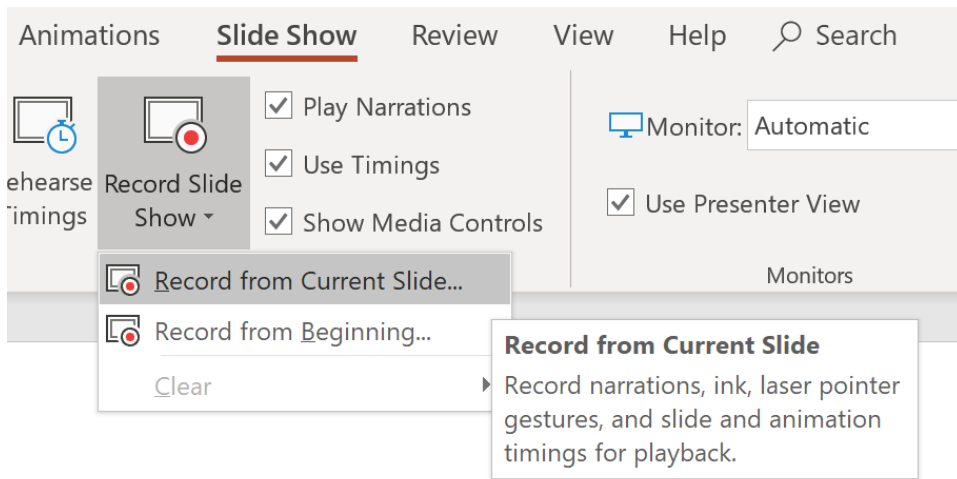
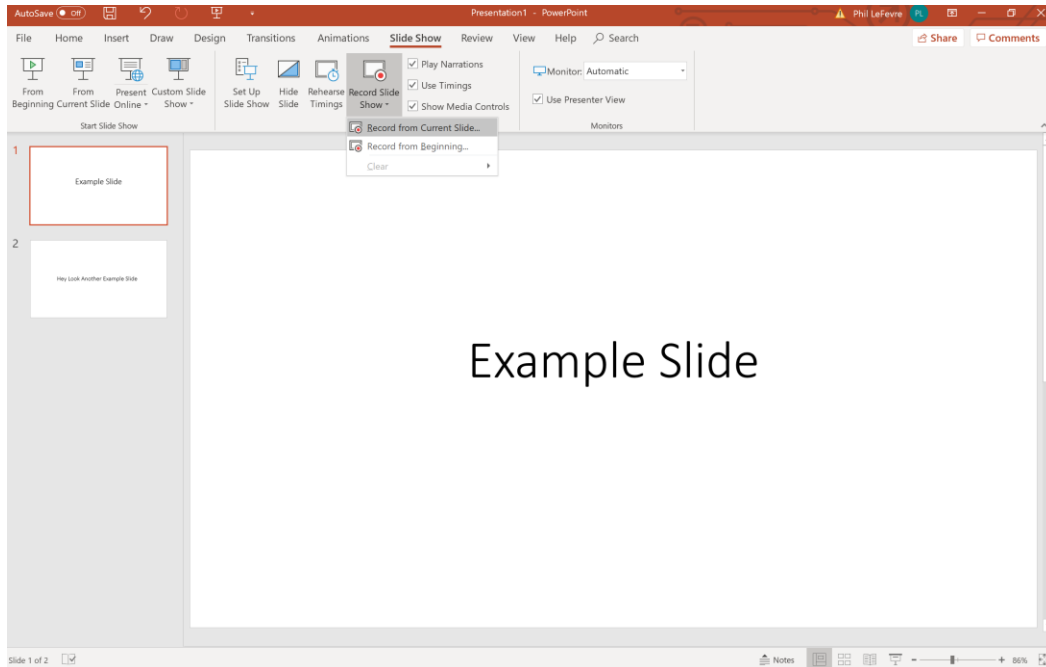


