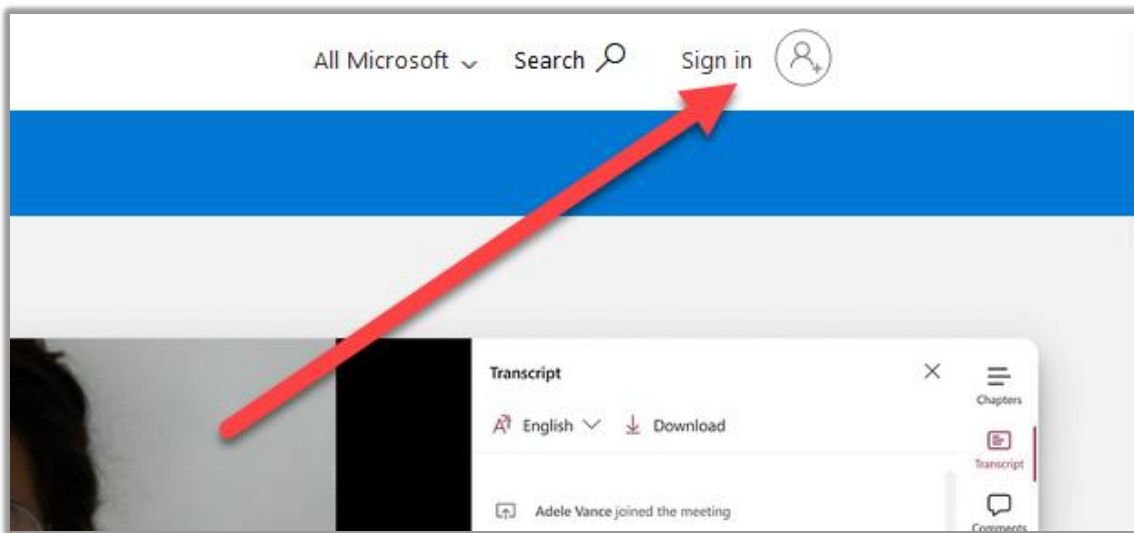


Stream (on Sharepoint) Faculty & TA Tutorial

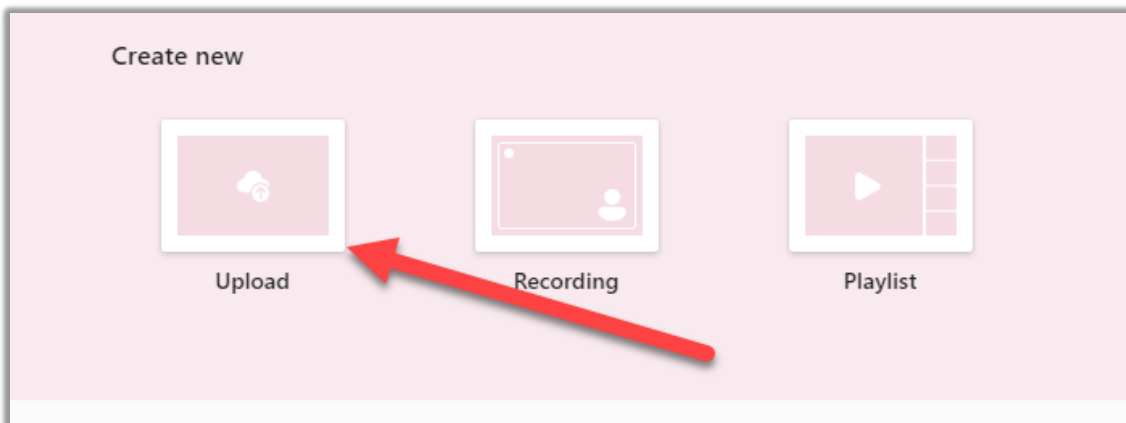
1. Upload Your Video

Disclaimer: Stream is intended to give students access to videos and not as a backup storage solution. Storage on Stream is limited, and old videos may need to be deleted to make room for videos in future semesters. If you wish to also backup your videos indefinitely, we recommend utilizing a personal storage solution.

