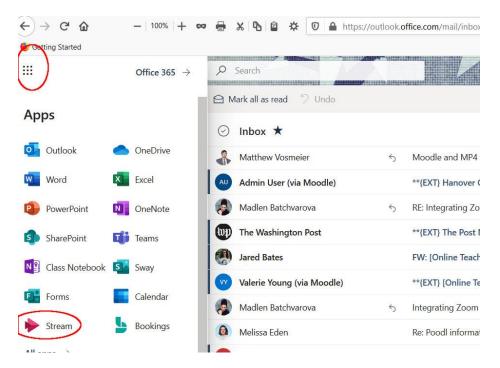
## Uploading a video to stream and sharing it via a link

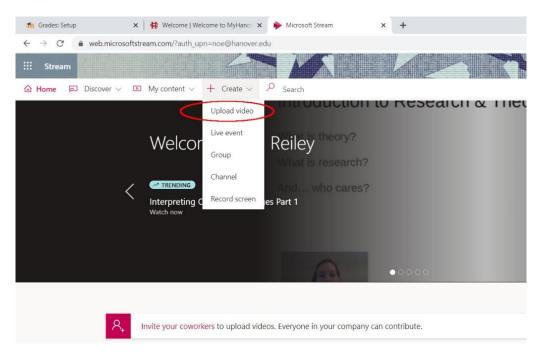
Video creates huge files that can take long to download and eat up computer resources. Wherever possible, you should be kind to your students by linking to the video.

One way to do this is by using Stream to create a link to your video that you can put on your Moodle page or in an e-mail. Stream asks you to define permissions for who can view the video, which can be a bit tricky. Thankfully, you can define a group to include you whole class.

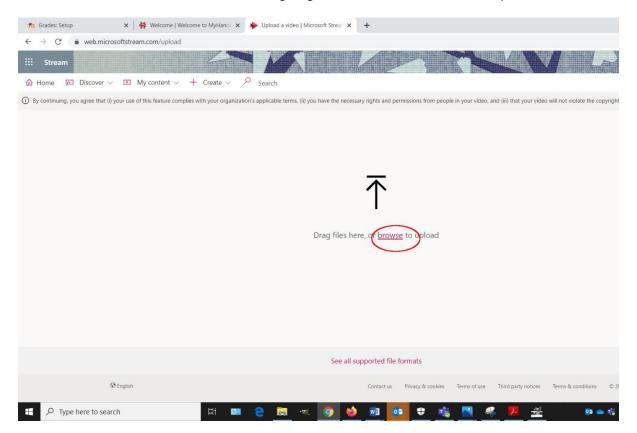
1. You can find stream from MyHanover. When you see your Outlook email, click on the 9 dots icon in the upper left. A menu appears – click on Stream.



2. On the page for Stream, click on the + Create area on the top ribbon. Select Upload Video from the menu that appears.



3. On the next screen, click browse. We are going to find our video on our computer or OneDrive.



4. We'll find the video, click on it to activate it and then click Open

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|--|-------------------------------|---|-----------------------|---|--------------------------------|
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| ii Stream  |                               |   |                       |   |                                |
| $\widehat{\square}$ Home $\widehat{\square}$ Discover $\widehat{\square}$ My content $\vee$ Create         ) By continuing, you agree that (i) your use of this feature complies with your organization of the second |                               | e the necessary rights and permissions from | people in your video, | and (iii) that your video will not        | violate the copyright, privacy |
| Open   |                               |   |                       |   | ×                              |
| ← → × ↑ 🖪 > This PC > Videos   |                               |   | ~ U                   | Search Videos                             | P                              |
| Organize - New folder  |                               |   |                       | <b>•</b> • <b>•</b>                       | 0                              |
|  | Captures IMG_1642             | Lecture No. 1 powerpoint caption test       | videotrial for vic    | 1.<br>Click to select<br>Video            |                                |
| File name: videotrial for vic  |                               |   | (                     | 2. click Open<br>All Files<br>Open Cancel | *                              |
|  |                               | See all supported file formats              |                       |   |                                |
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| Type here to search  | 😐 🤤 🧮 🔍 🛛                     | 9 🔞 🖻 🛤                                     | nii 📉 🤞               | s 🗾 💾                                     | os 📥 🎼 🧟 🔩                     |

