

LecShare Pro Faculty



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This presentation will show you how to use LecShare Pro to add audio to the presentation.

Prepare PowerPoint for LecShare Pro

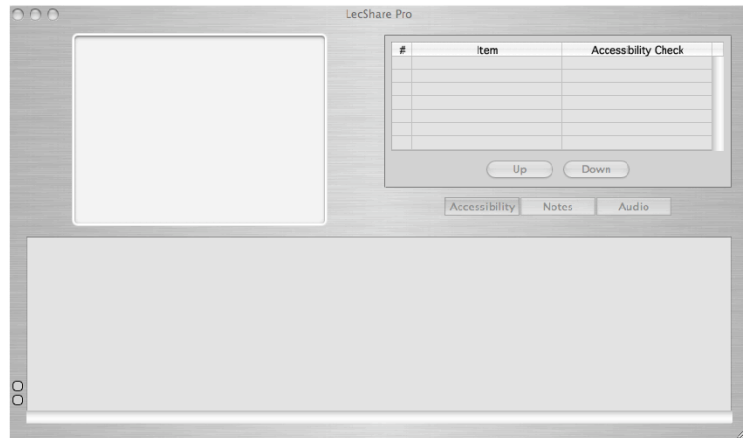
- Create folder course folder on your computer
- Create PowerPoint for each lecture and save in a separate folder in your course folder
- Type notes of everything you are going to say for each slide in the Notes file in PowerPoint – Save
- Close all Office documents
- Open LecShare Pro

To prepare for LecShare Pro you will create a PowerPoint presentation and put it in a folder. I suggest you create a folder for each module and put each PowerPoint in its respective module folder. In the PowerPoint presentation you will type everything you want to say about that slide in the notes field. You will do that for each slides. The notes that you type will be what you read in LecShare Pro and what will become the closed captioning for your final movie product.

When you have finished with your PowerPoint you will close PowerPoint and any other Office documents. Then open LecShare Pro, click on the File, Open and then locate your PowerPoint file. It will look like PowerPoint is opening during this process. Wait until you see all of the slides laid out in LecShare Pro. Then get started by clicking on the first slide, click on the Notes button, click on the Audio button. When you are ready click on the Record button, wait 3 seconds, begin reading the notes in the notes field. When finished wait 3 seconds then click the Stop button. To hear what it sounds like click on the Play button. If you do not like it you can click on the Record button again. It will warn you that it is going to record over the first recording. As soon as you click on OK then it will start recording.

You can work on it at different times. Just make sure you are opening the same PowerPoint each time. In the end you will export it to a movie. In this session you will learn how to prepare your file, create the LecShare Pro file, export the file, save the folder you put the files in as a .zip file, upload it to WebCT, extract it into the learning module folder in WebCT and then link to the .html page from the Learning Module.

Step 1: Open LecShare Pro



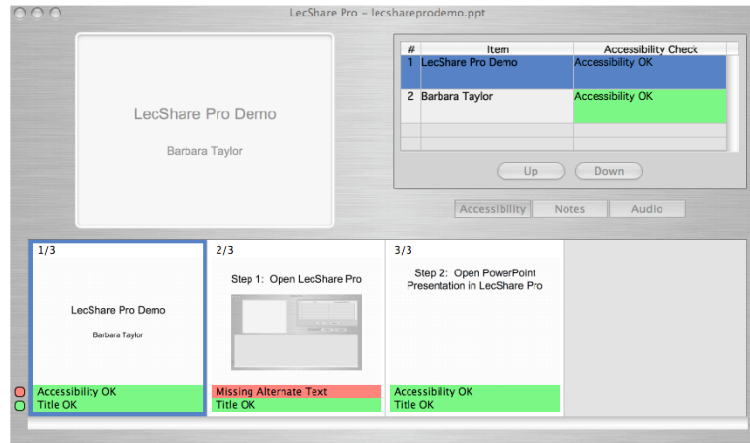
Step 1: Create a Presentation folder and save your PowerPoint presentation in the folder. Make sure that all Office programs are closed. Open LecShare Pro by double clicking on the LecShare icon.

