DURHAM COLLEGE
SUCCESS MATTERS

CENTRE FOR TEACHING AND LEARNING

Create and Share Video Using Microsoft Clipchamp (previously Stream)

Faculty Resource

This document will show you how to create and share a video using Clipchamp (previously Stream). Please note that Clipchamp supports video recordings of up to 15 minutes. You can combine multiple clips seamlessly using the Video Project tool within Clipchamp.

NAME CHANGE: Stream and Clipchamp have merged and will now be referred to as Clipchamp.

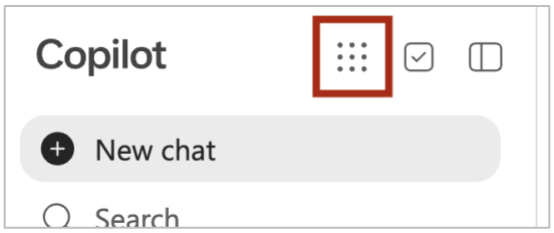
EMBED SHARING: Embedding works but you MUST add a specific group called "Everyone except external users" so it will work for your students. See embed instructions in Step 8 of this document.

Step 1 – Access Microsoft 365

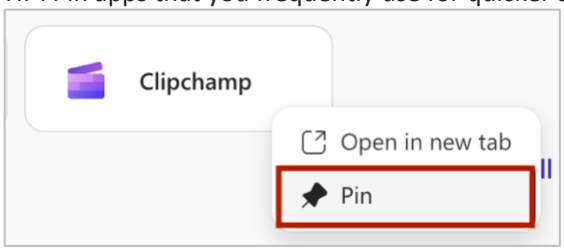
Go to Microsoft365.com (NOTE: the app is now called M365 Copilot)
Login with your email and network password.

Step 2 – Open Clipchamp

In the left-side menu, select the **Apps and more** icon, then **Clipchamp**.



TIP: Pin apps that you frequently use for quicker access!

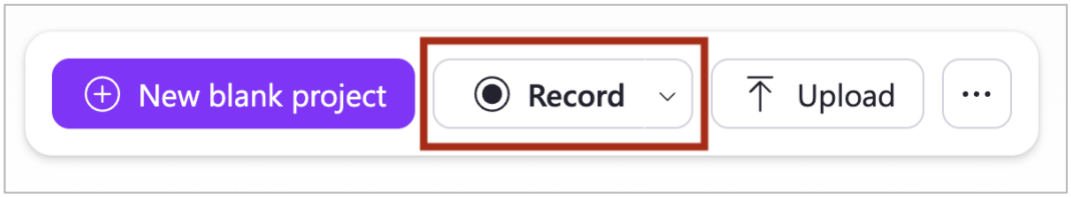


Select **Clipchamp**.
If you do not see Clipchamp listed, select **All apps**.

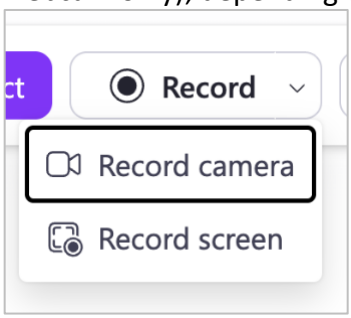


Step 3 – Get Ready to Record

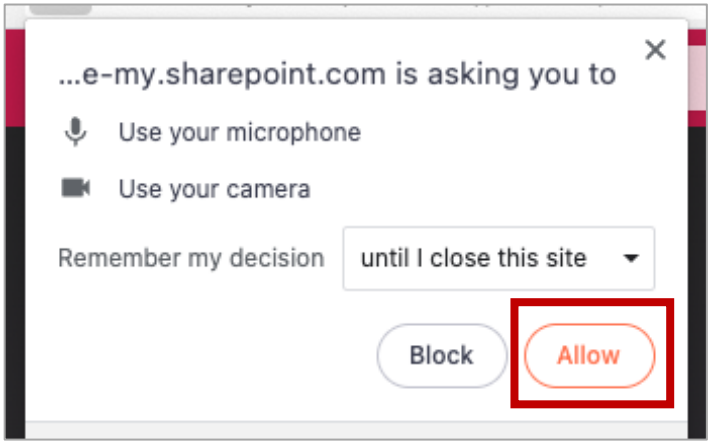
Select **Record**



Then select **Record screen** (allows screen recording + webcam) or **Record camera** (allows webcam only), depending on the type of video you are creating.



