

Creating narrated presentations using Slideboom (with Mac Office 2008) and embedding in a D2L Discussion post (v10.3)

SlideBoom creates narrated presentations which can be viewed in Desire2Learn. Slideboom is a web-based tool that converts Microsoft PowerPoint files (including recorded audio) to a format (Flash) that is ideal for sharing presentations over the web.

This tutorial is written for Mac users using the Office 2008 version of PowerPoint. If you are running Office 2011, you can use this tutorial; however the screenshots may look slightly different.

Before you begin:

- In order to create narrated PowerPoint presentations using Slideboom, you will need to setup a free account at: <https://www.slideboom.com/register> (do not upload files as a Guest)
- It is highly recommended that you use microphone headset for recording your voice. This will assure that the microphone remains at a fixed distance, creating a consistent volume level throughout the recording process. You can check out a USB microphone headset using your student **ePanther ID card** for **4 hours** from the UWM Media Library located in the West Wing, Lower Level (<http://www4.uwm.edu/Library/media/>). Or you can purchase a microphone headset. The Logitech® Stereo Headset H390: <http://bit.ly/p670G3> is recommended;

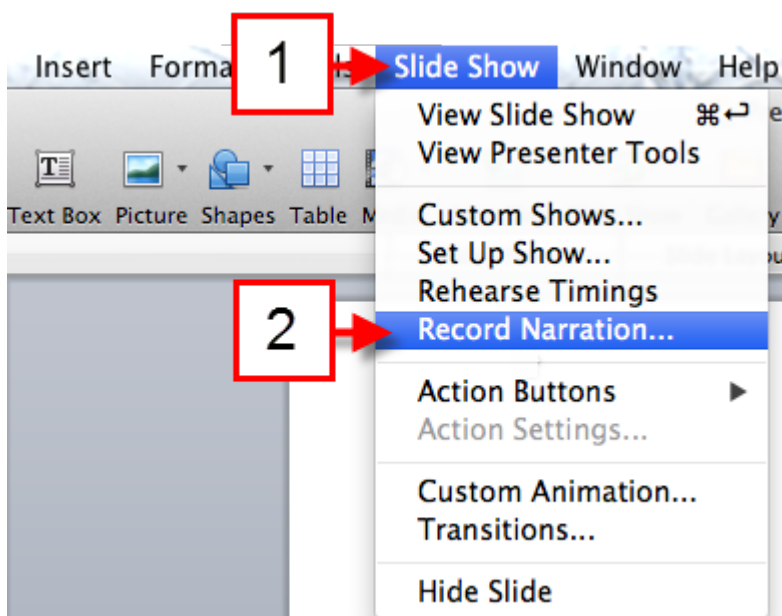
however, any noise-cancelling, USB-connected microphone headset should suffice.

- You must have access to your completed PowerPoint presentation (you'll need the .pptx file).

For additional information and frequently asked questions about recording narration in PowerPoint, see: <http://uwmltc.org/?p=5740>

You may consider printing this tutorial and referencing it as you work. A printable PDF version of this tutorial can be found here: <https://db.tt/7RCXBqFb>

