

Saving PowerPoint slides and notes as a Word document (for Students) Blackboard Quick Guide

If one or more of your assessment tasks is a PowerPoint presentation, you will need to convert it into a Word document in order to submit it into Turnitin. Here is how:

1. In PowerPoint, go to **File** and select **Export**, then Create Handouts and click on Create Handouts button:



2. Select either **Notes next to slides** (if your notes are short) or **Notes below slides** (if you have long notes and complex slides) and **Paste,** and click **OK**:

Send to Microsoft Word ? X
Page layout in Microsoft Word
Notes <u>n</u> ext to slides
Bl <u>a</u> nk lines next to slides
Notes <u>b</u> elow slides
Blan <u>k</u> lines below slides
O Outline only
Add slides to Microsoft Word document –
 Paste Paste l<u>i</u>nk
OK Cancel

3. Save your new Word document: you can submit it into Turnitin now.

Do not have Microsoft Word yet or need a newer version of PowerPoint? As a student at Notre Dame, you are eligible for a free version of Microsoft Office 365: you will find all the necessary details in <u>this guide</u>.

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