

Embed Narrated PowerPoint in Canvas with OneDrive

SIGN-UP FOR PERSONAL ONEDRIVE ACCOUNT

To embed your PowerPoint presentation in Canvas, it will need to be stored in a cloud-based OneDrive account. **You must use a personal OneDrive account instead of the OneDrive account that is connected to your OU email address, otherwise students will not be able to view the PowerPoint.**

To create a free personal OneDrive account:

1. Go to: <https://onedrive.live.com/about/en-us/>
2. Click Sign up for free
3. Click Create a Microsoft account
4. Go through the procedure of creating an account

PREPARE THE POWERPOINTS FOR UPLOAD

If you have followed all of the steps to properly create your narrated PowerPoints ([see instructions on narrated PowerPoint creation and settings](#)), there is one final step to prepare them so they can be embedded.

EDIT AUDIO ICON

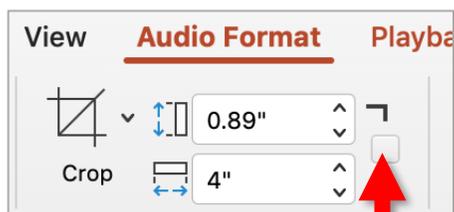
On each slide there should be a speaker icon that indicates there is an audio recording. In order for the controls for the audio to appear in the embedded file, this icon needs to be widened and placed in a spot that won't interfere with the slide images and/or text.

Follow the instructions below for each slide:

1. Change size of the Audio box to 4":

Mac Users:

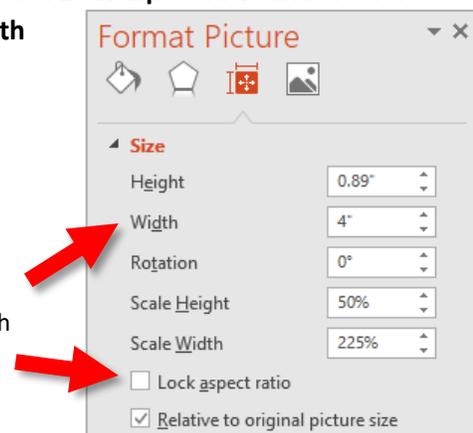
1. Click the Audio Icon  on the screen
2. Click the **Audio Format** tab
3. Uncheck the Lock Aspect Ratio box and enter 4" for width



Uncheck box and enter 4" for width

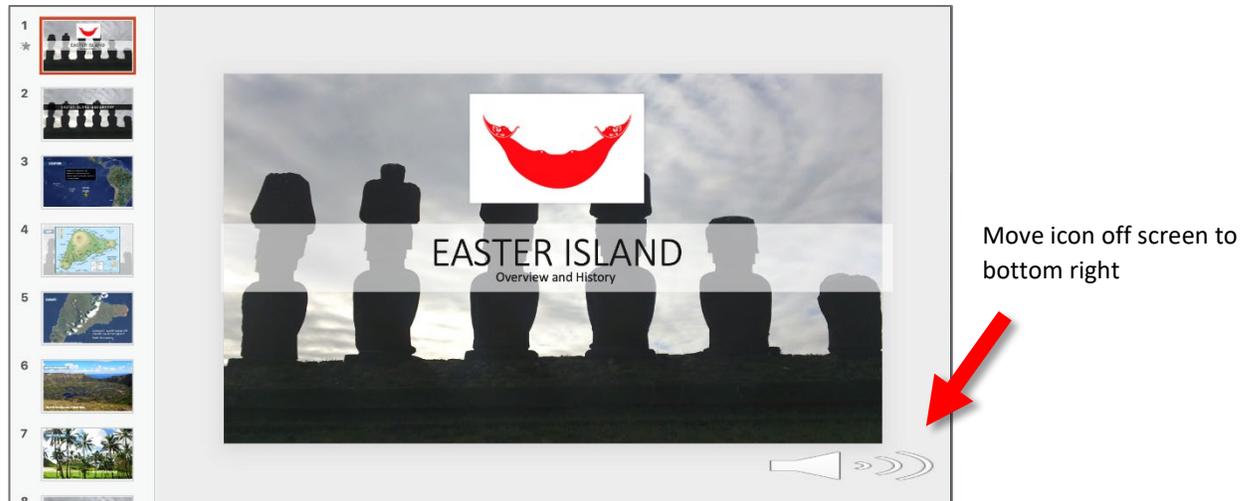
Windows Users:

1. Click the Audio Icon  on the screen
2. Right click the icon and select "Size and Position" from the dropdown menu.
3. Uncheck **Lock aspect ratio** and enter 4" for **Width**