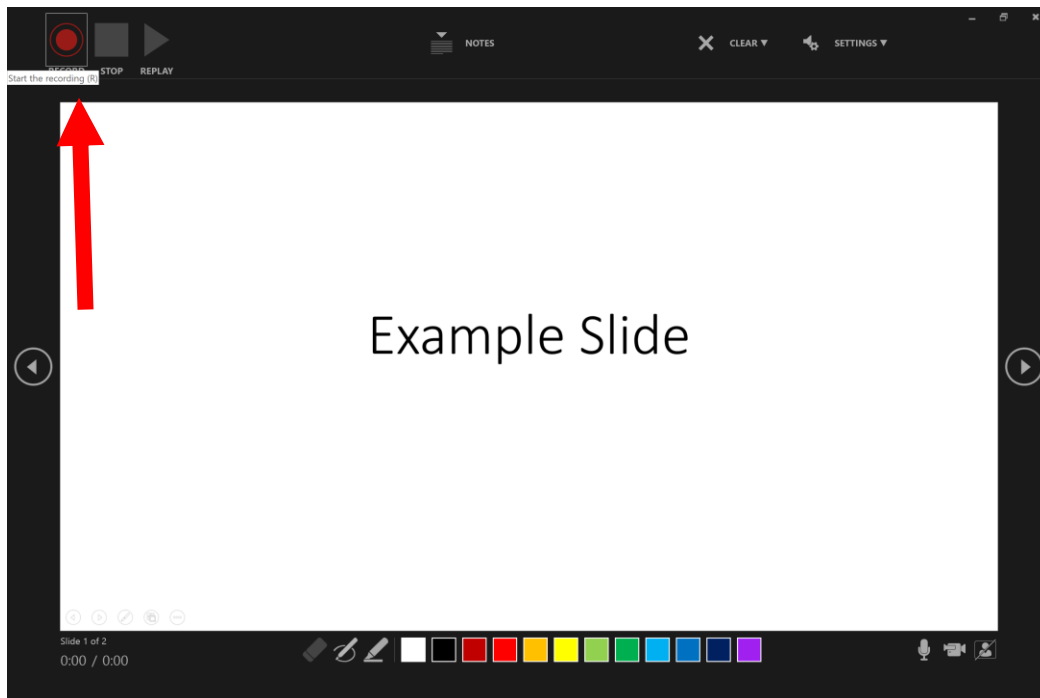
Instructions on how to Record Over a PowerPoint Presentation

To record over a powerpoint, you will be starting the slide show, and PowerPoint will add what you say, slide by slide.

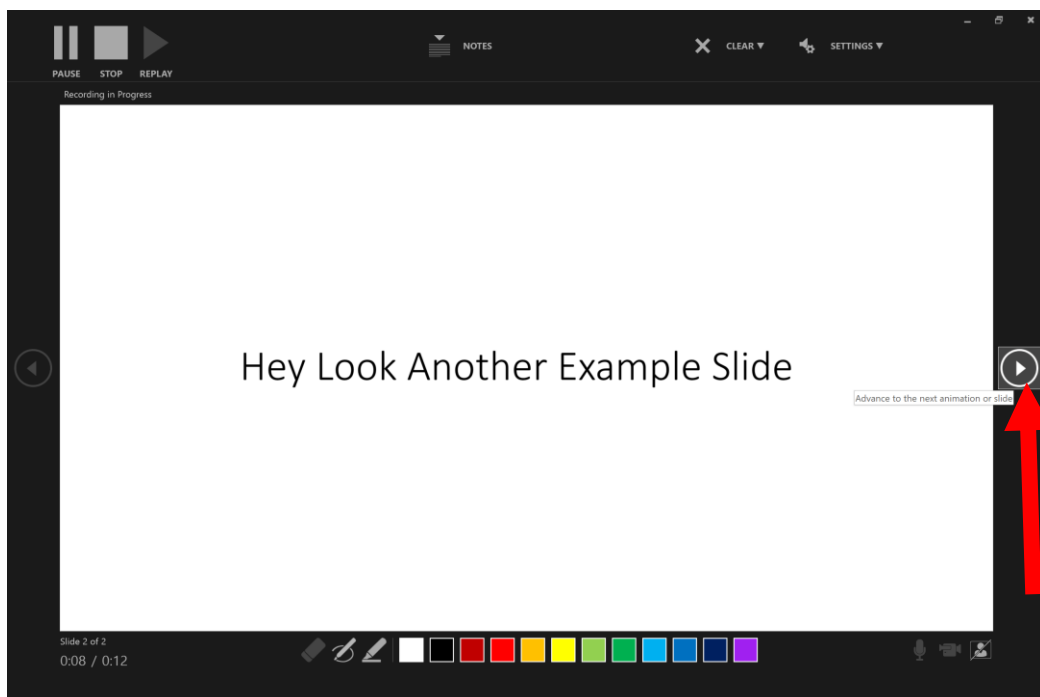
When you Powerpoint is ready to teach with, go to the “SlideShow” Tab, then click “Record Slideshow”, then “From Beginning”.



