Idiot's Guide to Teaching Videos
by Chad Nilep, self-selected idiot

This guide will walk you through the process that I followed to turn my lecture slides from PowerPoint slides to MP4 video, suitable for use on NUCT. There may well be better ways of doing this. This guide is not written for idiots; it is written by an idiot.
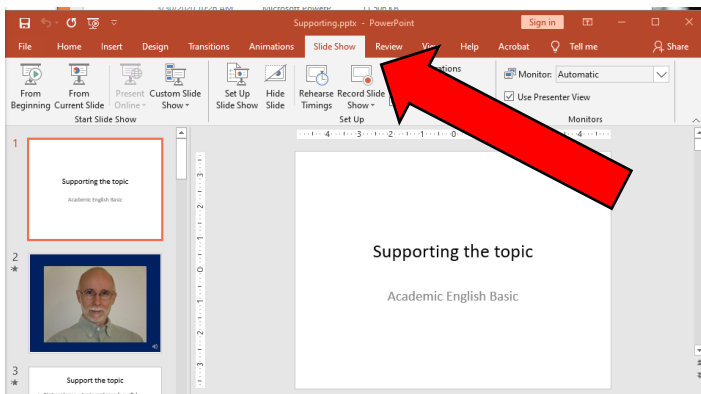
I break the process into three main steps: PowerPoint, Nagoya University Media Studio, and NUCT.

1. PowerPoint[1]

This guide assumes that you already have PowerPoint slides ready for use in the classroom.

1.1. Record narration and timings

Open your slides in PowerPoint. Click the **Slide Show** heading at the top.


Click the bottom half of the **Record Slide Show** button, near the small triangle. In the menu that pops up, click **Record from Current Slide**. If you click the top half of the button, recording will begin from the beginning of the slide show. I find that starting on the current slide gives me more flexibility e.g. to re-record a narration I screwed up the first time.

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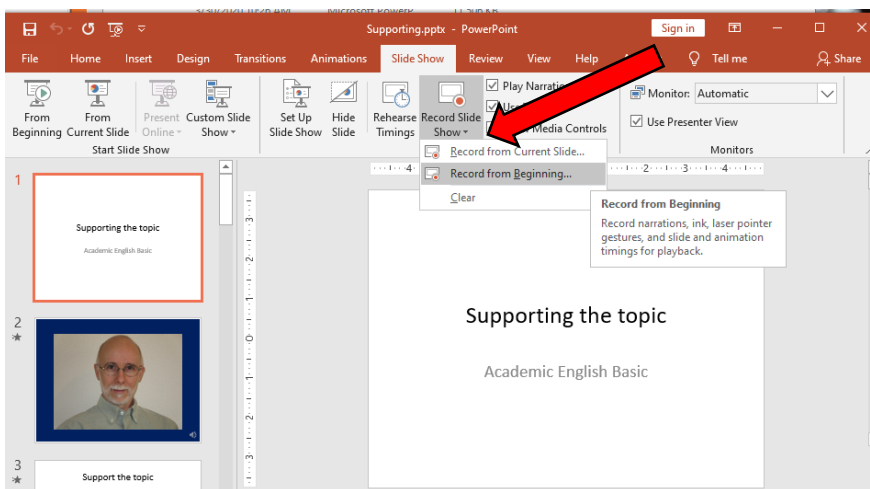
[1] I had best results using Office 2016, though other versions such as Office 2019 and Office 365 presumably work just as well. Office 2010 also works, but it only produces videos in WMV format, and NUCT works with MP4 format.

Make sure that both **Slide and animation timings** and **Narrations, ink, and laser pointer** are checked. Take a deep breath to prepare yourself. Then click **Start Recording**.
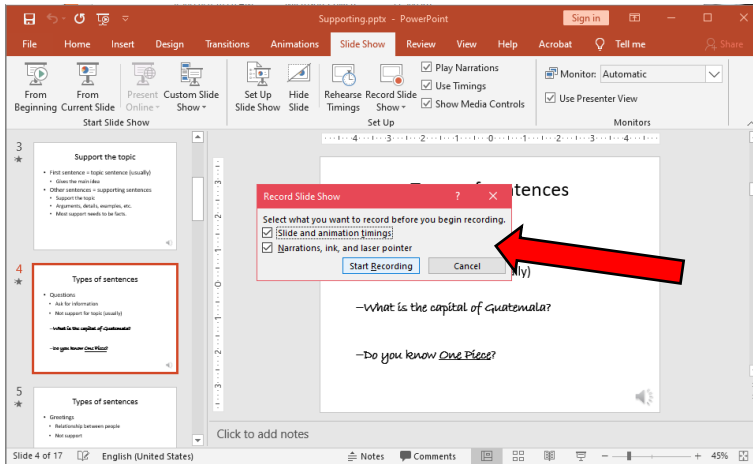
Deliver your narration into your microphone.[2] You can go to the next slide, or trigger animations etc. using the blue arrow in the recording timer. Alternatively, you can use the keyboard or mouse clicks just as you normally would when delivering a PowerPoint presentation.