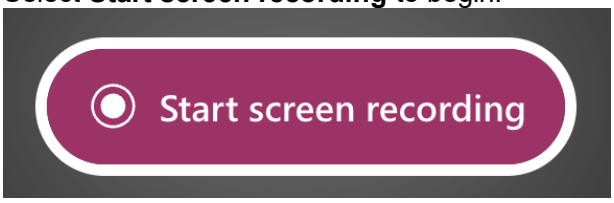
You may be prompted to allow access to your microphone and camera. Select **Allow**.



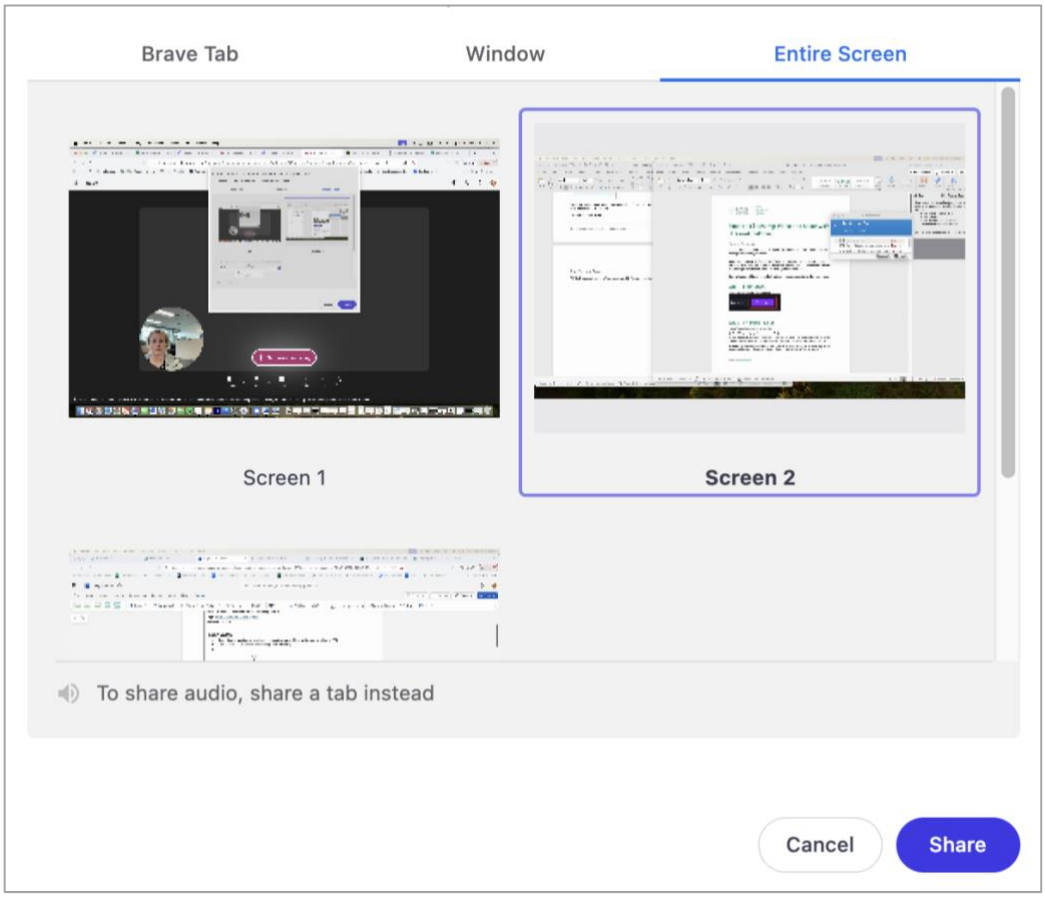
If your webcam or mic are not being picked up automatically when recording, use the bottom menu to select the proper camera or mic.

OPTION 1: SCREEN RECORDING (with or without webcam)

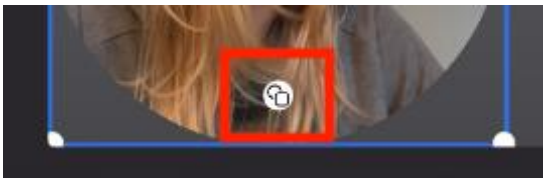
Select **Start screen recording** to begin.