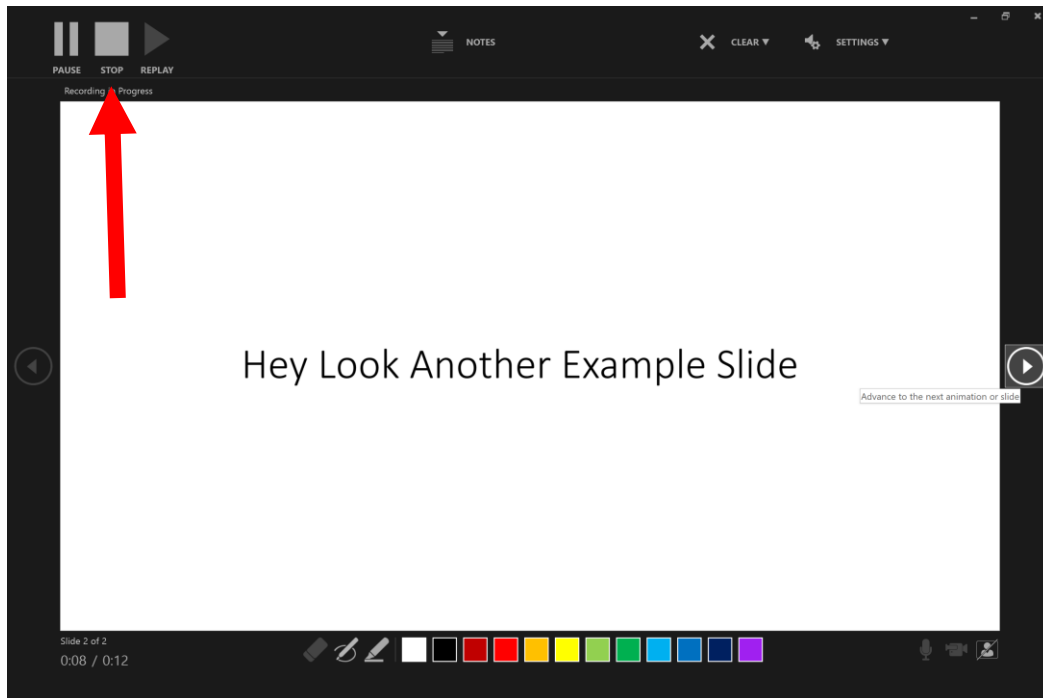
This will pop up your Presenter Mode, where you click “Record” to get started.



