

How to Upload your Videos to Microsoft Stream and Share Them with your Students

What is Microsoft Stream?

Stream is a video repository service where people in an organization can upload, view, organize, and share videos securely.

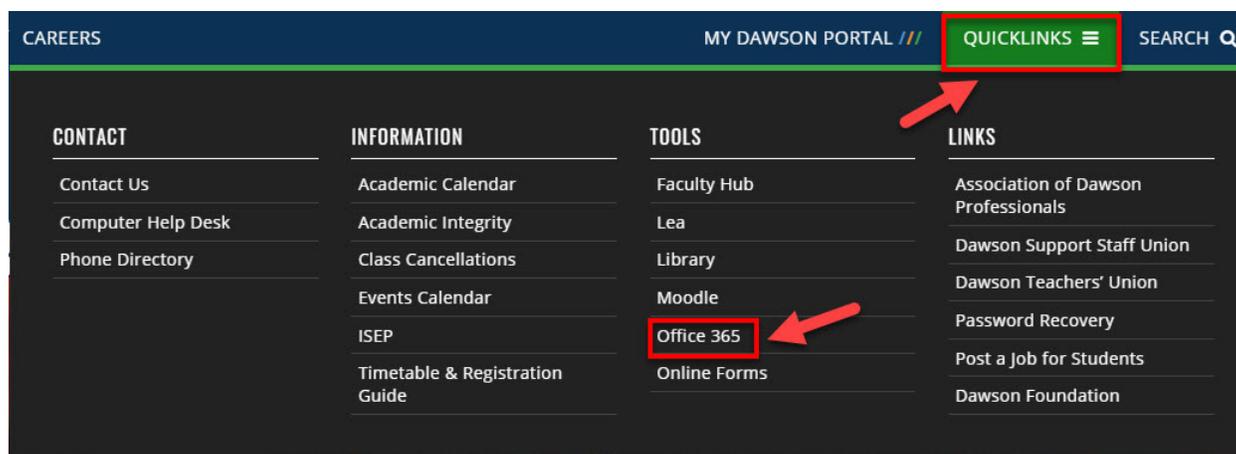
You can easily upload your videos to Microsoft Stream and share them with your students in Moodle or LEA. Teachers can choose also to share their videos only with a specific group of students or a course section.

In order to access the video, students need to authenticate, using their Dawson email address. This way you protect your video from outsiders.

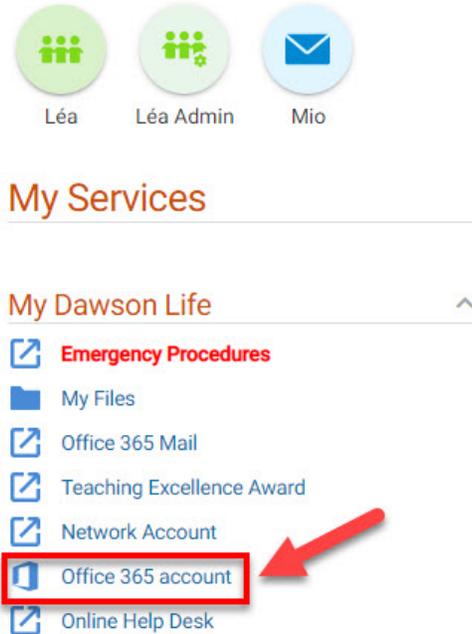
1. How to Access Microsoft Stream

In order to access it, there are two ways:

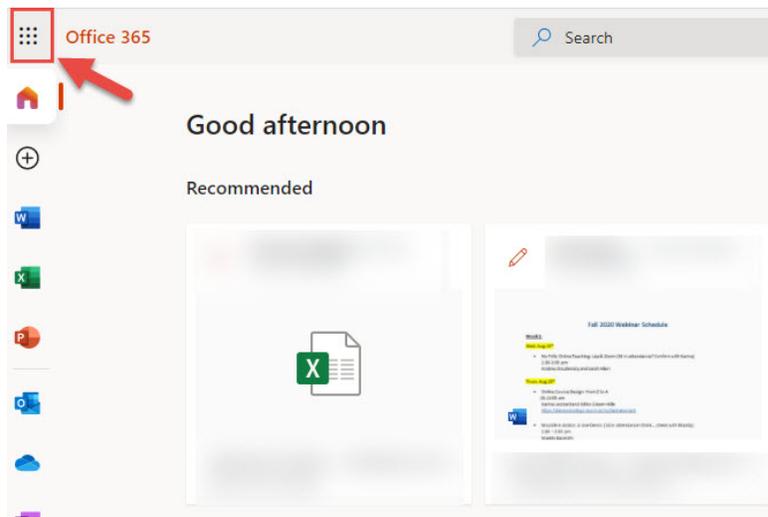
1. Go to Dawson College's website and click on **"Quick Links"** on the upper menu and then on **"Office 365"**:



