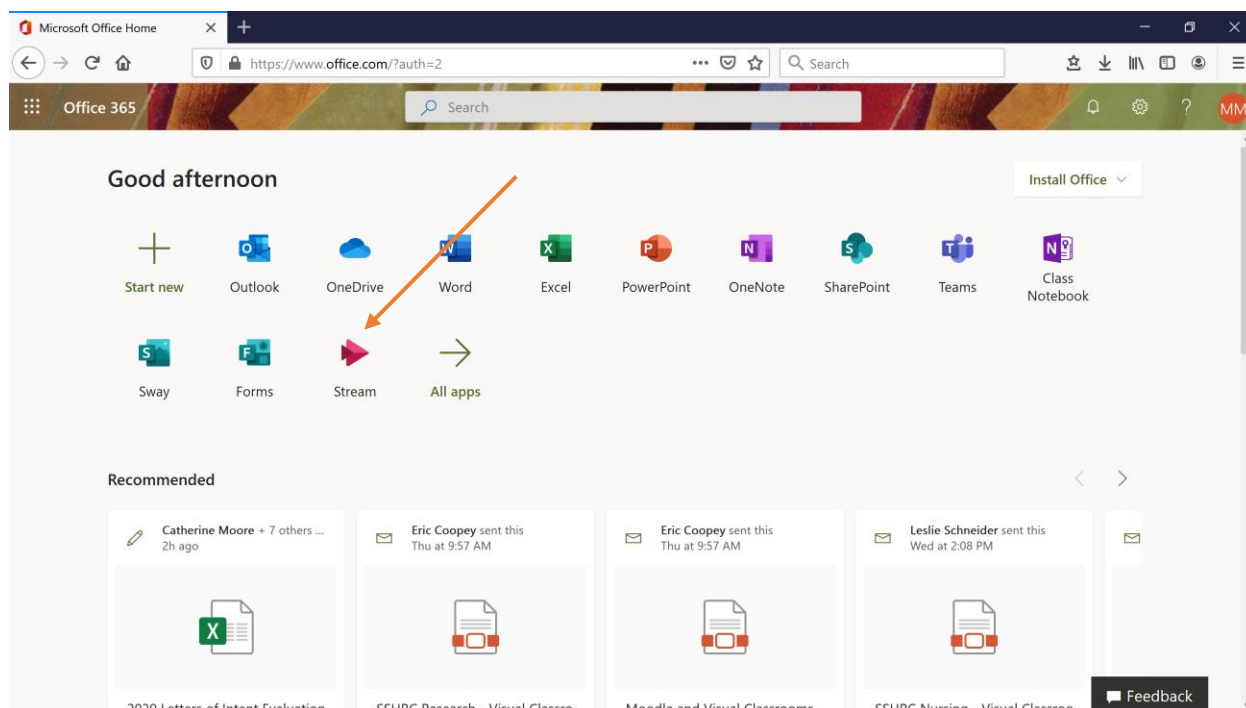
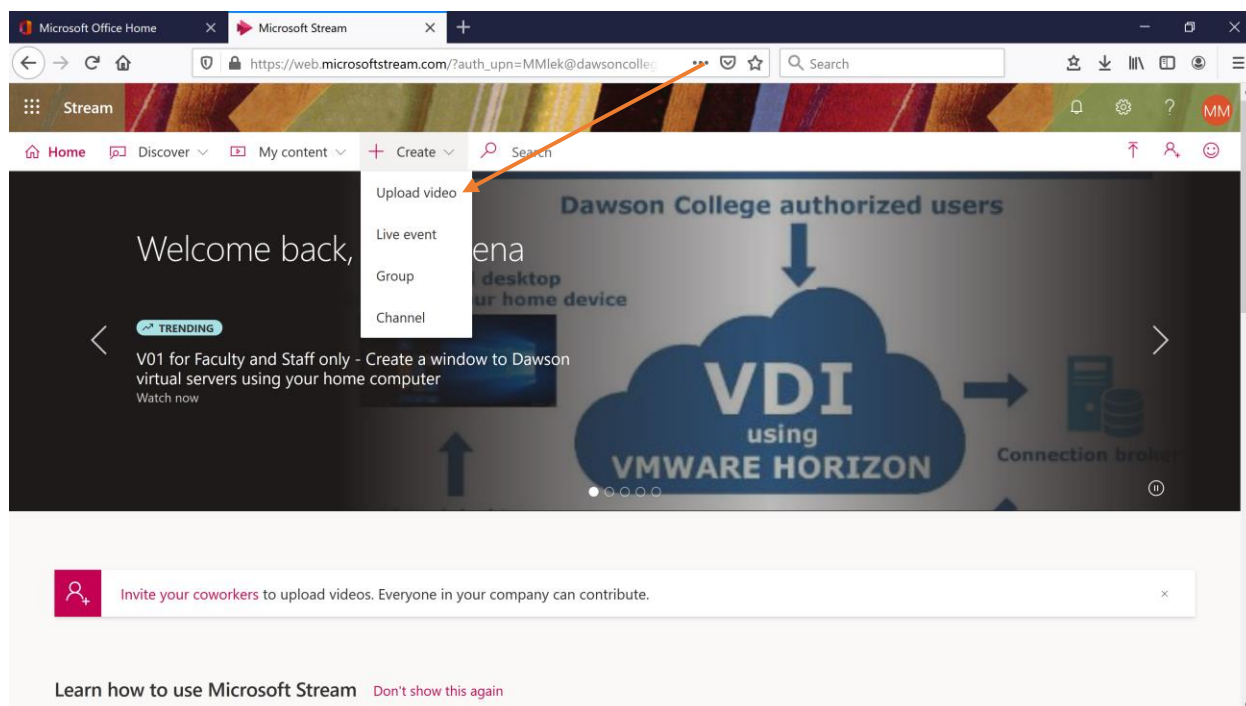