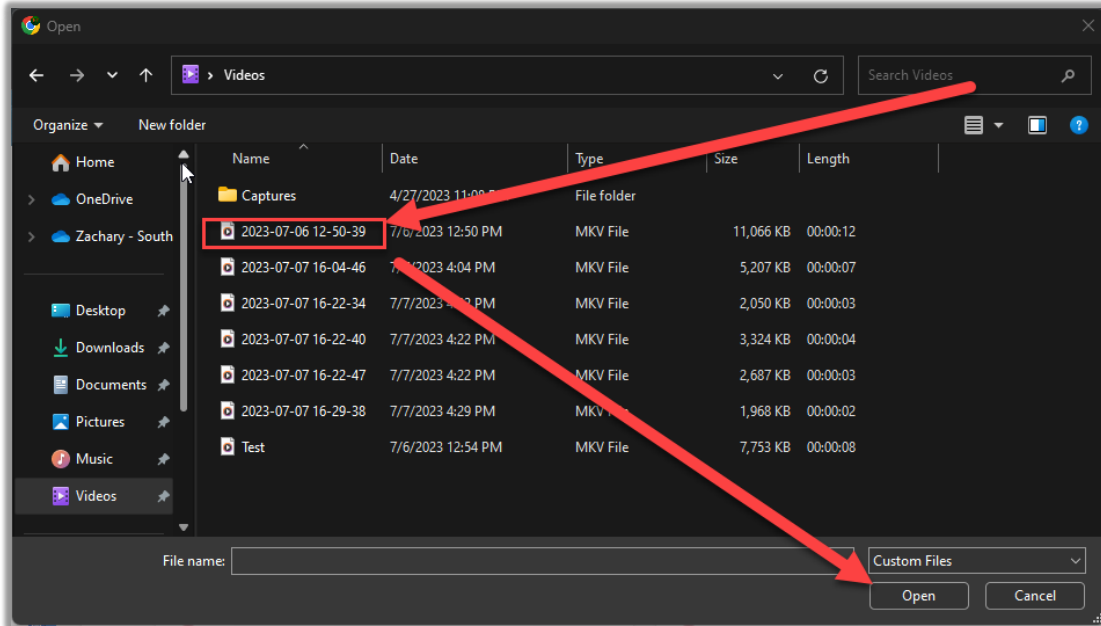
- a. Navigate to Stream.microsoft.com and log in using your SWBTS credentials.



- b. Once you are logged into Stream, click on **Upload**.

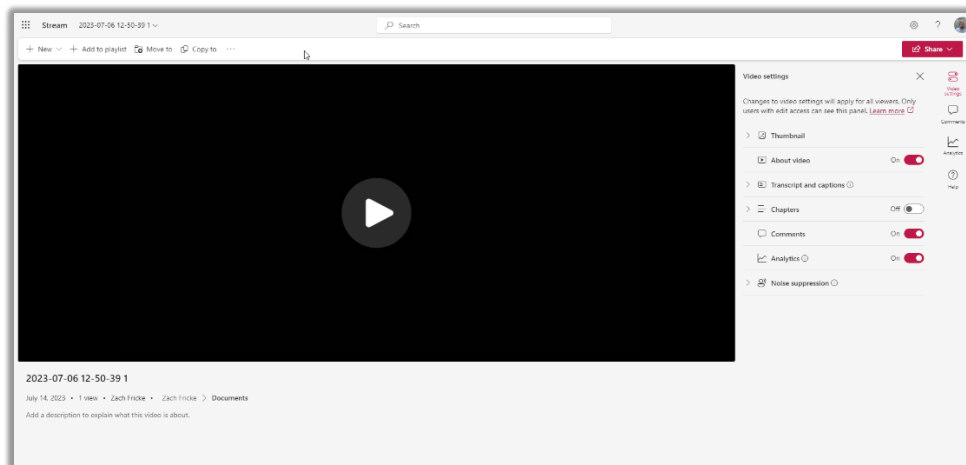


- c. Select the video you wish to upload then click **Open** and the video will be uploaded to Stream.