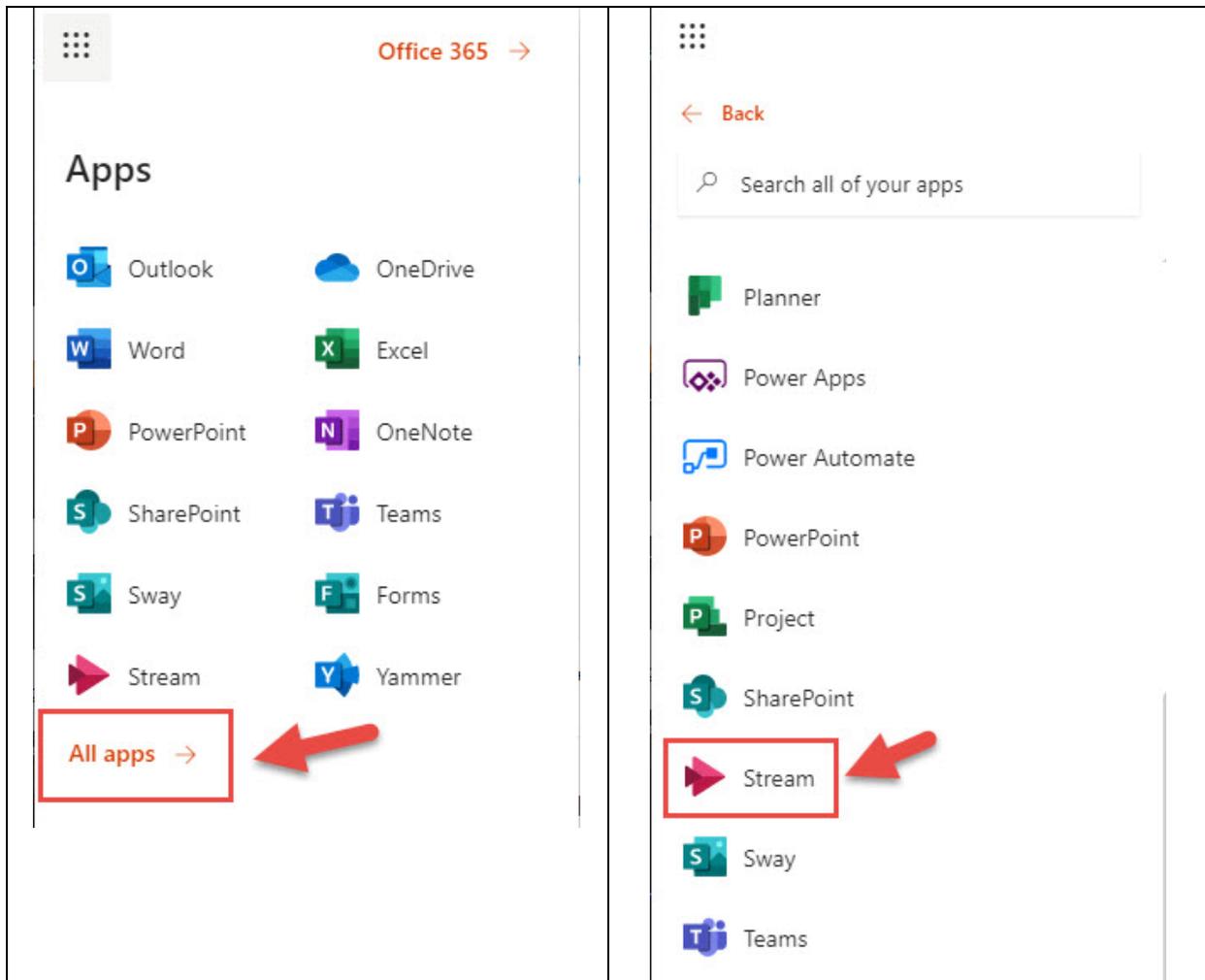
2. You can also login to “**My Dawson’s Portal**” at Dawson’s website and then click on “**Office 365 Account**” on the left sidebar:



Once there, click on the little dotted square at the upper left corner:

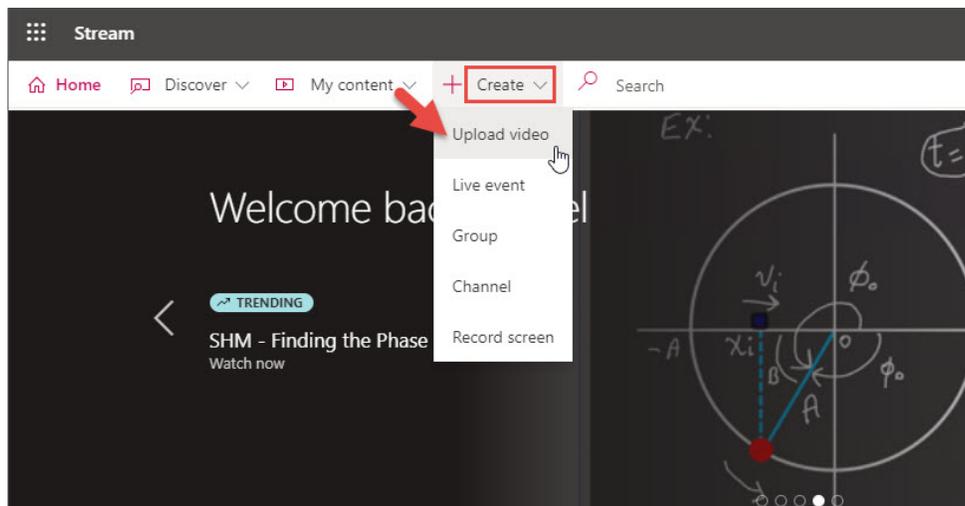


Now click on **“All apps”** and look for **Stream**:

