

Getting Started with Microsoft Office Mix

Provide Student Access through Blackboard

What is Mix?

Microsoft Mix is a free PowerPoint add-in that will turn your PowerPoint presentation into an interactive online video that can be accessed by students who are enrolled in your Blackboard course.

What can I do with Mix?

- Insert videos, quizzes, polls, and other interactive content
- Capture application simulations from your computer desktop or screenshots
- Add ready-made video lessons that include those from the Khan academy from the Mix library
- Record your voice and draw (digital inking) on your slides while you present
- Record video from a web cam
- Share your Mix in Blackboard or the Mix Cloud
- Track quiz scores in the Blackboard Grade Center

What are the benefits to me and my students?

- Make yourself available when students need to listen to your lessons more than once
- Accommodate students who learn at different rates
- Check the comprehension of each student in the class, not just the most vocal ones
- Create video-based lessons without a lot of knowledge about video production and technology

What do I need to do before I begin?

1. Know how to use PowerPoint
2. Mix is compatible with PowerPoint 2013 or above on a PC and does not operate on a MAC platform
3. Obtain a Microsoft account at mix.office.com, or Facebook, or Google to log in to Mix
4. Download and install the PowerPoint Mix add-in (plugin) from <http://mix.office.com>

Will I have limitations by allowing my students to access my Mix in Blackboard?

If transferring and viewing scores generated from quiz slides to the Grade Center of your Blackboard course is your goal, Mix permissions must be set to Unlisted or Public. These settings do not support detailed analytics. Moreover, responses to quiz questions will not carry over to the Grade Center even though Scores will transfer. If detailed analytics and viewing responses to quiz questions are important to you, please read, "Create a Link in your Blackboard Course for Student Access to your Mix" located on the last page of this document that details a way to provide student access to your Mix through your Blackboard course and how to view analytics and quiz results in Mix.

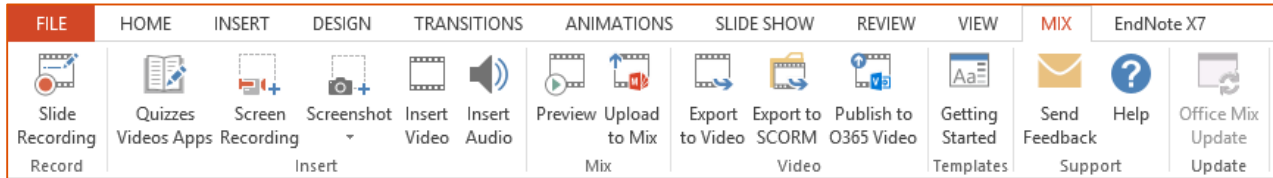
Where can I obtain help and training?

- Meet with a consultant at the Instructional Support Center. Call 215-204-0789 to schedule an appointment
- View video tutorials at <http://mix.office.com/gallery> or <http://www.mixforteachers.com/>
- Go to <http://lynda.temple.edu> to search for and view Mix video tutorials and download materials

Getting Started with Mix

The Basics

1. Open a new or existing PowerPoint presentation
2. View the **Mix Tools**



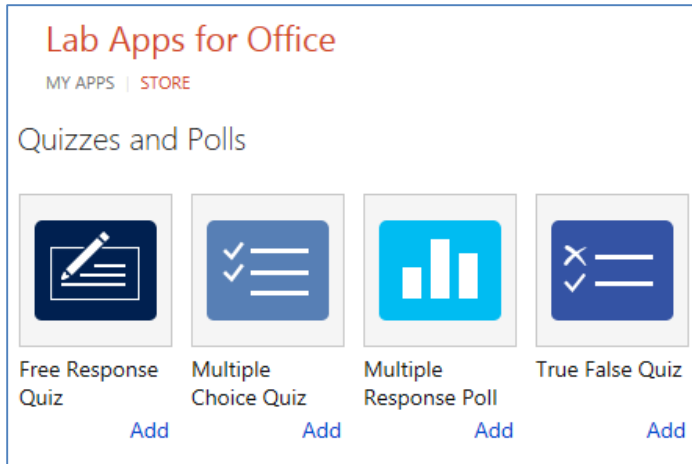
After the Mix add-on is installed on your computer, a Mix tab will be added to your PowerPoint ribbon containing tools to add interactivity to your presentation. Here are some commonly used tools:

