# Creating a Video (MP4) from a Narrated PowerPoint

A growing number of instructors are interested in creating their own lecture videos to be used in their Blackboard courses. Among the most popular options for creating video lectures is the use of a narrated PowerPoint. To reduce the likelihood that large files will slow down courses, or the system as a whole, we request that faculty export their narrated PowerPoints to a video (MP4) file and then deploy the MP4 from a web-based location. The following handout explains how to do so.

NOTE: The screen captures in the following tutorial were created in PowerPoint 2016, which is the version of PPT on most UHCL workstations at the time this handout was created. Depending on the version of PowerPoint that you are using, the steps may vary slightly from what is shown here.

## Exporting a Narrated PowerPoint as a Video (MP4)

1. Open your narrated PowerPoint file and click the Transitions tab.
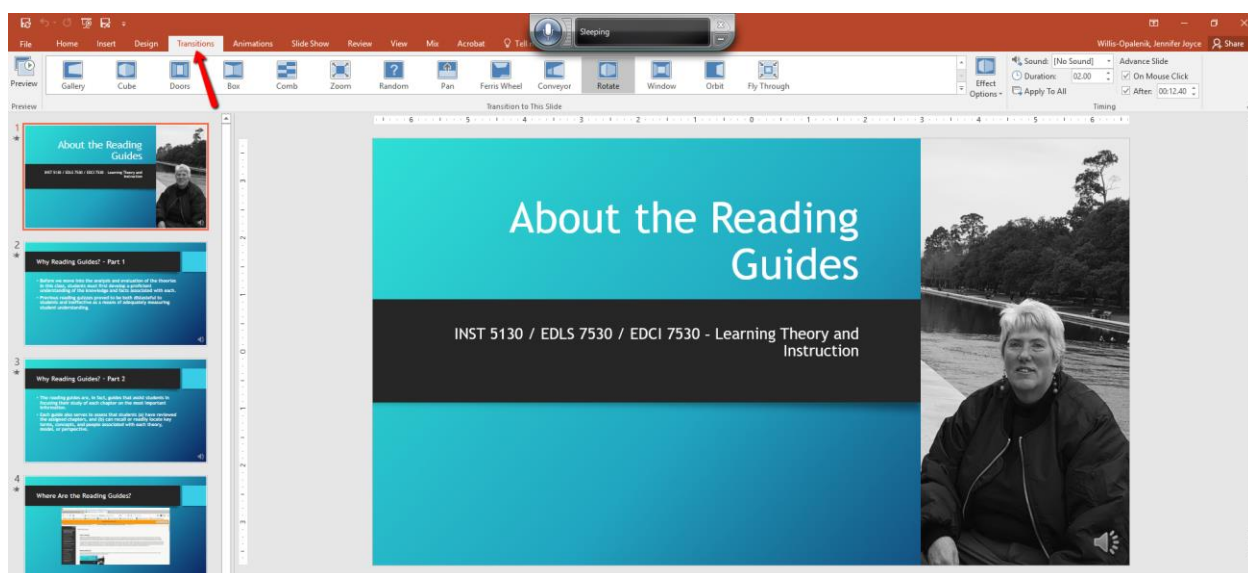
2. Locate the Timing area of the Transitions ribbon, as shown in the screen capture below and **uncheck** the "On Mouse Click" box. Click on each slide in your presentation and repeat this step. Do not click "Apply to All," as this will override the length of your audio narration on each slide, as well.
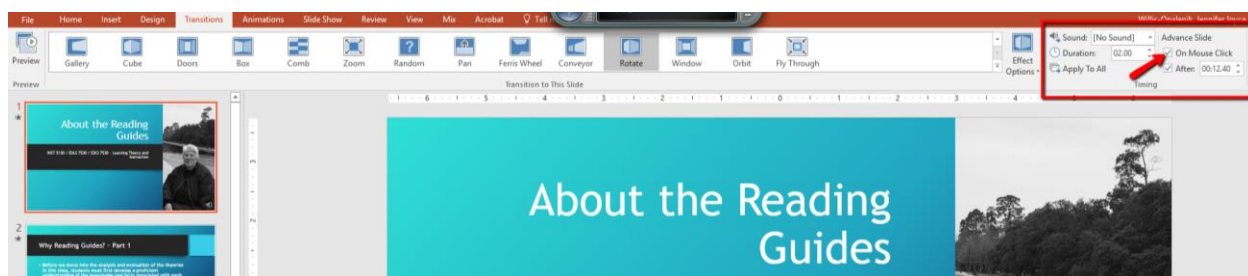
3. Save your PowerPoint before proceeding and then click the File menu to continue. At the resulting Info screen, click the Export option on the left menu.
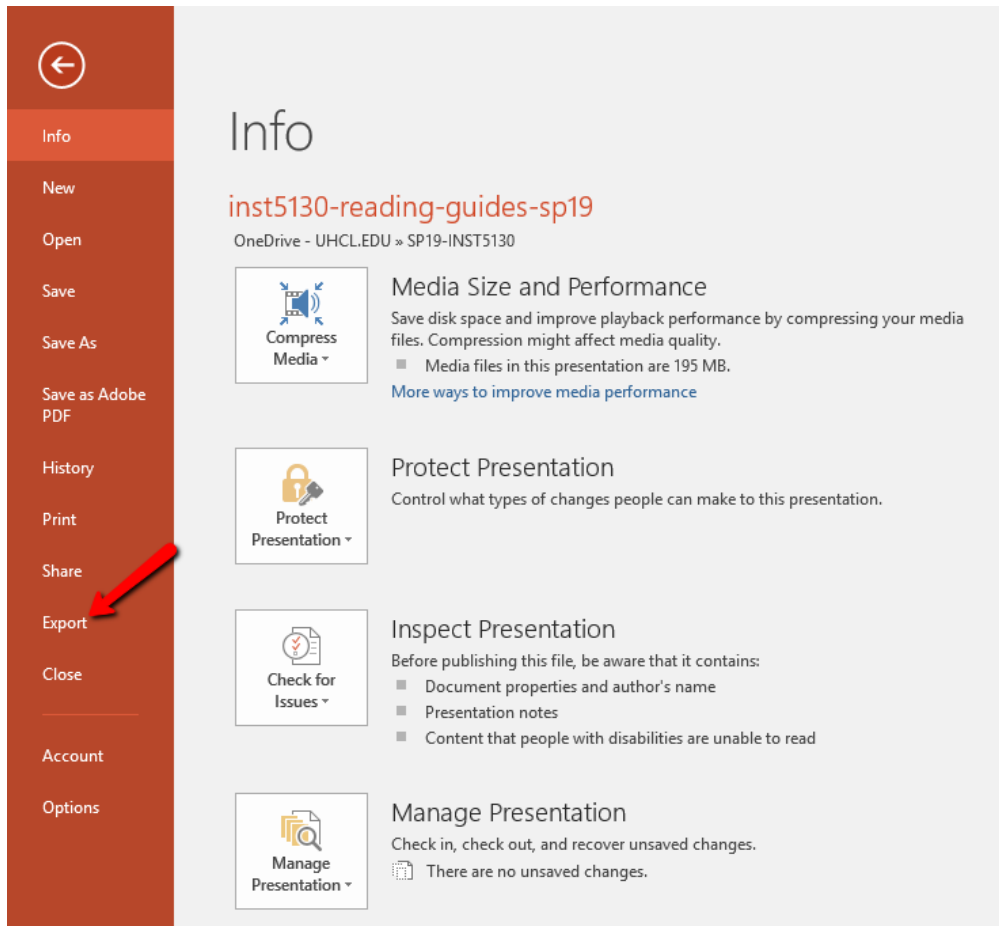

