
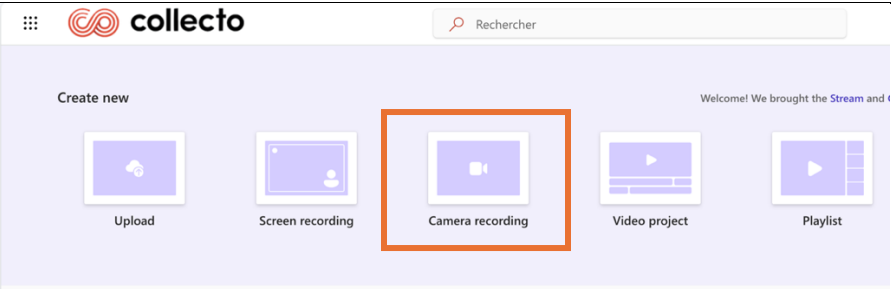
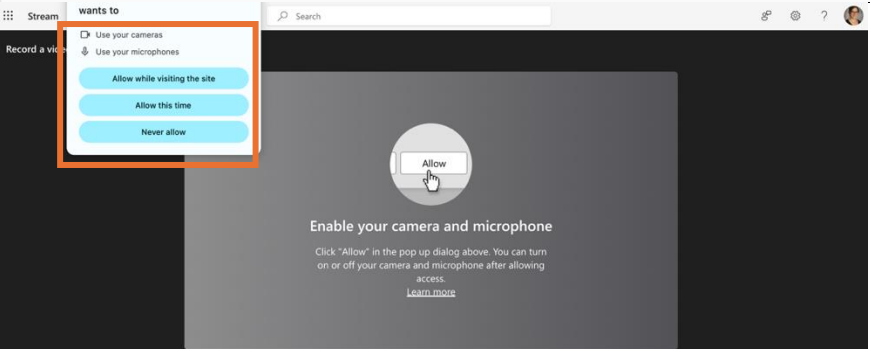
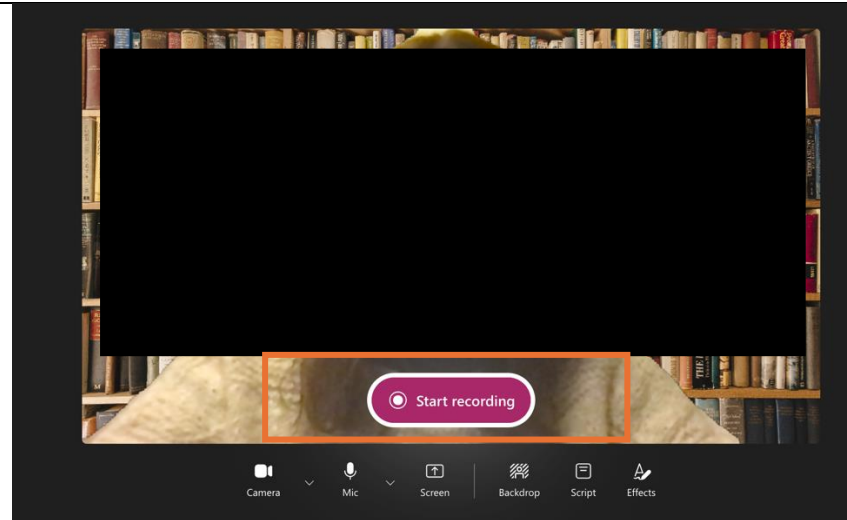


Creating Short Videos on Stream

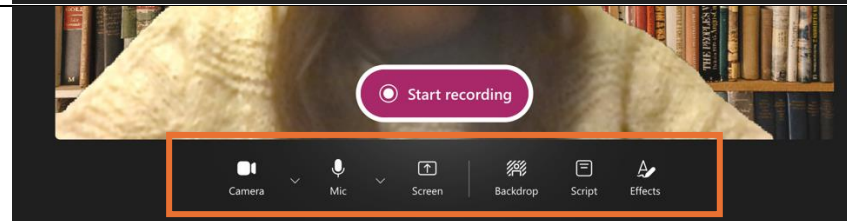
Recording with Stream

<p>1. Go on Stream via the Microsoft tools menu.</p>	
<p>2. Select "Camera recording" to start a new project.</p> <p>Please note that the "Screen recording" option has the same features.</p>	
<p>If needed, allow access to your camera and microphone.</p> <p>The camera must not be used on any other applications for this to work.</p>	