- **Slide Recording:** Record voice narration; trim or delete voice narration; add digital ink; turn on web camera
 - **Quizzes Video Apps:** Insert quiz questions on your slides and insert ready-made videos and Apps from the Office Store
 - **Screen Recording:** Capture your desktop screen to demonstrate and record an application or simulation
 - **Screenshot:** Select/clip an area of your screen to be inserted on your slide
 - **Insert Video:** Insert your own video file or clips from your computer hard drive
 - **Insert Audio:** Insert your own audio clips to a slide from your computer hard drive
 - **Preview:** Preview your finished Mix prior to uploading to mix.office.com
 - **Upload to Mix:** Upload your presentation to the Mix Cloud at mix.office.com to store and convert it to a video format to be displayed from a web page or through your Blackboard Course
3. Learn how to use the Mix tools.
Before you insert any of the different Mix features, such as a quiz, screenshot, or a screen recording, select the slide where you want it to appear. To learn more about Mix tools, explore the resources that are noted on page 1.
 4. Select the **Upload to Mix** tool to upload your finished PowerPoint “Mix” presentation to <http://mix.office.com>.
 - a. You will be prompted to sign in with your Microsoft work or school or Facebook or Google account:
 - i. Selecting **work or school account** will enable you to sign in with your assigned AccessNet user id and password
 - b. After your presentation has been uploaded, select **Show me my mix** from the **Upload to Office Mix** pane to view your Mix page to set permissions and sharing, view your Mix, obtain the URL to your Mix, and more. (Note: you can return to your Mix page at any time).

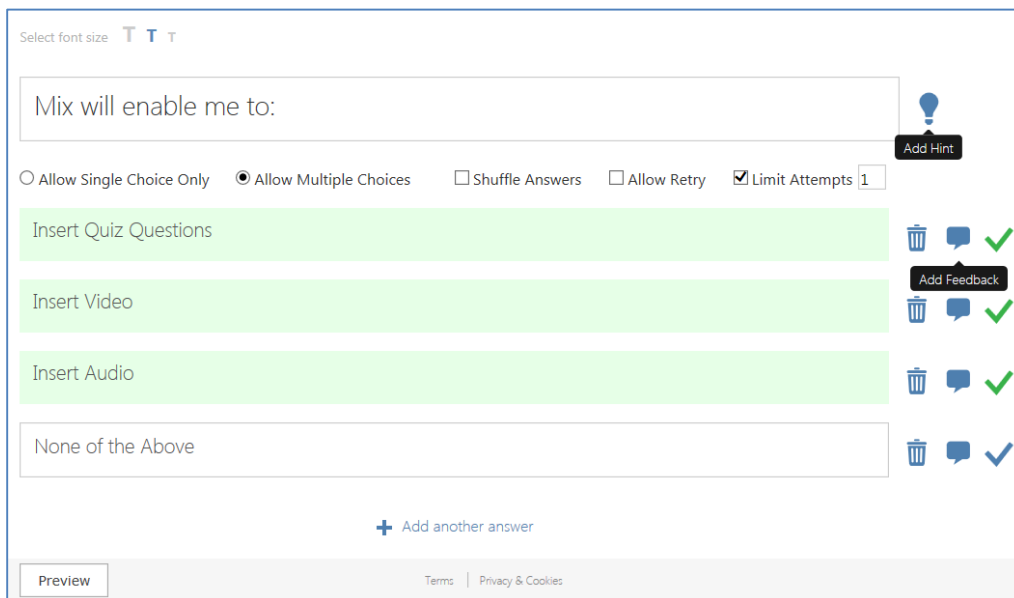
Add Quiz Slides to your Mix

Incorporate interactive questions in your Mix to check the comprehension of students enrolled in your course.

1. Select the **Quizzes Video Apps** tool.
2. Select **Store**, and then select your preferred question type from the **Quizzes and Polls** menu.



3. Set your quiz slide to enable **Retry** for quiz responses or **Limited Attempts** for the entire quiz.

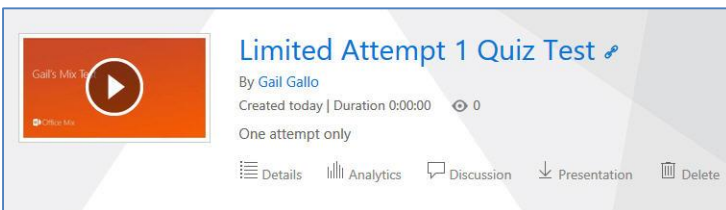


Using Mix in your Blackboard Course to Report Quiz Scores in the Grade Center View Participant Access in Blackboard Evaluation

An Office Mix Building Block (LTI) has been installed in Blackboard to import quiz scores from Mix quiz slides to the Blackboard Grade Center.

