

Use KSU Presenter for Narrated PowerPoints

KSU Presenter is an online tool provided by Kent State University for faculty, staff, and students. It allows you to create web-based presentations.

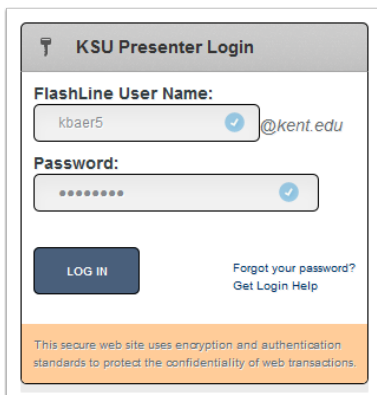
1. Access KSU Presenter

1.1 Navigate to KSU Presenter

Open your web browser and navigate to <https://presenter.kent.edu>.

1.2 Log in

Log into the site using your FlashLine username and password.



2. Upload a PowerPoint

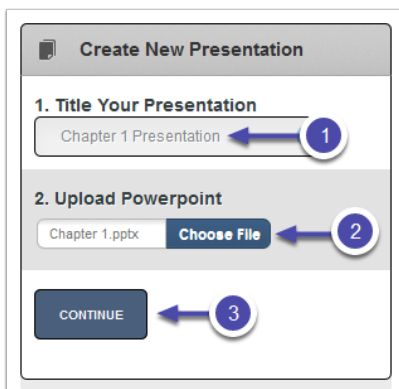
Once you are logged in, you can upload a PowerPoint file. Use the **Create New Presentation** box in the middle of the screen to upload a new PowerPoint presentation.

2.1 Name the presentation

Type in the **name of your presentation** in the Title box.

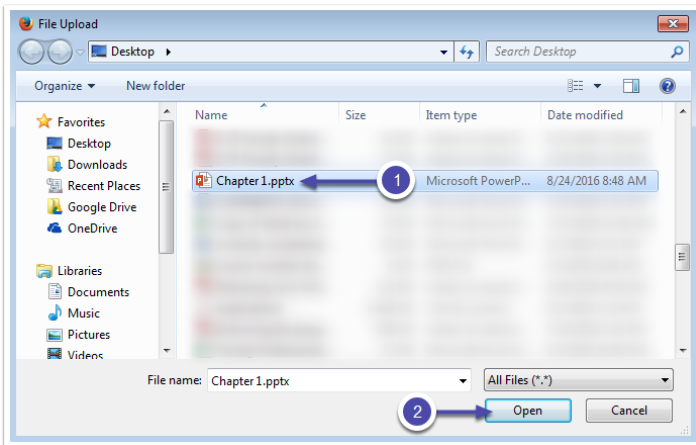
2.2 Browse for file

Click the **Choose File** button.



2.3 Select file

A dialog box will pop up. **Locate and select** your PowerPoint file, then click **Open**. The dialog box will close.



2.4 Convert

Click the **Continue** button. KSUPresenter will upload and convert your PowerPoint file.



3. Select presentation settings

Once you upload your PowerPoint, you will be prompted to define the settings for your presentation.

3.1 Name the presentation

Adjust the **presentation title** if needed.

3.2 Enter keywords (optional)

Enter **keywords** about the presentation topic.

3.3 Enter course name (optional)

Enter the **course name** for the presentation.

3.4 Set privacy option

Select whether to make the presentation **searchable** (public) or **unsearchable** (available only to those who have the direct URL).

3.5 Set password option

Select whether to enforce **password protection** for the presentation (this means that everyone who views the presentation must enter the correct password before viewing).

3.6 Set sharing options

Select your sharing options. **Embed** allows you to access a code to embed the presentation in a web page or on Blackboard. **Downloadable** allows you and other viewers to download a copy of the PowerPoint. **Social networking** allows viewers to click buttons to share the presentation to Twitter and Facebook.

3.7 Save

When you are finished adjusting your settings, click the **Save Changes** button at the bottom of the page.

