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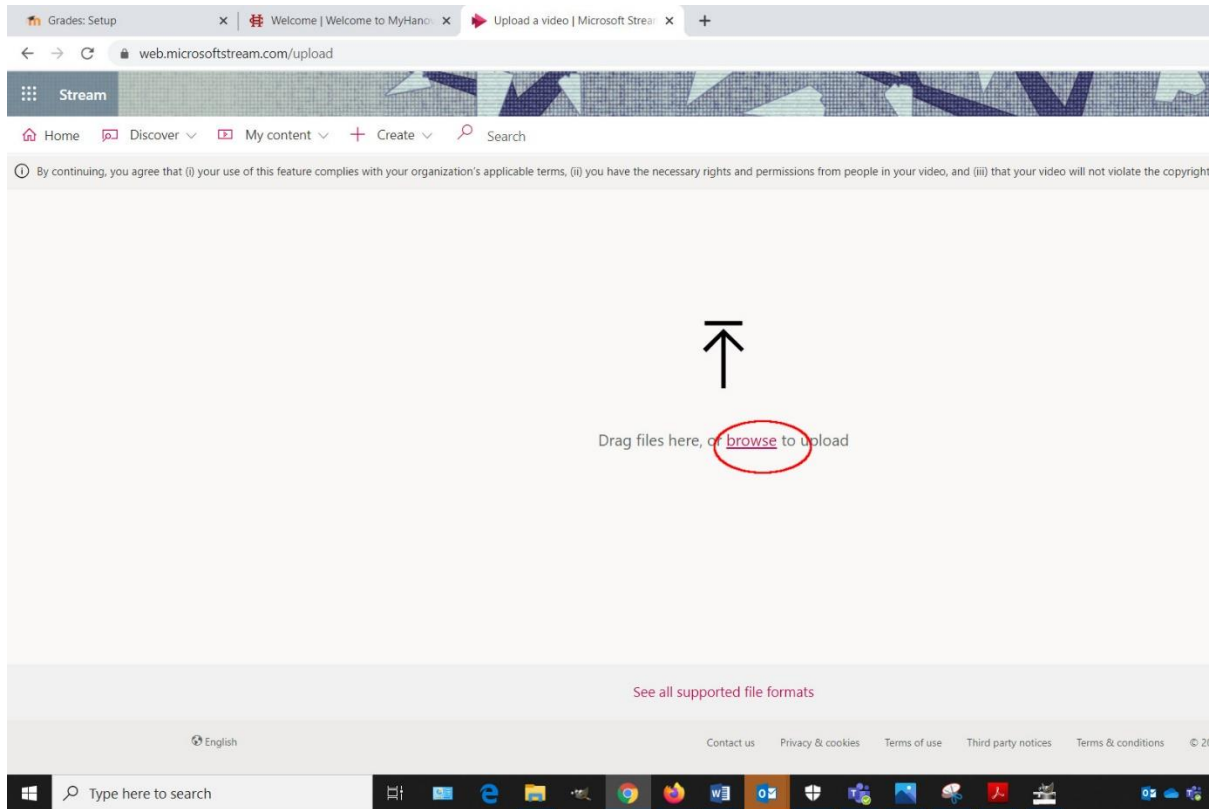
1. You can find stream from MyHanover. When you see your Outlook email, click on the 9 dots icon in the upper left. A menu appears – click on Stream.
