

# Sharing Videos Using OneDrive/Clipchamp

## Faculty Resource

This document will show you how to share videos using Microsoft OneDrive/Clipchamp.

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

Why are OneDrive and Clipchamp (formerly Stream) often mentioned together when discussing video?

Microsoft has closely integrated OneDrive and Clipchamp, making it easy to confuse their roles. Here is a simple breakdown:

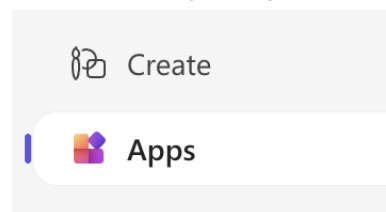
- **OneDrive (Sharepoint)** serves as the storage location for video files.
- **Clipchamp** is the tool used to play videos, adjust video settings and access additional features. Clipchamp also allows users to record their screen or webcam and includes full-featured video editing capabilities.

## Step 1 – Access Microsoft 365

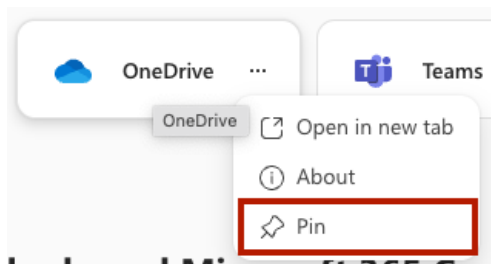
Go to [Microsoft365.com](https://microsoft365.com) (NOTE: the app is now called M365 Copilot)

Login with your email and network password.

In the left-side menu, select **Apps**. There are two different options for uploading video to M365: select either **OneDrive** or **Clipchamp**.



*TIP:* Pin apps that you frequently use – they will appear in the left-side menu!

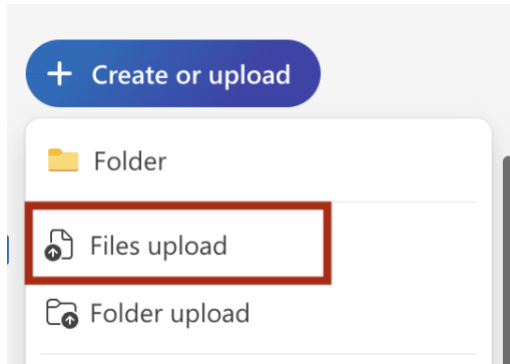


## Step 2 - Upload Video

*Option 1 – OneDrive:*

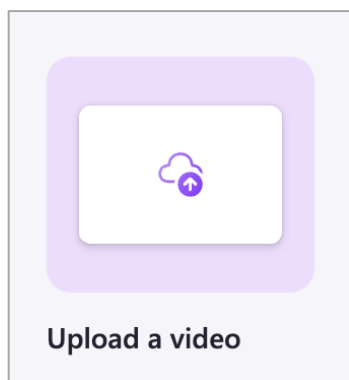
Go to the location in OneDrive where you would like to upload your video (consider keeping files organized by using folders).

Select the **Create or upload** button in the upper-left corner and then select **Files upload**.