Using Microsoft Stream through Office 365 to convert video files to links

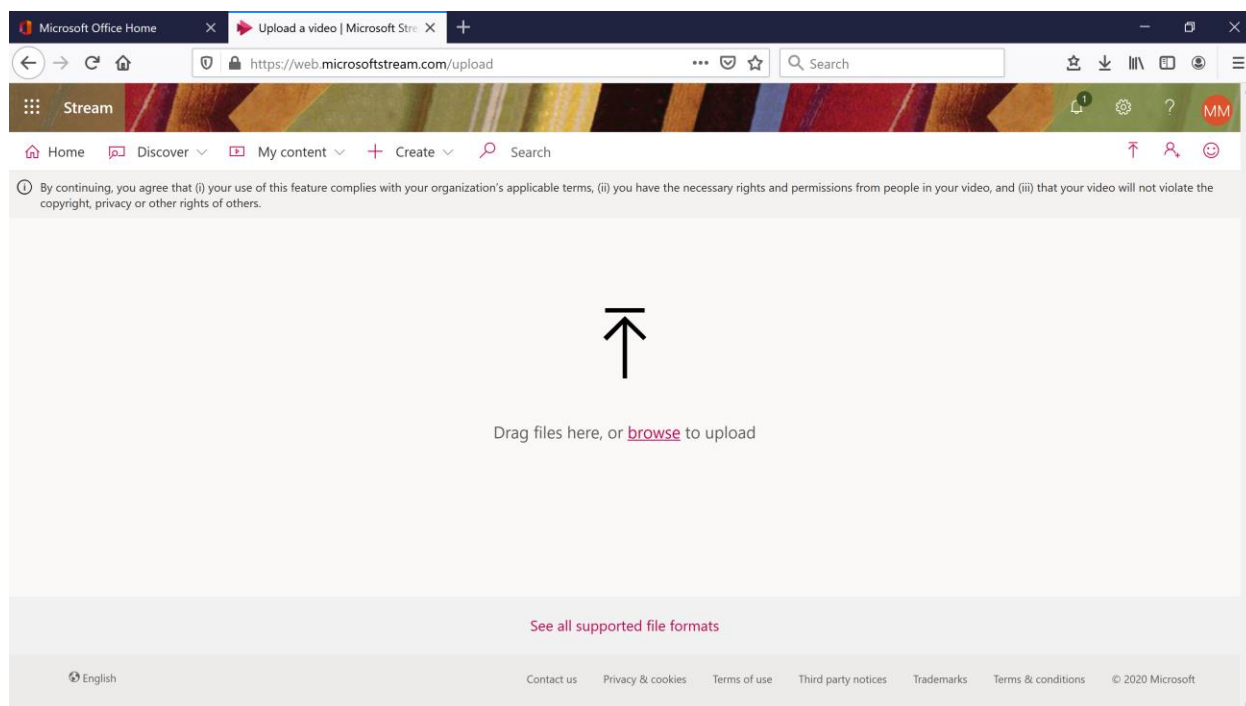
STEP 1: Once you convert your file (ie, ppt with voice over) to video file, Open Office 365 (on Dawson Portal). Click on Stream.



