Embed Narrated PowerPoint in Brightspace with OneDrive

SIGN-UP FOR PERSONAL ONEDRIVE ACCOUNT

To embed your PowerPoint presentation in Brightspace, it will need to be stored in a cloud-based OneDrive account. **You must use a personal OneDrive account instead of the OneDrive account that is connected to your OU HSC email address, otherwise students will not be able to view the PowerPoint due to our single-sign-on solution.**
To create a free personal OneDrive account:

1. Go to: https://onedrive.live.com/about/en-us/
2. Click Sign up for free
3. Click Create a Microsoft account
4. Go through the procedure of creating an account

PREPARE THE POWERPOINTS FOR UPLOAD

There is one final step to prepare your PowerPoints so they can be embedded. **The following assumes you are still using PowerPoint and have not gone into OneDrive as the information below will look different if utilizing OneDrive PowerPoint.**
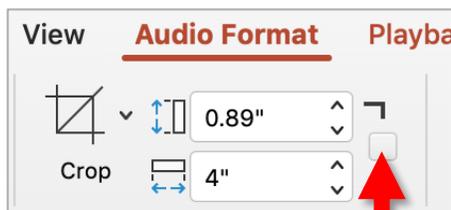
EDIT AUDIO ICON

On each slide there should be a **speaker icon** that indicates there is an audio recording. In order for the controls for the audio to appear in the embedded file, this icon needs to be widened and placed in a spot that won't interfere with the slide images and/or text.

Follow the instructions below for each slide:

1. **Change size of the Audio box to 4":**
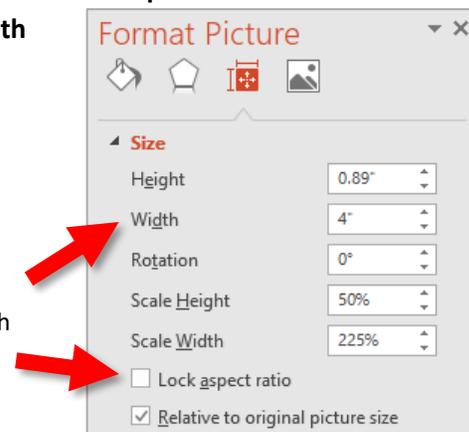
Mac Users:

1. Click the Audio Icon 🔊 on the screen
2. Click the **Audio Format** tab
3. Uncheck the Lock Aspect Ratio box and enter 4" for width


Uncheck box and enter 4" for width

Windows Users:

1. Click the Audio Icon 🔊 on the screen
2. Right click the icon and select "Size and Position" from the dropdown menu.
3. Uncheck **Lock aspect ratio** and enter 4" for **Width**

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2. Move the Audio Icon Off Screen:

Once the icon has been resized, drag the icon off the PowerPoint slide to the bottom-right corner (the PowerPoint controls will still appear in the embedded file in Brightspace even though they aren't on the screen here.)

Move icon off screen to bottom right
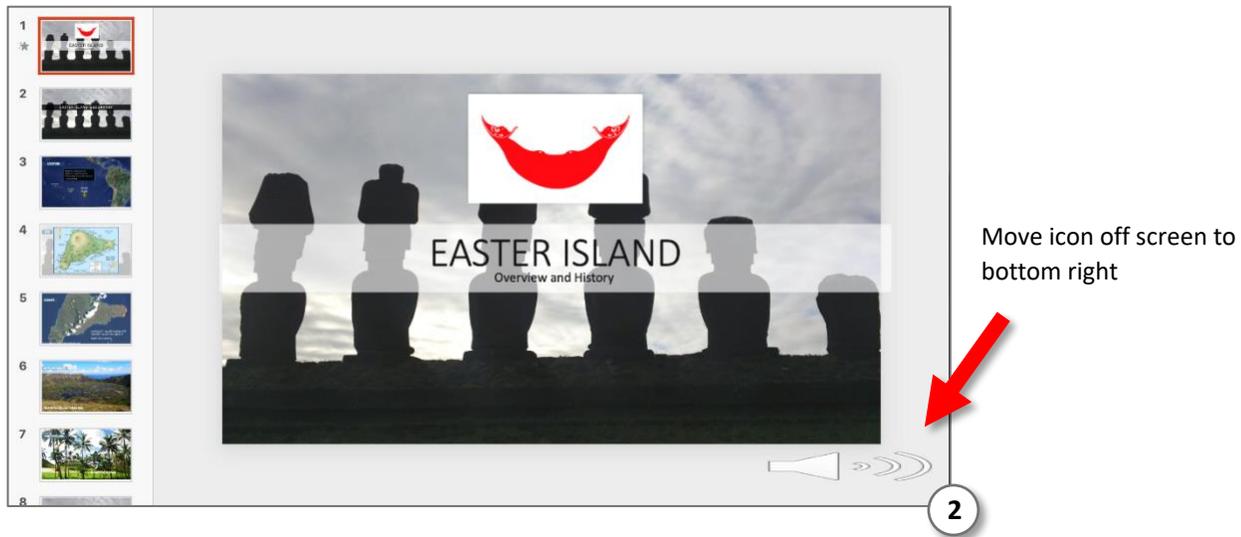
ADD POWERPOINTS TO ONEDRIVE

Once you have the account created and the PowerPoint edited, complete the following steps to add your PowerPoint

1. Sign in to OneDrive (if you are not already): https://onedrive.live.com/about/en-us/signin/
2. Go to your Files for your OneDrive account and add your PowerPoints. You should be able to drag and drop these files from your computer into a folder in OneDrive

ADD POWERPOINTS TO BRIGHTSPACE

Once your file(s) have been added to OneDrive you will need to create a page in Brightspace and embed the PowerPoint on this page.