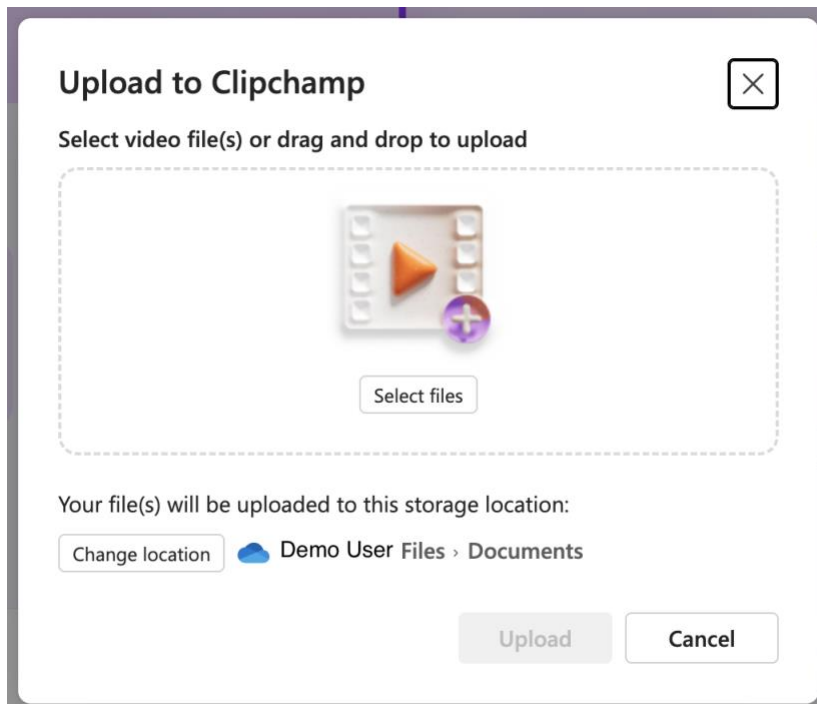


*Option 2 – Clipchamp:*

Select **Upload**.



By default, files will be uploaded to the main area of your OneDrive space. Stay organized by selecting **Change location** to save it within a specific folder in OneDrive. Then upload your video file.



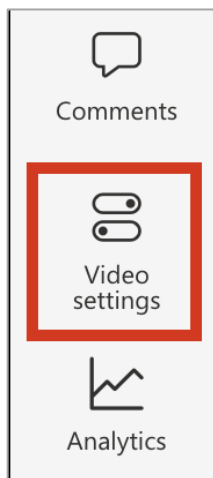
*Note:* Upload times can vary depending on the file size. Look for the progress indicator at the bottom of your screen.

If you don't see your video listed after the upload is completed, refresh your browser or navigate to OneDrive to locate it.

## Step 3 – 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.

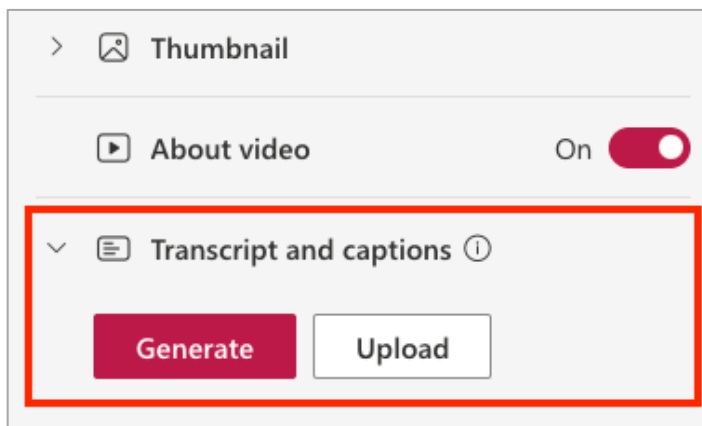
With the video open, select **Video settings** in the right menu.



**TIP:** If video settings 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:*

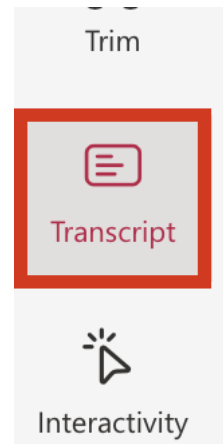
- It can take time for automatic captions to be generated. Generally, this can take 1-2 times the length of the video, however, this timeframe can be longer depending on other factors.

- Check to see if your video has captions by looking for a transcript displayed to the right of the video, or a CC button on the player.
- 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.



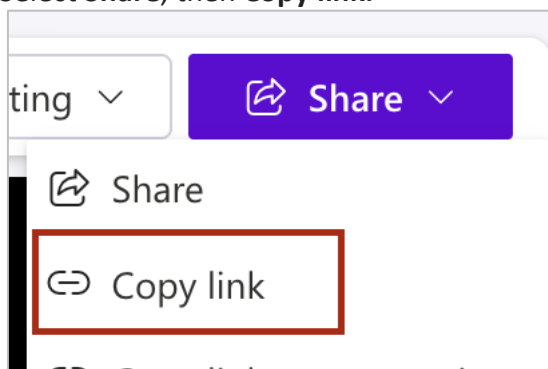
## Step 4 – Share

**ATTENTION:** Due to changes with the default sharing permissions in the Durham College instance of Microsoft 365, embedded Clipchamp videos will not work unless specific users or groups are added to the permissions. See the “SHARE WITH EMBED CODE” section below for full instructions.