4. At the Export screen, click the Create a Video option.
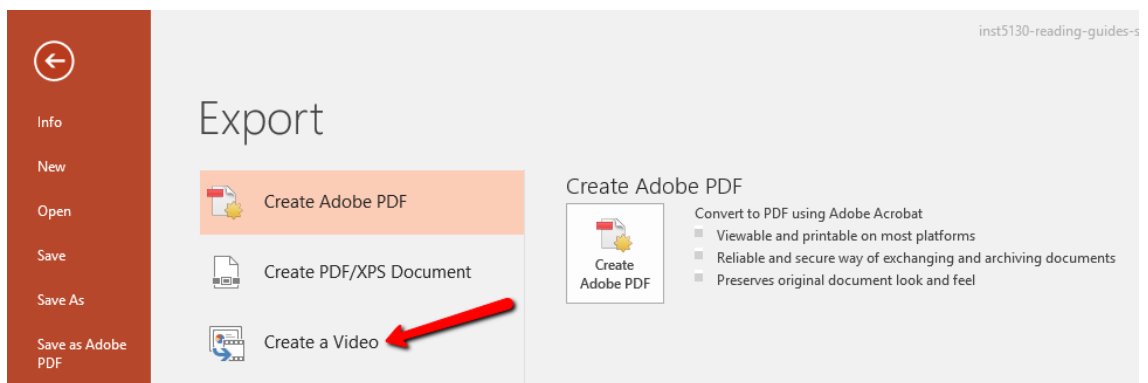
5. The Create a Video panel will open. If needed, adjust the settings to Internet Quality (to reduce file size) and Use Recorded Timings and Narrations. Then click the Create Video button.
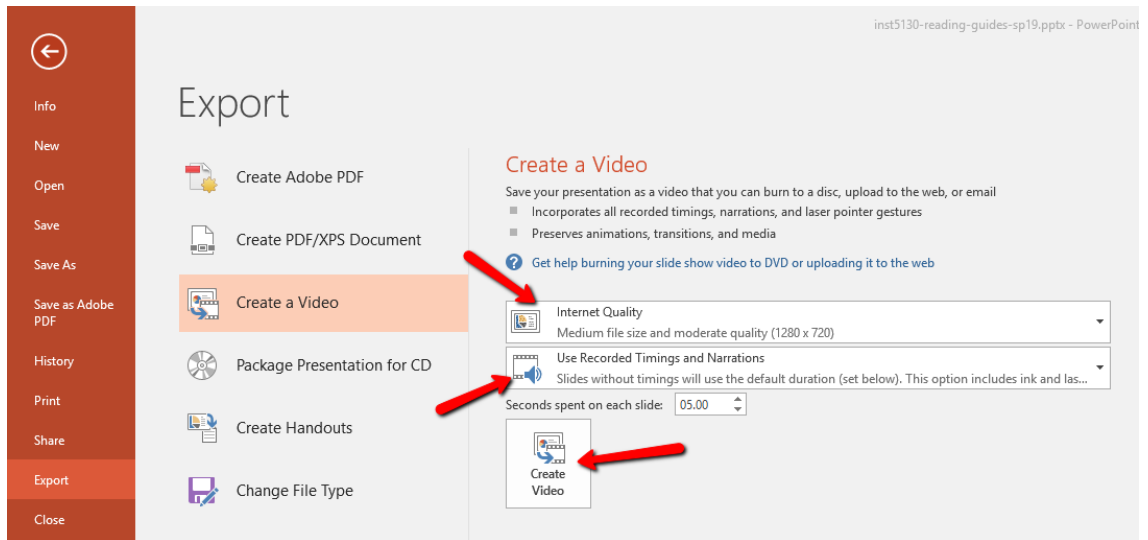
6. You will then see a Save As pop-up box. Specify the location on your computer or other drive where you want to save the resulting video (MP4) file and then click the Save button.
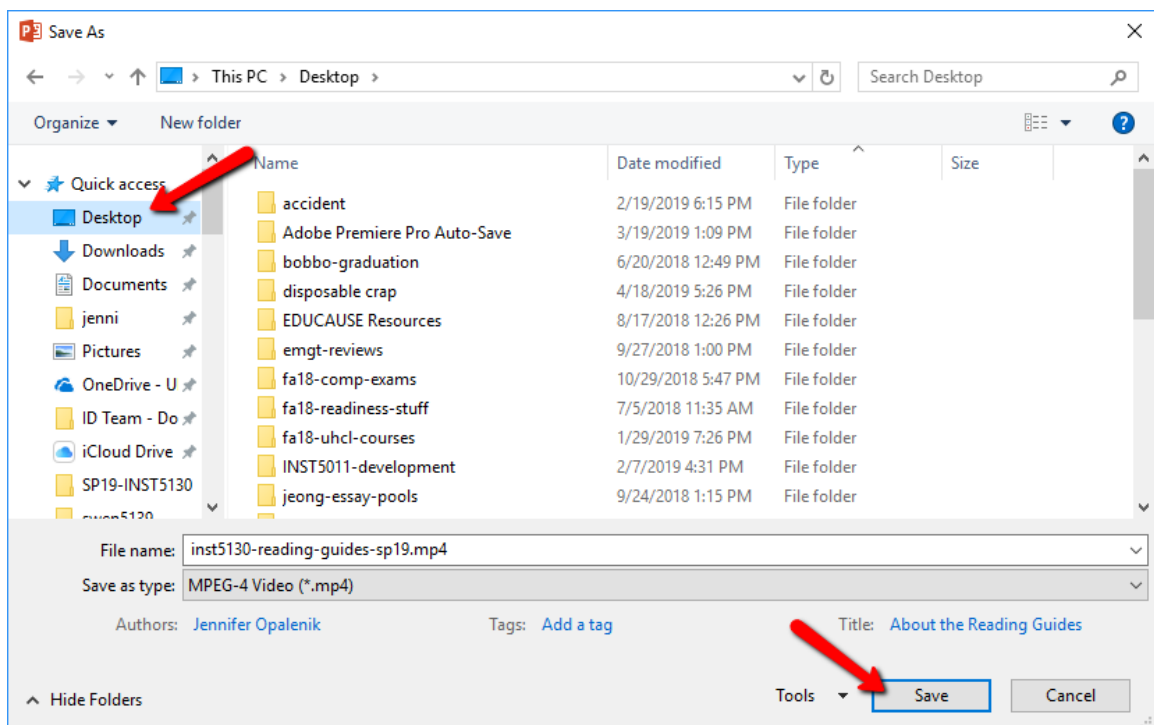
7. Depending on the length/size of your presentation, it may take quite some time for your video to be created. You can track the progress of the export at the bottom of your PowerPoint, as shown below.
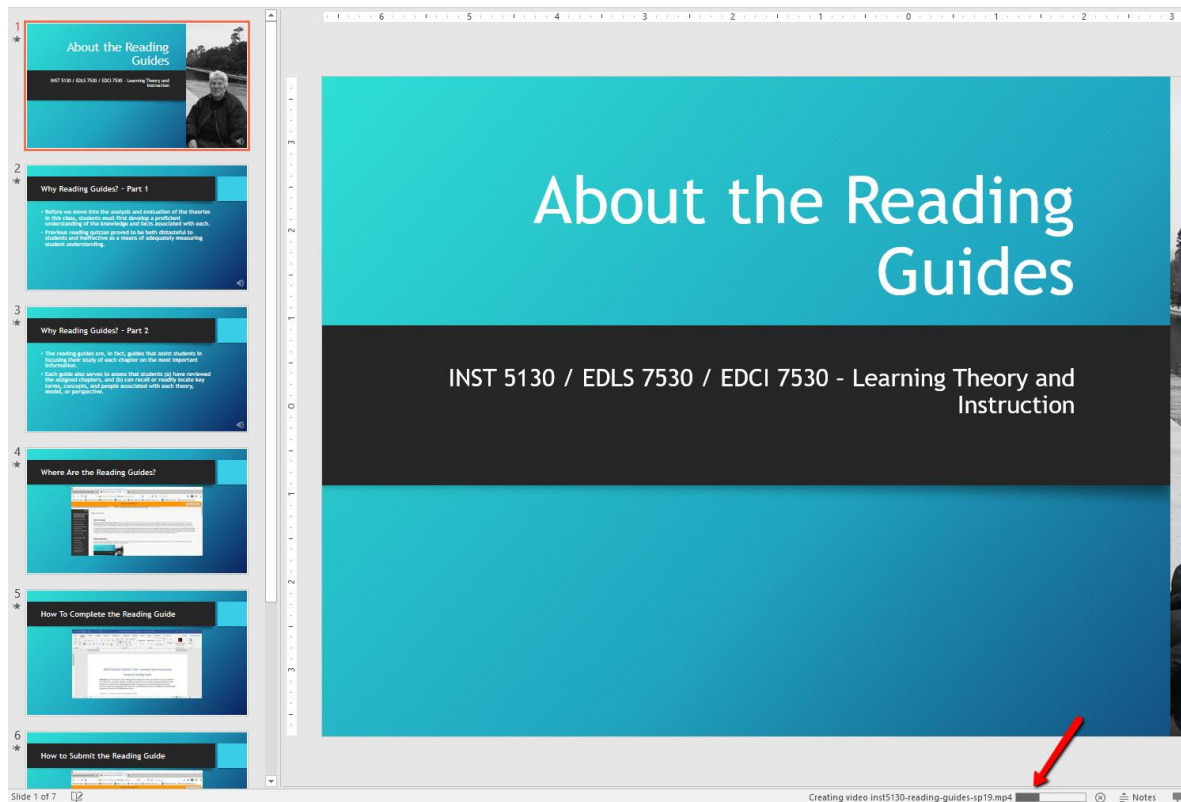
8. Once PowerPoint finishes exporting your video, the status bar shown in the previous screen capture will disappear. You should check at the location on your computer where the video was supposed to be saved to ensure that it is there. If so, save your PowerPoint one last time and then exit PowerPoint.

Once you have your video (MP4) file, **please do not simply upload it into your Blackboard course as a video or file**, as doing so can impair the performance of your course and the Blackboard system overall. Instead, please use one of the following options:

1. Upload the video file to a web-based location (e.g., YouTube) and then place a web link in the course with the URL for the video; or
2. Contact your designated instructional designer (ID) to arrange for the video to be saved to the university's streaming media server and deployed in your course as either a web link or embedded media item.