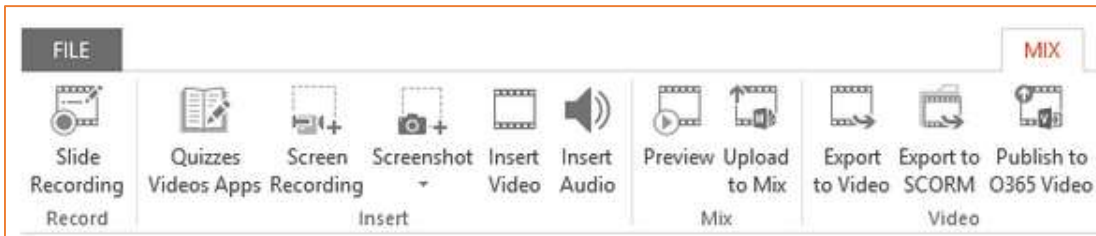


Office Mix Training

1. Set up a Microsoft account at **mix.office.com**
2. Install Office Mix – This creates a **Mix** tab in PowerPoint



- To install on your work computer, contact the ITS Help Desk (helpdesk@durhamtech.edu or x6111)
 - If your home computer has Windows and Office 2013 or Office 365, you can download and install Office Mix for free at <http://mix.office.com>
3. Open your PowerPoint presentation and **SAVE AS** to create 2nd copy for adding narrations
 4. Set up your headset / webcam
 5. Record narrations – Click **Slide Recording** on the Mix tab. From this screen you can...
 - Show/hide speaker’s notes
 - **Record** voice narrations / click **Stop** when finished
 - Advance to the **Next slide**
You can stop recording at end of each slide OR continue recording as you move through slides
 - Click to trigger **animations** while narrating
 - **Preview** a slide recording
 - **Delete** a slide recording
 - **Draw** on slides as you speak



6. Preview the whole presentation – from the Mix tab, choose **Preview**

7. Add quiz questions

- Add a blank slide to your presentation first (from the **Home** tab)
- In the Mix tab, click **Quizzes Videos Apps**
- Click Microsoft Store
- Select type of question you want
- Type in question/answers
- Mark the correct answer
- Allow retry or not
- Preview / try it out

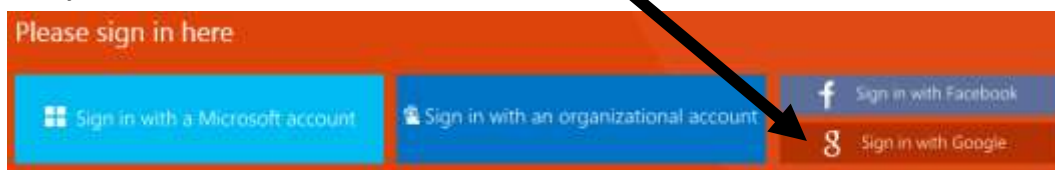
8. Upload to Mix (publish)

- From the Mix tab in PowerPoint, choose **Upload to Mix**
- **Sign in** using your Microsoft account (created in step 1) or with Facebook or Gmail
- When publishing is done, go to **My Mixes** to adjust settings for **Permissions & Sharing**
 - **LIMITED** – Choose if you have quiz questions and/or want to track student usage.
When students link to your presentation, they will have to SIGN IN. See note below.
 - **UNLISTED** - Choose if you have no quiz questions and don't need to track usage.
Students do not have to sign in.
 - Copy **link** and put in Sakai (embedding in Sakai not recommended)

How do my students sign in?

If you choose the **LIMITED** option so you can track student usage and quiz answers, your students will be prompted to sign in when they click the link to your presentation.

- **Be sure to tell your students to click Sign in with Google and enter their full ConnectMail address and password.**



How does the instructor view students' quiz answers and usage data?

OPTION 1: In PowerPoint, on the Mix tab, click **My Mixes**, then sign in (if prompted). For any presentation, click **Analytics** to see results and usage data.

OPTION 2: On the web, go to **mix.office.com**, sign in, click **My Mixes**, then click **Analytics** for any presentation.

RESOURCES

- **mix.office.com** – Download Mix and find great resources and tutorials
- **mixforteachers.com** – Lots more tutorials and examples for educators