

Narrating PowerPoint Files for Blackboard using Articulate

Publishing PowerPoint Files

Once you've finished creating a PowerPoint presentation, you're ready to publish to the Web. Articulate software allows you to do a number of post-production functions, including adding narration and inserting media or attachments. This tutorial will show you how to add narration to your presentation and publish it on Blackboard. If you have already recorded narration in PowerPoint, please skip to the "Adjusting Settings for the Web" section of this document.

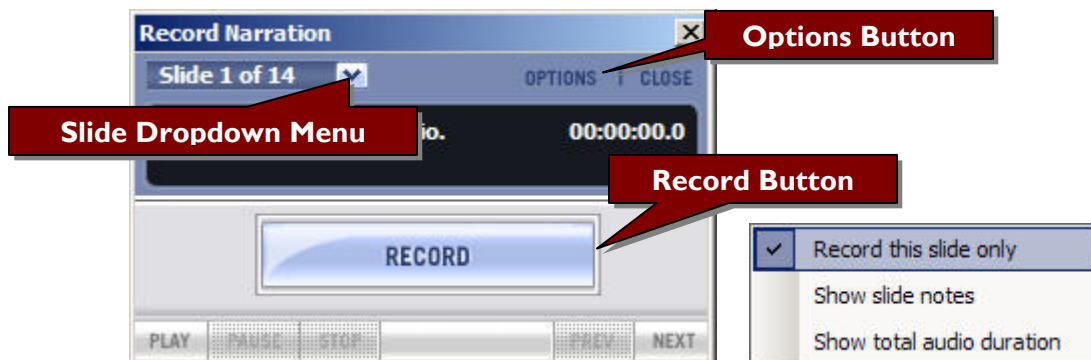
NOTE: You must purchase Articulate and install it on the computer you are using to create your Powerpoint presentation in order for it to show up in the Powerpoint menu.

First Steps

1. If necessary, connect the microphone to the PC with the USB cable.
2. Double-click on the **Speaker icon** on the taskbar and make sure Volume Control and Microphone are not muted and that the volume level is appropriate. If you do not see Microphone, click on **Options > Properties**, click to put a checkmark in the box beside Microphone, and click **OK**.
3. If you have not already clicked on **Options > Properties**, do that now.
 - a. Click the circle next to "Recording."
 - b. Under "Mixer Device" select **Samson C01U**. (Please Note: Microphone name may vary if not in the DMR.)
 - c. Make sure "Wave In" box is checked.
 - d. Click **OK** in the Properties window and close the Volume Control.

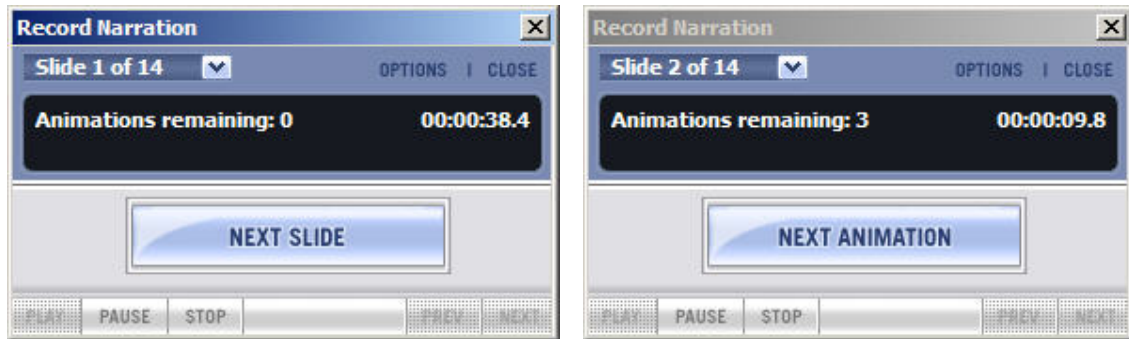
Recording Narration

1. **Open** your PowerPoint Presentation.
2. Click **Articulate > Record Narration**.
 - a. Your presentation will open in a new window with an Articulate navigator.



3. Click the **Options** button.

4. Select whether you would like to record narration for **this slide only**; if not click the Esc button on your keyboard.
5. To record for one slide or locate the place where you would like to begin to record, click the **Slide dropdown menu** and select the appropriate slide.
6. Click the **Record** button to begin recording.



7. As you record, buttons in the Narration window will help you navigate through your presentation. Often, you will see the message “Saving audio to disk – please wait.”
8. To Pause or Stop recording, click the **Pause** button or **Stop** button.
9. You can playback any of your slides by clicking **Stop** to stop recording, choosing the slide to playback from the dropdown list, and clicking the Play button in the Record Narration box. You will have the opportunity to playback the whole presentation after you close the **Record Narration** box.
10. Click **Close** in the **Record Narration** box.

NOTE: The process of recording has not changed your Powerpoint file in any way. When you publish the Articulate file to your computer, it will create a separate .zip file.