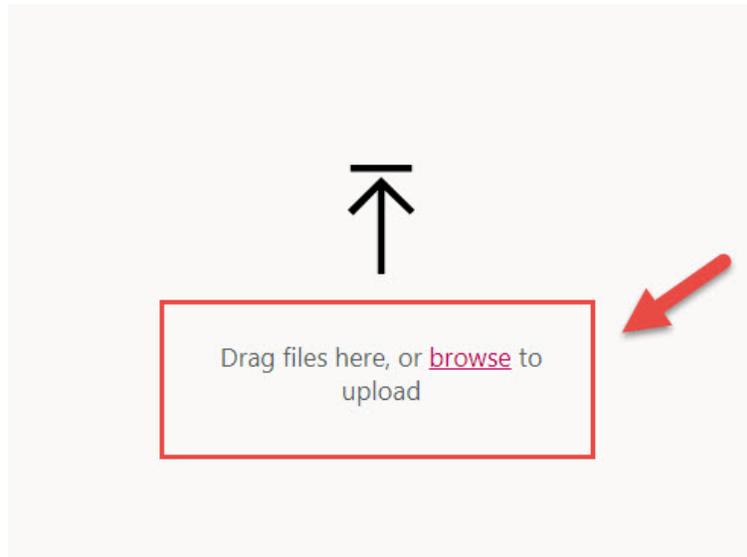


2. Uploading and Sharing your Video in Stream

In order to upload a video to Stream, click on **“Create”** and **“Upload video”** on the upper menu:



You can either **browse** the video from your computer or **drag and drop** it to start the upload:



If you recorded your Zoom lecture/class into your computer, this is how you will find the location it's saved:

Go to Zoom.us and click on "Recordings" on the left menu and then "Local Recordings". On the right side you'll see a column labeled "Location". That's the path to find the recorded video on your computer.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING

PERSONAL

- Profile
- Meetings
- Webinars
- Personal Audio Conference
- Recordings**
- Settings

ADMIN

- Dashboard
- > User Management
- > Room Management
- > Account Management
- > Advanced

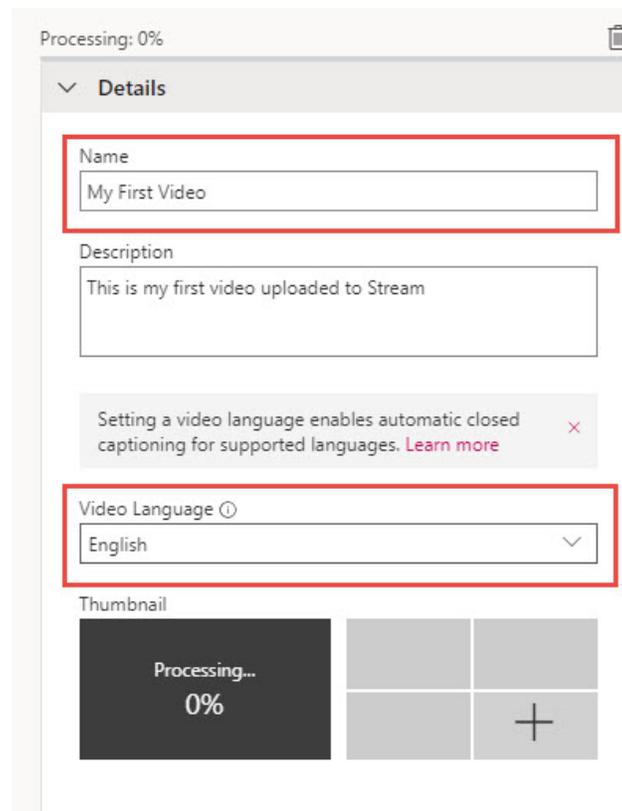
Cloud Recordings **Local Recordings**

The Local recordings listed below are accessible only from the computer on which they were recorded.

