

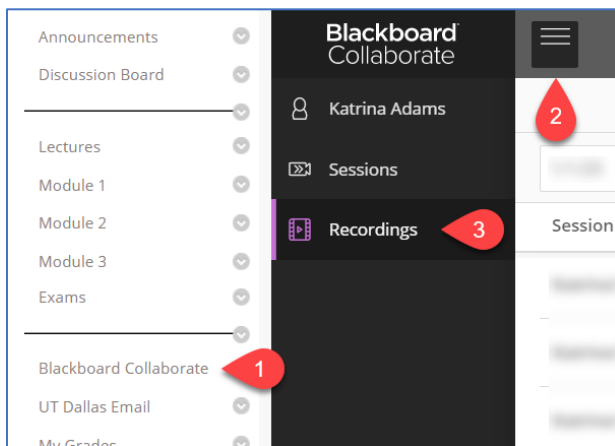
How to Upload a Collaborate Recording to Stream

Faculty who have course content that has been recorded in Blackboard Collaborate are able to download that recording, then upload it into Microsoft Stream. Uploading Collaborate content into Stream will produce a video that is captioned for you to link into your course, allowing us to comply with accessibility requirements.

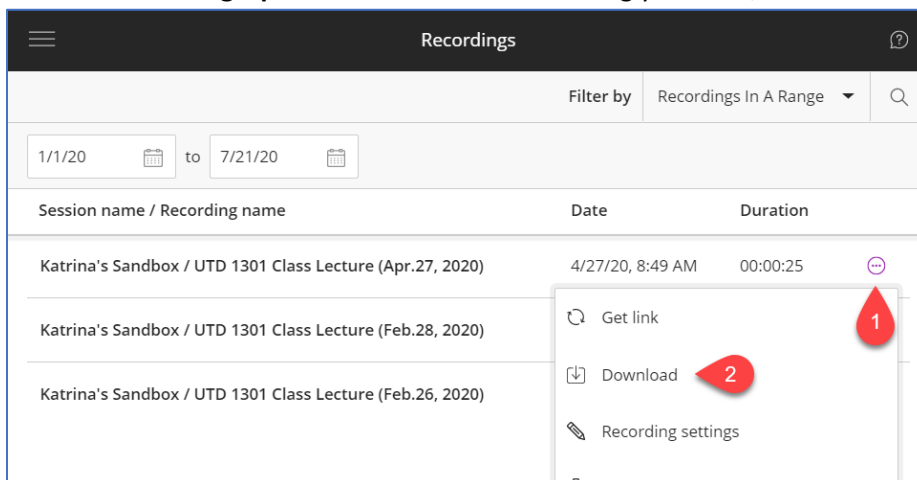
Below are instructions on how to do this.

STEP 1: DOWNLOAD THE COLLABORATE RECORDING

While in your eLearning course, navigate to your Collaborate recording. To do this, click the **Blackboard Collaborate** link in the course menu. Now click the menu button, and click **Recordings**.



Click the **Recording Options** button for the recording you want, then click **Download**.



The recording is now downloaded as an MP4 onto your computer.

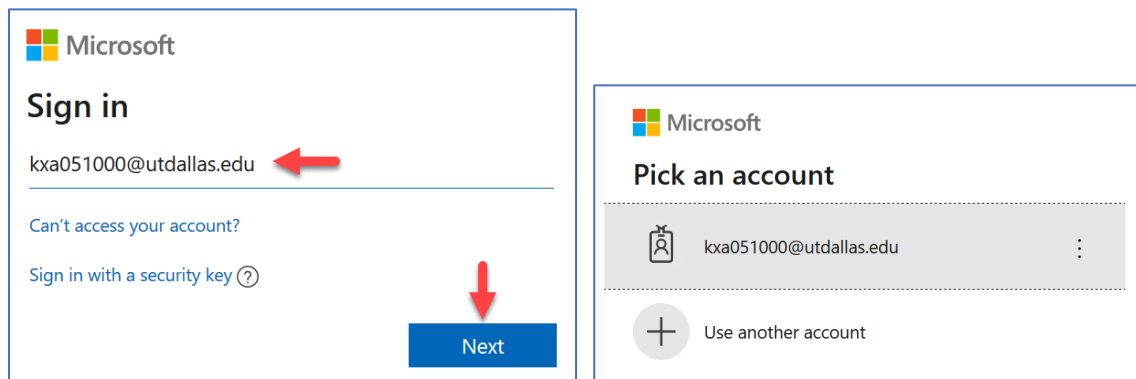
STEP 2: UPLOAD THE RECORDING FILE INTO MICROSOFT STREAM

Go to the Microsoft Stream website (<https://www.microsoftstream.com>).