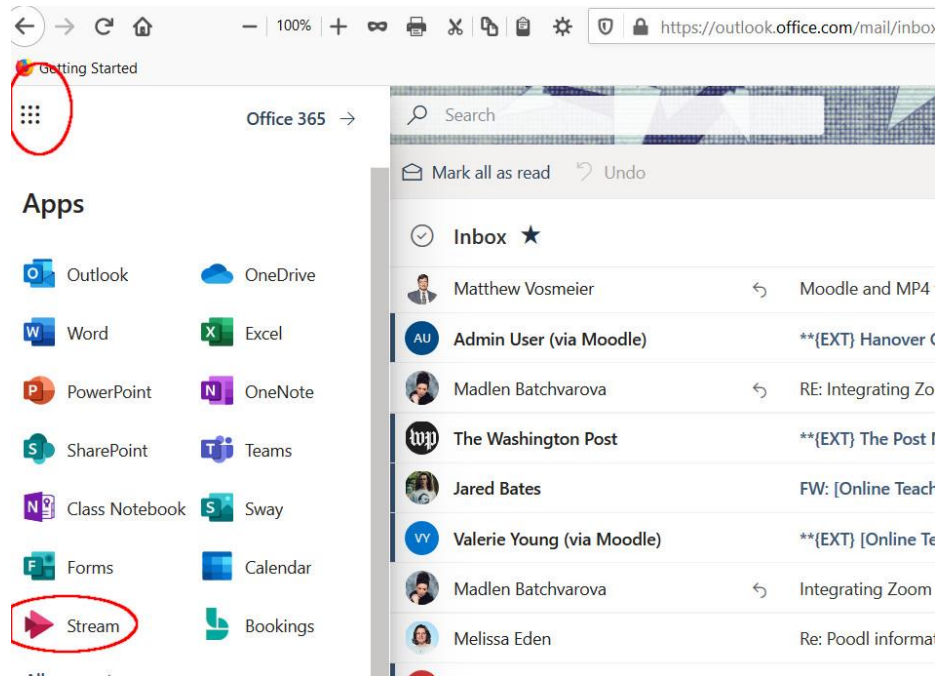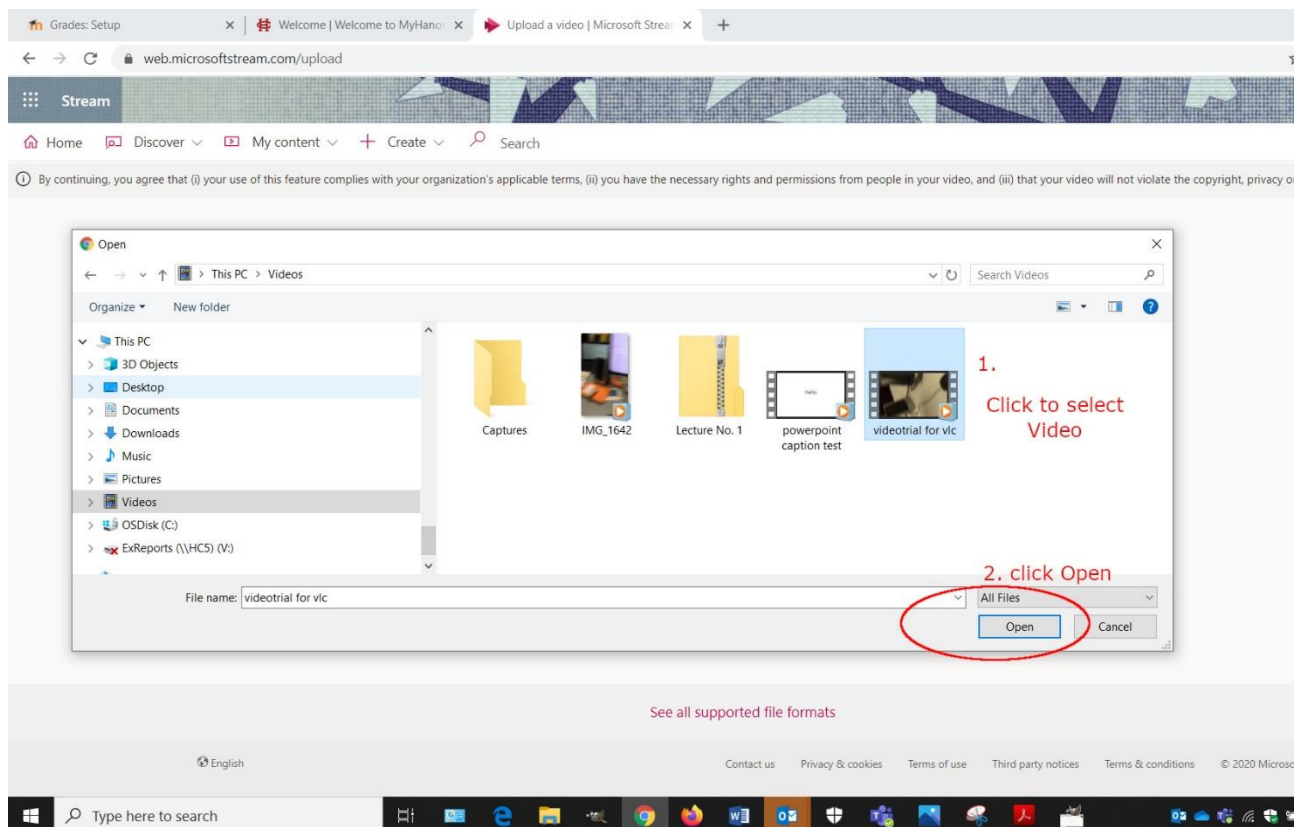

2. On the page for Stream, click on the + Create area on the top ribbon. Select Upload Video from the menu that appears.