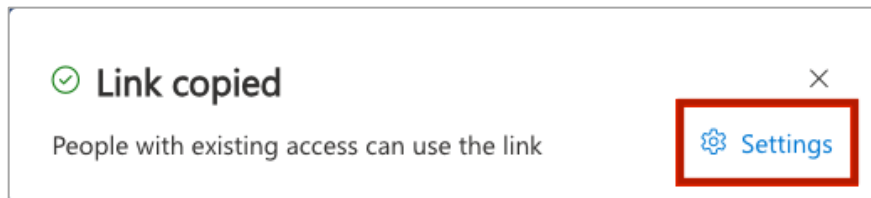
Your video can be shared using a link or embed code.

#### SHARE WITH A LINK (EASIEST OPTION):

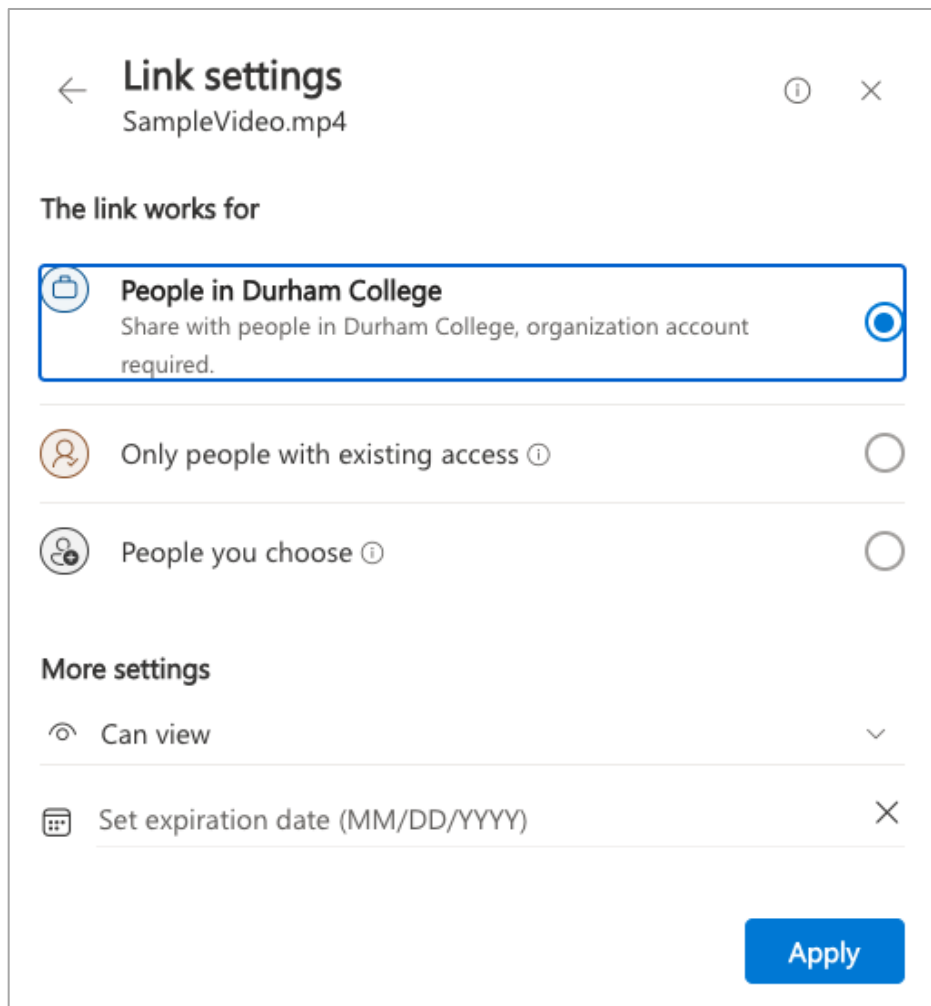
Select **Share**, then **Copy link**.



