

Creating a Movie of your PowerPoint Presentation to Upload to YouTube and Blackboard

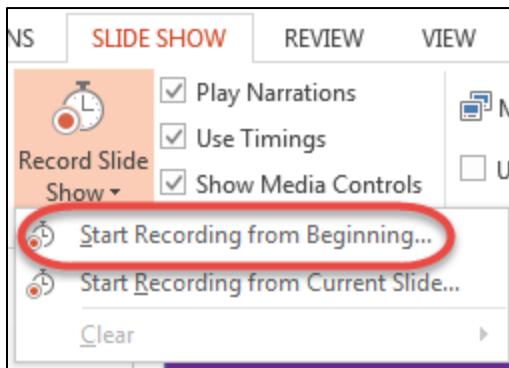


The Steps for creating a video of your PowerPoint presentation to upload to Blackboard are:

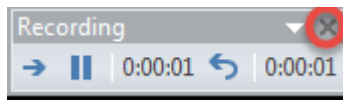
1. Record audio over your PowerPoint presentation
2. Save it as an .mp4 file
3. Upload the .mp4 file to YouTube
4. Copy and Paste the YouTube link to Blackboard

Step 1: Record audio over your PowerPoint presentation:

Using your personal computer's microphone or external microphone, click on:
SLIDE SHOW/Start Recording from Beginning:

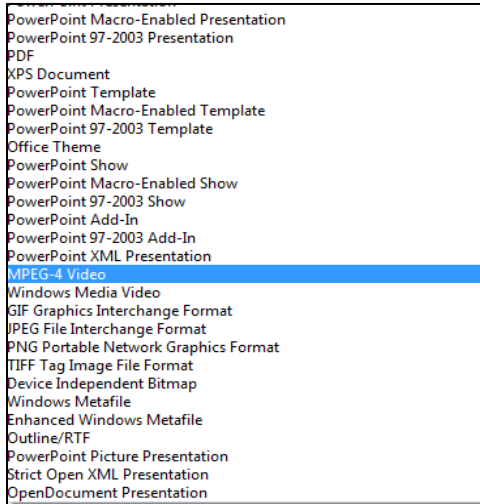


Begin recording your voice through the PowerPoint presentation. When you are finished with the last slide, the recording automatically stops. If you would like to stop sooner, click the x in the upper right hand corner of the screen:

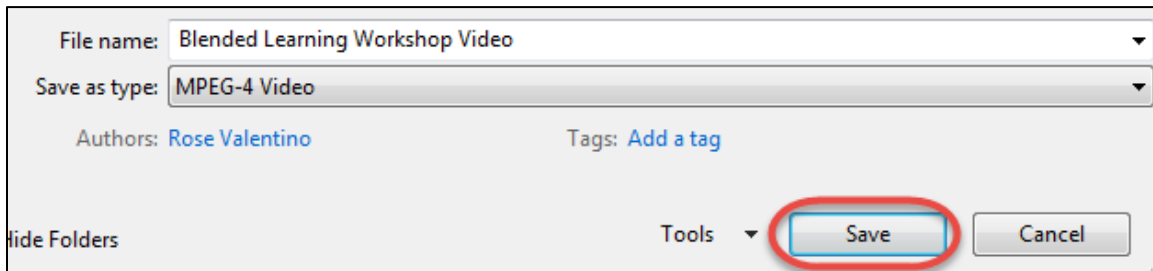


To play the recording, simply start the Slide Show. Once you have finalized the voice, it is time to save it as a movie.

Step 2: Save the PowerPoint presentation as an .mp4 file. Choose **File/Save As...MPEG-4 Video**:



You will see your **File name** and the **Save as type** MPEG-4 Video. Click **Save**:



Your PowerPoint presentation is now a Video file and will look similar to this:



Step 3: Upload the .mp4 file to YouTube:

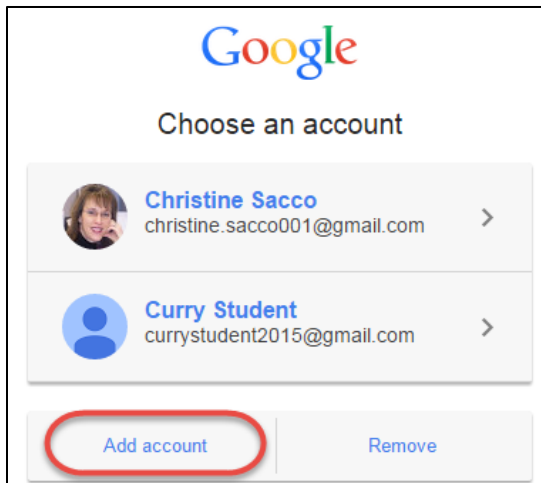
Go to www.youtube.com

Click on **Sign in**:

