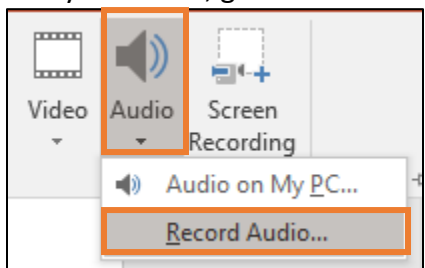


# HOW DO I SUBMIT A NARRATED PRESENTATION TO A WORKSHOP?

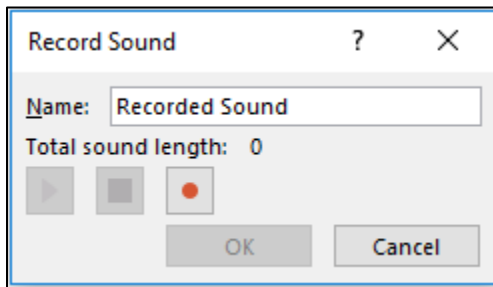
You have a number of options for recording and submitting a narrated presentation to the workshop activity in Moodle. This document will cover the two most common: PowerPoint and Kaltura. But it can be used to post a presentation recorded in other programs as well.

## To record your presentation in PowerPoint

First, create your PowerPoint slides and plan what you will say in the narration. When you're ready to record, go to the Insert toolbar, click Audio and choose Record Audio.

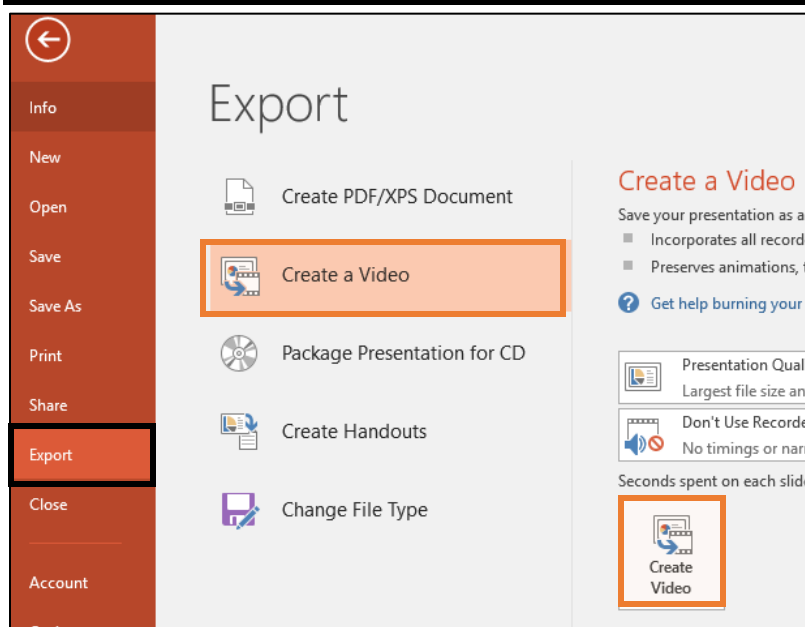


The recording tool will appear. Click the red button to start recording, the square to stop, or the arrow for playback. If you need to re-record, just click the red button again. The new recording will overwrite the previous one. When you're finished with this slide, **click OK** and go on to the next one. Do this for each slide. When you're done, **save** the presentation.



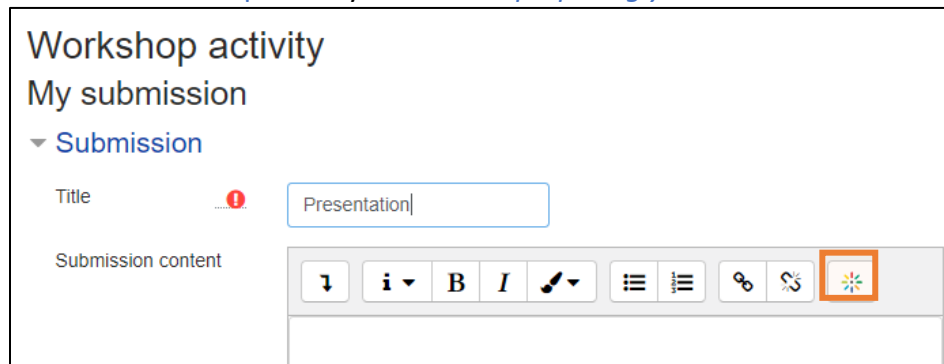
To turn this into a video file, go to the [File](#) menu, **click *Export*** and **choose *Create a Video***. No adjustment is needed to the settings on this page. **Click *Create video***. You'll then save the video file to your computer.