Step 2: Open PowerPoint Presentation in LecShare Pro

- Click on File, Open and locate the file.
- A new window will appear that says “Does this PowerPoint presentation contain any charts or graphs created in Microsoft Excel? If you are not sure, choose ‘Yes’”
- Click on the appropriate answer for your presentation.
- Wait while the presentation is being loaded into LecShare Pro.

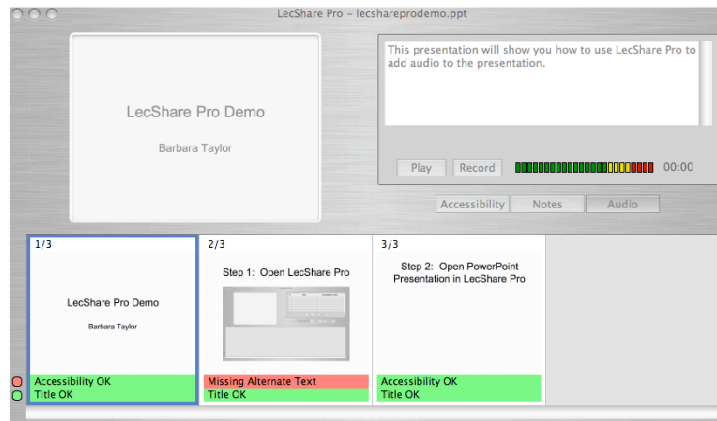
Step 2: Click on File, Open and locate the file. A window will appear that says “Does this PowerPoint presentation contain any charts or graphs created in Microsoft Excel? If you are not sure, choose yes.” Click on the appropriate answer for your presentation. Wait while the presentation is being loaded into LecShare Pro.

Step 3: Viewing the Slides and Prepare to Record Audio



Step 3: The slides will appear at the bottom of the window. Click on the first slide that you want to record audio over then click on the “Audio” button. A window will appear that says “Would you like to create an audio file for this PowerPoint presentation?” Click on the “Yes” button. Another window will appear that says “the title of your presentation.mov” was created in the same folder as Your PowerPoint presentation. This file holds all of the recorded and imported audio for this presentation. Do not edit or delete this file. OK. Click on the OK button.

Step 4: Record the Audio



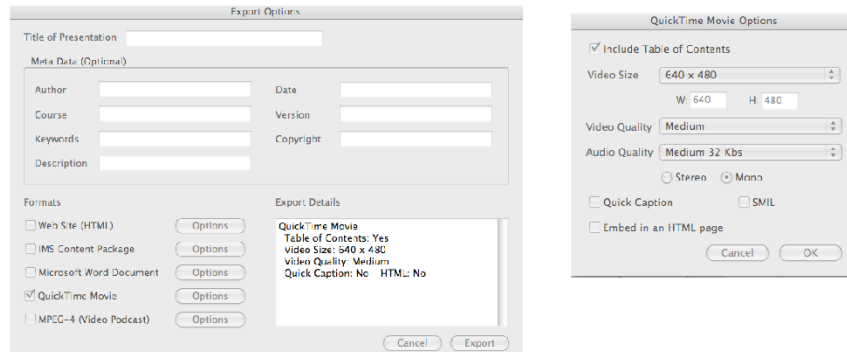
Step 4: Click on the Notes button. In the top window above those buttons is the text that you typed in the PowerPoint presentation in the notes field. That is the text you will record. . Click on the Audio button. You will now see a "Play" and a "Record" button. Click on the "Record" button when you are ready to record. Click on the "Stop" button when you are finished. Click on the "Play" button to listen to your recording. If you do not like the recording you can click on the "Record" button and start again. You will receive a warning that your action will delete your current recording for this slide, are you sure you want to continue? Click on the "Yes" button. The recording will immediately begin. Wait 3 seconds and then begin reading the notes. Click on the "Stop" button when you have finished.