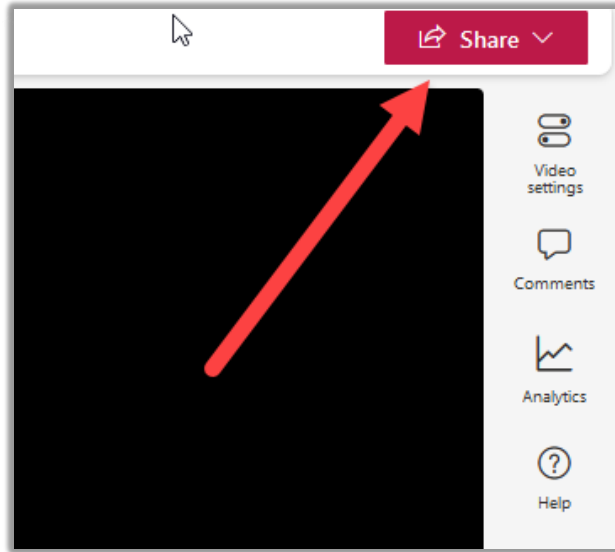


2. Grant Access to Your Video

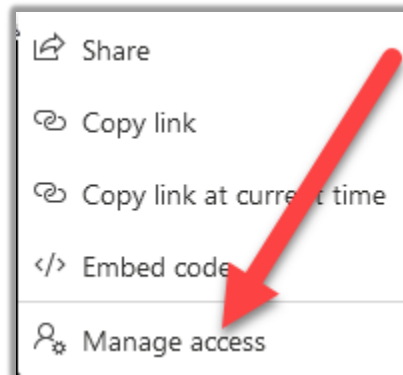
- a. Once your video is uploaded, Stream will automatically open a new tab with a video player screen.



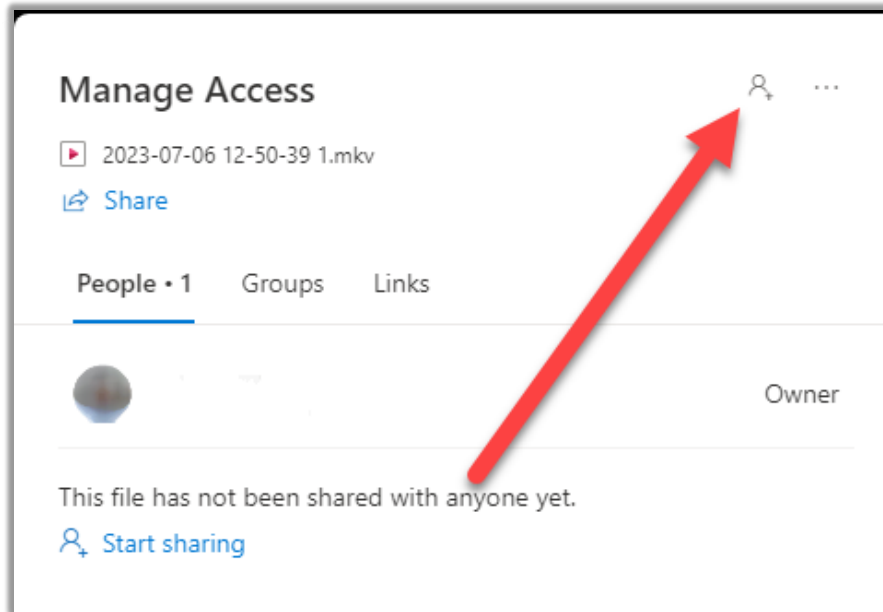
b. On the video page, click the **share** button in the upper right corner



