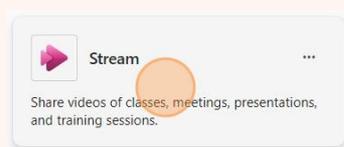
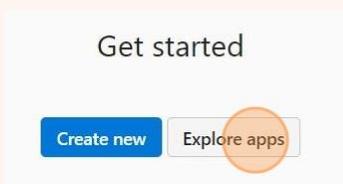


Introduction

Welcome to your quick guide on how to record and submit video assessments using Microsoft Stream! This cheat sheet will walk you through the essential steps to create, upload, and share your video assessments effortlessly.

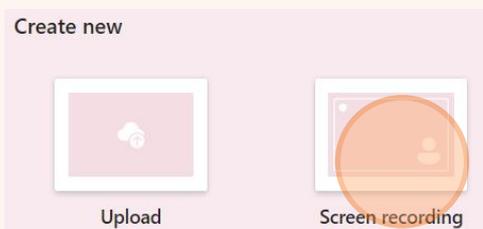
Accessing Microsoft Stream

- 1 Navigate to <https://www.office.com/?auth=2>.
- 2 Select **Explore apps**.
- 3 Select **All apps**.
- 4 Select **Stream**.

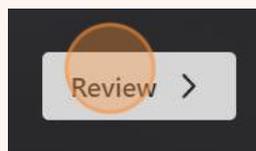


Creating a Screen Recording

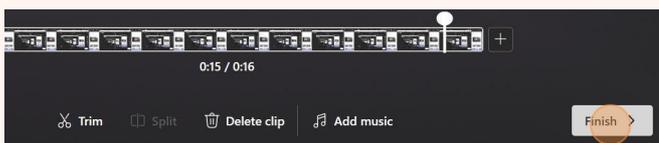
- 1 When you enter Microsoft Stream, you'll see your dashboard with creation tools like Upload and Screen Recording, along with your uploaded videos. To create a screen recording, select **Screen Recording**.



- 2 Select **Start screen recording**.
- 3 Navigate to your preferred screen or window and record intended content. Once finished, select **Review**.

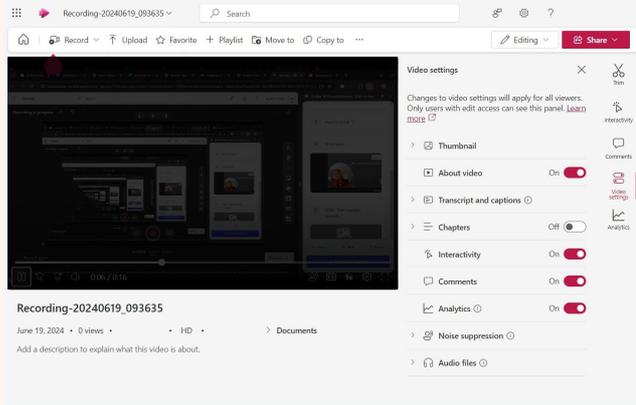


- 4 Within this next section you can trim your video and add music. Once finished, select **Finish** to upload onto Microsoft Stream.



5

View your recording within the Microsoft Stream platform.



