

## How to Narrate PowerPoints with myBrainshark

myBrainshark is a free online tool that makes it easy to upload PowerPoint presentations to the web and add voice narrations. It can do many other neat things too! This handout walks you through the steps to create a free account, upload a PowerPoint and record narrations.

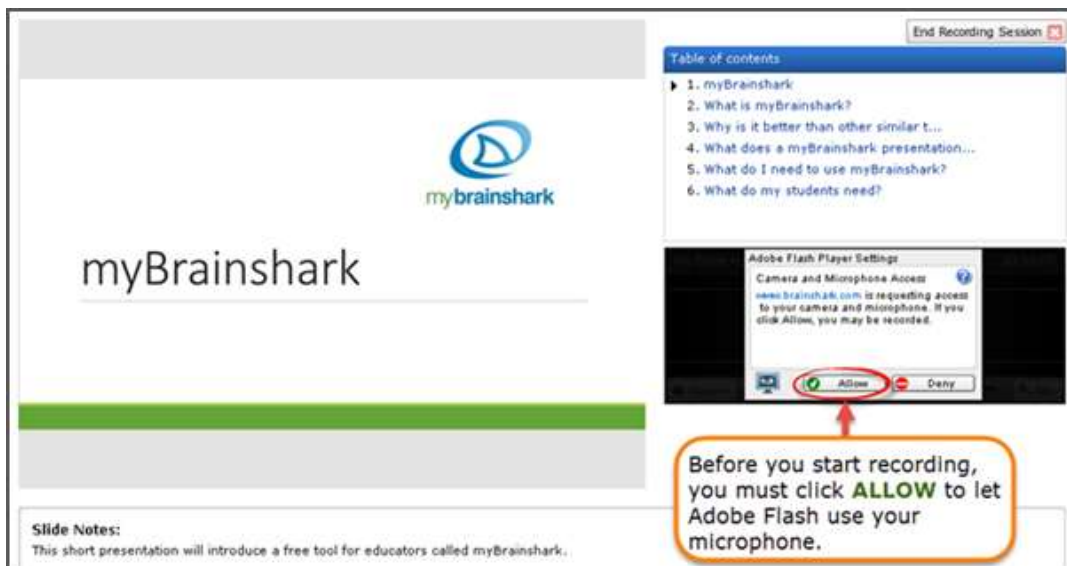


### What you'll need

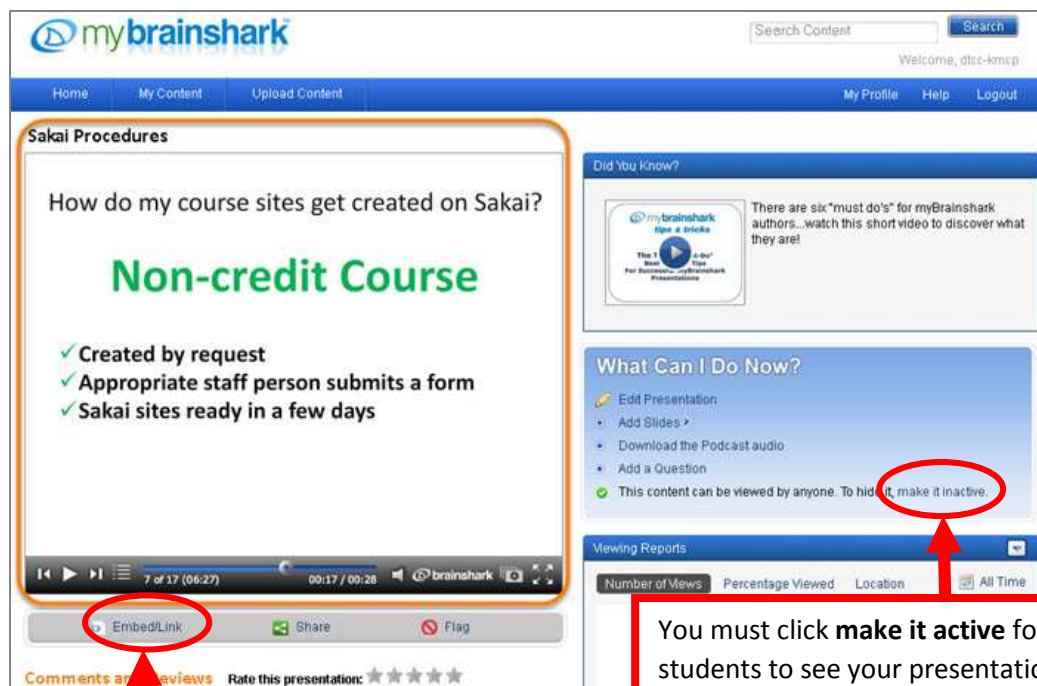
- A PowerPoint presentation (ending in .ppt, .pptx, or .odp)
- A microphone or telephone (to record audio)
- Computer speakers or headphones (to hear your audio)
- Adobe Flash player (free web browser plug-in)

### How to get started

1. Go to <http://www.brainshark.com/mybrainshark> . Click **Sign Up for Free** and create an account.
2. Once logged in, click **Upload Content**. On the next screen, click **Upload a PowerPoint**.
3. Choose a PowerPoint file from your computer to upload. Wait while it is uploaded and converted.
4. When the conversion is done, you can adjust the title or add a description, tags, etc if you want. Click **Next** when done.
5. Follow the on-screen instructions to begin adding audio by microphone or by telephone.
  - **If using a microphone**, click on the microphone icon and move on to step 6.
  - **If using a telephone**, follow these instructions: <http://tinyurl.com/mybrainshark-telephone>
6. After choosing “by microphone,” you’ll see a message letting you know that you will need to allow Adobe Flash to use your microphone. Click **Continue**.
7. On the next screen, you’ll see your first PowerPoint slide on the left, a table of contents on the right, and below that, the Adobe Flash Player Settings box — in this box, click **ALLOW**.



8. In the table of contents, the first slide is selected (has a black triangle beside it). To start recording audio for this slide, click the **Record** button, and begin speaking. If your slide has animations (such as bullets that appear when you click), click on the blue button labeled **Next on-click animation** to activate each animation as you talk. When finished narrating the slide, click **STOP**. Next you can...
  - click **Preview** to hear your recording before saving it
  - click **Retry** to record it again
  - click **Discard** to delete it
  - click **Save** to save it and move on!
9. Repeat step 8 for each slide in your presentation. You can jump around by clicking a slide in the table of contents.
10. When you finish recording audio for your slides — or when you're ready to stop for a while — click **End Recording Session** in the upper right.
11. You can now play your presentation, or choose an option on the right to edit it, add slides or questions, etc.
12. When you are ready to share your presentation with students, you must choose the option to **make it active**. Then you can click **Embed/Link** to get a link for posting in Sakai.



Click **Embed/Link** to get the presentation's URL to make a link Sakai.

You must click **make it active** for students to see your presentation. (If it says "make it inactive" then leave it alone – this means the presentation is already active!)