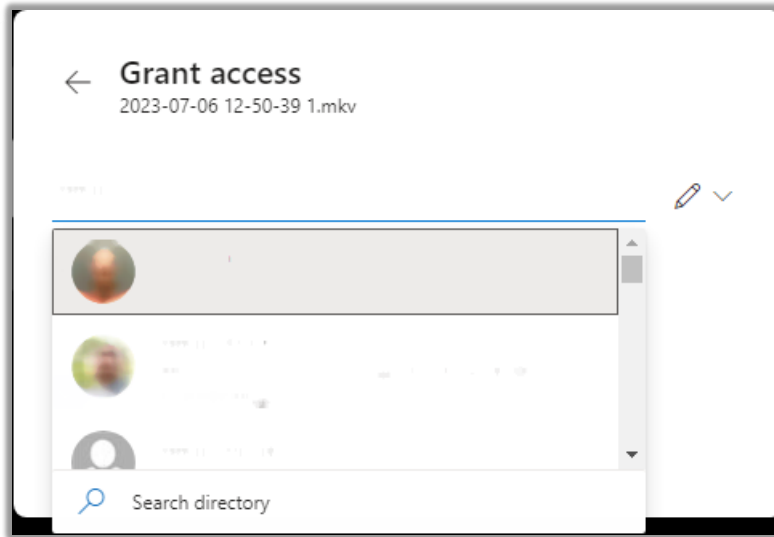
c. From the pop-up menu, select **Manage Access**



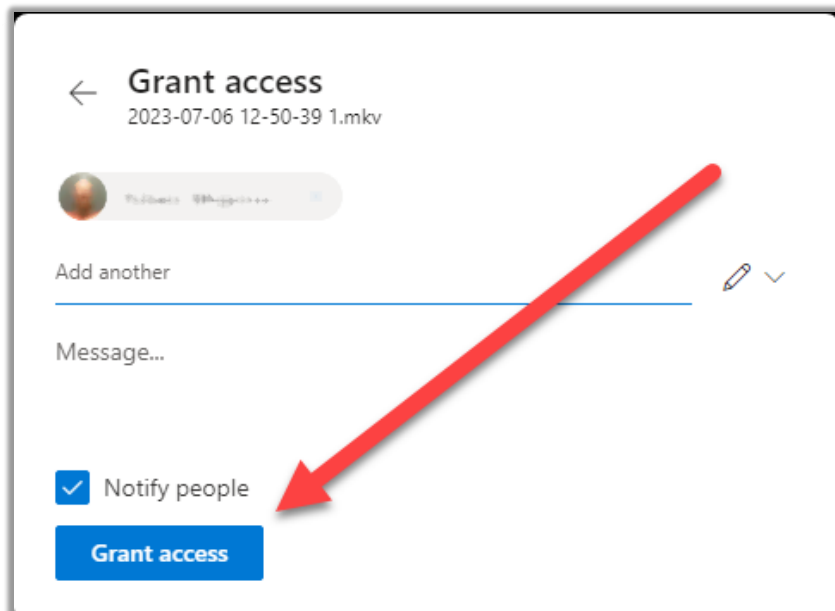
- d. TA'S ONLY: (professors continue to step e)
- i. Make sure to add the professor as an owner of the video. You do this by selecting the **Grant Access** button in the top right corner of the next pop-up window.



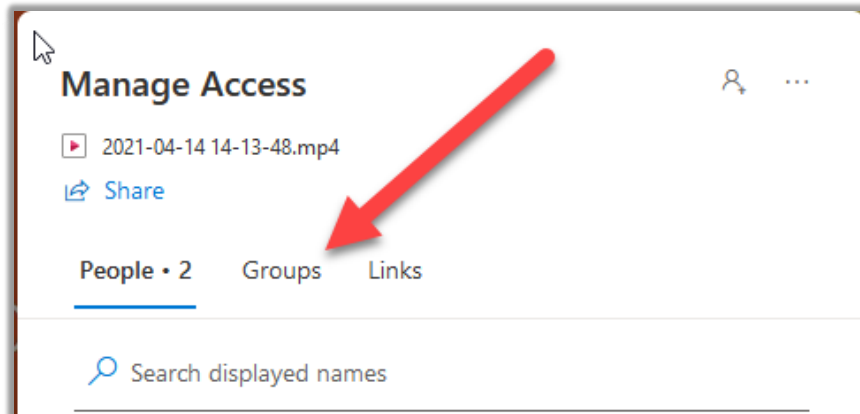
- ii. Then begin typing the Professor's name in the search box that appears in the next window.