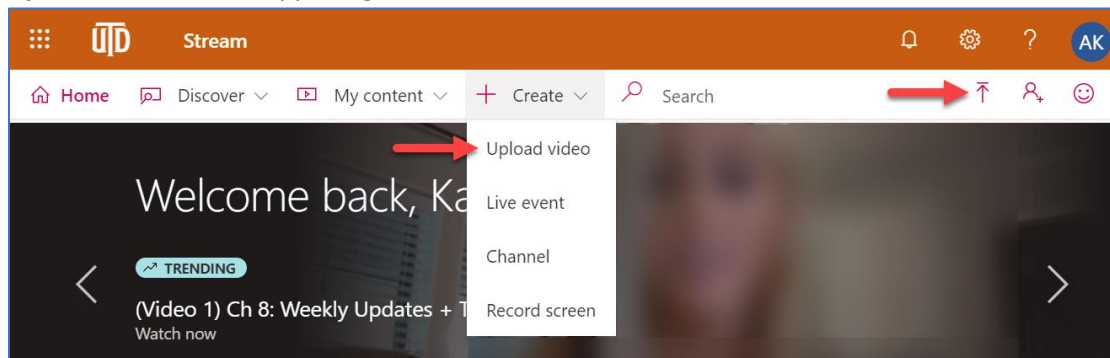
If you've never logged into Office 365 using your computer, you'll see the first screenshot below. Type in your email address using the *netid@utdallas.edu* format. Click **Next**. Follow the prompts to type in your password and authenticate using DUO.

If you *have* logged into Office 365 any time prior using your computer, you'll see the second screenshot below. Simply click your email address to continue. Follow the prompts to type in your password and authenticate using DUO, if needed.

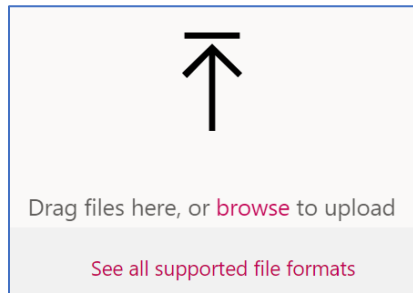
If you have never used DUO, please see <https://www.utdallas.edu/oit/howto/netidplus/>



Now that you're logged in, you can upload your video by going to **Create > Upload video** or click the **Upload** button in the upper-right corner.

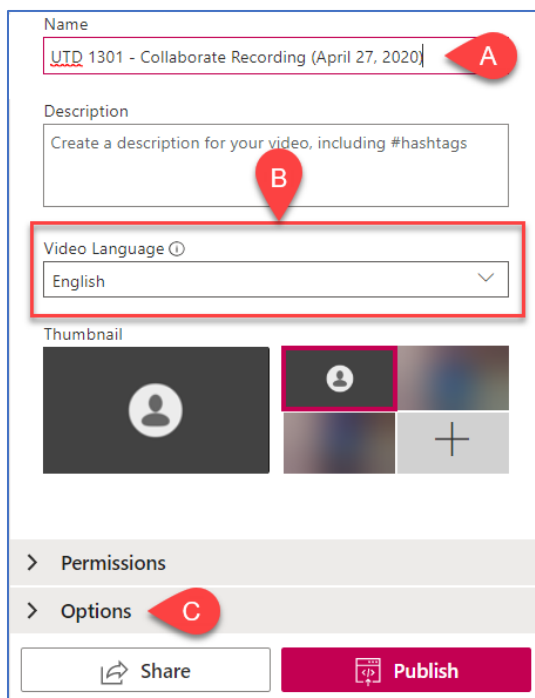


You can now drag your recording MP4 onto the page or click the **Browse** link to upload the Collaborate recording.

