

Upload a Video to Stream and Share in DC Connect

Faculty Resource

This document will show you how to share a video being stored in Microsoft Stream, with students in DC Connect.

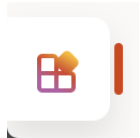
Step 1 – Log into Microsoft Stream

Go to office.com and login using your college credentials (BannerID@durhamcollege.ca and network password).

Click on the Stream icon.



If you do not see the Stream icon, click on the **All Apps** icon located in the bottom left corner.



Step 2 – Upload Video to Microsoft Stream

Upload

Select the Upload Video icon in the upper-right area of the screen or go to **Create > Upload a video**.



Drag and drop the video file or browse to select.

Details

Add video **Name** and **Description**.

Select **Video Language** (if not already set). *This needs to be set to enable the autogenerated captions.*

Video Language ⓘ

English ▾

Permissions

Click on the **Permissions** tab to expand. This is where you will select who can view your video.

By default, "Allow everyone in your company to view this video" should be deselected. However, it is recommended that you still look to ensure it *is* deselected (unless you would like it shared campus wide).

▾ **Permissions**

Allow everyone in your company to view this video ⓘ

If your video is not shared campus wide, it will only be viewable by people and groups that you've added to the Viewers list.

ADD A GROUP

Select **My groups** in the drop-down list under **Share with**.

Click in the **Search for your groups** field and type part of a group name to see a list of your applicable groups; or select **Create a group**.

Share with ⓘ

My groups ▾ Search for your groups 🔍

Create a group

Viewers ⓘ Owner ⓘ Display ⓘ

NOTE: If you use Teams with your students, you will already have a group created with those students - try searching for the Team name.

ADD INDIVIDUAL PEOPLE

Select **People** in the drop-down list under **Share with**.

Share with ⓘ

People ▾ Search for People 🔍

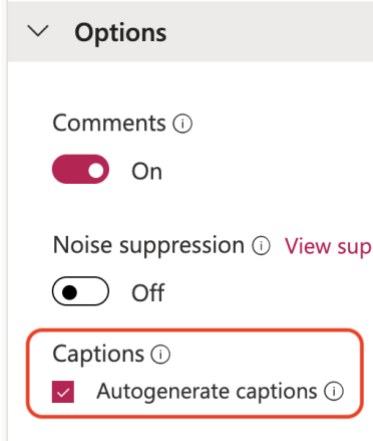
Click in the **Search for People** field and enter names of individuals to be added.

Names and groups will be added to the Viewers list.

Options

Click on the **Options** tab to expand. This is where you will confirm that captions have been enabled.

If your video language has been set, the **Autogenerate a caption file** will be selected by default. If it isn't, be sure to select the checkbox.



Options

Comments ⓘ
 On

Noise suppression ⓘ [View suppr](#)
 Off

Captions ⓘ
 Autogenerate captions ⓘ

A shareable link can be copied from this screen by selecting **Share** and then **Copy**. This will save it to your computers clipboard so it can be pasted into DC Connect.



Select **Publish** to complete the upload process.

Need to Copy a Shareable Link After Upload?

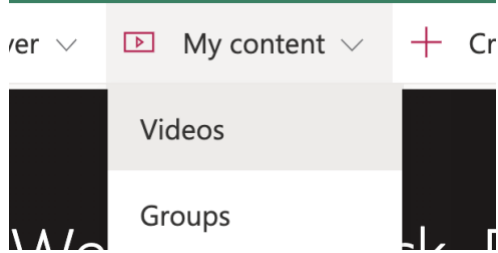
If you didn't copy the shareable link when going through the upload process, that's all right. There are a few ways you can get a shareable link.

Option 1

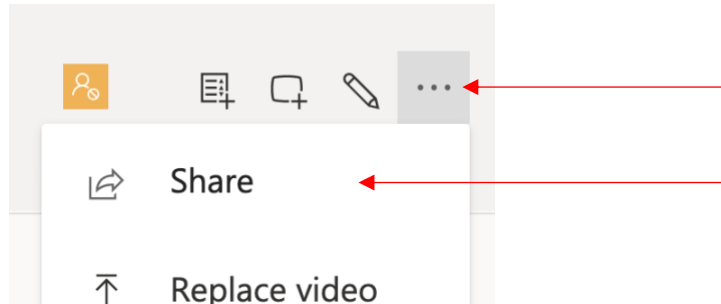
When watching your Stream video, click on the Share icon below the video. Then select **Copy** to save it to your computers clipboard so it can be pasted into DC Connect.