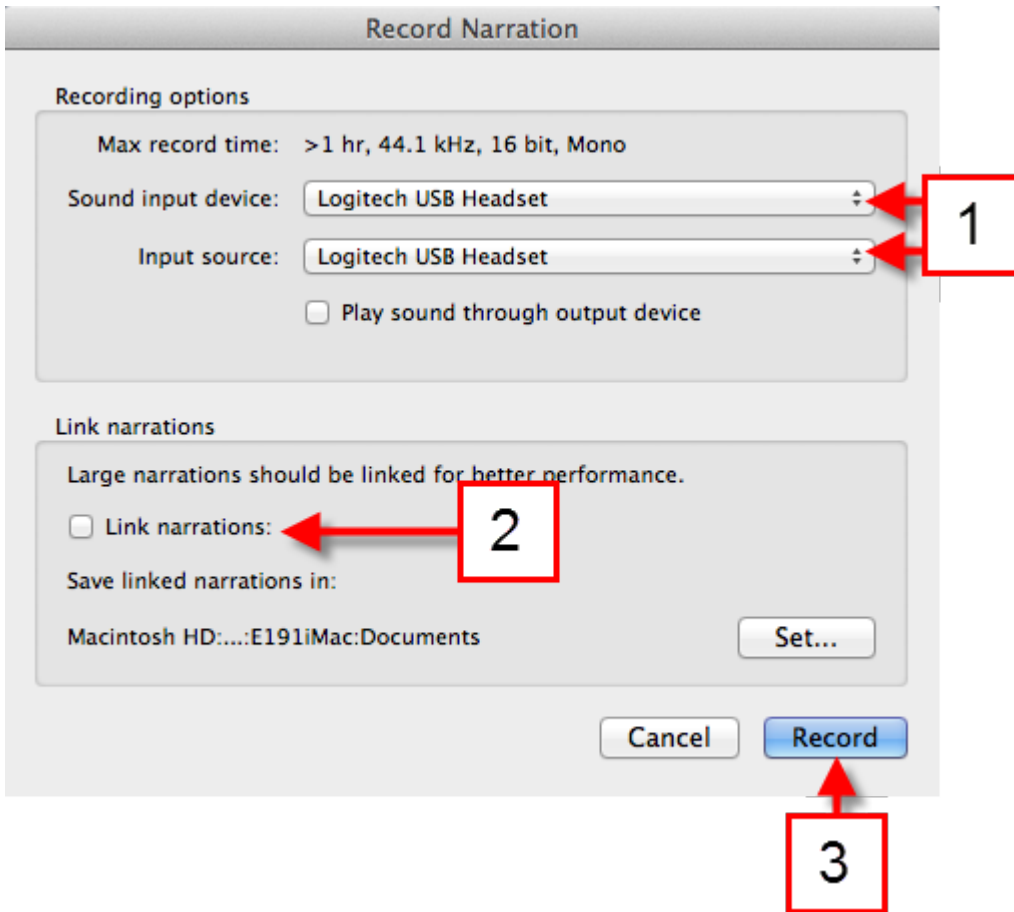
Step #1



Ensure that your microphone headset is plugged into your computer. Open Microsoft® PowerPoint® 2008 on your Mac.

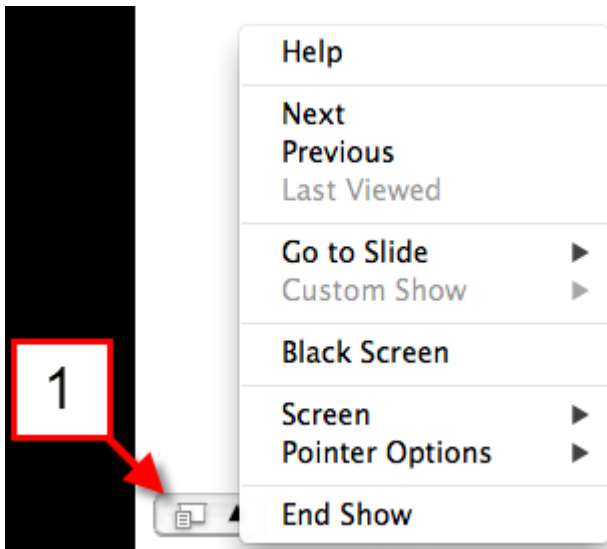
1. Under the [Slide Show] menu.
2. Select [Record Narration].

Step #2



1. Select the [Sound input device] and [Input source]. You should select the name of your microphone (brand) from the pull-down window.
2. Be sure the [Link narrations:] **IS NOT** selected. This is very important. If this is selected, your audio will not be uploaded to SlideBoom.
3. When you are ready to begin recording, click [Record].

