Edge Hill University

Submitting PowerPoint Assignments Containing Audio to Blackboard Assignment

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Introduction

Some assignments require submission of PowerPoint presentation slides that contain audio.

When these types of assignments are submitted through Turnitin, some students run into issues with Turnitin's 100MB file size limit. The Blackboard Assignment tool is therefore sometimes used to run these assessments as it has a 500MB file size limit.

Blackboard Assignment works differently to Turnitin, so we recommend using this guide. Sections Two and Three are key as they show you the differences between Blackboard Assignment and the Turnitin submission points that you are used to.

Section One: Adding Audio to PowerPoint Files

You can add audio to a PowerPoint presentation using both the desktop app and the web app, but you have more options if you 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 'Apps & Devices' and '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 just want to add existing audio files to slides you can import audio by following the instructions in 'Add or delete audio in your PowerPoint presentation'.

Section Two: Saving and Submitting PowerPoint Files

The Save and Submit a PowerPoint with Audio video covers saving in a format that will contain the audio, and uploading it to the Blackboard Assignment submission point.

Section Three: How students can view their marks and feedback

The Viewing Your Marks and Feedback video shows students how to access marks and feedback, as this is different to Turnitin.