You will be prompted to select what you would like to capture: browser tab, window or entire screen. Then select **Share**. (the steps will be similar to sharing your screen in Teams)



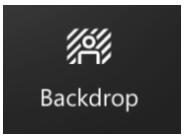
Click on your webcam preview to customize it. Drag the corners to resize or move the preview anywhere within the Clipchamp window. Click on the shape icon to toggle between various framing and transparency options.



OPTION 2: CAMERA RECORDING

Use the **Camera Recording** option to capture webcam only.

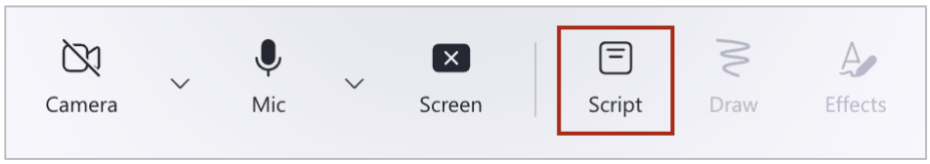
Customize your background by selecting the Backdrop icon. Options are similar to the background options available in Teams.



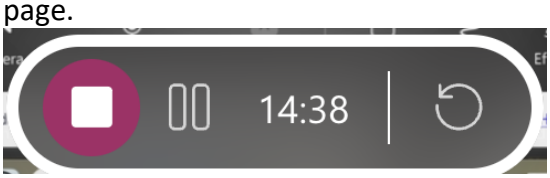
Step 4 – Record

Once you're ready, begin your recording.

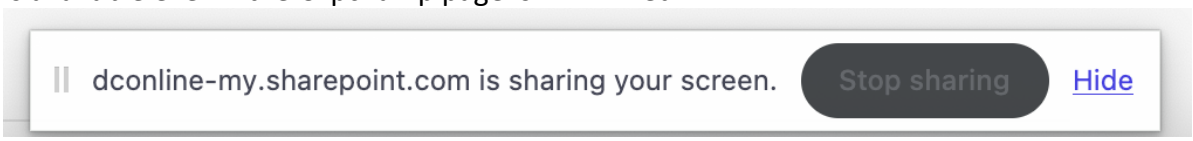
TIP: Clipchamp has a teleprompter feature (referred to as Script) that can help you capture videos more seamlessly and professionally. The **Script** option is found in the menu below the recording preview.



Stop or pause your recording at any point by using the buttons available on the Clipchamp page.



Or for screen recordings, a floating bar that is available with an option to **Stop sharing.** This bar is available even if the Clipchamp page is minimized.



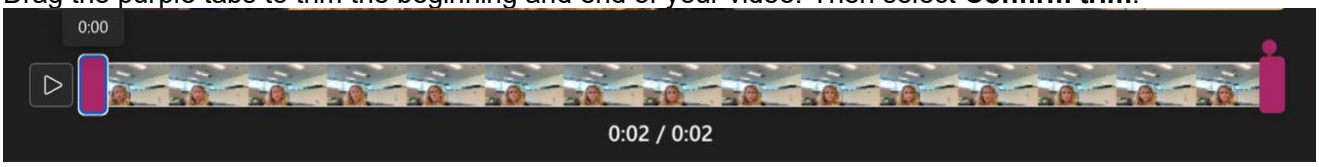
Step 5 – Review and Edit

Once you are done recording, you will be given an opportunity to watch your video and complete minimal edits if needed.

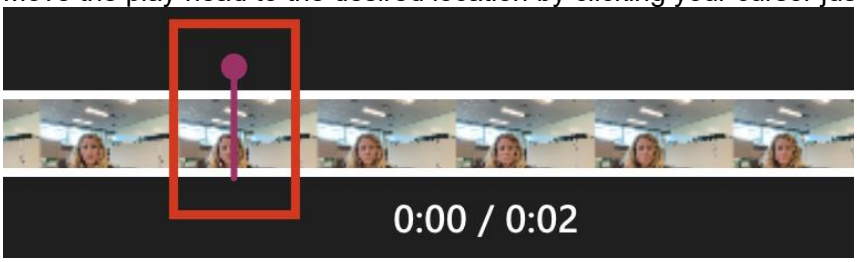
Editing tools can be found at the bottom of your screen.



Trim - To trim the beginning or end of your recording click **Trim**.
Drag the purple tabs to trim the beginning and end of your video. Then select **Confirm trim**.



