



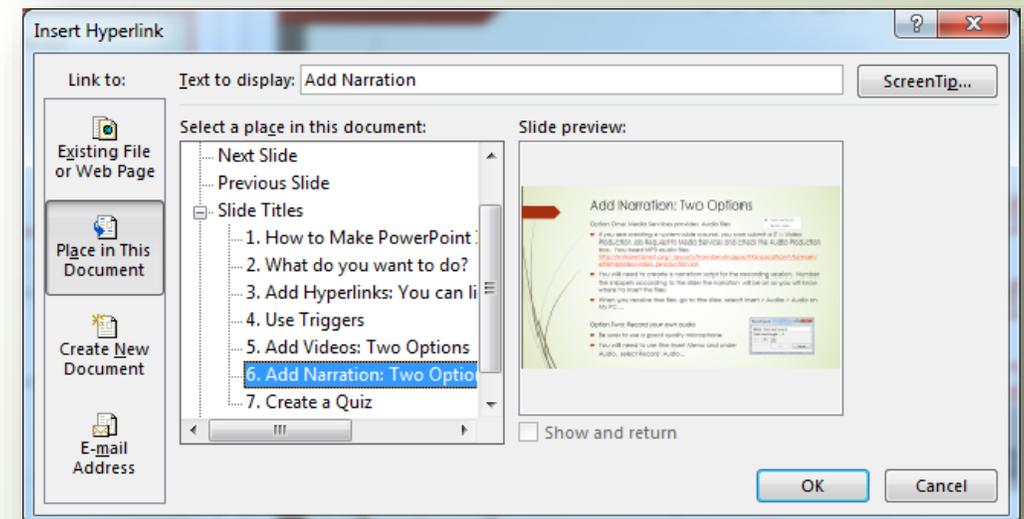
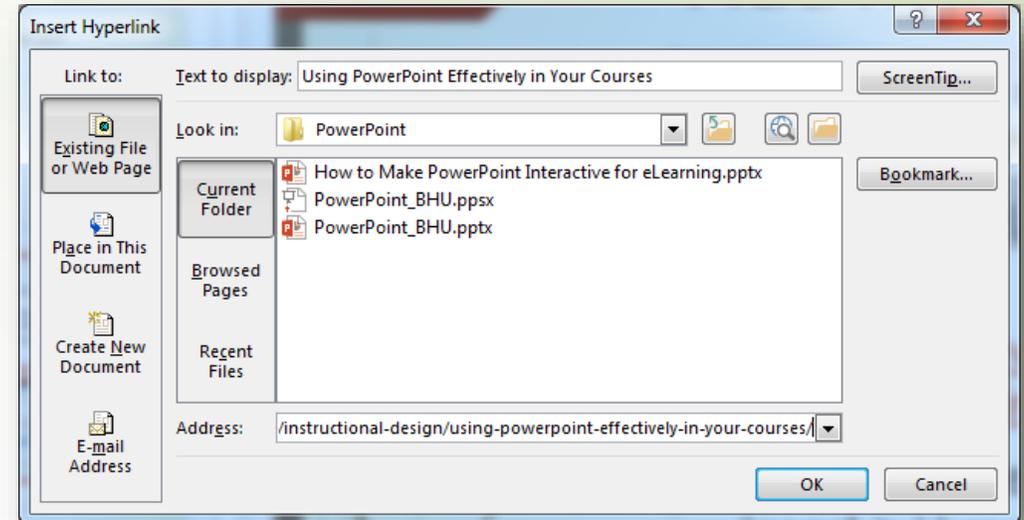
How to Make PowerPoint Interactive for eLearning

What do you want to do?

- Add Hyperlinks
- Use Actions
- Use Triggers
- Add Videos
- Add Narration
- Create a Review Quiz
- Control Navigation

Add Hyperlinks: You can link to . . .

