

A QUICK GUIDE TO

STREAM

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WHAT IS STREAM?



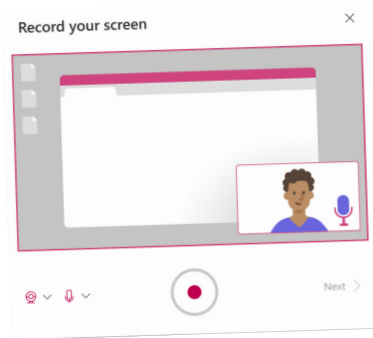
Microsoft Stream is a video management service that lets you organize, create, store, share, and view videos. Microsoft Stream is used in education for secure video sharing in the classroom. It makes it simple to securely share videos with small groups of students, classes, PLC groups, or families outside of school. It also optimizes videos for students who use mobile devices and those who watch from computers

SCREEN RECORDING

Screen recording is a great tool for creating instructional videos, tutorials, and presentations. It allows you to record your screen and yourself at the same time, making it easy to explain complex concepts or demonstrate how to use software.

To screen record, you can follow these steps:

1. **Sign in** to Microsoft Stream.
2. Select **Create > Record screen** and yourself.
3. Choose the screen and camera.
4. Select **Start recording**.



TELEPROMPTER MODE

Teleprompter mode is a feature that allows you to **read from a script while recording a video**. It displays your script in large text on the screen, making it easy to read while looking directly at the camera.

Before pressing record...

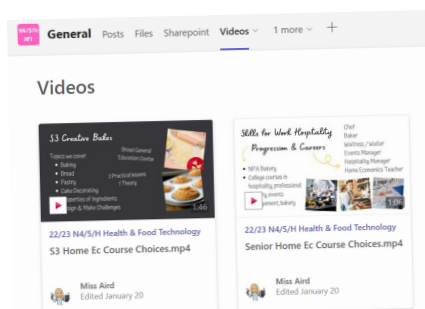
1. Select Teleprompter mode.
2. Enter your script into the text box.
3. Adjust the font size and speed of the teleprompter.
4. Select Start recording.

ADD VIDEOS IN TEAMS

Feature videos and recordings stored in your team, with the SharePoint Stream Videos page in a channel tab.



1. In Teams, select the channel page
2. To the right of the channel name, select the + on the tab bar, to add a new tab
3. Select SharePoint or SharePoint Pages tab app
4. Select the page called Videos

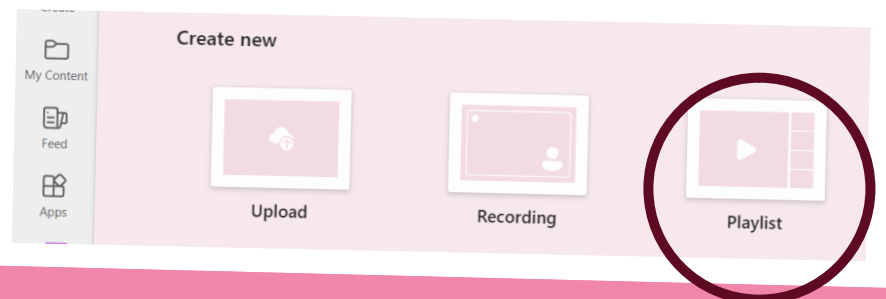


PLAYLISTS

Playlists are collections of videos that you can organize and share with others. You can create playlists to group related videos together, such as a series of instructional videos or a collection of lessons. You can also share your playlists with pupils and staff.

To create a playlist in Microsoft Stream:

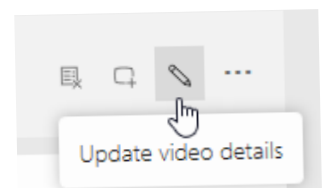
1. Select **My content > Playlists**.
2. Select **Create playlist**.
3. Enter a name for your playlist.
4. Select **Add video** and choosing the videos you want to add.
5. Rearrange the order of your videos by dragging and dropping them.
6. Select **Share** and entering the email addresses of the people you want to share it with.



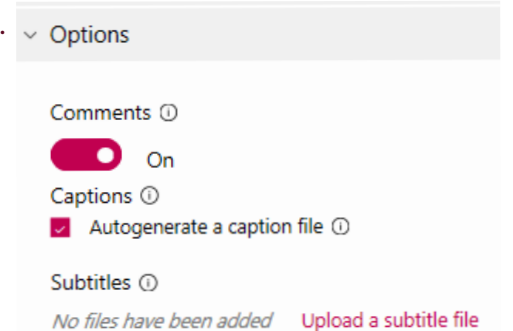
CAPTIONS & TRANSCRIPTS

Microsoft Stream captions and transcripts are features that allow you to add closed captions and transcripts to your videos.

Closed captions are text overlays that appear on the video screen and provide a written version of the audio content. Transcripts are text versions of the audio content that appear below the video player



1. **Select the video** you want to add captions or transcripts to.
2. Select **Edit** then **Options**.
3. Under Captions, select **Add new caption file**.
4. Choose the language for your captions.
5. Enter the text for your captions.



You can also choose to **autogenerate captions**.