



Using PowerPoint to Record & Upload for CEC 2022 Virtual Convention

If you have a Microsoft account, great – you can use PowerPoint to record/narrate your presentation. However, to access the captions or transcript of the audio from the recording, you will need to publish it to Microsoft Stream or a platform like YouTube. Or you can submit the script you used while presenting, but your video will not have captions in CEC’s virtual event platform if you choose this option.

Below are the instructions for recording your presentation and uploading it for the 2022 CEC Virtual Convention. Thank you for being a part of this experience!

Before recording your video, let’s review a few things...

Recording Your Shared Screen & Your Speaker Thumbnail

CEC prefers that you record your shared screen with active speaker thumbnail so the virtual convention attendees can see your face as well as your presentation. It makes for a better recorded session! If you have a Microsoft Office365 account, this will happen automatically.

To learn how to record/narrate your presentation using the version of PowerPoint you have, click here: https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Microsoft_365_for_Windows

Closed Captions and Transcripts

As we mentioned above, if you use PowerPoint to record your presentation, to get access to a saved transcript or closed caption file of the recording is to use platform like Microsoft Stream or YouTube to autogenerate the file.

Therefore, there are two ways you can ensure your recording is accessible and provide captions/transcript for your presentation:

1. Using Stream or YouTube (or another platform you are used to using)

- Learn how to publish your PowerPoint recording to Microsoft Stream and get an autogenerated caption file here: <https://support.microsoft.com/en-us/office/microsoft-stream-automatically-creates-closed-captions-for-videos-8d6ac353-9ff2-4e2b-bca1-329499455308>
- Learn how to get an autogenerated caption file using YouTube:
 - Export the video file of your recorded PowerPoint presentation first. Be sure to save/export to a video file format (.mp4 or .wmv). Learn how here: <https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83>

- Learn how to get the autogenerated captions for your video file in YouTube here: <http://www.nysed.gov/common/nysed/files/creating-video-captions-using-youtube.pdf> - ignore what happens after step 11 in these instructions.

2. Only provide your presentation script

*Note: your video will not have closed captions in CEC's virtual event platform if you choose this option. We will provide a PDF of your script to attendees.

CEC will need you to provide your script in a PDF file when you upload your video file.

Exporting Your Captions File

- If you used Microsoft Stream to autogenerate captions for your video, learn how to export the file here by scrolling down to the "Download subtitles or captions" section: <https://docs.microsoft.com/en-us/stream/portal-add-subtitles-captions#download-subtitles-or-captions>
 - Be sure the file is a .vtt file.
- If you used YouTube to autogenerate captions for your video, learn how to export captions by going to steps 9 – 11 here: <http://www.nysed.gov/common/nysed/files/creating-video-captions-using-youtube.pdf>

Uploading your files to Dropbox

Your files are due in Dropbox no later than **Thursday, November 18, 2021**.

Before uploading your file, be sure to change the file name(s) to match the following:

- Video File Label Format
 - CEC22_lead presenter's first initial & last name_Session ID# (found in the email sent from CEC)
 - Example: CEC22_RGlasby_A100
- Caption/Transcript/Script File Label Format
 - CEC22_lead presenter's first initial & last name_cc_Session ID#
 - Example: CEC22_RGlasby_cc_A100

Once your file(s) are properly named and ready to submit, locate the link below that matches the type of session you are presenting and upload it using that link. If you are a presenter on more than one accepted proposal, please ensure you use the appropriate link for each of your sessions. **These links are not for uploading handout/documents.**

- **Poster Presentation Recordings:**
<https://www.dropbox.com/request/MKgR1VaAPubFqpdK8gww>
- **Teacher Slam Recordings:**
<https://www.dropbox.com/request/Anmo2qS9uOSZ5kHW4IFL>
- **Multi-Presentation Recordings:**
<https://www.dropbox.com/request/XJQFuSqBjyio4dziUUD6>
- **Data Blitz Recordings:**
<https://www.dropbox.com/request/RCZDJuKIDgljMaLhZzlg>
- **Cross-Topic Collaborative Recordings:**
<https://www.dropbox.com/request/Ns3HUAAEjSOFsQRbPVSD>
- **Concurrent Session Recordings:**
<https://www.dropbox.com/request/xZZNRieyyCwbOZmTegmw>

If you are looking for other CEC 2022 Convention Speaker Resources, go back to that page [here](#). Please email convention@exceptionalchildren.org if you have any questions.