



USING MICROSOFT STREAM

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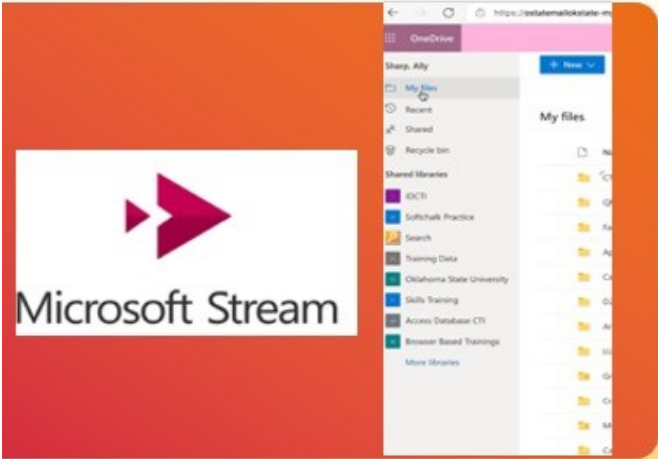
These resources are adapted from [Microsoft Support documents](#) and [Stream help and learning](#).

HOW TO FIND STREAM

How to Find Stream

Use Stream in your web browser.






01 Office.com
Log in with your LU email and Password

02 App List
Find the stream app

03 Explore
Get to know the tools

Open the Microsoft 365 App launcher  , select **All apps**, and then select **Stream**, or go to stream.microsoft.com and sign in with your University email and password.



WHY USE STREAM?

Why Use Stream?
Use Stream in your web browser.

01 Web-Based
Record, upload, and stream from your browser.

02 Accessible
Automatically creates searchable transcripts

03 Office 365
Easy to save, share, and embed with our Office 365 subscription.

Microsoft Stream is available in web browsers and there are [Microsoft Stream iOS and Android apps](#) you can download. Stream works best in Microsoft Edge and Google Chrome.

Automatic captions help make videos accessible. Microsoft generates the captions.

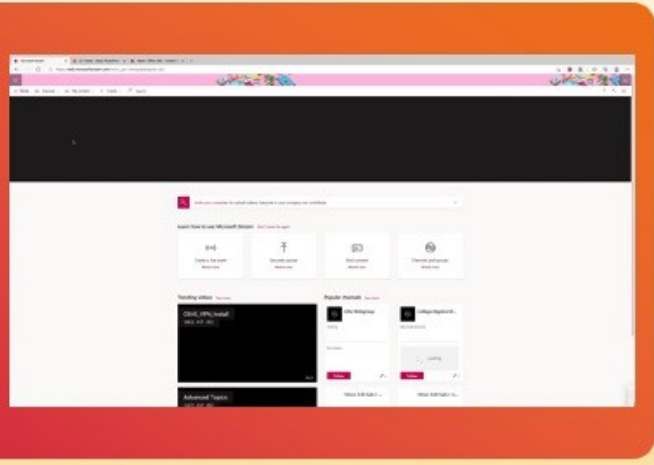
- When [watching a video](#), you can select to see captions at the bottom of the video.
- Captions are indexed, so you can go directly to a specific location in a video by searching.

You can create live events across Microsoft Stream and Microsoft 365, upload videos and record your screen and webcam, and share and embed videos. To access the videos, a Langston email is required.



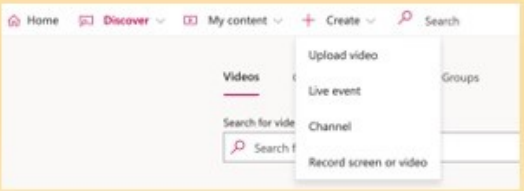
HOW TO NAVIGATE STREAM

How to Navigate Stream
Use Stream in your web browser.



01 Main Screen
Carousel of videos and tutorials

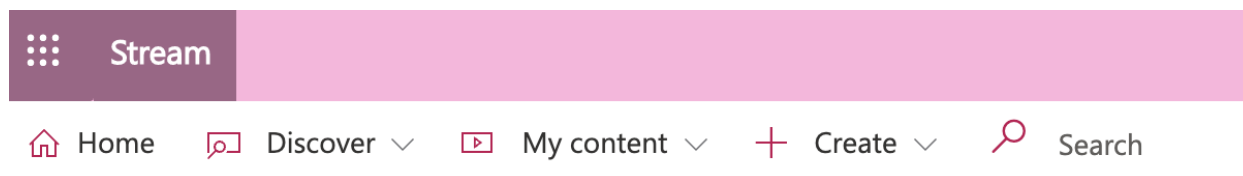
02 Top Menu
Home, Discover, Content, Create, Search



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Navigation bar

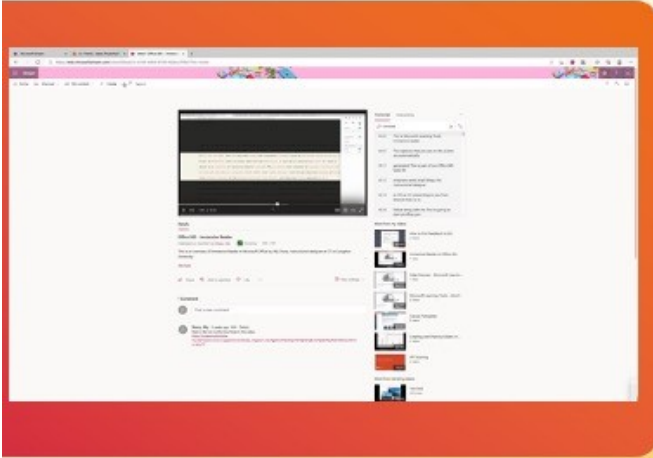
The navigation bar at the top of any Stream page allows users to browse videos create new content or search for content.