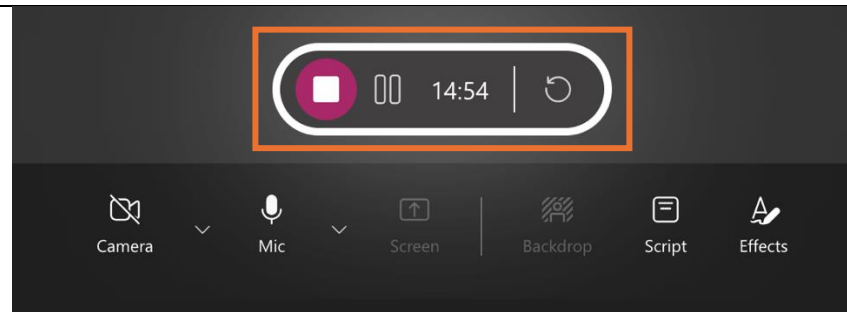
3. Click on “Start recording.”



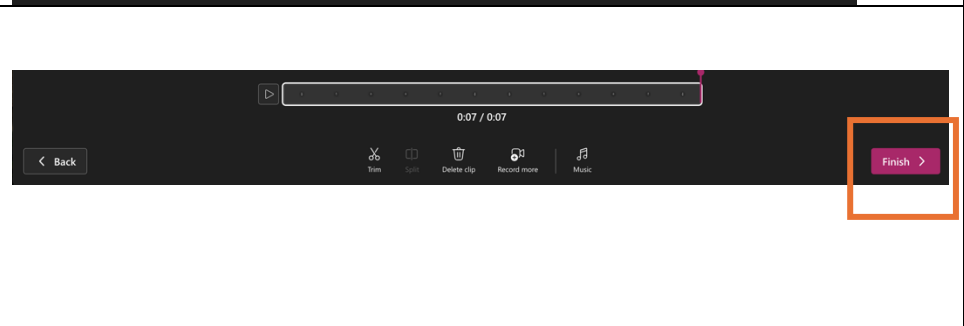
Note that there are settings at the bottom that allow you to share your screen, adjust your video backdrop, write a script (add notes on what you want to say during your video, which will not appear in the video), and apply video effects (such as drawings, text, and a whiteboard).



4. The dashboard allows you to stop the recording, pause it, or overwrite the current clip and start over.

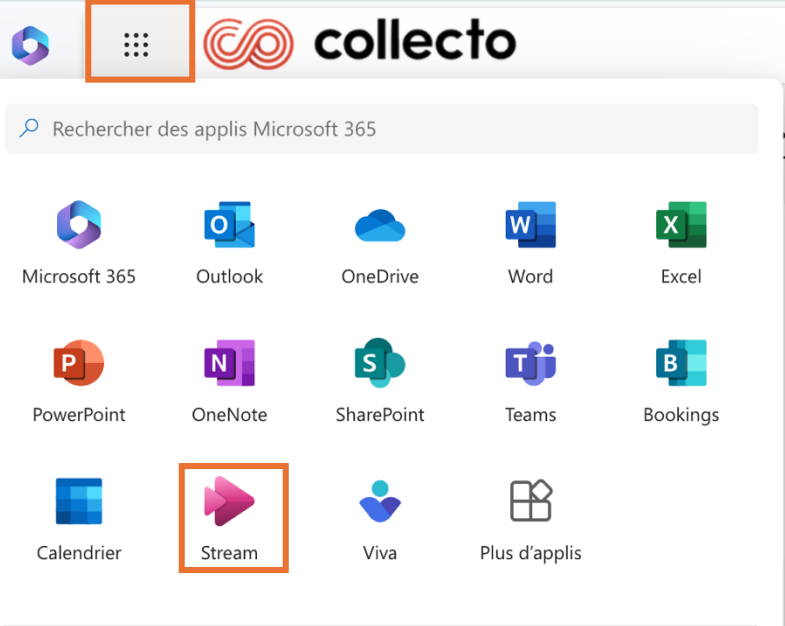
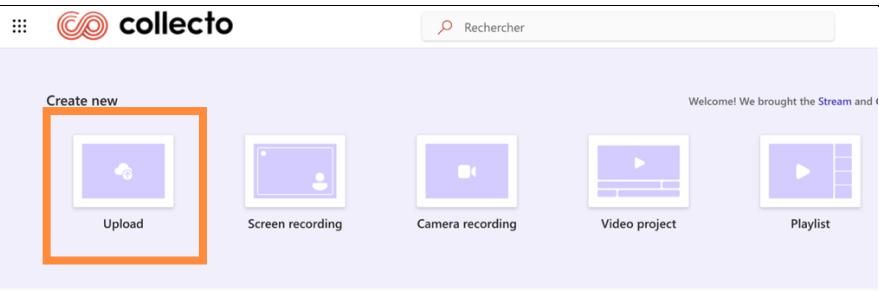
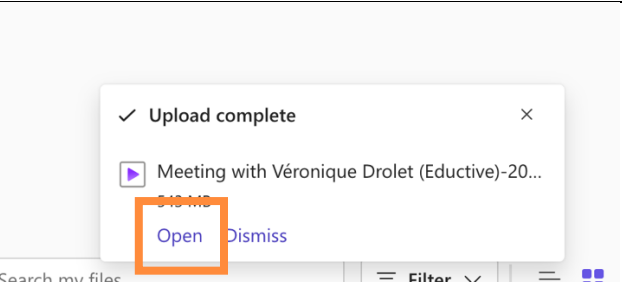