# HOW DO I SUBMIT A NARRATED PRESENTATION TO A WORKSHOP?

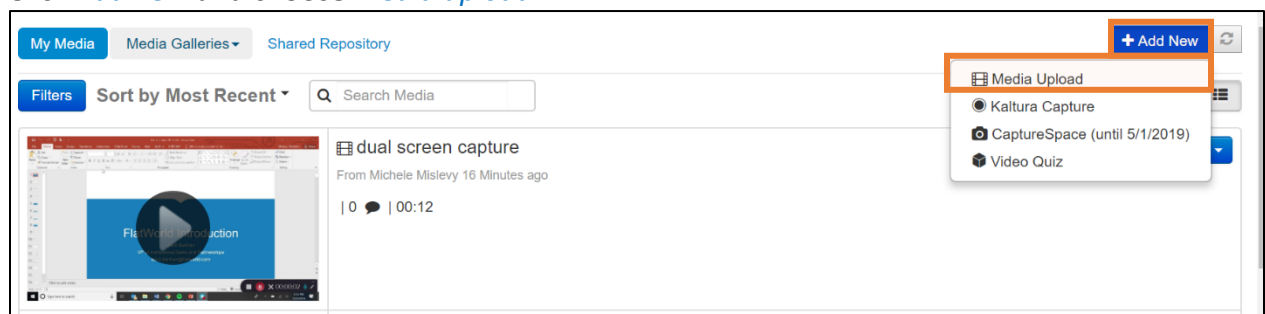


To submit your presentation to the workshop

Click the [Workshop](#) activity. Click [Start preparing your submission](#). Click the [Kaltura](#) button.

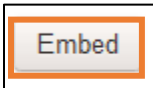
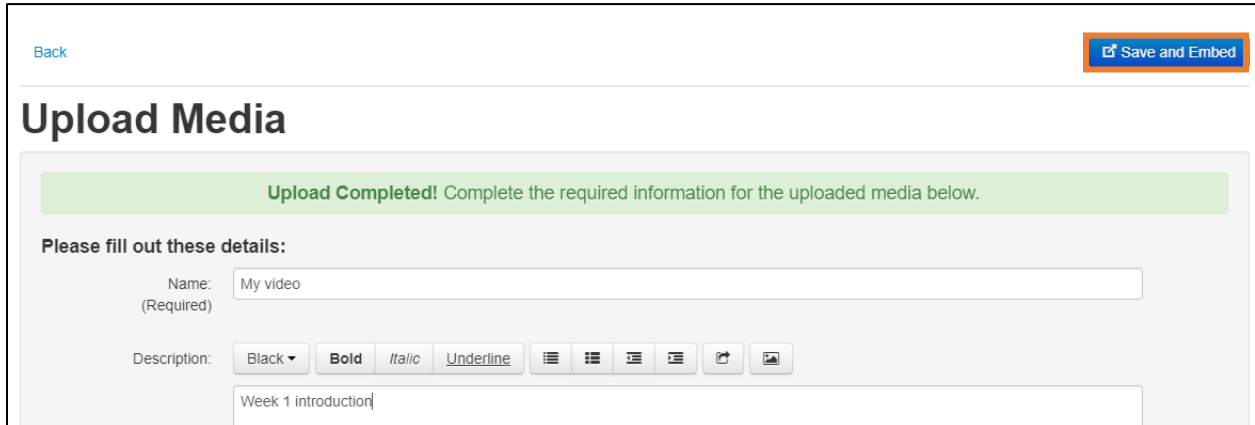


Click [Add new](#) and choose [Media upload](#).



# HOW DO I SUBMIT A NARRATED PRESENTATION TO A WORKSHOP?

Follow the on-screen directions to upload your video file. On the Upload Media page, give the video a title and short description. **Click [Save and Embed](#).**