HOW TO RECORD A VIDEO WITH STREAM

Record a Video with Stream
Use Stream in your web browser.




- 01 Have your screen ready**
Pro tip: follow an outline
- 02 Open Stream**
Go to Create – Record Stream
- 03 Record!**
After you press the red record button, you will choose the screen.



Record

Note: Screen Recorder has a 15-minute time limit.


1. Select **Create > Record screen** from your navigation bar in Stream.
2. If needed for your recording, make sure your device's camera and microphone are enabled.

3. Select  to start recording.

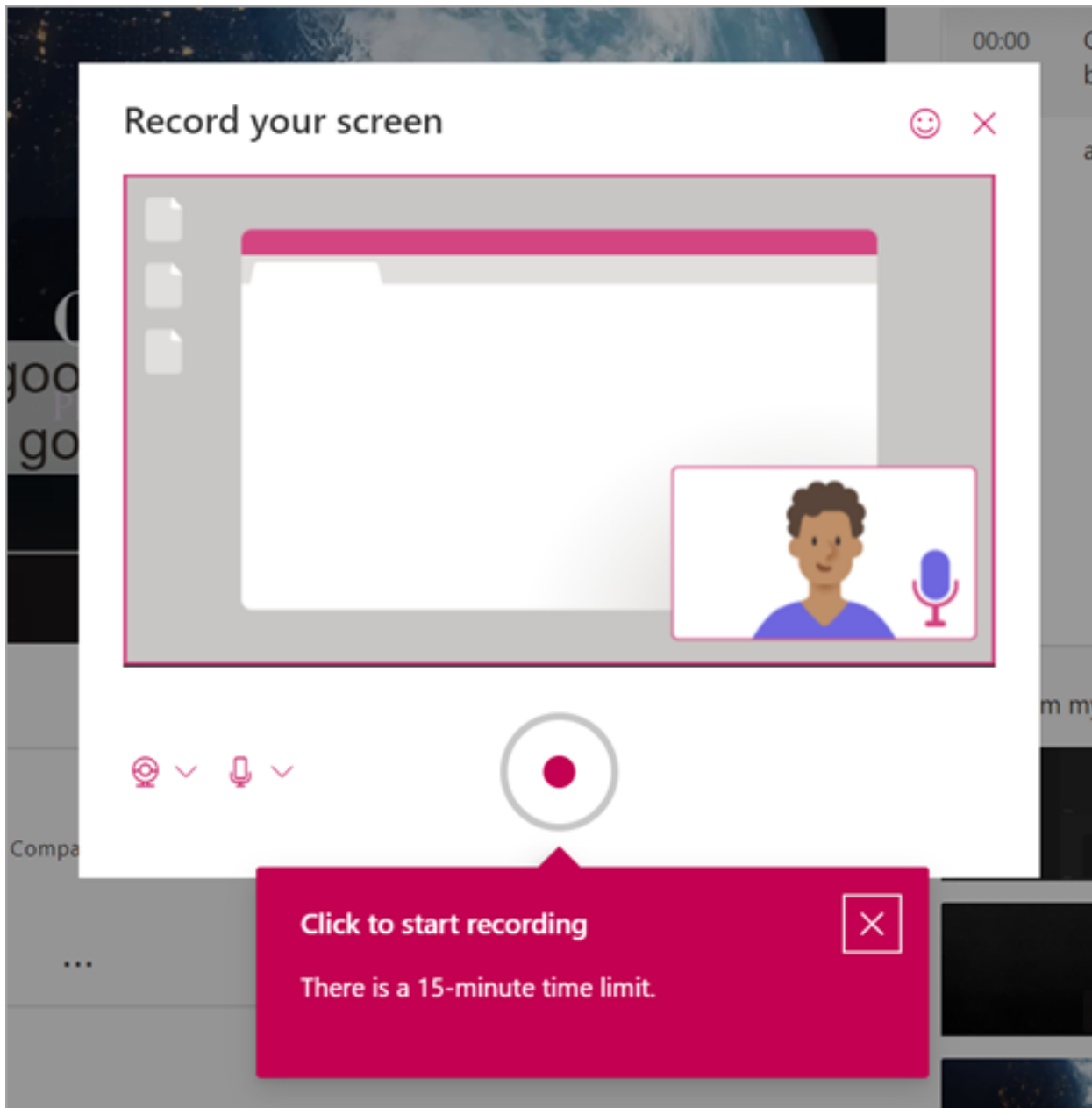
You'll then be prompted to choose what you want to record: your entire screen, an application window, or browser tab. If you want to use your microphone, check the **Share audio** option.

Note: Your camera can only be included in the recording if you're capturing the entire screen.


4. Select **Share**. There will be a three-second countdown, then recording will begin and you can switch to the screen, window, or app you want to record.

You can select  at any time to pause recording and complete other tasks on your device.

5. When you're done recording, switch back to the Microsoft Stream Screen Recorder tab in your browser and select **Next** to review your recording.



Review and upload

1. Select  to play your recording back. If you want to try again, select **Record again**.
2. When you're done, select **Upload to Stream**.
3. Add a name, description, and language for your recording.
4. You have the option to allow everyone within Langston to view your recording, or uncheck that box and select **update video details** to set permissions for specific people, channels, or groups.

Tip: Learn how to [annotate and trim your videos](#) in Stream.