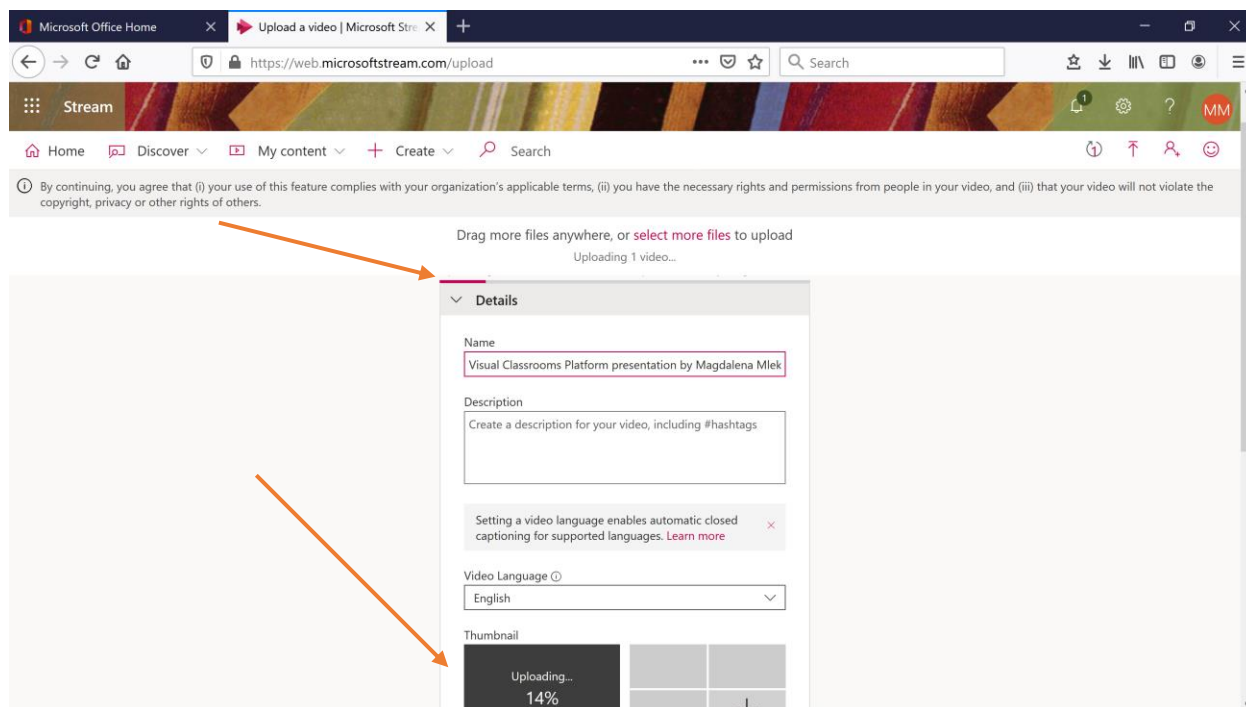
STEP2: Click on Create, Upload Videos.



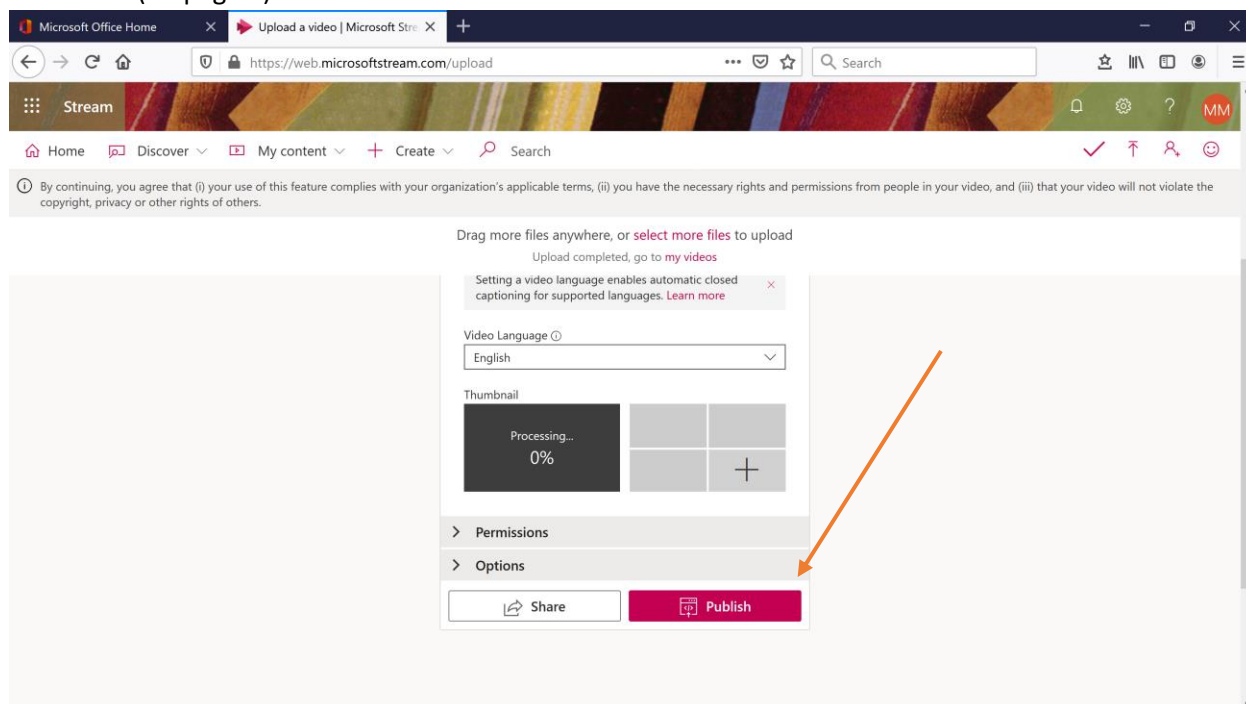
STEP 3: Drag and drop your video file.