From To

<input type="checkbox"/>	Topic	ID	Start Time	Computer Name	Location
<input type="checkbox"/>	Rafael Scapin's Personal Meeting Room	692 663 8692	Sep 3, 2020 10:11 AM	DELL-HOME-W10	C:\Users\Rafael\Documents\Zoom\2020-09-03 10.11.34 Rafael Scapin's Personal Meeting Room 6926638692
<input type="checkbox"/>	Rafael Scapin's Personal Meeting Room	692 663 8692	Aug 25, 2020 10:06 AM	DELL-HOME-W10	C:\Users\Rafael\Documents\Zoom\2020-08-25 10.06.43 Rafael Scapin's Personal Meeting Room 6926638692
<input type="checkbox"/>	Rafael Scapin's Personal Meeting Room	692 663 8692	Aug 22, 2020 07:39 PM	DELL-HOME-W10	C:\Users\Rafael\Documents\Zoom\2020-08-22 19.39.06 Rafael Scapin's Personal Meeting Room 6926638692

Now give a **name** to your video, put a **short description** and select the **language**:



Processing: 0%

Details

Name
My First Video

Description
This is my first video uploaded to Stream

Setting a video language enables automatic closed captioning for supported languages. [Learn more](#)

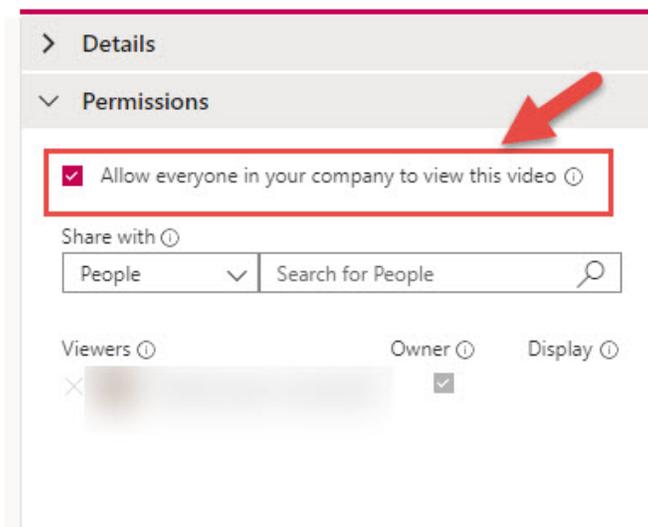
Video Language
English

Thumbnail
Processing... 0%

The screenshot shows a video upload interface. At the top, it says "Processing: 0%". Below that is a "Details" section. The "Name" field contains "My First Video". The "Description" field contains "This is my my first video uploaded to Stream". There is a note about video language: "Setting a video language enables automatic closed captioning for supported languages. Learn more". The "Video Language" dropdown menu is set to "English". At the bottom, there is a "Thumbnail" section with a large black box containing "Processing... 0%" and a grid of four smaller thumbnail placeholders, one of which has a plus sign.

Select who can see your video:

1. If you want to make your video available to all Dawson, check **“Allow everyone in your company to view this video”**:



Details

Permissions

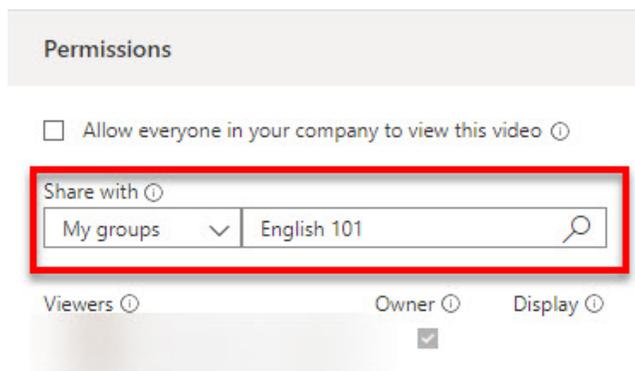
Allow everyone in your company to view this video