1. Create a file or HTML page in Brightspace if you have not done so already.
    1. Select a module from within your Table of Contents, then click the blue Upload/Create button, then choose Create a File. This begins your HTML file page.
2. If you already have an HTML file created simply open this page and click **Edit HTML** from the dropdown arrow menu.
3. Place introductory text on the page to introduce the PowerPoint. Example:

    View the mini-lecture below about _____ (please note it may take a moment to load).

    To begin the presentation click the play button (if the play button doesn't appear automatically click the three dots to access it). Once you have listened to the first slide click through the remaining slides. Each slide contains text and/or images as well as audio. The audio may take a moment to load so do not click forward until you have listened to all of the audio and it is complete.
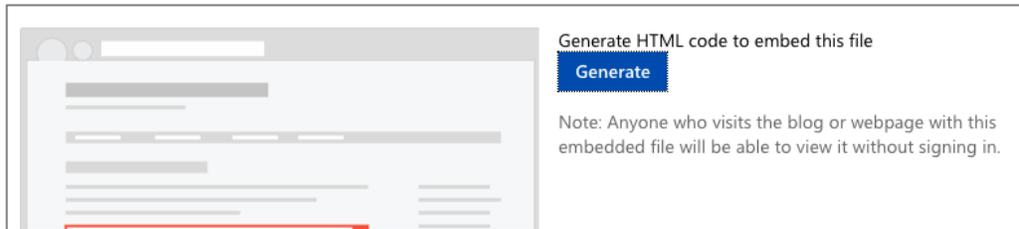
4. Keep the Brightspace page open. Also open a new browser window to go to your OneDrive account and open the PowerPoint file you would like to embed.
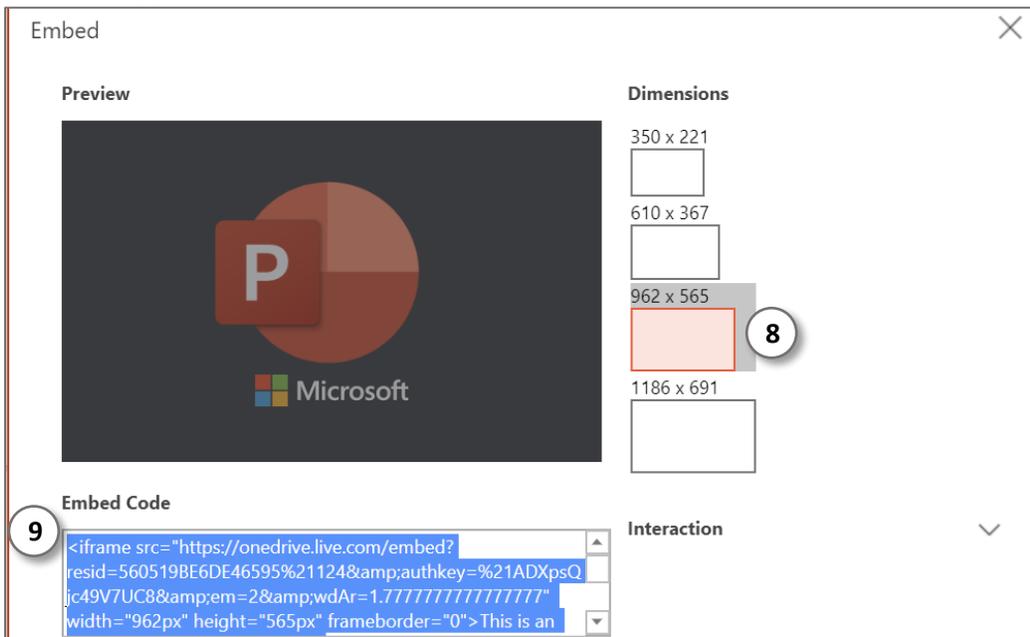5. In the OneDrive PowerPoint file, click **File**.
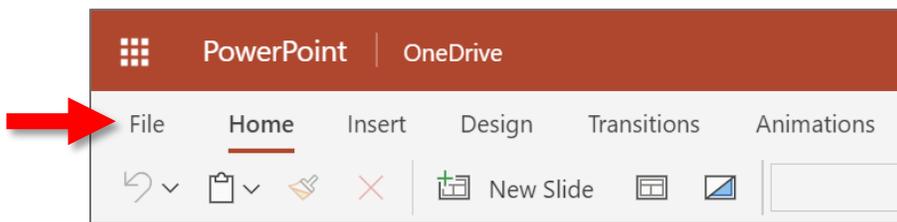
6. Click **Share**, then click **Embed.**
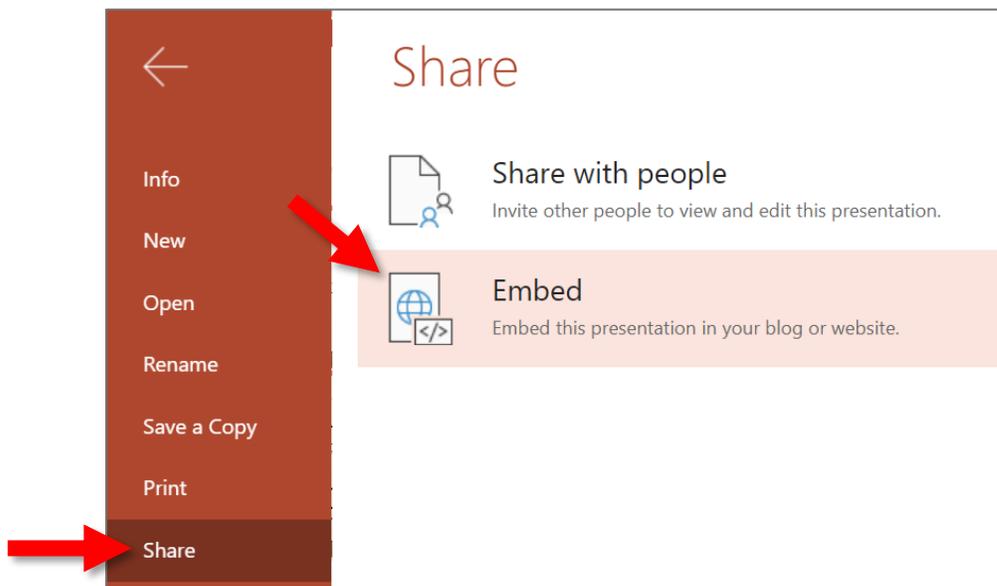
7. You may be asked to **Generate the HTML code to embed this file**. Simply click the **Generate** button and proceed to next step.