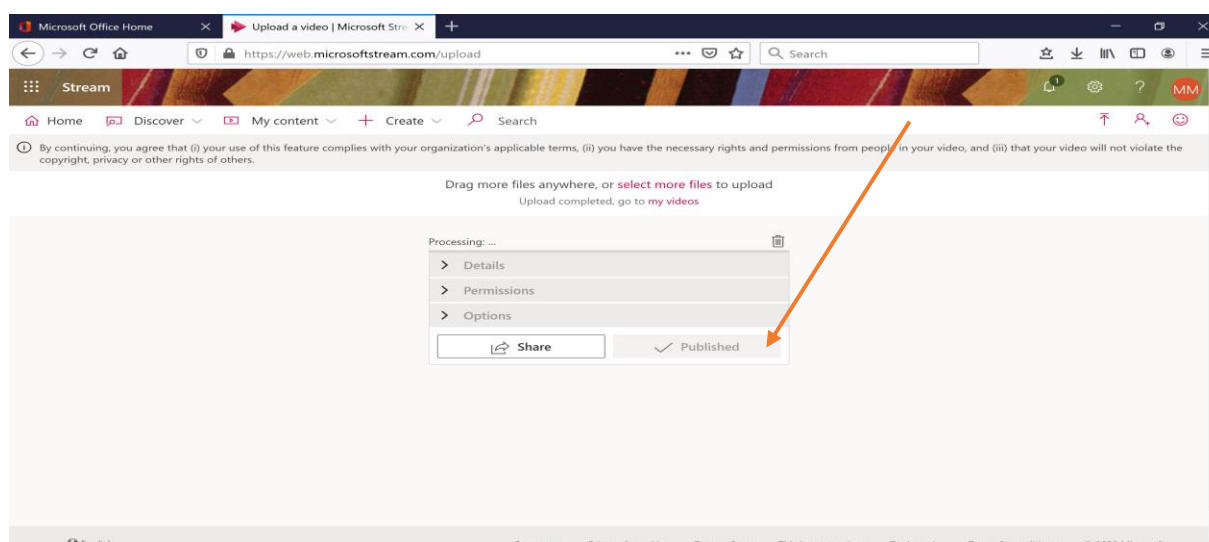
STEP 4: It is being uploaded. It takes a few minutes depending on the file size. The red line shows that uploading is in progress. You can also see in the box below how much of the file has uploaded.