2. Move the Audio Icon Off Screen:

Once the icon has been resized, drag the icon off the PowerPoint slide to the bottom-right corner (the PowerPoint controls will still appear in the embedded file in Canvas even though they aren't on the screen here)



ADD POWERPOINTS TO ONEDRIVE

Once you have the account created and the PowerPoint edited, complete the following steps to add your PowerPoint

1. Sign in to OneDrive (if you are not already): <https://onedrive.live.com/about/en-us/signin/>
2. Go to your Files for your OneDrive account and add your PowerPoints. You should be able to drag and drop these files from your computer into a folder in OneDrive

ADD POWERPOINTS TO CANVAS

Once your file(s) have been added to OneDrive you will need to create a page in Canvas and embed the PowerPoint on this page.

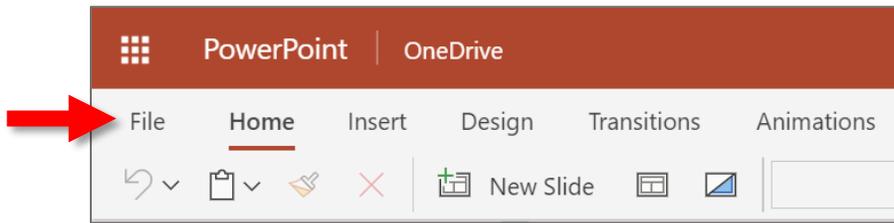
1. Create a page in Canvas if you have not done so already.
2. If you already have a page created simply open this page and click **Edit**.
3. Place introductory text on the page to introduce the PowerPoint. Example:

View the mini-lecture below about _____ (please note it may take a moment to load).

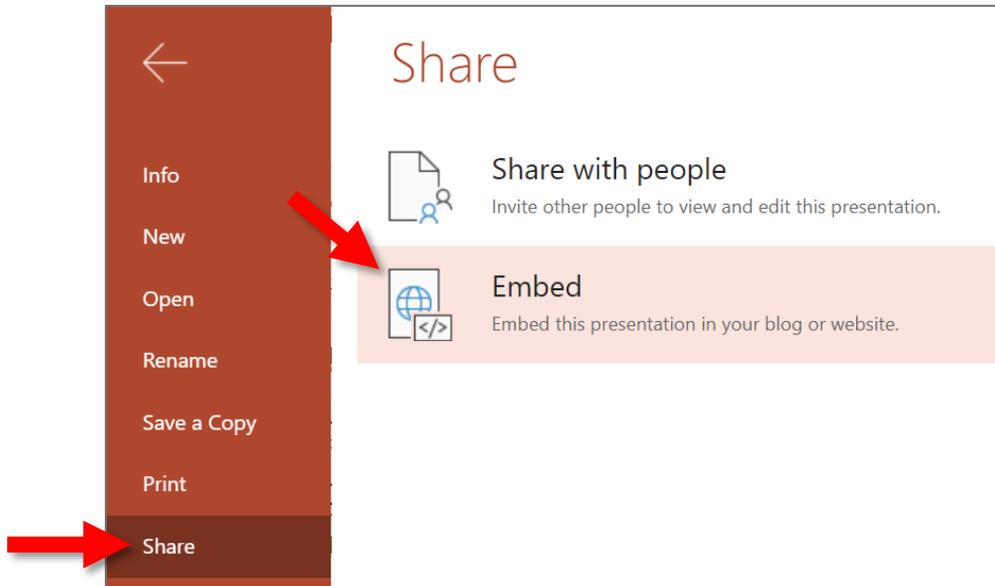
To begin the presentation click the play button (if the play button doesn't appear automatically click the three dots to access it). Once you have listened to the first slide click through the remaining slides. Each slide contains text and/or images as well as audio. The audio may take a moment to load so do not click forward until you have listened to all of the audio and it is complete.

