

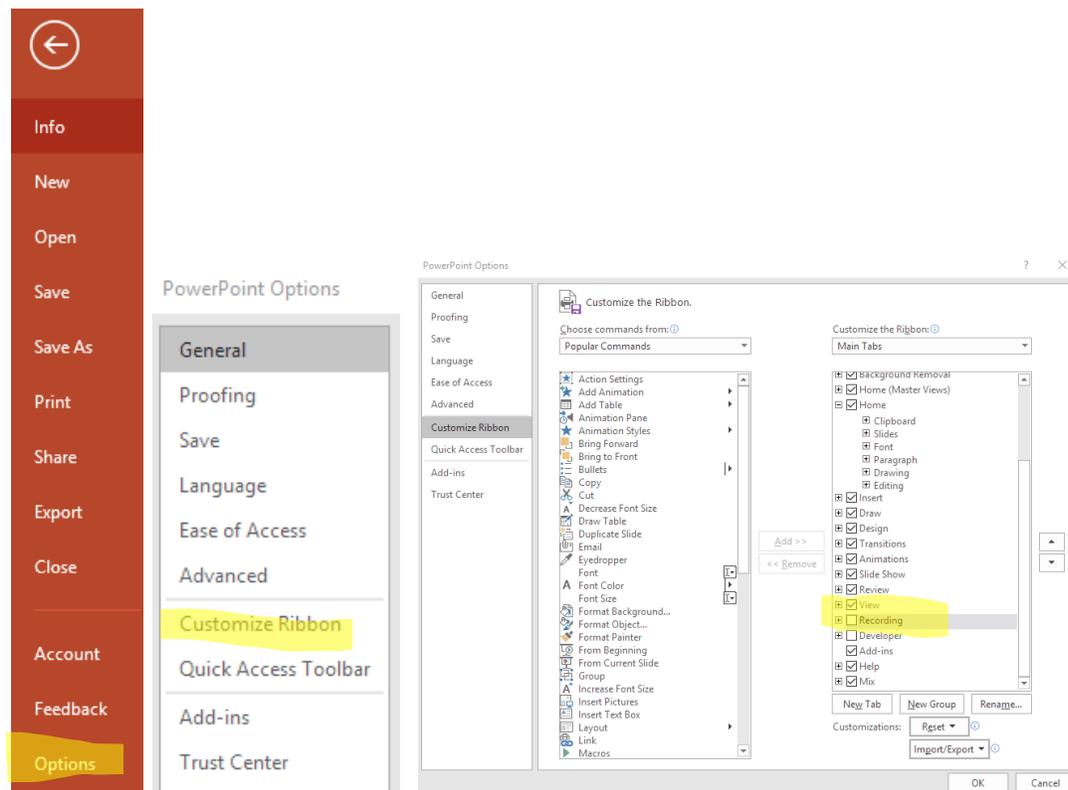
# Office PowerPoint Recording

## Introduction

In the latest Microsoft Office updates, the Recording Tab replaced the Office Mix plug-in. The Recording Tab offers the recording options that used to require a separate download. You can still add interactive elements, such as quiz questions and interactive exercises. However, for now, analytics are not available since the Office Mix web site is being phased out. According to Office documentation, analytics should be available at a later date.

## Enabling the Recording Tab

You will need to enable the Recording Tab within PowerPoint. To do this, click on **File > Options**. Once in Options, click on **Customize Ribbon**. On the right, under **Main Tabs**, click the checkbox next to **Recording**. Then click OK.

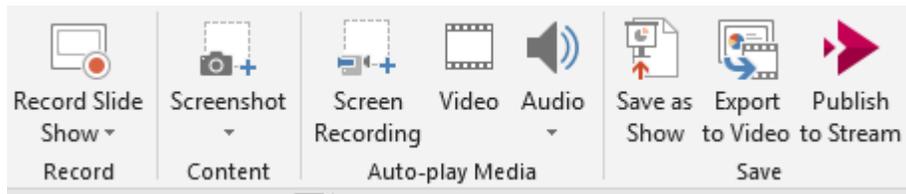


## What you can do with Recording

PowerPoint Recording allows you to add the following to your slides:

- Recorded video
- Screenshots
- Screen recording

## Recording Tab



**Record Slide Show:** Record Slide Show opens the menu that allows you to adjust camera and microphone settings and to record the audio and video for the selected slide. Within this area, you can also record ink annotations.



**Screenshot:** Screenshot allows you to take a picture of your computer screen and add it to your presentation.



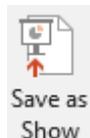
**Screen Recording:** Screen Recording allows you to record your computer screen as part of the presentation. For example, demonstrate how to do something in a computer program.



**Insert Video:** Insert video allows you to add pre-recorded video to your presentation.



**Insert Audio:** Insert audio allow you to add pre-recorded audio files to your presentation.



**Save as Show:** Save as Show allows you save the presentation as a PowerPoint show, which will not allow the PowerPoint file to be edited, but will play the recorded audio and video.