Define Settings

Presentation Title:
Chapter 1 Presentation ← 1

Keywords:
Enter Keywords here ← 2

Course (i.e. ACCT10001):
Dept Number ← 3

Privacy & Protection:
 Searchable
 Unsearchable ← 4

Password: On Off ← 5

Sharing:
 Embed
 Downloadable ← 6
 Social Networking

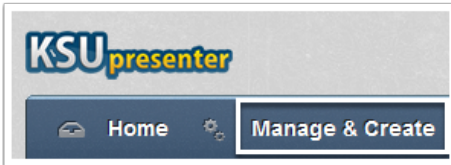
SAVE CHANGES ← 7

4. Edit your presentation

After adjusting your settings, you'll be taken to the Edit Presentation page. Here you can rename slide titles, re-order your slides, delete slides, add slide notes, and narrate your slides. To access this page at any time:

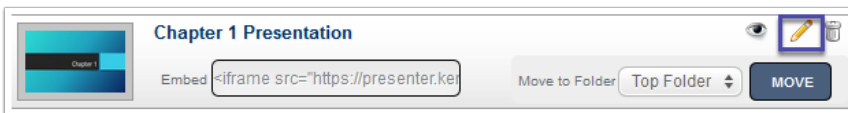
4.1 Manage presentations

Log into KSU Presenter and click the Manage & Create button at the top of the page.



4.2 Edit presentation

A list of all your presentations will display on this page. Locate the presentation you want and click the **pencil icon** to edit.



5. Record audio for slides

Before recording audio, make sure you have a microphone/headset plugged into your computer.

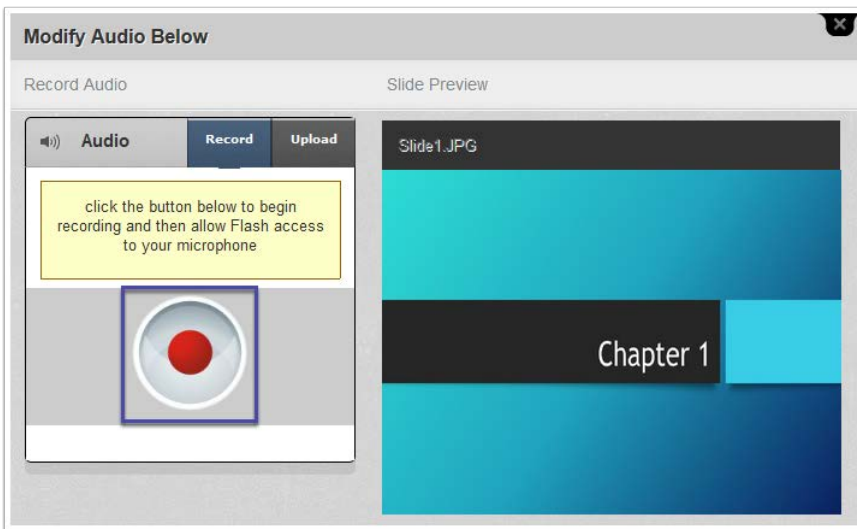
5.1 Add audio

On the Edit Presentation page, click the **Add Audio** button.



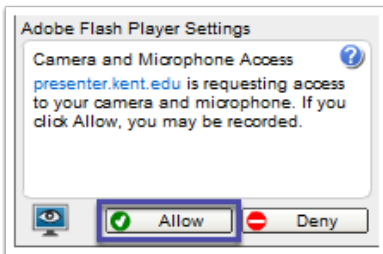
5.2 Click record

A dialog box will pop up. Click the **Record** button.



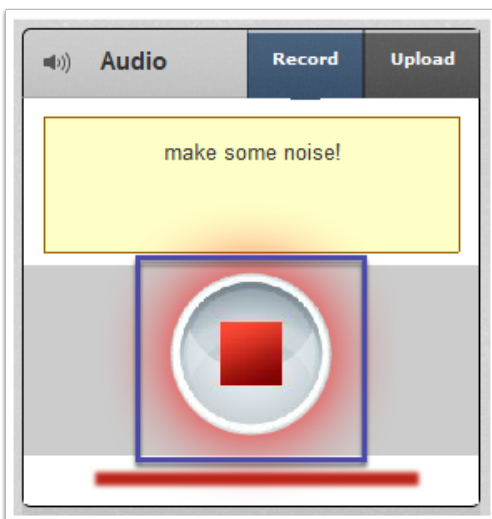
5.3 Allow Adobe Flash

An Adobe Flash Player Settings box will pop up. Click the **Allow** button to allow KSU Presenter/Adobe Flash to access your microphone.



