Uploading a Video to Stream Checklist

The following items must be checked as you upload a video to Microsoft Stream.

Log into Microsoft Stream

Drag in your video file or click **Upload** to locate the file on your computer

Under **The Video**

o   Give the video a name

o   Give the video a description (optional)

Under **Video Settings**

o   Turn **Comments** off

o   Set **Noise Suppression** and **Captions** to the preferred setting

Under **Share**

o   Select **Manage Access**

  o   **TAs ONLY: Make sure to grant Edit Access to your professor**

o   Select **Groups**

o   Type in the class code (i.e. 20_FA_THE3300A) and click the **search icon**

o   Click on the class code in the search results to add them

o   Select **Sharing Settings** in the top right corner

  o   Set Video to **people you choose**, **can view** and **Block Downloaded** toggled on

  o   Click **Send**

Click **Share**

Click **Embed** and click the pink **Copy** button to copy the HTML code to embed within Canvas

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