

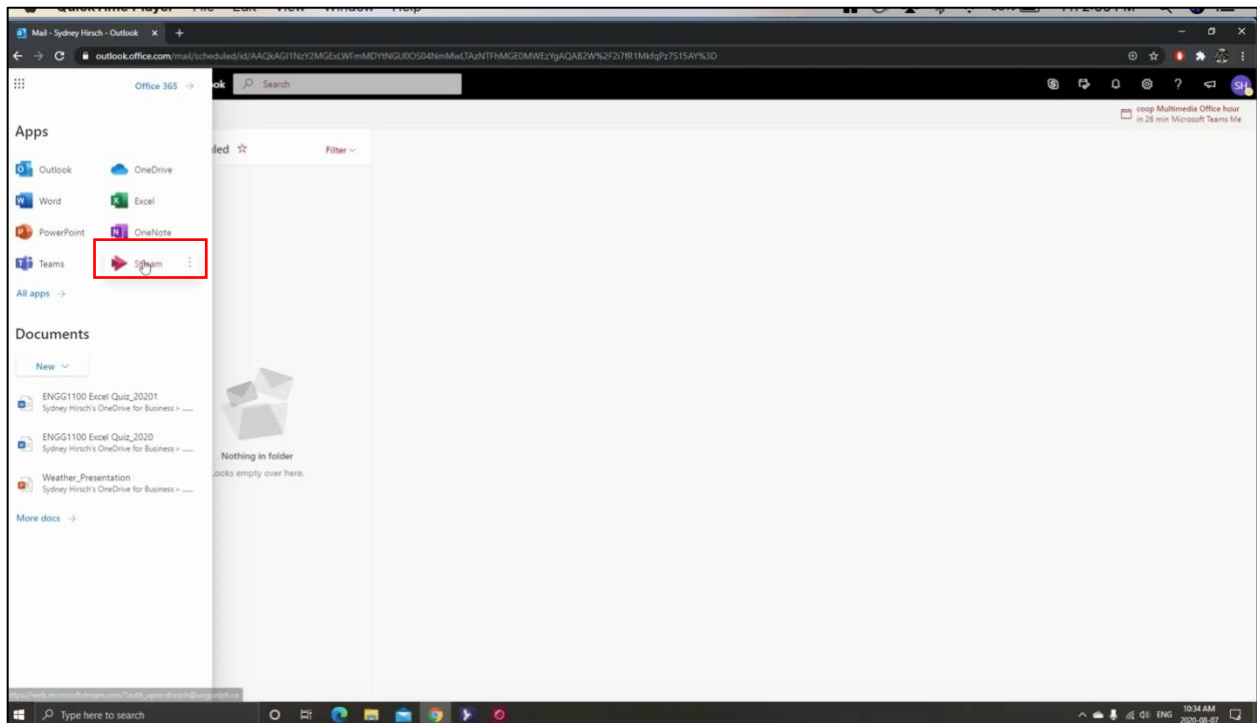
# Linking Videos from Stream to CourseLink

By Engineering IT

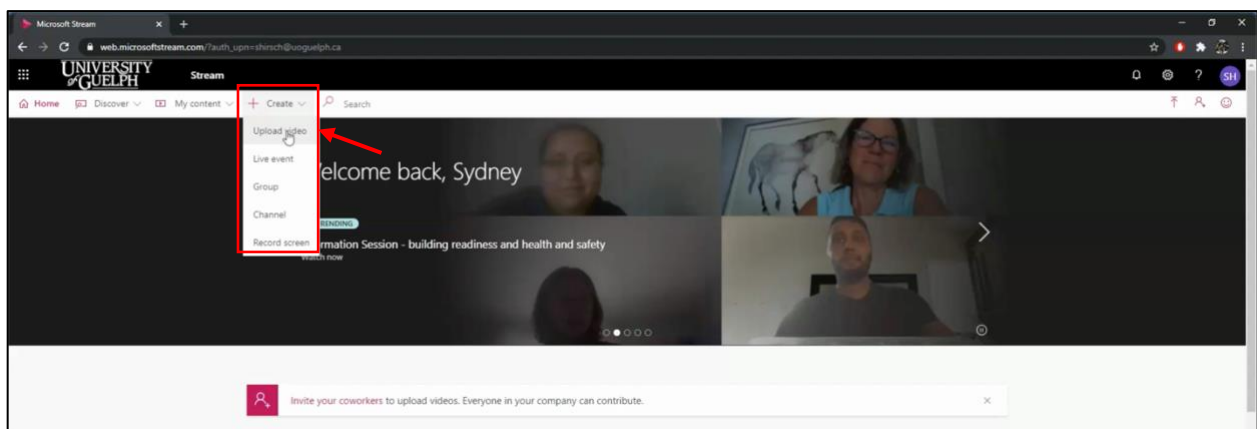
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## Upload a Video to Microsoft Stream