Split - Split will allow manipulation of video beyond trimming just the beginning and end. Tip: Split can be used to remove a section of video from the middle of your clip.
Move the play head to the desired location by clicking your cursor just above the timeline.



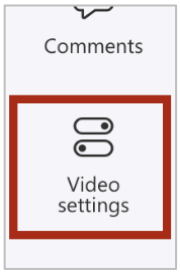
Once the play head is in the correct location select **Split**. The clip will now be split into two clips. Additional manipulation such as trimming, or deletion can be done.

Select **Finish** once editing is complete.

Step 6 – Generate or Upload Captions

Most videos should generate captions automatically; however, it may take a bit of time for them to generate depending on the length of the video. Refresh your browser to make the captions/transcript appear once they have been generated. If captions do not generate on their own, follow the steps below.

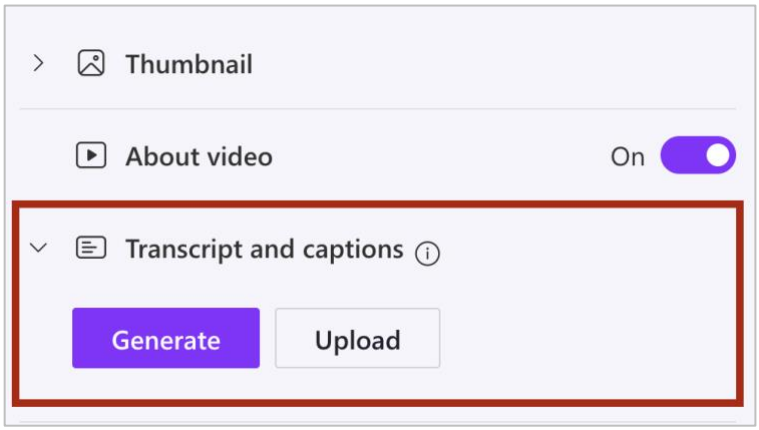
With the video open, select **Video settings** in the right menu.



TIP: If video setting options aren't displayed on the right-side of your screen, confirm that you are in "Editing" mode and not "Viewing" mode.



Expand the **Transcript and captions** section and select **Generate** to create automatic captions, or **Upload** if you have a professional caption file. If you do not have a Generate button, the captions are already processing in the background and might require additional time.



Notes:

- It can take time for automatic captions to be generated. Generally, this can take 1-2 times the length of the video, however, this timeframe can be longer depending on other factors.
- How to tell if captions have been generated:
  - 'Generate' button disappears
  - A transcript is displayed to the right of the video when you play it
  - Selecting the CC button on the player turns on captions

- If your video does not have captions after waiting a day, please contact the CTL for assistance.

IF EDITS ARE NEEDED ON YOUR CAPTIONS:

After captions are generated, you can edit them by going to Transcript. Then click the section of text to be edited and select Edit.

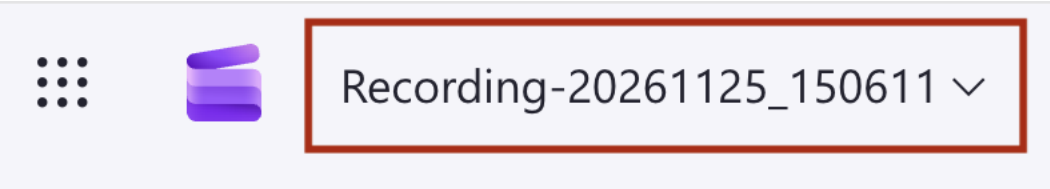
If the autogenerated captions are not sufficient, please complete the Captioning Request Form to submit your video for professional captioning through the CTL.



Step 7 – Rename and Move File (optional step to help keep your files organized)

By default the recording files are being stored in OneDrive within Documents or a Clipchamp folder. To help keep your OneDrive account organized, it is recommended that you give your recording or project file an identifiable name. You may also choose to move it into a different folder for organizational purposes. Below are optional steps.

Click on the default name of your recording in the upper-left corner and give it an identifiable name.



Choose a folder or create a new folder to keep your recording within by selecting **Move to**.



Or, go into OneDrive and locate the recording to rename and move it accordingly.