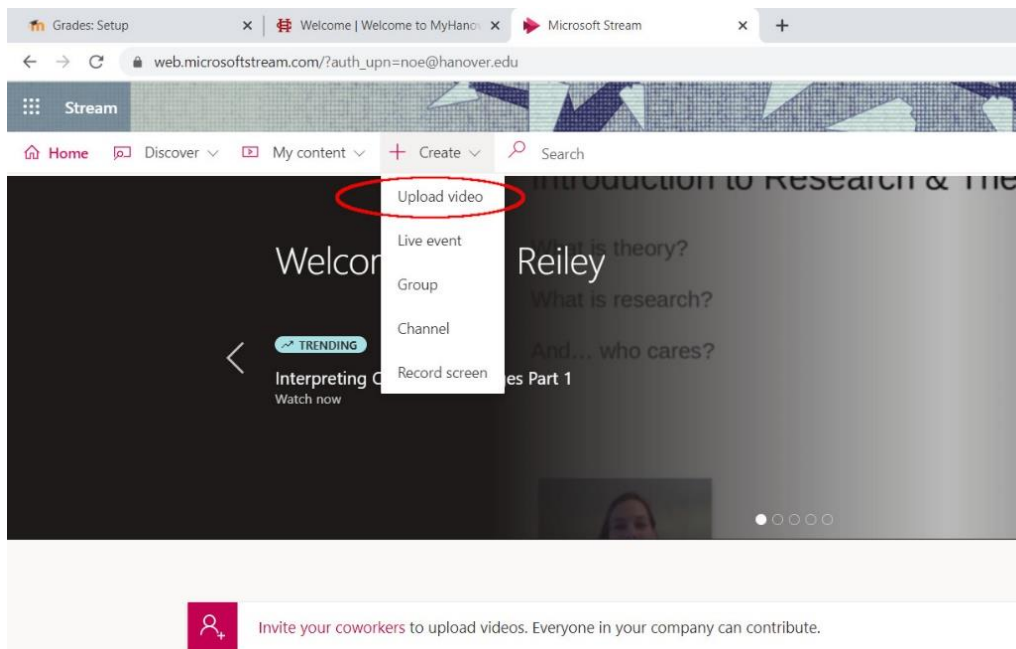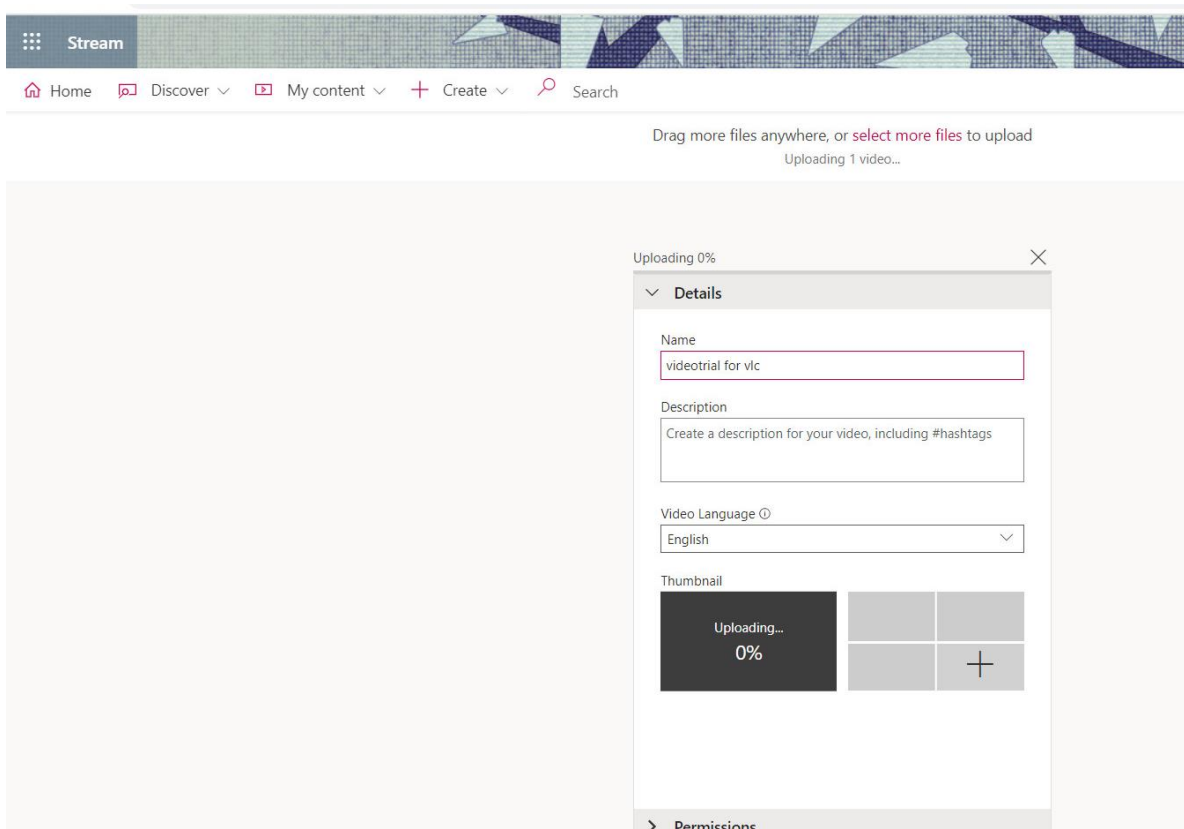
3. On the next screen, click browse. We are going to find our video on our computer or OneDrive.
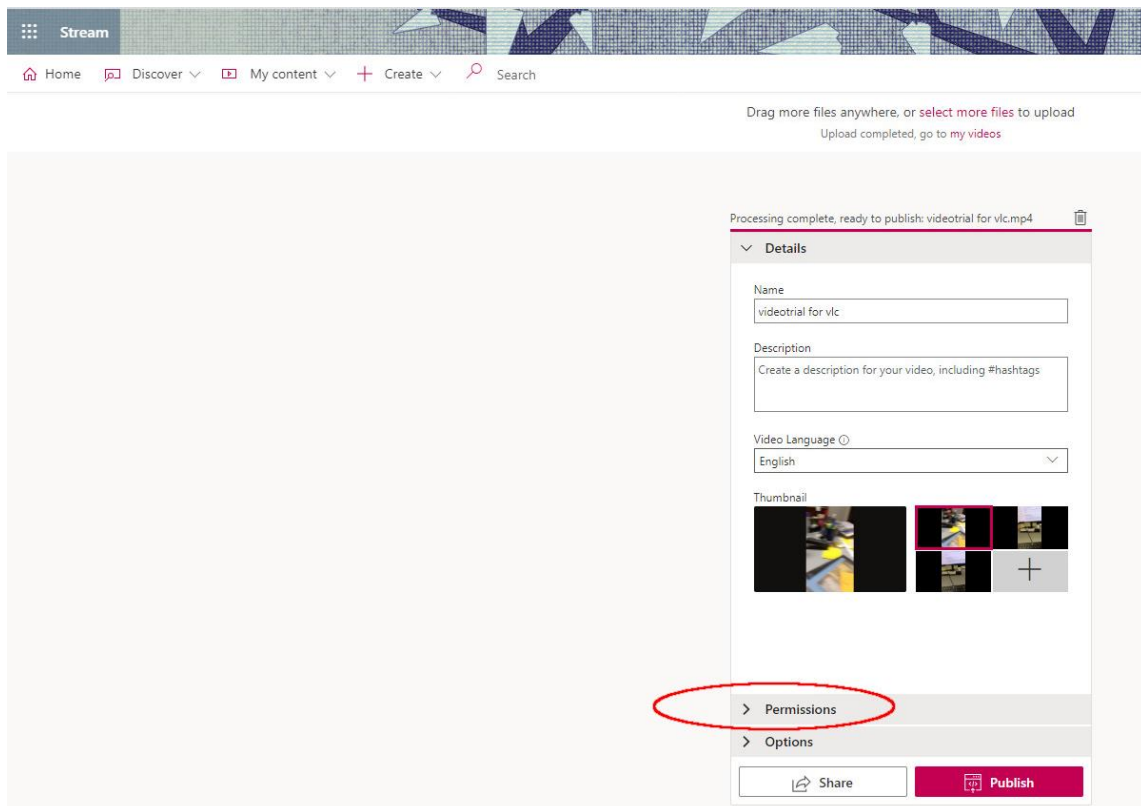

