POWERPOINT SLIDE RECORDING
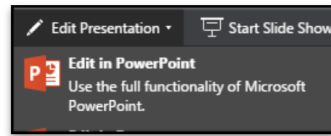
1 Open PowerPoint in the **DESKTOP** version (not Online).

FROM ONEDRIVE > CLICK EDIT PRESENTATION IN POWERPOINT

FROM **POWERPOINT ONLINE**

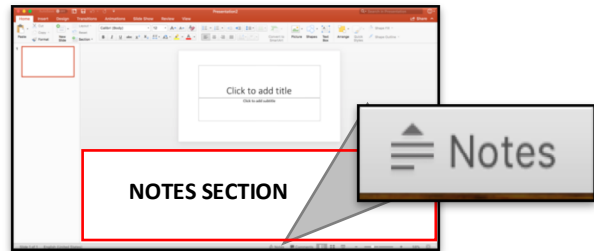**2** **SIGN IN** with your school email so that your PowerPoint syncs with OneDrive (save often!)
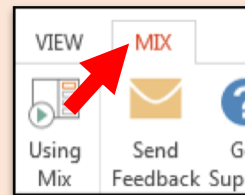
CHECK YOU ARE **LOGGED IN**

DOUBLE ARROWS = SYNCING W/ONEDRIVE

3 **COPY AND PASTE** your script into the **NOTES SECTION** below each slide. You will read this script as you record.

NOTES SECTION

4 Under the **MIX** tab, select **SLIDE RECORDING**. This will launch "Record Mode."
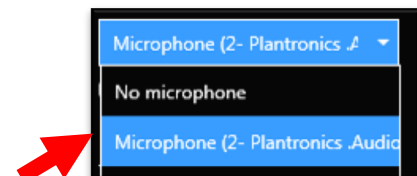
MIX TAB

SLIDE RECORDING

5 In Record Mode, select your **MICROPHONE** from the right side. The correct microphone is **Plantronics** OR **USB Audio Headset**.

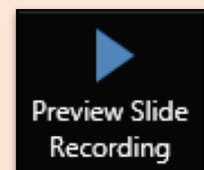SELECT YOUR MICROPHONE FROM THE RIGHT SIDEBAR

6 Do a test recording to check your Microphone and Volume levels.

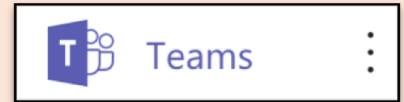**7** Record each slide. Your script will appear in the **SLIDE NOTES** section as you record.

YOUR SCRIPT WILL APPEAR HERE

8 When you have finished, **PREVIEW** your slides. Re-record individual slides as needed.
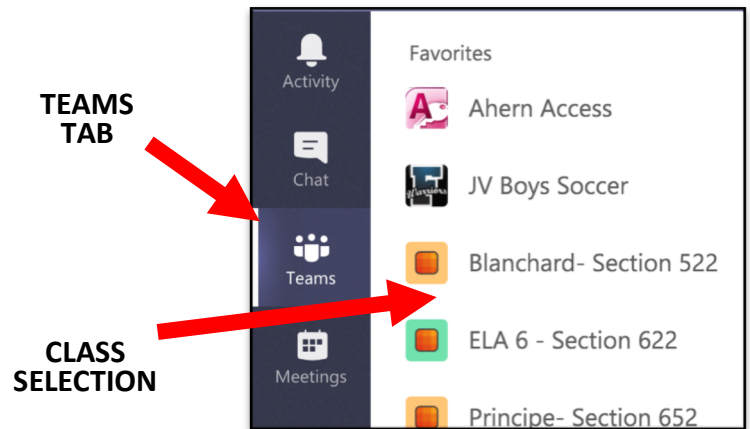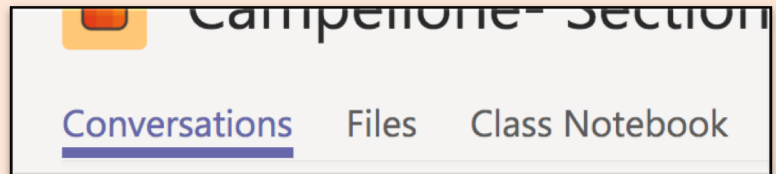
SHARING YOUR PROJECT

1 From your **Waffle**, select **Teams**

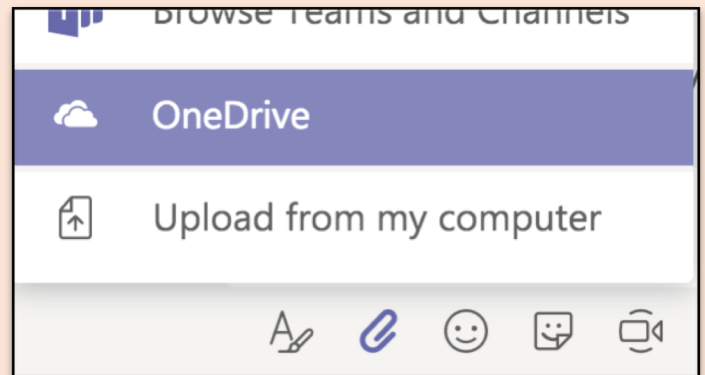**2** In the **Teams** tab, select your class Subject (ex. Social Studies)

3 Make a new post to the **Conversations Board** with your Project.

At the bottom of the Conversation Board, select the paperclip icon to **Attach** a file.

Select **OneDrive**.

4 Select your Project file from OneDrive and click **Upload a copy.**

Post to the Conversations Board clicking enter key or the paper airplane icon