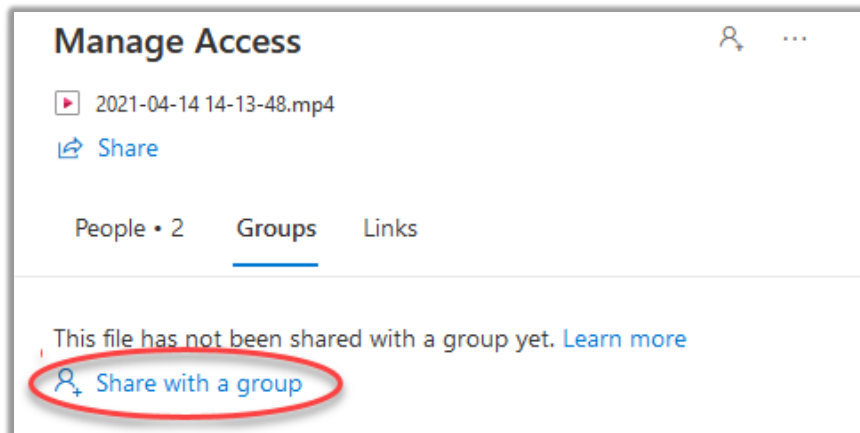
- iii. Then click Grant Access.