1. In your Microsoft Office account under Apps go to Stream. You may need to select "All apps" if you do not see Stream.

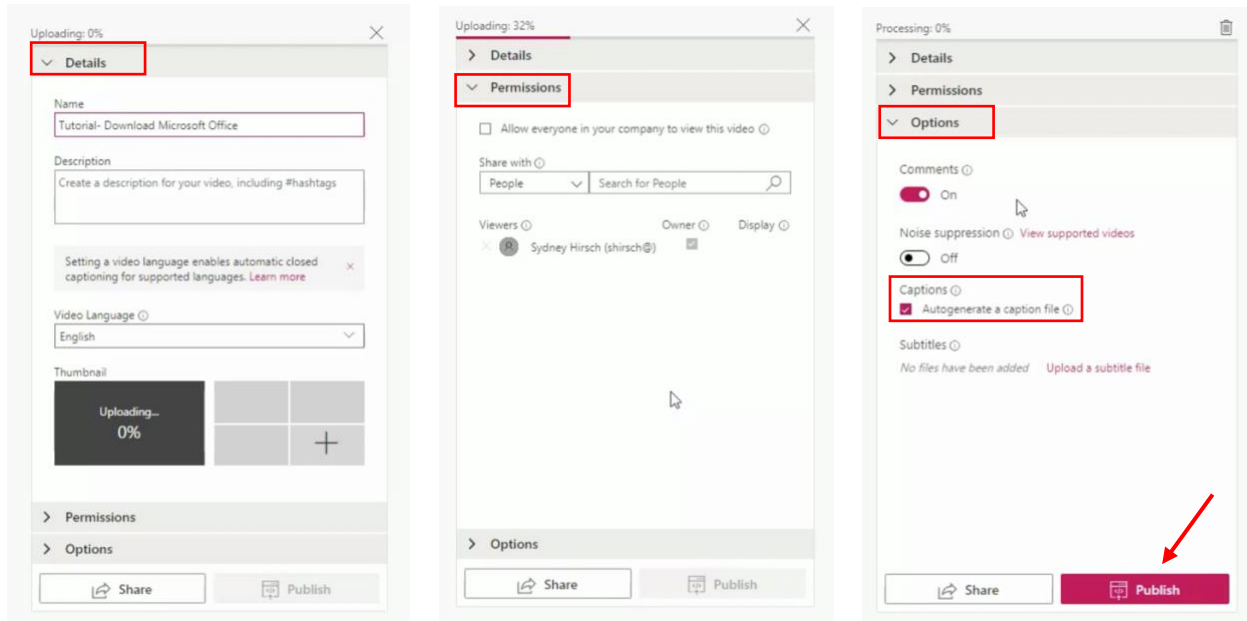


2. To upload a video, go to Create then Upload video. On the next page, either drag and drop a video file or browse your local files for the video you wish to upload. Once you have selected a video it will begin uploading.