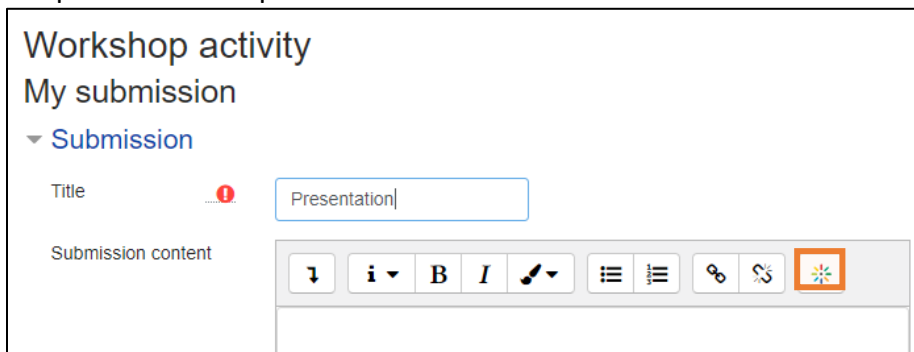
On the Preview screen, **click** the [Embed](#) button in the lower left.

Note: the thumbnail of your video may not show yet in the preview. If the screen shows an error message, proceed regardless.

You'll see the embed code in your workshop submission. **Click [Save changes](#).**

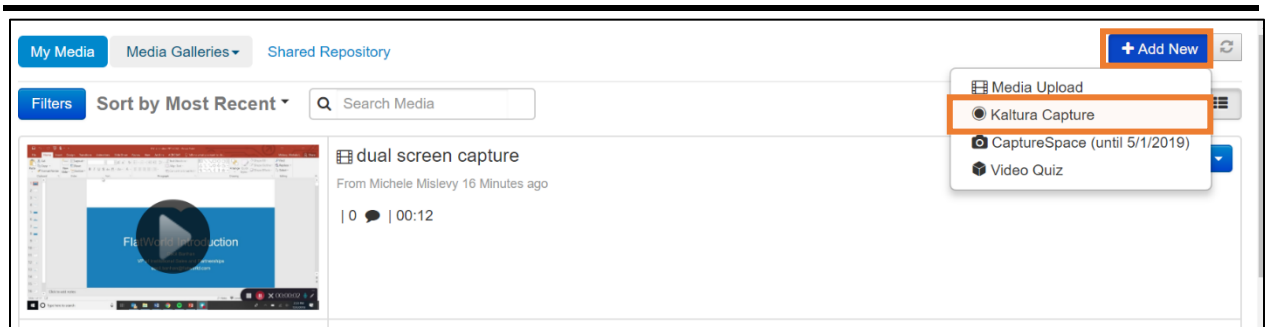
## To record your presentation in Kaltura

**Click** the [Workshop](#) activity. **Click [Start preparing your submission](#).** Then **click** the [Kaltura](#) symbol to open the video options screen.