4. We'll find the video, click on it to activate it and then click Open
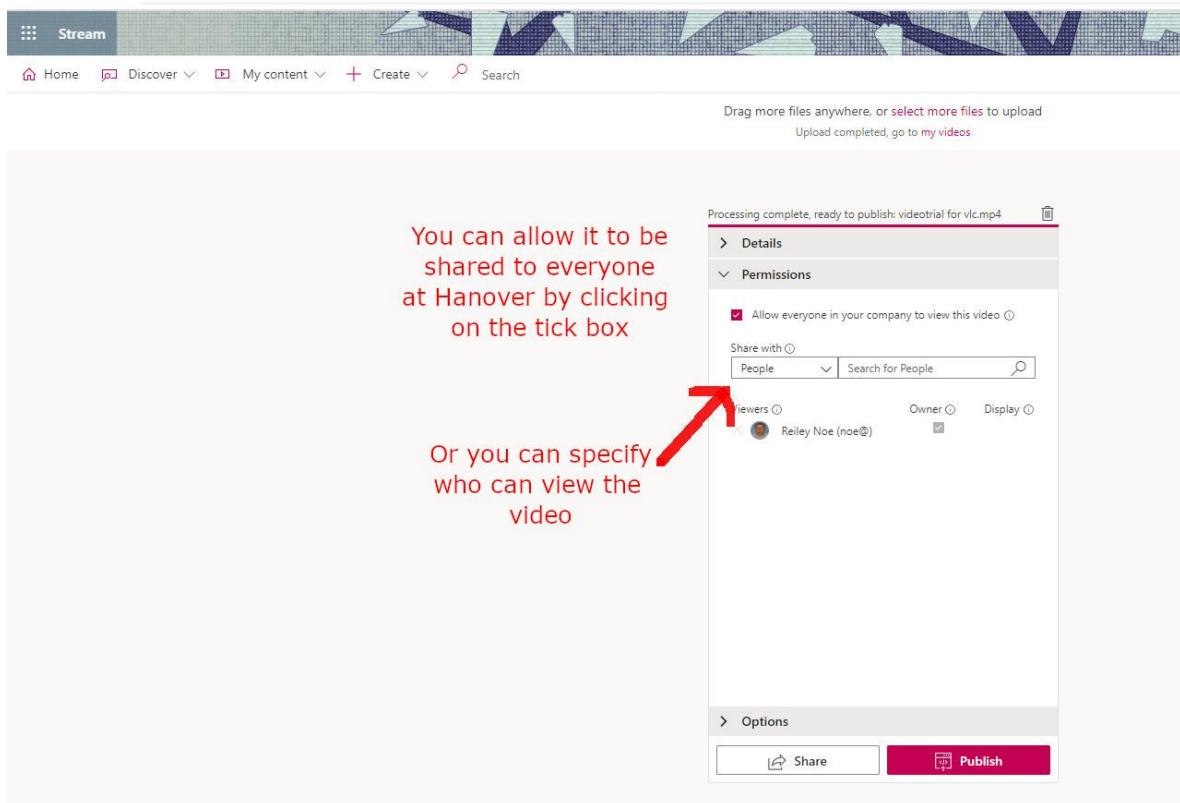
5. The video begins uploading – it populates Stream with the name you've given in, but you can add a description while you wait.
