NOTE: *Before using Microsoft Stream, most faculty will want to do the following:*
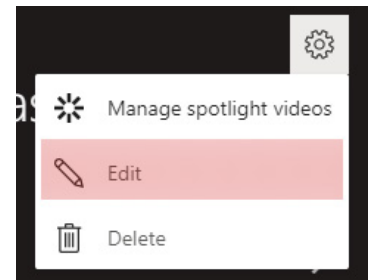
On the front page of a group, upon entering a group from My Content →
Groups, click on the Edit command found under the Gear icon.

In the "Edit group" dialog, please turn off the "Allow all members to
contribute" option (as highlighted below) if you do not want students to be
able to add or remove videos from the group (if left on, they would NOT be
able to delete the videos—merely remove them from the group).

Microsoft Stream (Quick Start Guide for Faculty)

For a simple guide on how to upload new videos, skip to the last page of this document (page 6).

MS Stream is an Office 365 application available to Illinois State starting in January 2021. Stream allows users to upload,
view, and share videos easily and securely with other members of ISU. There is no limit on the length or size of the
videos and Stream is one of the only ways the campus can share videos when there are FERPA or copyright concerns.
Also, captioning of videos is automatic with a good degree of accuracy.

The most common use of Stream on campus is to have a place for instructors to share videos with their students. For a
class, only the students associated with that class' group (receiving grades), the instructors (getting paid), and associated
GAs will be able to see the videos posted there when videos are added to a Group. However, videos can be shared with
anyone at ISU as individuals as well.

Once permission is given to an ISU group, channel, or person, videos uploaded to Stream can be shared via a direct link
or by embedding the content on a web page (such as in a Lesson page in ReggieNet). For class use, groups made up of
the students associated with that class and the instructor(s) will have access to the shared videos and anyone else
following a link to the material will see a Private message.

Groups for instructors' classes, pre-populated with all the students, instructors, and GAs for that class, will be created
automatically at the start of every semester (similarly to ReggieNet), but every semester must be populated with videos
by the instructor, shared by links or embed codes.

Getting to your Microsoft Stream

Go to http://office365.ilstu.edu/ and log in.
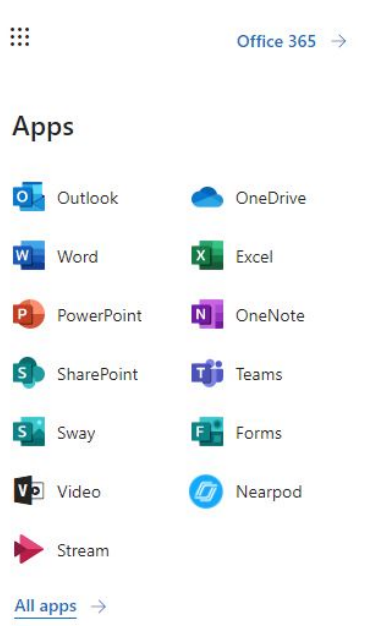
Once in Office 365, click on the grid (⠿) in the upper-left corner and look for the **Stream** app. The first time you do this you will likely have to click on the **All apps →** link at the bottom and select Stream from the full list.

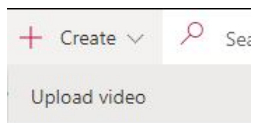(After you do this once, **Stream** will stay in your main list of apps.)
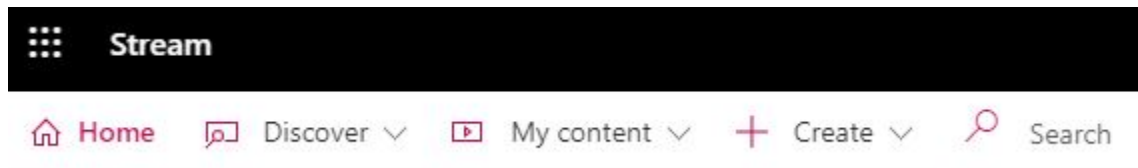
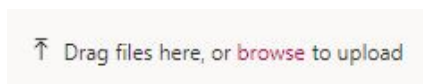Clicking on **My content** will give you access to (most importantly) your groups and channels.
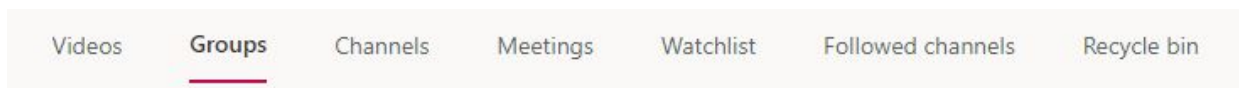
Uploading (Step One)

Videos can be uploaded in several ways:

Clicking on the Upload button ⬆ in the upper-right on any page.

Clicking on Create → Upload video command from the main menu interface.

If you see the dialog on the left, you can drag videos onto the page or click the **browse** link.