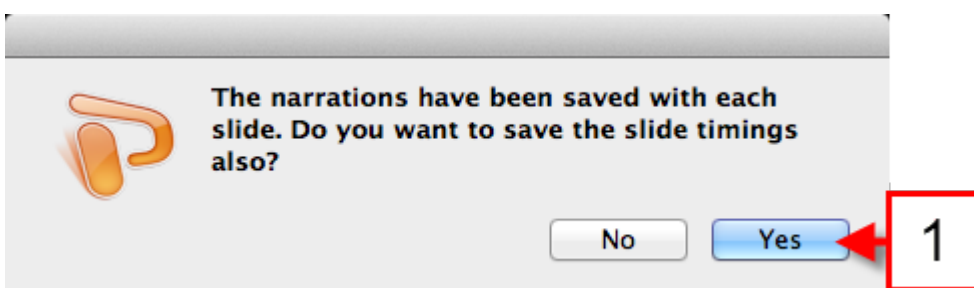
Step #3



The first slide of your presentation will appear and you can start to record your narration. When you have completed the narration on each slide, **WAIT for a few seconds** before moving to the next slide. If you review your recording and find that the end of your recording has been cut off, re-record using the instructions in Step #6 and wait for several seconds before moving to the next slide.

1. To move to the next slide, you can click the forward arrow or space bar on your keyboard. There is also a menu at the bottom of the screen with options for navigation, but most presenters find the keyboard commands to be easiest to control.

Step #4

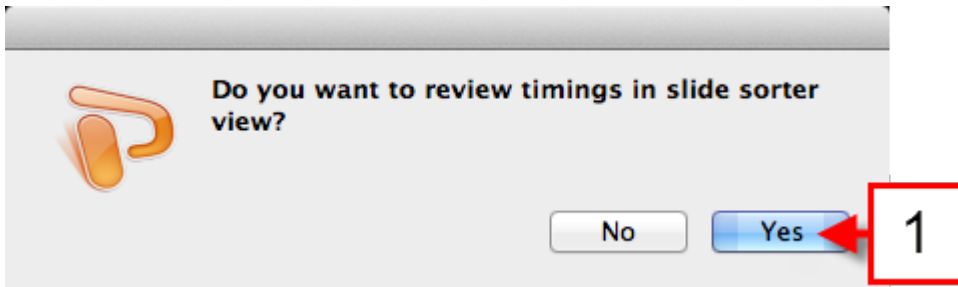


At the end of your presentation, move forward (click the arrow key) and you will be prompted [Do you want to save the slide timings also?]

1. When prompted, click [Yes].

It is important to save slide timings, especially if you are re-recording a slide. Otherwise, the timing from the previous recording will be saved and your audio may be cut off.

Step #5



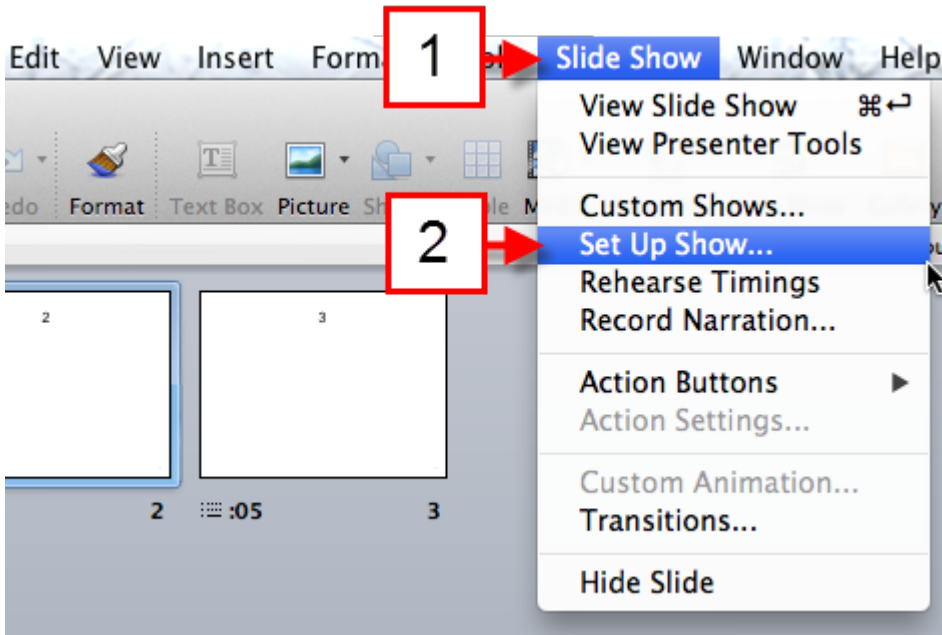
Once you save your slide timings, you will be prompted [Do you want to review timings in the slide sorter view?].

