

How to create a PowerPoint screencast

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1. Create a PowerPoint Screencast

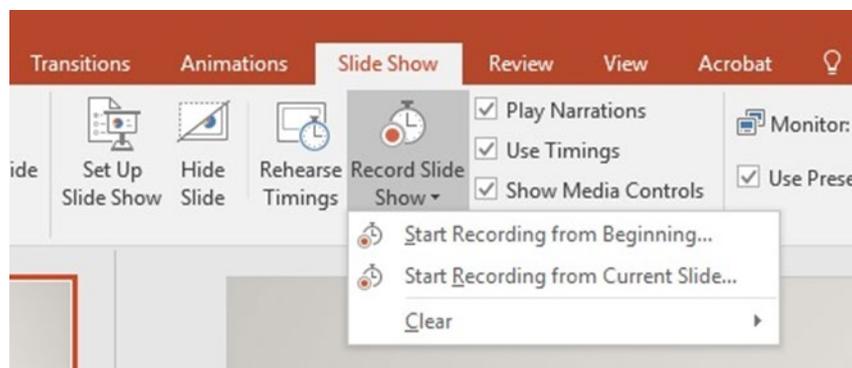
Screencast is useful if you want to record a lesson together with the slides. It puts together the audio and the classic PowerPoint presentation.

To start, open PowerPoint and in the top bar click on “SlideShow”.

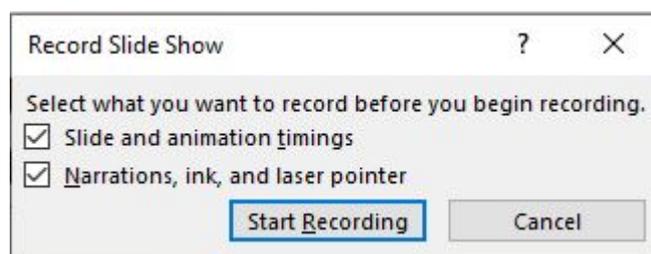


Click on “Record slideshow”, then select the option you prefer:

- if you want to record from the first slide, click on “Start Recording from Beginning”.
- if you want to record from a specific slide or only one slide, go to the slide and click “Start Recording from Current Slide”.

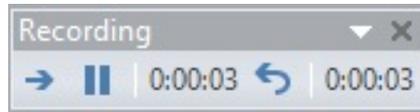


Then select what you want to record before you start recording: slides and animation timings; Narrations, ink and laser point. We suggest selecting both. Then, click on “Start Recording”.



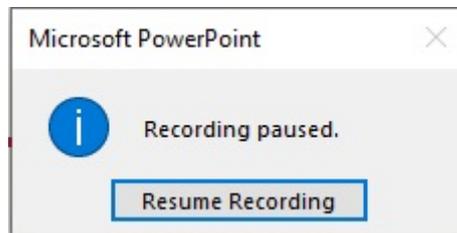
The slides will zoom in full screen and on the top left corner a box with the timing will be visible. Now you can start speaking.

Warning: the audio will not be recorded when slide transitions are happening. Let those play first before you start speaking.



The number in the centre shows the time spent on the current slide; the number on the right shows the total time of the presentation.

To pause the presentation, click on the "Pause" icon in the same box. It will appear a window that will confirm that the presentation has been paused. To start it again, click on "Resume Recording".

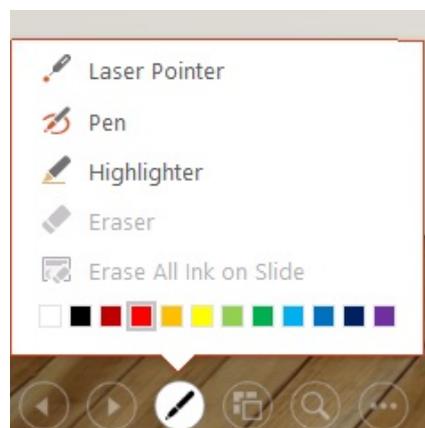


To change the slide you can click on every part of the screen with the mouse or use the keyboards arrows or the buttons that will appear in the bottom left corner when you move the slider.



