Record knowledge clip / lecture via PowerPoint

You can buy Office 2016 or 365 on SURFspot using your UMC-account.

https://www.surfspot.nl/software/microsoft-office.html

Introduction

With different versions of PowerPoint, such as Office 365, PowerPoint 2019, PowerPoint 2016, it is possible to convert your slideshow into a PowerPoint Show with narration.

Steps to record a slideshow

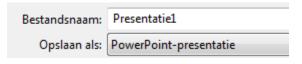
- 1. Save the presentation as .pptx
- Click the tab "Slideshow" > "Record Slideshow"
- 3. Check if the microphone icon at the bottom right is on (and the camera off)
- 4. Click the red record button at the top left

More information about recording a slideshow (.pptx) can be found here: https://support.office.com/en-us/article/Record-a-slide-show-with-narration-and-slide-timings-089502C6-5F6C-40AE-B1E7-E47D8741161C

Saving the recording

(Please take notice! An mp4-file is necessary to load the recording on Mediasite)

After finishing the recording the presentation can be saved as .ppsx (PowerPoint show) or as .mp4-file. Click file and click save as. Subsequently, select a location on the computer and select how to save the file.



A PowerPoint with audio can also be exported to a mp4-file. Click file \rightarrow click export \rightarrow click make a video. Please take notice that it may take a while before the video is done (dependent on the length of the presentation). The progress can be seen in a bar at the bottom of your screen.



Sharing the file and declaration of consents

See webpage https://www.umcutrecht.nl/nl/opleidingen/afstandsonderwijs/.