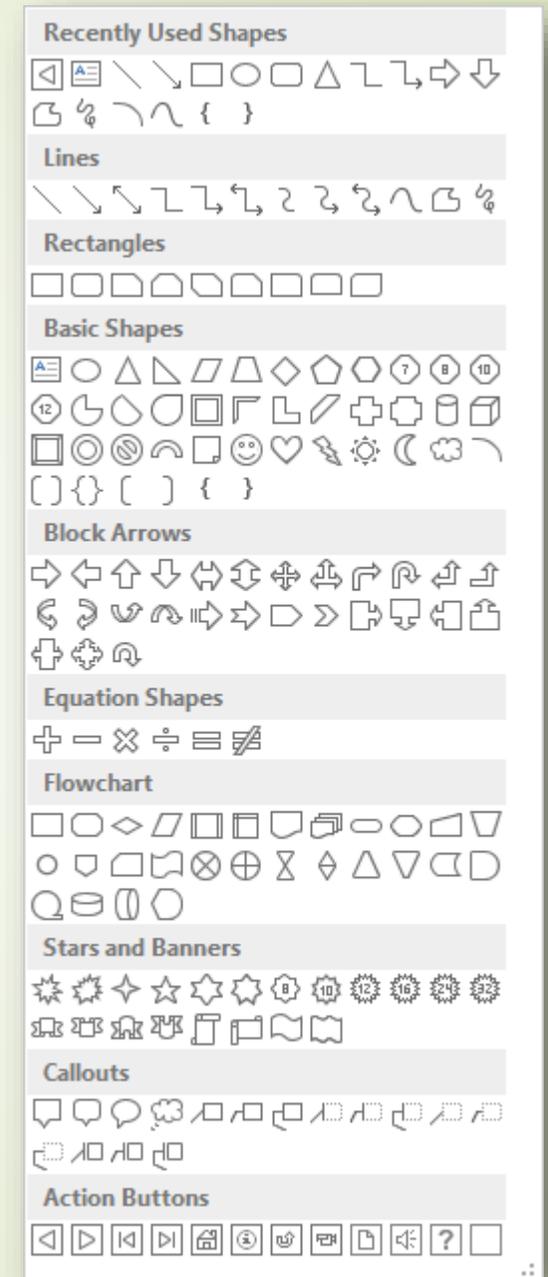
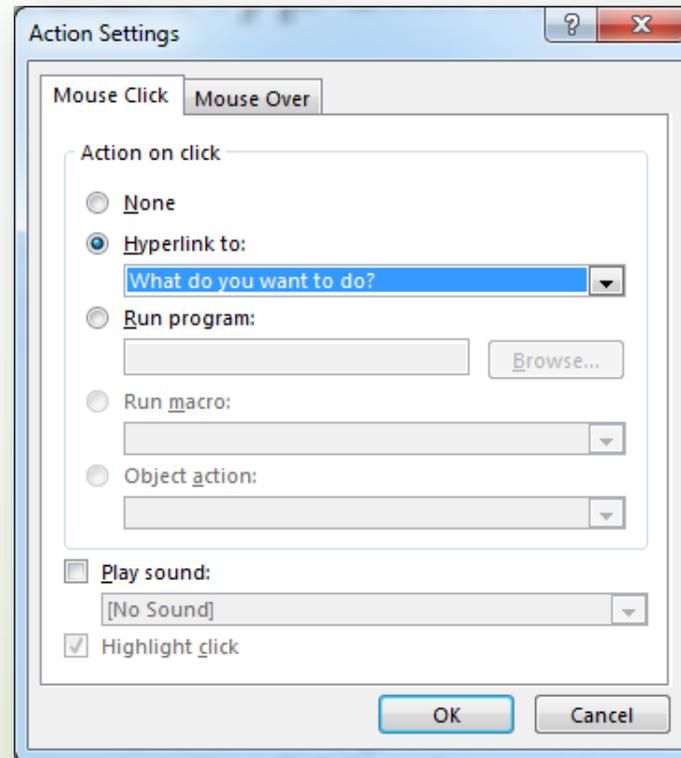
- An **external document or webpage**
 - Highlight the words you want as the link > Insert > Hyperlink > select Existing File or Web Page on the **left panel** > paste the link URL in the **Address** > click OK
 - Example: [Using PowerPoint Effectively in Your Courses](http://www.facultyfocus.com/articles/instructional-design/using-powerpoint-effectively-in-your-courses/)
 - <http://www.facultyfocus.com/articles/instructional-design/using-powerpoint-effectively-in-your-courses/>
- To return to a previous screen, create a button to return
- **Another screen** in your PowerPoint presentation, Insert > Hyperlink > **Place in This Document** > click on slide title > click OK