1. When prompted, click [Yes].

At this point you can listen to your presentation by clicking on the [Slide Show] icon on the bottom left of the window, or pulling down the [Slide Show] menu and selecting [View Slide Show].

When you are finished with your presentation, [Save] the file as a [PowerPoint Presentation (.pptx)].

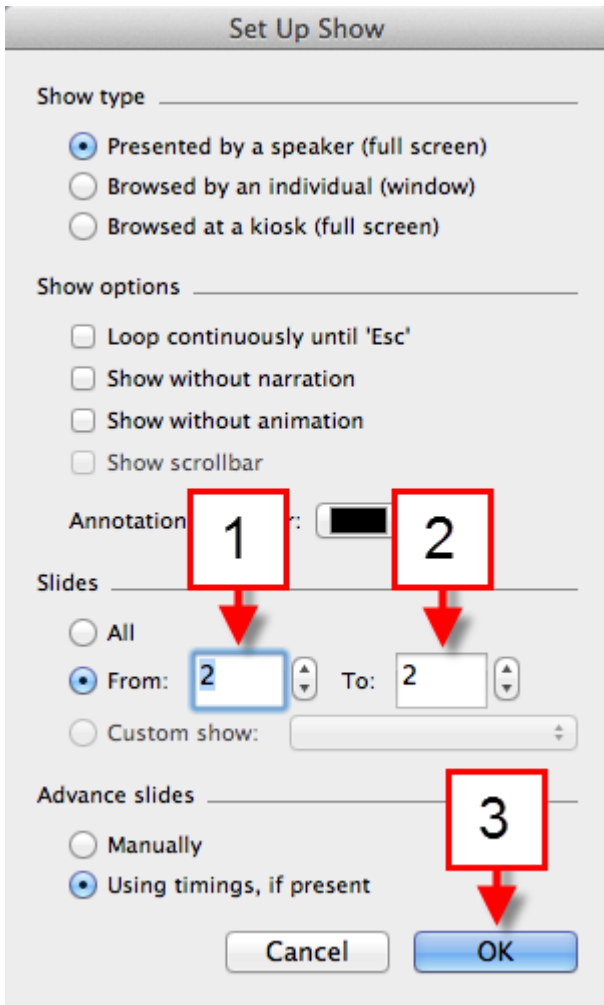
Step #6a (optional)



1. If you want to re-record a single slide, Pull-down the [Slide Show] menu.
2. Select [Set Up Show].

When you have finished re-recording the slide, hit the escape key to terminate the recording process and prevent re-recording the next slide.

Step #6b (optional)



1. Under [Slides], in the [From:] field, enter the slide number you wish to re-record.
2. In the [To:] field, again enter the slide number you wish to re-record.
3. Select [OK].

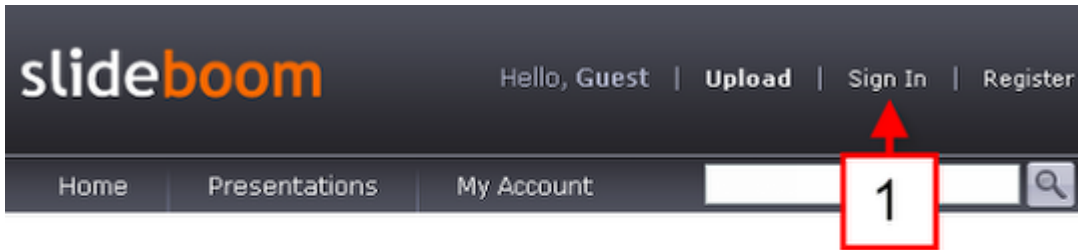
To re-record the slide, **REPEAT STEP #1 and STEP #2.**

When you have finished re-recording the slide, **hit the [Esc] key (escape) on your keyboard** to terminate the recording process and prevent re-recording the next slide.

When you have finished re-recording, be sure to repeat this set and set the [Slides] to [All] in order to listen to the complete presentation.

When you are finished with your presentation, [Save] the file as a [PowerPoint Presentation (.pptx)].

