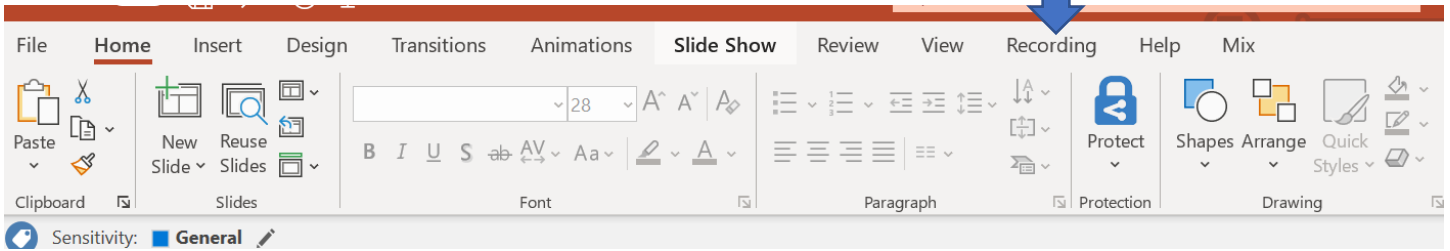


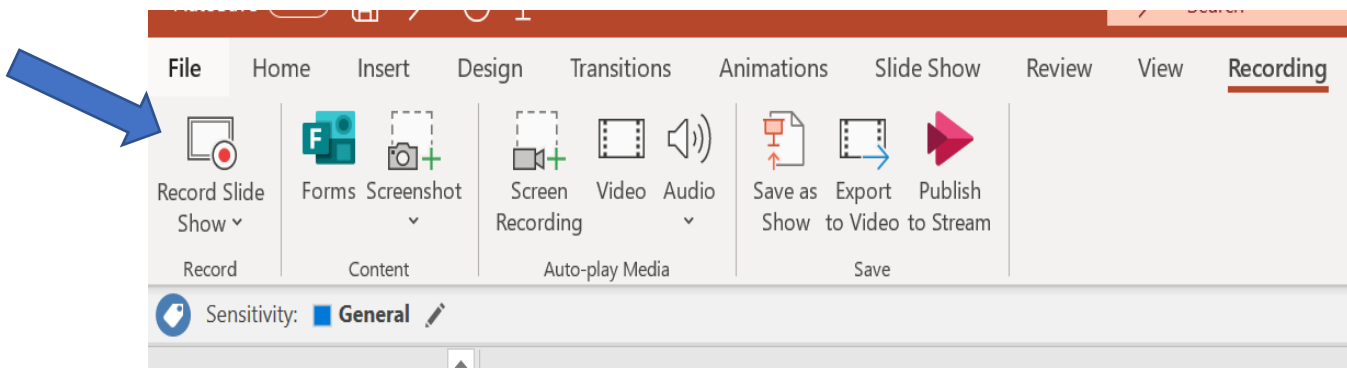
## How to Create Video or Audio over Powerpoint

**STEP 1: Create or open already prepared PPT.**

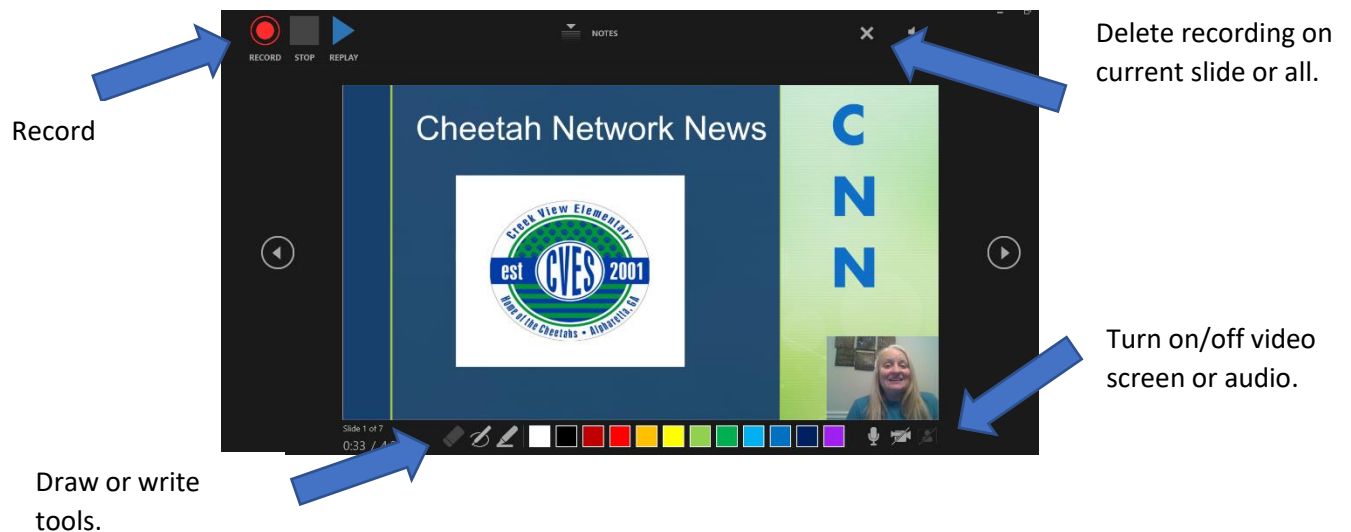
**STEP 2: Click on "Recording" at the top**



