



WAYNE STATE
UNIVERSITY

Office for
Teaching & Learning

Getting Started with MS Stream

Session Agenda

Discussion Topic	Learning Outcome
1. Locating MS Stream	Locate MS Stream amongst your other Office 365 applications
2. How to upload videos	Recall the process for uploading videos from whichever recording platform you use
3. Groups & channels	Organize your videos in a manner that suits yours and your students' needs
4. Adjusting group settings	Determine group settings that aligns with your course needs and goals
5. Transcripts & closed captioning	Manipulate your auto-generated closed captions and transcript settings to best serve your students
6. Sharing MS Stream videos	Select video content from MS Stream to share with your students (either within Stream or another platform)

First, what is MS Stream?

MS Stream enables users to host and share recordings of classes, lectures, meetings, presentations, training sessions, or other videos

THIS IS FOR HOSTING VIDEOS, NOT CREATING THEM!

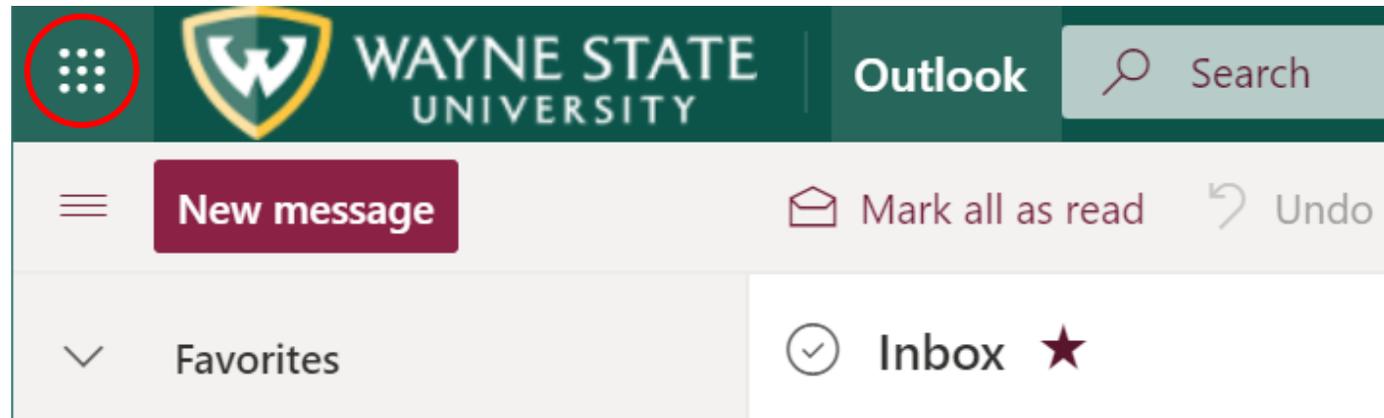
What are the benefits?

- Secure video service means you control who can watch your content
- Free to use for WSU employees and students + no additional account needed
- Synchronizes with your pre-established Office 365 groups (e.g., Office for Teaching & Learning)
- Save space in your Canvas course by hosting videos on another platform
- [Trimming feature](#) for simple video edits
- Easy to organize your content by groups or channels
- Track video view statistics

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Locating MS Stream

Open the Office 365 App launcher , select **All apps**, and then select **Stream**, or go to stream.microsoft.com and sign in with your work or school credentials.



Uploading Videos

Click on the upload icon  at the top of any page or just drag and drop new videos to one of your groups or channels.

- **Note:** You can upload multiple videos at the same time and even browse Microsoft Stream while your videos are uploading in the background.



Videos can be uploaded from various platforms the Teach Anywhere team has discussed in recent weeks, including: Zoom, BigBlueButton, and/or a recorded PowerPoint presentation.

[See a list of supported file types for MS Stream here](#)

Groups

Groups in Microsoft Stream are both a way to organize videos and to control access to videos. Groups have both owners and members.

You can create **private groups** if you want to limit who has permission to view your videos.

Groups in Stream are built using Office 365 Groups.

- **Note:** Deleting a group in Stream will delete the Office 365 group and remove connections to any videos in the group, but the videos will remain on Microsoft Stream.

Here is an [excellent resource](#) to envision how you might create and organize your groups and/or channels on MS Stream

Channels

Channels are a sub-group level organization method for videos, but not a permission method.

- Channels don't have any permissions on their own. If viewers *follow* your channel, they can get updates on new videos added to it.

Group channels are great for further organization of videos within a group and when you want to determine who can see and who can upload videos to a channel.

Characteristics of group channels:

- Inherits the permissions from the group they are contained within;
- All contributors to a group can create channels, add videos to them, remove videos from them, and edit settings about the channel.