5. The video begins uploading – it populates Stream with the name you've given in, but you can add a description while you wait.

| iii Stream |  |
|------------|--|
| 𝔅 Home     |  |
|            | Drag more files anywhere, or select more files to upload<br>Uploading 1 video  |
|            | Uploading 0%     Veloading 0%     Name   videotial for vlc   Description   Create a description for your video, including #hashtags   Video Language ©    English   Video Language ©   English   Video Language ©     Inumbnail     Uploading   0% |
|            | > Permissions  |

6. Click on Permissions – we need to define who can watch this video.

| Stream |   |
|--------|---|
|        | Drag more files anywhere, or select more files to upload<br>Upload completed, go to my videos |
|        | Processing complete, ready to publish: videotrial for vlc.mp4                                 |
|        | ✓ Details   |
|        | Name  |
|        | videotrial for vlc  |
|        | Description   |
|        | Create a description for your video, including #hashtags                                      |
|        | Video Language 🕥  |
|        | English   |
|        | Thumbhail   |
|        | Permissions     Options   |
|        | Share Publish   |

7. You can share it with everyone at Hanover by clicking on the tick box. To share with individuals, arrange the drop down to People and begin typing their name.

| III Stream  |  |
|---|--|
| $$ Home $$ Discover $\lor$ $$ My content $\lor$ + Create $\lor$ $$ Search |  |
|   | Drag more files anywhere, or select more files to upload<br>Upload completed, go to my videos                        |
| You can allow it to be  | Processing complete, ready to publish: videotrial for vlc.mp4  |
| shared to everyone  | > Details  |
| at Hanover by clicking<br>on the tick box                                 | Permissions     Allow everyone in your company to view this video      Share with      People      Search for People |
| Or you can specify<br>who can view the<br>video                           | (iewers () Owner () Display ()   |
|   | > Options  |
|   | 🔄 Share 📴 Publish  |

8. When you search for a name, the person appears in the directory. Double-click on their entry to add them to the group who can view your video.

| 3 C   | <br>           |            |  |                          |   |  |
|-------|----------------|------------|--|--------------------------|---|--|
| Stree | ■ My content ∨ | + Create V | P Search   |                          |   |  |
|       |                |            |  |                          | Drag more files anywhere, or select more files to upload<br>Upload completed, go to my videos   |  |
|       |                |            | search for<br>name in peop<br>then double-<br>on the res | the<br>ble and<br>-click | Processing complete, ready to publish: videotrial for vtc.mpd         > Details         Permissions         Allow everyone in your company to view this video ()         Share with ()         People       Matthew vos         Mathew Vosmeier vosmeier@hanover.edu         Preverso       Owner ()         Display ()         Reliey Noe (noe@) |  |

9. After you've clicked on them, they appear on the list below the search bar – the list of the people who have permission to see the video. You can search for as many individuals as you want in this manner.

| iii Stream   |  |   |
|--|--|---|
| $$ Home $$ Discover $\lor$ $$ My content $\lor$ $+$ Cr | reate 🗸 🔎 Search   |   |
|  |  | Drag more files anywhere, or select more files to upload<br>Upload completed, go to my videos |
|  | The person appea<br>below. You can<br>continue to search<br>and add people |   |
|  |  | Publish   |
|  |  | Updates saved   |

10. You can also define a group who can watch the video. Change the menu to By Group and then click on the link for Create Group.

|  | Drag more files anywhere, or select more files to upload<br>Upload completed, go to my videos   |
|--|---|
|  | Processing complete, ready to publish: videotrial for vlc.mp4   |
|  | ✓ Permissions   |
| You can also<br>define a group<br>which could share<br>the video | Allow everyone in your company to view this video () Share with () The aroun could not be found. Create a group Reliev the (noe(b)) X & Matthew Vosmeier (vos |
|  | > Options   |

11. Add a name for the group and a description if you want. Then Search for group members under the Add Group Members area.