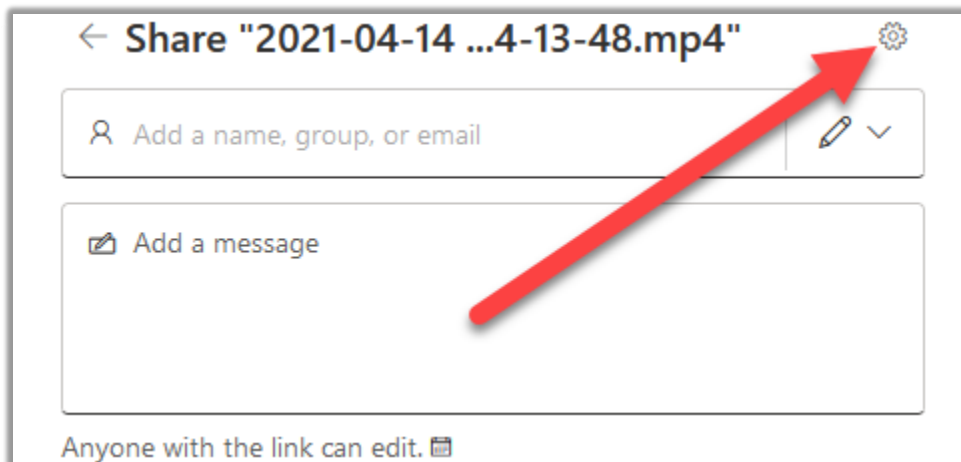
e. Select **Groups**



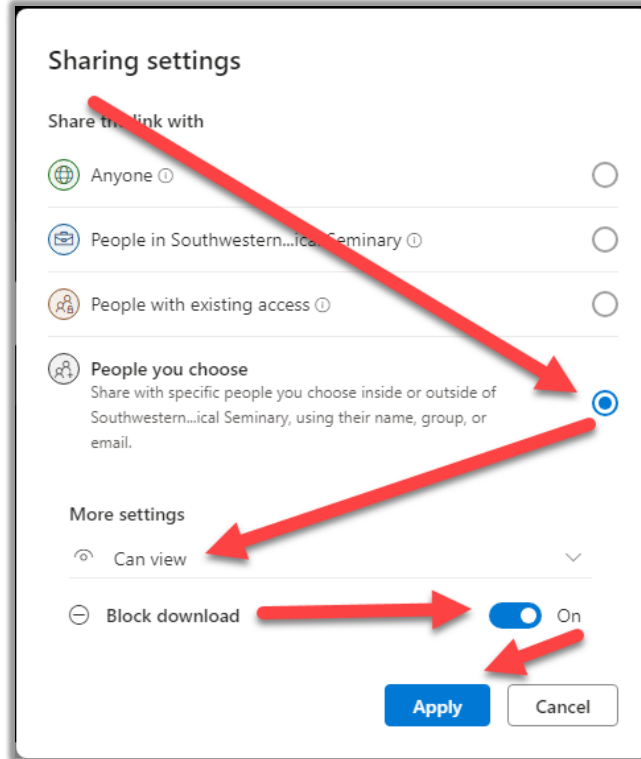
f. Click **Share with a group**



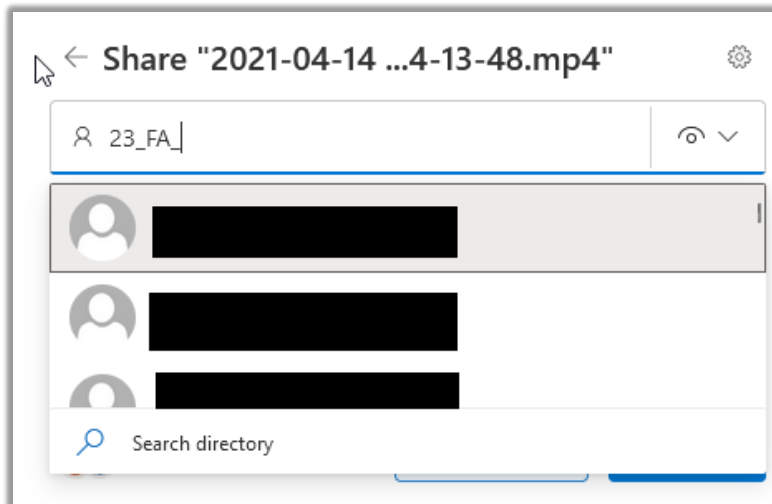
g. Then select the **settings wheel cog** in the upper right-hand corner.



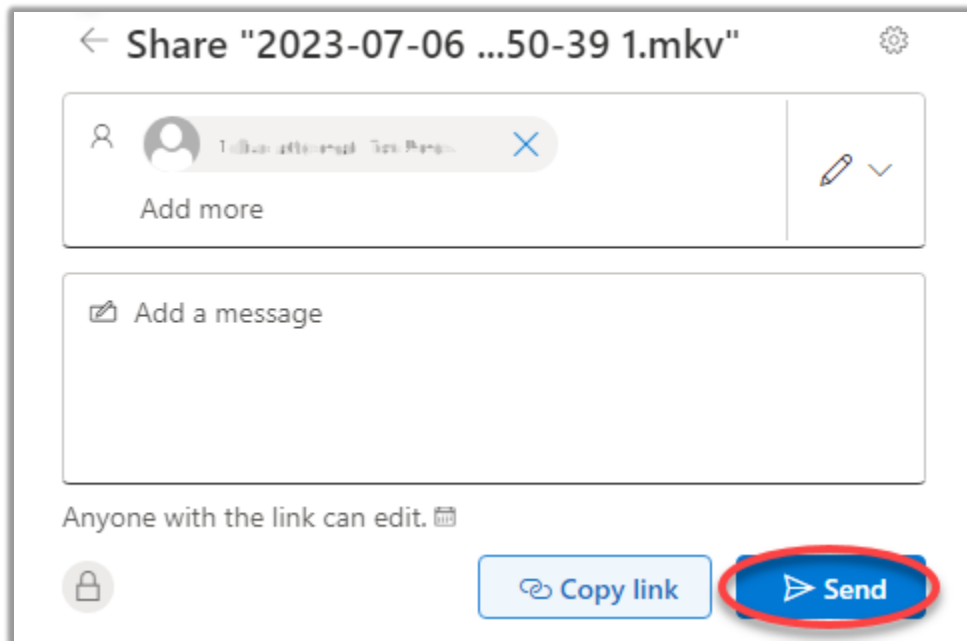
- h. Change the settings so that you grant access to only **the people you choose**, that they **can view** (not edit) the video, and toggle **block download** on. Then click **Apply**.