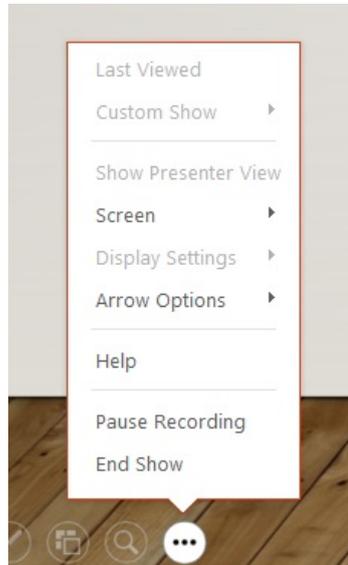
The screencast will record your voice and the animations. Therefore, it will be possible to highlight, to write or to use the laser pointer.

To do it, select the button with the pen in the bottom left corner. It will open a window with several options. If you use the pen or the highlighter, the eraser will be also made available to cancel what you wrote. If you want to cancel everything, click on "Erase All Ink on Slide".



By clicking on the magnifying glass, it will be possible to zoom on a specific part of the slide.

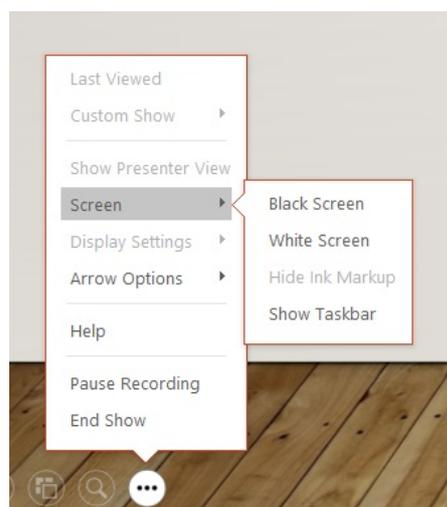
If you click on the three dots, a window with some options will open.



If you click on “Screen”, other options will appear. The “Black” and the “White” options are used to make the screen totally black or totally white, respectively. You can use them to put the presentation on standby while you are doing something else or as a Whiteboard.

“Hide Ink Markup” is used to hide what you wrote on the slide.

“Show Taskbar” allows you to make the application bar of your PC visible.

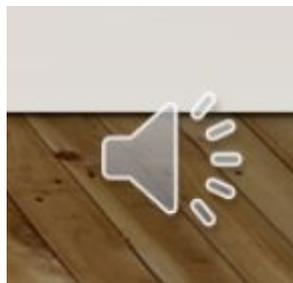


By clicking on “Arrow Options”, a window with three options for the mouse cursor will open (Automatic, Visible or Hidden).

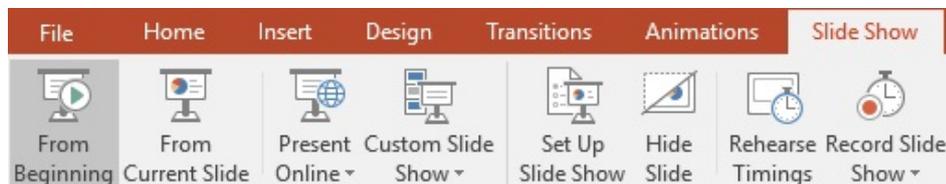
To end the presentation without saving it, you can click on the ESC button on your keyboard or on the X on the box on the top left corner, where there is the time of the recording.



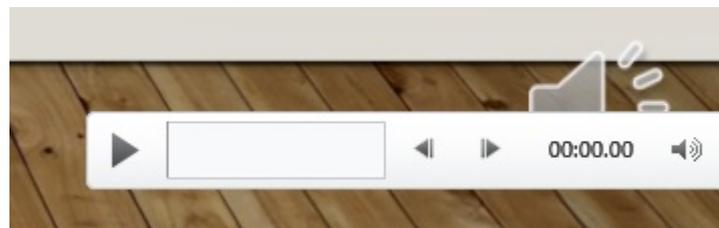
At the end of the recording, you will return on the main screen of PowerPoint. You can see that in the bottom right corner in your slides, an audio icon is shown (image 1). That is your recording.