4. Keep the Canvas page open and go to your OneDrive account and open the PowerPoint file you would like to embed.

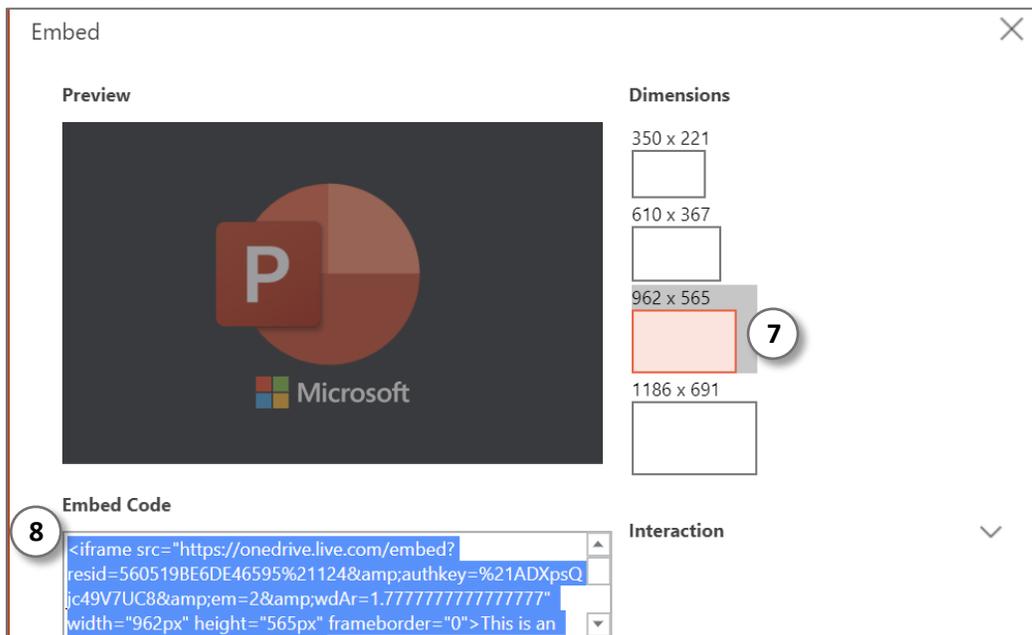
5. In the OneDrive PowerPoint file, click **File**.



6. Click **Share**, then click **Embed**.



7. Select the desired dimensions for the embedded PowerPoint (962x565 recommended)
8. Select and copy the entire embed code.

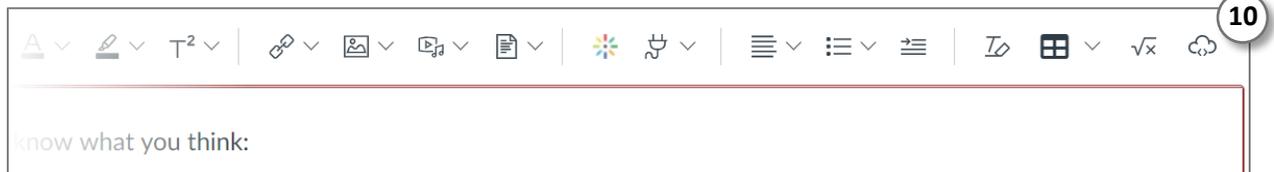


- Go to the page in Canvas where you want to use the embed code.
Place the cursor where you would like to insert the video.

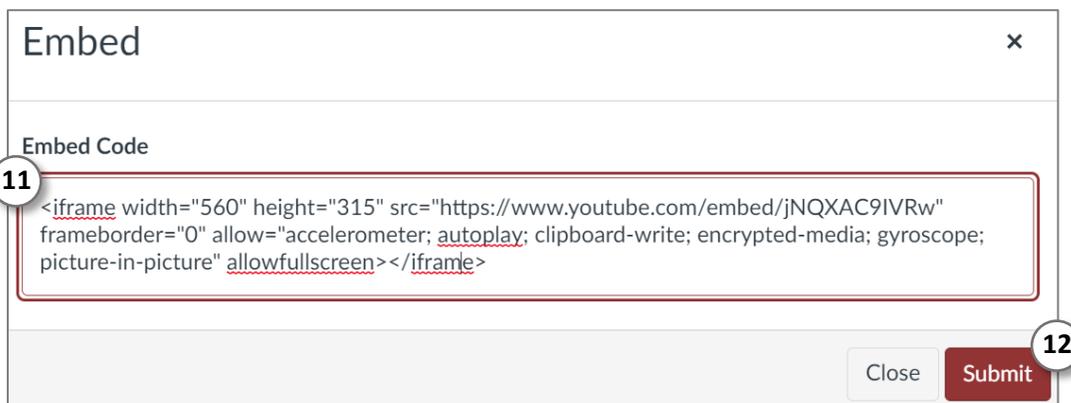
- Click the **Embed** button located at the right edge of the Rich Content Editor.



You may need to click the three dots icon at  the right side of the Rich Content Editor to reveal the **Embed** button icon.



- In the window that appears, paste the embed code you copied earlier into the box.
- Click **Submit**.



- Save and publish the page in Canvas. Be sure to check that the embedded PowerPoint is working correctly and that the audio recordings play on every slide.