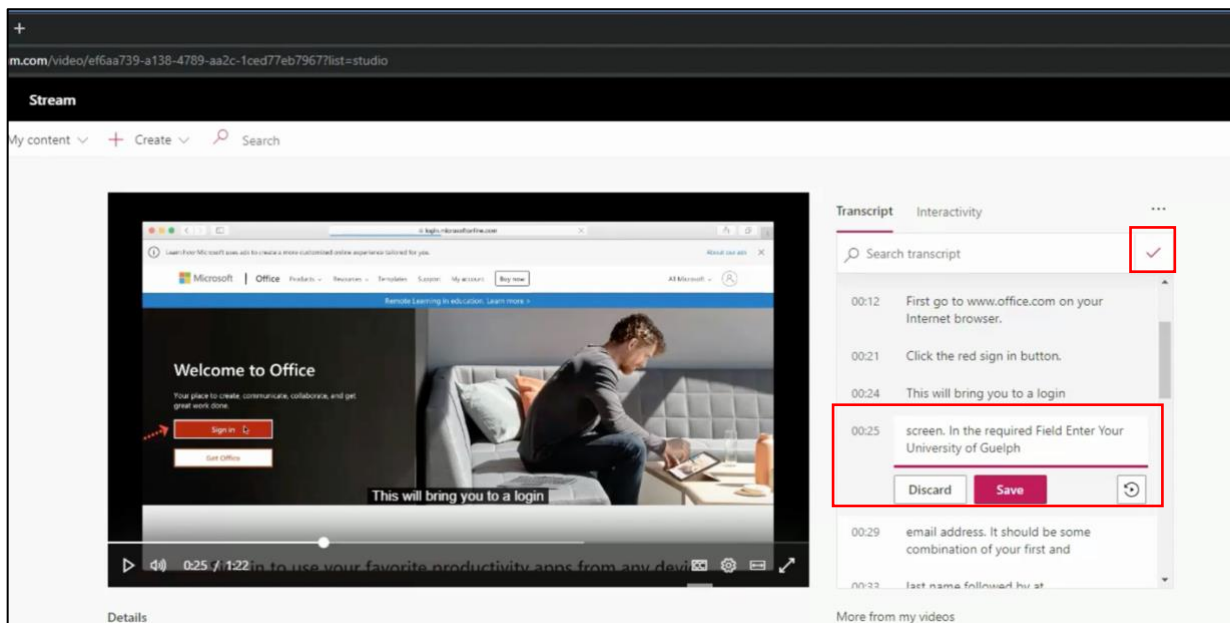


3. Change the details, permissions and options while the video uploads.
  - a. Details: Change the name, add a description and choose a thumbnail.
  - b. Permissions: Choose to share with everyone, specific people, or no one.
  - c. Options: **Make sure “autogenerate a caption file” is checked to ensure the video has closed captioning.**

When the video is done uploading select “Publish.” You can then find the video under “My Content” then “Videos.”

