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How to Create and Upload a PowerPoint Presentation in YouTube and upload to Blackboard

Step 1: Create Narrated Power Point Presentation

Watch the following video tutorial or follow the steps below:

http://homepages.uc.edu/LCB_Online_Learning/NarratingPPTs/NarratingPPTs.html

Recording tips and hints:

1. Limit each video to 7-10 minutes for best results
2. Use a headset with a microphone and speakers
3. Record in an area free from distraction
4. Always preview slides prior to recording

Narrating your PowerPoint slides:

- Prior to beginning the lecture, plug in external headset. You may want to check your audio setting.
- Open the PowerPoint file that you will be narrating
- Click the **Slide Show** tab at the top of the screen
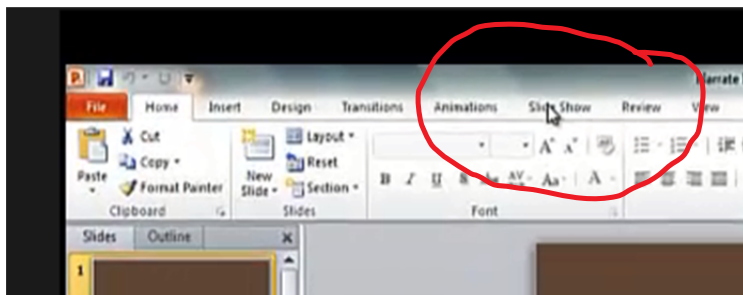
- Click on the **Record Slide Show** Tab on the navigation panel (usually from the beginning)
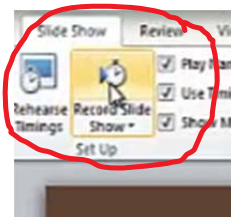
- A **Record Slide Show** box will open, Click **Start Recording**
 The slide show will open in full screen mode and begin recording.

- You will also see a tool bar in the top left-hand side of the screen (see below)
- If at any time you need to stop recording, Click the **Pause** button on the recording tool button
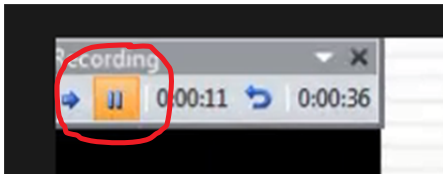
- To begin recording again, click **Resume Recording** and the audio will pick up where it left off


- The **Repeat Button** allows you erase the current slide and restart the recording from the slide you have erased
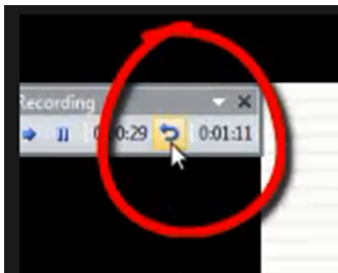
- Once you have recorded content on a slide, **Advance** to the next slide by pressing the **Space Bar**.
- Proceed with recording all slides and hit **Esc** to end the slide show
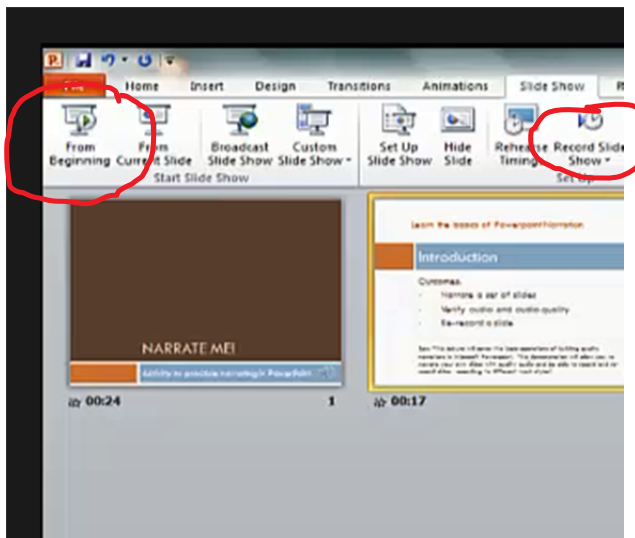- Save your Narrated PPT on your Desktop

