Edge Hill University

Running Assignments Where Submissions are PowerPoint Containing Audio

Contents

Introduction 2
Section One - Staff: How to set up an Assignment in Blackboard Assignment 3
Section Two - Students: Adding Audio to PowerPoint Files 3
Section Three – Students: Saving and Submitting PowerPoint Files 4
Section Four - Staff: How to grade and give feedback in Blackboard's Assignment Tool 4
Section Five - Students: How students can view their grades and feedback. 4

Introduction

Some assignments require students to submit 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. Therefore, we recommend using the Blackboard Assignment tool to run these assessments.

Blackboard Assignment works differently to Turnitin, so we recommend staff and students are given access to the relevant parts of this guide.

The guide shows how staff can set up the assignment, how students can record, save and submit the Presentation slides, how staff can mark the submissions, and how students can see their grades and feedback.

The student sections are also available in a student guide LTD3500a: Submitting PowerPoint Assignments Containing Audio to Blackboard Assignment. You may want to share that with your students.

Submissions containing video should be submitted as video files using Panopto within a Blackboard Assignment, because video files can exceed Blackboard Assignment's 500MB limit. This is detailed in LTD2015: Video Submissions of Recorded Presentations: Staff Guide.

Section One - Staff: How to set up an Assignment in Blackboard Assignment

The Setting up a Blackboard Assignment Submission Point video covers setting up the submission point.

Section Two - Students: 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 Three - Students: 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 Four - Staff: How to grade and give feedback in Blackboard's Assignment Tool

The Marking and Releasing Marks video shows important differences between Blackboard Assignment and Turnitin.

Section Five - Students: How students can view their grades and feedback

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