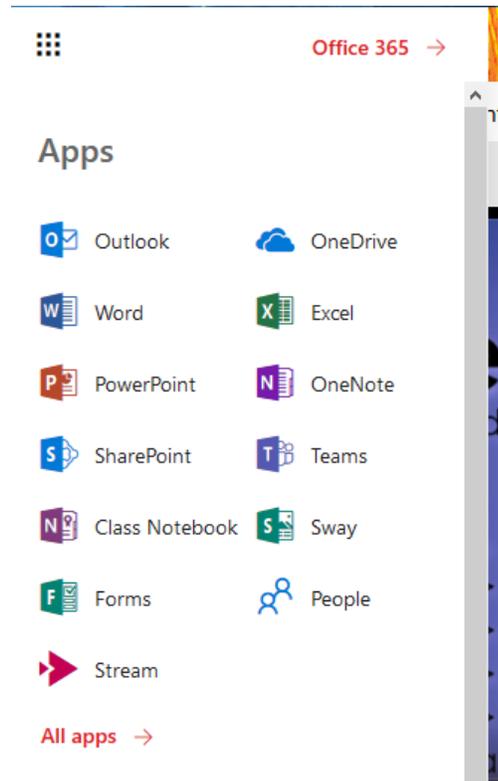


STREAM INSTRUCTIONAL HANDOUT

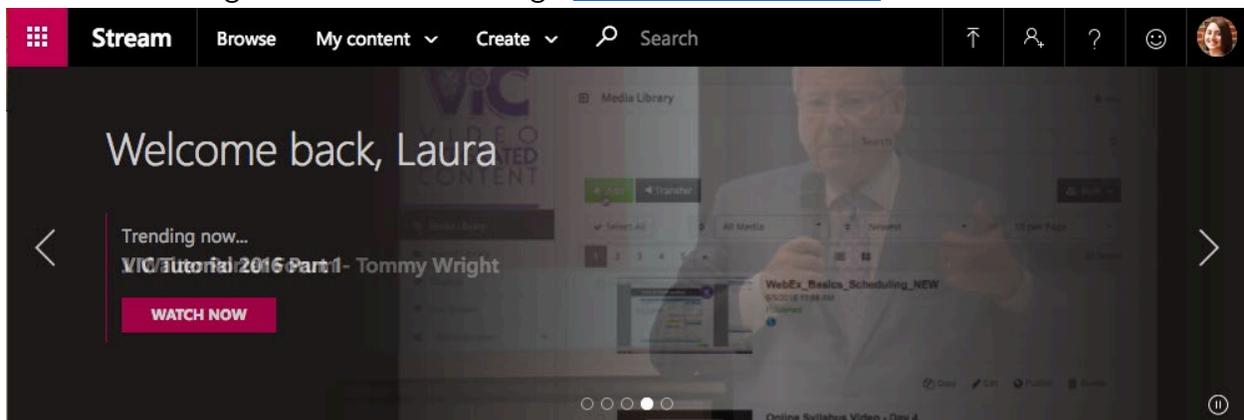
Stream is a video library service offered through Office365. These instructions are for uploading to Stream and sharing the videos in your Moodle courses.

NAVIGATING TO STREAM

Navigating to Stream from Office365: Log into Office365 and click the waffle on the top left. Click the Stream icon in this menu. You may have to click "All apps" to find it the first time.



