

Transitioning to Distance Education

Tips for Using PowerPoint

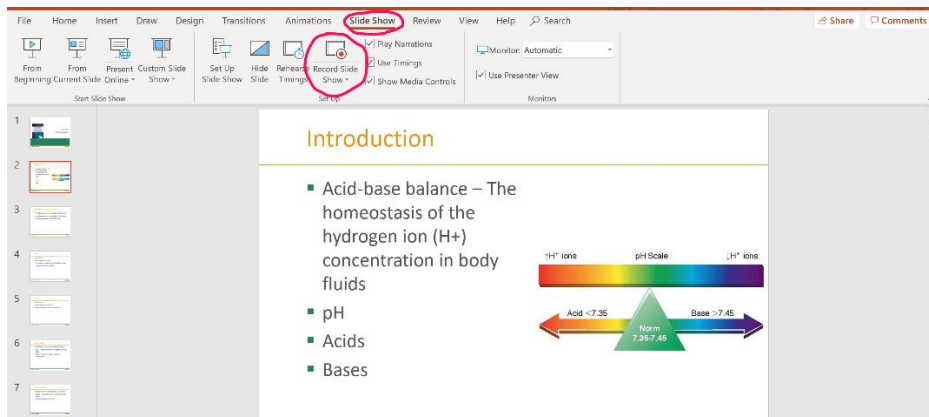
Many textbooks come with free **PowerPoint** slides, often for every chapter.

Put those PowerPoint slides to work for you.

- Want to record your own narration and video? Post the slides with your personalized lecture.

To record narration...

1. Select the slide on which you want to start your recording.
2. Click on “Slide Show” and then click “Record Slide Show.” Select where want to begin recording. Alternately, this option may be in “Slide Show Set Up.”



3. The slides will then open in a view similar to Presentation mode; however, recording options will be on the page. Click on the round red button when you are ready to start recording.
 4. Options for replaying and clearing will be on the page.
 5. Be sure to save the presentation when you are finished!
- Making your own video or audio lecture captures?
Encourage students to follow along in the PowerPoint slides to provide visual information and “take notes” on key topics.
 - Want to use the PowerPoints as handouts?
Modify the slides provided and distribute to students as class notes.