Share with
People Search for People

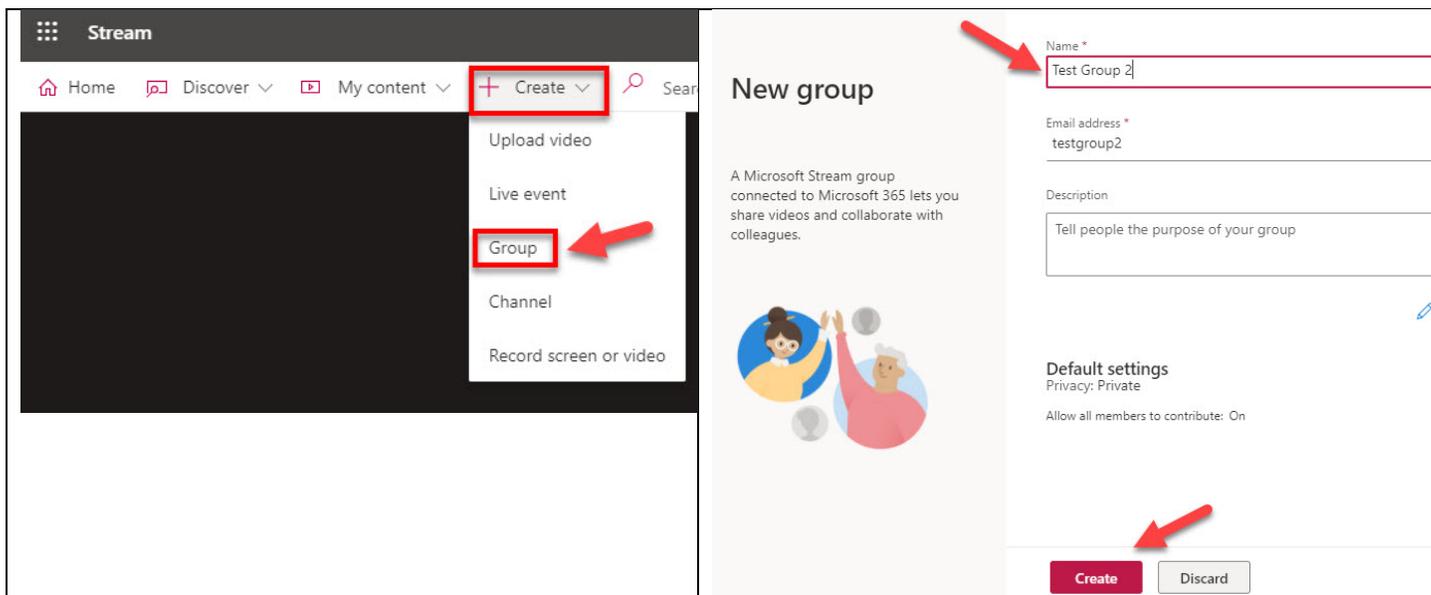
Viewers Owner Display

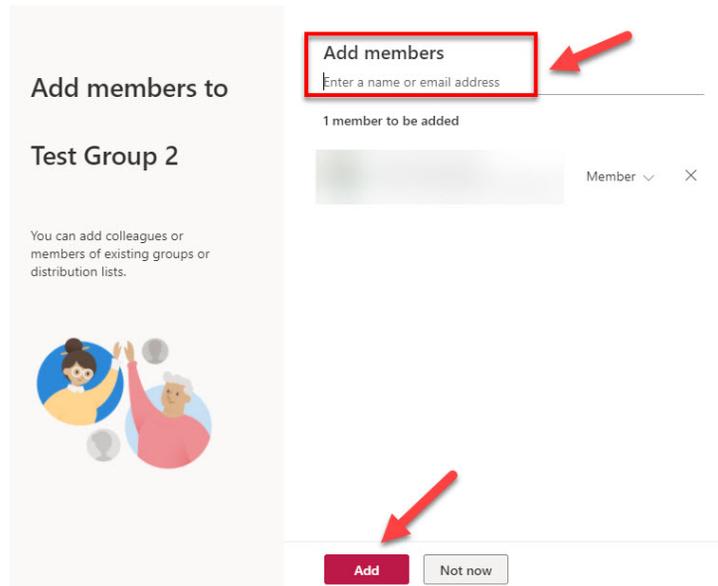
The screenshot shows the "Permissions" section of the video upload interface. A red arrow points to the checkbox labeled "Allow everyone in your company to view this video", which is checked. Below this is a "Share with" section with a dropdown menu set to "People" and a search box labeled "Search for People". At the bottom, there are three columns: "Viewers", "Owner", and "Display". The "Owner" column has a checkmark next to a blurred name.

2. If you want to make the video available only to a class you are teaching, uncheck the “Allow everyone in your company to view this video”, go to “Share with” and select “Group” and then search for the name of your course. You will see the course name and the sections (if it has more than one).

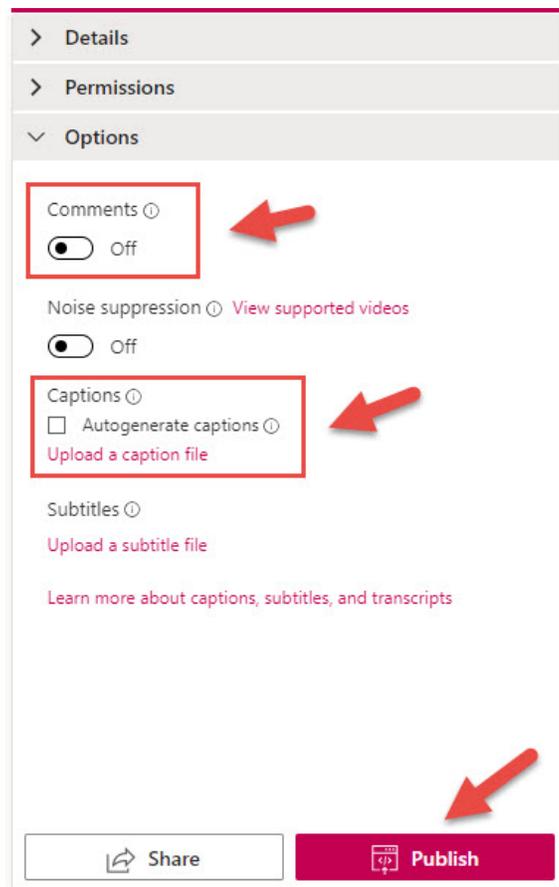


3. You can also create a group of users with whom you can share videos.





Now uncheck “Comments”. If you want your video to have automatic captions, check the box for Captions. Click “Publish” to finalize.



