Step 1: Create or Upload Videos on Stream.

There are 3 options for creating or uploading videos: record a video directly in Stream, upload a video from Teams, or upload a video to your MTSU OneDrive space.

- Create videos directly on Stream.
  - Stream can be accessed from the Microsoft 365 portal site. (Log in with your MTSU credentials.)

- Upload videos within Teams.

- Alternatively, upload videos to OneDrive.
Step 2: Click on the video, then navigate to Stream to edit your video.

- Click on Video Settings to make changes.
• Click on Transcript and Captions to generate closed captions.

• After the transcript has been generated, click on Transcript to review and edit for any discrepancies.

Step 3: Manage access to and share your video.

• Click on Share and then Manage Access.
• Click on the person icon (labeled Grant Access).

![Image of Grant Access](image)

• Type **Everyone except external users** to grant access to MTSU cohorts. Alternatively, you can type specific names if you only want certain individuals to access your video.

![Image of access settings](image)

• Deselect (uncheck) **Notify people** to prevent everyone at MTSU from receiving a notification.

![Image of notify people option](image)

• Click **Grant access**.

![Image of grant access button](image)
Step 4: Embed your video into D2L.

- Click on Share and Embed Code.

  - Enable Responsive mode to ensure the video adjusts to various screen sizes.

  
  ![Player size](https://intromtso-nu-ma.sharyk.com/personal/hsheng_mtsu.edu/_layouts/15/embed.aspx?UniqueId=65da39f6579c-406c-aefc2-17a7d2d7be28embed=%7B%22just%22%3Atrue%2C%22autoplay%22%3Afalse%2C%22description%22%3A%22%2C%22showTitle%22%3Atrue%2C%22responsive%22%3Atrue%2C%22width%22%3A640%2C%22height%22%3A360%2C%22allowfullscreen%22%3Atrue%2C%22allowScripting%22%3Atrue%2C%22source%22%3A%22http%3A%2F%2Fstream.trainingsu.edu%2F%3Fplay%3Dmp4%3Bmp4%22%7D&referrer=StreamWebApps&scenario=EmbedDialog&create=true&width=640&height=360&frameborder=0&allowfullscreen=true&allowscripting=true&source=http%3A%2F%2Fstream.trainingsu.edu%3Fplay%3Dmp4%3Bmp4)

- Click Copy embed code and close.
How to Use Microsoft Stream to Edit and Share Videos

- Go to D2L and embed your video.

Add a description...

- Paste the embed code, add the title to the video, and click **Save**.

Final Step: Test your video on D2L to ensure it plays correctly.