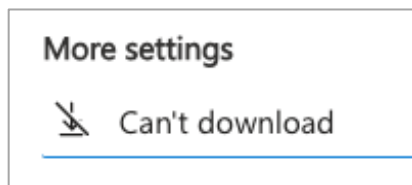
Select **Settings**.



Select **"People in Durham College"**, then **Apply**.



*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".

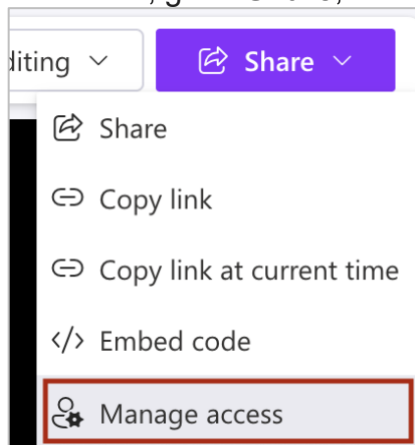


After selecting **Apply**, the link has been copied and is ready to be pasted in DC Connect the same way you share any other link with your students.

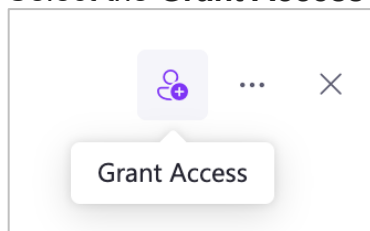
## SHARE WITH EMBED CODE:

**ATTENTION:** Unfortunately, Clipchamp (previously Stream) embed code will only work if you add specific users or groups to the permissions.

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



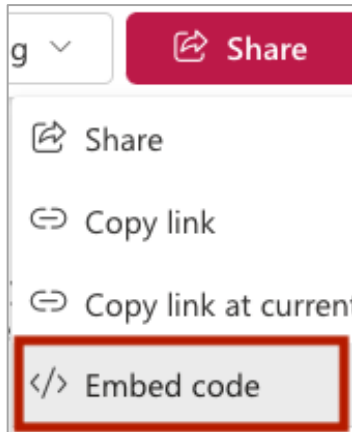
Select the **Grant Access** icon in the upper-right corner (person icon with plus sign).



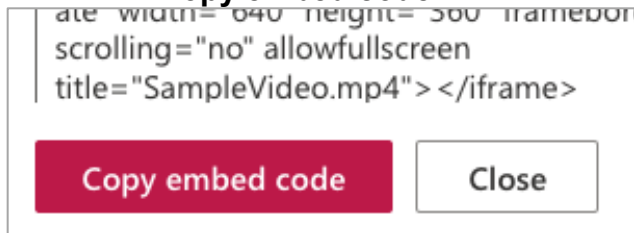
Add names or groups.

Deselect **"Notify people"** if you do not want them to receive an email notification.

Once you've added the necessary names/groups, go back to **Share**, then select **Embed code**.



Select the **Copy embed code** button.



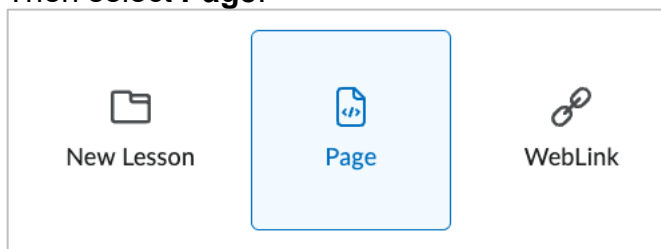
The embed code has now been copied and is ready to be added in DC Connect.

**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**.



Then select **Page**.

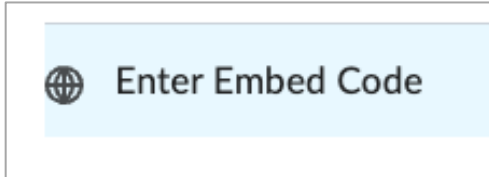




Enter a title for the page and then select **Insert stuff**.



Select **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. Embed code can be added anywhere with the "Insert stuff" option.*