Adjusting Group Settings

WSU-wide top-down Group	WSU Collaborative Team	Private top-down Group	Private Collaborative Team
Public group	Public Group	Private Group	Private group
Few contributors	Many contributors	Few contributors	Many contributors
Characteristics:	Characteristics	Characteristics	Characteristics
<ul style="list-style-type: none"> • Everyone at WSU can view videos • Only owners can add/edit videos 	<ul style="list-style-type: none"> • Everyone at WSU can view videos • Anyone can join this group w/o approval • Owners and members can upload/edit videos 	<ul style="list-style-type: none"> • Only members of the group can see videos and channels in the group • Owners have to approve and/or add new members • Only owners can upload videos 	<ul style="list-style-type: none"> • Only members of the group can see videos in the group • Owners have to approve and/or add new members • Both owners and members can upload/edit videos

Creating Captions

MS Stream will [auto-generate captions](#) for supported languages; the **Language** field in Stream must be set to the language you want

- Those include (among others): English, Arabic, Chinese, French, German, Greek, Hebrew, Italian, Japanese, Polish, and Spanish
- Must be either an **MP4** or **WMV** file for auto captions

If you prefer, you can [upload your own caption file](#)

Uploading: zoom_0.mp4 0%

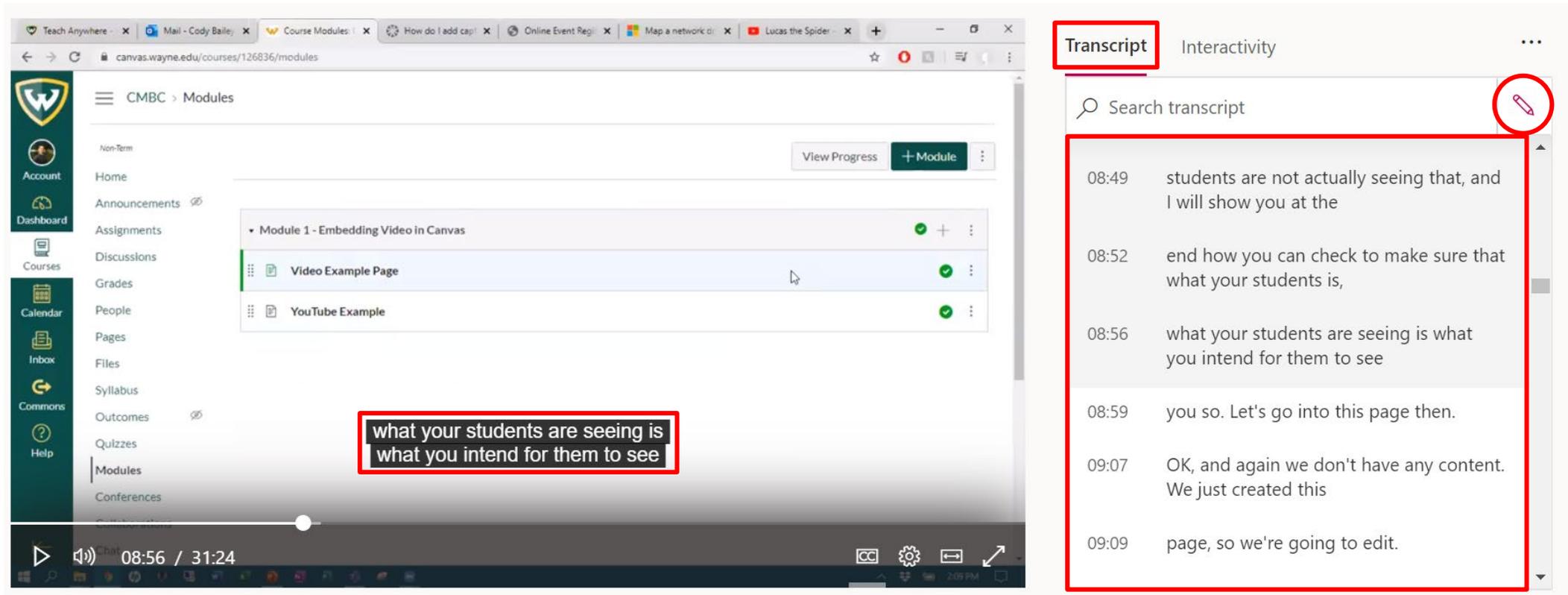
Details

Name
Zoom Example

Description
Create a description for your video, including #hashtags

Video Language ⓘ
English

Editing Transcripts (captions)



The screenshot shows the Canvas LMS interface. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area displays a course page for 'CMBC > Modules'. A video player is embedded, and its transcript is visible on the right. A red box highlights the transcript title 'Transcript' and a red circle highlights the edit icon (pencil) in the top right corner of the transcript panel. A red box also highlights the video player's subtitle text: 'what your students are seeing is what you intend for them to see'. The transcript text is as follows:

Time	Text
08:49	students are not actually seeing that, and I will show you at the
08:52	end how you can check to make sure that what your students is,
08:56	what your students are seeing is what you intend for them to see
08:59	you so. Let's go into this page then.
09:07	OK, and again we don't have any content. We just created this
09:09	page, so we're going to edit.

Sharing Your MS Stream Videos

Once you've [uploaded your video content in MS Stream](#), you have a few options to share your videos with students:

1. Create an [MS Stream Group](#) and invite your students to join
 - a. You can also adjust your sharing settings to allow to them to upload videos (or not) depending on your course goals
 - b. You might also [create channels](#) within your Group to sub-organize content (ex: by module)
2. Insert a URL link or [embed your videos](#) in Canvas
3. [Share Stream videos using MS Teams](#)
4. [Embed Stream videos in your PowerPoint presentations](#)
5. [Share videos via email](#)