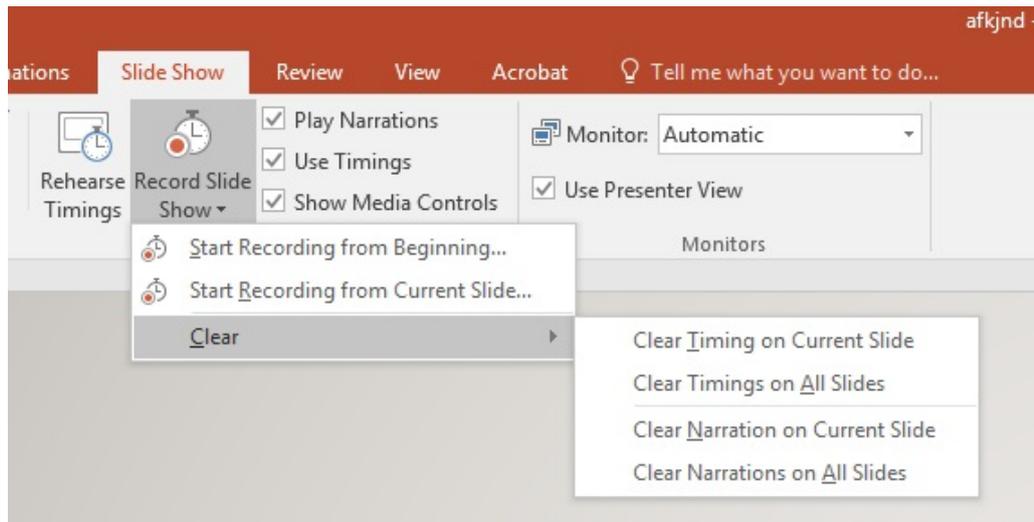
To hear, click on “SlideShow”, then on “From Beginning”, in this way the presentation of the slides together with your voice will start.



If you want to hear the audio of only one slide, click on the audio icon on the slide you want to hear.



To delete the narration or the timing on all or one slide, click “Record Slide Show”, then on “Clear”, then choose what you want to remove.



1.1. Share the screencast

To share the screencast with other participants, upload the file in the PPT format (not PDF!) on iCorsi:

- For teachers: add a "File" resource
- For students: publish the file in a forum post

To see the screencast, open the PPT file and watch it as a presentation (Slideshow).

Note: we recommend you to prepare no more than 15 slides for every screencast, talking about 1-2 minutes per slides.

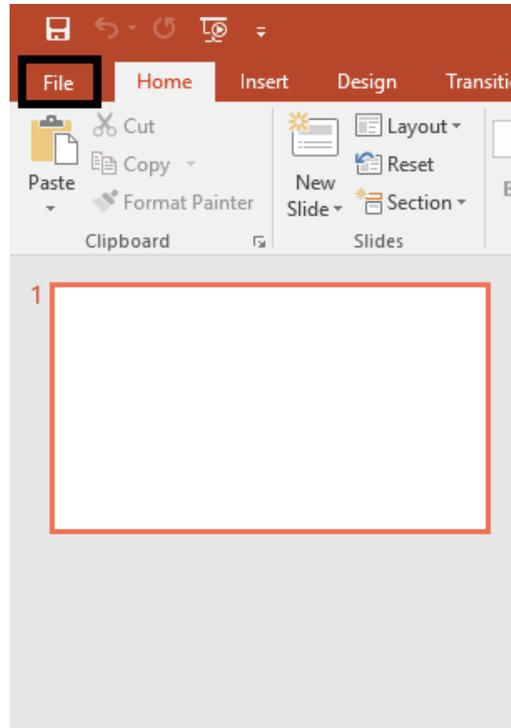
We recommend you to make two or three short screencasts, rather than one long screencast.

If the file is too large (>50MB) and cannot be loaded directly on iCorsi, it is recommended:

- For teachers: create a video presentation → see point 2.2.
- For students: upload it to OneDrive, then share the link with the teacher on a forum on iCorsi or via email → see point 2.1.

