

STTACC Conference Breakout Session

Office Mix/Creating a Digital Welcome

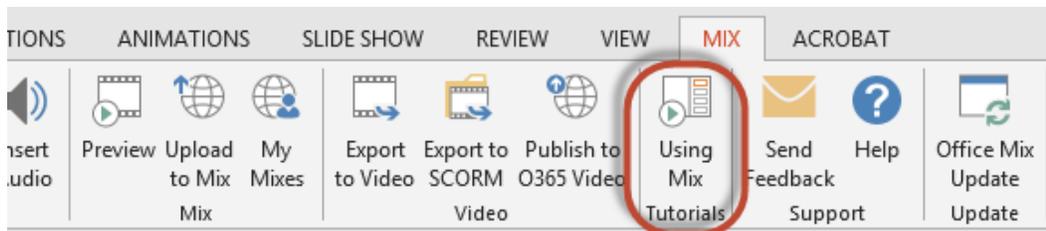
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1 – Download Mix

- [Go to mix.office.com](http://mix.office.com) (Currently not available for Mac.)

2 - Interactive Mix Lessons/Tutorials

- <http://www.mixforteachers.com/>
- Or, once you have Mix downloaded, you will see a **Tutorials** Button to help get you started!



3 - Get Inspired

- Office Mix Gallery: <https://mix.office.com/Gallery>

4 - General Mix Tips

- Create a **SCRIPT** if this helps you! (see back for template)
- **BE AUTHENTIC!** Write your script and speak your words as your most natural self!
- Keep it **SHORT!**
- Use **F9** key to start/stop the recording

General Presentation Tips

“Keep it short (6 minutes or less).

Shorter videos are much more engaging to students who are growing up in the YouTube generation than videos the length of a TV program or more. Studies show that engagement drops sharply after just six minutes...”

The above tip and more can be found:

<http://www.mixforteachers.com/>

Sample Script Template

It may be helpful to create a script for each slide that you are adding narration to. I found it to be helpful to type it exactly how you would naturally say it if you were speaking in person. You do not have to be formal, just be yourself!

Alternatively, you can type your script in the “Notes” section of PowerPoint, and they will show on the screen while you are recording your narration in Mix.

This can also be used as a helpful outline to help you decide on how you want your Mix creation to flow.

1	Introduction Slide <i>Hello, I'm (name), (title) at College/Department.</i> <i>I've created this Office Mix video to (show you, demonstrate for, introduce you to...)</i>
2	Slide Topic Here Script
3	Slide Topic Here Script
4	Slide Topic Here script
5	Example: Create Poll to Gauge how things are going. (ex: Poll will go on this slide) Cannot add narrated script to this type of slide.
6	Slide Topic Here Script
7	Video Clip on Making Gravy (ex: YouTube or Screen Recording of Video) Cannot add narrated script to this type of slide.
8	Slide Topic Here script
9	Slide Topic Here script
10	Slide Topic Here script