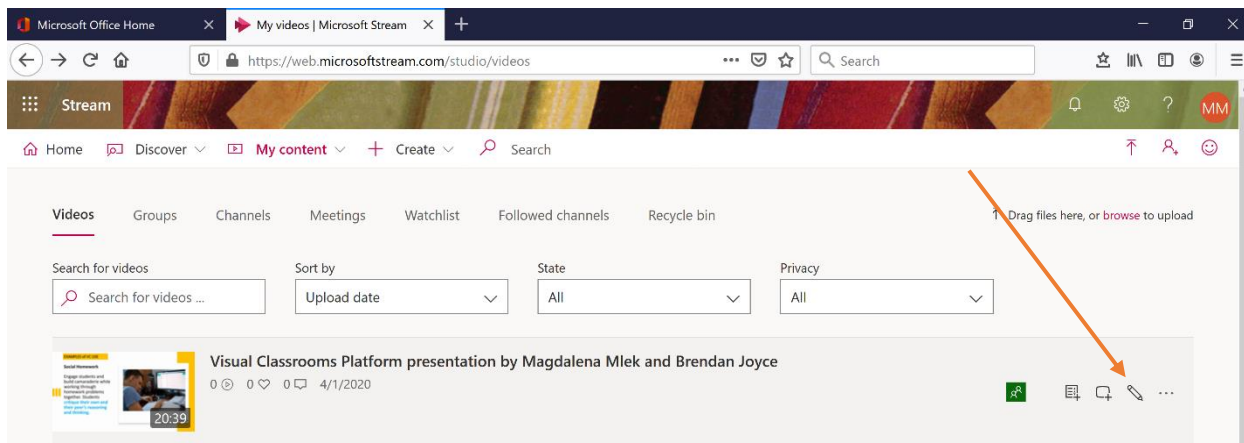
STEP 5: Once the uploading is finished, click on **Publish**. It publishes only to your collection of videos. No need to give permissions to people at this moment, so skip this process. Office 365 is setup only with email addresses of your domain ie. dawsoncollege.qc.ca. NOTE: Although many of the students are registered on your Moodle course with emails other than Dawson College one, they all have Dawson email accounts. In order for anyone to sign in to Office 365, everyone enters their email address and password (which is the same as the one used to sign onto Omnivox). For those who never used Office 365 and Office 365 does not appear on their Dawson Portal, see instructions to follow at the end of this document (on page 7).



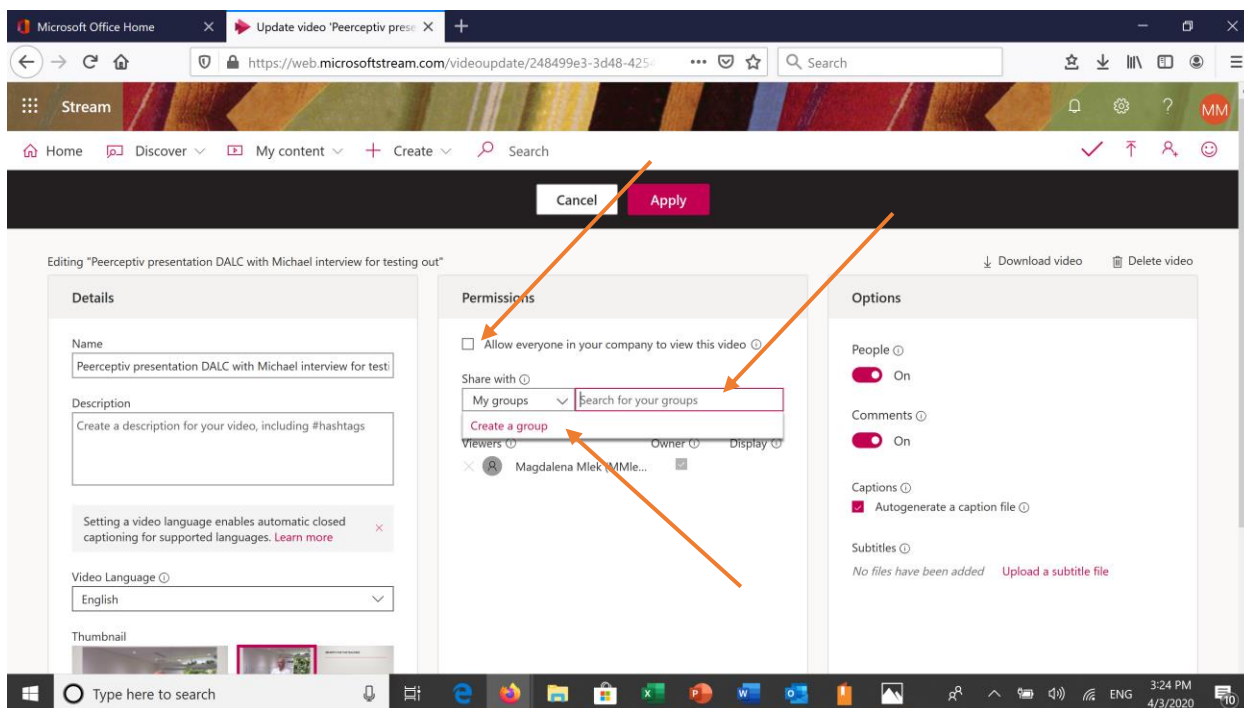
STEP 6: When it is published, go to My Content.