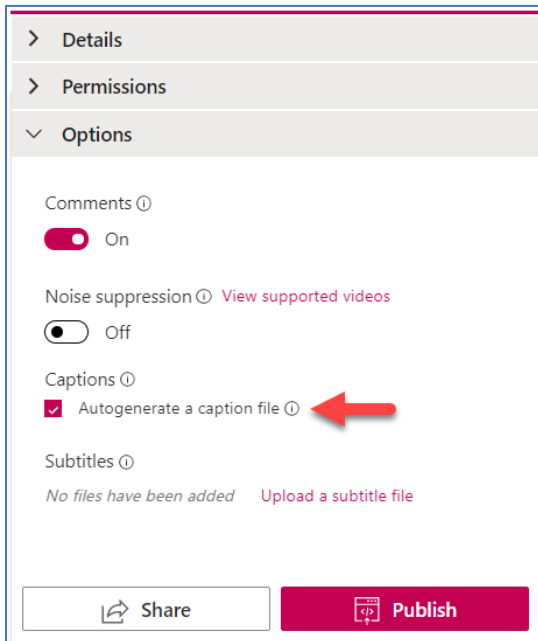


While your video is uploading...

- A. You can edit **Name**, if needed.
- B. Make sure the **Video Language** is set to **English**.
- C. Click **Options**.

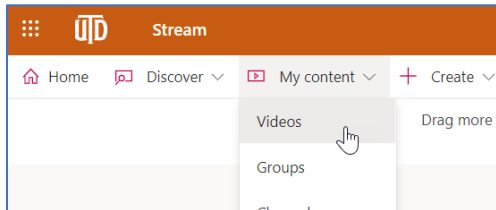
A screenshot of a video upload form. The form has several sections: "Name" with a text input field containing "UTD 1301 - Collaborate Recording (April 27, 2020)" and a red callout bubble "A" pointing to the input; "Description" with a text area containing "Create a description for your video, including #hashtags" and a red callout bubble "B" pointing to the area; "Video Language" with a dropdown menu set to "English" and a red box around the entire section; "Thumbnail" with a grid of four thumbnail options, the top-right one highlighted with a red box; "Permissions" and "Options" sections, with a red callout bubble "C" pointing to the "Options" section. At the bottom are "Share" and "Publish" buttons.

- D. Make sure **Autogenerate a caption file** box is checked.
- E. Click **Publish**.

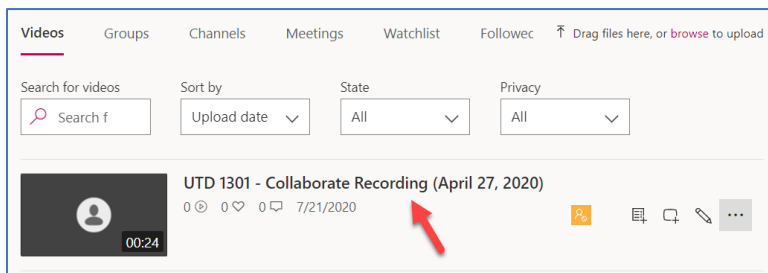


STEP 3: CHECK AND EDIT THE TRANSCRIPT, AS NEEDED

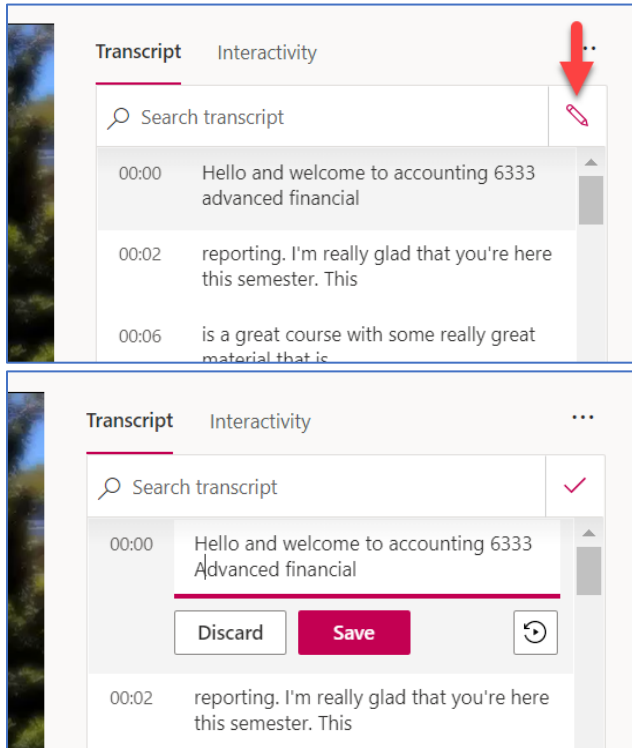
While still in Stream, go to **My Content > Videos**.