Step #5

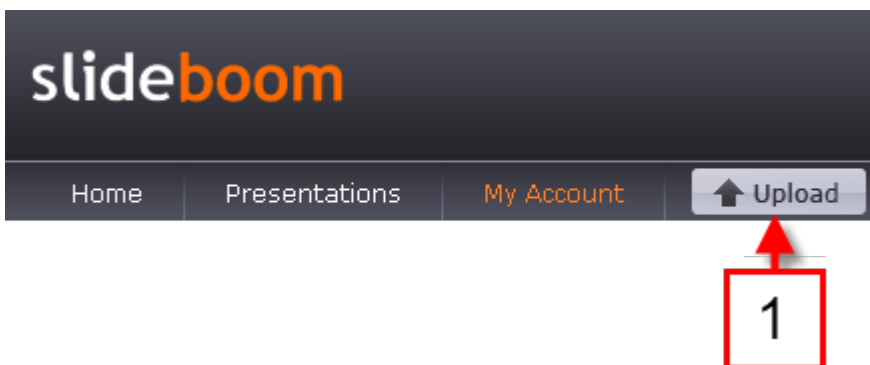


Sign In

A screenshot of the Slideboom Sign In form. It has two input fields: 'Username:' with the text 'myusername' and 'Remaining characters: 12', and 'Password:' with masked characters. Below the password field is a link for 'Forgot Password?'. There is a checked checkbox for 'Remember me on this computer.' and a 'Sign In' button. Red boxes with numbers '2' and '3' are placed over the password field and the 'Sign In' button, respectively, with red arrows pointing to them.

1. Go to <https://www.slideboom.com/> and click [Sign In].
NOTE: If you have NOT setup a free Slideboom account (do not upload files as a Guest), click [Register] or go to: <https://www.slideboom.com/register>
2. Enter your Slideboom username and password.
3. Click [Sign In].

Step #6



1. Click [Upload].

Step #7

Upload Presentation


Supported formats: **PPTX, PPSX, PPT, PPS** (PowerPoint 2010/2007/2003/XP/2000),
ODP (OpenOffice, NeoOffice, StarOffice, Lotus Symphony).

Max upload size: **100 Mb**

File: 1

▸ Options

2

PowerPoint to Flash conversion powered by  iSpring Technology

1. Click [Browse] and navigate to the location on your computer where you have stored the PowerPoint (.ppt) file for your presentation. Select the file.
2. Click [Upload].

Step #8

Upload Presentation

Please wait while your presentation is being uploaded and converted.

Uploading... 71%

Cancel

File:

Please enter your presentation's details and click Submit.

Title:* 1

Description:

Tags:

Topic:* 2

Language:


3 Anyone can view my presentation.

Anyone can download my presentation.

Allow embedding this presentation at other sites.

4

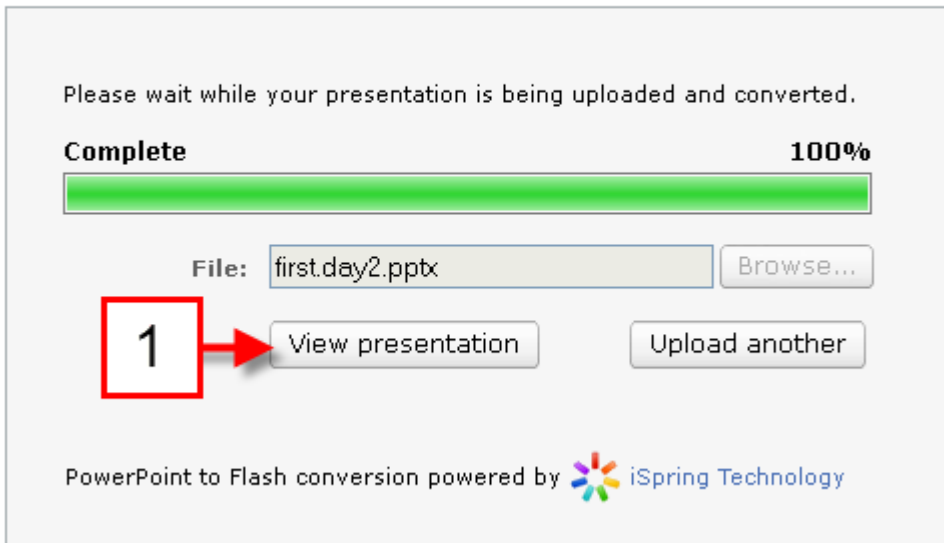
* indicates a required field.

