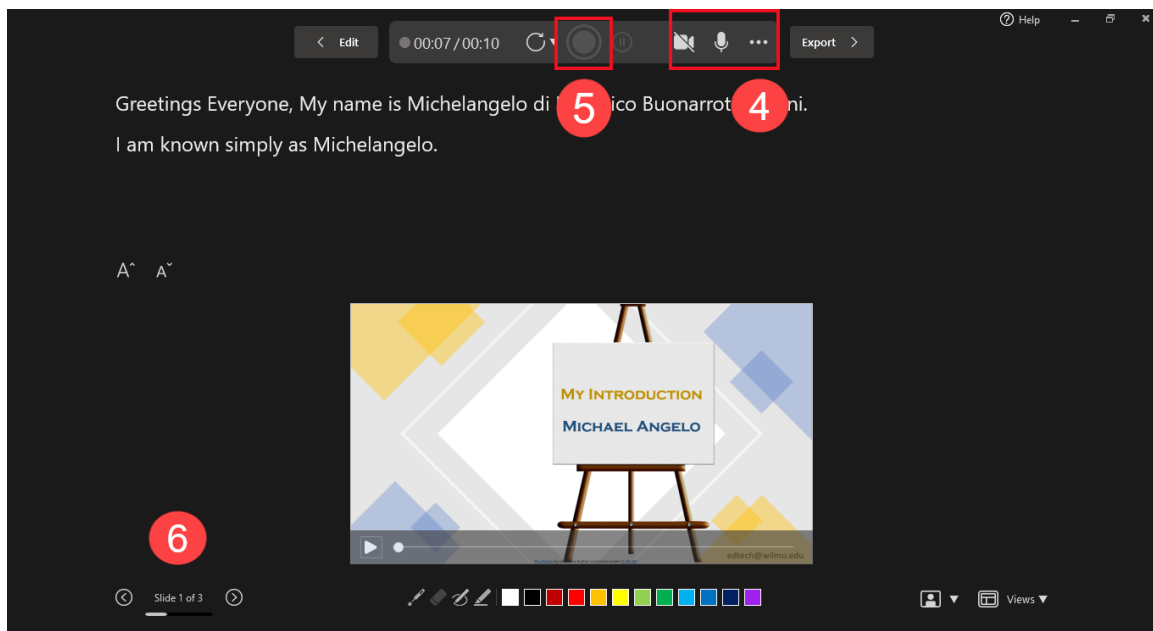
Wilmington University students may download Microsoft Office 365 for free. Please review this [site](#) regarding free O365 download instructions.

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.

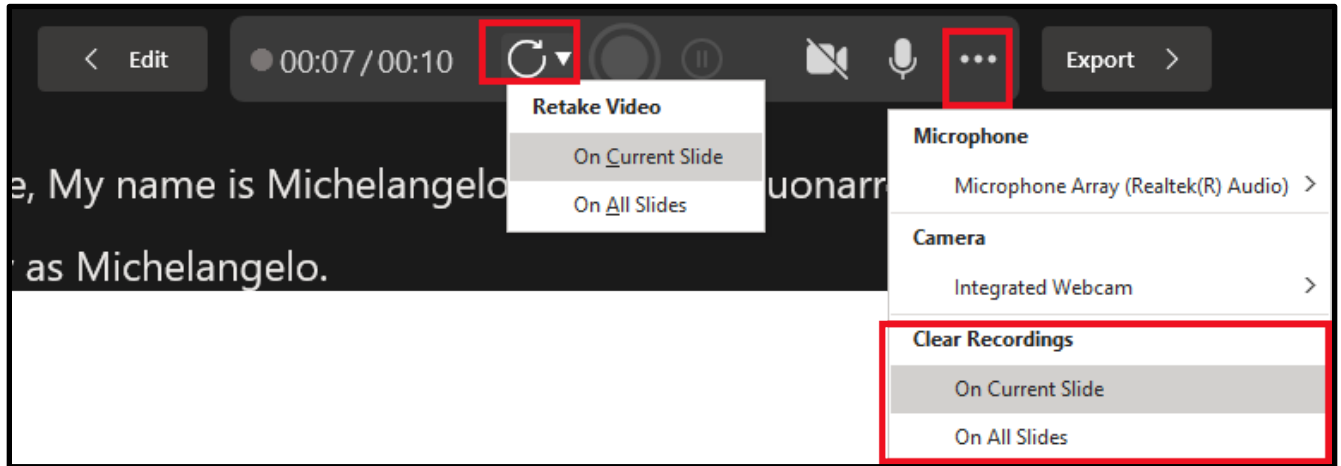


4. On the recording screen, first check your settings for microphone and camera (note* you can keep your camera disabled unless your instructor requests you share your face in the presentation.)
5. When ready, click the record button. If you have written notes, you may use that as your script.
6. When done recording, you may use the arrows to navigate to the next slide, or you may close the window and repeat on slide two.