2. Create a video-presentation

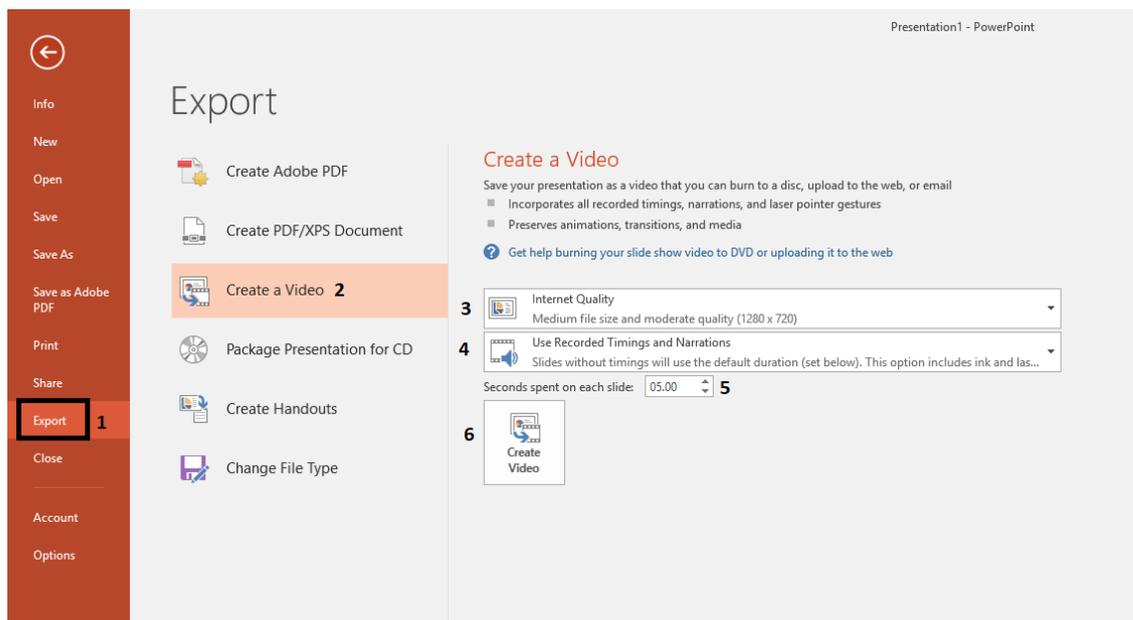
If you want to create a video of the presentation, click on "File":



Then, click on "Export" and select "Create a Video" (2):

- Select the video quality (3), we recommend "Internet Quality".
- Select "Use Recorded Timings and Narrations" (4)
- Set the "Second spent on each slide" for empty slides (i.e. those without audio, if any) (5)

Finally, click on "Create Video" (6).



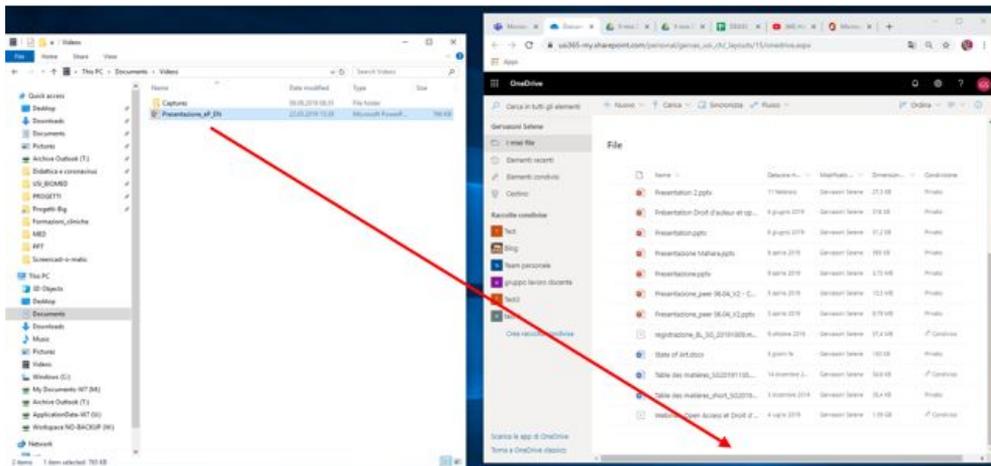
2.1. Share the video (students)

To share videos with their teachers, students can upload them on their OneDrive account and share the link (e.g., through iCorsi3).