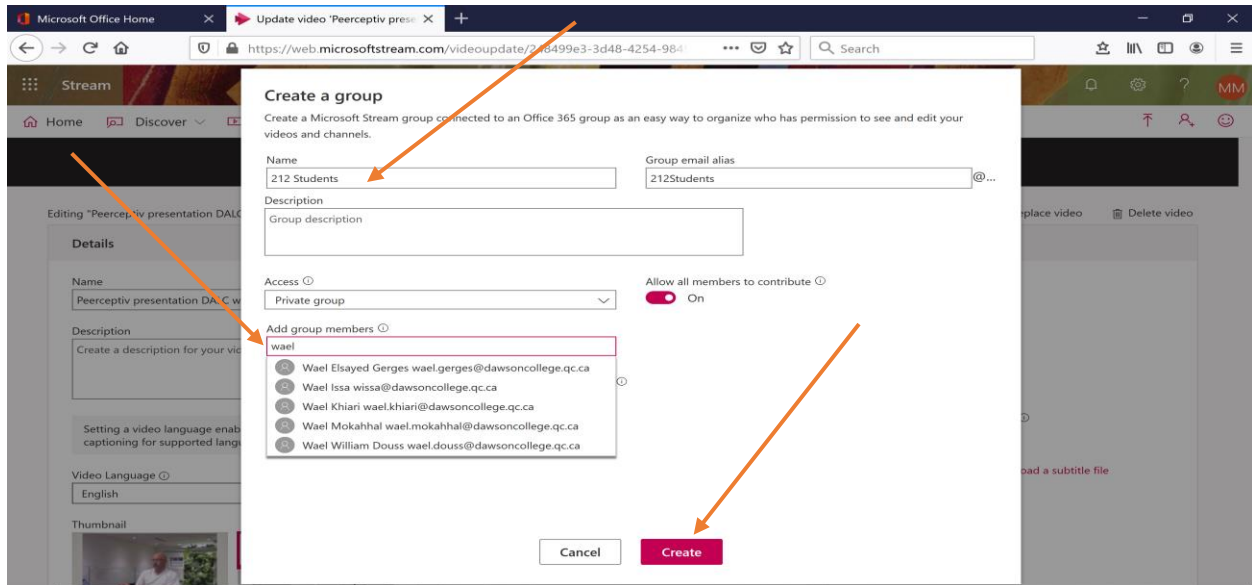
STEP 7: Under My Content, click on Videos and it will show you the list of your videos. To get the link to your video, click on Edit icon.



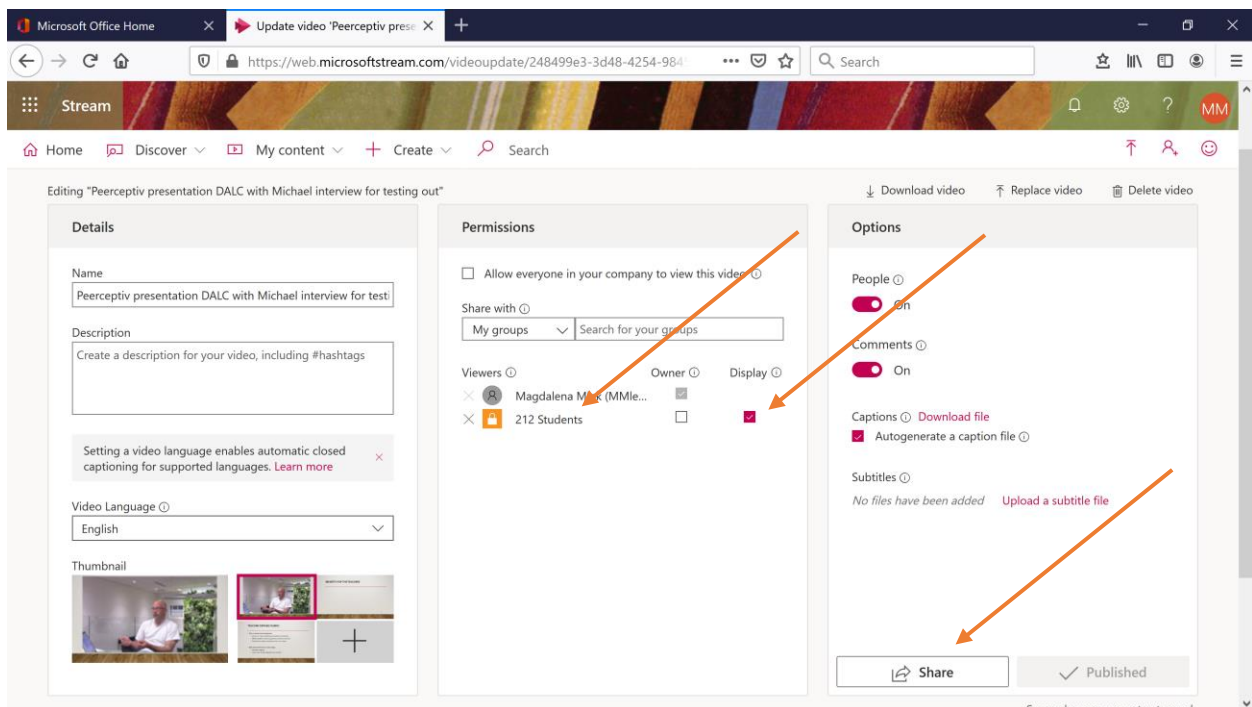
STEP 8: Now you need to decide who you are going to give permissions to view your file. By default, the box just under **Permissions** is checked (Allow everyone in your company to view this video). This means that everyone with Dawson College email can view it (including all Dawson employees). If you do not want that, uncheck it. If you uncheck it, no one has access, including your students. Therefore, you will need to create a group of your students manually. Click in the box Search for your groups, Create a group.