PowerPoint to Flash conversion powered by  iSpring Technology

1. OPTIONAL: You may change the name of the presentation and add a description.
2. You must select a [Topic]. Most instructors choose [Education].
3. Make sure that [Anyone can view my presentation] and [Allow embedding this presentation at other sites] are selected.
4. Click [Submit].

Step #9

Upload Presentation



Your presentation file will begin uploading. You can monitor the progress in the progress bar.

1. Once uploaded, click [View Presentation].

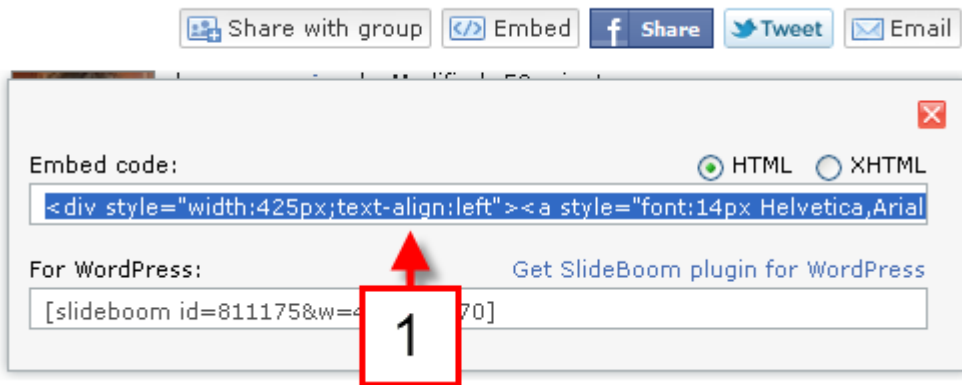
Step #10



Once you are viewing your presentation, you can obtain the “Embed Code” necessary for distributing the presentation from D2L:

1. Click [Embed].

Step #11



1. Select the text (code) below [Embed code:] and copy by hitting [CTRL+C] on your PC keyboard or [Command+C] on your Mac keyboard.

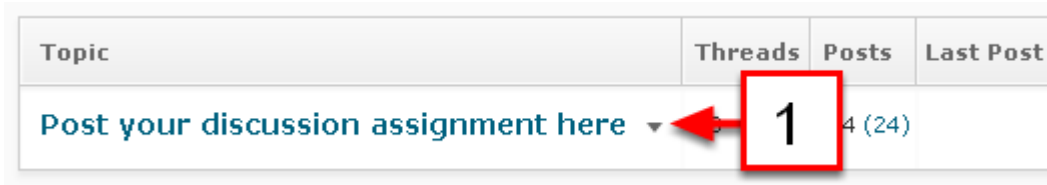
Step #12



Once the Slideboom embed code is copied to your clipboard, you can paste the code into a Content item in D2L using the instructions below:

1. Log in to D2L (<http://d2l.uwm.edu>) and enter your course site. Once you are in your course site, click on [Discussions] in the upper navigation bar.