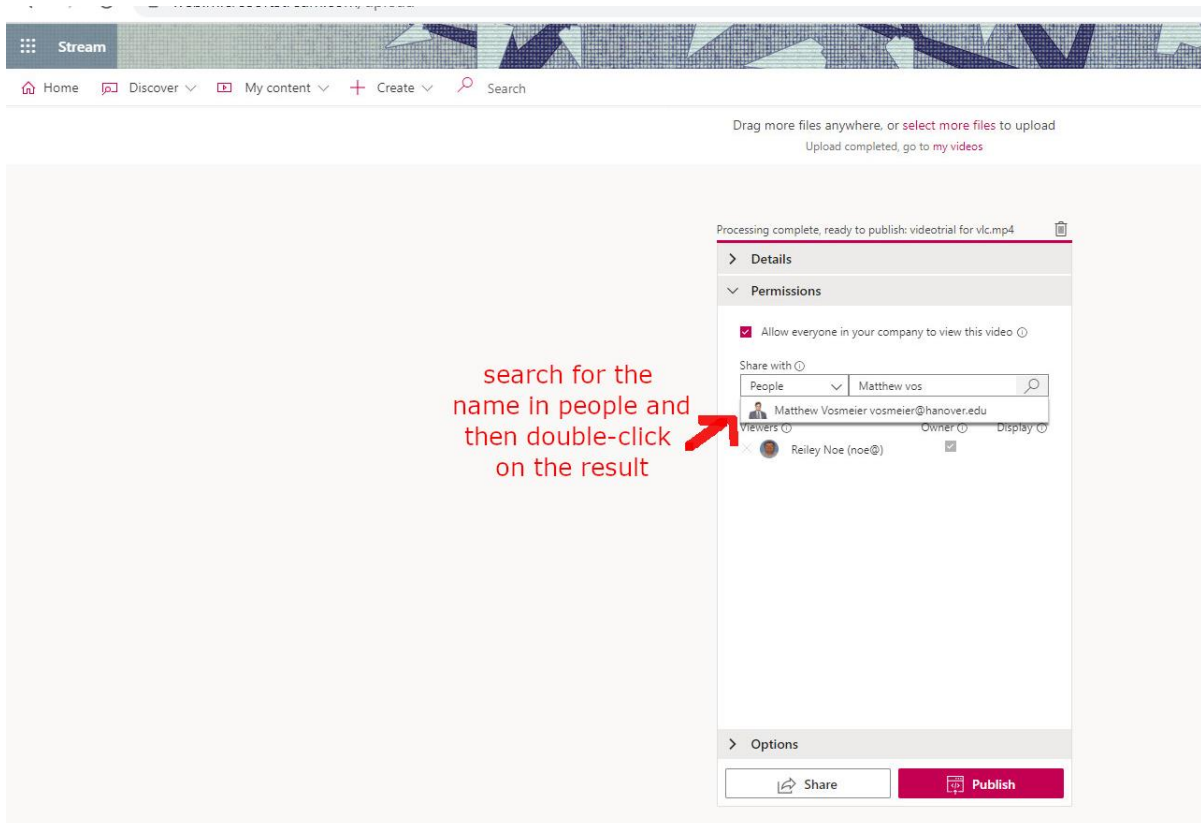

6. Click on Permissions – we need to define who can watch this video.

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.


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.

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.

The person appear below. You can continue to search and add people
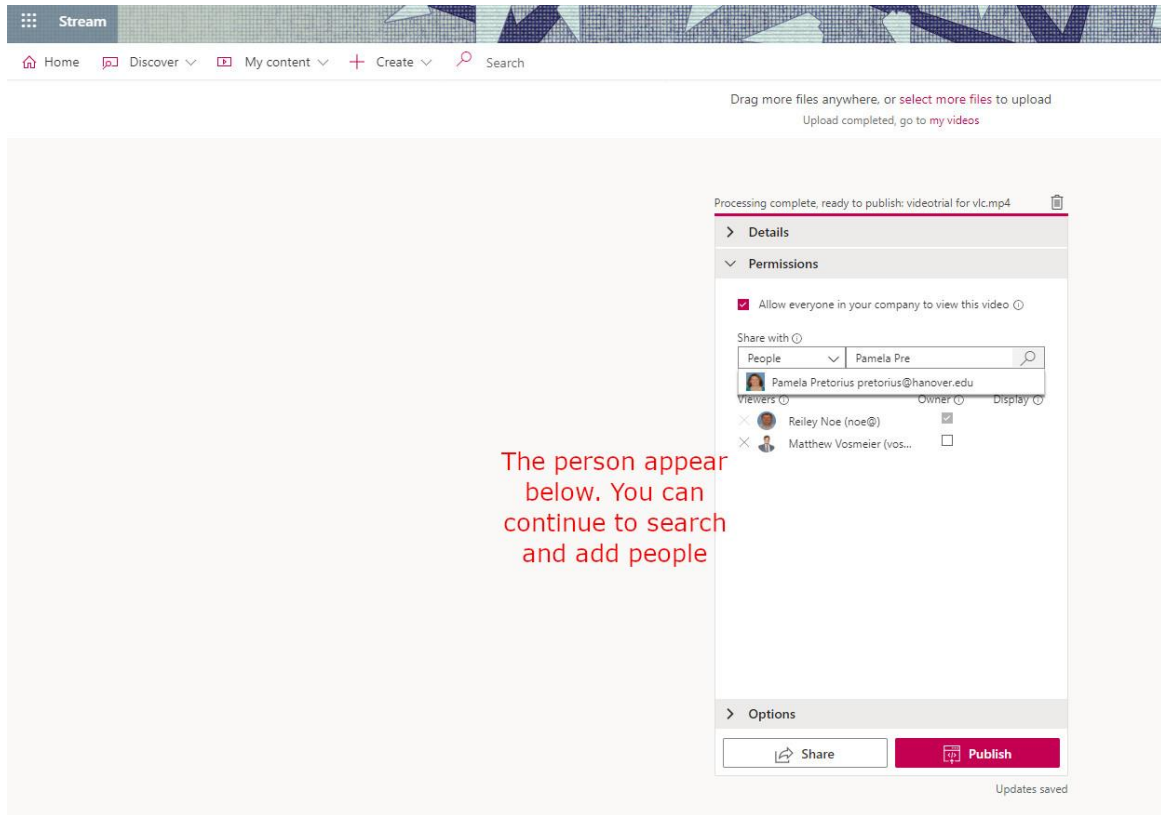
10. You can also define a group who can watch the video. Change the menu to By Group and then click on the link for Create Group.