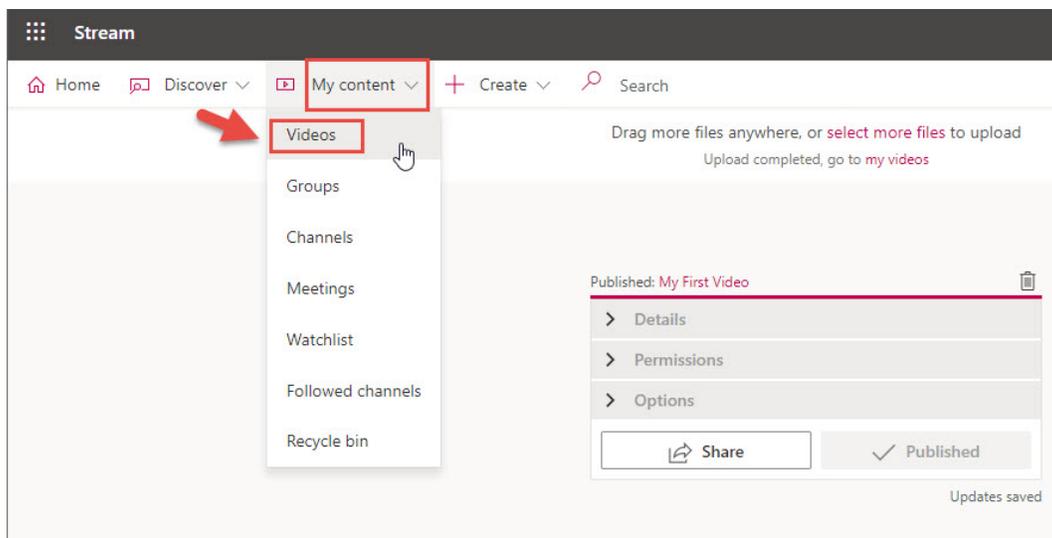
You'll receive an email from Stream when your video is published (it can take a bit, depending on the size).

How to Share your Video Files in Moodle and Lea

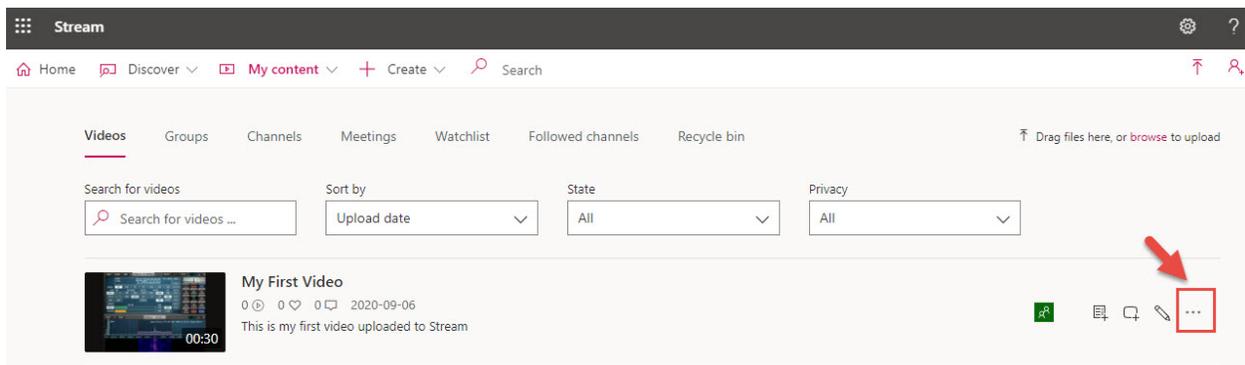
We strongly recommend teachers upload their video files to Stream and then share them with their students in Moodle or Lea from there.

To share a video from Stream to Moodle or Lea, please follow the steps below:

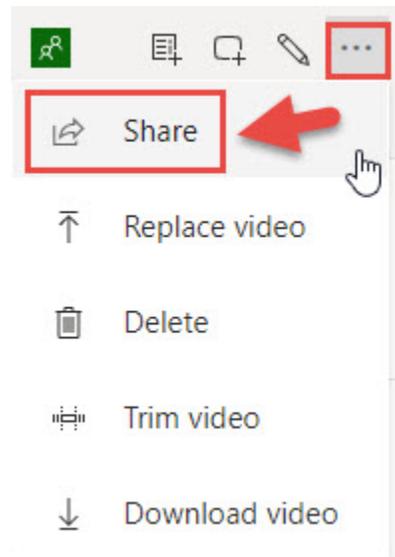
Go to Stream and click on **“My Content”** and then **“Videos”** to see your video files.



