

Make Your PowerPoints Interactive with Office Mix from Office 365!

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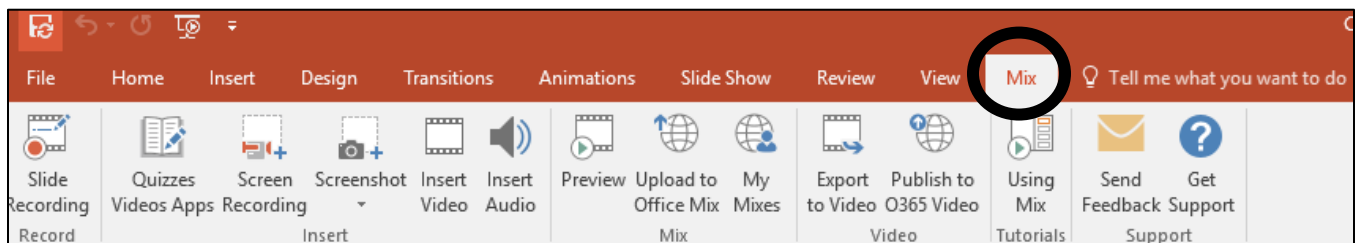
How can I use Office Mix in my classroom?

- Flip your classroom by turning your existing PowerPoints into interactive lessons.
- Get instant feedback from your students as you present the material.
- Great for catching up absent or homebound students.
- Gather formative data from your students to inform your lesson planning.

Demo: <https://mix.office.com/watch/73bmmovarmj>

How to download Office Mix

- Go to <https://mix.office.com> and click **Get Office Mix**.
- You can sign in with a Microsoft account, an Office 365 account, a Facebook account, or a Google account.
- Office Mix will download an add-in file that you must run that will add the Office Mix tab to your existing PowerPoint program.



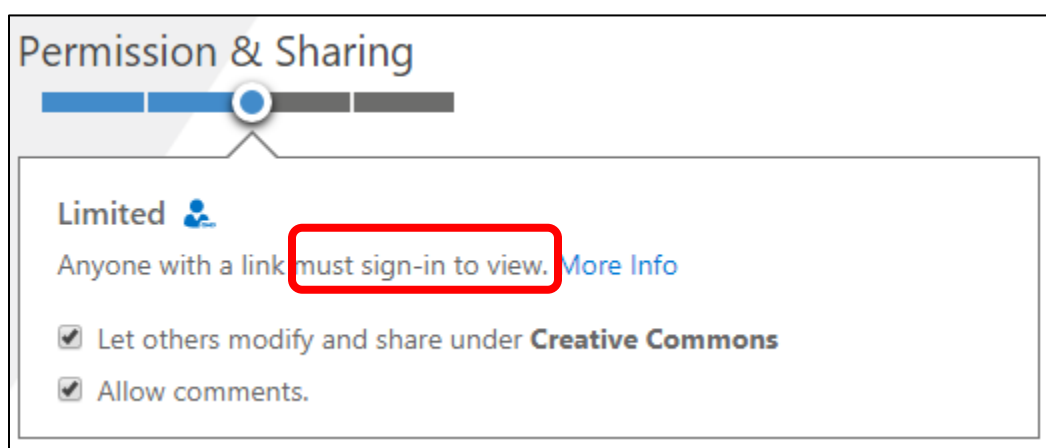
- It will also allow you to log into mix.office.com and access any Mixes you create and the analytics that are generated from your Mixes.

Quick overview of creating an Office Mix

You can create Mixes from scratch in PowerPoint and just embed the activities as you go or you can open an existing PowerPoint and add Mix elements to it to create a new Mix.

- Open your existing PowerPoint presentation (or create a new one).
- Using the Mix tab, add whatever interactive element you wish
 - **Slide Recording** – Add voiceover and inking on an individual slide, includes any animation you've included on the slide (you can change ink colors, etc.)
 - **Quizzes, Video, Apps** – Add interactive quiz questions (MC, TF, poll, or open response) or interactive simulations or videos from Khan Academy, GeoGebra, PhET Sims, or CK-12 Math/Science Resources

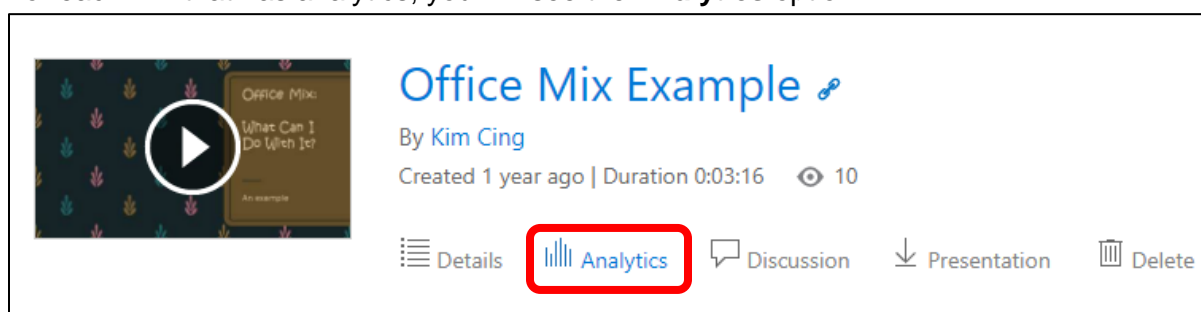
- **Screen Recording** – Record whatever you are doing on your screen; great for demonstrating how to do something on the computer (voiceover and inking capabilities)
- **Insert Video** – inserts a video you have saved on your computer (to insert online videos, like YouTube, you should still use the **Insert** tab)
- **Insert Audio** – inserts an audio file you have saved on your computer (to create an audio file in PPT, use the **Insert** tab)
- Once you are finished, click on **Upload to Office Mix** on your Mix tab.
- To access and share the Mix, go to **My Mixes** and you can control the sharing permissions and get a link to share your mix with your students (you can also embed the Mix in your website!).
- **Note:** if you want to be able to view results (analytics) for your Mix, you must have the sharing permissions set that the participants must log in!



View of Analytics

If you have your students log into the Office Mix, <https://mix.office.com> will record their log in time, slide time, responses to interactive content, etc.

- Go to <https://mix.office.com>, log in and click on **My Mixes**
- For each Mix that has analytics, you will see the **Analytics** option



- You can view results by slide, by participant, or by exercise.

Helpful Resources:

<https://mix.office.com/en-us/tutorials>

<https://education.microsoft.com/GetTrained/Office-Mix-for-Teachers-Basics>