

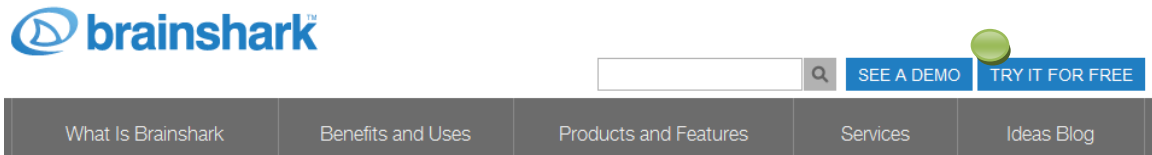
Step-by-Step Brainshark Directions

www.brainshark.com

What is Brainshark? Brainshark is a web-based tool that enables users to easily transform content into voice-enriched video presentations that can be accessed anytime. Users can add voice to a PowerPoint, narrate a document, create a photo album and add voice to each photo, and more.

Step I. Create a Free Account

1. Go to www.brainshark.com. Click on *Try It for Free* to create your free account.



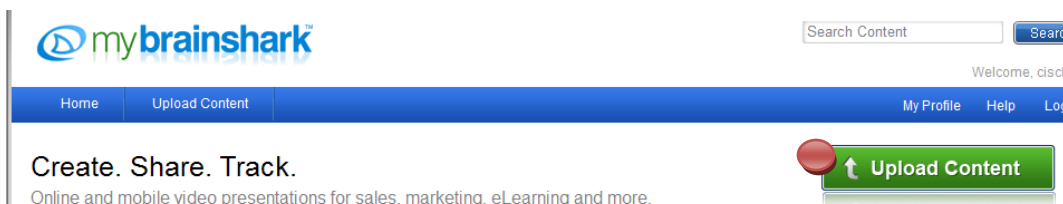
2. On the next screen, select *Sign up for Free*.



3. Enter a screen name
4. Enter your email address
5. Create and confirm a password
6. Click *Register*

Step II. Log in and begin using Brainshark

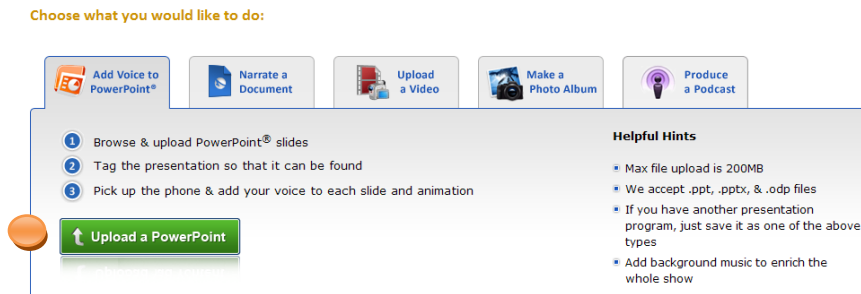
1. Once registered, you will automatically be taken to www.my.brainshark.com (this is the web-site you will use to access the free version of Brainshark in the future).
2. Once logged in, you may begin creating your voice-enriched presentation!
3. Click on *Upload Content*.



4. A screen (see below) will appear. Here you can choose what you would like to do (e.g., add voice to PowerPoint, narrate a document).

****Note:** For the purpose of this document, the step-by-step instructions will walk you through adding voice to PowerPoint; however, the steps are similar across each option.

5. Click on *Upload a PowerPoint*



6. Select the file that you would like to upload from your computer.

7. Your file will be opened and converted in just a few seconds.

8. The *Title* field will be populated with the document name.

Note: You can also add a description, categories, and tags.

9. Click on *Next*.

Add Information

Title: My IEP Meeting
Description: Susie Q.
Categories: (Add up to three)
Tags: (Add up to three)

Next

It's done converting! Next you should:

- Tag information to let people find it
- Add voice to your content using your phone
- Start sharing it
- Embed it into your site or blog
- If you've just uploaded an MP3 podcast, you're all done!

10. Add Audio:

- by microphone
- or, by phone

11. You can also skip adding audio at this time (you can add audio later).

Add Audio

You're almost done! Now you can add your voice by microphone or phone.

By microphone:

[Click here to record using your microphone.](#)

Or, by phone:

1 Dial **617-612-7020**
2 Your Presentation Code is **4127-4126**

Skip adding audio (you can add audio later)

Welcome to IEP Meeting

12. Once your audio has been added, you will be taken to your finished product!

13. From this screen you can:

- Play your voice-enhanced PowerPoint presentation 🟠
- Edit your presentation 🔴
- Monitor your viewing report (Views will be listed as anonymous with the free version of Brainshark). 🟣

The screenshot displays the Brainshark web interface. At the top is a navigation bar with links: Home, My Content, Upload Content, My Profile, Help, and Logout. The main content area is titled "My IEP Meeting" and features a video player with a large play button. The video player shows a slide with the text "Welcome to My IEP Meeting" and a "determined" logo. To the right of the video player is a sidebar with two main sections. The first section, "What Can I Do Now?", lists several actions: Edit Presentation, Add Slides, Download the Podcast audio, Add a Question, and a warning that "Nobody can see this content. To share it with others, make it active." Below this is a "Pro" section with a link to "Apply these Pro features? Learn more" and a list of features: Add a guestbook, Manage privacy and password protection, Set completion and certificate criteria, and Run detailed viewing report. The second section, "Viewing Reports", has tabs for "Number of Views", "Percentage Viewed", "Location", and "All Time". The "Number of Views" tab is selected, showing "# Views All-Time (0 views)" and a bar chart with a single bar of height 10.