Option 2

Select **My content** then **Videos** from the main navigation.



Find the video in the list and select the **More options** menu, then select **Share**.



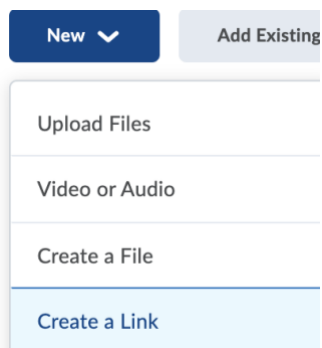
Select **Copy**. This will save it to your computers clipboard so it can be pasted into DC Connect.

Step 3 - Share in DC Connect

A link to the Stream video can be shared in DC Connect using one of the options below.

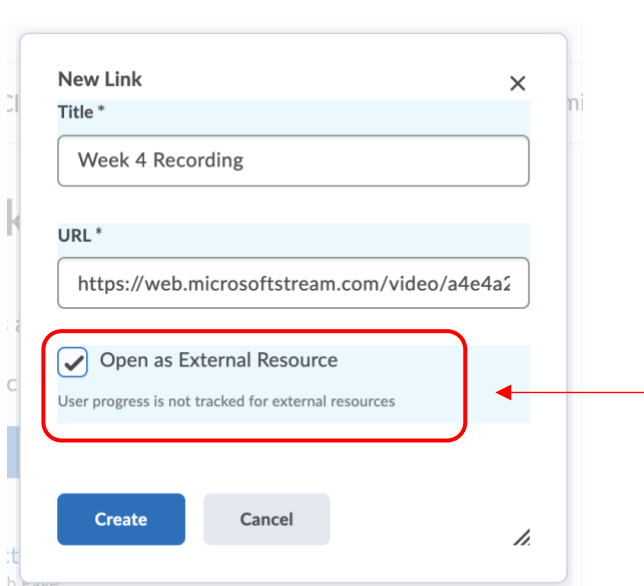
Option 1 – “Create a Link” in Content:

In the Content area of DC Connect, select **New > Create a Link**.

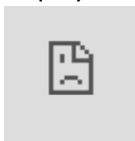


Enter a **Title**, then paste the link you copied previously by pressing Ctrl + V (Cmd + V for Mac users) or right-click and paste, into the **URL** field.

Check the box to **Open as External Resource**. This MUST be checked.

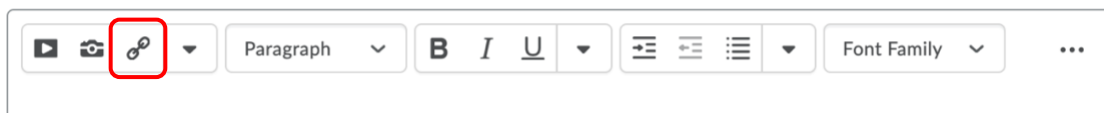


Note: If **Open as External Resource** is not selected, the video will not load, and an error will be displayed.

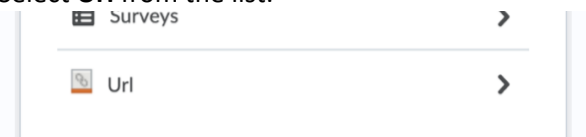


Option 2 – “Quicklink” in the HTML Editor:

A link to the video can be added anywhere in DC Connect that uses the HTML Editor (content pages, announcements, assignments, discussions) by using the **Quicklink** option.



Select **Url** from the list.



Paste the link you copied previously by using Ctrl + V (Cmd + V for Mac users) or right-click and paste, into the **URL** field. Add a **Title** – this will be the text displayed that students will click on. *Be sure to leave **New Window** selected.*

Insert Quicklink ×

← ▼

URL *

Title *

Target *

Whole Window Same Frame New Window

Note: If **New Window** is not selected, the video will not load, and an error will be displayed.