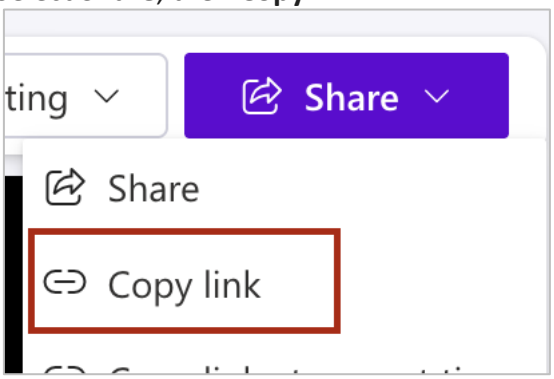
Step 8 – Share

ATTENTION: Embedding works but you MUST add a specific group called “Everyone except external users” so it will work for your students. See the “SHARE WITH EMBED CODE” section below for full instructions.

Your video can be shared using a link or embed code.

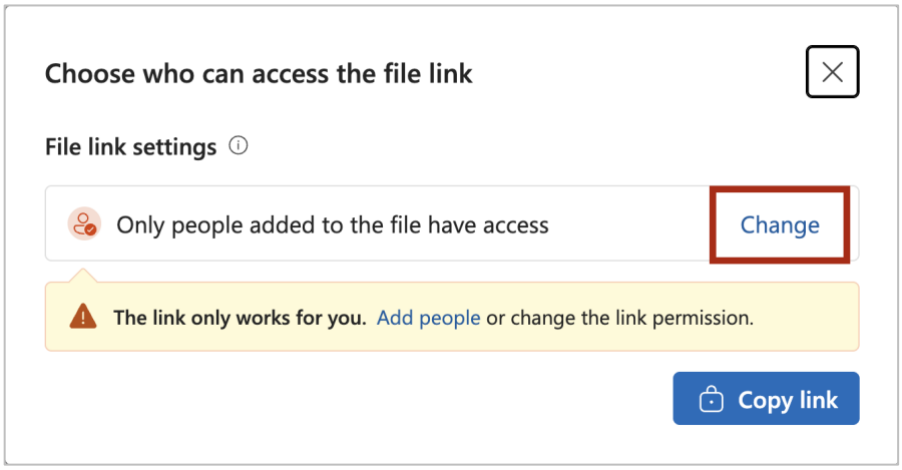
SHARE WITH A LINK (EASIEST OPTION):

Select **Share**, then **Copy link.**

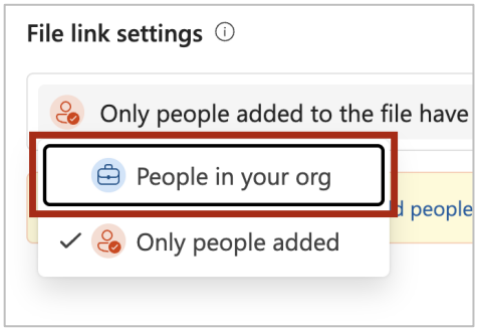


By default, the link setting will be “Only people added to the file have access”. This link only works for *you*. The setting must be changed to share with students and colleagues.

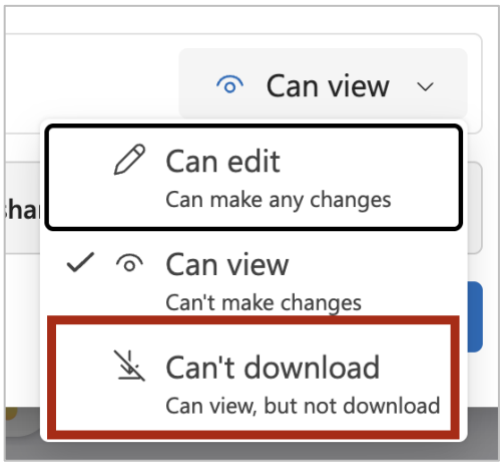
Select **Change**.



Select “**People in your org**”.



Note: You can disable the option for students to download your video in the step above by selecting "Can view" and changing the drop-down selection to “Can’t download”.

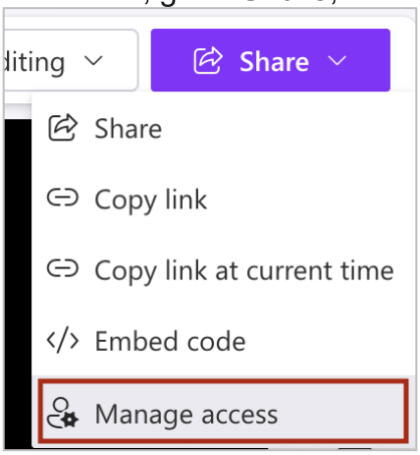


Select the **Copy link** button and the link will be copied to your virtual clipboard. It's now ready to be pasted in DC Connect the same way you share any other link with your students.