| Create a Microsoft Stream group con-<br>videos and channels. | ected to a Microsoft 365 group as a | n easy way to organize who has permission     | n to see and edit your |
|--|-------------------------------------|---|------------------------|
| Name   |                                     | Group email alias                             |                        |
| HIS 225  |                                     | HI5225  | 0.                     |
| Description  |                                     |   |                        |
| Group description  |                                     |   |                        |
| Access O   |                                     | Allow all members to contribute ${\mathbb O}$ |                        |
| Private group  | ~                                   | On On   |                        |
| Add group members ①  |                                     | Add nam                                       | nes of                 |
| Search for people  | Q                                   | students in y                                 | vour class             |
|  |                                     | to your g                                     |                        |
| Member   | Owner ()                            | Then click                                    |                        |
| 🔆 🌑 Me (noe@)  |                                     | Then click                                    | Create                 |
|  | Cancel                              | Create  |                        |

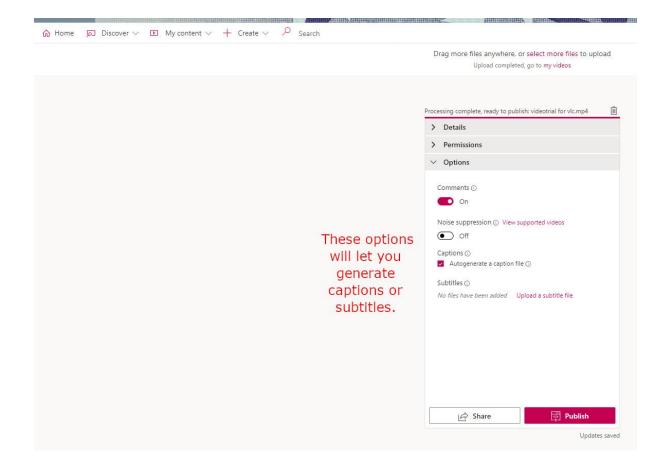
12. Continue to populate your list with students or other group members. When you are finished click Create. This group can be re-used for other videos that you may need to share in the future.

| videos and channels.                 | roson sos group as a | an easy way to organize who has permission to see and edit you |
|--------------------------------------|----------------------|--|
| Name                                 |                      | Group email alias  |
| HIS 225 - Spring 2019                |                      | HIS225-Spring2019  |
| Description                          |                      |  |
| Group description                    |                      |  |
| Access ①                             |                      | Allow all members to contribute ①                              |
| Private group                        | $\sim$               | On On  |
| Add group members ①                  |                      |  |
| susan                                | 2                    |  |
|                                      |                      | Add students in the  |
| Member<br>× 🕼 Me (noe@)              | Owner 🕡              |  |
| X (9) Joe Student Advising (JoeStude |                      | class as you group.  |
| Soe student Advising (Soestude       |                      | Click Create when  |
|                                      |                      | you are done.  |
|                                      |                      | you are done.  |
|                                      |                      | This group can be used   |
|                                      |                      |  |
|                                      | Cancel               | Create for future videos                                       |

13. The list below the search bar will show you everyone or every group that can view your video.

| ✓       Permissions         Image: Allow everyone in your company to view this video ()         Share with ()         Image: My groups       HIstory         Image: My groups       HIstory         Viewers ()       Owner ()       Display ()         Viewers ()       Image: Matthew Vosmeier (vos)       Image: Matthew Vosmeier (vos)         X       Image: MIS 225 - Spring 2019       Image: Mission () |                     | Details   |
|--|---------------------|---|
| Share with<br>My groups Vistory<br>Viewers<br>Reiley Noe (noe®)<br>Matthew Vosmeier (vos   |                     | <ul> <li>Permissions</li> </ul>                           |
| Viewers ⊙ Owner ⊙ Display ⊙<br>× ● Reiley Noe (noe@) ■<br>× ♣ Matthew Vosmeier (vos □  | o view this video 🕥 |   |
| ×         ●         Reiley Noe (noe@)         □           ×         ▲         Matthew Vosmeier (vos         □  | Q                   | My groups 🗸 History                                       |
|  |                     | X     Reiley Noe (noe@)       X     Matthew Vosmeier (vos |
|  |                     | Options   |