8. Select the desired dimensions for the embedded PowerPoint (962x565 recommended)
9. Select and copy the entire embed code.

Go back to your Brightspace page you had open. Place the cursor where you would like to insert the video after the previous pasted introductory text.
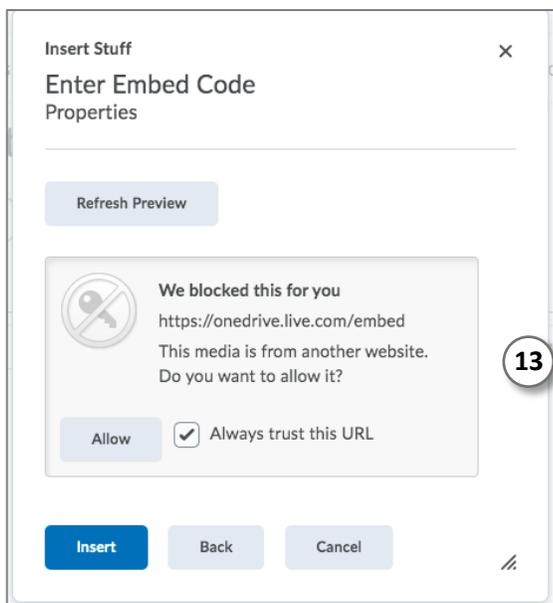
10. Next, click the **Insert Stuff** button ▶ located at the left edge of the Content Editor box.

11. From the option, choose **Enter Embed Code** at the bottom. In the window that appears, paste the embed code you copied earlier into the box.
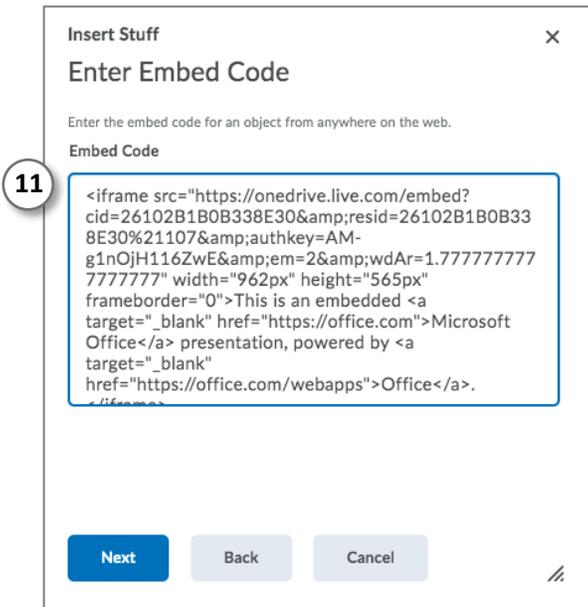
12. Click **Next**.
13. You may have a pop-up appear that asks you to **Allow** and **Always Trust this URL**. Click **Allow**, then click **Insert**.

14. It may take a few seconds for your newly embedded PowerPoint to load into the window. Once it does, click **Save and Close**. Be sure to check that the embedded PowerPoint is working correctly and that the audio recordings play on every slide.