When you have finished recording a slide, or more likely several, you can click the small **X** on the upper right corner of the recording timer to stop recording - useful if you want to pause and re-record the current slide. Otherwise, the recording will stop automatically if you advance through the final slide.

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[2] I found that the built-in microphone in my laptop computer resulted in clearer sound than an external microphone plugged in to my desktop computer. Check out your available equipment and decide which works best for you.
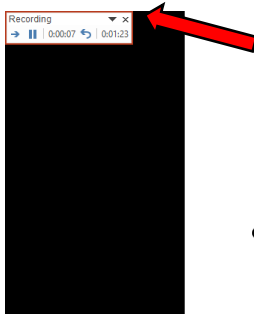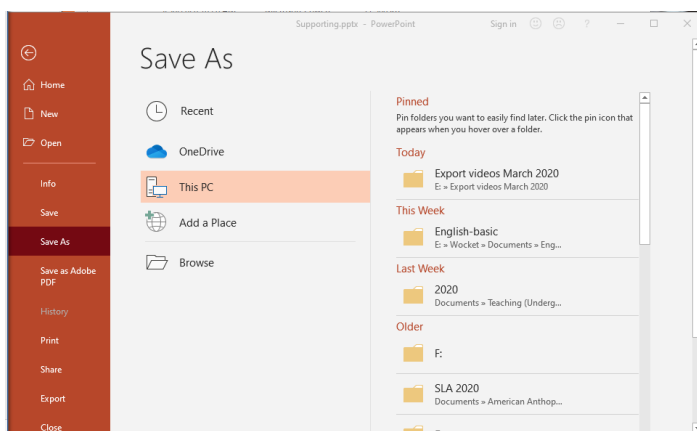
Types

- Questions
  - Ask for informati... *Use the little X to stop recording*

1.2. Save and prepare PowerPoint

At this point, it is a good idea to **Save as** a new file name, if you think you will use the slides without narration in the future. Click **File** at the top of the screen, then **Save as** on the left side. Give the file a new name and save it.


Next, click **Info** on the left side. (You may need to click **File** again first, if PowerPoint "helpfully" changed back to editing view after saving.) Then click the **Compress Media** icon. This will automatically reduce the file size of all that audio you just recorded. I recommend selecting **HD (720p)**. This should give you a reasonably small file size, with sound quality as high as most internet video.
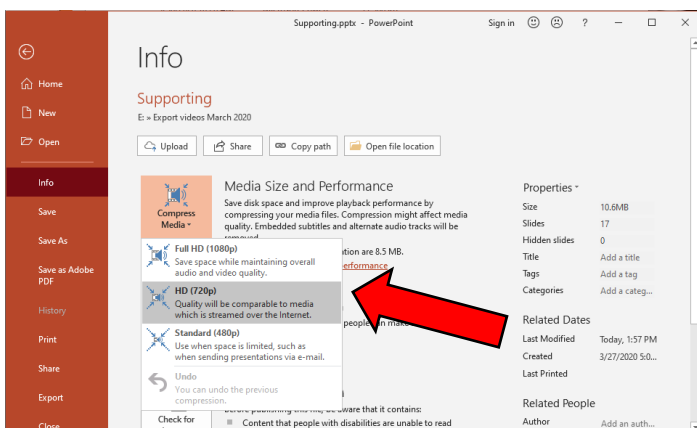
It's a good idea to save again (just **Save**, rather than **Save as**). Then I recommend that you click the **Check for Issues** icon, and **Inspect Document**. This will allow you to remove comments, presenter notes, etc. It will also remove cropped-out portions of pictures, further reducing file size.
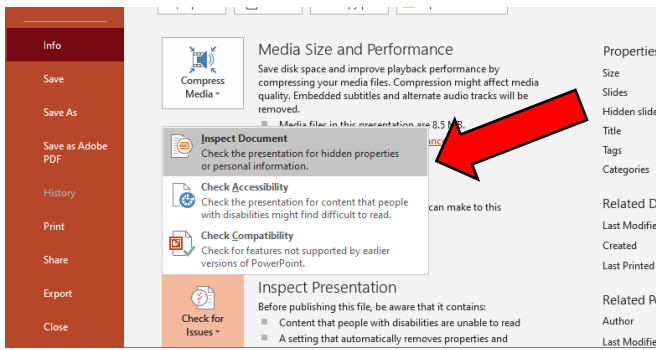
Finally, you are ready to export the recording as a video. **Save** again, and click **File** again if necessary. Then click **Export** in the bar on the left. From there, click **Create a Video**.
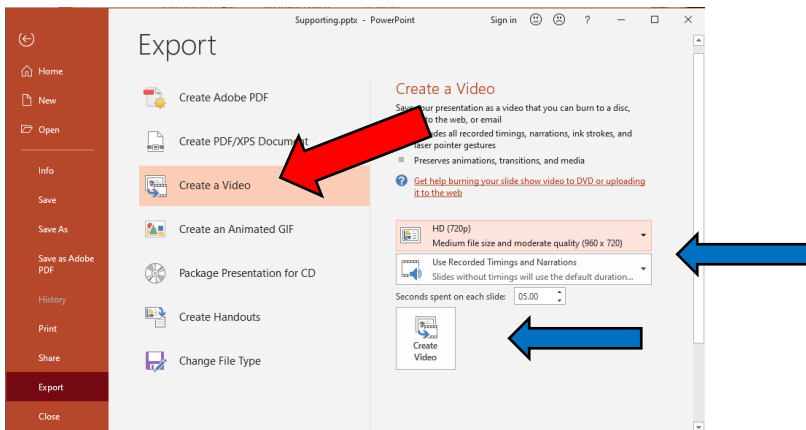
In the boxes on the right, select **HD (720p)** and **Use Recorded Timings and Narrations**. Then, click the **Create Video** icon on the bottom right.