5. This page allows you to make small edits before submitting for publication: trim, split, delete, record more, or add music.



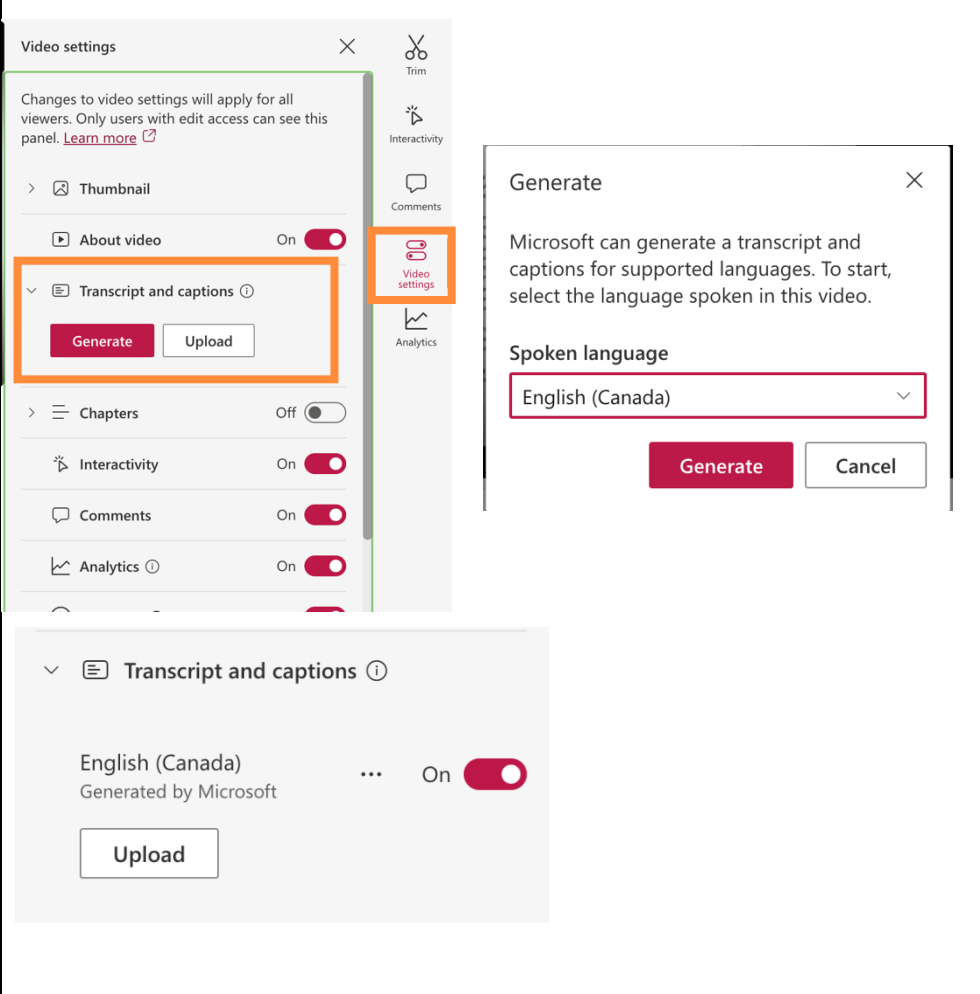
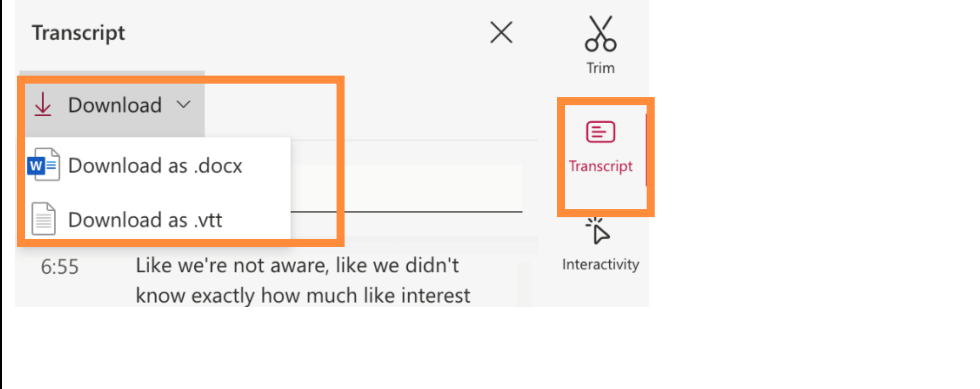
Uploading a video on Stream

