



Better Flipped Learning with Microsoft Office Mix

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Andy Smith, Shireland Collegiate Academy

Overview

Project Aims

Raise attainment by:

- Improving pupil engagement with flipped learning activities
- developing effective and convenient classroom assessments
- promoting efficient provision of feedback to pupils.

Rationale

- Flipped learning is a powerful mechanism for raising attainment and promoting student independence, allowing for more effective and efficient use of teaching time. However, students do not always complete the tasks set before the lesson. Office Mix offers a platform that facilitates the creation of high quality flipped learning tasks incorporating an analytics system, enabling increased accountability and pupil monitoring.
- Regular assessment is essential practice for teachers but preparation and marking is often highly time consuming. Office Mix offers the ability to set self-marking quizzes for students, whilst providing feedback data and evidence for teachers.

Project Outline

- Creation and delivery of flipped learning tasks through Office Mix
- end of unit assessments developed using Office Mix.

Impact

- Students have responded enthusiastically to the introduction of Office Mix based tasks.
- Staff time is used more efficiently as resources are easily shared and re-used. Staff have used some Office Mix resources with multiple groups.
- Increased efficiency in the provision of feedback to students, whilst also improving student engagement with their feedback.
- More effective use of existing technology provided to both staff and students. For example, the school has recently begun providing one-to-one devices to students and Office Mix has worked particularly well within this context.



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- Improved engagement and completion rate with tasks outside of the classroom. In a paper-based flipped task, only 63% of students completed the activity. The Office Mix activity instead had a completion rate of 96%. Students arrive to class having engaged in the flipped task allowing for more effective use of lesson time.

Student comments:

"The quiz after the video was good because I understood what I watched and it helped me remember."

"I used the Office Mix presentation for my revision and found it very helpful. I like that it's always there so I can use it when I need to."

Teacher comments:

"Office Mix has added an extra dimension to our teaching and encouraged students to become more independent in their learning."

Head of History, Shireland Collegiate Academy

"The teacher-recorded voiceovers explaining key points allow us to go into greater detail and the reusability of the resources is a significant bonus!"

Teacher of History, Shireland Collegiate Academy

How to

Setting Up

Resources

- Computer access for staff
- microphone and webcam access for staff
- staff computers need to have Microsoft PowerPoint installed. Office Mix can be installed on any version of PowerPoint released after 2013
- a Microsoft Account. This will enable you to host your Office Mix activities online and to share them with students through the Office Mix site
- Office Mix add-in needs to be installed on staff computers. The add-in is available here: <https://mix.office.com/en-us/Home>
- students need computer and internet access at home if they are to make full-use of the suggested Office Mix-created activities
- students need computer access in class if they are to complete end-of-unit tests in the classroom
- if your Office Mix test includes audio, then students will also need access to headphones
- students do not need the Office Mix add-in installed to view and access Office Mix created activities. This can be done in-browser.

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Step 1 – Get Office Mix.

- Visit <https://mix.office.com/en-us/Home>, select download and choose the 'Sign in with a work or school account'. If your school uses Microsoft Sharepoint for staff and students you will have additional features available to you.
- Once logged in, download and install the Office Mix add-in.

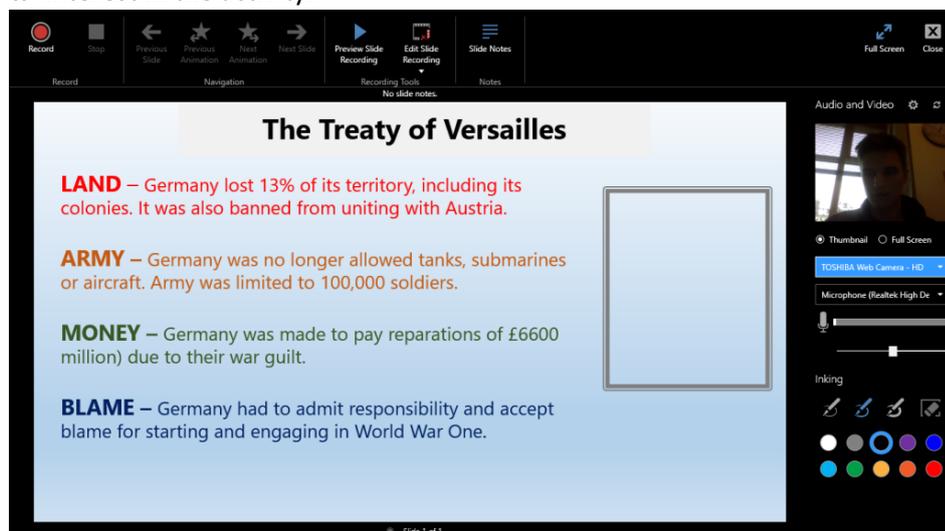
Step 2 - Create your Office-Mix activity.

There are numerous possible activities for which the Office Mix add-in can be used, including flipped learning activities, end of unit tests and the provision of feedback as suggested by this toolkit. For the purposes of this guide, the walkthrough will provide instructions on creating a flipped learning activity.

- Open up Microsoft PowerPoint and you should now see the Office Mix add-in has appeared on the toolbar.



- This add-in provides the ability to integrate both audio and video as recorded by the user. Selecting this option will open up the Slide Recording interface.
- You can now record speech or video to accompany your selected slide. Whilst speech is the easiest option, having a video of yourself beside the content of your slide can help maintain students' interest in the activity.