Step 5: Repeat Steps

- Repeat steps 3 and 4 for each of the remaining slides.
- Click on the slide you want to add audio.
- Click on the note button.
- Click on the audio button.
- Click on record and stop button to begin and end the audio recording.

Step 5: Repeat steps 3 and 4 for each of the remaining slides. Click on the slide you want to add audio. Click on the Notes button then click on the Audio button. Click on the record and stop button to begin and end the audio recording.

Step 6: Save the File and Export to Movie



Step 6: Save the file. Export the presentation by clicking File, Export, type in the Title of the presentation and check the box next to QuickTime Movie. Click on the options button next to QuickTime Movie and put a check in the box next to “Quick Caption” and Embed in an HTML page. Click on OK. You will see a “Done” message when it has finished. Click on the OK button.

Step 7: View Your Presentation Movies

- Open the presentation folder (the one that you saved your presentation in)
- Open the qtmovie folder
 - Double click on the .mov file and play it to make sure it sounds how you want
 - Double click on the .htm file to be sure your movie plays the way you want

Step 7: Double click on your presentation folder, double click to open the qtmovie folder that contains your .mov file and listen to your .mov file to play the presentation movie to make sure it is the way you want it. Double click on the .htm file. You will see your presentation in the center of the page. Click on the Play button to be sure everything appears correctly.

Step 8: Zip folder

- Zip the folder so you can upload it to WebCT
- Right click on the qtfolder
 - On a PC choose Send to “Compress for Zip”
 - On a Mac choose “Compress name of folder”

Step 8: To upload the presentation to WebCT you need to create a .zip folder. If you use a PC you will want to right click on the folder and choose Send to “Compress for Zip”. If you use a Mac you will want to hold down the ctrl button and then click on the space bar to right click and choose “Compress qtmovie”. You will then see a file named qtmovie.zip file in your presentation folder.

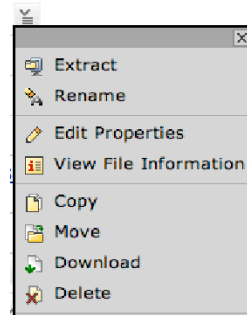
Step 9: Upload to WebCT

- Login to WebCT
- Click on the Build tab
- Click on File Manager
- Click on Get File
- Click on the My Computer icon
- Locate your file

Step 9: You now need to login to WebCT and open your course container. On the Build tab, click on the File Manager icon. Double click on the module folder. If you haven't created a module folder click on the Create Folder button, type in a Title and then click on OK. Then open the folder. In the center of the screen click on the "Get Files" button. To locate your file click on the My Computer icon and select your folder with the .zip extension. Click on the folder to upload it to the module folder in File Manager.

Step 10: Extract Folder

- Click on the action link (down arrow) at the end of the .zip file name
- From the pop-up window click on “Extract”
- You will now see your folder name listed



Step 10: Once the folder with the .zip extension is showing in the module folder, you need to click on the down arrow (action link) at the end of the file name and choose “extract” from the pop-up menu. The folder will open and you will see your qtmovie folder name listed in the module folder. Open the qtmovie folder to see two files. One is the_name_of_your_presentation.mov and the other is the_name_of_your_presentation_mov.htm The name_of_your_presentation_mov.htm file is the onethat you will link to from the learning module. You are now ready to make the link from the Learning Module.

Step 11: Link to .htm file in WebCT

- Open the learning module
- Add the .htm file
- Preview the learning module

Step 11: On the Build tab, click on Learning Modules. Click on the name of your learning module to open it. At the top of the screen click on the Add File button, click on the Class Files icon, click on the module folder that contains the presentation, click in the qtmovie folder to open it, put a check in the box in front of the_name_of_your_presentation_mov.htm and click on the OK button.. You will now see the file in your learning module list. Click on the Teach tab, click on Learning Modules, click on the Learning Module where you added the file, click on the presentation link, it will open on the screen then click on the Play button and make sure the file looks and sounds the way you want.