5. Once the video is uploaded, select **Save draft** if you want to go back and work on it later, or **Publish** if you're done.



Browser and device requirements

Screen Recorder works on the following browsers:

- [Microsoft Edge for Windows 10 Microsoft Edge, version 79 and above](#) on Windows 10 and Mac OS
- Google Chrome (version 74 and above) on Windows 10 and Mac OS

UPLOAD A VIDEO TO STREAM

Upload a Video with Stream
Use Stream in your web browser.

01 **Create – Upload video**
You don't have to stay and watch – it will email you.

02 **Select or drag videos**
Use Ctrl+Shift to select multiple videos

03 **Options & Publish**
You can change options after you publish.

Upload your first video

Uploading videos with Microsoft Stream will automatically generate captions.

[Watch the Upload your first video for Microsoft Stream](#)

Start uploading videos

Click the Upload icon at the top of any page or just drag and drop new videos to one of your groups or channels. You can upload multiple videos at the same time and even browse Microsoft Stream while your videos are uploading in the background.

There are several options for uploading videos. Depending on where you start your uploads from, different default permissions will be set on the videos, but you can always change them afterwards.

See this article for in-depth information on [video permissions](#).

To upload from any page:



1. In the Microsoft Stream portal, select **Create > Upload a video** or the upload icon from the top navigation bar
2. Drag and drop or **select files** from your computer or device.

Edit Details

While your video is uploading and processing, you can fill out metadata for the video to make it easier to find.

Title & Description

Fill out the title and description for your video to give your viewers context for the video. In the description field, you can add the following to make your video more interactive:

- **Time codes (H:MM:SS)** - You can build an interactive table of contents for the video by typing in the time codes of interesting points in the video. Viewers will be able to click on these time codes to jump to that point of the video.
- **#Hashtags** - Add #hashtags to your video description as a lightweight community way to group similar videos together. Viewers will be able to click on the #hashtags and see other videos with the same tag.
- **Links** - Paste in a web address in the description and viewers will be able to click the link to open your address in a new page when viewing the video.

Note: The title is limited to 100 characters. The description is limited to 4,000 characters.

Video language

Select the language spoken in the video. This will enable a closed caption file for supported languages to be automatically generated. In addition, people with the correct license will be able to discover your video based on the text in this transcript.

For more information see:

- [Autogenerate captions](#)
- [Deep search on what's said in the video](#)

Thumbnails

Automatic thumbnails are generated for the video after it's uploaded. When the frames from the video are generated, choose one to represent your video or upload your own custom image.

Permissions

In the permissions section, you can control who can see your video, who can own and edit it, and which groups and channels it's displayed in.

See this article for more in-depth information on [video permissions](#).



Allow everyone in your company to view this video

When checked everyone within Langston can see the video and is able to add it to their groups and channels. This, in effect, makes your video available for viewing within Langston. To be able to add a video to a within Langston channel, this check box must be checked.

When not checked, your video will only be viewable by those people and groups you've made viewers.

Shared with

Use the **Shared with** drop down to narrow your search scope and pick who you want to share your video with.

- **Groups** - search scope to add your video to a group that you can contribute to.
- **Channels** - search scope to add your video to a channel directly, including within Langston channels.
- **People** - search scope to grant permission to individual people, AD Security Groups, and/or Microsoft 365 Groups that you don't have contribute rights to.

Any person or group added will automatically be granted view permission to your video. If you want any of these **Viewers** to also be able to update your video, check the box next to their entry in the **Owner** column to upgrade their permission.

THE STREAM PROCESS

Stream Process

You will get an email when it is done.

- #### 01 Create or Upload video

Once you upload, Stream will process the video

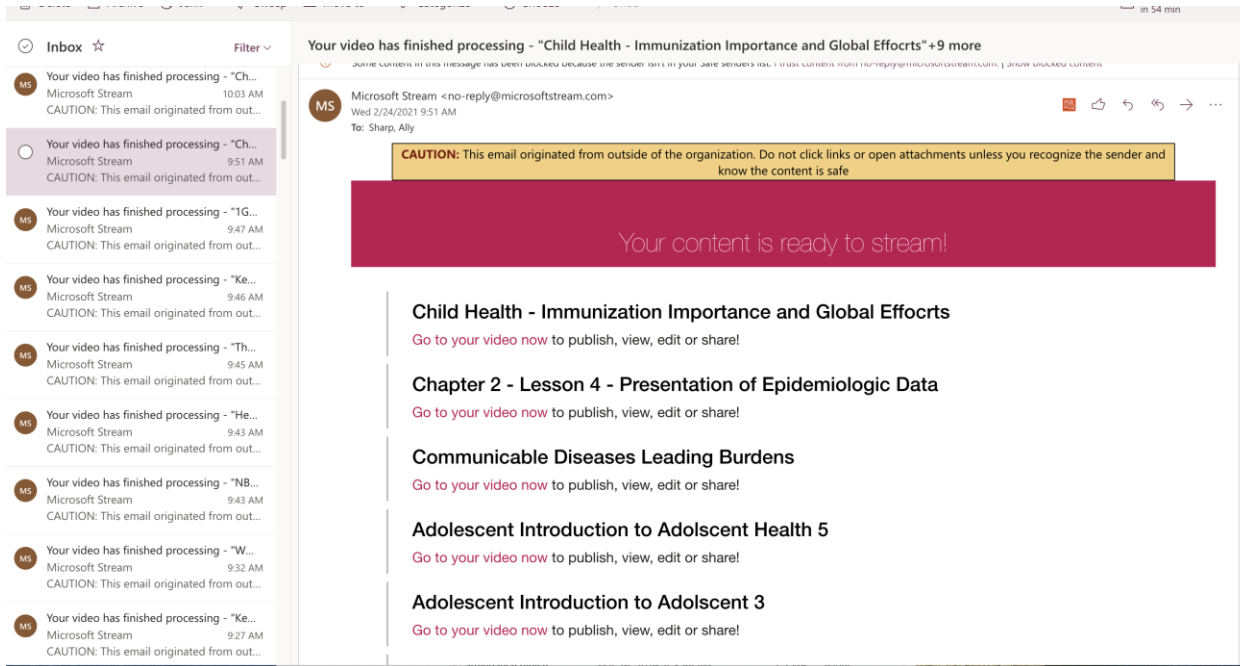
- #### 02 Check Email

You will get an email alert with a link to the video.

