

Bytesize 1: Creating Instructional Videos

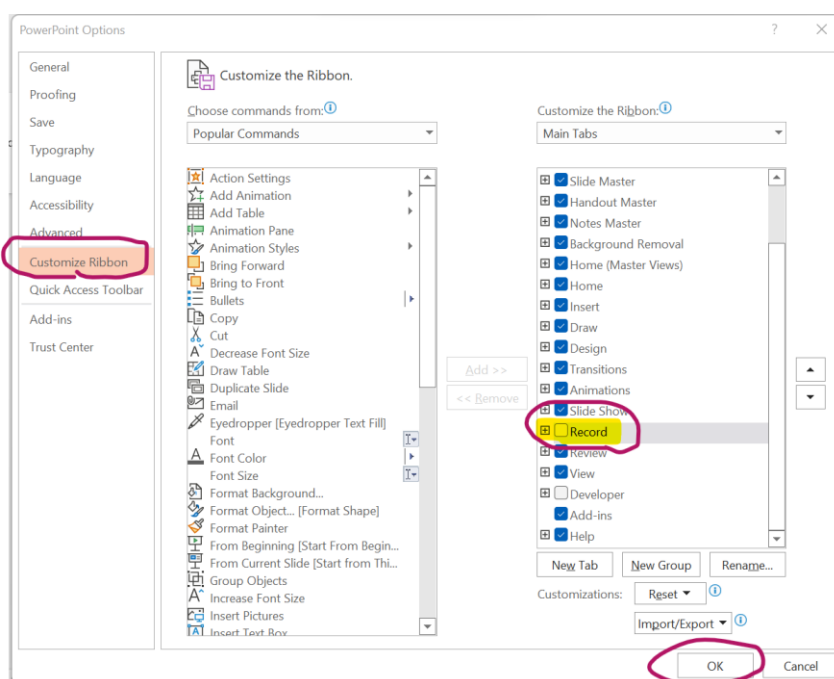
A. Guidelines for Using PowerPoint (or Keynote) to Create Instructional Videos

Since 2010, PowerPoint has allowed users to record presentations, capturing voiceover narration, animations and slide transitions, annotations and laser pointer movements, and more recently, your video presence. After recording a presentation, you can play it back for your students in an online lesson as a self-running slide show, or you can export it as a video file and share it with students to flip learning for the next day's lesson.



The guidelines that follow are based on the 'new experience' in Microsoft 365 for Windows. If you have an older version of PowerPoint (e.g. Office 2013 - 2019), you will still be able to follow the main procedures outlined below to create your video, but some features will not be available to you. If you get stuck, you can always refer to the Microsoft Support page [here](#) to find the specific instructions for recording a self-running slide show with Office 2013 – 2019.

If you have Microsoft 365 for Windows, you may still have to turn on the '**record**' function in PowerPoint to enable recording. Go to **File** and click on **Options**. In the options dialogue box (pictured below), click on the **Customize Ribbon** tab on the left. In the right-hand box that lists the available ribbon tabs, select **Record**. Then click **OK**.

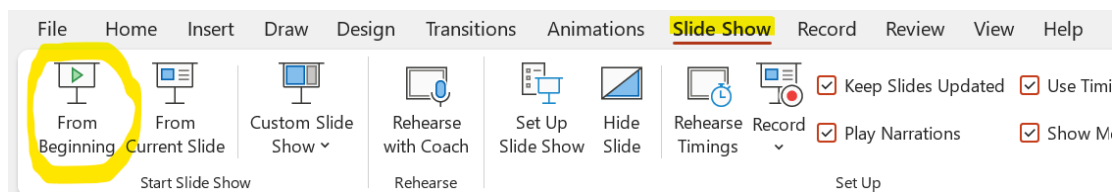


Once you have set the **Record** function, you should be able to record a self-running slide show in PowerPoint and export it as a video file.

The instructional video [here](#) takes you through the process. You will learn how to:

- record the voiceover narration with timed animations
- turn your video camera on or off
- use the annotation tools while you are recording
- retake the recording on a particular slide if you make a mistake
- export your slide show as a video.

Once you finish your recording and export the slide show as a video, your original PowerPoint presentation will still be available for editing in case you want to create a new version of the video. It is also useful to know that you can play your presentation as a self-running slide show in PowerPoint by selecting **From Beginning** in the **Slide Show** tab.