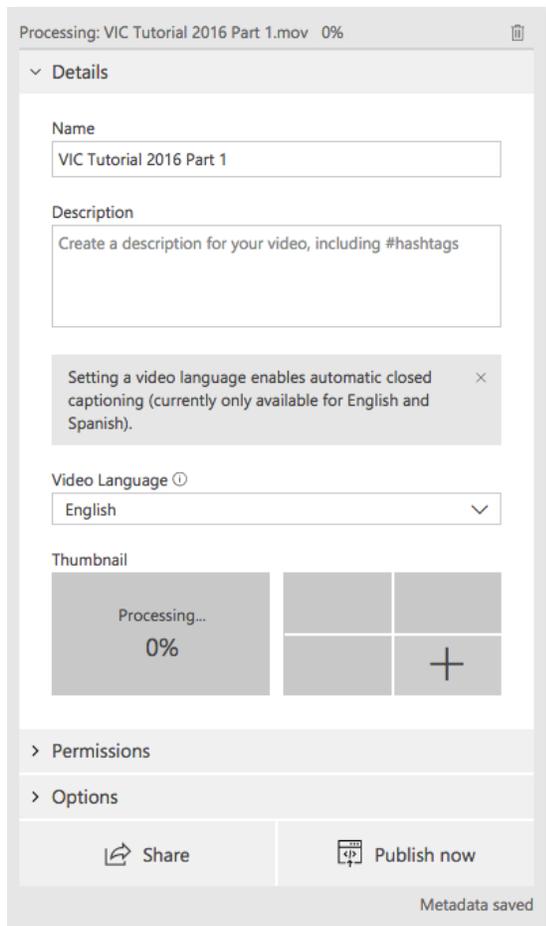
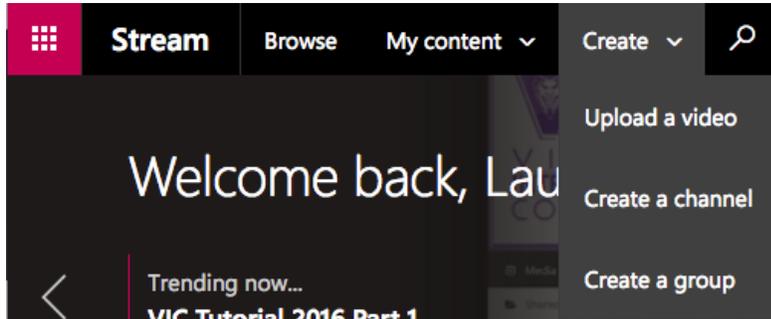
You can also log into Office365 through stream.microsoft.com.



MANAGING CONTENT

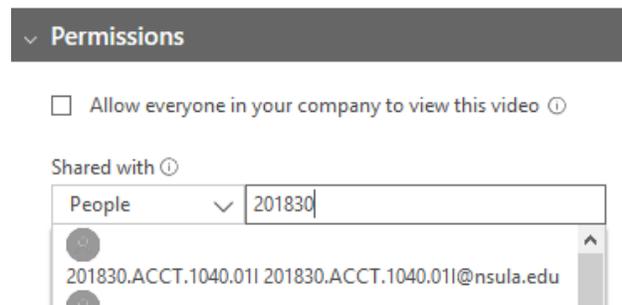
UPLOADING VIDEOS

To upload your videos, click on the **Create** dropdown, and choose **Upload a Video**.

A screenshot of the video upload form. The title is 'Processing: VIC Tutorial 2016 Part 1.mov 0%'. The 'Details' section includes a 'Name' field with 'VIC Tutorial 2016 Part 1', a 'Description' field with the placeholder 'Create a description for your video, including #hashtags', and a 'Video Language' dropdown set to 'English'. There is a note about automatic closed captioning. The 'Thumbnail' section shows a 'Processing... 0%' status and a grid of thumbnail options. At the bottom, there are 'Share' and 'Publish now' buttons, and a 'Metadata saved' message.

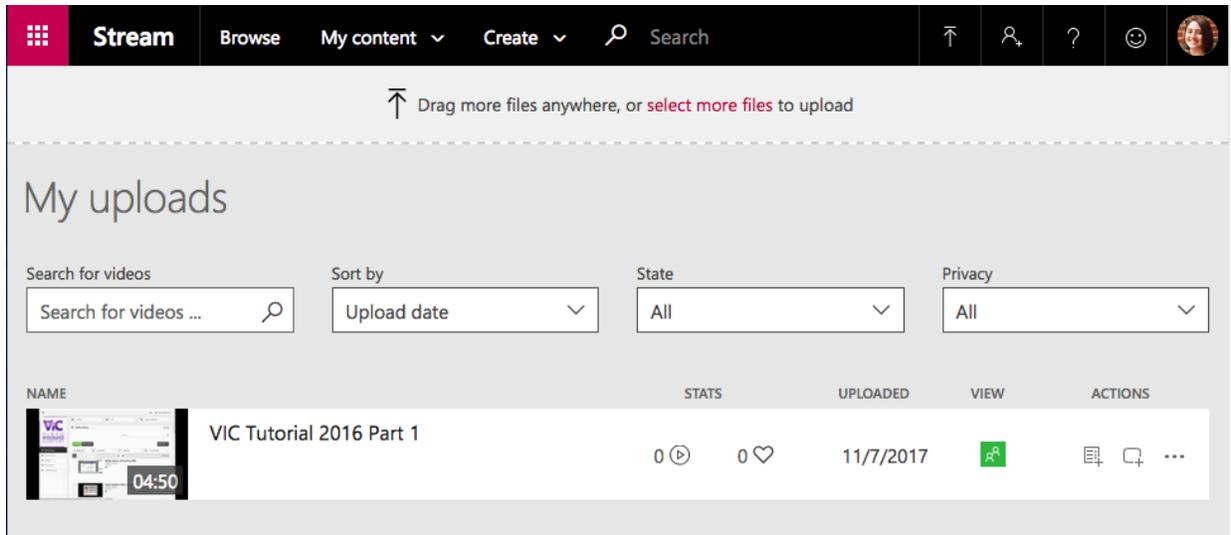
Choose a file and enter the information for the video as it loads. You can upload multiple videos on this page by clicking and dragging the files into the window. Click **Publish Now** when you are finished. Note: You can navigate away from this page and the videos will finish uploading, but you must click Publish on the My Videos page before sharing the video.

