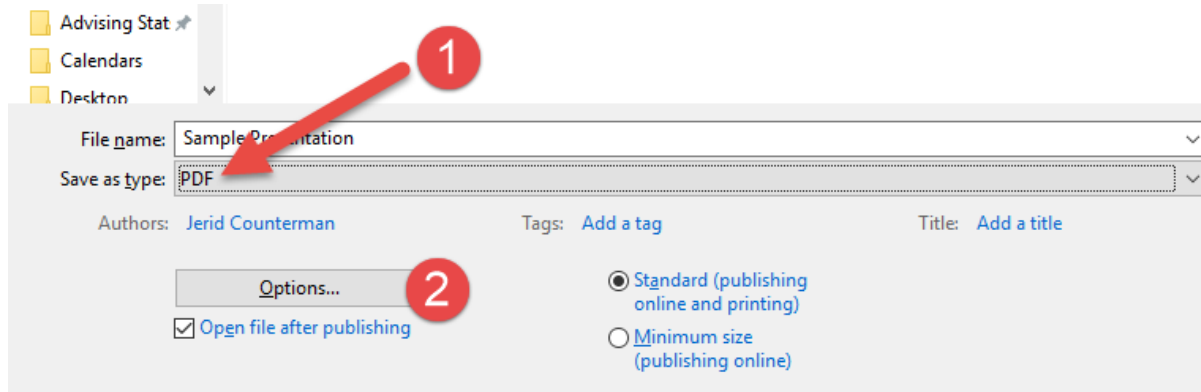


Submitting a PowerPoint with Notes (PDF Format)

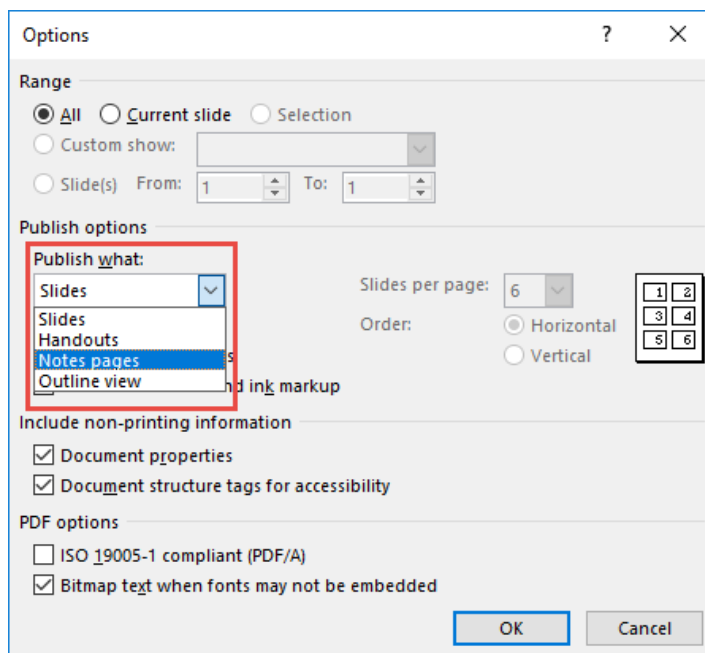
Last Modified on 05/05/2022 3:25 pm MDT

Some assignments may include an option to do a presentation. As you get ready to submit this, we recommend submitting it as a PDF with the notes. To do this, follow the below instructions. Start by clicking File and Save As:

1. Once you've selected the location, change the file type to PDF

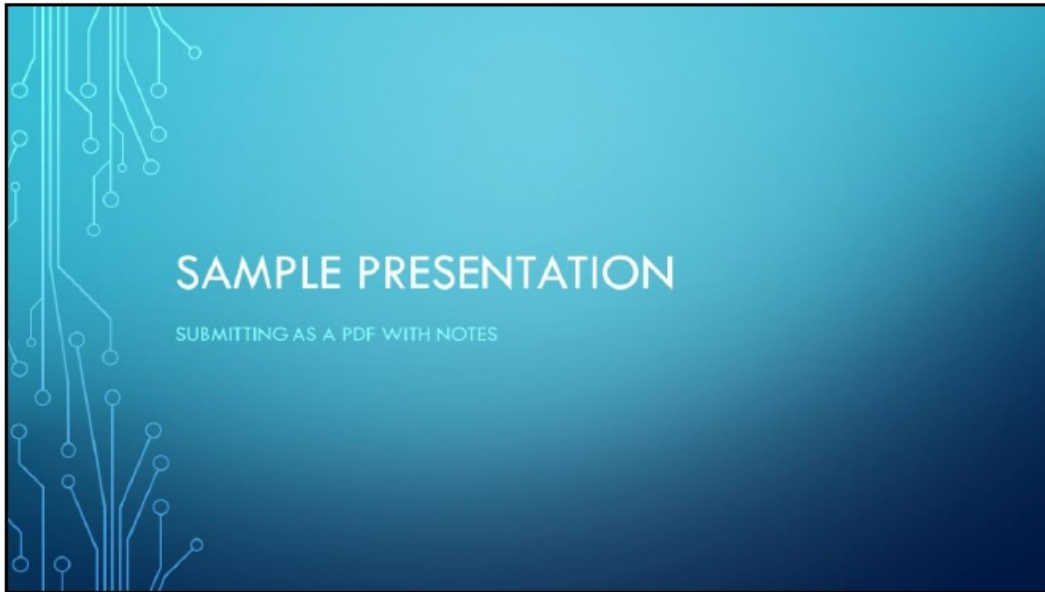


2. Next, click on Options to display more setting
3. Under the Publish options, you should see "Publish what:" and will select Notes Pages



4. Finish by clicking OK

This will allow you to upload your presentation with the following view, allowing your instructor to quickly and easily review your completed assignment:



Following these instructions will allow your instructor to easily review all of the information within your PowerPoint presentation.