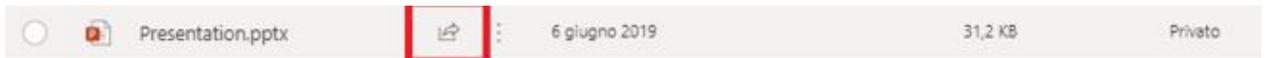
To access OneDrive, go to:

- USI students: <https://www.mail.usi.ch/>, then select “Usi Cloud” and log in with your USI credentials (Windows/email credentials)
- SUPSI students: portal.office.com and log in with your SUPSI credentials (Windows credentials)

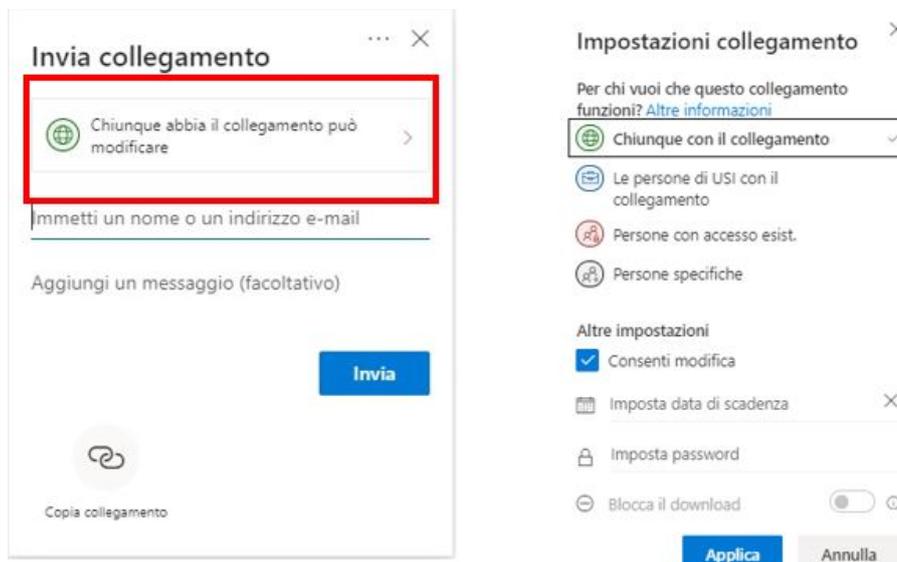
Open OneDrive and drag with your mouse the video into the destination area; the video will automatically be uploaded on your OneDrive.



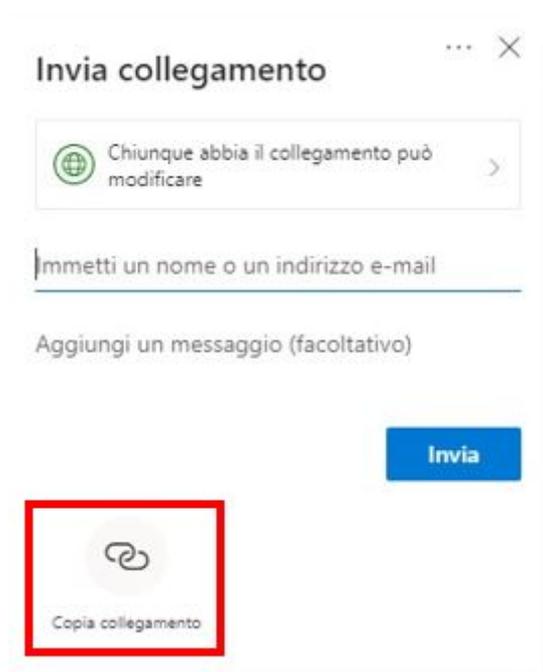
Once the video file is uploaded, click on the share icon near the file name.



Click on “Chiunque abbia il collegamento può modificare” (or directly enter an email address or an USI/SUPSI account), then select the privacy settings you desire. Finally, click on “Applica”.



Copy the link (Click on “Copia collegamento”) and share it with your teachers, e.g. through the forum in iCorsi or via e-mail.