- #### 03 Trim & Test

Check the sound, trim the video, and set options.

After you upload your vides, check your email. You will see what videos are uploaded and a and a link to edit them.



Set email notifications

When email notifications are enabled, you will receive system generated email notifications for various activities, including when video upload processing is complete.

Emails are generated in the language that you have set in Stream. To change the language, see [Set your language](#).

Note: Notification settings don't apply to communications about new Stream features.

To change email notification settings:

1. In [Stream](#), click the Settings icon, and then under **Stream**, click **My settings**
2. For **Allow notifications**, select **On** or **Off**

TRIM A VIDEO IN MICROSOFT STREAM

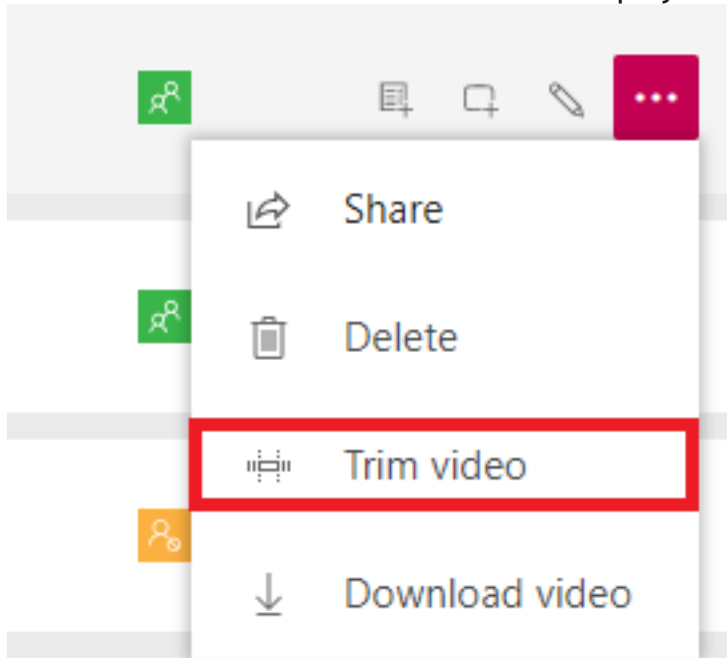
Microsoft Stream supports trimming Stream videos, including uploaded videos, live events, and Teams meeting recordings. The trimmed portions of the video are permanently removed.

Trim a video

1. In [Stream](#), find the video that you want to trim. You can trim any videos that you own.

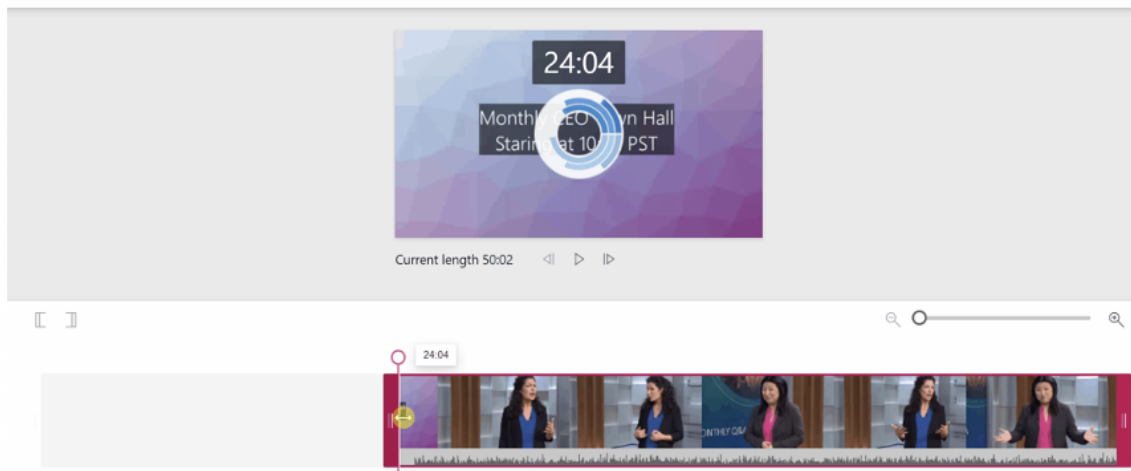


2. Click the **More actions** menu icon **⋮**, and then click **Trim video**. This entry point is available in the video list view and on the video player



page.

3. Set the trim points by dragging the trim handles.



You can also snap the trim point to the playhead by clicking on the **Set trim start point** or **Set trim stop point** buttons.

Tip



For longer v



r precision in setting your

trim point.

4. Click **Apply**. Your video will be trimmed and the unwanted content will be permanently removed. Trimming time varies based on the length and resolution of your video.