Use Actions

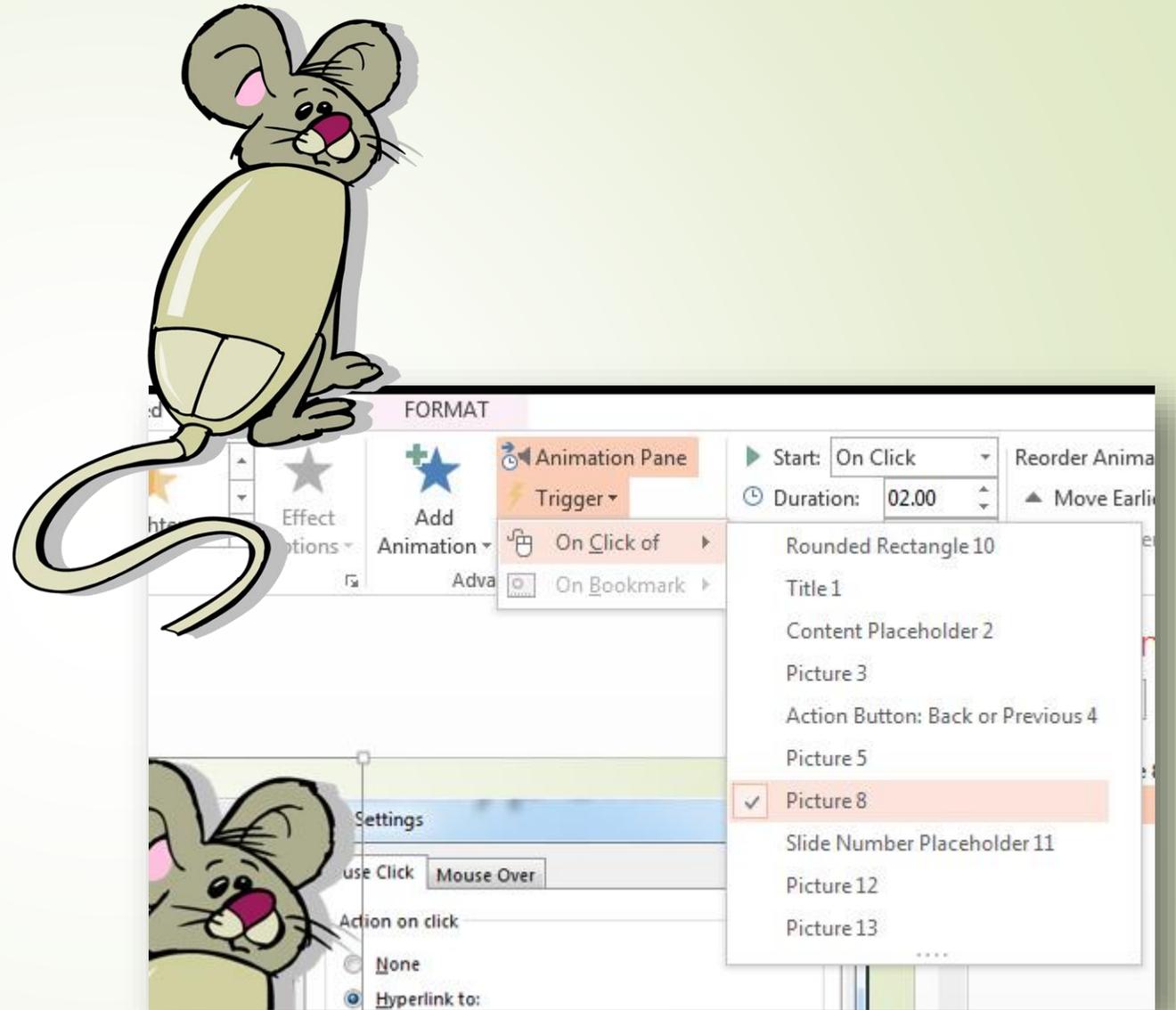
► Add buttons for navigation

- Insert menu > select **Shapes** > at the bottom you will see **Action Buttons** > select one
- I selected the back button below and when the Action Settings appeared, I selected my menu slide