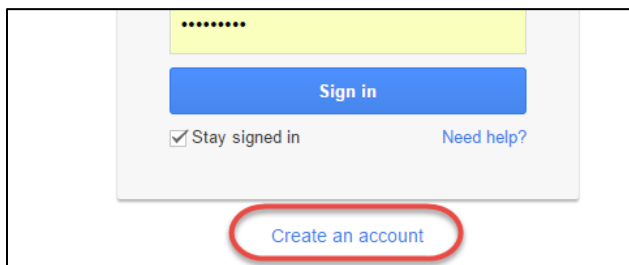


If you already have a YouTube account, select it.

If you do not have a YouTube account, choose **Add Account**:

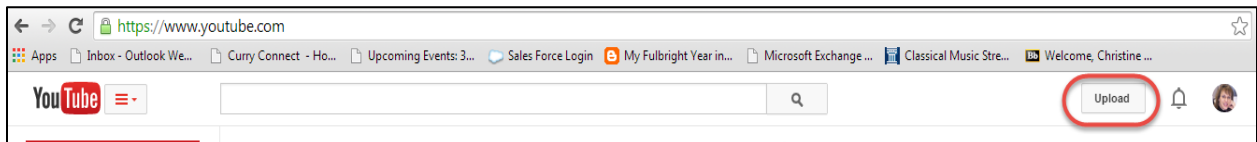


Click on **Create an account:**

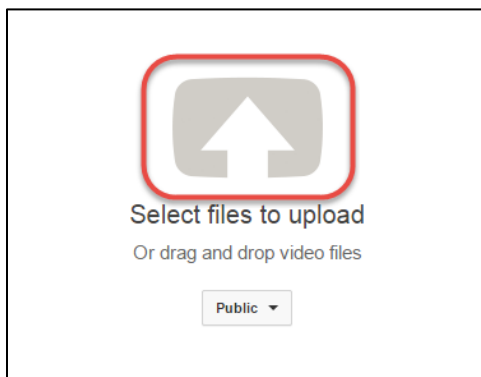


Fill in all the appropriate information (Name, Email, Password, etc.)

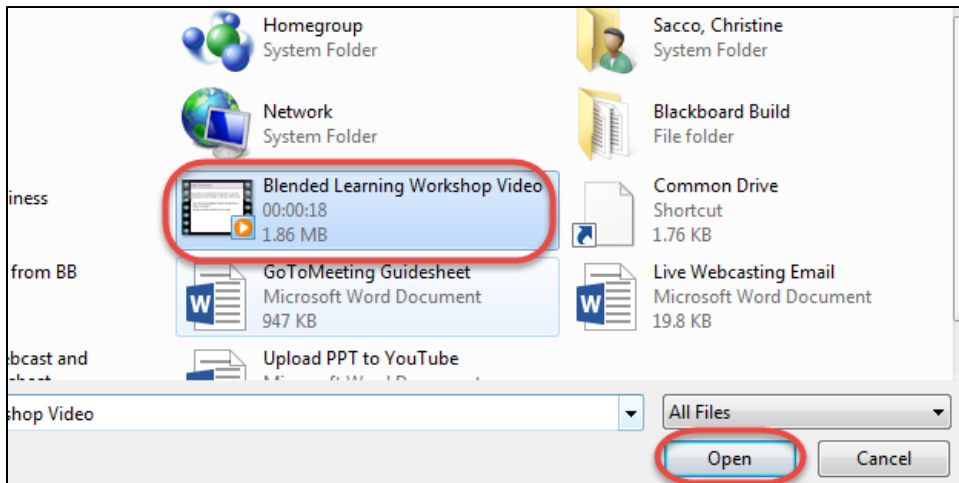
Once you are in your account, choose **Upload:**



