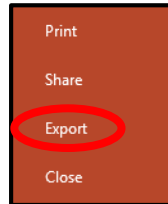


Saving a PowerPoint Presentation as a Video to Use in Canvas

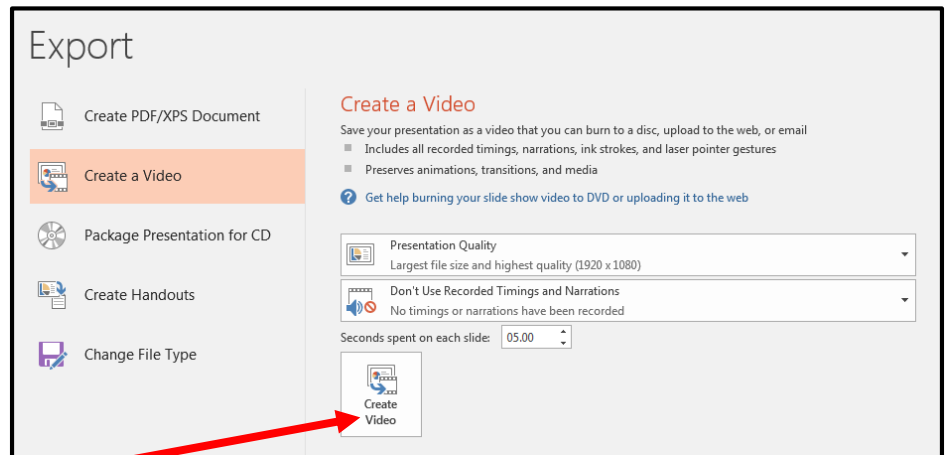
To Save a PowerPoint Presentation as a Video:

- Create your presentation including any desired narrations and timings.
- Save the presentation.



- Click the File tab, and then click **Export**.

- Click **Create a Video**.



- Click the Presentation Quality drop down arrow to select a different size option.

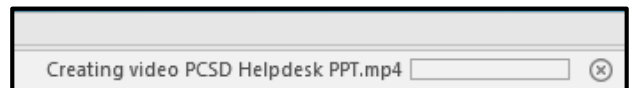
- Choose whether or not to use recorded timings and narrations.

- Change the length of time spent on each slide if desired.

- Click **Create Video**.

- Enter a name for the video, choose where to save it, and click **Save**.

- The status bar at the bottom of the screen tracks the video creation progress which can take up to several hours depending on the video length and complexity of the presentation.

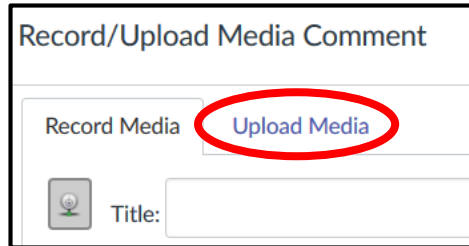


To Embed a PowerPoint Video in Canvas:

- In your Canvas course, create a new page, assignment, etc. or navigate to the page you want to add the video file to.



- Click the **Record/Upload Media** button.



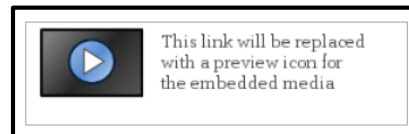
- Click the **Upload Media** tab.

- Click **Select Video File**.



- Locate your file and click **Open**.

- Canvas will insert a media comment link on the page.



- Click **Save** or **Save and Publish** at the bottom of the page.

- Click the play button to watch the video.