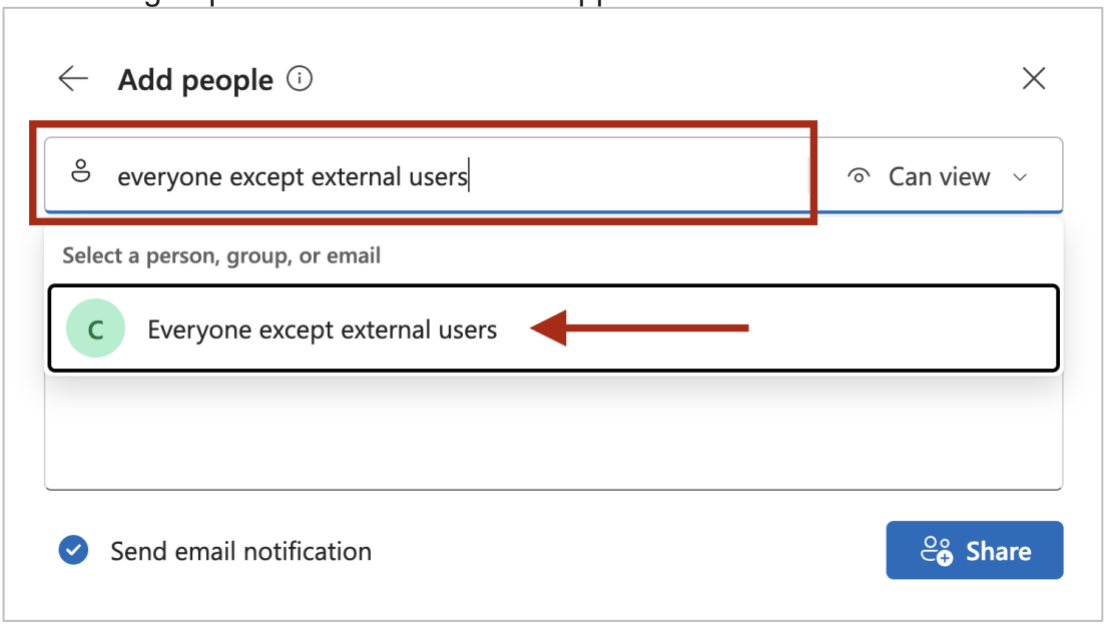
SHARE WITH EMBED CODE:

ATTENTION: Clipchamp embed code will only work if you add a specific group called "Everyone except external users" to Manage access.

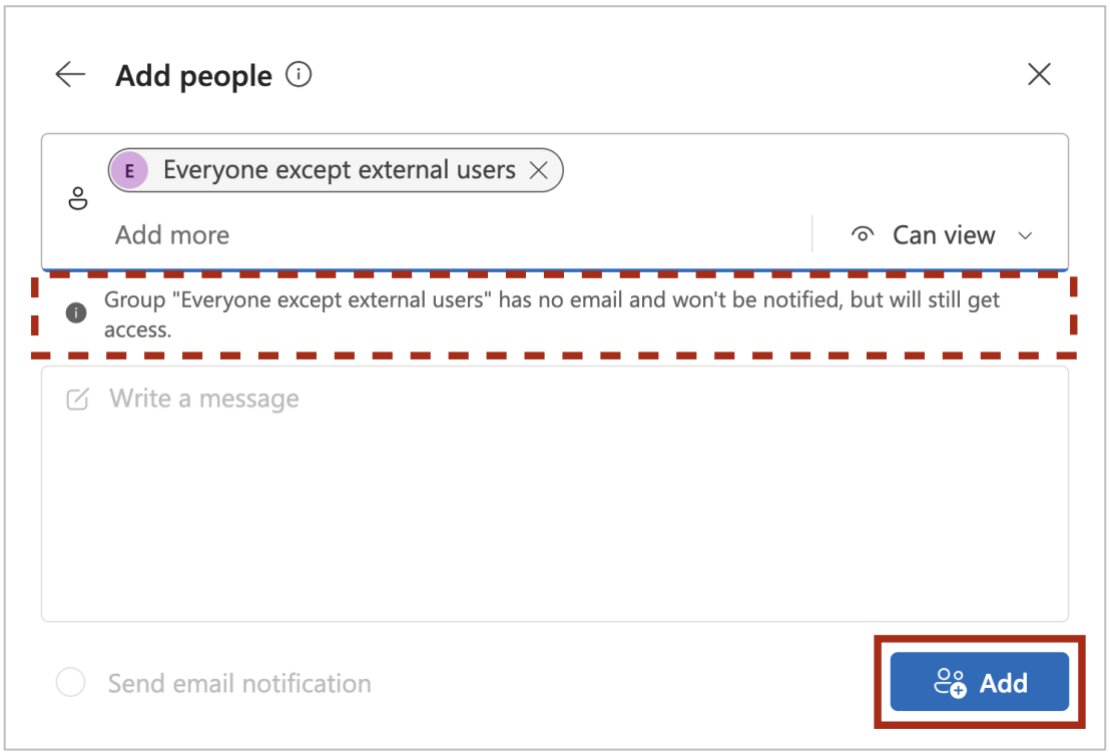
To do this, go to **Share**, then **Manage access**.