You can also define a group which could share the video
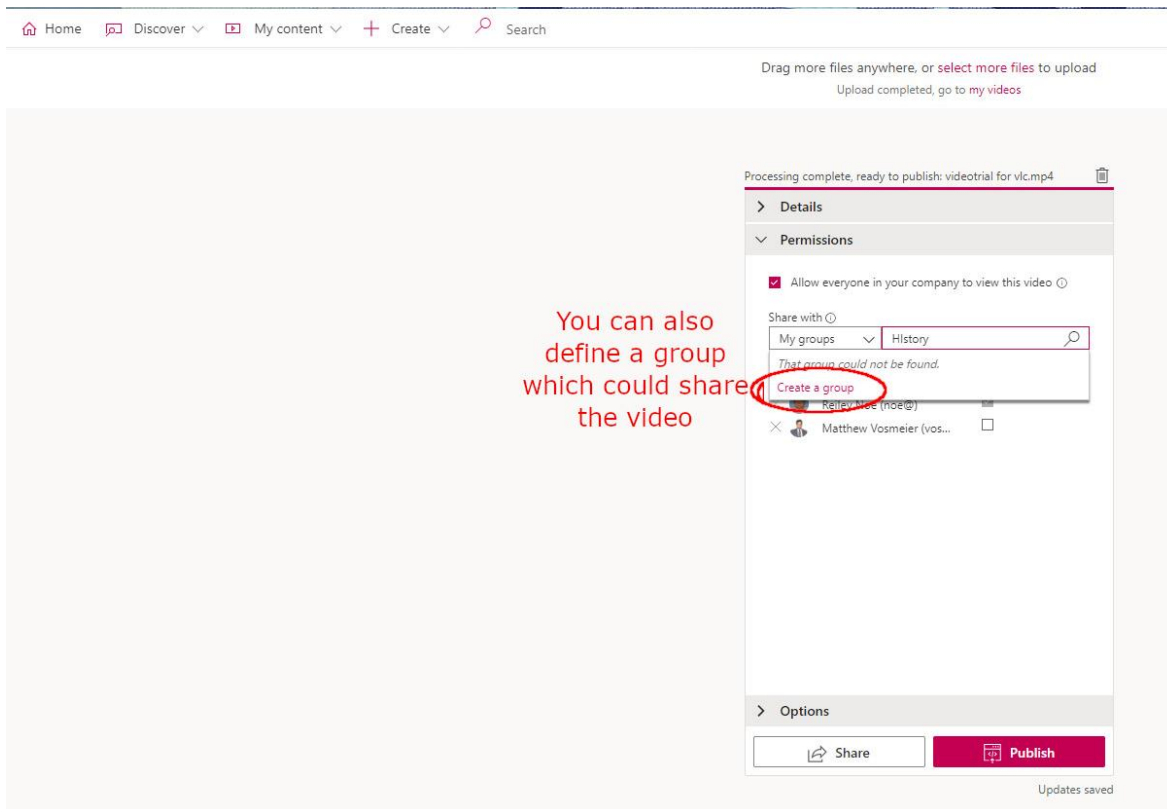
11. Add a name for the group and a description if you want. Then Search for group members under the Add Group Members area.

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.

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

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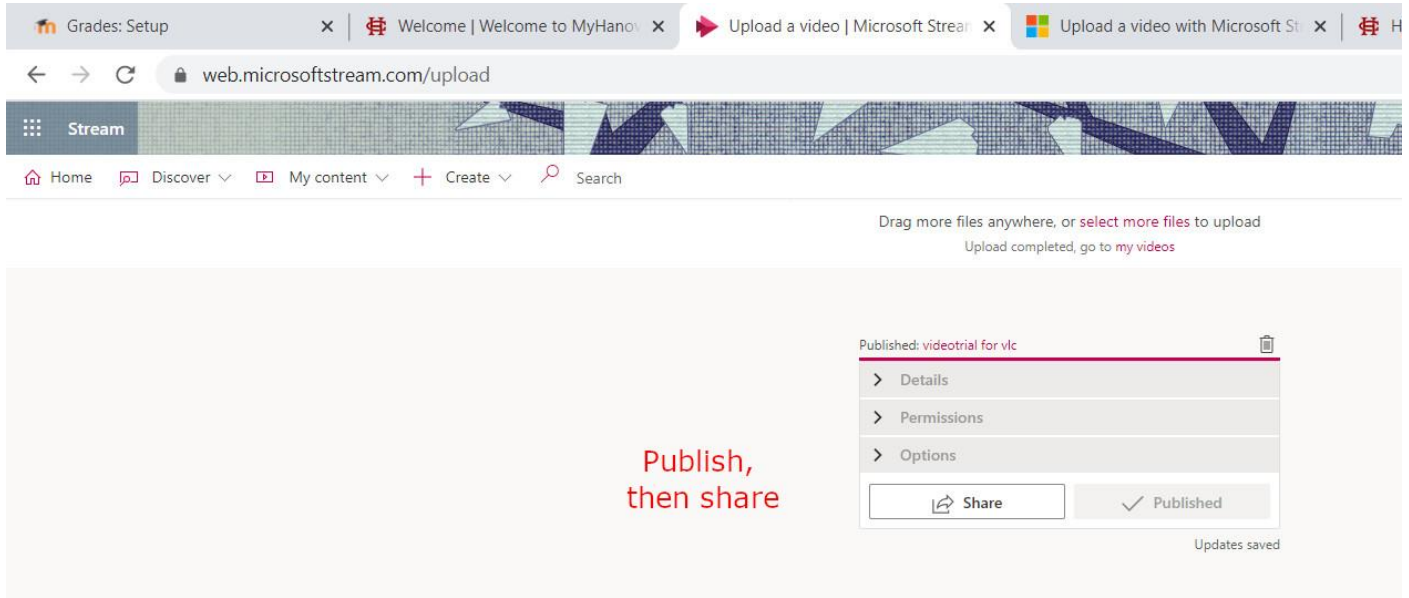

These options will let you generate captions or subtitles.

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

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.