**Export to Video:** Choose Export to Video if you want to save your PowerPoint as an .mp4 file. You can upload your .mp4 file to VIC or Stream to share with students.



**Publish to Stream:** Publish to Stream saves the presentation as an .mp4 file within Stream on Office 365.

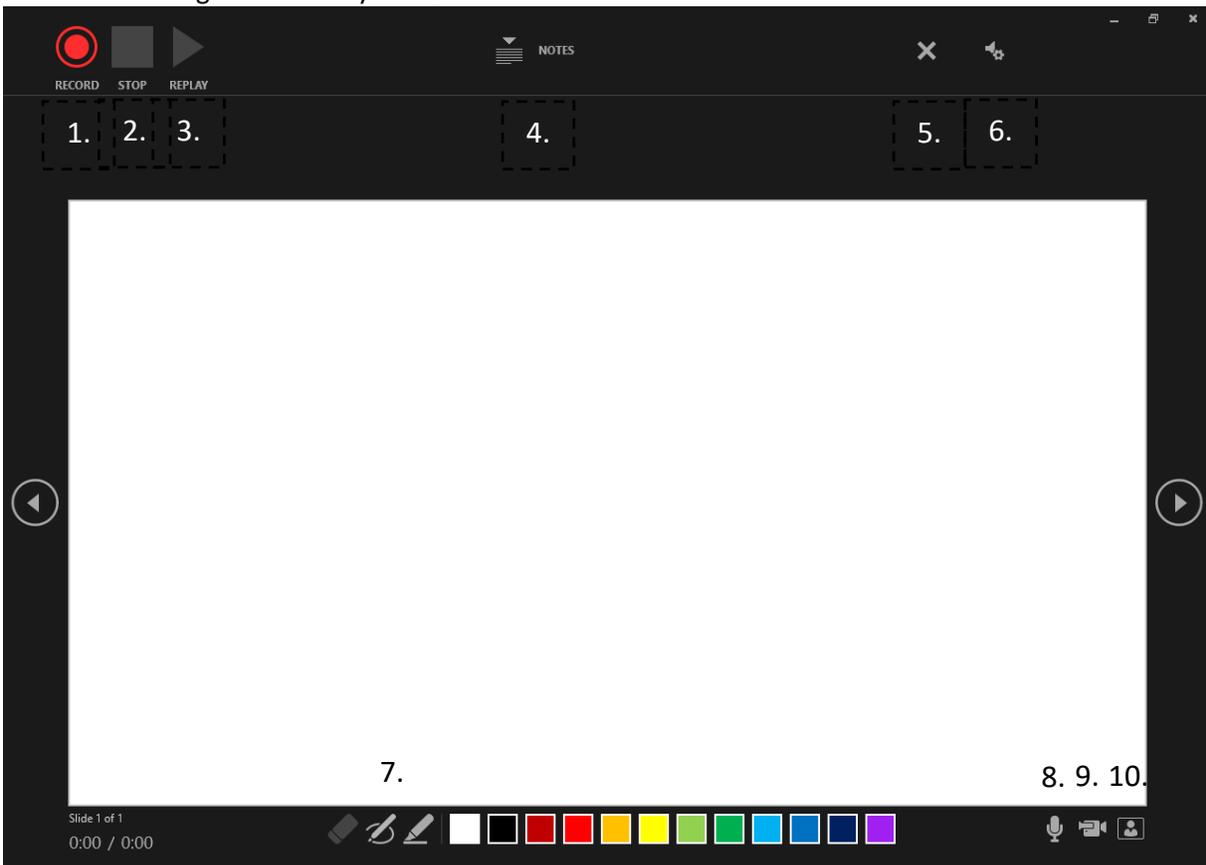
## Recording Process

### [Office 365 Recording a PowerPoint](#)

Below is a screenshot of the Recording Screen, and a description of the tools found there.

1. **Record:** Starts recording

2. **Stop:** Stops recording
3. **Replay:** Allows you to watch what you just recorded
4. **Notes:** Displays the PowerPoint notes, if you typed notes as you composed your slides
5. **X (Clear):** Clears recordings on THIS slide or ALL slides
6. **Settings:** Allows you to choose microphone and camera sources
7. **Inking tools:** Allow you to annotate, highlight, etc. These annotations can be recorded as you make them.
8. **Microphone icon:** Click to mute/unmute microphone. If muted, the icon will display with a line through it.
9. **Camera icon:** Click to enable/disable video. If disabled, the icon will display with a line through it.
10. **Preview:** Allows you to turn on/off the preview of the video recording that will display in the bottom right corner of your slide.



## Saving and sharing with students

You will need to save your recordings as .mp4 files or PowerPoint Shows. Video files will need to be uploaded to either Stream or VIC and then linked or embedded onto Moodle pages. Stream will also auto-create closed captioning that you can easily edit to ensure accuracy.

PowerPoint Shows are saved on your computer or within your OneDrive account. If you have uploaded the show to your OneDrive account, you can share a link to the Show within Moodle.

## Getting Help

PowerPoint has help and tutorials built into the program. Click Help in the main menu to access the resources provided by Microsoft.