In the **Add people** field, type the group name **"Everyone except external users"**. Select the group name from the list that appears below the text field.

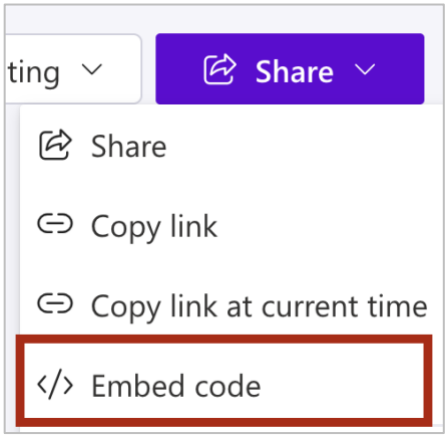


Select the **Add** button. Then **Close**.

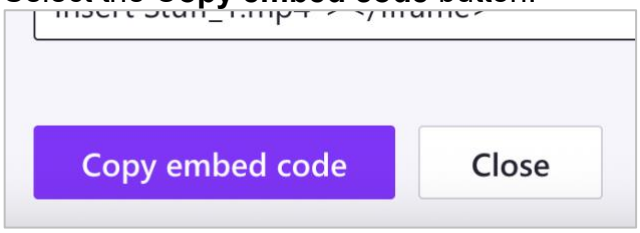


Note: as indicated on the window, no one will be notified when you press Send. The video will not be accessible by others directly within their OneDrive files. It can be accessed from wherever you've embedded it or shared the clickable link.

Once you've added the "Everyone except external users" group, go back to **Share**, then select **Embed code**.



Select the **Copy embed code** button.



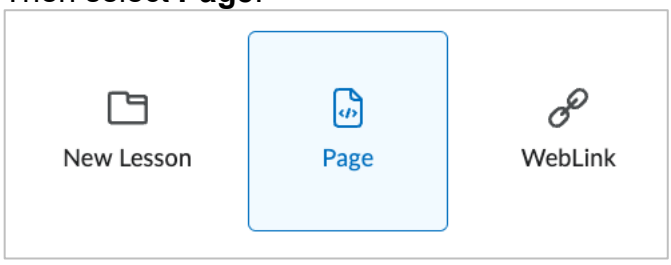
The embed code has now been copied and is ready to be added in DC Connect.

ADD EMBED CODE TO DC CONNECT: Follow these steps to add embed code to a content page in DC Connect:

Within a content module/unit select **Create New**. (or edit an existing page)



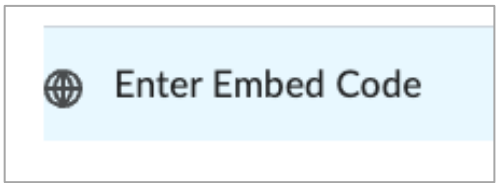
Then select **Page**.



Select **Insert stuff**.



Then **Enter Embed Code**.



Paste the embed code (previously copied from Clipchamp) by using **Crtl + V** (Cmd + V for Mac) or right-click and Paste.

Select **Next**, then **Insert**.

Then **Save and Close**.

NOTE: This example added embedded video to a content page, however, embed code can be added anywhere in DC Connect where the HTML editor is used (anywhere with the "Insert stuff" option).