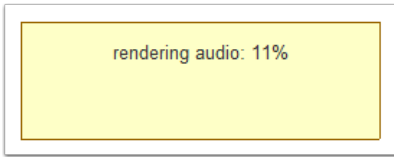
5.4 Narrate your slide

Begin narrating your slide. You can verify that your microphone is picking up sound by looking at the red bar below the Stop button (the bar gets wider as you get louder). When you are finished recording the audio for the slide, click the **Stop** button.



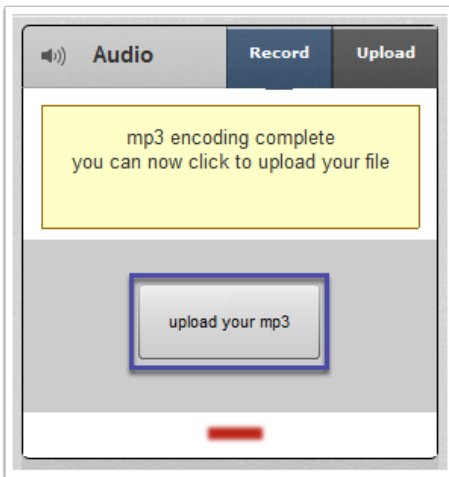
5.5 Render and encode audio

Your audio will take a few moments to render and encode. You can view the progress in the yellow box above the **Stop** button.



5.6 Upload audio

When the audio rendering is complete, click the **Upload your MP3** button. As soon as the MP3 is uploaded, close the dialog box.

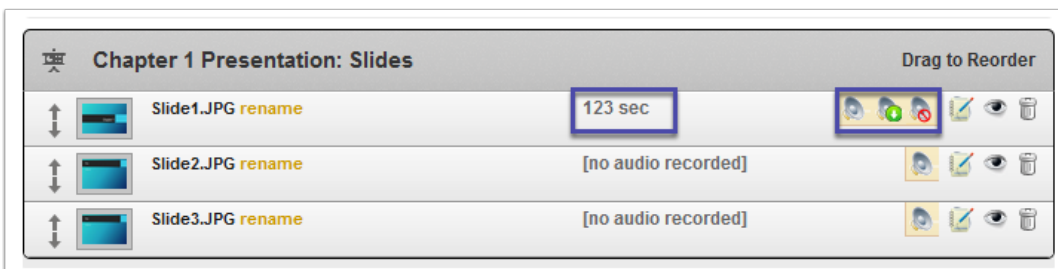


5.7 Repeat

Repeat Steps 5.1-5.6 for each slide.

You can see the length of each slide's audio next to the slide title. You can also re-record, download, or delete the audio for a slide using the audio buttons on the right.

Tip: Hover your mouse over a button for a pop-up description.



6. View your finished presentation

6.1 Manage presentations

Log into KSU Presenter and click the **Manage & Create** button at the top of the page.



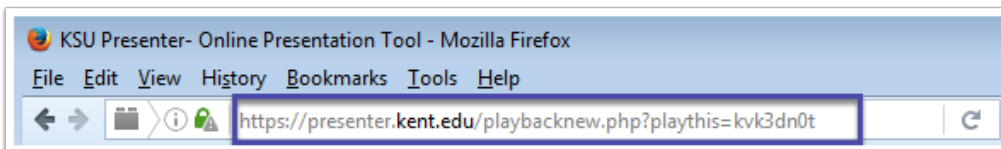
6.2 Select presentation

A list of all your presentations will display on this page. Locate the presentation you want and **click on the title**.



7. Link to your presentation

If you need to link to the presentation, just **copy the URL** on the viewing page and share it via Blackboard, email, etc.



Troubleshoot KSU Presenter

- If the microphone volume is too low or too high, adjust the microphone volume in your computer settings.
- If the audio recording feature is not working, update your Adobe Flash application.

KSU Presenter Support

KSU Helpdesk

330.672.HELP (4357)

Online Support: support.kent.edu

Support ticket information: Make sure to select Request Type = Software & Application Support and Software/Application = Multimedia Presenter (presenter.kent.edu).