

Office Mix Training

BEFORE YOU GET STARTED:

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 higher, you can download and install Office Mix for free at <http://mix.office.com>



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

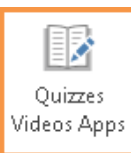
TO CREATE YOUR MIX:

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. You can add quiz questions, if desired. To do that:



- 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

6. Upload to Mix (publish)



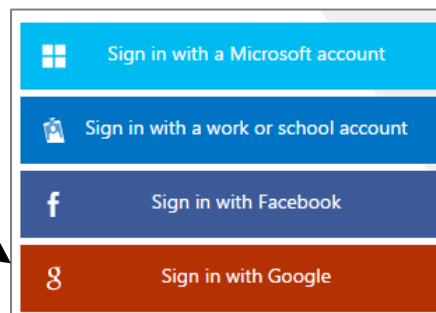
- From the Mix tab in PowerPoint, choose **Upload to Mix**
- In the Upload to Mix side pane, click **Next**
- Choose either of these options to sign in:
 - **Sign in with a work or school account** - Log in as you would to Outlook online:
 - Enter your Sakai user name + @durhamtech.edu
Example: smithk1234@durhamtech.edu
 - Password is same as Sakai, Outlook, WebAdvisor, etc.
 - OR - **Sign in with Google** – Log in with your personal gmail address and password
- 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**. A web browser will open, and you'll be taken to mix.office.com > My Mixes.
- Under **Permissions & Sharing**, move the slider to select one of the following – then **click SAVE!**
 - **LIMITED** – Select this if you want to track individual students' quiz answers and usage.
IMPORTANT: *When students link to your presentation, they will have to SIGN IN. (see below)*
 - **UNLISTED** - Select if you have no quiz questions or don't need to track usage.
Students do not have to sign in.
- Copy the **link** and put in Sakai. (Or, if you selected "Unlisted" above, you can click **Embed** if you prefer to embed the mix in Lessons)

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.**

NOTE: Students do NOT have to sign in if you choose the UNLISTED option (see above)



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**, 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