Permissions and privacy in Microsoft Stream

Microsoft Stream allows for videos to be secured with a combination of permissions at the video level, group membership, and settings of a group.

Video permissions

Permissions at the video level allow you to control who can see your video, who can own and edit it, and which groups and channels it's displayed in.

Allow everyone in your company to view this video

When checked everyone within Langston can see the video and is able to add it to their groups and channels. This in effect makes your video available for viewing within Langston.

Shared with

The **Shared with** field is where you determine who can view/own your video and which groups/channels the video is a part of.

Use the search drop down list to narrow your search scope and pick who you want to share your video with.

- **My groups** - search scope to add your video to a group that you can contribute to
- **Channels** - search scope to add your video to a channel directly, including within Langston channels
- **People** - search scope to grant permission to individual people, AD Security Groups, and/or Office 365 Groups that you don't have contribute rights to

Viewers

Any person or group added under **Shared with** for a video's permissions will automatically be granted view permission to your video.

If you make a group or AD security group a viewer it means that all the members of that group will be able to view your video.

Owners

By checking the box in the **Owners** column you will be making the viewer also an owner of the video.

Owners of a video get the following abilities:



- Edit video settings
- Delete video

Defaults when uploading videos

There are several options for uploading videos. Depending on where you start your uploads from, different default permissions will be set on the videos, but you can always change them afterwards.

Upload from any page

When you upload videos from the top navigation bar in Microsoft Stream or the My videos page your videos will have the following defaults set automatically:

- The **Allow everyone in your company to view this video** check box will be checked, making your video available within Langston for anyone to view and include in their groups and channels.
- You will be the owner of the video.

For more information, see [Group access settings](#).

ADD A FORM

Adding Forms
Forms are good for surveys and quick checks.

01 **Make the form first**
Copy the share code from Microsoft Forms

02 **Paste the form**
Find the stream app

03 **Test the form**
The form will pop up at the designated time.

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Add a survey, poll, or quiz to a Microsoft Stream video

Make your video more engaging by adding a survey, quiz, or poll using Microsoft Forms. You can add forms anywhere in videos you own, view responses, and share a summary link that shows answers and scores in Microsoft Forms.

Common uses include collecting feedback, surveys, polls, and quizzes for flipped classroom videos.



Create a Form

Form information from [Microsoft Forms Quick Start](#)

1. Sign in to Office.com and choose Forms from the App list on the left side.
2. Select **New Form** or **New Quiz**.
3. Type a title for your form. You can also provide an optional subtitle for it.
4. Select **+** **Add new** to add a question. You can choose to add **Choice**, **Text**, **Rating**, or **Date** questions. Select the drop-down list to see more question types, such as **Ranking**, **Likert**, **File upload**, **Net Promoter Score**, and **Section**.

Preview your form

1. Select **Preview** at the top of the design window to see how your form will look on a computer or mobile device.
2. Select **Back** to continue editing your form.

Share a form

Choose who you want to respond to your form

In the **Share** pane under **Send and collect responses**, select the drop-down list to see options for whom you want to collect responses from.

- **Anyone with the link can respond** - Anyone inside or outside of your organization can submit responses to your form or quiz.
- **Only people in my organization can respond** - Only people within Langston, signed in with a work or school account, can submit responses to your form or quiz.
- **Specific people in my organization can respond** - Only people or groups within Langston that you specify can respond to your form.

View results

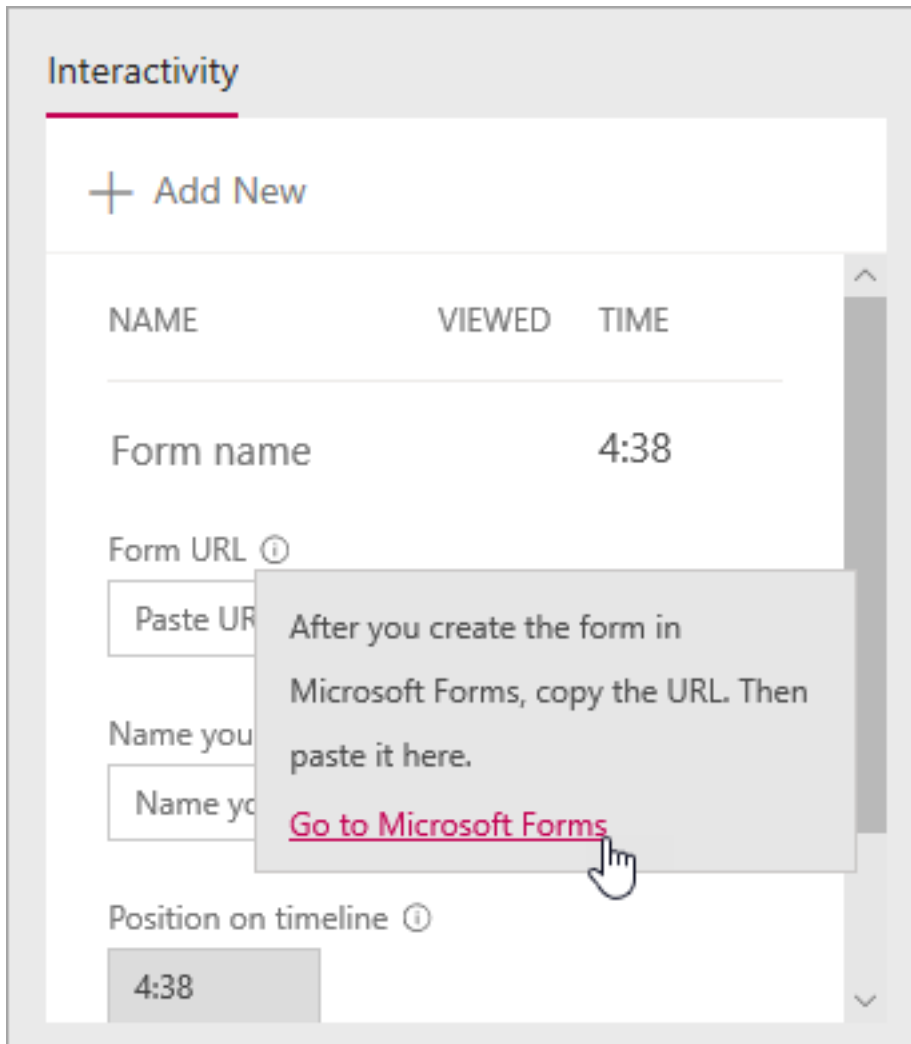
After you create your form, adjust its settings, and share your form with others, it's time to view the results. Open the form for which you want to review the results, and then select the **Responses** tab.