[Set Permissions and Sharing at Mix.com](#)

To enable your students to access and view your PowerPoint Mix on your Blackboard course for the purpose of reporting quiz scores in the Blackboard Grade Center, go to mix.office.com, and then select **Details** for your Mix.

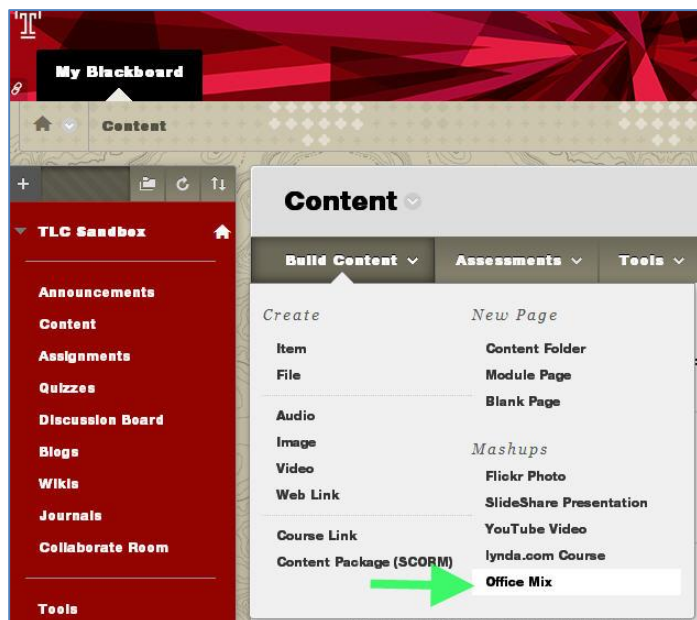


1. Using the **Permission & Sharing** slider bar, select one of the following options:
 - a. **Unlisted:** Anyone with a link can access and view
 - b. **Public:** Your Mix will appear in the Public Gallery for participants to access and view

The Permission & Sharing features noted above preclude login access to your Mix and will enable quiz scores to be transferred and viewed in the Blackboard Grade Center. Set the Permission Slider to **Unlisted** if you do not want your Mix to be listed and displayed and accessed from the Public Gallery. Please keep in mind that students who will be accessing your Mix through Blackboard gain entry to your Mix by logging into their Blackboard accounts. In addition, student names will not appear in Mixes Analytics.

Add your PowerPoint “Mix” Presentation to Blackboard

1. Go to your preferred Content area in your Blackboard Course, and then select **Office Mix** from the **Build Content** menu.



2. Complete the fields on the **Create Office Mix** page.
3. If you plan to report student grades from your Mix Quiz slides to the Bb Grade Center, select **Enable Evaluation** in the **Grading** area, and then complete the fields provided.

GRADING

Enable Evaluation Yes No

To set additional evaluation options, use the Column settings in the Grade Center

*** Points Possible**

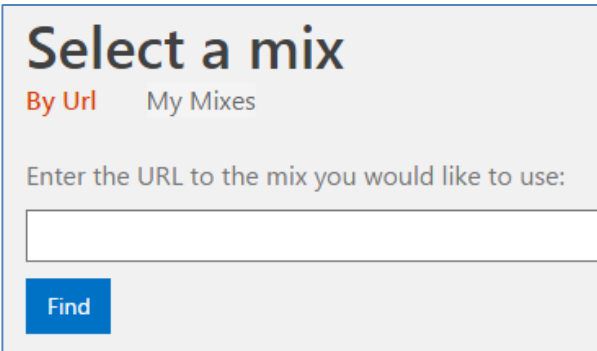
Visible to Students Yes No

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Click **Submit** when you are finished to return to the Content area.
5. From the **Content** area, select the name of your Mix.

- From the **Select a mix** screen that will appear, paste the URL of your Mix, and then select **Find**. If you do not know the URL, select **My Mixes** to return to your Mix library at mix.com to select your Mix.