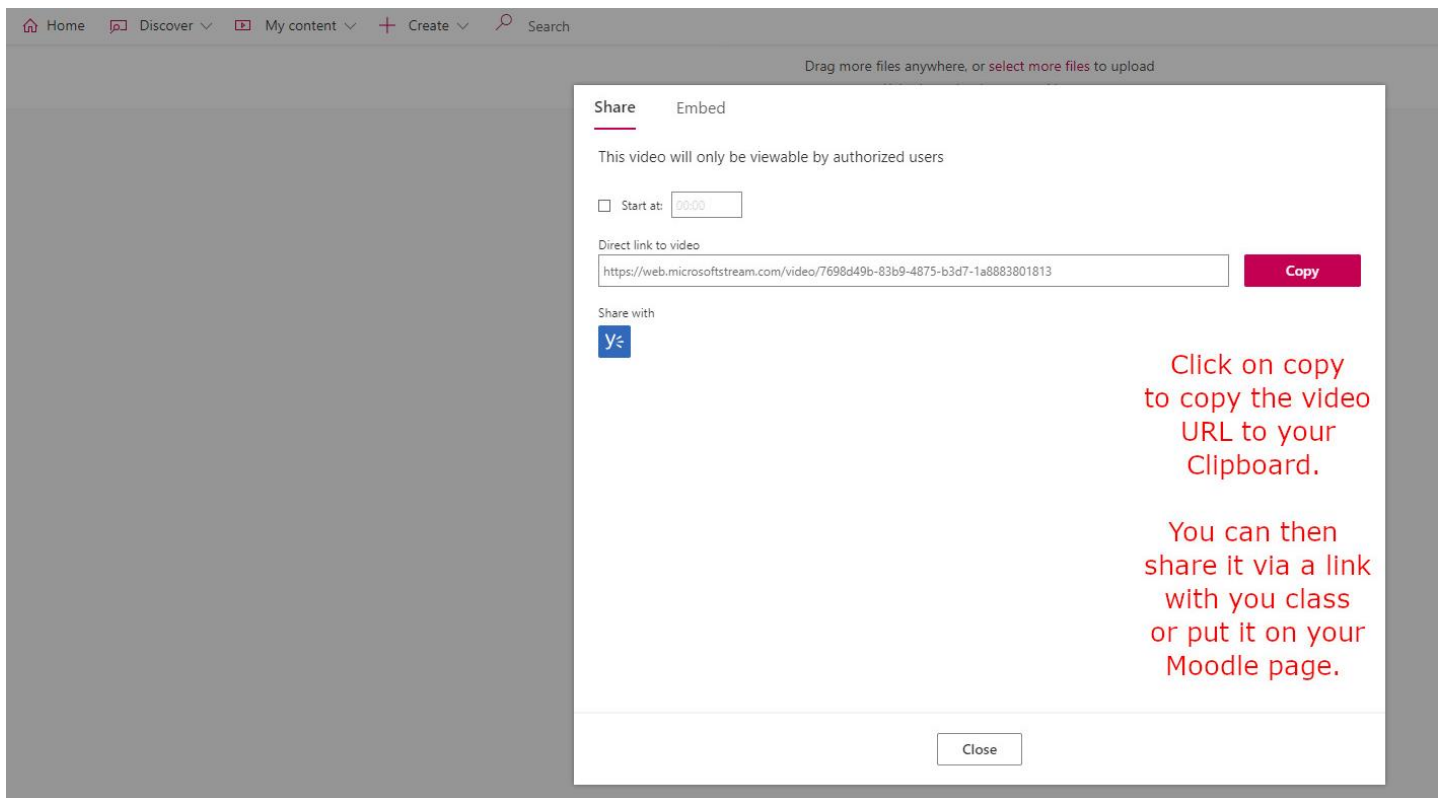
17. Your Group remains available for you to use later on. You can also search for your group to find all of the videos archived under its name. Find My Videos and choose Groups from the list. You can't search for the group directly with Name as though it were a search bar, but you can click on the drop down menu and rearrange the video groups by alphabetical order or date created.