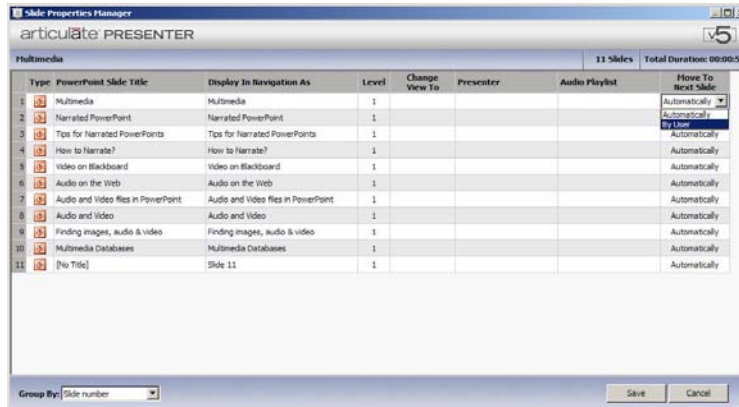
11. You can re-record at any time:
 - a. Open the original Powerpoint file
 - b. Click on the **Articulate > Record Narration**.
 - c. Choose the slide to re-record from the dropdown list
 - d. Click **Record**.
 - e. Publish the updated file to your computer (see “**Publishing to your Computer**” below).

Playing Back Narration

Before you upload to Blackboard, you can play back the entire narrated presentation from inside Powerpoint by clicking **Articulate > View Presentation**.

Adjusting Settings for the Web

1. **Open** your PowerPoint presentation.
2. Click **Articulate > Slide Properties Manager**.



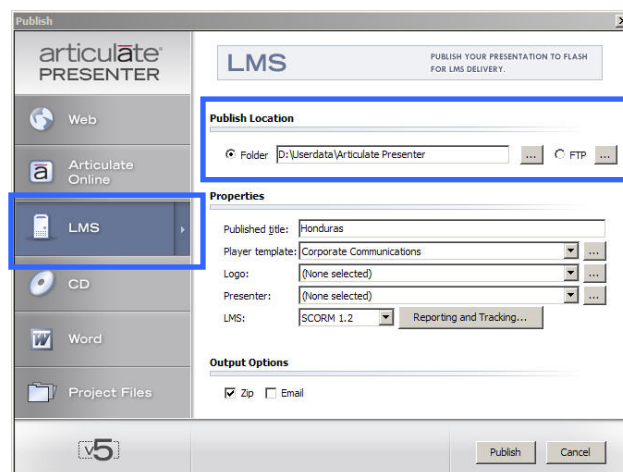
3. Click in field under **Move To Next Slide**.
4. **Select** whether you wish slides to move **automatically** from one slide to the next whether you wish the student to control the pace. Do this for all the slides individually.

NOTE: If you leave it set at Automatic, the presentation will move to the next slide when the narration for the current slide is complete; but students can always use the **Pause** and **Stop** buttons, select a slide from the index on the left, or drag the moving arrow back as the slide is playing.

5. If you wish to change the title for what your slides will display as, use the mouse to click in the box under **Display In Navigation As** and type in the new title.
6. Click **Save**.

Publishing to your Computer

1. Click **Articulate > Publish**.
2. Select the **LMS** tab.



- Under **Publish Location**, click the “...” button to select a location to save your file.

NOTE: Remember to make a note of the folder where you saved your file, including the entire path. This will make it easier to find when you are ready to upload to Blackboard.

- Adjust properties as you desire.
- Click the **Reporting and Tracking...** button, make any changes and click OK. You must click on this button, even if you have no changes to make in Reporting and Tracking.
- Make sure **Zip** box is **checked**.
- Click **Publish**.

Uploading to Blackboard

- After you’ve logged in to Blackboard, select the course you’d like to add your presentation to.
- Click **Control Panel**, go to the content area to display your presentation, and click **Add Item**.
- Under **Content Information**, type a name for your presentation.
- Under **Content** subheading “Attach local file,” click Browse.

The screenshot shows the 'Content' section of a Blackboard interface. It includes a 'Content' tab with a '2' icon and an 'Options' tab with a '3' icon. The 'Content' section contains the following fields and options:

- A text box for 'Attach local file' with a 'Browse...' button.
- A text box for 'Name of Link to File'.
- A 'Special Action' dropdown menu with the following options:
 - Create a link to this file
 - Create a link to this file
 - Display media file within the page
 - Unpackage this file

- Locate the newly created zip folder on your computer (it will be wherever you chose to save it, inside a folder with the name of your Powerpoint > **Data > SCORM**), and click **Open**.
- Under “Special Action,” select **Unpackage this file**.
- Adjust Viewing options if necessary.
- Click **Submit** (“Content Actions” page will load).
- Under “Embedded Media Information,” select the entry point, which is **player.html**
- Click **Submit**.

Playing the Narrated Presentation from Blackboard

Students will click on the name of the .zip file to play the presentation.

They can control the presentation by:

- Using the **Pause** and **Stop** buttons.
- Clicking the **Thumbnails** tab and selecting a slide from the index on the left.
- Dragging the moving arrow back and forth as the slide is playing.