Once a video is uploaded, it will have to go through a Processing phase (you will receive an email in Outlook once it is done) but will immediately be made available for sharing in your **Videos** tab. (The video will not be viewable, however, until it has finished processing.)
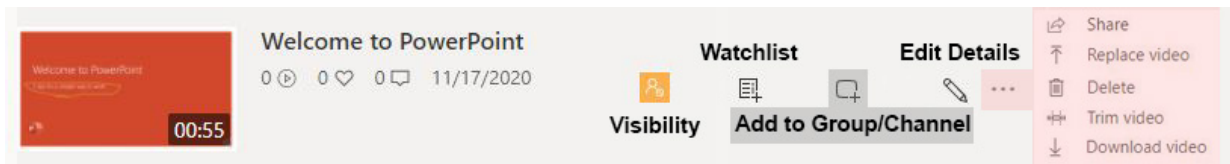
Videos

Click on **Videos** under the **My content** pulldown in the main navigation of Stream.
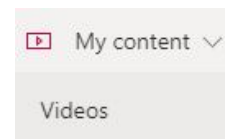
This tab will show you all the videos you have uploaded to Stream, regardless of what group or channel you've shared them out to. Videos here can be shared out to Groups or Channels.

Any video you've uploaded will appear in the **Videos** area.

By default, you're the only person can see the videos you've uploaded to Stream until you decide to add the videos to a group, channel, or person and share them with a link or embed code.

Any video you upload will display with a thumbnail, description (if any), title, and number of comments. These can all by modified by clicking on the **Edit Details** option (the pencil icon). The ability to leave comments can also be toggled off by clicking on **Edit Details**.

Views, likes, length, and date uploaded are also displayed.

Visibility is set to Limited by default and cannot be changed. Currently, videos can only be shared inside the ISU community but this will probably change in the future.

Clicking on the **Watchlist** button will add the video to your watchlist under **My Content**.
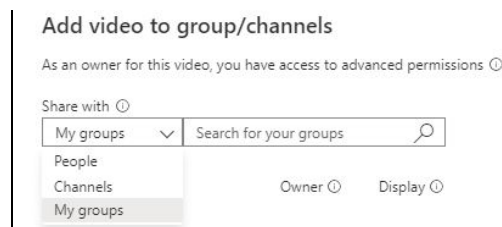
Giving Permission for Others to Watch Your Videos (Step Two)

Once uploaded to Videos, a video can be moved to your class by clicking the **Add to group/channel** button.
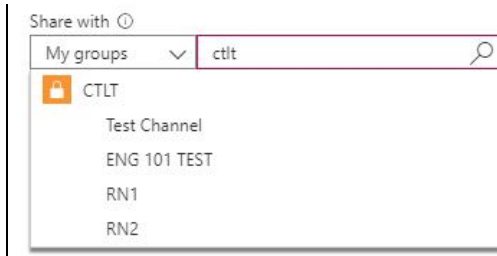
Clicking on the **Add to group/channel** icon next to a video will bring you to that screen.

Set the **Share with** dropdown to **My groups**.

Type in the name of the group. For a class, this would normally be the class code (ENG 101, BIO 234, etc.).

(In order to share it with individuals, you can search under People by ULID.)

Click on the group you want to share with and then click Save at the bottom.
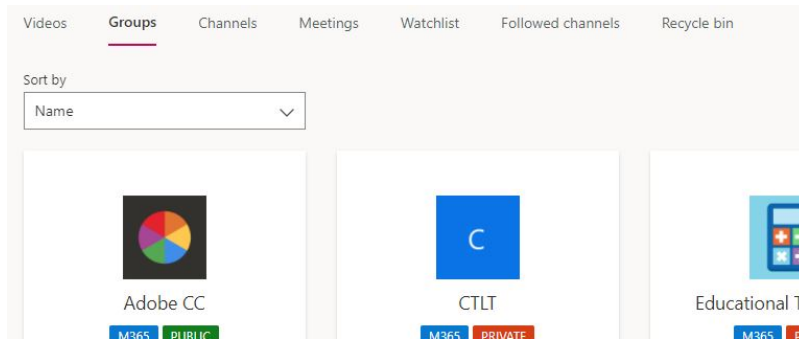
Going to that group and clicking on the Videos tab will confirm that the video has now been moved to that location.
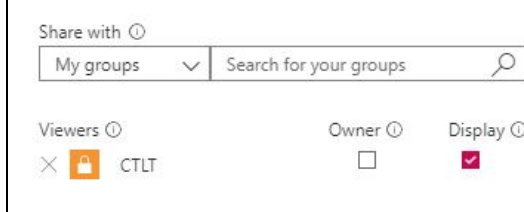
IMPORTANT: This **does not** make the video visible to the students in that class in ReggieNet. The purpose of moving videos into a group is to limit visibility to members of that group. It must still be linked or embedded into ReggieNet or shared via a link for students to watch it.

If not shared with a person, channel, or group, anyone trying to access the video will see a "Private" message.

