

# Office Mix Training

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## BEFORE YOU GET STARTED:

1. You will need a Google account or Microsoft account to publish your completed presentations.  
To create a Google account, visit: <https://accounts.google.com/signup>
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](mailto:helpdesk@durhamtech.edu) or x6111)
  - If your home computer has Windows and Office 2013 or higher, you can download and install Office Mix for free at <http://mix.office.com>



3. You'll need a microphone or headset for recording audio. Webcam is optional.

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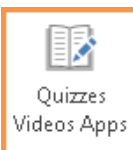
## TO CREATE YOUR MIX:

1. Open your PowerPoint presentation and **SAVE AS** to create a second copy for adding narrations
2. Click the Mix tab in PowerPoint
3. To 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

4. Preview the whole presentation – from the Mix tab, choose **Preview**
5. Add quiz questions



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

#### 4. Upload to Mix (publish)



- From the Mix tab in PowerPoint, choose **Upload to Mix**
- **Sign in** using a Google or Microsoft account
- Specify if you are uploading a **new mix** or updating an **existing mix**
- Check the box to **create a video** – IF you want students to be able to view on mobile devices  
**WARNING:** *Quiz questions will be omitted from video version that displays on mobile devices!*
- When publishing is done, click **Show me my mix** to adjust settings and get a link
  - **LIMITED** – Choose if you want to track individual students' quiz answers and usage. *When students link to your presentation, they will have to SIGN IN. (see below)*
  - **UNLISTED** - Choose if you have no quiz questions or 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