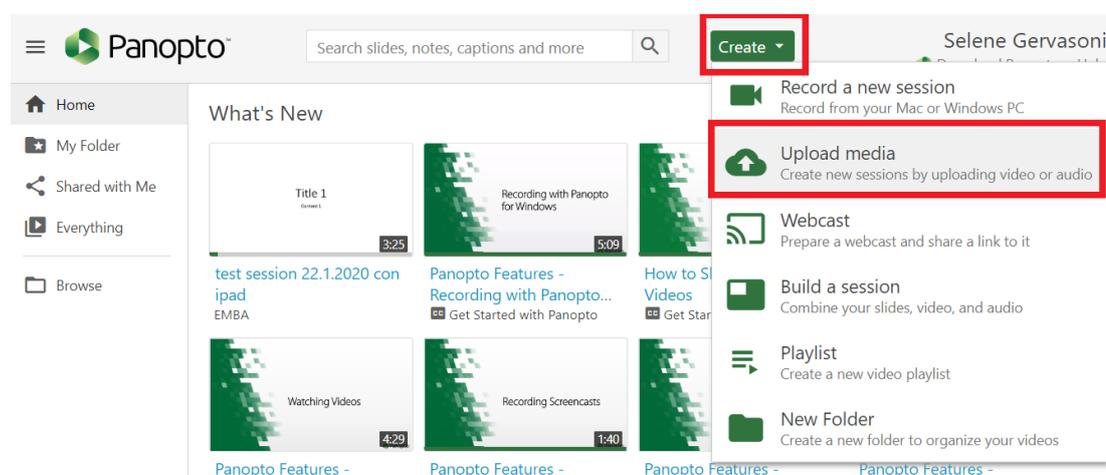


2.2. Share the video (teachers)

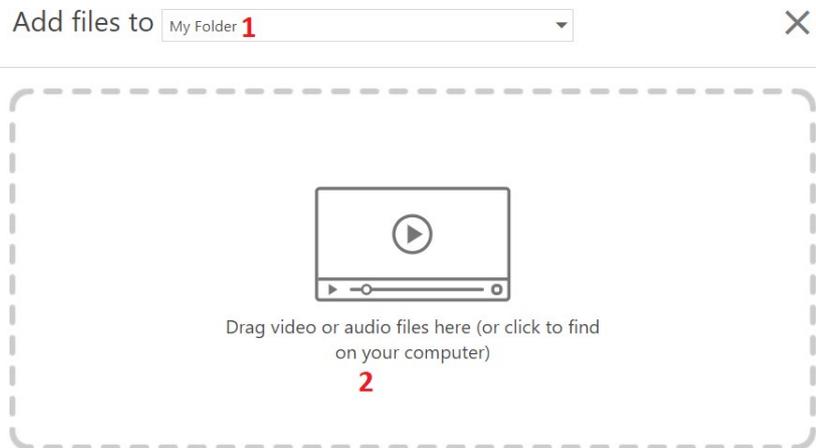
Teachers can upload their videos on Panopto and share them with students.

Attention: if you have never logged in to Panopto, please contact: helpdesk@elearninglab.org (USI teachers) or helpit@supsi.ch (SUPSI teachers).

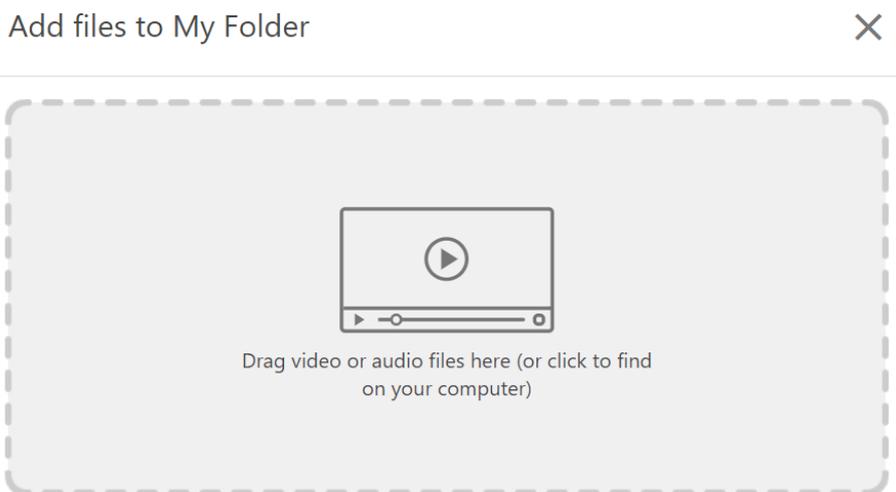
Go to <https://usisupsi.cloud.panopto.eu/> and login with your USI credentials. Click on “Create”, then on “Upload media”.



Select the folder where you want to save the video (1) and upload the video (2) by dragging it into the destination area or choosing it from you documents.



Once the upload is complete, clicking on the share icon on the bottom right it will be possible to copy the link to be shared with students through iCorsi.



✓ Upload complete. You can close this window now.

MP4 tutorial_glossario_moodle
Processing media



If you need further information on how to use Panopto, please see the handbook on iCorsi: <https://www.icorsi.ch/mod/folder/view.php?id=109435>

eLab contacts:

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phone: +41586664760