Select a video and then click on the square with three dots to share it:



Click on **“Share”** and then you’ll see the link to your video. Copy this link and share it with your students in Moodle, Lea or by a MIO message:



Share Email Embed

This video will only be viewable by authorized users

Start at:

Direct link to video

<https://web.microsoftstream.com/video/d7187f22-2f05-4c18-9f00-edb71ccd55e2>

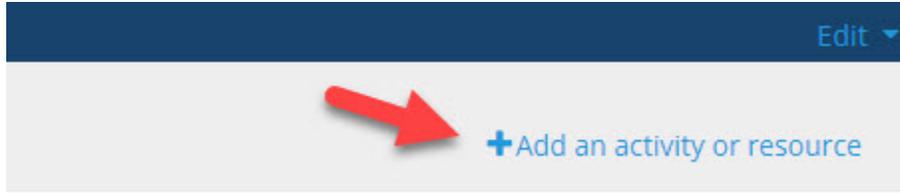
Copy

Share with

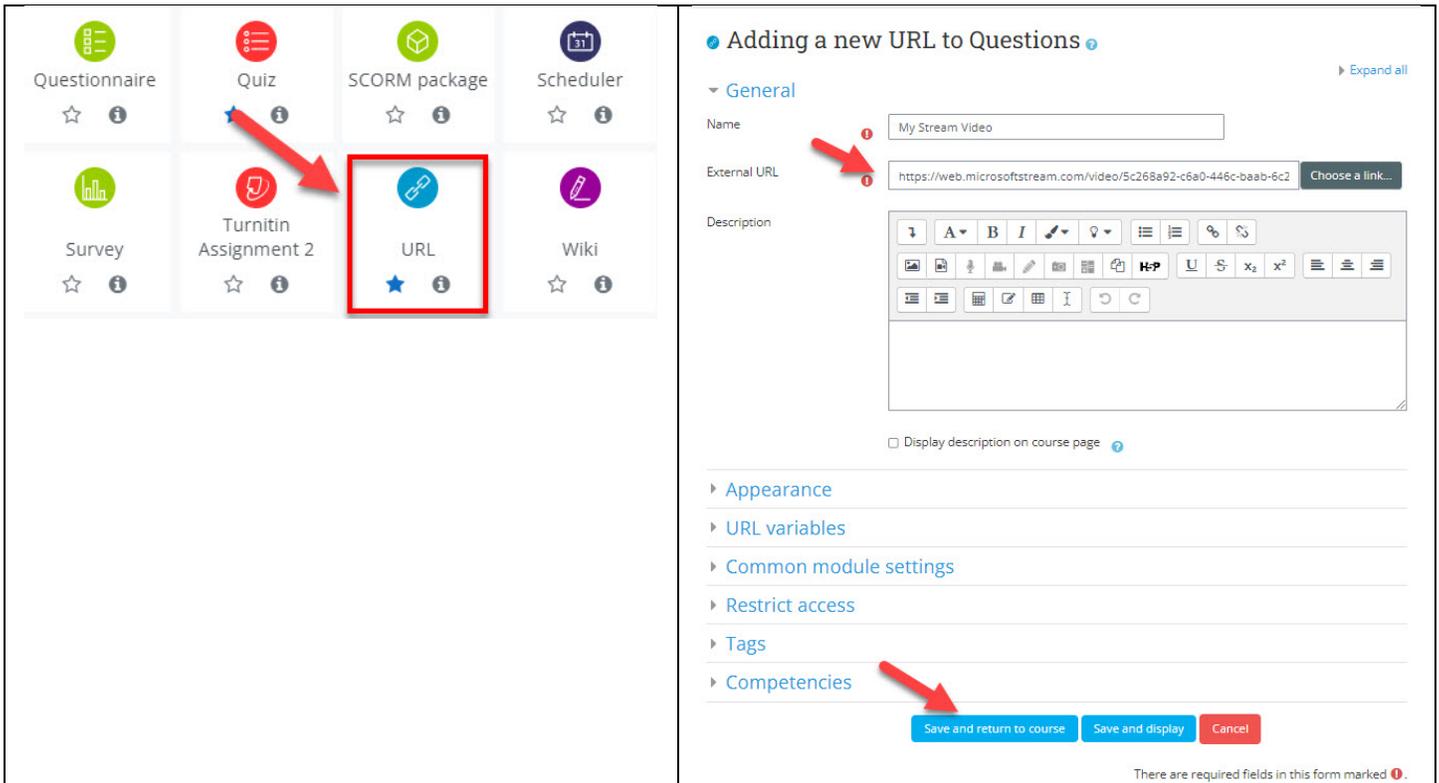


Moodle

In Moodle go to the course where you'd like to add the video, click on "Turn Editing On" and then click on "Add an Activity or Resource":