Please refer to the Microsoft Support page [here](#) for more information about how to create a self-running slide show and export it as a video with Microsoft 365 for Windows.

Below are a few examples of instructional videos created with PowerPoint by teachers who participated in the online workshop and presented at one of our Regional Cluster Meetings.

1. [Short Writing: News Report](#)

Ms Bonnie Ng Kei Hon
Maryknoll Convent School



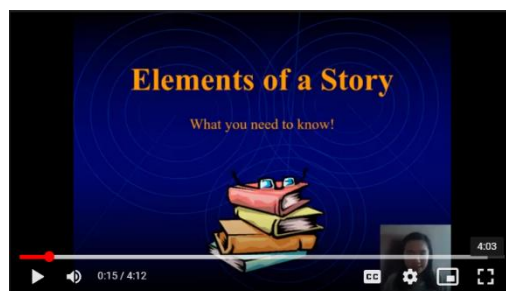
2. [Letter to the Editor: Busking](#)

Ms Wan Kit Ying
Chinese YMCA Secondary School



3. [Elements of a Story](#)

Ms Alice Yiu Ka Man
Chinese YMCA Secondary School



Note: If you are a MacBook user and you create all your presentations with Keynote, you will find that Keynote, like PowerPoint, allows users to record presentations as slide shows with voiceover narration, timed animations, slide transitions, annotations, laser pointer movements, and an optional video panel. Click [here](#) for an instructional video from *MacMost Now* to learn how to create an instructional video using Keynote.

Teachers who would like more professional development on the use of Keynote may be interested in the upcoming NET Section CPD workshop **IT in Education: Integrating Apple Core Apps into the English Language Classroom**, which will be offered in March 2023.

B. Guidelines for Using Google Slides to Create Instructional Videos

If you are at a school that uses G-Suite for Education, most of your presentations are probably created with Google Slides and stored in Google Drive.

Google for Education

Although there are advantages to using Google apps in terms of online sharing and collaboration, you may have noticed that Slides does not have the same recording and video-exporting functions available in PowerPoint and Keynote. It is possible to insert pre-recorded audio files and then play the presentation as a slide show, but you cannot record your voice directly into each slide, nor can you export the presentation as a video file.



If you would like to turn your Slides into instructional videos, there are several ways to do it. One way is to download your Slides as a PowerPoint and save it to your desktop. Once you have done this, you will then have full access to the recording and video-exporting functions available in PowerPoint.

Another way to turn your Slides into an instructional video is to use the screensharing and recording functions in a video-conferencing tool like Zoom, Google Meet, or Teams. You do not even need to invite others to your virtual meeting to share and record your presentation, and you can choose to present and record with or without the video camera on.

One benefit to creating videos in this way is that you can collaborate with colleagues online and record a group presentation. You can also set assignments for your students in which they collaborate online to record group presentations related to a particular unit of work.

It is important to note that with Google Meet and Teams, you will not have access to the recording function unless you have an institutional account through your school, so Zoom may be the best option with a free private account.



The instructional video [here](#) takes you through the process of how to use the screensharing and recording functions in Zoom to record your Google Slides presentation. You will learn how to:

- screenshare and record your Google Slides in Zoom with voiceover narration and timed animations
- hide (or show) your video panel
- use the Zoom annotation tools while you are recording
- record your slides and stop or pause the recording
- end the meeting to automatically save the video file(s).

If you are not able to record the entire presentation from beginning to end in one take, you can stop the recording and restart it as often as you like. Several audio and video files will then be generated and saved in the Zoom folder on the hard drive of your computer when you end the meeting, as pictured below.