You might already have a video created using another software that you wish to import into Stream to edit or make sharing easier.

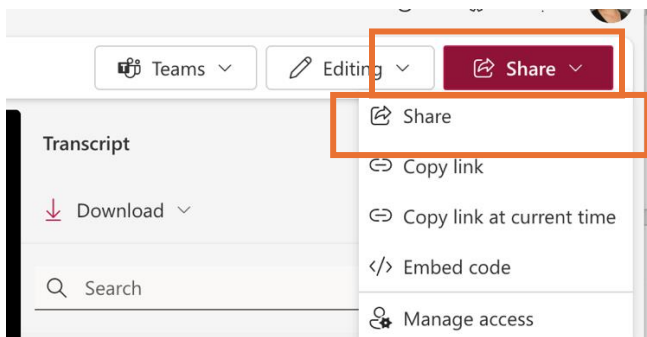
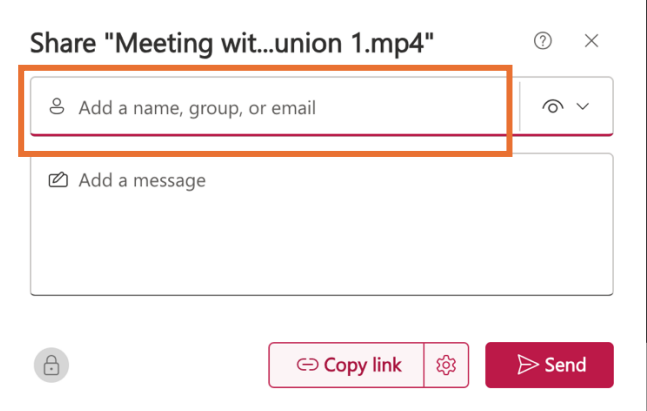
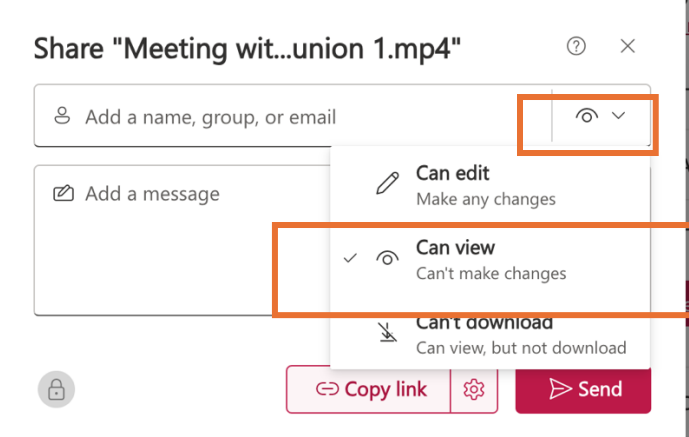
<p>1. Go on Stream via the Microsoft tools menu.</p>	 <p>The screenshot shows the Microsoft 365 app launcher interface within the Collecto application. At the top, there is a search bar labeled 'Rechercher des applis Microsoft 365'. Below it, various Microsoft 365 applications are displayed in a grid, including Microsoft 365, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Bookings, Calendrier, Stream, Viva, and Plus d'applis. The Stream icon, which is a pink play button, is highlighted with an orange rectangular box.</p>
<p>2. Start a new project by clicking on "Upload" and select the video file to add (from your computer).</p>	 <p>The screenshot shows the 'Create new' section of the Collecto interface. It features a search bar at the top right labeled 'Rechercher'. Below the search bar, there are five options for creating new content: Upload, Screen recording, Camera recording, Video project, and Playlist. The 'Upload' option, represented by a purple square with a white upload icon, is highlighted with an orange rectangular box.</p>
<p>3. Click on "open." The video is now in your Stream video library.</p>	 <p>The screenshot shows a notification dialog box titled 'Upload complete' with a close button (X) in the top right corner. The notification contains a play button icon, the text 'Meeting with Véronique Drolet (Eductive)-20...', and a file size of '548 MB'. At the bottom of the dialog, there are two buttons: 'Open' and 'Dismiss'. The 'Open' button is highlighted with an orange rectangular box.</p>