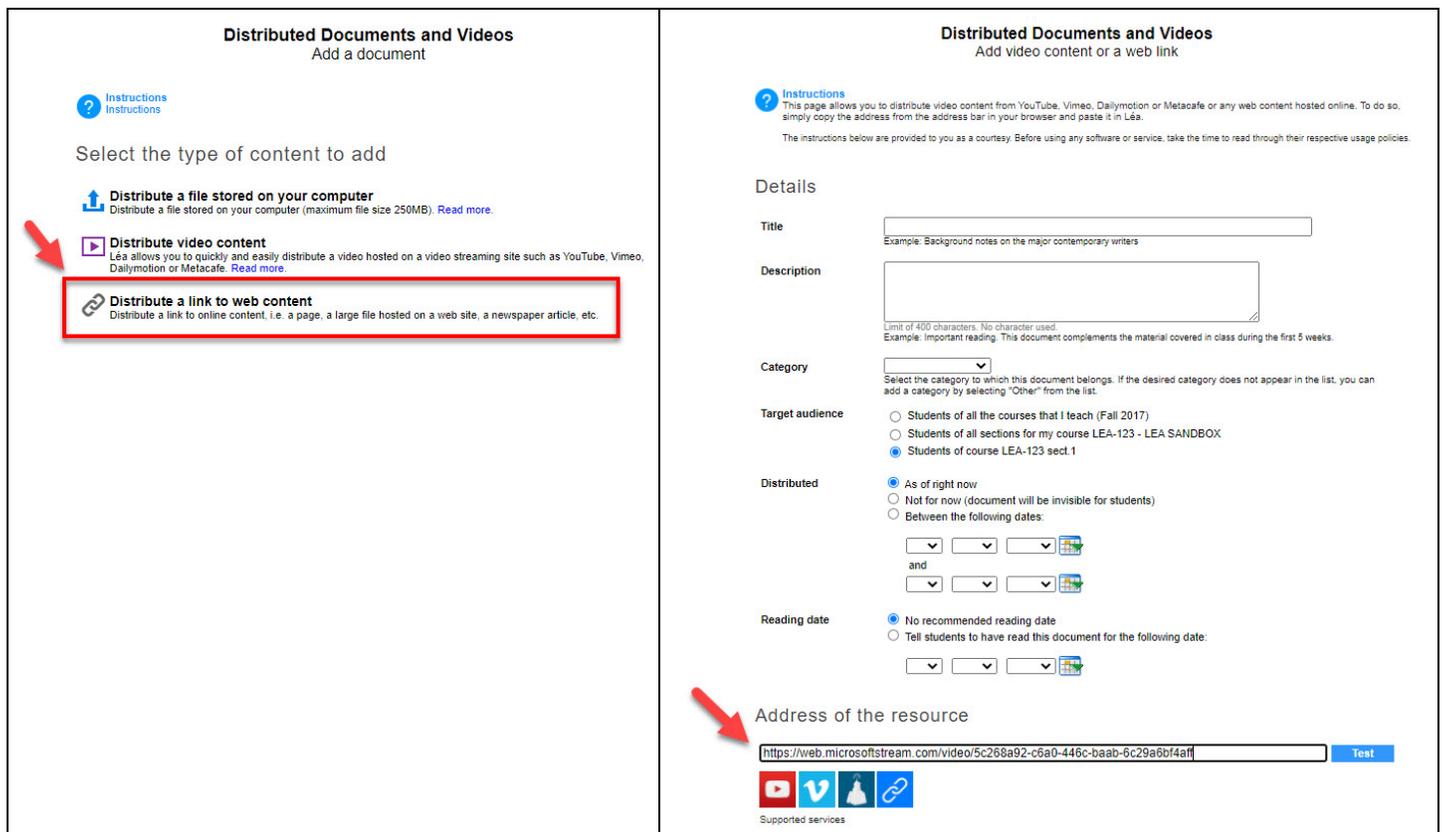
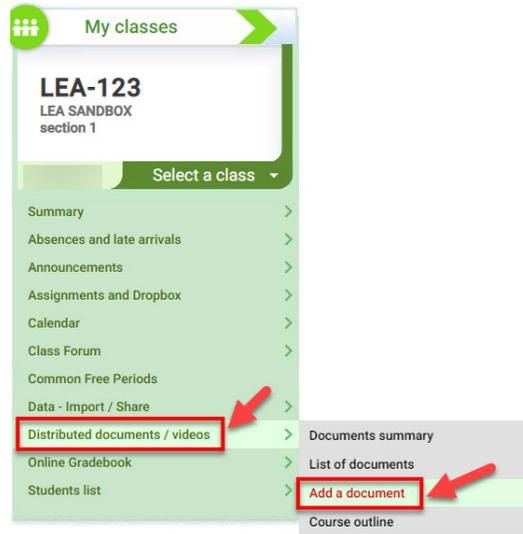


Now select "URL" and then paste the video link you got from Stream:



LEA

In Lea, select your course and then, on the left sidebar menu, click on “**Distributed Documents/Videos**” and then “**Add a document**”:



Questions

For any questions, please contact **Rafael Scapin** (rscapin@dawsoncollege.qc.ca) or **Cameron Campbell** (ccampbell@dawsoncollege.qc.ca)