Use Triggers

- ▶ **Add animation trigger**
 - ▶ Example: A **Mouse Click**
 - ▶ In run mode, click on the rectangle 
 - ▶ You can make images, words, video, etc. appear by adding a trigger on an object
 - ▶ For this example, the mouse image is selected
 - ▶ Click on the **Animations** menu > under **Animation Pane**, click on **Trigger** > Select **On Click of** and the object to click on to make the object appear.



Add Videos: Three Options

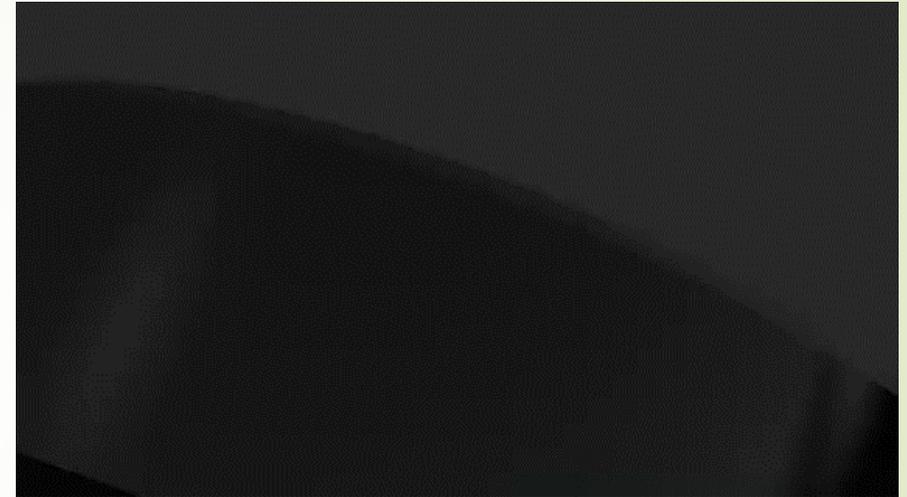
- 1. Link to YouTube Video
 - YouTube videos must be **linked** so another browser window will open. Example:
<https://youtu.be/3ZUwFwooMrY> Or [Creating a Presentation – PowerPoint 2010](#)
 - When you locate the video you want to show from YouTube, click on **Share** and **copy the link** provided.
 - Create a hyperlink to the video
PeopleSoft ELM does not support embedded videos in PowerPoint.
 - Submit a **Trusted Site Request** form to your CTT for videos that are blocked



Add Videos: Three Options

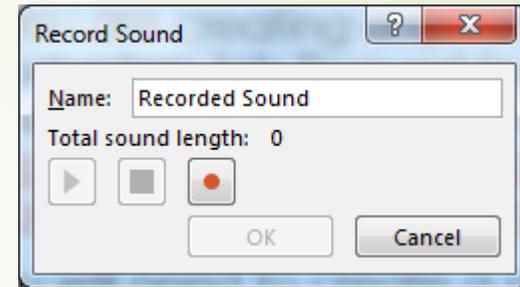
- 2. Upload one from your PC:
 - Click on **Insert > Video**
 - Select **Video on My PC ...**
 - Browse for the video
 - Click **insert** and set desired **size** for video
 - You have many options for video shape, borders, and effects
 - **Beware of large video files** – they may load and playback too slow

- 3. Have video uploaded as a separate activity in BHU
 - Ask HR Learning Management to upload a video for you
 - Video will playback better with this option



Add Narration – Record your own audio

- ▶ Be sure to use a good quality microphone.
- ▶ You can use the built-in recording option but it is much easier to use a free program like [Audacity](#) to record and edit your narration. Request your CTT to download and install it for you. There are many YouTube tutorials available for this program.
- ▶ You will need to create a narration script according to the slide numbers so you will know where to insert the audio files.
- ▶ When you finish recording the files, go to the slide, select **Insert > Audio > Audio on My PC...** > Browse for audio file and click insert



Narration Script

Slide 01

How to Make PowerPoint Interactive for eLearning

Slide 02

What do you want to do?

