Microsoft Stream
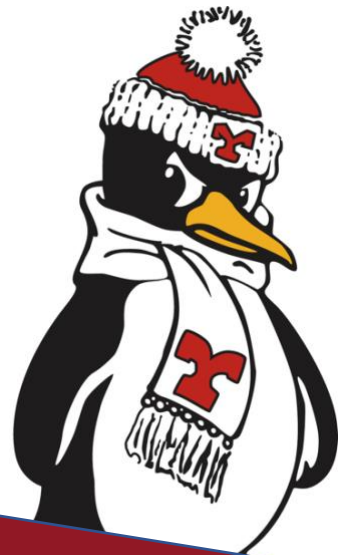
Technology Training
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Microsoft Stream

Microsoft Stream is a secure video streaming and management service available to YSU faculty, staff, and students for streaming and storage of videos used for courses, collaboration, and training. Videos can be linked to blackboard and you can also create interactive quizzes and polls to work with the videos using Microsoft Forms.

Each video is fully accessible with a transcript.

Access Microsoft Stream.

You can access Stream via the Office 365 online.

1. Navigate to www.ysu.edu
2. Click on Penguin Portal in upper right corner.
3. Click on Login under Office 365 Email and Calendar.
4. Enter YSU username and YSU Password.
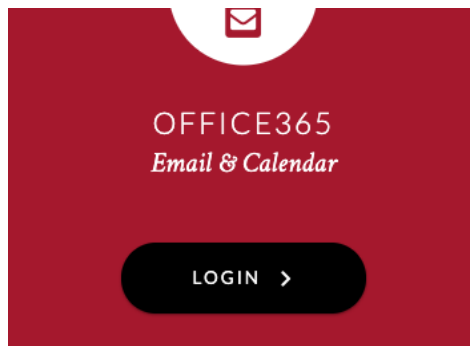
5. Click on the apps box in the left corner next to Outlook.
6. Select all apps and select Stream.
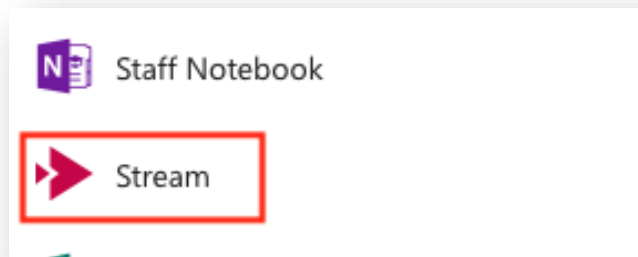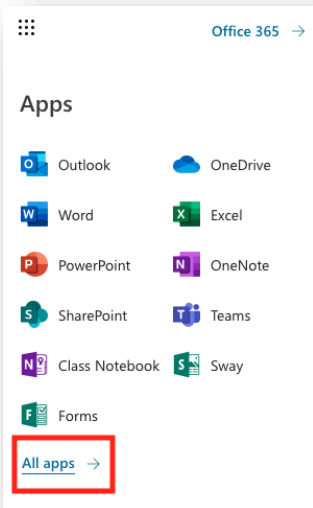
The home page will highlight trending videos, channels and provide training on how to use the site. Across the top of the page is the navigation bar which will allow you to discover others videos, channels, and groups. View your content, channels, and groups and create your own channels and group. You can upload content quickly from the navigation bar. You can also provide feedback to Microsoft of the app itself.


View Content
1. Click Discover to view others content and select videos, channels, people or groups
2. Click My Content to view your own content videos, channels, meetings, watchlist, followed channels or your recycle bin
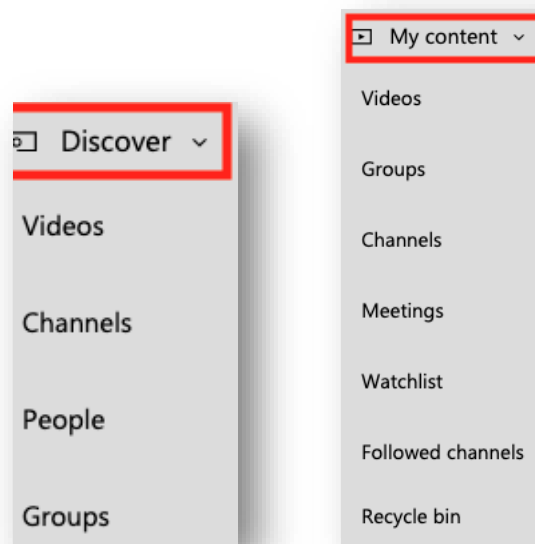
Upload Content
You can upload content in multiple ways.
1. Click the arrow up in the navigation bar to upload a video or
2. Click My Content and select Videos.
3. Drag and drop video files or browse files on the right side of the page.
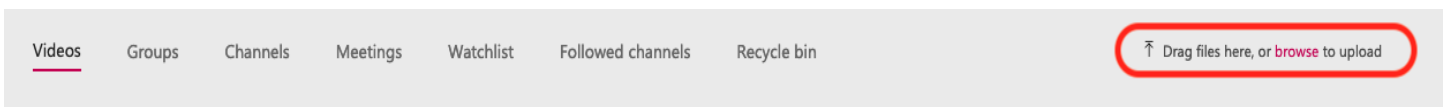
4. Insert Video Name.
5. Provide a description. (Optional)
    a. You can insert time tables of interesting points of the video. Thus creates a table of contents.
    b. Use hash tags to group related videos together.
6. Establish a video language.
7. Select a thumbnail.