- i. Once you have applied the settings, in the search box begin typing the course info. (i.e. 23_FA_CHMN3053). As you type, the courses you are tied to will begin to populate and you will select the course for which you wish the video to be available.

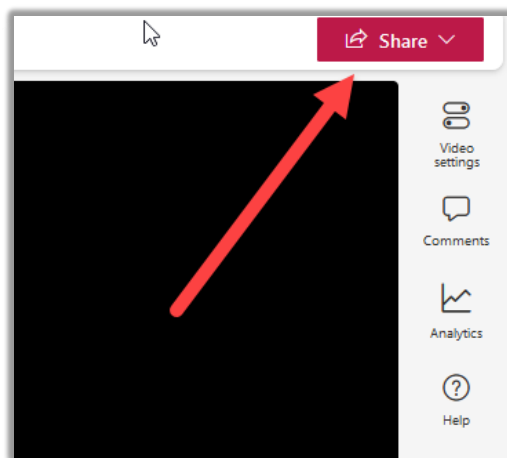


- j. Finally, select **Send** and the group will be given the permissions assigned for the video.

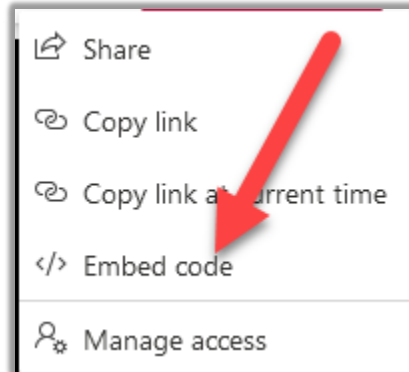


3. How to get an embed code for Canvas

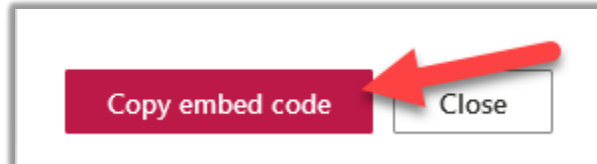
- a. From the video screen in Stream, click the **share** button in the upper right corner



- b. From the pop-up menu, select `</>` **Embed Code**



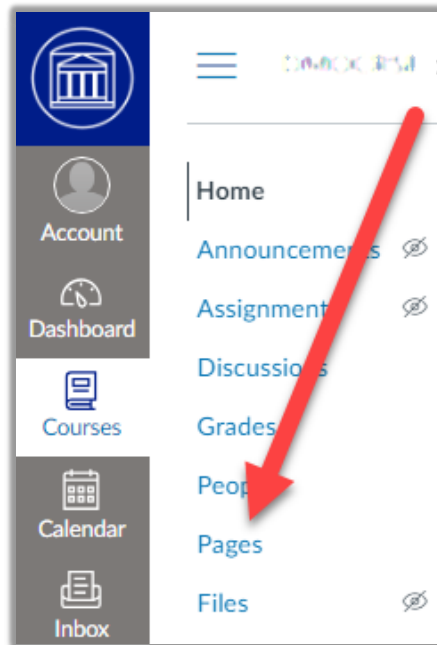
- c. Then, at the bottom of the new pop-up menu, select **Copy embed code**.



