# Narrated PPTs and YouTube Basic Training in SOLE

1. **Create a narrated PowerPoint then save as an MP4.**

[Record narration and timings:](https://support.office.com/en-us/article/Video-Record-presentations-2570dff5-f81c-40bc-b404-e04e95ffab33)

1. Select **Slide Show** in the top navigational tabs.
2. Select the dropdown button for the **Record Slide Show** then choose from the two options:
	1. **Start Recording from Beginning** - to record from the beginning of a presentation.
	2. **Start Recording from Current Slide** - to record from a specific slide.
3. Select or clear what you'd like for your recording, and then select **Start Recording**.
4. Start speaking or add markings to your presentation.

[Save in a video format](https://support.office.com/en-us/article/Save-a-presentation-as-a-movie-file-or-MP4-4e1ebcc1-f46b-47b6-922a-bac76c4a5691):

1. Select **File** then **Save As**, choose type as **MPEG-4-Video**. When you export your presentation as a video, any narrated audio that was recorded in Slide Show will play, but other embedded media files won't play.
2. [Upload MP4 to YouTube](https://support.google.com/youtube/answer/57407?hl=en&co=GENIE.Platform=Desktop)
3. Sign into YouTube (should be resource account not personal).
4. At the top of the page, click **Create a video or post**.
5. Select **Upload video**.
6. Before you start uploading the video, you can choose the video [privacy settings](https://support.google.com/youtube/answer/157177), Unlisted is most common used at the HSC.
7. Select the video you'd like to upload from your computer.
8. As the video is uploading, you can edit both the basic information and the advanced settings of the video. Editing the video gives you many options in Studio such as Trimming and Transcriptions.
9. Click **Done** to finish the upload or click **Share** to privately share your video. If you haven’t clicked Publish, your video won’t be viewable by other people. You can always publish your video later in your Video Manager.
10. **Submit as Discussion in SOLE**
	1. After you have completed your presentation and uploaded it to YouTube you will need to submit it to SOLE for grading.
	2. You need to copy the embed link (within the share tab) from YouTube.
	3. Then login to [SOLE](https://sole.hsc.wvu.edu/), enter the course, open the **Discussion Post** for the assessment, click **REPLY**, and within the discussion’s toolbar select the **YouTube button** to paste your embed code from your YouTube video (leave the width and height default settings), and click **OK**.
	4. Last click the **ADD YOUR REPLY** green button to submit.