1. Select **View results** to see individual details for each responder, such as time it took to complete your form and the option(s) selected.
2. To easily view all of the response data for your form in an Excel workbook, select **Open in Excel**.
3. Select the **More Details** link to see the name of each responder and their answers for each question.



ADD A FORM TO A VIDEO

1. In Stream, on the **My Content** menu, click **Videos**, and select the video.
2. On the **Interactivity** tab, click **+Add New**.
3. To create the form in Forms, click the tool tip next to Form URL, and then click **Go to Microsoft Forms**.



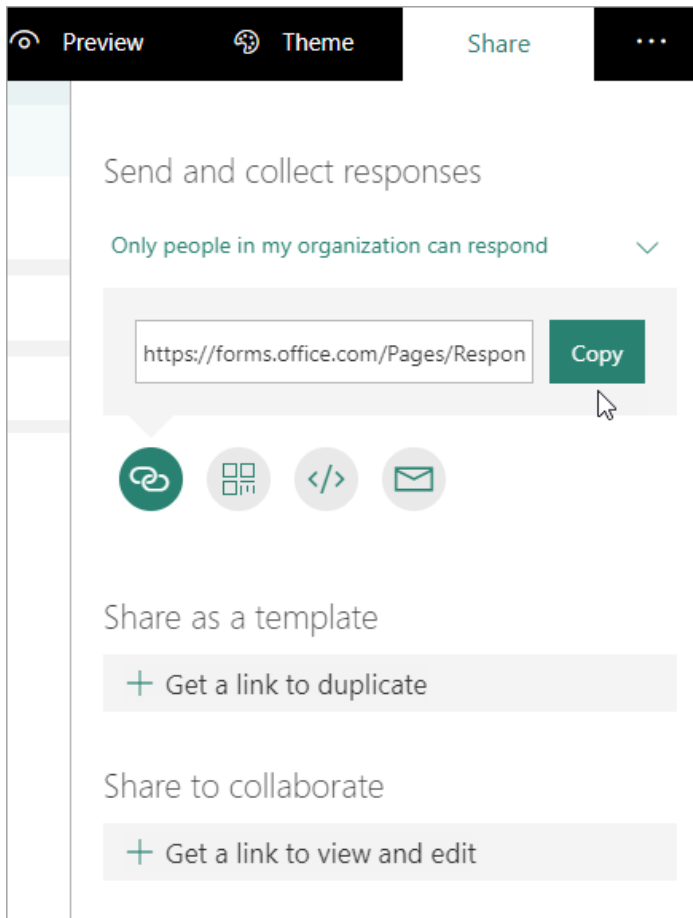
The form opens in a new browser tab.

4. In the new browser tab displaying Forms. create a new form:
 - If this is the first time you're using Microsoft Forms, click **Get Started**, sign in, and then click **Create a new form**.
 - If you have used Forms before, select **New Form** or **New Quiz**.
5. Create your form by giving it a title, adding questions, selecting a theme, and selecting settings. For example, customizing a thank you message and getting an email notification for responses.