Create a Review Quiz

- Add a question screen and answer screens for each question
- If you insert action buttons for the answers, you can use the blank action button and link the appropriate “correct” and “incorrect” screens
- If you insert a Shape like a circle, you will need to select the shape and insert an Action to link the appropriate answers
- Don't forget to add navigation to allow the user to go back to the question to try again or to the next slide or question
- ***Try out the question below:***

To create a quiz question you must:

- Create the question and answer screens
- Link the answers to the appropriate slides
- Add navigation to leave the answer screens
- All of the above

Question Feedback

To create a quiz question you must:

- Create the question and answer screens
- Link the answers to the appropriate slides
- Add navigation to leave the answer screens
- All of the above

Your answer is correct. All of the above must be done to create a quiz question.

Learn more:

Microsoft PowerPoint 2010 Tutorial – [Create a Quiz in PowerPoint](#)



Question Feedback

To create a quiz question you must:

- Create the question and answer screens
- Link the answers to the appropriate slides
- Add navigation to leave the answer screens
- All of the above

Your answer is incorrect. **All of the above** must be done to create a quiz question.

Learn more:

Microsoft PowerPoint 2010 Tutorial – [Create a Quiz in PowerPoint](#)



Question Feedback

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Learn more:

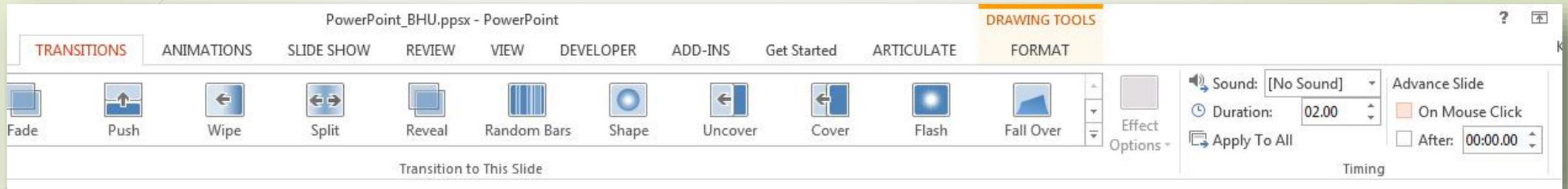
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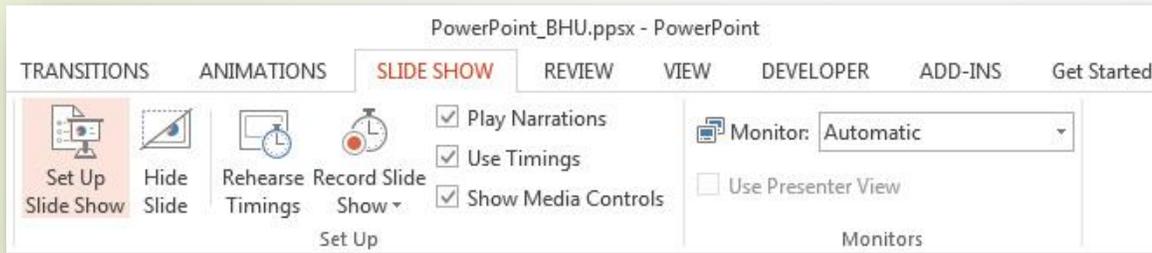
Control Navigation

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- Select **Transitions** menu and under Advance Slide deselect **On Mouse Click**



- Disable arrow keys by setting up a slide show to run at a **kiosk** so your course maintains the navigation you added
 - Select the **Slide Show** menu > click **Set Up Slide Show** > under the Show type, select the radio button **Browsed at a kiosk (full screen)**



- You must **save** your presentation as a **PowerPoint Show** (ppsx) so it will run without opening or needing PowerPoint