- This screen also gives you the opportunity to write on your slide, using the pen options on the bottom right. This is particularly useful for highlighting, for example, when annotating a copy of a student's work that has been imported into the presentation.

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Step 3 – Create a quiz to assess pupil understanding.

There are an increasing number of apps available for the Office Mix add-in. This toolkit uses the Multiple Choice Quiz app.

- Apps must be added into My Apps from the Lab Apps for Office Store. This can be done by selecting the 'Quizzes Video Apps' button on the Mix taskbar
- once you have the Multiple Choice Quiz app, add it into your presentation on a new slide and fill out the question
- should you wish to create multiple questions within one presentations, just repeat the above instructions.

Step 4 – Releasing your Office Mix to students



Office Mix provides multiple options for publishing your activity. The Office Mix toolbar allows you to export your mix as a video file or to SCORM. You can share your Office Mix file (as a .PPT or MP4) via email, a VLE (virtual learning platform) or through file transfer (such as USB). However, the best option is through the Office Mix online platform as this will provide the teacher with greater control as well as access to the analytics system. You need a Microsoft account to do this.

- Save your PowerPoint then select 'Upload to Office Mix'. If you are not currently logged into your Microsoft account you will be asked to do so.
- Your Office Mix activity will be uploaded. Follow the link provided to add the description to the activity, as well as to set up privacy settings. You can distribute the activity in multiple ways, notably by sharing the link provided with students or by entering their school email addresses into the share function on this screen.

Title
Treaty of Versailles flipped task

Description
This homework is for Y11 Set 2 and is due in on Monday 14th November.

Categories
Other

Tags
History, GCSE, USA

Permission & Sharing
Limited
Anyone with a link must sign-in to view. [More Info](#)
 Let others modify and share under Creative Commons
 Allow comments

Video Player
The Treaty of Versailles
LAND – Germany lost 13% of its territory, including its colonies. It was also banned from uniting with Austria.
ARMY – Germany was no longer allowed to have submarines or aircraft. Army was limited to 100,000 men.
MONEY – Germany was made to pay reparations of £6600 million due to their war guilt.
BLAME – Germany had to admit responsibility and accept blame for starting and engaging in World War One.

<https://mix.office.com/watch/10ia73zknb8hq>

Closed Captioning
Office Mix supports closed captioning. Visit our [Knowledge Base](#) to learn more.
Download Video Upload TTML File

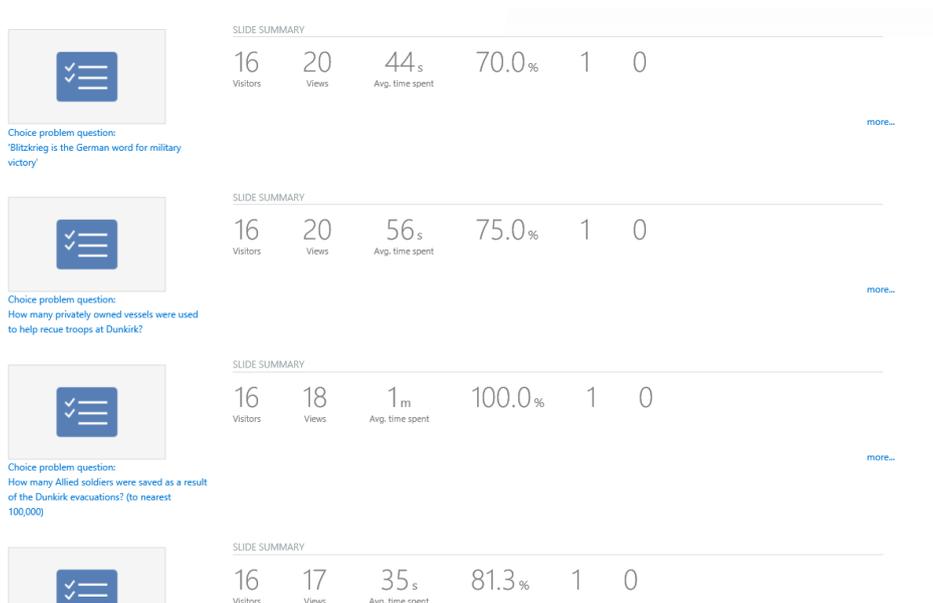
Save

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Step 5 – Reviewing the task

One of the features that makes Office Mix particularly convenient for use in education is the analytics system.

- Once the activity has been completed by students, the teacher can view the activity on the Office Mix site and gauge its success.
- If quiz questions have been set, you can see who has responded to each question and whether or not they have answered the question correctly.
- You can also see the amount of time pupils spend on the activity, making it apparent when a pupil has not fully applied themselves to the task set. This is a useful function as many technologies for learning struggle to incorporate viable accountability functions.
- A low average score for the whole group on a particular question might point to wider misunderstandings or weakness in subject knowledge. This can then feed into your future lesson planning.
- If you are using Office Mix to create end of unit assessments this is especially useful as the analytics serves as a self-marking system for student answers. Teacher time can then be focussed on analysing the data and planning interventions for students who are not making sufficient progress.



Summary

This toolkit offers you instructions on how to use Office Mix with your students. Office Mix is a powerful tool that can be used to raise attainment through the creation of high quality flipped learning tasks, as well as delivery of end of unit tests and the provision of feedback.