STEP 9: It will bring you to the screen below. Name your group, search for student name one at a time (by entering first name, all at Dawson with this name will appear, click on the one you want). Continue until all your students are in the group. Make sure to unclick Allow all members to contribute. Create.

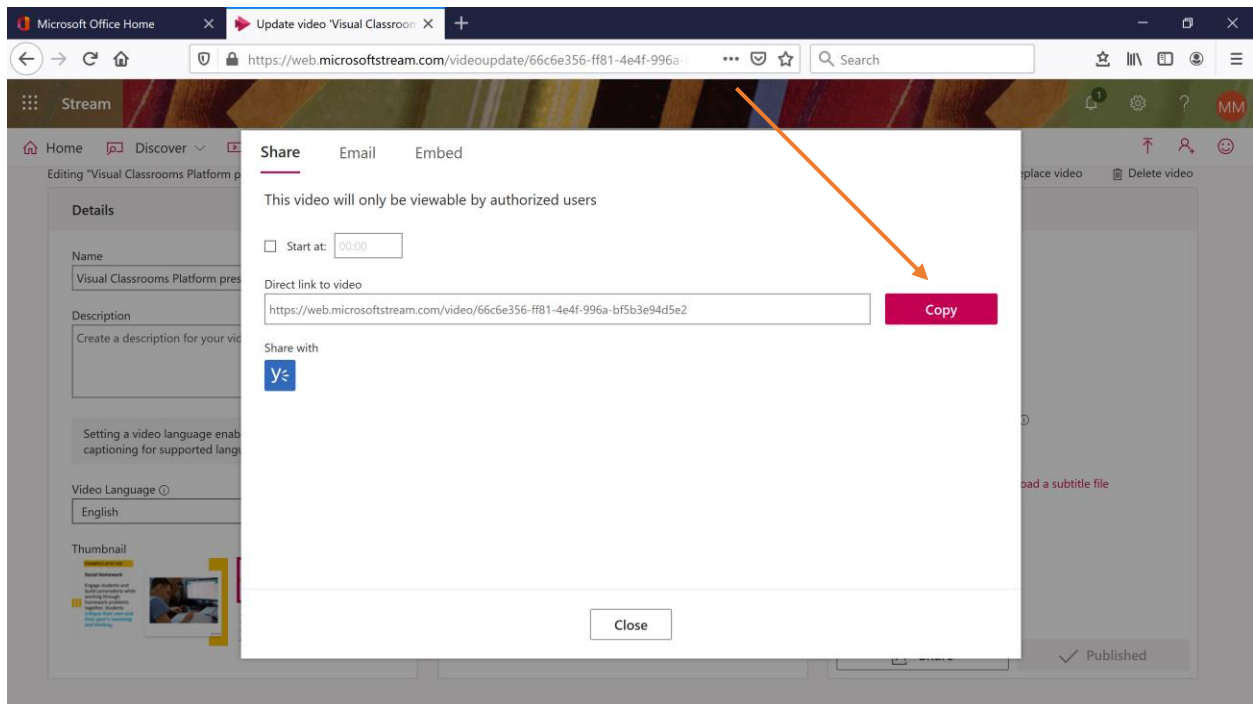


STEP 10: Now your Group 212 Students appears below your name. The check box called Display will display this video on the students' Stream page. Now click Share to obtain the link to your video.



STEP 11: Now, you are ready to Copy the link, which you can upload to your Moodle course. When on Moodle, turn editing on, Add activity or resource, add URL and paste the link. You are done!!!

If you checked Display (see the previous slides) student can access the video on Stream as well.