14. If you choose the Options selection you can generate a transcript or captions for a video.



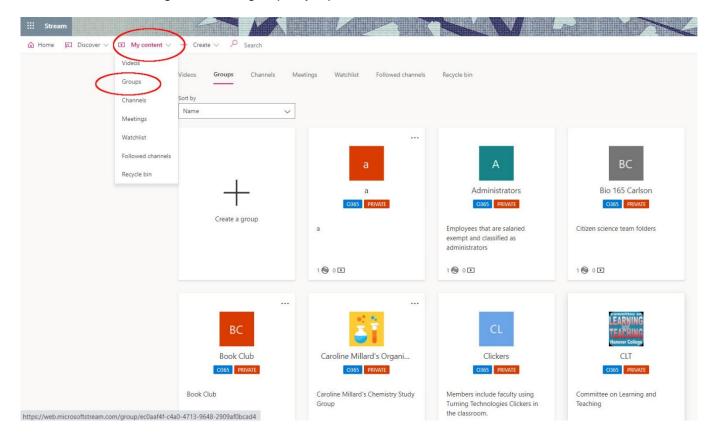
15. When you are finished, click Publish, then you can share the video.

| fn Grades: Setup 🗙 🕴 🙀 Welcome   Welcome  | to MyHano 🗙 🔶 Upload a vio | deo   Microsoft Strean 🗙 📑 Upload a v                               | video with Microsoft St 🗙   🙀 H |
|---|----------------------------|---|---------------------------------|
| $\leftarrow$ $\rightarrow$ C $\triangleq$ web.microsoftstream.com/upload              |                            |   |                                 |
| III Stream  |                            |   |                                 |
| $\bigcirc$ Home $\square$ Discover $\lor$ $\square$ My content $\lor$ + Create $\lor$ | O Search                   |   |                                 |
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|   |                            | > Details   |                                 |
|   |                            | > Permissions   |                                 |
|   | Publish,                   | > Options   |                                 |
| then share  | 🖻 Share 🗸                  | / Published   |                                 |
|   |                            |   | Updates saved                   |

16. When you click Share, you see this screen. You can click on the Copy button and it will add a link to the video to your Microsoft Clipboard. You can move over to your Moodle class in another browser or another tab and add it to the URL Resource to post a link to this video on your page.

| ♠ Home           Discover $\lor$ My content $\lor$ +   Create $\lor$ | earch  |
|--|--|
|  | Drag more files anywhere, or select more files to upload   |
|  | Share Embed   This video will only be viewable by authorized users   Start at:   Orect link to video   Intps://web.microsoftstream.com/video/7698d49b-83b9-4875-b3d7-1a8883801813   Copy Share with   Start with   Click on copy to copy the video URL to your Clipboard. You can then share it via a link with you class or put it on your Moodle page. |
|  | Close  |

17. Your Group remains available for you to use later on. You can also search for your group to find all of the videos archived under its name. Find My Videos and choose Groups from the list. You can't search for the group directly with Name as though it were a search bar, but you can click on the drop down menu and rearrange the video groups by alphabetical order or date created.



18. We found the group we just made – HIS 225 – Spring 2019. If we click on the group.....

| Stream     G Home    | + Create ~ $\begin{subarray}{c} \label{eq:constraint} \label{eq:constraint} \label{eq:constraint} \label{eq:constraint}$ |                                     |   |  |
|----------------------|--|-------------------------------------|---|--|
| Search<br>for Groups | Indeos Groups Cannels Mu<br>Sort by<br>Date created<br>Create a group  | eetings Watchlist Eollowed channels | Recycle bin                                   | THE CURRICULUS ACTOSS TO SOCIAL JUSTICE ACTOSS TO SOCIAL JUSTICE ACTOSS TO SOCIAL JUSTICE ACTOSS TO E CURRICULUM |
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19. We'll see the videos associated with that group – at least the ones that you have permission to view.