Step #13



1. Click on the appropriate Discussion topic or this assignment.

Step #14



1. Click the [Start a New Thread] button.

Step #15

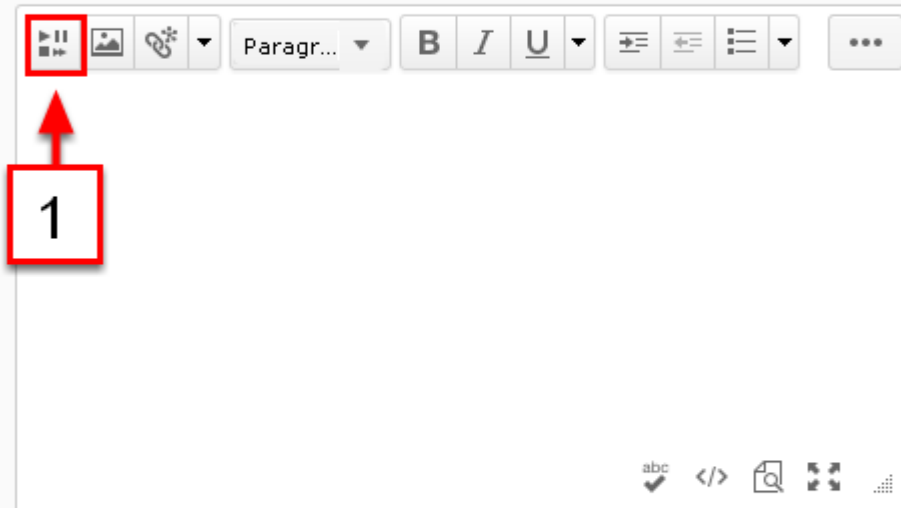
Post your discussion assignment here ▾

☆ [Subscribe](#)

▾ [Hide Description](#)

Add a description ...

Enter a subject



The screenshot shows a rich text editor toolbar. The first icon on the left is a media icon (play, stop, rewind, fast forward) which is highlighted with a red box. A red arrow points from a red box containing the number '1' below it to the media icon. The rest of the toolbar includes an image icon, a link icon, a paragraph dropdown, bold (B), italic (I), underline (U), bulleted list, numbered list, and a more options menu. Below the toolbar is a large text area for the post content. At the bottom right of the text area are icons for text color (abc), code (</>), search, and other options.

Pin thread Subscribe to this thread

> [Add attachments](#)

Post to: **Week 15: Final Reflection**

> [Post to other topics](#)