Instructions on how to access Office 365 (if you cannot find it on your Dawson portal)

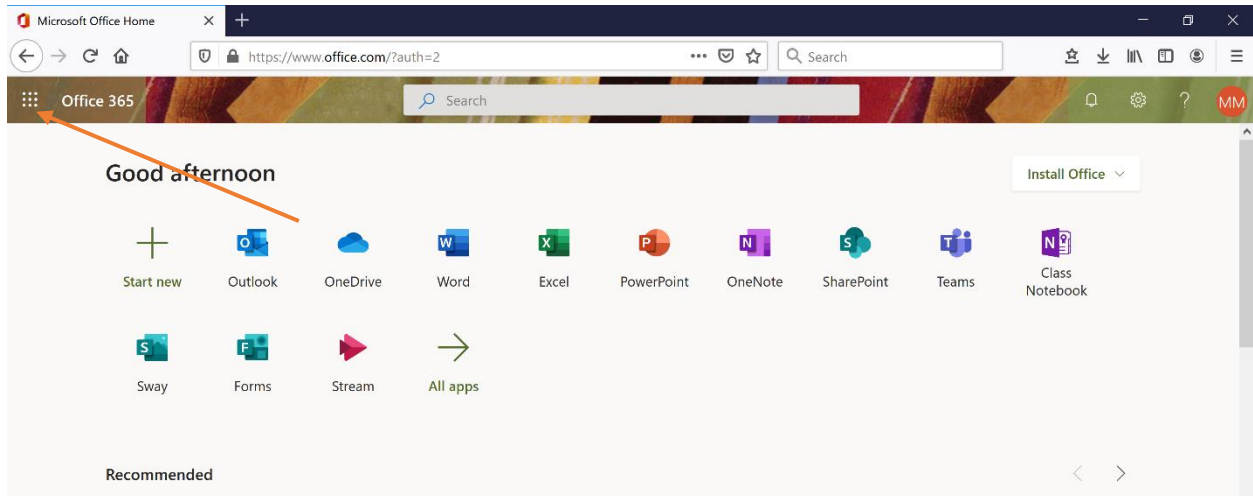
From main Dawson College home page, go to the **Services** pulldown menu; from there go to **College Services** and then to **Information Systems and Technology**.

The screenshot shows the Dawson College homepage. At the top, there is a green banner with a COVID-19 update. Below the banner is a dark blue navigation bar with the Dawson College logo and links for ABOUT DAWSON, HOW TO APPLY, and CAREERS. To the right of the logo are links for FUTURE STUDENTS, CURRENT STUDENTS, FACULTY & STAFF, VISITORS & CORPORATE, and ALUMNI & PARENTS. Below this is a white navigation bar with links for PROGRAMS, CONTINUING EDUCATION, ADMISSIONS, CAMPUS LIFE, PROJECTS, and SERVICES. The SERVICES link is highlighted with an orange arrow. Below the SERVICES link is a grid of service categories: ACADEMIC SERVICES, STUDENT SERVICES, COLLEGE SERVICES, and USEFUL LINKS. The COLLEGE SERVICES category is highlighted with an orange arrow, and the Information Systems and Technology link within it is also highlighted with an orange arrow.

Once you are in the Information Systems and Technology section, go to **A-Z index** and look for **Office 365**. Follow the instructions on how to access Office 365 and the format for your Dawson College email.

The screenshot shows the Information Systems and Technology page. The header is dark blue with the text 'INFORMATION SYSTEMS AND TECHNOLOGY' and 'HOME > SERVICES'. Below the header is a white content area. On the left, there is a section titled 'Information Systems and Technology (IST) plans and operates computer networks and applications in the College. We prepare and operate computers and printers in laboratories and offices, wired and wireless networks, firewalls, web servers, pedagogical and institutional applications, etc. See our **Articles** database or this **A-Z index** for more information.' The 'A-Z index' link is highlighted with an orange arrow. Below this is a blue box with the text 'Need help? Call the **Help Desk** at 4357 (HELP).' Below that is a blue box with the text 'Director of IST and Corporate Affairs' and 'François Paradis' with his email 'fparadis@dawsoncollege.qc.ca' and phone number 'Office: 48.4-1 Local: 1363'. Below that is a blue box with the text 'Coordinator of IT Solutions (Systems and Programming)' and 'Derek Gaucher'. On the right side of the page is a dark blue sidebar with the text 'INFORMATION SYSTEMS AND TECHNOLOGY' and a list of links: Computer Support, Labs, Policies and Forms, Training, and Moodle Day 2019. At the bottom right of the sidebar is a 'Back to Top' button.

Once you see Office 365 on your Dawson portal, click on it, you will be asked to enter your Dawson email and the password (the same as Omnivox one), all the apps will appear (Word, Excel, PowerPoint etc.). If you do not see Stream app (the screenshot below has it), click on the square of dots and all Office 365 apps will appear.



Choose Stream app, by clicking it will appear with the all the other ones.

