

Using Digital Learning Technologies in the Music Classroom



Enhance Communication using Subtitles in PowerPoint

Using subtitles in PowerPoint in this way enables students to engage with pre-recorded PowerPoints from their teacher in their preferred language

To begin, open your presentation in PowerPoint

Step 1: Record slide narration - choose from either of the following options to record slide narration

Option 1 using Record Slideshow

- Click Slideshow
- Click Record (Windows) or Record Slide Show (Mac)
- Click the camera icon to turn it off if required. Ensure the microphone icon is turned on
- Click the record button and begin narrating your slides
- Record narration for one slide at a time, pressing the stop button between each one, or record a continuous narration as you change the slide, only pressing stop at the end
- Click X in the top right corner (Windows) or End Show in the top left corner (MacOS) when finished
- Untick Use Timings so that students can replay the audio and control the slides if required
- Save the presentation and share it with your students

Option 2 using Audio Recording

- Click Record (Windows) or Recording (MacOS)
- Click Audio (Windows) or Audio then Record Audio (MacOS)
- Click the red circle to begin recording. Click stop when finished
- If on windows you can give the recording a name e.g., Slide 1 Voiceover
- Click OK (Windows) or Insert (MacOS) to insert the audio into a slide
- Click on the speaker icon and open the **Playback** tab
- Choose if the voiceover should play In Click Sequence/Automatically/When Clicked On
- Position the speaker icon on the slide or click Hide During Show if preferred

Step 2: Enable subtitles and view presentation

Students Open the presentation in PowerPoint - Click Slide Show - Tick the box to Always Use Subtitles



Step 3: Select subtitle settings

 Click Subtitle Settings to set the spoken language, the subtitle language and where the subtitles should appear on the screen

Click Play from the Start and subtitles will appear as the

narration plays back





Supporting the Professional Learning of School Leaders and Teachers

Subtitle Settings v

Bottom (Overlaid)

System Caption Preferences

Top (Overlaid)

✓ □ Below Slide

Above Slide

Spoken Language: English (United Kingdo



Bulgarian

Catalan Chinese (Simplified)

Danish

Dutch

English

Estonian

Fijian Filipino

Finnish

French

Cantonese (Traditional)

Chinese (Traditional) Croatian