Sharing Video (Step Three)

Once you've added a video to your class, you can go to that group (**Groups** next to **Videos**, or by going to **My Content →
Groups** in the main navigation tab).

Click on the group/class that contains the video you'd like to share. Once in that group, click on Videos to everything shared to the group.

Find the video you want to share with your students and click **More Actions → Share**
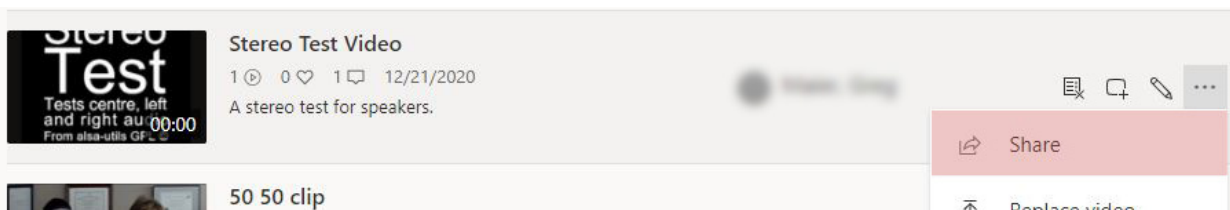
Your options here are for **Share**, **Email**, or **Embed**.

For **Share**, you can copy and use the link wherever you'd like.

The **Email** tab allows you to email a link to a specific user.

The Embed tab allows you to copy "embed code" for use in ReggieNet, wherever that code is allowed (such as, in a ReggieNet course, **Lessons → Add Content → Embed Contents on the Page**).

Notes:

- **Groups** are to Stream what **Channels** were to Office 365 Video.
- **Channels** in Stream are for organizational purposes (making it easier to find a specific collection of videos by creating a channel and adding videos to it). When you create a channel, you assign it to a group.
- You are the default **Owner** for every video on your Stream account. Only include others as owners if you are sure you trust them with that responsibility. Owners can edit, delete, unlink, and assign videos.
- Deleting a video from anywhere in Stream (from the Videos, Groups, or Channel areas) will delete the video from the server. However, if done in error the video can be retrieved within 30 days from the **Recycle Bin** under **My Content**.
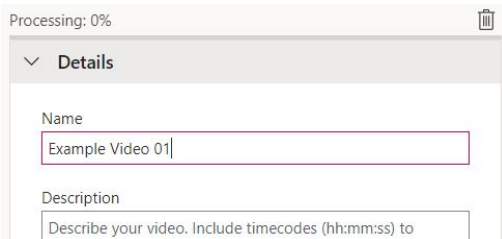
Using MS Stream for sharing new videos: A Simple Method

Log into Stream and go to the class (**My Content → Groups**) you want to share a video with. If you're sharing the video with a single class, go to that group. If you are sharing with a combined class, go to that group.

1. **OPTIONAL** (but for many this is a good step): Go to **Channels** and then create or click on the **Channel** inside the group you want to add the video to (such as "Week One Videos" or "Chapter One"). This serves the purpose of organizing your videos if you plan to upload a lot of videos over the course of the semester.

2. From either inside the Group or inside the appropriate Group's Channel, upload your video.

   ↑ Drag more files anywhere, or select more files to upload

3. Either drag the video file onto the page or click "select more files" to find and upload your video.
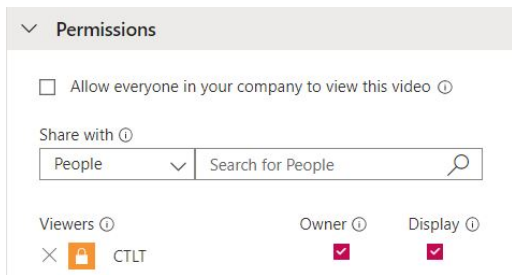
   Processing: 0%

   ∨ Details

   Name
   Example Video 01

   Description
   Describe your video. Include timecodes (hh:mm:ss) to

4. You can change the display name of the video, add a description, make sure the language is set to English, and add a thumbnail under the **Details** part of the dialog box. These are all optional.

   ∨ Permissions

   ☐ Allow everyone in your company to view this video ⓘ

   Share with ⓘ
   People ⌄   Search for People 🔍

   Viewers ⓘ   Owner ⓘ   Display ⓘ
   ✕ 🔒 CTLT   ☑   ☑

5. Under **Permissions**, because you're uploading the video into a group or a group's channel, the video will already be associated with the group you're sharing it with.

   ∨ Options

   Comments ⓘ
   🔘 On

6. Inside options, you can choose whether comments are allowed on the video or not.

   ⤷ Share   ⟨⟩ Publish

7. When the upload is complete, click on the **Publish** button. Once published, the Publish button will gray out and the upload is complet. However, you can still click the Share button to copy and post the link to your ReggieNet course and/or copy the embed code and do the same.

8. Navigating back to where you uploaded the video will confirm that the video is present (optional).

9. Done