RECORD WITH STREAM AND SHARE IN CANVAS

Microsoft Stream is a web-based recording platform accessible through your **FAU Microsoft 365** account. Below, we'll cover steps for creating recordings and sharing them in Canvas. ***Please note*** that the maximum recording length in **Stream** is **15 minutes**.

TO GET STARTED, YOU'LL NEED:

- ✓ A computer with internet access
- ✓ A camera connected to your computer (or at least a microphone if you only need to record audio)

SIGN IN TO STREAM AND MAKE A RECORDING

1. Open a web browser and go to **https://www.microsoft365.com/launch/stream**
2. If prompted to sign in, enter your FAU email address and proceed with the login process.
3. Under the area labeled **Create New**, select the type of recording you want to make:
    a. **Screen recording**: caters the session for recording your screen and webcam.
    b. **Camera recording**: caters the session for recording only your webcam, but the screen can be added.
4. If prompted to allow the website permission to record your camera/microphone/screen, select the **Allow** button. The next page will show you a preview of your screen/camera feed.
5. Before recording, note the controls below the **Start Recording** button:
    a. **Camera**: allows you to select which camera you want to use.
    b. **Mic**: allows you to select which microphone you want to use
    c. **Screen**: allows you to record content from your screen.
    d. **Backdrop**: allows you to apply a virtual background to your camera feed.
    e. **Script**: allows you to type/paste text to use as a virtual teleprompter.
    f. **Effects**: allows you to apply different effects/annotations to your camera feed.
6. When you're ready to record, click the **Start Recording** button. ***Please note*** that the maximum recording length in **Stream** is **15 minutes**.
7. If you chose to record your screen, you'll be prompted at this point to select the tab, window, or screen you want to record. Click on your choice and proceed to start a countdown that begins the recording.
8. During the recording, you can **Pause** or **Stop** it by clicking the buttons next to the recording timer.
9. When you're finished, click either the **Stop** button or the **Review** button at the bottom-right of the window.
10. On the next page, use the buttons below the timeline of the video to **Trim, Split, Delete, Record more, Rearrange**, or add **Music** to your recording, if needed.
11. When you're done making edits, click the **Finish** button at the bottom-right of the window. This will start uploading your video to your FAU Office 365 account.

DO NOT CLOSE OR REFRESH THE TAB WHILE THE UPLOAD PROCESS IS WORKING. THIS WILL CAUSE YOU TO LOSE YOUR WORK.

SHARE THE FILE IN CANVAS

Once you've made the recording, you can embed a link to it in any rich content editor in Canvas. This includes the editor for assignments, discussion replies, pages, text entry assignments, etc.

1. After the recording has uploaded/processed, you will land on a page where you can view the video and manage its settings.
2. At the top-left of the page, click the file name to rename it (the default name should look like *Recording-20240829…*).

3. In the **File Name** field, type a unique name for this video that is easily identifiable. This will help us find the file later.
4. Press the **Enter** or **Return** key on your keyboard to apply the name.
5. Navigate to your Canvas course and to the locations where you want to share your recording.
6. Begin editing your page/assignment/reply as usual.
7. In the content editor, click the **Tools** menu located above the text box for your submission/response.
8. Move your mouse over **Apps** and click **View All.**
9. From the list of apps, click **Microsoft Office 365**. If prompted, click the **Log In** button and proceed with the sign in process.
10. In the **Microsoft Office 365** panel that appeared, locate your recording and click the checkbox to the left of the filename. This is where the simple unique file name from **step 3** comes in handy if you need to search for the recording.
11. Click the **Attach File** button. This will embed the recording link into the text box for your submission.
12. Finish editing the text surrounding your link and submit/save your changes.

For help with this process or to report any issues, please **submit this Help Desk request.**

TIPS AND BEST PRACTICES

✓ The recordings you make with Stream are stored in the cloud via your FAU **Microsoft 365** account. They can be found by signing into the online **OneDrive** application. To organize and manage your FAU OneDrive files:
  o   use this direct link: **https://microsoft365.com/launch/onedrive** and sign in with your **FAU email address**; or
  o   go to the web browser version of any online Microsoft 365 application (e.g., **Outlook**, **Word**, **Excel**, etc.), then click the application-grid button at the very top-left corner and select **OneDrive**.
✓ You can edit and manage your **Stream** recordings by going to the Microsoft Stream application page at **https://www.microsoft365.com/launch/stream**