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

7. To re-record or clear recordings, choose the **Select more options** icon and then choose to **Clear Recordings > On Current Slide** or **On All Slides**. This will clear narration, video, and any inking.

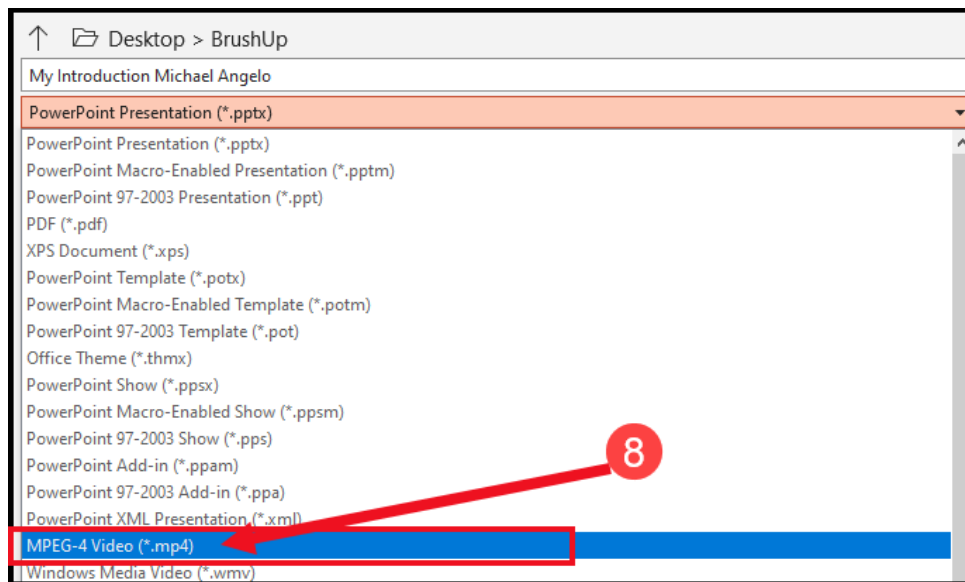


8. When you are happy with the results, you may then Save your PPT.

To Export your PPT as a video file, you can go to File menu and select SaveAs and from the file type, select mp4 video.

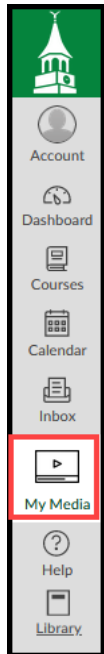
Or from the Recording screen select Export.

After you successfully export the video, you can then upload your media to Kaltura to submit to your Assignment in Canvas.



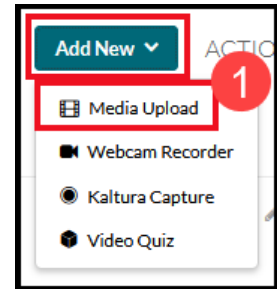
Upload Media

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



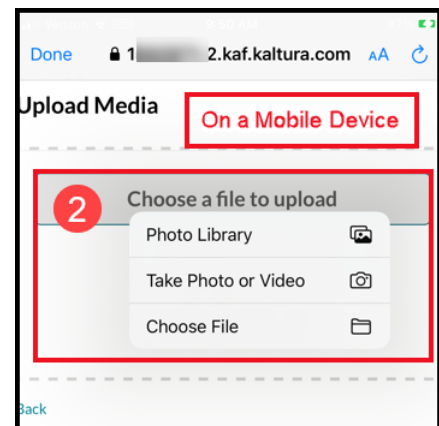
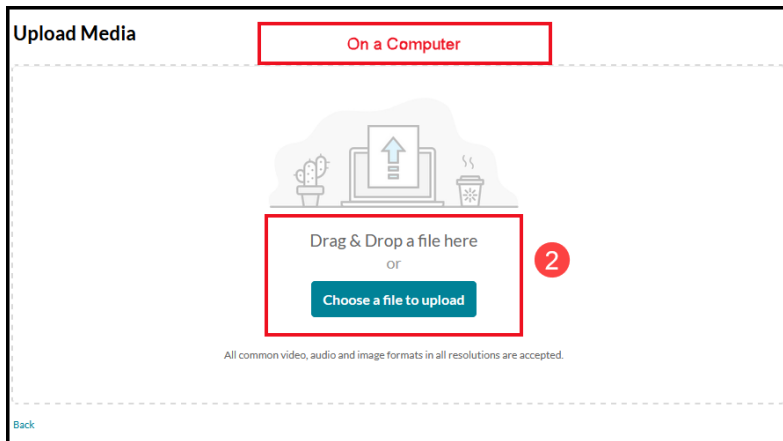
Go to My Media, from the Global menu in Canvas. menu click Media Upload.

