After Office Mix: New Workflows for Narrating PowerPoints

Late in 2017, Microsoft announced that Office Mix is being retired, effective May 1, 2018.

- **BEFORE MAY 1, 2018**, you must take action if you want to continue using mixes that you have already published. *See separate handout: How can I save mixes that I already published?*

- **STARTING MARCH 30, 2018**, there is a new workflow for creating and publishing narrated PowerPoints. *See below for details*.

Microsoft has announced that it will incorporate many of Mix's features into future releases of PowerPoint. We expect to see some of these new features in Office 2019, which should be available by early 2019. Until then, use the instructions in this handout to create and publish narrated PowerPoints.

How can I create and publish narrated PowerPoints after March 30, 2018?

There are many options for creating and publishing narrated PowerPoints. The methods described below are recommended by Instructional Technologies. The recommended methods vary a bit depending on the computer you are using.

IF USING A DURHAM TECH-OWNED COMPUTER

After March 30, 2018, you can continue using Mix to create narrated PowerPoints, with some limitations:

- **CREATE/EDIT**
  On the Mix tool bar, use only the **Slide Recording** button when creating or editing your Mix. Within the Slide Recording area, you can add narrations, display your webcam, and draw on slides. Do not add quiz questions or apps or use other buttons on the Mix tool bar.

- **EXPORT TO VIDEO**
  - When finished narrating, choose **Export to Video** on the Mix tool bar
    (not Upload to Office Mix)
  - For **Video size**, selecting 720p is recommended
  - Click **Next** and then save the MP4 file to your computer in a place where you can find it later. (It may take some time to process and export.)

- **UPLOAD TO YOUTUBE**
  See instructions on pages 2 - 3

IF USING YOUR HOME COMPUTER – WINDOWS

You can continue using Mix as described above, or download/install Office 2016 through the free Office 365 subscription that Durham Tech provides for all current employees and students. This version of Office 2016 contains an updated **Record Slide Show** feature that is very much like Mix.

- **DOWNLOAD/INSTALL OFFICE 2016**
  Go to **portal.office.com** and sign in with your Durham Tech credentials (same login you use to access Durham Tech email via the web). Click **Install Office Apps** (upper right) and choose **Office 2016**. Follow on-screen instructions to download and install.

- **CREATE/EDIT**
  For detailed instructions, see Microsoft's Support page: Record a slide show with narration [http://bit.ly/Office365-narrate] Be sure to use the instructions under the Office 365 tab.

- **EXPORT TO VIDEO**
  On the Recording tab (if enabled), click **Export to Video**. (Otherwise, click File > Export > Create a video.) For **video size** (quality), 720p is recommended. Save as a MP4 (MPEG-4) file on your computer. For more info, see Microsoft's support page: Turn your presentation into a video [http://bit.ly/Office-export-video]

- **UPLOAD TO YOUTUBE**
  See instructions below

IF USING YOUR HOME COMPUTER – MACINTOSH

Office Mix was never available for Macs. Office 2016 for Mac contains a slide show recording feature. For instructions, see: Record your slide show in PowerPoint for Mac [http://bit.ly/Office-Mac-record]

The finished recording can be exported to video (MP4) and uploaded to YouTube.

How to Upload Videos to YouTube

BEFORE YOU BEGIN

- You need a gmail or Google account to upload videos to YouTube. You can use a personal account or request a Durham Tech ConnectMail account for this purpose. (The steps are nearly identical for both.) Visit **workorders.durhamtech.edu** to request a ConnectMail account.

  o **IMPORTANT:** If you get a ConnectMail account, be sure to visit **Settings** in the **Mail** area to forward all messages to your Durham Tech Outlook account. It's likely some students will see you listed in ConnectMail and will send email to your ConnectMail account.

- **YouTube has a 15-minute length limit on videos.** If you will need to upload longer videos, follow Google's process to increase your video length limit [http://bit.ly/youtube-15-plus]

To upload videos to YouTube:

1. Go to **youtube.com**

2. Sign in with your ConnectMail account or with a personal Google or gmail account.

3. Click the small **up arrow icon** in the top right.

    ✱ If using Chrome, click the small **camera icon** in the top right and choose **Upload video.**

4. In the middle of the page, click the small dropdown that says **Public** to choose your preferred privacy level – we recommend choosing **Unlisted**.

5. Above "Select files to upload" click the large upward arrow, and choose the MP4 file you exported from PowerPoint. Or you can drag and drop the MP4 file to this page.

6. Your video will begin uploading and processing. This can take a while, depending on its size. While it is processing, you can edit the **Basic info** (such as the title) and make sure the video is set to "Unlisted" (not Public). You can click on **Advanced settings** and change options there too.

7. After your video uploads and YouTube begins processing it, a link (URL) appears on the left. We recommend that you **copy this link** so you can put a link or embedded video in Sakai.

How to link to or embed your YouTube video in Sakai

To make it easy for students to view your video, it's a good idea to put a link to it in Sakai. Or, if you like, you can embed the video on a page in Sakai, so students can view it without leaving Sakai.

1. In YouTube, copy the link or embed code for your video.

    How to get the link:
    - Go to **youtube.com** and sign in.
    - In the top right, click the account icon (circle with your initial or picture in it), then choose **Creator Studio** in the menu that appears.
    - Click **Video Manager** (on the left). A list of your videos displays.
    - For any video, click on its title. On the right you will see the **Video URL**. Copy the URL – this is your video link!

    How to get the embed code:
    - Paste the video link (from above) into your web browser to display the video.
    - Below the video controls, click **SHARE**.
    - In the lower right of the Share dialog box, click **EMBED**.
    - In the lower right of the Embed Video dialog box, click **COPY**.

2. In your course on Sakai, go into **Lessons**, and navigate to the place where you want to link or embed the video.

3. Click **Add Content** at the top and follow the appropriate steps below to create a link or embed the video:
    - To create a link to your video, select **Add Content Links**
        o In the Item Name box, type in a title for the link. (What you type here will become the linked text that students click on to see the video.)
        o In the URL box, PASTE the URL copied from YouTube and click **Save**.
    - To embed your video, select **Embed content on page**
        o In the "embed code" box, PASTE the embed code you copied from YouTube.
        o Click **Save**, then scroll down to the bottom and click **Save** again. The embedded video now displays and you and your students can play it within Sakai.