Give your video a file name that you will remember. Save as type **MPEG-4 Video (*.mp4)**
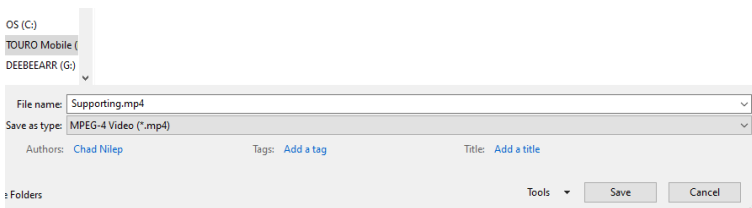
When you click **Save**, the export process will begin. This will take several minutes to complete. Don't turn off PowerPoint until the export is finished. You can see the progress in the little bar at the bottom of the screen.

Progress bar… We'll be here a while

You can play the MP4 video to see if the export worked, and to see how much you hate hearing your own recorded voice.

2. Send videos to Nagoya University Media Studio

Videos less than 50 MB can be uploaded to NUCT. Most videos with sound of more than a few minutes duration will be larger than that, though. Luckily, these can be uploaded to Media Studio for use on NUCT.

Media Studio is at this web address:
https://media.itc.nagoya-u.ac.jp/studio/video-on-demand.html

If you prefer to simply download the application form, this is the direct address:
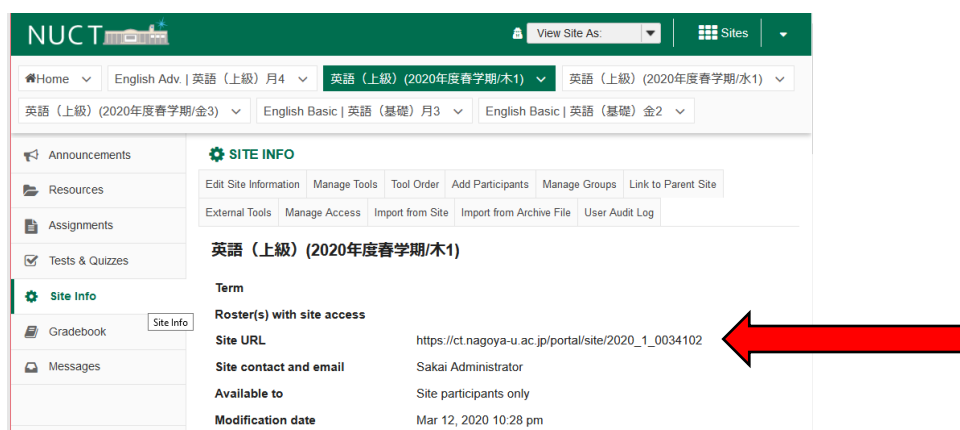https://media.itc.nagoya-u.ac.jp/studio/VideoStreamingService.docx

Save and fill out the form. Then email it to **studio-admin@media.nagoya-u.ac.jp**
The application asks for your NUCT Site URL. To locate this, log in to NUCT using your CAS Login. https://ct.nagoya-u.ac.jp/portal/

In your NUCT site, click **Site Info** in the box on the left.[3] In the Site Info, you will find the Site URL, which you can include in your application.