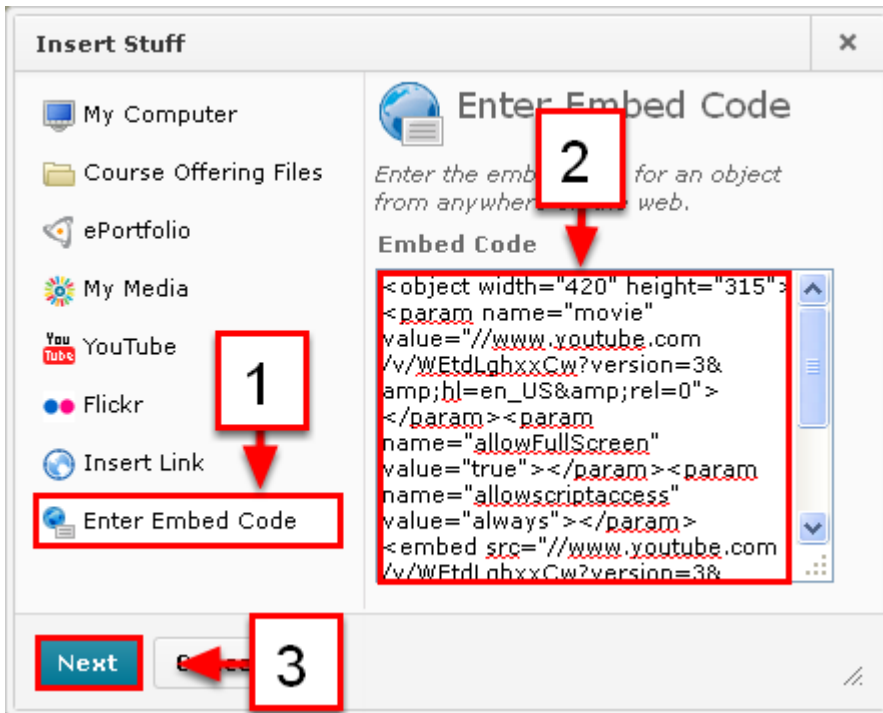
Post

Save as Draft

Cancel

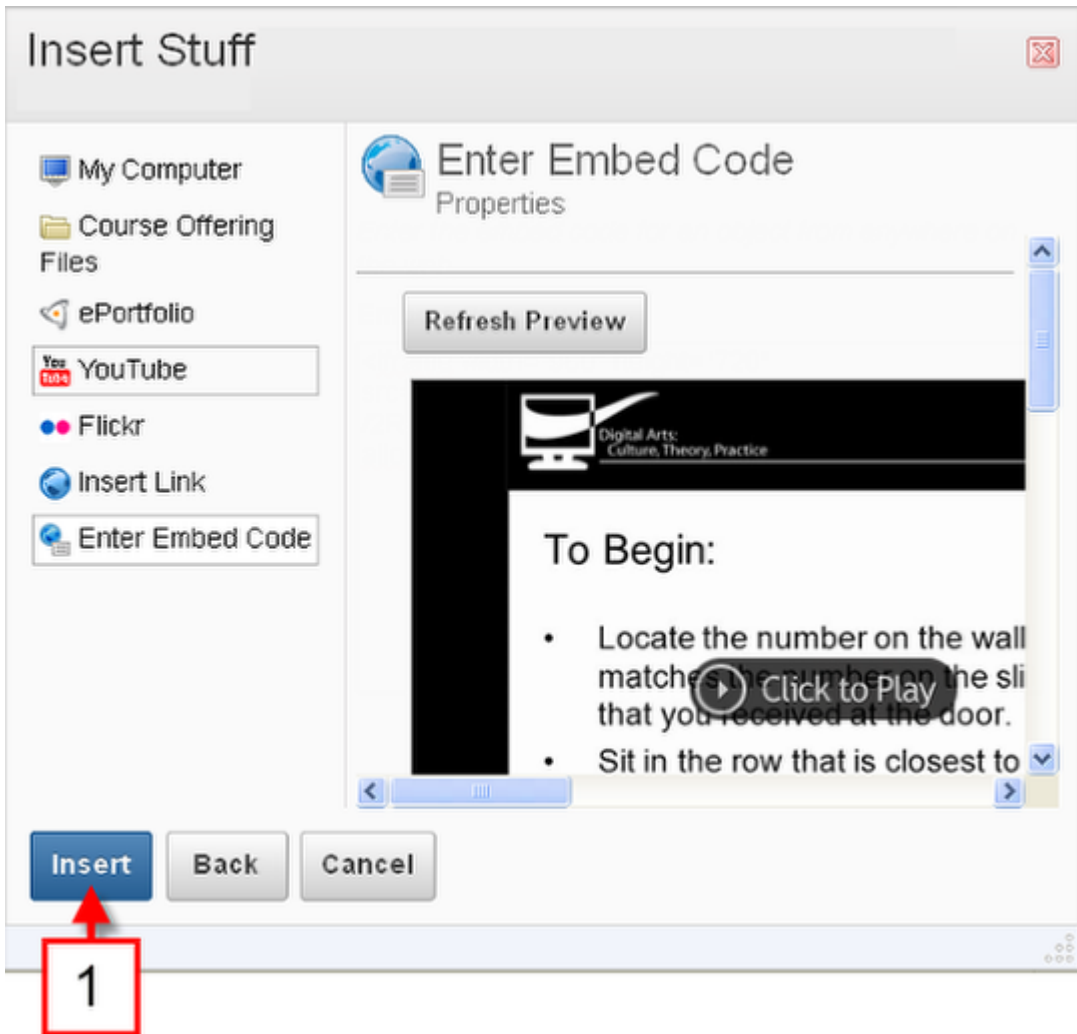
1. In the editor, click the small icon that looks like a play, stop, rewind, and fast forward button, called [Insert Stuff].

Step #16



1. A new window will pop up. Click the button [Enter Embed Code].
2. Paste the embed code that you copied from Step #11 into the [Embed code:] window.
3. Click [Next].

Step #17



You will see a preview of your presentation in the window.

1. Click the [Insert] button.

Step #18

Post your discussion assignment here ▾

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Add a description ...

My video ← 1

Rich text editor toolbar: Paragraph, Bold (B), Italic (I), Underline (U), and other icons.

Pin thread Subscribe to this thread

2 attachments

Week 15: Final Reflection

> [Post to other topics](#)

Post Save as Draft Cancel

1. Once you return to the [New Message Details] page, enter a title for your post.
2. Click [Post].

Step #19



To Begin:

- Locate the number on the wall label that matches the number on the slip of paper that you received at the door.
- Sit in the row that is closest to the wall label that matches your number.
- Odd numbers sit in the section near the wall, even numbers sit in the center section.



View [more presentations](#) or [Upload](#) your own.

You should see the presentation in your discussion post. You (and your peers) can control the play and volume from here.