Select a mix

By Url My Mixes

Enter the URL to the mix you would like to use:

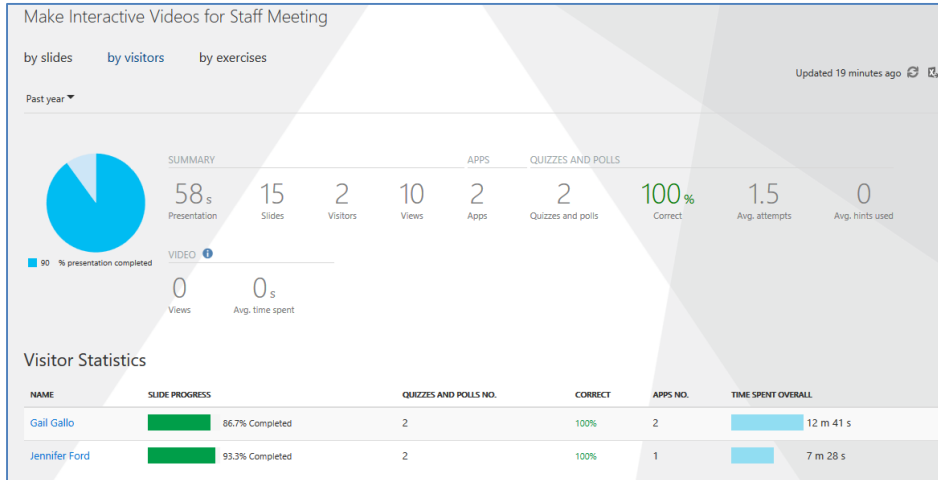
Find

- Your Mix will automatically appear in your Content area for playing.
- If you enabled evaluation in the **Grading** area, a column in the Grade Center will have been automatically created for you. Student scores for the answers that they have provided on the embedded quiz will automatically be populated to the Grade Center next to the student's name.

Note: Responses to individual quiz questions are not included in the Blackboard Grade Center.

Microsoft Mix Analytics

Microsoft Mix Analytics captures usage by slides, visitors, and quizzes. You will have the opportunity to see how long a visitor has spent on a slide along with the number of revisits, explore how each visitor compares to one another, check individual progress and overall time spent, and access quiz results.



If you are interested in using the Microsoft Mix Analytics, it's important to know:

- Names of users who have unlisted or public access to Mix (login not required) will not appear in the visitor analytics and names will be labeled as anonymous users. Ten anonymous users must view your Mix before you will be able to view data for them.
- To view the names of visitors and to obtain detailed analytics, Mix Permissions and Sharing must be set to require login (using one of the featured accounts specified on the Mix login page).
- In order to report Quiz scores to the Blackboard Grade Center, a Mix must be set for Unlisted or Public access. As a result, user analytics will not be reported in Mix.
- If Analytics are important to you and you have no interest in reporting quiz scores in the Grade Center, a direct link to the Mix can be inserted into a Content area of your Blackboard course. Details are located at, "Create a Link in your Blackboard Course for Student Access to you Mix" on the next page.

Create a Link in your Blackboard Course for Student Access to your Mix

Use the Mix Server to View Detailed Analytics and Quiz Results

Create a Link in Blackboard and View Participant Details in Mix

If you want to take advantage of the capabilities of Microsoft Mixes' Analytics to include the names of your visitors and provide access to your Mix through your Blackboard course, you may create a link to your Mix directly from within Blackboard. Please be aware that you will need to set Permissions and Sharing to your Mix to require your students to login using a work or school account, Facebook or Google account. Setting this restricted access will not report quiz scores to the Blackboard Grade Center.

Create a Link in Blackboard

1. Go to your preferred Blackboard Content area.
2. Select **Web Link** from the **Build Content** menu.
3. Enter a name for your Mix presentation in the **Name** field.
4. Paste the URL for your Mix in the **URL** field.
5. Add a description for your Mix.
6. Set any options, such as the display dates.
7. Click **Submit**.
8. The Web Link to your lecture will be placed at the bottom of the content list.
9. Check your link by clicking on it to be sure it opens to your Mix presentation.
10. Inform your students that after they click the link to access your Mix, they will be prompted to login using a Microsoft, Work or School (using their assigned AccessNet userid and password), Facebook or Google account.

View Analytics and Quiz Details in Mix

1. After you upload your Mix to mix.office.com, ensure that **Permission & Sharing** is set to Limited in order to require your students to login.
2. Click the **Analytics** link on the row that coincides with your uploaded mix to view student use of your Mix.
3. Click the **Presentation** link on the row that coincides with your uploaded Mix to view quiz scores and responses to quiz questions.
4. If you wish to have quiz score placed in the Grade Center of your Blackboard course, create a column for your quiz, and then add the scores for each of your students.