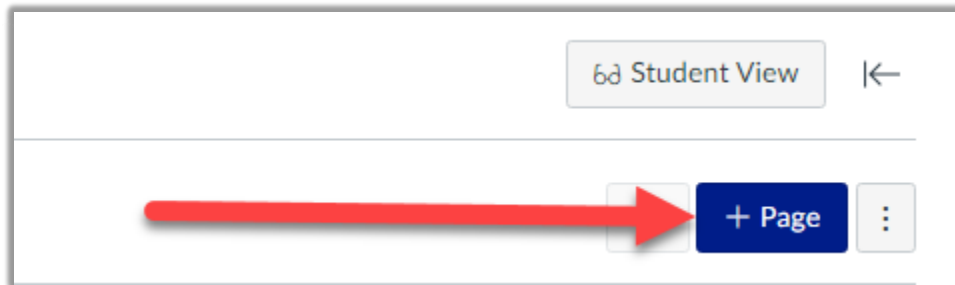
- d. Now, you are ready to embed the video in Canvas.

4. Embed Your Video in Canvas

- a. Once you have copied the embed code, navigate to Canvas and select the Course you want to embed your video. Select **pages** from the selection menu on the left side of Canvas.



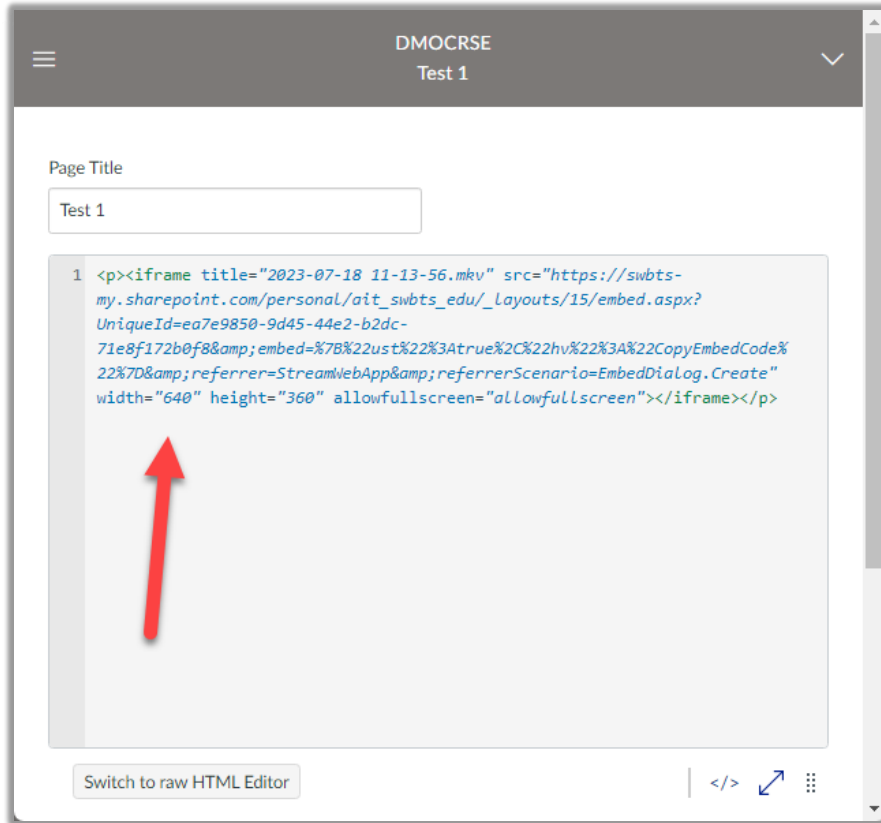
- b. In the following screen, on the top right corner, hit the **+ Page** button to create a new page.



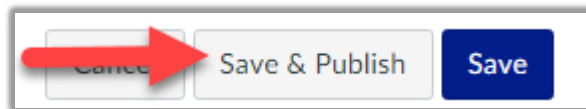
- c. On the bottom right of the next page, hit the `</>` icon to enable the Rich Content Editor.



- d. Add a title for the video in the box labeled **Page Title** and paste the embed code copied from Stream into the box in the center of the screen.



- e. Be sure to click **Save & Publish**, to save your work and publish the video on Canvas for your students to see.



Need further assistance?
Contact Campus Technology at (817) 921-8555 or
campustechnology@swbts.edu