If you do not want your video to be public on Stream: under the Permissions drop down, make sure that “allow everyone in your company to view this video” is **unchecked**. Unless the entire university needs to view this resource, it should remain private. To share with your students, click the dropdown under **Shared With** and select **People**. Now you can type the course codes of your classes and give them access to the resource.

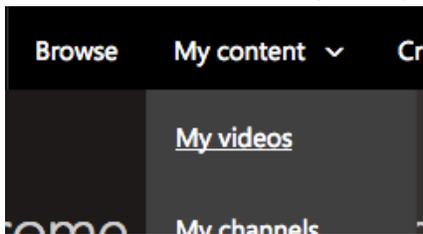
A screenshot of the 'Permissions' and 'Shared With' settings. The 'Permissions' section has an unchecked checkbox for 'Allow everyone in your company to view this video'. The 'Shared With' section has a dropdown set to 'People' and a search box containing '201830'. Below the search box, a list of users is shown, including '201830.ACCT.1040.01| 201830.ACCT.1040.01|@nsula.edu'.

YOUR VIDEO LIBRARY/MY VIDEOS

Your video will appear on the **My Videos** page once it is finished uploading. Here you can watch your video, edit information, see comments, and share the resource with your classes.

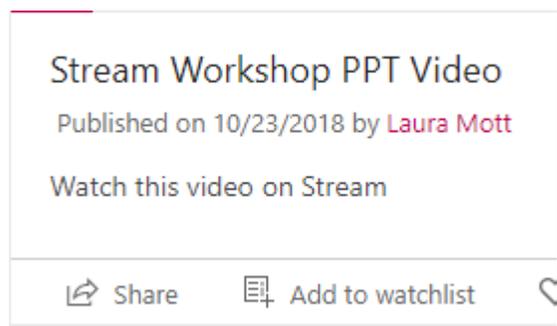


Access this page by clicking **My Content** at the top of Stream and clicking **My Videos**. You are also taken to your uploads immediately after uploading videos.



SHARING TO MOODLE

From the **My Videos** page, click on the video you want to share. On the video's page beneath the description, choose **Share**.



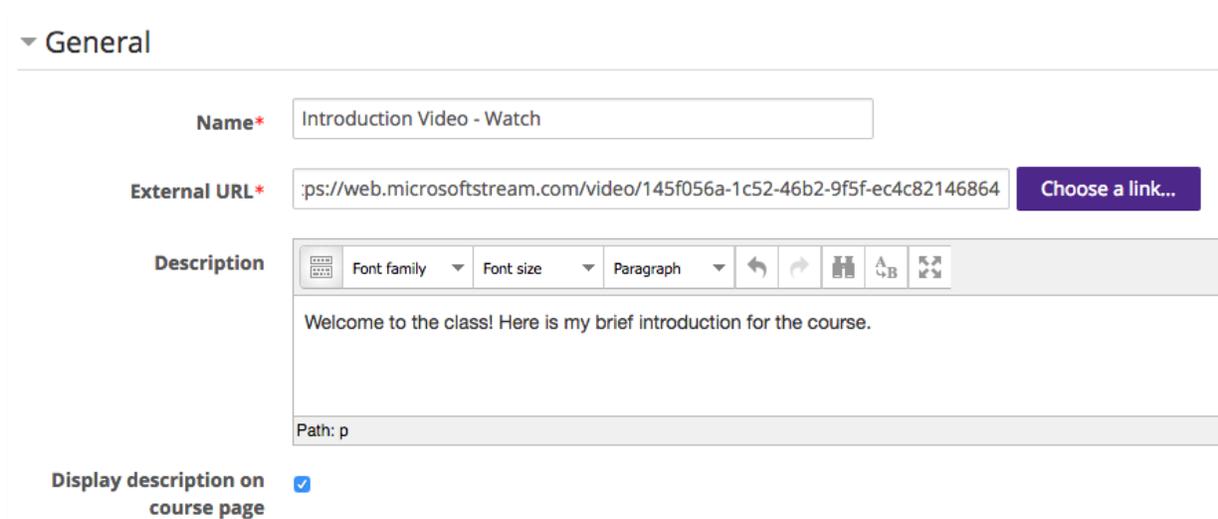
SHARING VIA URL

You can choose to share a direct link or embed the video into your course. We always recommend embedding videos, but a quick link is also valuable.