You'll now see any videos you've uploaded. Click the name of the video, and you'll now be able to view the video you've uploaded.



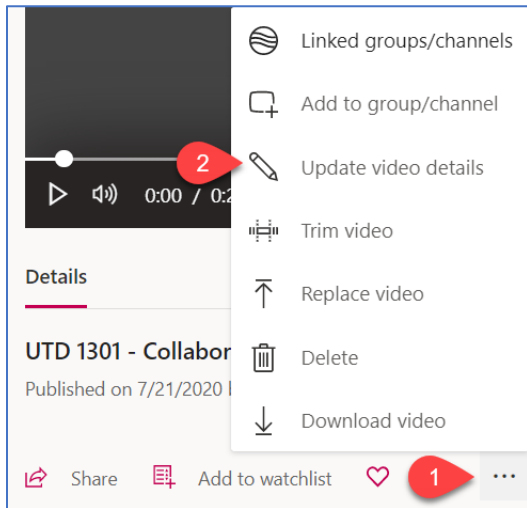
Notice to right of the video, you'll see a Transcript panel. Click the **Edit Transcript** button (pencil icon) if there's something that needs to be corrected. When done editing, be sure to click **Save**. (PLEASE NOTE: Depending on the video length, it could take up to a few hours for the transcript to become available.)



STEP 4: GIVE YOUR CLASS PERMISSION TO VIEW THE VIDEO

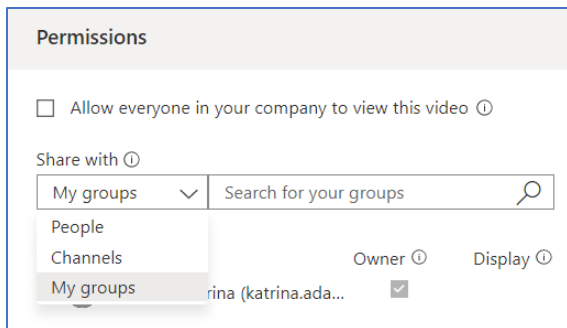
Any videos you upload into Stream are private, by default. In order for others to be able to view the video – even if you give them the share-link to that video – you must grant that person or group permission to view it.

While still looking at your video in Stream, click the **More Actions** button (below the video), then click **Update video details**.

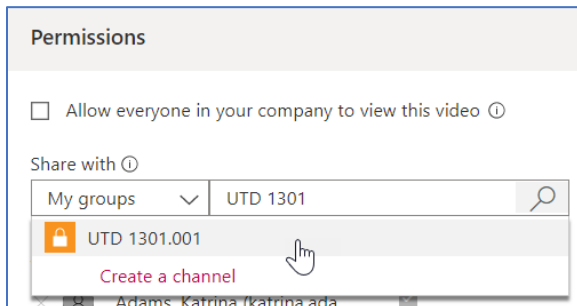


You'll notice you're now able to edit many of the settings you saw earlier when you were uploading the video (in STEP 2 above). We are now going to give your class *group* permission to view the video.

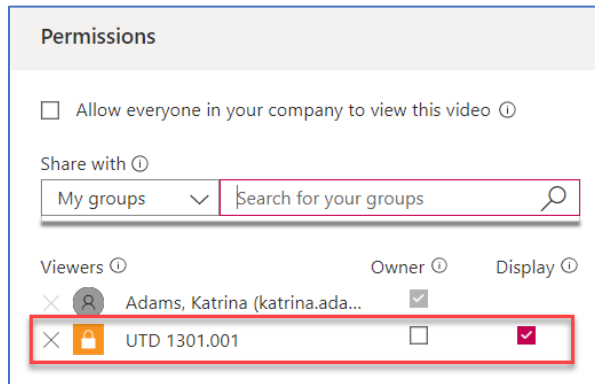
In the **Permissions** box, select **My groups** from the "Share with" dropdown.



Type in your course number, and click **Search**. Then click on your course *group*.



You'll now see your course group listed, and it is automatically given 'Display' permission. (At this point, you can add additional course groups, if you are sharing the video with multiple classes.)



This means that others in that group will only have the ability to view the video. (They will not be able to download the video.)

Now click **Apply** at the top of the page.



Your students will now be able to access the video in Stream. (For more information on how students access content in Stream, please see our "How to Access Lecture Recordings" instructions for students.)