Office Mix is a way of creating interactive content in a presentation, posting it online and then viewing analytics of how users have interacted with it.
1. Introduction

Office Mix is an add-in for PowerPoint, you can download it here: https://mix.office.com/Home/Setup
You will need an administrator to install the add-in for you.

Office Mixes are created in PowerPoint and then uploaded to Mix Online. Use Mix Online to share your Mixes with pupils and view analytics to see who has viewed them or access the interactive content.

They cannot be viewed as Mixes in PowerPoint and those without the add-in will not be able to see or access all the content.

2. Office Mix Online

Store your Mixes online to get the most from them. Go to http://mix.office.com and sign in by choosing the option for a school or work account.
You will now be able to view your Mixes and check analytics.

Mixes can be uploaded directly from PowerPoint using the Upload to Mix option in the Mix tab in the Office ribbon.

You can then view them online:

Use Office Mix online to set permissions and check analytics.
3. Permissions

When you have uploaded your Mix you will be able to set permissions for who can view it.

To make changes:
Go to [http://mix.office.com](http://mix.office.com) and log in
Go to My Mixes and choose a Mix, click on Details

Private - Only you can view your Mix (no analytics)
Organisation – everyone in your organisation can view (analytics will all have user names)
Limited - only those with a sign-in link can view it (analytics will all have user names)
Unlisted - anyone with a link can view it, does not need to sign in (no names in analytics, no sign-in required)
Public - anyone can search for your mix and view it (no names in analytics, no sign-in required)

We recommend these settings in the details:

![Permission & Sharing](image)

Click on the envelope to email your pupils the link to your Mix so they can view it and complete any quizzes or polls.
4. Interactive Content

Slide Recording

In Office Mix you are able to create recordings on slides, you can annotate slides using the pen tool, create voice overs and even insert a video of yourself speaking if you have a webcam.

Click on the Mix button from the top menu and choose Slide recording.

You will now enter recording mode.

The main panel contains your slide, the audio and visual panel is on the right.

You can choose your settings, check your audio and choose your pen size and colour.

Click on Record in the top left of the screen to start recording.

You can draw on your slides, trigger animations and record your voice over the slides. You can also put a video of yourself onto the presentation.

You can preview your recording and delete it if you want after you have stopped the recording.

When you are done, click on Close in the top right. It will take you back to the usual PowerPoint slide view.
These shortcuts are useful if you want to make changes while recording.

**Shortcut Keys**

<table>
<thead>
<tr>
<th>F9</th>
<th>Spacebar</th>
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<tbody>
<tr>
<td>To begin recording</td>
<td>To advance to the next slide</td>
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### Quiz and Poll Creation

**Choose the Mix tab from the Office ribbon**

**Select Quizzes, videos and apps**

You can now choose from the different quiz types

Choose the type of quiz you want, read the terms and conditions then click on Trust it.

This example uses the Multiple Choice Quiz.

Once you have chosen your quiz it will be inserted onto your slide.
Quizzes can be moved and resized as needed. Text can be edited for size and images and mathematical symbols can also be inserted using the menu that appears when you type in your question. Set your answer type (single answer, multiple answers) and settings. Add as many answers as you want, click on the bin to delete any unwanted ones. Choose the correct answer by clicking on the tick. You can also add feedback to each answer by clicking on the speech bubble. These appear after the user submits their answer.

You can also add hints by clicking on the lightbulb icon.

See your quiz how your pupils would see it by clicking on the Preview icon. You can also test answers and see hints.
Screen Recording

This allows you to capture video of any application from within PowerPoint. It is often used for product walkthroughs or to show a website.

Make sure you are in the Mix tab in the Office ribbon

![Office ribbon showing Mix tab](image)

Click on Screen recording, PowerPoint will automatically minimise. You will see your computer and some screen recording controls.

![Screen recording controls](image)

Control overview:

When you see this screen use the cursor to define which part of the screen you want to record. If you want to change it, click on the Select Area button. By default, the audio record button is selected, so is the record pointer. So audio will be recorded (This is only from a mic, it will not record audio from a video being played on the screen) and the mouse movements will be visible in the video.

Click on record and a countdown will appear to start recording. It also tells you the shortcut to stop recording (windows logo button + shift + Q)

You can pause or stop your recording at any time.
If you unpin your menu it will disappear from your screen, make it reappear by moving your mouse to the top/middle of your screen.

When you stop recording your video will be put into your presentation slide. You can adjust the size and move it as needed, you can also trim the video. If you select your screen recording you will see a new tab in the Office ribbon.

Click on Trim Video to view the video and choose where it should begin and end. Move the green and red sliders to do this.
Inserting Live Websites

Create a new blank slide then go to the Mix tab and choose Quizzes, Videos, and Apps.

Scroll down to choose the Web Viewer icon

Click on Add, read the terms and conditions and choose Trust It. The Web Viewer form appears on your slide, you can move and resize it. This means you can have instructions on the slide as well as the website. All websites must begin with https://

Click on preview to make sure your website works.

Now the website is viewable in the PowerPoint slide.
Inserting Videos
Create a new blank slide then go to the Mix tab and choose Quizzes, Videos, Apps.

Scroll down to see the available videos and apps

All apps are slightly different, some are simulators. Khan Academy contains thousands of videos.
The app is inserted onto your slide. Use the app to find the video you want and click on Insert.

5. Analytics

Go to [http://mix.office.com](http://mix.office.com) and log in, go to My Mixes. Find the Mix that you'd like to analyse.

Analytics by Slide

Choose to Analyse by Slides. All info can be exported to excel.

By Slides shows data for:

- How many views, how many users, average time spent on the slide and the slide duration.
- If there are more views than visitors, then it means that some users viewed that slides more than once.
- Click More for further details, this gives you information about individual users and how they viewed the slide. If you click on a user's name then you get more information on how that user viewed the Mix.
- For slides with quizzes on it also shows an analysis of the results.

Analytics by User

Go to [http://mix.office.com](http://mix.office.com) and log in, go to My Mixes. Find the Mix that you'd like to analyse.

Choose to Analyse by Visitors. All info can be exported to excel.
This shows a list of general information for the whole Mix as well as a breakdown for each user who viewed it.
It will show results for quizzes including how many attempts and hints were used during quizzes.
Click on a user name for more detailed info for that user.

Analytics by Exercise
Choose to Analyse by Exercises. All info can be exported to excel.
This view is helpful if you added and quizzes or polls.
It shows the quizzes or polls along the top and lists each user’s answers.
Answers will be in green if they are correct and red if they are incorrect (only for certain types of questions)