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":

CAREERS		MY DAWSON PORTAL ///	QUICKLINKS = SEARCH Q		
CONTACT	INFORMATION	TOOLS	LINKS		
Contact Us	Academic Calendar	Faculty Hub	Association of Dawson		
Computer Help Desk	Academic Integrity	Lea			
Phone Directory	Class Cancellations	Library	Dawson Support Staff Union		
	Events Calendar	Moodle	Dawson Teachers' Union		
	ISEP	Office 365	Password Recovery		
	Timetable & Registration	Online Forms	Post a Job for Students		
	Guide		Dawson Foundation		

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 MEETIN
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> Account Management		Meeting Room		PM	W10	2020-08-22 19.39.06 Rafael Scapin's Personal Meeting Room
> Advanced						6926638692

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

My First Video	
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Description	-31 2225-90 R.A.S.
This is my first video	o uploaded to Stream
Video Language 🛈	
Video Language 🛈 English	13

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":

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Permission	15		
Allow ever	yone in	your company to view this	s video 🛈
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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).

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



Add members to	Add members Enter a name or email address
Test Group 2	Member \sim X
You can add colleagues or members of existing groups or distribution lists.	
	Add Not now

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.

::: Stream		
\bigcirc Home \square Discover \lor	\blacktriangleright My content \lor	+ Create ~ \wp Search
*	Videos Groups	Drag more files anywhere, or select more files to upload Upload completed, go to my videos
	Channels	
	Meetings	Published: My First Video
	Watchlist	> Details> Permissions
	Followed channels	> Options
	Recycle bin	Share V Published
		Updates saved

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: 00:00	
Direct link to video	
https://web.microsoftstream.com/video/d7187f22-2f05-4c18-9f00-edb71ccd55e2	Сору
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:

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LEA

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



Distributed Documents and Videos Add a document	Distributed Documents and Videos Add video content or a web link
Instructions	Instructions This page allows you to distribute video content from YouTube, Vineo. Dailymotion or Metacafe or any web content hosted online. To do so, simply copy the address from the address bar in your browser and paste it in Léa. The instructions below are provided to you as a countery. Before using any software or service, take the time to read through their respective usage policies.
Select the type of content to add Distribute a file stored on your computer Distribute a file stored on your computer (maximum file size 250MB). Read more. Distribute video content Léa allows you to quickly and easily distribute a video hosted on a video streaming site such as YouTube, Vimeo, Dailymotion or Metacate. Read more.	Details Title Example Background notes on the major contemporary writers Description
Distribute a link to web content Distribute a link to online content, i.e. a page, a large file hosted on a web site, a newspaper article, etc.	Limit of 400 characters. No character used. Example: Important reading. This document complements the material covered in class during the first 5 weeks. Category Select the category to which this document belongs. If the desired category does not appear in the list, you can add a category by eaching "Other" from the list. Target audience Students of all the courses that I teach (Fall 2017) Students of all sections for my course LEA-123 - LEA SANDBOX © Students of all sections for my course LEA-123 - LEA SANDBOX
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	Supported services

Questions

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