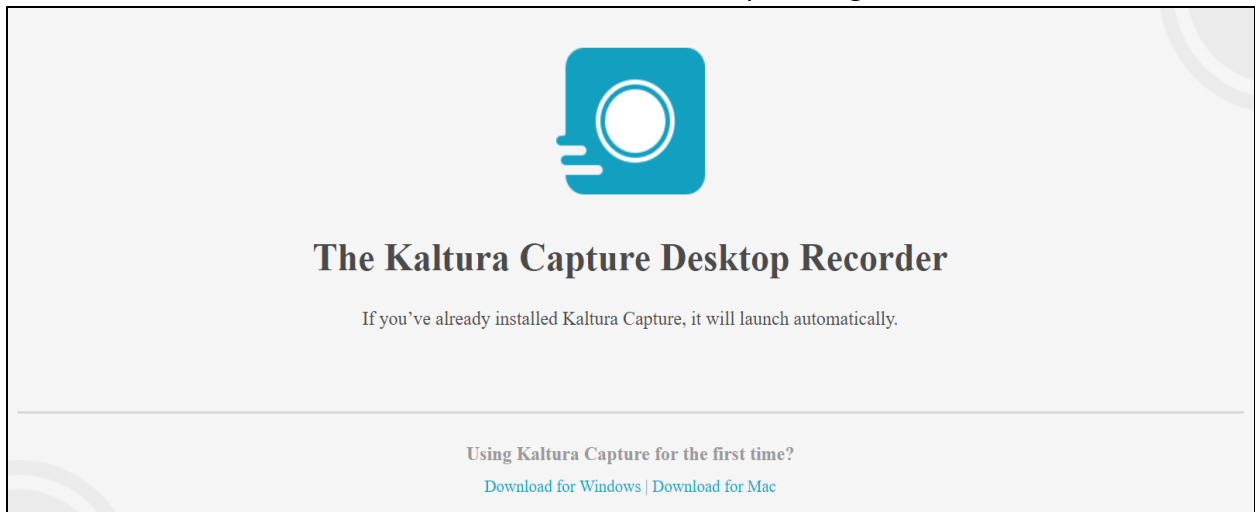


**Click [Add new](#)** and **choose [Kaltura Capture](#).**

# HOW DO I SUBMIT A NARRATED PRESENTATION TO A WORKSHOP?



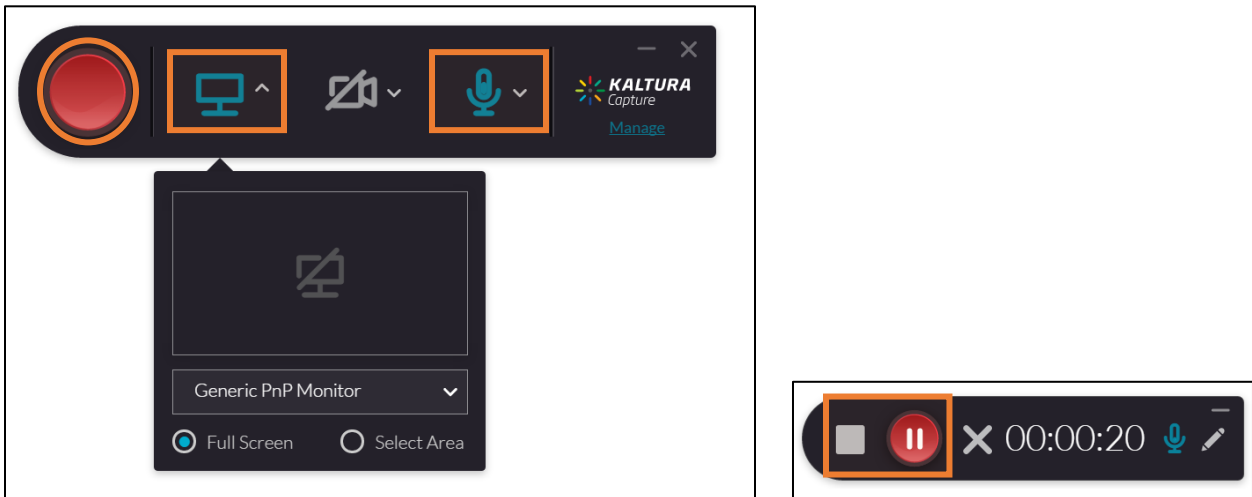
If this is the first time you are using Kaltura Capture to add a video, you will need to click Download to install the program. Follow the on-screen directions. If you have previously downloaded the software then it will launch immediately. Note: After downloading, you may need to close the browser window and click the Kaltura symbol again.



There are two views in Kaltura: the recording tool and the manage window. In the manage window, you need to click New Recording in the upper right to launch the recording tool.

Click to toggle on and off the screen capture and microphone. Click the down arrow to bring up the preview screen. Adjust the screen capture area to include your PowerPoint slides. You can also turn on the webcam for parts of your presentation to connect better with your audience. To begin recording, click the red button. Advance your slides as you talk. To pause or stop, click the appropriate button on the timer in the lower right of the screen.

# HOW DO I SUBMIT A NARRATED PRESENTATION TO A WORKSHOP?



When you stop the recording, you'll be taken to the Save screen. Here you can preview your presentation and give it a title. If you aren't happy with the presentation, you can delete it and make a new recording. **Click [Save and upload](#).**

When the progress bar indicates that the upload is complete, **close** both that window and the Kaltura Capture window.

You'll now be back in the workshop. Again, **click** the [Kaltura button](#) to go to your Media Gallery. This includes all videos you've made for any class.

To the right of the video you want to upload, **click [Select](#)** and **choose [medium](#)**. On the Preview screen, **click** the [Embed](#) button at the lower left. Note: the thumbnail of your video may not show yet in the preview. If the screen shows an error message, proceed regardless.

# HOW DO I SUBMIT A NARRATED PRESENTATION TO A WORKSHOP?

The screenshot shows the Moodle Media Galleries interface. At the top, there are tabs for 'My Media', 'Media Galleries', and 'Shared Repository'. Below this, the course is identified as 'Kaltura Faculty Training'. There are options to 'Sort by Most Recent' and 'View All Media'. A search bar labeled 'Search Media' is present. Two video items are listed: 'The\_Roman\_Colosseum' (4:44) and 'Guatemala' (03:42). An 'Embed' button is highlighted with an orange box on the left. A 'Select' button is highlighted with an orange box next to the first video item.

Click *Save changes*.