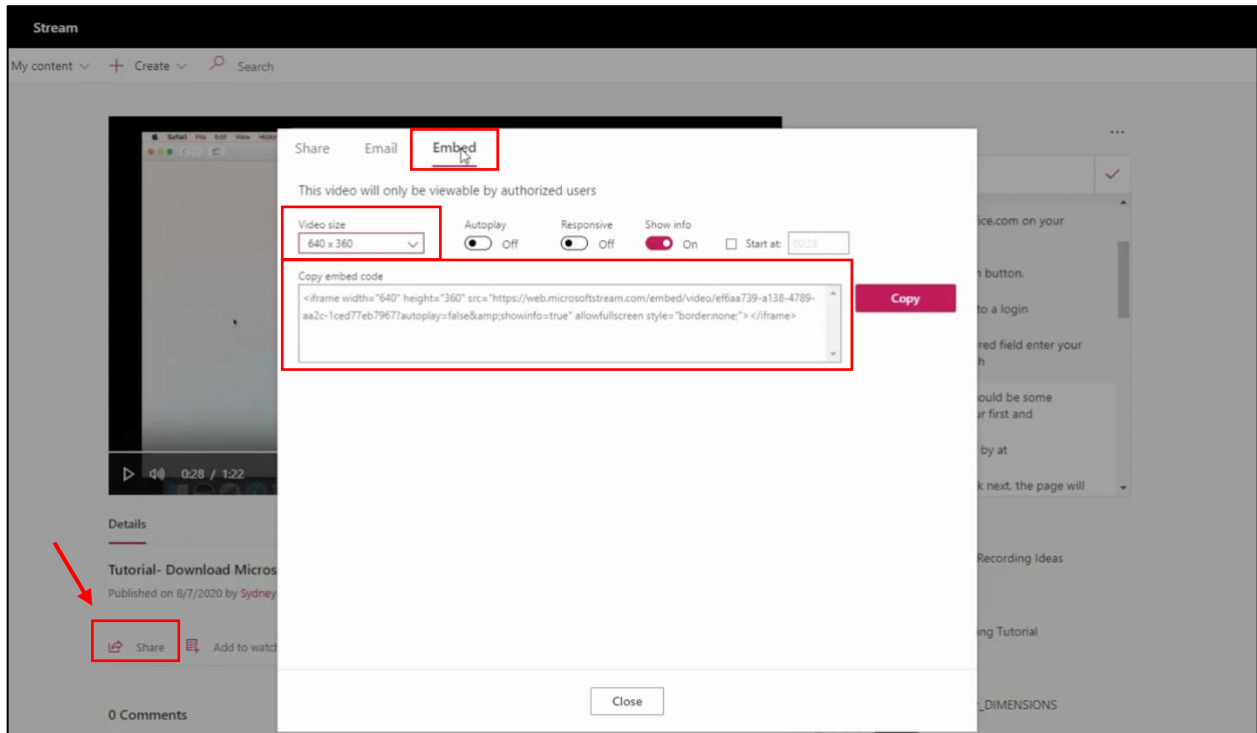


4. Make sure to read through the captioning and **correct any mistakes** to ensure all students receive the same information from the video. To edit the captions, select the edit button on the right of the transcript and select each caption that requires corrections and update accordingly.

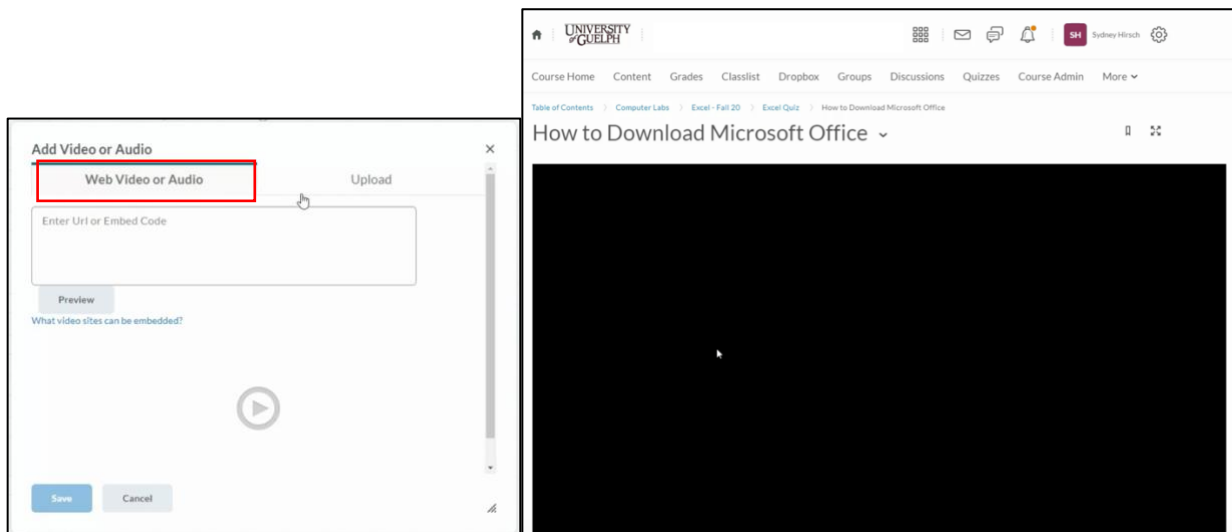


## Embed a Stream Video in CourseLink

1. Select "Share." Go the "Embed" tab. Select the video size you want the video to be in CourseLink, then copy the embed code. Next, navigate to your courses Content section in CourseLink.

