Can't attend a "Live" teaching session? Consider enhancing asynchronous teaching resources by adding audio to PowerPoint presentations – a one page summary

Why would I add audio to a PowerPoint?
- It's a relatively easy way to enhance existing resources to make them more suited to online delivery, rather than creating new ones.
- It can be used to explain difficult concepts, or complex diagrams, in more detail than is practical to fit onto a slide.
- Since the audio is recorded one slide at a time, it is practical to do in small blocks of time and can also be easily updated or corrected without having to start again (unlike screen captures).
- It is more accessible than text and/or images alone, helping to meet students' specific learning difficulties or preferences. It's also reasonably straightforward to convert an audio PowerPoint into a video.

What drawbacks are there?
It can't be easily added using all versions of PowerPoint. You can only directly record audio using the desktop app, not Office 365 or mobile apps, so need access to a PC or Mac, a reasonable quality microphone, and a quiet working environment. A laptop's built-in microphone should be sufficient, or a headset with a dedicated microphone.

There's naturally a time commitment involved – typically the length of time it takes to say the words you want to record, plus planning what to say. You should also anticipate a little time testing your equipment is working, and re-recording any mistakes.

What do I need to consider before I get started?
Do you have the appropriate equipment available? Is there any other way to get it which is safe and appropriate for your circumstances? What sort of information would be most helpful to supplement the existing content in your presentations? If you typically put just the key points on your slides and talk around them in a lecture, it might be helpful to record yourself doing this. If you tend to put more detail in your slides then it might be helpful having audio which picks out the essential points.

How will trainees be able to listen to the audio?
There are four main options:

1. The default setting is 'in click sequence' i.e. when someone clicks a mouse button or taps the screen during presentation mode.
2. You can change this to only play when trainees click on the audio icon, see 'change playback options' on this page (text and captioned video)
3. You can also set the audio to play automatically (text and screenshot images)
4. You can export the presentation as a video (text and captioned video)

Links to instructions
How to insert audio into a PowerPoint Presentation for Windows and MacOS – scroll down to 'record audio' (text and captioned video)

How to export a presentation as a video – this is optional (text and captioned video)