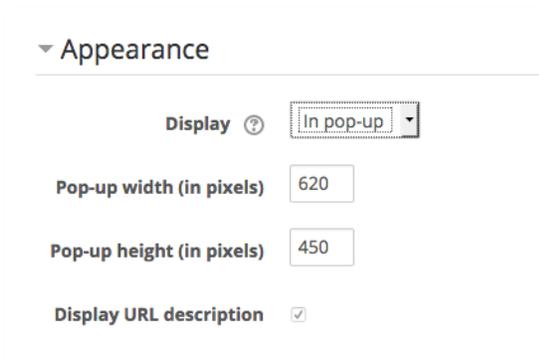
The screenshot shows the 'Share' tab of a video player. At the top, there are two tabs: 'Share' (selected) and 'Embed'. Below the tabs, a message states: 'This video will only be viewable by authorized users'. There is a checkbox labeled 'Start at:' followed by a text input field containing '00:01'. Below this, there is a section titled 'Direct link to video' with a text input field containing the URL 'https://web.microsoftstream.com/video/7e3ce98d-9e71-444b-a7a2-eda29768d0ab' and a red 'Copy' button to its right.

Next, navigate to your Moodle course. For sharing a link, at a **URL Resource**. Paste the link you copied into the **External URL** space and provide a title and brief description for the video.



The screenshot shows the 'General' tab of a Moodle resource editor. The 'Name*' field contains 'Introduction Video - Watch'. The 'External URL*' field contains 'ps://web.microsoftstream.com/video/145f056a-1c52-46b2-9f5f-ec4c82146864' and has a 'Choose a link...' button to its right. Below the URL field is a rich text editor for the 'Description' with a toolbar containing options for font family, font size, paragraph, undo, redo, bold, italic, and link. The description text reads: 'Welcome to the class! Here is my brief introduction for the course.' Below the description is a 'Path:' field with the value 'p'. At the bottom, there is a checkbox labeled 'Display description on course page' which is checked.

Note: Under the **Appearance Display Dropdown**, choose either in **Pop-up**, or **Open**. This makes the video easier to access.



The screenshot shows the 'Appearance' tab of a Moodle resource editor. The 'Display' dropdown menu is set to 'In pop-up'. Below this, there are two text input fields: 'Pop-up width (in pixels)' with the value '620' and 'Pop-up height (in pixels)' with the value '450'. At the bottom, there is a checkbox labeled 'Display URL description' which is checked.

SHARING VIA EMBED CODE

Share Embed

This video will only be viewable by authorized users

Video size: 1280 x 720

Autoplay: Off On

Responsive: On Off

Show info: On Off

Start at: 00:01

Copy embed code

```
<div style='max-width: 1280px'><div style='position: relative; padding-bottom: 56.25%; height: 0; overflow: hidden;'><iframe width="1280" height="720" src="https://web.microsoftstream.com/embed/video/7e3ce98d-9e71-444b-a7a2-eda29768d0ab?autoplay=false&showinfo=true" allowfullscreen style="border:none; position: absolute; top: 0; left: 0; right: 0; bottom: 0; height: 100%; max-width: 100%;"></iframe></div></div>
```

Copy

Note: When choosing your code, make sure that you choose the highest Video Size, and that you select **Responsive On**. That way no matter what the window size is, the video will shrink or grow to fit cleanly.

For an embed code, add a **Page**. In the page content, toggle to open the full toolbar, and click the icon to **Edit HTML source**, the last icon in the toolbar.

Page content*

Font family | Font size | Paragraph

B I U S X₂ X² | Paragraph icons | T_x | A | <>

Edit HTML source

Paste the embed code you copied into the window that appears by holding **ctrl + V** on your keyboard. Click **Update**. The image of your video should appear in the Page Content window.

HTML source editor

Word wrap

```
<div style='max-width: 640px'><div style='position: relative; padding-bottom: 56.25%; height: 0; overflow: hidden;'><iframe width="640" height="360" src="https://web.microsoftstream.com/embed/video/e71e7b75-74ec-4e63-b18a-bbef249b865e?autoplay=false&showinfo=true" frameborder="0" allowfullscreen style='position: absolute; top: 0; left: 0; right: 0; bottom: 0; height: 100%; max-width: 100%;'></iframe></div></div>
```

Update Cancel

Done! Your video has been successfully uploaded and shared. If you have any questions, contact us at ece@nsula.edu.