STEP BY STEP

FROM FACE-TO-FACE TEACHING TO DIGITAL LEARNING

Spring 2020 | Vice-Rector for Education and International Affairs
INTRODUCTION

In the current situation, Leipzig University is facing great challenges. We feel it is our responsibility to make the necessary adjustments in order to help prevent new infections and to make sure that our students can continue their studies without delay.

Leipzig University is meeting these challenges together as lecturers and students, in a dialogue between lecturers and students, and with a common desire and curiosity for innovation.

Accordingly, all of the lecturers at Leipzig University are planning to start the semester digitally.

Moodle is a reliable and proven digital platform for teaching and studying that is already being used by many lecturers and students in the context of their regular teaching.

This digital teaching and learning platform allows lecturers to have one place where they can easily and securely provide their students with material for self-study, ask students questions and have them complete reflection tasks, and exchange ideas and information with their students.
PowerPoint Presentations offer a form of online teaching that is easy for students to handle and lecturers to implement – especially when lecturers prepare their presentations with audio and make them available to their students as a complete lecture for self-study.

Adding short reflection tasks at the beginning or end is a simple way to help students approach and understand the content. In this phase of largely self-directed work, it is essential that the assignments given are clear and explicitly stated.

On the following slides, you will find step-by-step instructions on how you can create this simple but effective tool yourself in just a few clicks and then make it available to your students via Moodle.

Further information can be found on the Moodle course Lehre.digital Hilfekurs.

Contents
- Starting in Moodle – Create a Course
- Record Your Presentation with Audio
- Upload Your Recorded Presentation

Further information

Once you have a Moodle account, you can find more information, tips and resources at Lehre.digital Hilfekurs.

The Lehre.digital forum is a space for you to swap notes with other lecturers and people from the University’s e-learning team.
STEP BY STEP - CHAPTER 2

2. RECORD YOUR PRESENTATION WITH AUDIO

POWERPOINT OFFICE 2019

In chapter two, we will show you how you can record your PowerPoint Presentation with audio to create a video.

First open your presentation in PowerPoint. Note that other Office versions may have slightly different user interfaces. In practical terms, this means that you may need to look for buttons that have a different design or are in a different location.
2. RECORD YOUR PRESENTATION WITH AUDIO

1. Go to the Slide Show tab on the ribbon.
2. Click on “Record Slide Show”.

![Instructions for Lecturers | Leipzig University](image)
2. RECORD YOUR PRESENTATION WITH AUDIO

3 Begin the audio recording by clicking on the red button.
   Record the audio for each slide.
2. RECORD YOUR PRESENTATION WITH AUDIO

4. You can press pause whenever you need to.

5. You can click on “Clear” to delete the recording for the slide you are on (e.g. because of voice, special effects or laser pointer) without having to rerecord the entire presentation.
2. RECORD YOUR PRESENTATION WITH AUDIO

If you would like to highlight certain elements of your presentation during the recording, right-click on the relevant slide and select “Pointer Options”.

![Pointer Options menu]

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2. RECORD YOUR PRESENTATION WITH AUDIO

Click on the “Stop” button to end the recording.

Alternatively, the recording will automatically end and be saved after the last slide.
2. RECORD YOUR PRESENTATION WITH AUDIO

8 Now you can export the file as a video. Go to the “File” tab on the ribbon. Select “Export” from the menu.

9 and then select “Create a Video”.

![Image of PowerPoint export options]

![Image of PowerPoint export options]
2. RECORD YOUR PRESENTATION WITH AUDIO

Select the “Standard” resolution, which is the smallest file size.
2. RECORD YOUR PRESENTATION WITH AUDIO

11 Then click on “Create Video” and save the video on your computer.
CONTACT

If you have technical questions concerning work from your home office, you can contact the service desk at the University Computing Centre:

https://www.urz.uni-leipzig.de/hilfe/servicedesk

Do you have a Moodle account?

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CONTACT

Do you have questions regarding our strategy for digital teaching and learning in higher education?

Higher Education Teaching and Learning Team at Leipzig University

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Do you have questions regarding technical aspects of digital teaching and learning?

E-Learning-Service

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www.uni-leipzig.de/studium/im-studium/e-learning/