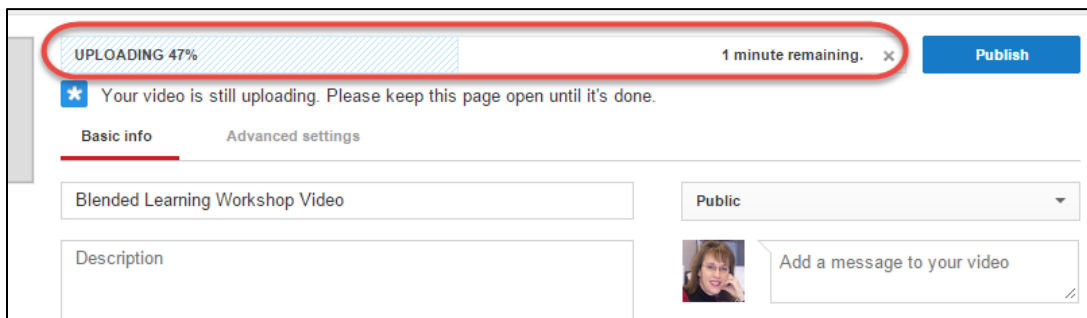
Click on the arrow above **Select files to upload:**



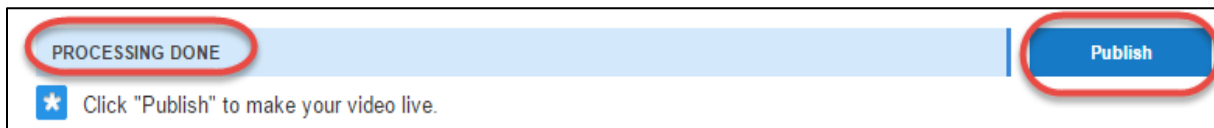
Select your file and choose **Open:**



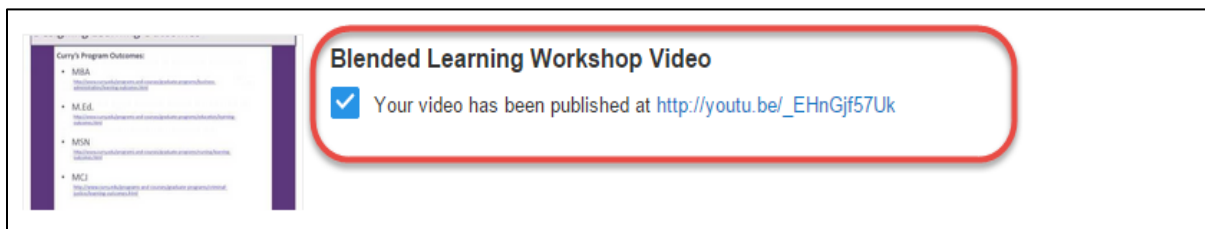
You will see a message that your video is **UPLOADING**:



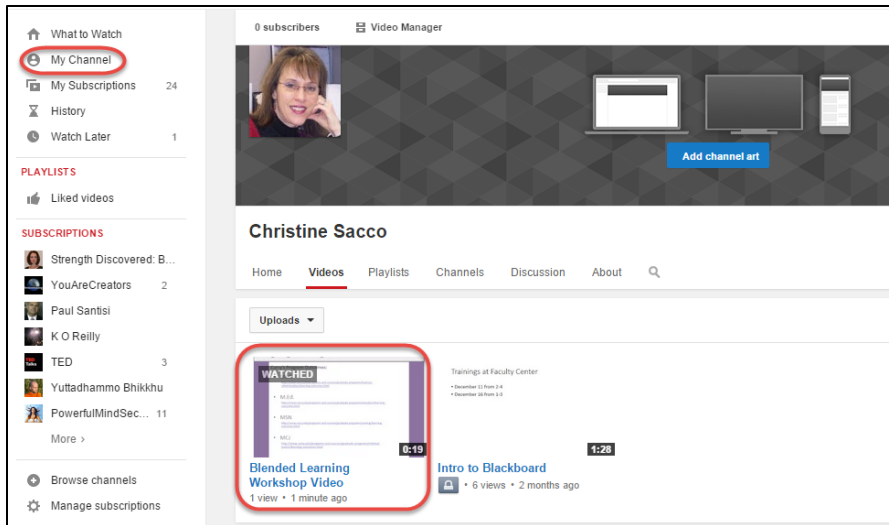
Next, you will see a message that your video is **PROCESSING**. When it has finished processing, click **Publish**:



You will see a message that your video is published and see the YouTube link:

