

Adding a voiceover to your PowerPoint Slides

Adding a voiceover to your PowerPoint slides is a quick way to create content for your online students. Recording audio directly onto your slides from within PowerPoint itself is a very easy process. [This Microsoft-produced guide](#) (both a 2 min video tutorial and text instructions) brings you through how to do this.

Will the audio work in Brightspace?

NB! In order for your PowerPoint with recorded audio to work in Brightspace, you must save the finished PowerPoint presentation as a video file. Note however that while the narrated audio that was recorded in the slide show will play, other embedded media files won't play.

If using a PC, the process will differ depending on what version of PowerPoint you are using.

- For recent versions of PowerPoint go through the usual File>Save as process, but choose .mp4 (MPEG-4 video) as the file type.
- If using **PowerPoint 2013**, then go to File>Export>Create a video. Once the **Save As** dialog appears, select the location where you wish to save the presentation, enter the name, and choose the **Save As** type, and choose MPEG-4 Video. If the file isn't playing properly you may need to re-convert it as an .mp4 to get both the audio and video to display properly. You can do that [using this free converter](#), then upload the file to Brightspace.
- However, if you are using **PowerPoint 2010**, then you need to choose File>Save & Send>Create a video. With PowerPoint 2010, the video created will be in .wmv format. This will need to be converted into .mp4 format if you want it to play in Brightspace. You can do that [using this free converter](#) to convert the file and then upload it to Brightspace.
- Earlier versions of PowerPoint do not have the 'create a video' option.

If using a MAC, don't use File>Save because that process won't offer you video options. Instead, choose File>Export and open the File Format list and select MP4.

Note: PowerPoint 2016 for Mac doesn't support saving in a video format.

How do I upload the video file to Brightspace

- Building out your module from scratch Part 1
- Building out your module from scratch Part 2