Subtitling with Stream

Note that the Stream software does not allow you to download a saved video with subtitles; the subtitles stay on the platform.

<p>1. Click on “Video Settings”, then on “Transcript and captions”, and finally on “Generate.”</p> <p>The “Upload” button allows you to add a file containing subtitles.</p>	 <p>The screenshot shows the 'Video settings' interface. The 'Transcript and captions' section is highlighted with an orange box, showing 'Generate' and 'Upload' buttons. A 'Generate' dialog box is open on the right, with 'English (Canada)' selected in the 'Spoken language' dropdown and 'Generate' and 'Cancel' buttons.</p>
<p>To edit the subtitles, click on “Transcript” and you can modify the text as needed.</p> <p>To download the subtitles, click on “Download” and select the format.</p>	 <p>The screenshot shows the 'Transcript' interface. The 'Download' menu is open, with options for 'Download as .docx' and 'Download as .vtt' highlighted with an orange box. The 'Transcript' button is also highlighted with an orange box. The video player shows a timestamp of 6:55 and the text 'Like we're not aware, like we didn't know exactly how much like interest'.</p>

Sharing a Stream video

<p>1. When you are ready to share your video, click on the “Share” button and click on the button with the same name again.</p>	 <p>The screenshot shows the Microsoft Stream interface. At the top, there are three buttons: 'Teams', 'Editing', and 'Share'. The 'Share' button is highlighted with an orange box. Below it, a dropdown menu is open, and the 'Share' option is also highlighted with an orange box. Other options in the menu include 'Copy link', 'Copy link at current time', 'Embed code', and 'Manage access'.</p>
<p>2. Enter your teacher’s email address.</p>	 <p>The screenshot shows the 'Share "Meeting wit...union 1.mp4"' dialog box. At the top, there is a search bar with the placeholder text 'Add a name, group, or email', which is highlighted with an orange box. Below the search bar is a text area for 'Add a message'. At the bottom, there are three buttons: 'Copy link', a settings gear icon, and 'Send'.</p>
<p>3. Make sure the sharing option is set to “Can view.”</p>	 <p>The screenshot shows the 'Share "Meeting wit...union 1.mp4"' dialog box with the sharing options menu open. The menu has three options: 'Can edit' (Make any changes), 'Can view' (Can't make changes), and 'Can't download' (Can view, but not download). The 'Can view' option is checked and highlighted with an orange box. The 'Add a name, group, or email' field is also highlighted with an orange box. At the bottom, there are three buttons: 'Copy link', a settings gear icon, and 'Send'.</p>

4. Share your video.

You can click on “Copy link” to share via email or another medium.

You can also share by clicking on “Send.” This will automatically send an email.

Check with your teacher for the preferred method.