Next Step: Review Recording

- Review all slides to ensure timing is associated with each slide
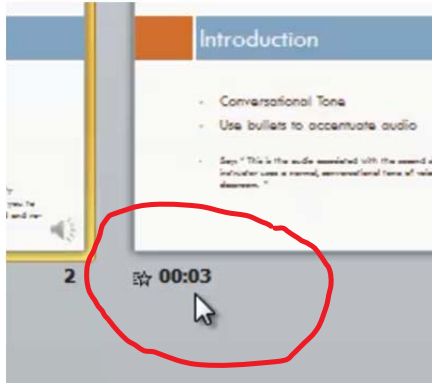
*If no timing exists, audio was not captured

- To review presentation from beginning to end to ensure audio and presentation quality, select **Slide Show** then **from Beginning**


- Save File with audio to a safe location (e.g. desktop)

Step 2: Convert PowerPoint File to Video File

To convert your PPT to a video file, the process is as follows:

- Open the narrated PowerPoint file
- Under the **File tab** in the upper left-hand side of the screen select *Save and Send* (in 2010) or Export (in 2013)
- Choose *Create a Video* under *File Types*
- Select *Use Recorded Timings and Narrations*
- Click *Create Video*
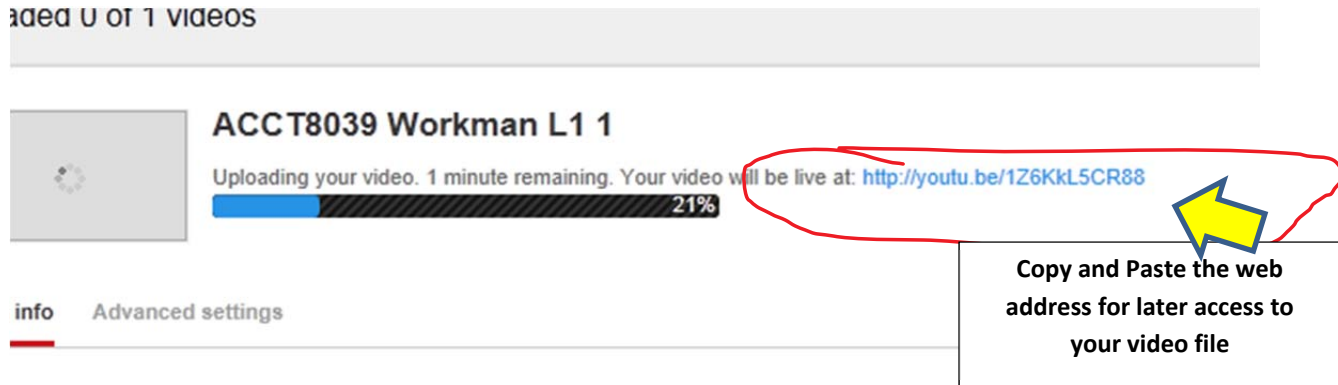
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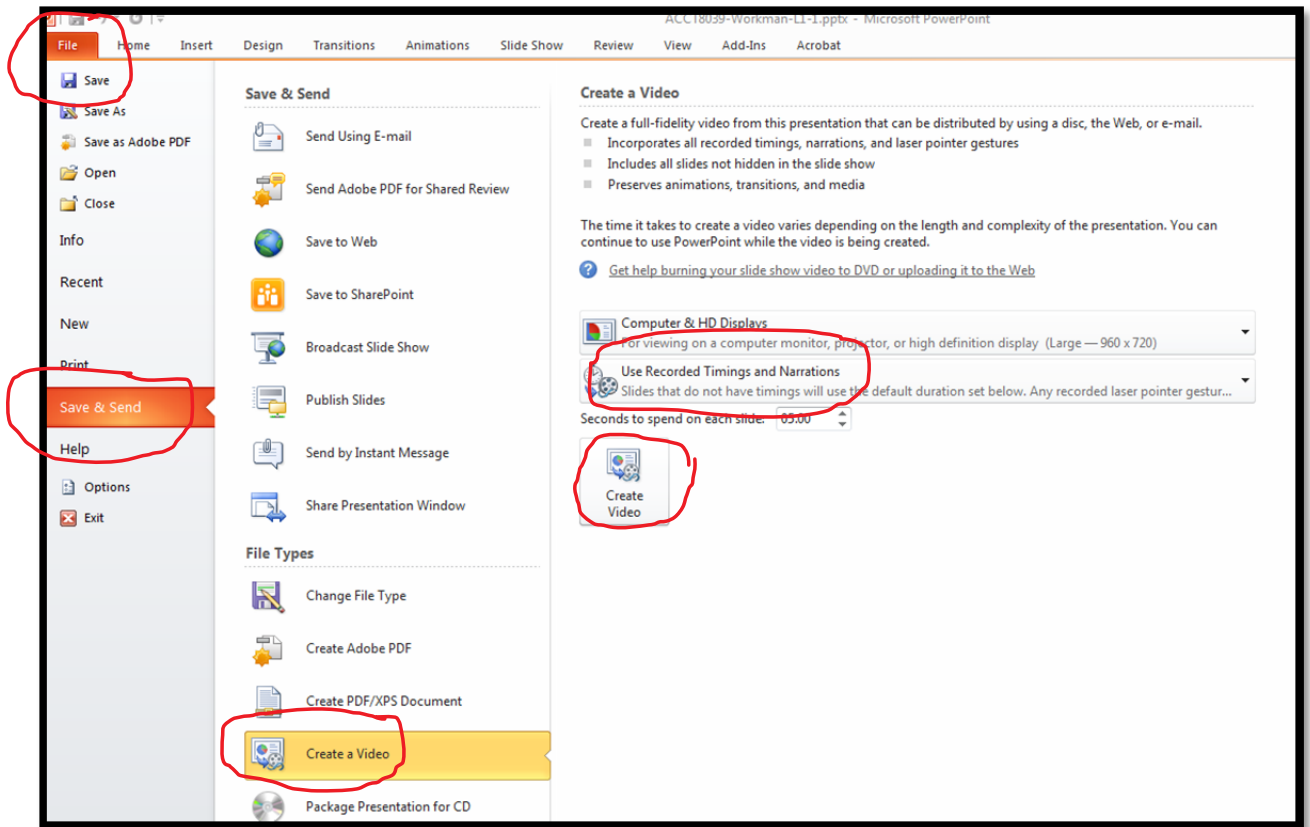
- The video will take 5-10 minutes to process depending on the file size
- When you have your video output (wmv.) file, save it to your desktop for easy retrieval
- You are now ready to upload the wmv. file to YouTube the same way you would upload any other video