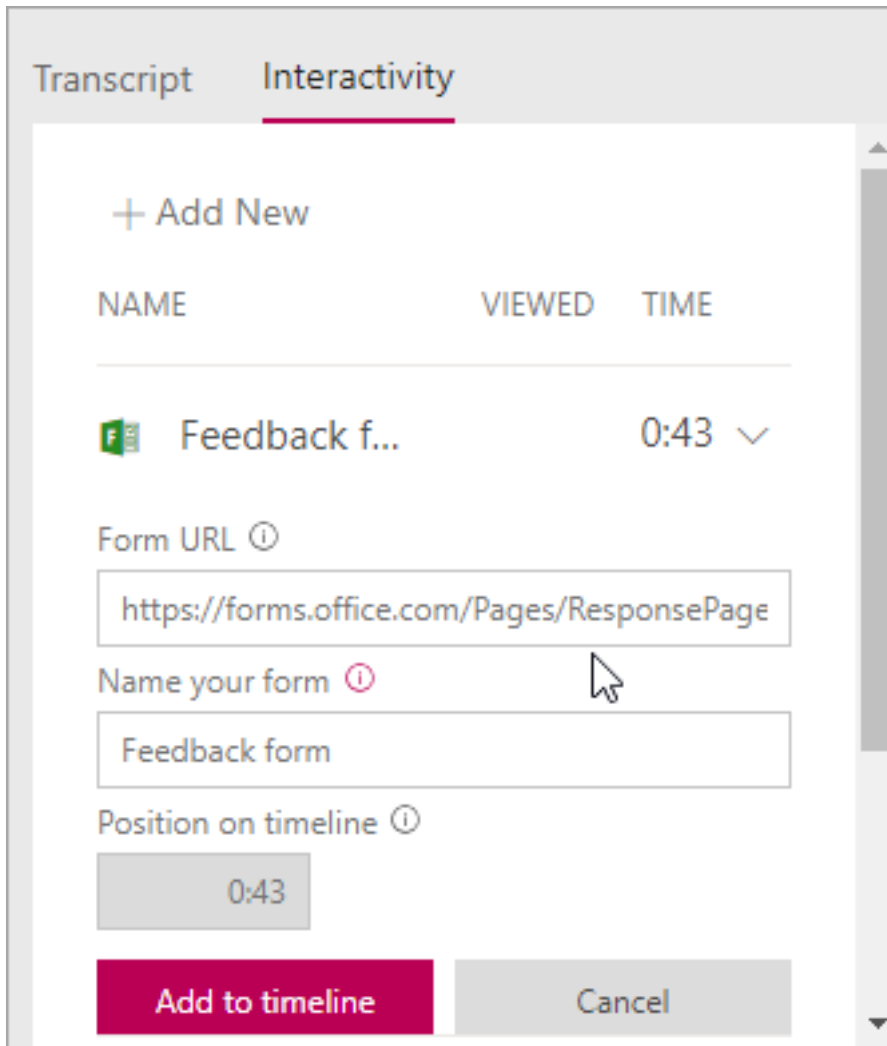
For help creating a form, see [Create a new form](#), [Create a new quiz](#), and [Format a form](#).



6. When you're done creating your form (the form saves automatically), click **Share**, and then click **Copy** to copy the URL of the form.

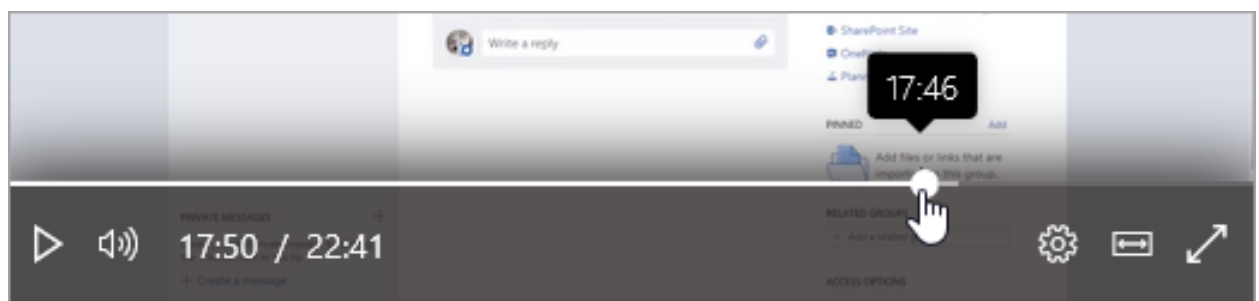


7. Return to the browser tab with your Stream video, and paste the URL you just copied into the **Form URL** text box.



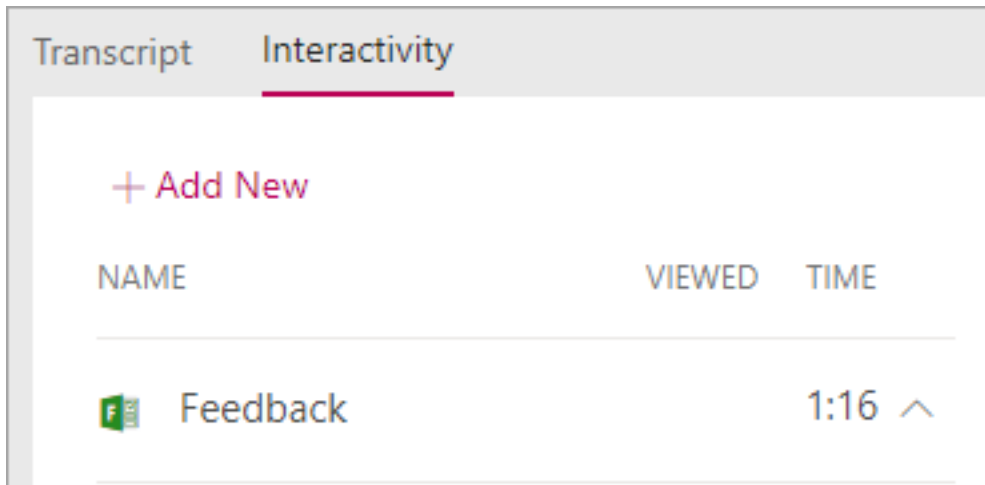
The screenshot shows the 'Interactivity' tab in Microsoft Stream. At the top, there are two tabs: 'Transcript' and 'Interactivity', with 'Interactivity' being the active tab. Below the tabs is a '+ Add New' button. A table with three columns: 'NAME', 'VIEWED', and 'TIME' is visible. The first row in the table has a green 'F' icon, the name 'Feedback f...', and the time '0:43' with a dropdown arrow. Below the table, there are three input fields: 'Form URL' with the value 'https://forms.office.com/Pages/ResponsePage', 'Name your form' with the value 'Feedback form', and 'Position on timeline' with a value of '0:43'. At the bottom of the form are two buttons: 'Add to timeline' (highlighted in red) and 'Cancel'.

8. Name your form. You can use a different name in Stream than you do in Forms.
9. Verify that you have the form in the right place in the video. You adjust this by dragging the play head to the new location.