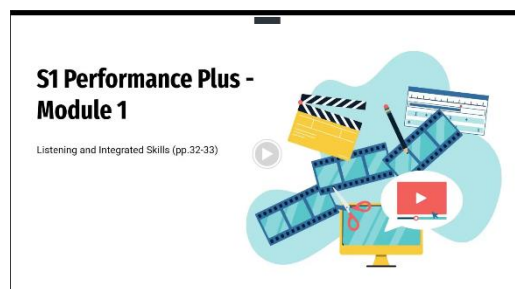
Name	Status	Date modified	Type	Size
audio1124805083	✔	3/24/2022 4:08 PM	M4A File	399 KB
audio2124805083	✔	3/24/2022 4:08 PM	M4A File	1,026 KB
audio3124805083	✔	3/24/2022 4:08 PM	M4A File	628 KB
audio4124805083	✔	3/24/2022 4:08 PM	M4A File	640 KB
audio5124805083	✔	3/24/2022 4:09 PM	M4A File	3,916 KB
recording.conf	✔	3/24/2022 4:09 PM	CONF File	1 KB
video1124805083	✔	3/24/2022 4:08 PM	MP4 File	581 KB
video2124805083	✔	3/24/2022 4:08 PM	MP4 File	1,499 KB
video3124805083	✔	3/24/2022 4:08 PM	MP4 File	873 KB
video4124805083	✔	3/24/2022 4:08 PM	MP4 File	873 KB
video5124805083	✔	3/24/2022 4:09 PM	MP4 File	6,465 KB

You can then use a video editing application, e.g. to edit the files and create your video.

Whether you record your instructional video in one take or you use a video editing software to splice the clips together, it may be more time consuming than using PowerPoint or Keynote, both of which allow users to record slide by slide and to retake recordings for particular slides when mistakes are made.

Below are a couple examples of instructional videos created by teachers who participated in the online workshop. They were created with Google Slides screenshared and recorded via Zoom.

1. [S1 Introduction to Integrated Skills Task](#)
Ms Coe Lau Kam Ying
C & M A Sun Kei Secondary School



2. [S4 & S5 Newspaper Clipping #13](#)
Ms Cheung Ka Tsing
Christian Alliance S W Chan Memorial College



3. [Short Stories](#)
Ms Ip Ho Sze
Fanling Lutheran Secondary School



C. Creating Instructional Videos with other Screencasting Tools

If you know how to use a screencasting application or extension to record your screen, you can create instructional videos simply by presenting your PowerPoint, Keynote or Google Slides presentation while recording your screen. Here are a few free applications that allow users to screencast:

- Screencastify: <https://www.screencastify.com/education/teachers> (the free Chrome extension allows users to create 5 min videos)
- Loom: <https://www.loom.com/> (the free account allows 25 x 5 min videos, also available as a Chrome extension)
- Flip: <https://info.flip.com/> (a free online video platform with new 'record screen' option)

Note: With a MacBook, you can use **Command + Shift + 5** to screencast anything on your screen.

Before you begin creating your first instructional video, please think about the content of your video and how it will help you meet the learning objectives of your lesson. The content of your video should be based on one (or more) of the following aims:

- to introduce or review a concept related to a theme or topic, e.g. the 3 Rs: reducing, reusing and recycling waste
- to introduce or review a skill or strategy related to an area of the English language curriculum, e.g. how to use a reading comprehension strategy like making predictions or making inferences
- to introduce or review a learning routine or strategy, e.g. how to use a thinking routine like *See Think Wonder* or *Circle of Viewpoints*.

Your video might also provide students with a model or 'mentor text' that they can view before creating a similar video for an end-of-unit task.

Whether you use PowerPoint, Keynote or Google Slides, we hope you enjoy turning your presentations into short instructional videos for flipped or online learning.

Resources

Free Online Presentation Templates and Themes

Google Slides template gallery <https://docs.google.com/presentation/u/0/?ftv=1>

Keynote User Guide for Mac: Create and Manage Keynote Themes on Mac
<https://support.apple.com/en-hk/guide/keynote/tanb343cb739/mac>

Microsoft PowerPoint templates <https://templates.office.com/en-us/templates-for-powerpoint>

Slides Carnival <https://www.slidescarnival.com/>

Slidesgo <https://slidesgo.com/>

Free Video Editing Software

Adobe Express video editor <https://www.adobe.com/express/feature/video/editor>

Apple iMovie <https://www.apple.com/imovie/>

InShot (for iOS and Android devices) <https://inshot.com/>

Microsoft Video Editor <https://support.microsoft.com/en-us/windows/create-films-with-a-video-editor-94e651f8-a5be-ae03-3c50-e49f013d47f6>

OpenShot <https://www.openshot.org/>