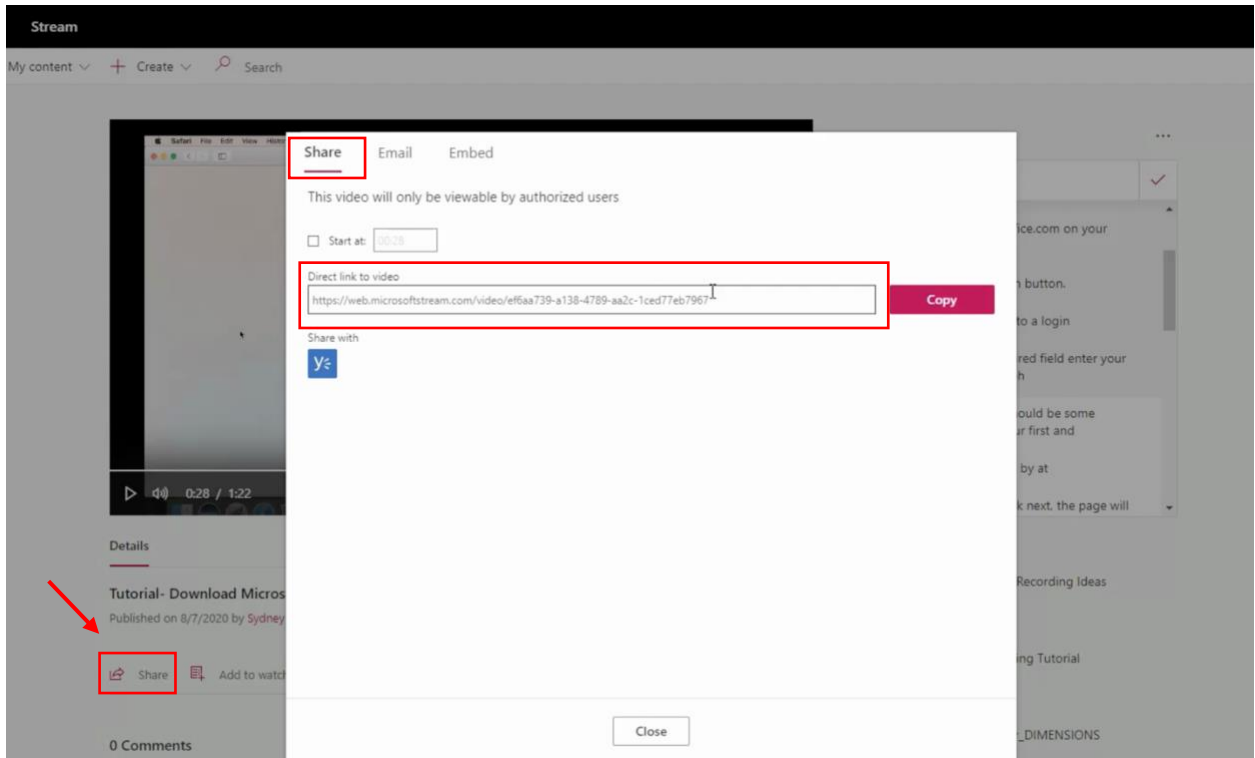


2. In your courses content select "Upload/Create" then "Add Video or Audio." Paste the copied embed link. Add a title and click Save. When students select the module, the video will open within CourseLink.



## Open the Video in MS Stream from CourseLink

1. Select the share option under your video on Microsoft Stream. Under the Share tab, copy the “Direct link to video.”



2. Under content in your CourseLink, select “Upload/Create” then “Add a Link.” Paste the copied link into the URL field, add a title and select “Open as External Resource,” then “Create.” When students select the file they will be taken to the Stream website where they can watch the video.

A screenshot of the 'New Link' dialog box. It has a title bar with 'New Link' and a close button. The form contains a 'Title \*' field, a 'URL \*' field, and an 'Open as External Resource' checkbox. Below the checkbox is the text 'User progress is not tracked for external resources'. At the bottom, there are 'Create' and 'Cancel' buttons. A scrollbar is visible at the bottom of the dialog.