1. Click on the Add New button and select Media Upload from the menu.



2. An Upload Media page opens.

On a computer, you may drag and drop a media file onto the screen or click the button to browse and locate your media file. If on Mobile, you will click the button to choose a file to upload. You can pick from your Photo Library or other location or may choose to record from this spot.



3. Once media is uploaded to your “My Media” space, you can choose to edit if needed.

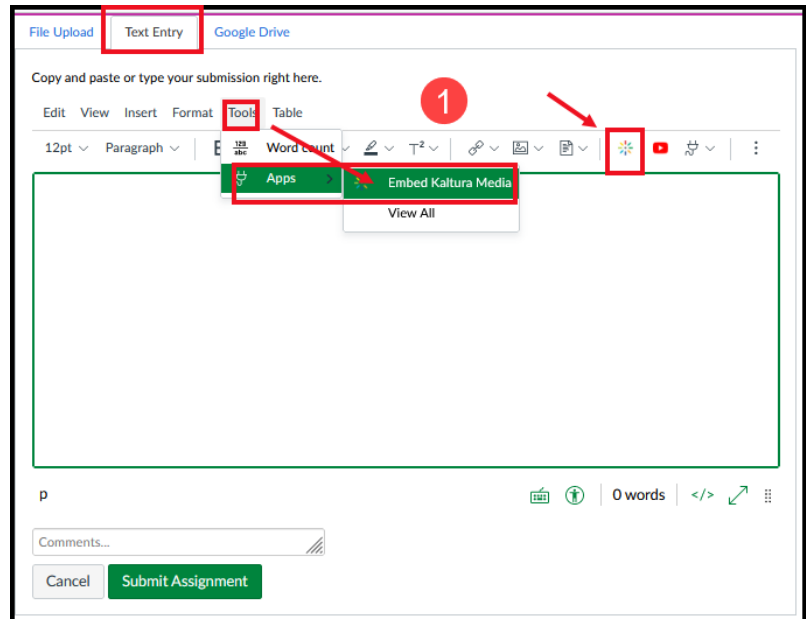
- Please review this tutorial on how to Edit parts of the timeline:
https://knowledge.kaltura.com/help/kaltura-video-editing-tools---editor-tab#multi_stream
- If you need to edit Captions, please review this information:
https://learning.kaltura.com/media/How+to+edit+captions/1_wgk4idbt/115993681

Use the directions below on how to submit a Canvas assignment.

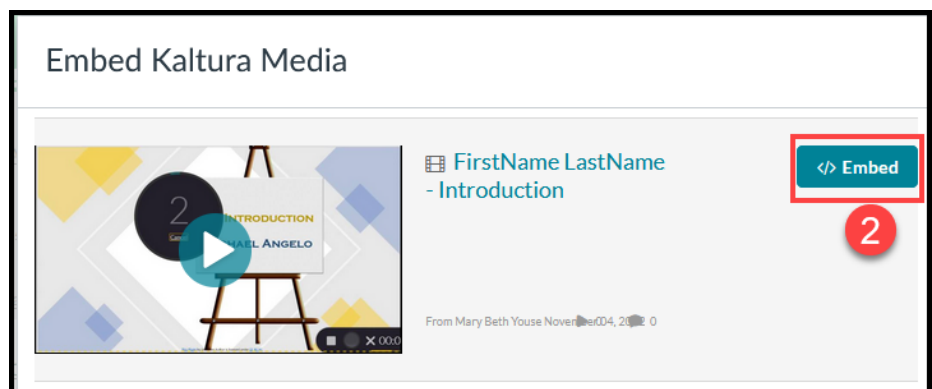
Submitting a Kaltura video in an Assignment:

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**.