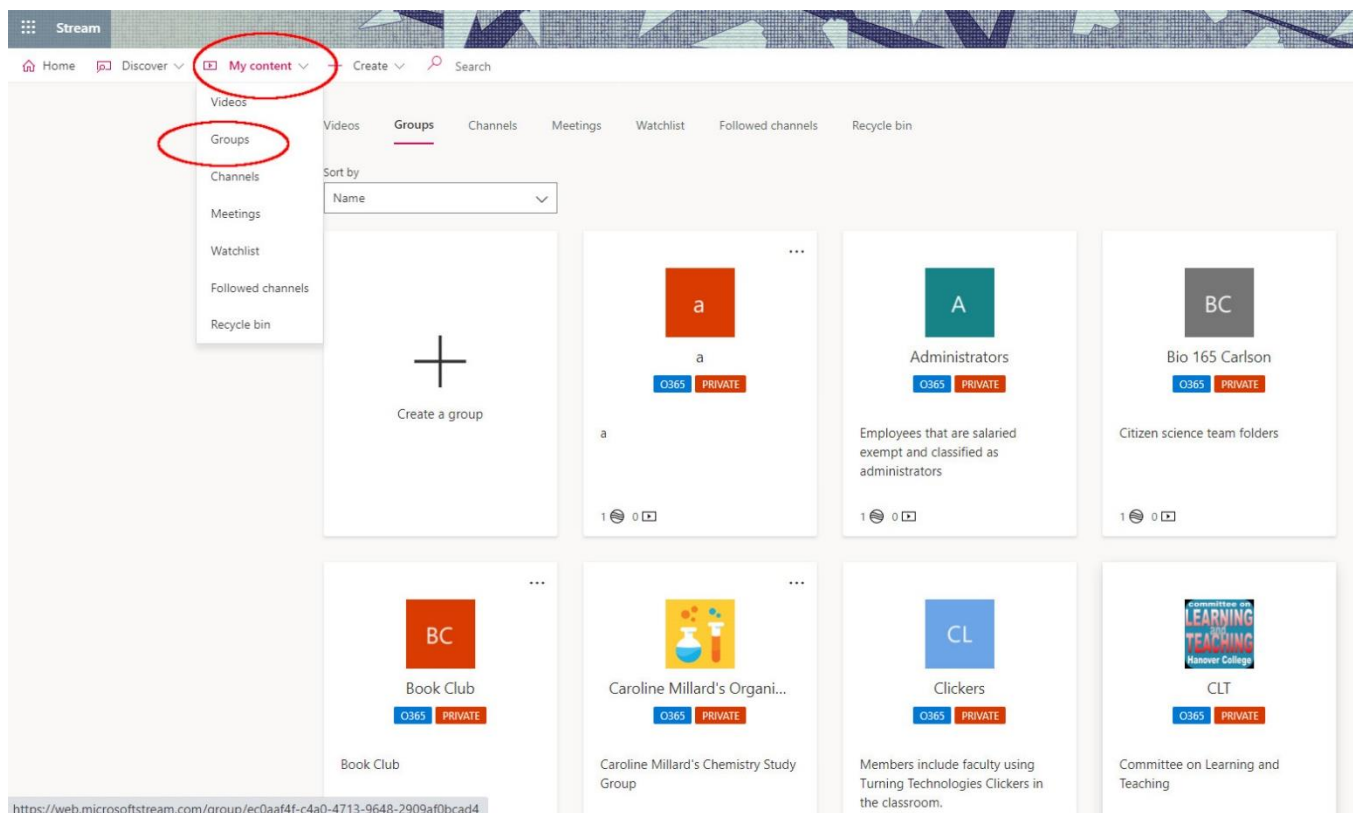
18. We found the group we just made – HIS 225 – Spring 2019. If we click on the group……
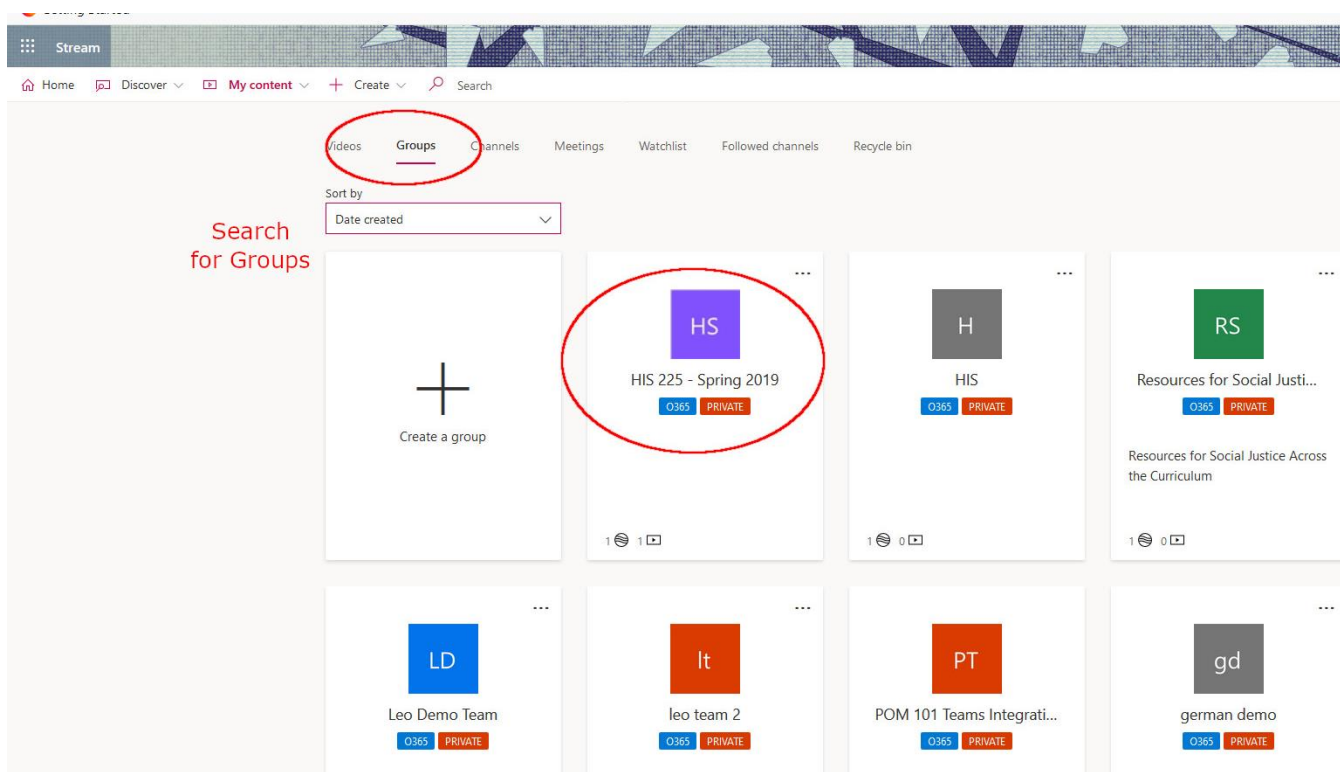
19. We'll see the videos associated with that group – at least the ones that you have permission to view.