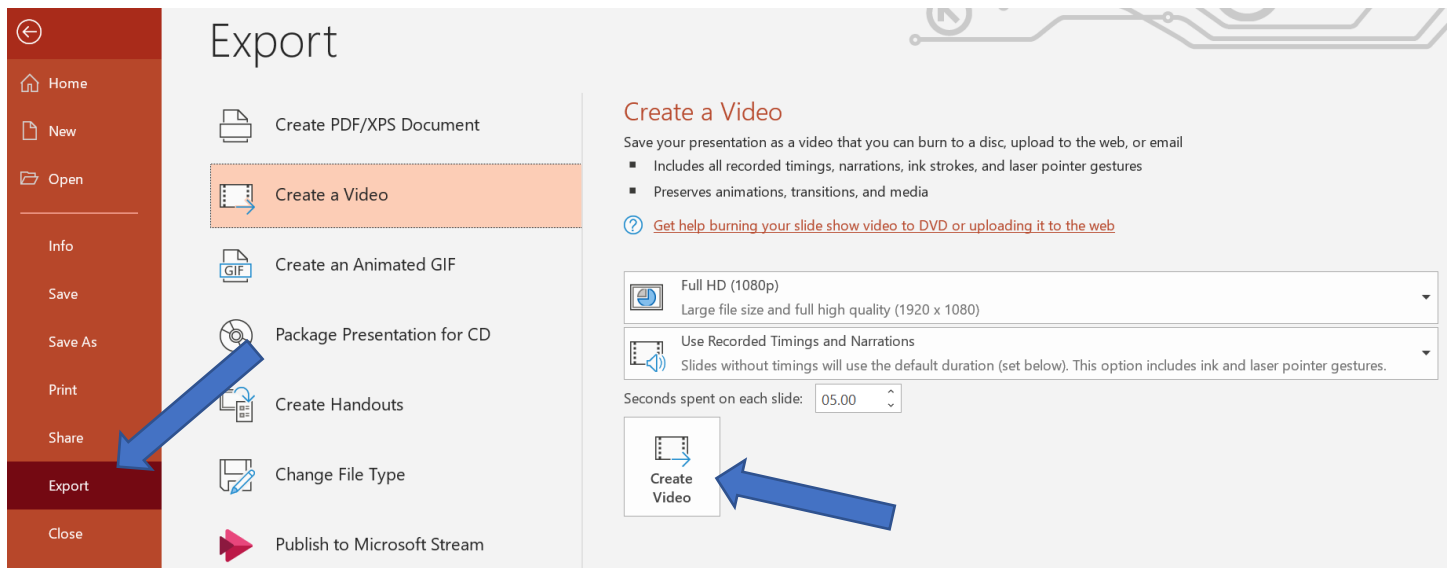
**STEP 3: Record Slide**



**STEP 4: Press the red circle to record (it will count down from 3). You can also draw on the screen using the tools at the bottom.**

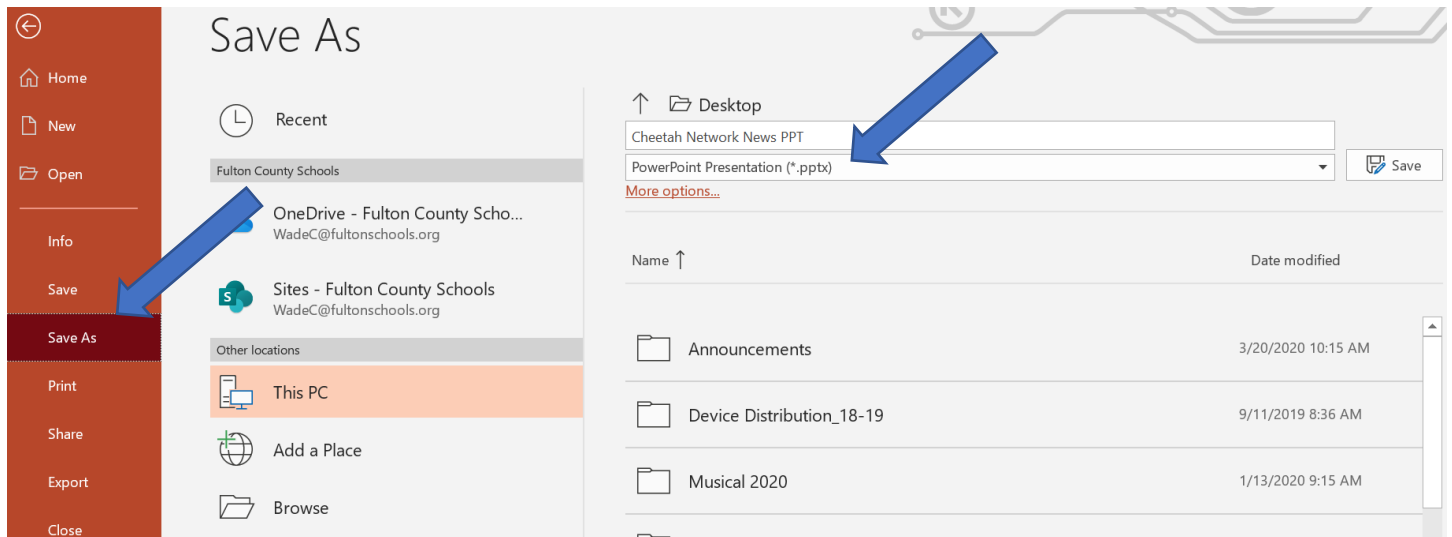


## STEP 5: Export as a video.



\*\*You can add videos from YouTube to your powerpoint that will play in PPT Presentation Mode but only videos exported from your files will play in once you export as a video. Saving as a Presentation will allow student to move from slide to slide with the arrow button at the bottom.

## Save as Presentation:



## STEP 6: SHARE

**Video** – Save into One Drive or Google Drive. Create a sharable link.

**PowerPoint Presentation** – Share as a file.