Step 3: Upload Video File (wmv.) to You Tube

- Log-on to www.youtube.com
- Choose the *Sign-In* button
- If you are a first time user you will have to register for a new account
- Click **Upload Videos** in the upper-right-hand corner of any YouTube page
- Drag video file into the box labeled **Upload Video**
- Once video begins to upload, you may add additional information about your video such as description, tags, and category.
- Set your Privacy Setting to *Unlisted* so that only your students will have access to your videos created
- Select the file you want to upload
- Click the *Upload Video* button and wait for the video to process

Created by: Angela Robbins, LCB Center for Instructional Design

- While the video continues to process, copy the URL of the file so that you can paste it into your Bb course.

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Uploading your video. 1 minute remaining. Your video will be live at: http://youtu.be/1Z6KkL5CR88

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**Copy and Paste the web address for later access to your video file**

- Once the video has finished processing, proceed to Bb to upload the YouTube video link

Step 4: Publish Your YouTube Video to Blackboard (Bb)

- Log onto: https://blackboard.uc.edu/webapps/portal/frameset.jsp
- Enter *Username* and *Password*
- Locate the place in the course to add the video lecture
- Select the **Build Content** Option under the section you would like to add the YouTube video

Build Content   C.

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- Select *Create Item*

Create Item

A Content Item is any type of file
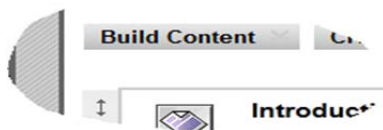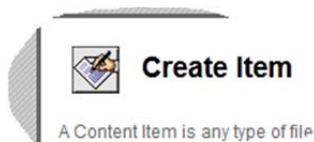
- Add the title of the lecture, a description and then paste the YouTube video link into the content box.

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Content Information

* Name   Lecture 1-ACCT 101

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Text

Linked below, you will find Lecture 1, that outlines this weeks review of ACCT 101's key terms and
http://www.youtube.com/watch?v=3PkQspQTifY&feature=youtu.be

- Click final **Submit** button for posting

Edit Item

A Content Item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or folder. More Help

* Indicates a required field.

Cancel   Submit

1.   Content Information

* Name   Lecture 1-ACCT 101

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Text   Text Editor is: ON

Linked below, you will find Lecture 1, that outlines this weeks review of ACCT 101's key terms and definitions related to ....
http://www.youtube.com/watch?v=3PkQspQTifY&feature=youtu.be

- You may then want to post an Announcement for your students to inform them that a
new lecture has been posted for them to view! We recommend you test the link before
sending the announcement.