8. Set the video permissions to decide who can view and who can edit.
    a. Check mark the box to allow everyone in the organization access to view and add it to their groups and channels.
    b. Share with a group, channel, or people.
        i. Check the box next to the person under owner if you want that person to be able to edit the video.
9. Set other options.
    a. Allow comments.
    b. Check the box to allow auto generation of captions.
10. Select share or publish now.

Channels and Groups.

Channels

Channels are a way to organize videos by topics and allows people to follow a certain channel. Channels can be viewed organization wide or limited to particular groups.

Groups help to organize videos and also provide control to access of the videos. Groups can be public (organization wide) or private to a specific group of owners and contributors.

To create a channel:

1. Select Create on the Navigation bar and click Channel.
2. Insert a channel name and a description.
    a. Include hashtags to group like videos.
3. Select if channel is an organization wide channel or a group channel.
    a. If it is a group channel, select the group.
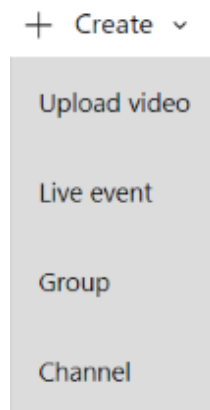4. Select and upload a channel image. (Optional)

Groups

Group creation in Stream not only creates a group to view videos, it actually creates an Office 365 Group. This group will have its own email address, communication channel and access to other Microsoft products such as planner.

Create a new group

1. In Stream, go to **Create** > **Group**.

2. In the **Create group** page, provide a **Name** and **Description** for your group.

3. In **Access**, select **Private group** or **Public group** to determine who has access to the content inside your group.
    - ○ **Public group** means the group and videos / channels you add to it to be viewable by everyone in your organization.
    - ○ **Private group** means your group will be private and only the members of the group will be able to see the contents of the group.

4. Look up people in the **Add group members** field to include people in your group. You can only add individual users to groups. If you would like a member to be an owner of the group check the box in the **Owner** column to upgrade their permission.
5. Turn **Allow all members to contribute** to **On** or **Off** to determine if the members of the group should be able to contribute to the group by adding/modify videos and channels, or if they should just be viewers of the group only.
6. Select **Create**.

Create Live Event Stream
You can broadcast a live stream across the organization or to a particular group of people.
1. Navigate to Create and select Live Event.
2. Insert details of the event.
    a. Title

   b. Description
   c. Time of the event
3. Set permissions of who has access to the event.
4. Select the options to establish details for after the event such as accessibility.
5. Publish the event when you are ready for details to be presented to viewers.
6. Send links or calendar invites to your attendees.
7. Select Start Setup when you are ready to add your encoder.
8. Copy the Server's ingest URL
9. Paste it as the RTMP output or
10. Select an encoder from the drop down input.
11. Once configured start your stream.
12. Select Producer view to preview your event.
13. Select Audience to view what the audience sees.
14. Select Start Event to send the stream.
15. End the broadcast by clicking End Event.

Transcripts, Interactivity, Analytics, and Link to Blackboard

A transcript is automatically generated upon upload if you have selected the option. You will want to view the transcript for accuracy and edit as necessary.

1. Navigate to My content.
2. Click on your video title.
3. Pause your video.
4. View your transcript in the right column next to the video.
5. Click the pencil to edit the transcript at certain time points.
6. Click Save after your edits.
You can play the video at the same time if you are not certain what the phrase should be.
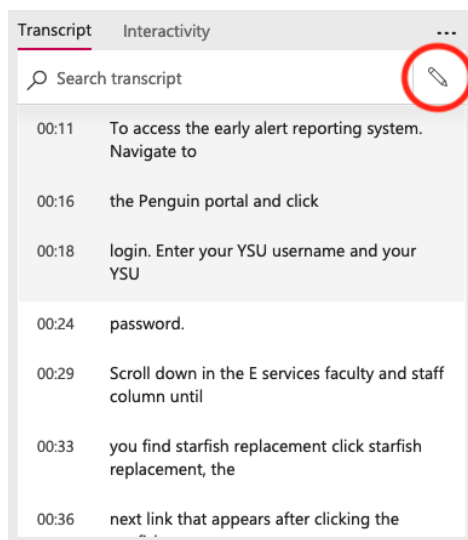
Your video can be interactive by adding a quiz or poll using Microsoft Forms. To add a quiz or poll to your video:

1. Click Interactivity next to transcript
2. Click the + sign to add your form. Note: You need to create your Microsoft Form separately.
3. Paste the URL of your MS Form.
4. Name your activity or Form.
5. Insert the position on the timeline of where you want to include the activity.

Transcript   **Interactivity**

+ Add Form

NAME	VIEWED	TIME

Form name   1:31

Form URL ⓘ

Paste URL here

Name your form ⓘ

Name your form here

Position on timeline ⓘ

1:31

Add to timeline   Cancel

Stream provides limited analytics for your video. You can see the number of views your video has received and you can view any comments made regarding the video.

To link the video in blackboard:
1. Navigate to My content.
2. Click on your video title.
3. Click Share at the bottom of the video.
4. Select Share and copy the link provided.
   a. You can set a certain point on the timeline to start the video.

5. Insert the URL in Blackboard.

If you need further assistance please contact the Technology Training Team.

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