10. Click **Add to timeline**.

The Interactivity tab shows the new form.



Review and share form responses

1. In Forms, click Forms at the top of the page to go to the Forms home page.
2. On the **My forms** tab, select the form.
3. Click the **Responses** tab.

For more information about viewing responses, see [Check your form results](#) or [Check your quiz results](#).





4. To publish summary information:
 - a. Click the More icon **⋮** under the response summary, and then click **Create a summary link**
 - b. To get the URL, click **Copy**
 - c. Share this link with people who need to see the results

Change the title or location of a form in a video

After you have finished creating a form in Stream, you can't change its title or place on the timeline. If you need to change these, delete the form in Stream, and then create a new form in Stream that points to your existing form in Microsoft Forms.

1. Click the **Interactivity** tab for the video. You'll see a list of all the forms and their locations on the timeline.





Transcript		Interactivity	
+ Add New			
NAME		VIEWED	TIME
 What do you want t...			0:07 ^
 Test your knowledge			0:46 ^
 Feedback			1:16 ^

2. To delete the form in Stream, click the arrow next to the time to go to the form, click **Delete form**, and then in the confirmation dialog box, click **Delete**.
3. Follow the steps in [Add a form to a video](#), using your existing form in Microsoft Forms.

Change the form questions or settings in Microsoft Forms

You can return to your form in Microsoft Forms to make changes to it. In addition to changing the content, you can also adjust settings such as adding a start or expiration date. For more information about settings, see [Adjust your form or quiz settings](#).

EMBED VIDEOS IN THE ONLINE CLASSROOM

1. In [Stream](#), select the **Share** icon  from either the video page or when finding videos through search or browse.
2. Select the **Embed** tab and choose your desired options.
 - o **Video size**: Controls the size of the iframe for the video.
 - o **Autoplay**: Determines whether the video will play automatically or if the user must click **Play** to start it.
 - o **Responsive**: Determines whether the user can control the size of the video player when resizing their browser window.
 - o **Start at**: Provide a time code HH:MM:SS that the video should start at. If you do not want it to start at the beginning, the **Share** icon .
3. Copy the embed code.



Share Email **Embed**


ⓘ Note: This video will only be viewable by authorized users

Video size: Autoplay: off Responsive: off Start at:

Copy embed code

```
<iframe width="640" height="360" src="https://ams-ts59-1-hos-barcelonaportal-1-1.cloudapp.net/embed/video/81b2d88f-94e3-44e4-9643-588257148786?autoplay=false" frameborder="0" allowfullscreen ></iframe>
```

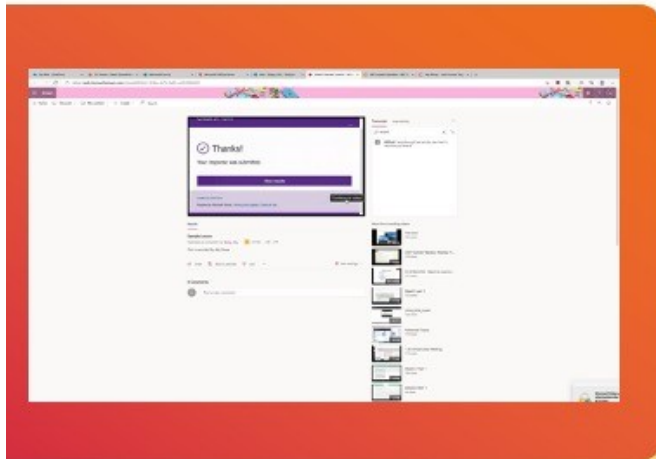
Copy



Close

Embed Videos

Students can watch directly in the Online Classroom.



01

Select Share

You can choose to share from a specific time.

02

Copy Embed Code

You can use the default settings and press copy.

03

Paste into the LMS

The searchable transcript is available in the video.

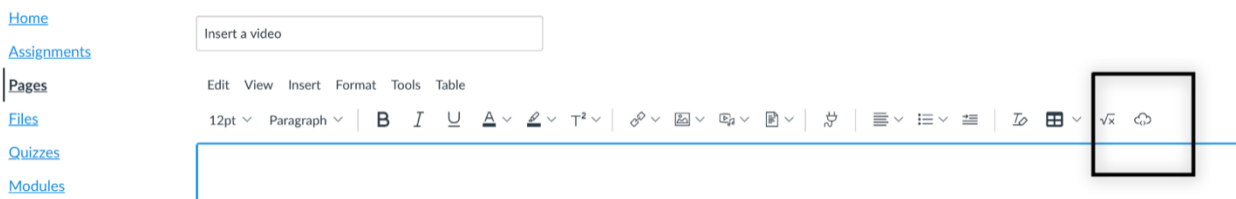
11

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In D2L

1. D2L, click on Course Content. Click on a module from the Table of Contents on the left.
2. Click the New button below the module name.
3. Click on Create a File from the drop down menu.
4. Click Insert Video or Audio
5. Choose the Web Video or Audio tab
6. Choose Enter Embed Code in the Web Video or Audio box.
7. Paste the copied embed code and click Preview.
8. Add a title.
9. Press Save.
10. Click Update or Publish.

In Canvas



1. In the page where you want to put the video, click the cloud icon on the far right.
2. Paste the embed code.
3. Press Save and Publish



Cancel

Save & Publish

Save

OFFICE 365 HELP

Microsoft Support

Microsoft has tutorials for Office 365 users, which is what we use at Langston.

<https://support.office.com/en-us/office-training-center>

These tutorials will help you use Office 365 at office and at home.

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