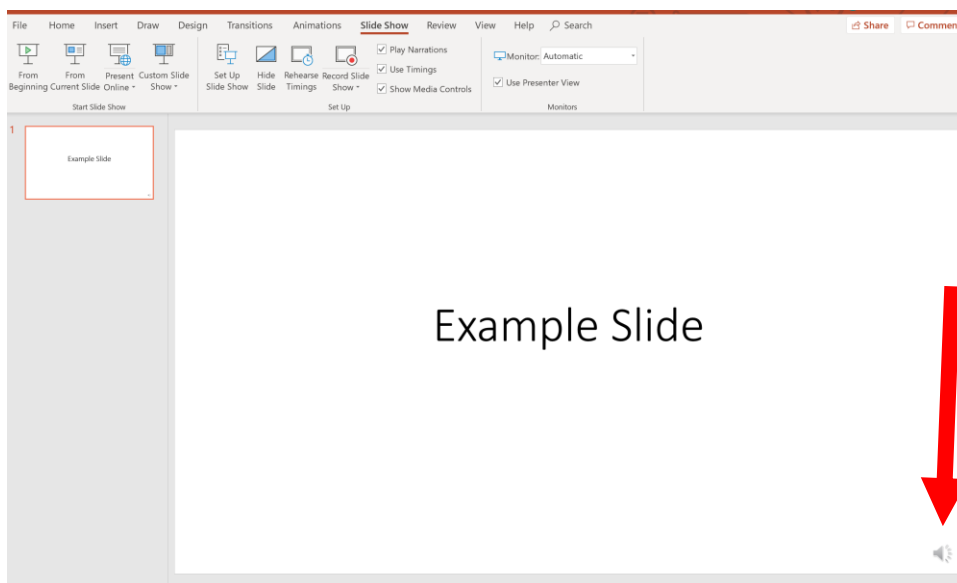
From here you will begin speaking, and just hit the right hand arrow when you're ready to move on to the next slide.

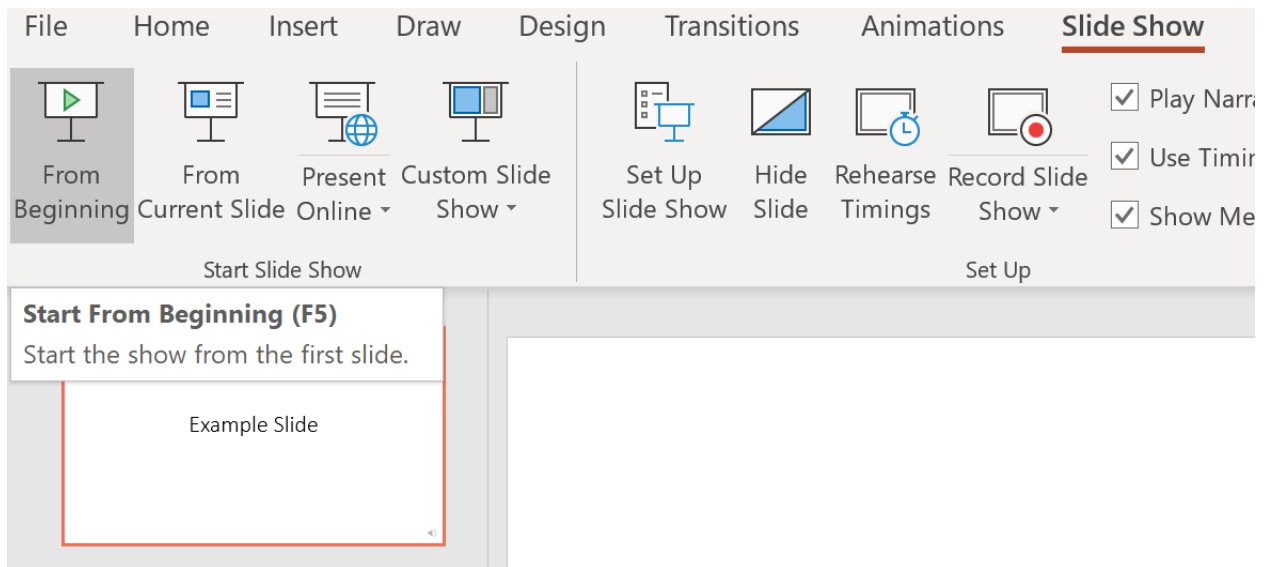


Keep going until your slideshow is over, then hit the Stop button at the top right.



Once you exit the slideshow, your slides should have a small speaker icon on the bottom right of each slide. This indicates your recording worked. Save the file (File->Save As-> Name it Lecture X Annotated). You can now test that it worked by hitting the Slideshow tab and "From Current Slide" button and listening to make sure it worked.





Once saved, you are now ready to upload your file to eCampus or your Google Drive.