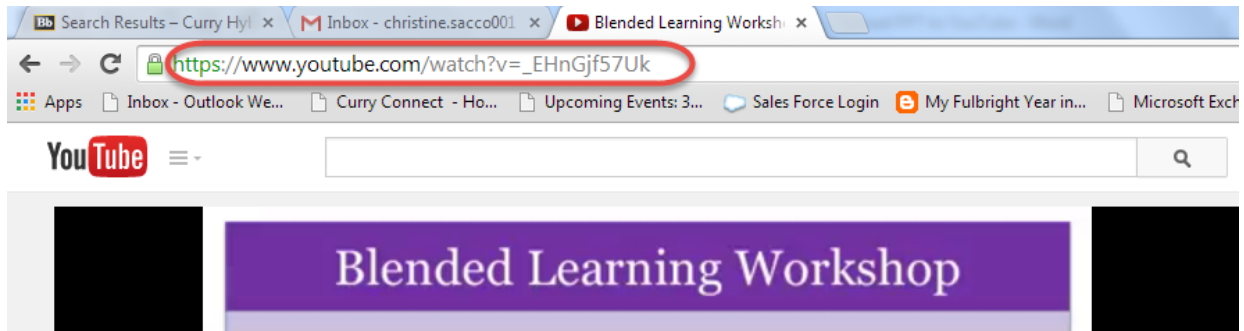


You will see the video in your channel as well:



Step 4: Copy and Paste the YouTube link to Blackboard:

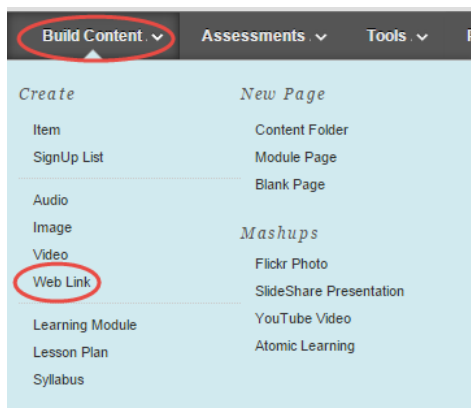
If you haven't already selected the URL, click on the video and **Right Click/Copy** or choose **Ctrl-C** to copy the link to your Clipboard:



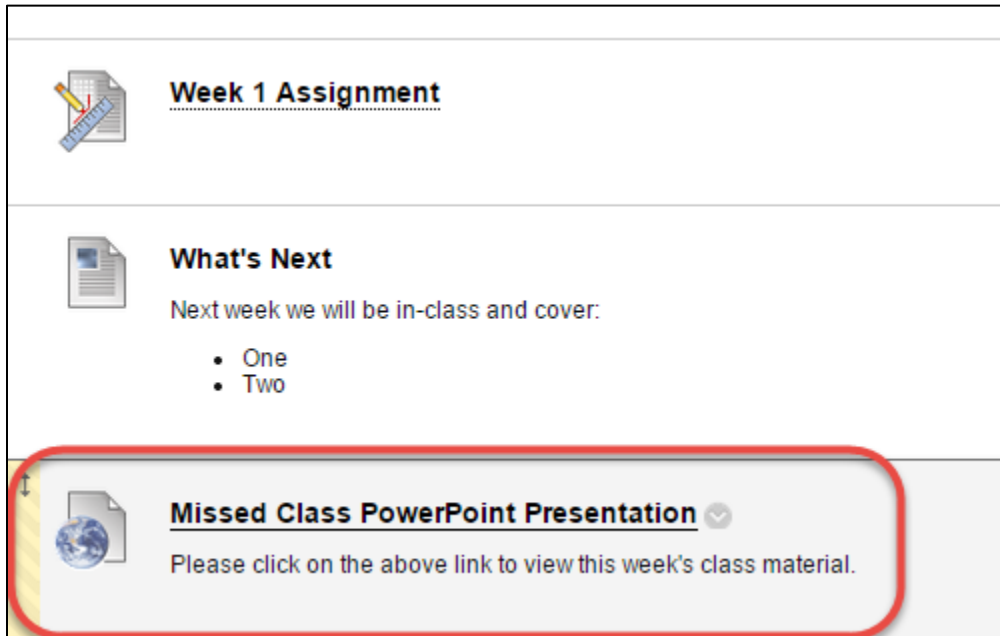
Go to the Content Area in your Blackboard Course where you would like to add the video.


There are several ways to add the video. The easiest way is to add it as a **Web Link**.


Click **Build Content/Web Link**:





Note: Remember to *move* this up to its correct position by clicking and holding on the left hand side of the item and dragging up.



 **Week 1 Assignment**

 **What's Next**
Next week we will be in-class and cover:

- One
- Two

 **Missed Class PowerPoint Presentation** 
Please click on the above link to view this week's class material.