To get the videos to Media Studio, I uploaded them to an NUSS folder and sent a shared URL for the folder in the body of my email. It seems that simply sending the video as an email attachment might be an easier option, though.

3. Use media URL in NUCT.

Within a few hours (though, at busy times it may take longer), you should receive an email from the Media Studio site admin. This will include a URL for each video, for use in NUCT. Note that if you are

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[3] 日本語の場合、**サイト情報**をクリックする。But if you're reading this, I assume you are using English. To change the NUCT language, click the small triangle in the upper right corner. Then click 設定 in the drop-down menu. Select the 言語 tab in the menu, and click **English - United States [en_us]**. Then click 設定を変更 to save the change.

using the same video in several NUCT classes (for example, I am using the same videos in two different sections of 英語基礎), you will need different URLs for each class.[4]

To use the link in NUCT, put your cursor over the text you want to link. In this case, I want students who click the words "**Topic Sentences**" to get the topic sentences video. While the words are highlighted, click the link icon: it looks like a couple of chain links. (The similar icon next to it with a small **x** is for removing links.)
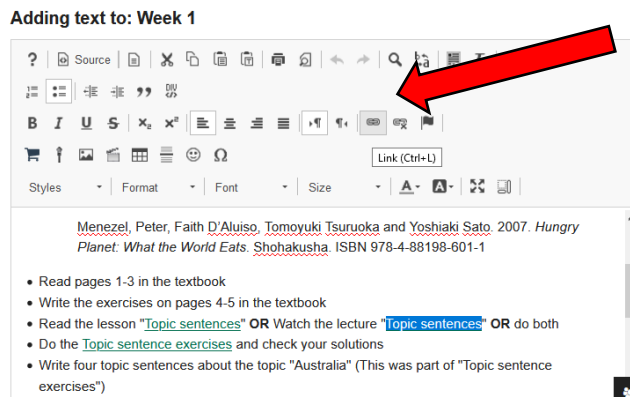
When you click the link icon, this interface will come up. Copy the video URL from the email you received and paste it in where it says URL.
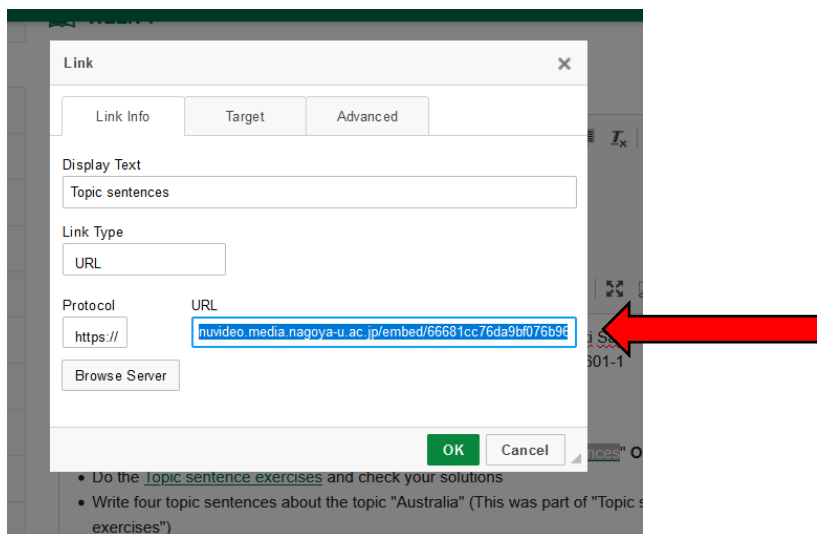
Click **OK** to register the URL. When you are finished editing the NUCT page, click **Save**.

That's it!

If there is anything unclear here, please fix it and share with your Mei-Dai colleagues.
Chad Nilep 4-1-2020

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[4] No, I don't know why. Here is what I was told: "発行した URL はどのサイトに貼っていただいても、ワークサイトと連動しているので、ワークサイトに登録してある受講者のみの視聴が可能になります。" Only students included in the NUCT roster for the course can use the Media Studio link.