Video Submissions of Recorded Presentations: Student Guide

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Introduction

Some assignments require you to submit online presentations. You might be asked to submit a PowerPoint presentation that contains audio and perhaps video, or just a talking head video of yourself.

When these types of assignments are submitted through Turnitin, some students run into issues with Turnitin's 100MB file size limit. Therefore we recommend the use of video submission to the Blackboard Assignment tool.

This guide shows some options for recording your presentation, and the processes for submitting it, and viewing your marks and feedback.

Section One: How to create a recording in the PowerPoint desktop app and export a video for submission

You can add audio to a PowerPoint presentation using both the desktop app and the web app, but to export the resulting as a video you'll need to use the desktop app.

If you do not have the PowerPoint desktop app you can download it for free by logging into the [Microsoft 365 'My account' page](#) with your Edge Hill student account and selecting 'Install Office'.

There are a variety of ways to record presentations using PowerPoint.

- The easiest method is to use the 'Record' button in the Desktop app as described in '[Record your presentation](#)'.

- If you want to create a screencast by recording your screen on the desktop app, you can follow the instructions in '[Record your screen in PowerPoint](#)'.

- If you just want to add audio to slides you can record or import audio by following the instructions in '[Add or delete audio in your PowerPoint presentation](#)'. You can then export the presentation as a video, following the instructions in '[Turn your presentation into a video](#)'.

Section Two: How to create a recording in the Panopto web app and export a video for submission

If you don't want to use PowerPoint, there are many other ways to create recordings of your camera or screen. At Edge Hill University we have Panopto available, and you can follow the instructions in Panopto's 'How to Record a Video'.

Section Three: How to submit a video to Blackboard's Assignment Tool

Follow the instructions in our 'Submitting a Video to a Blackboard Assignment' video.

Section Four: How to view your grades and feedback.

Viewing your grades and feedback from Blackboard Assignments is a little different to assignments submitted to Turnitin. The 'Viewing Marks and Feedback' video explains what you need to know.