Editing your videos in Microsoft Stream

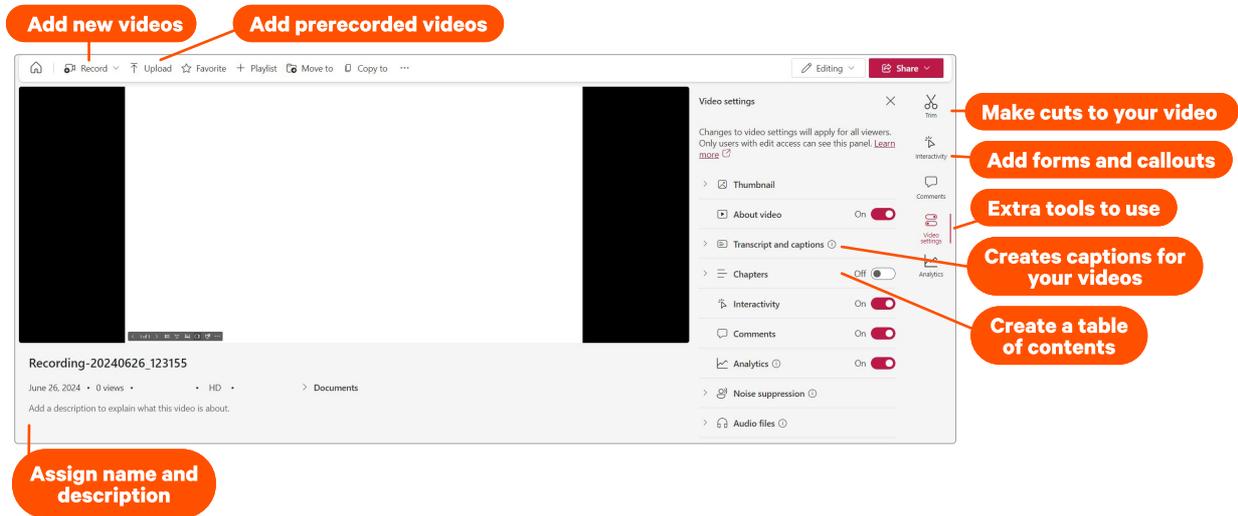
1

On the Microsoft Stream dashboard, locate your recently created video.

2

Select the video to access your **editing dashboard**.

Editing dashboard



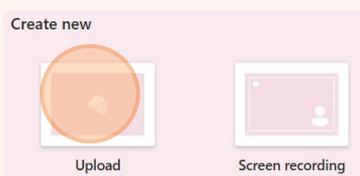
Uploading Videos to Microsoft Stream

1

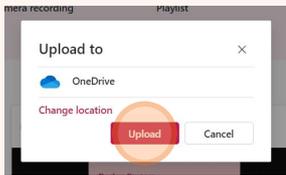
In Microsoft Stream, select **Upload** in the top left corner.

2

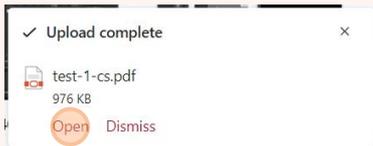
Select video file from computer.



3 Choose location for video in OneDrive to finish uploading.



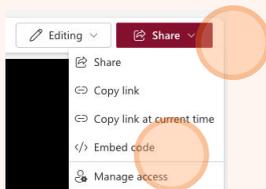
4 After uploading, you can either select Open when it appears in the right corner or search for your video's title in the dashboard's top search bar.



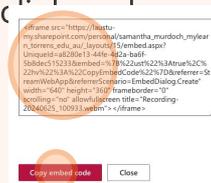
Submitting Video Assessments to MyLearn

1 In Microsoft Stream, locate the required video.

2 Locate and select **Share**. Then select **Embed Code** from the drop down menu.



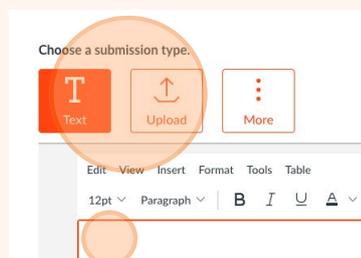
3 Copy this embed code your your



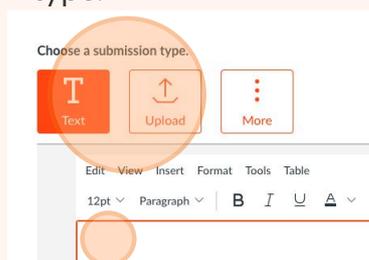
4 Log in to MyLearn, access the subject which has the video assessment task, and access the 'Briefs & Submissions'.



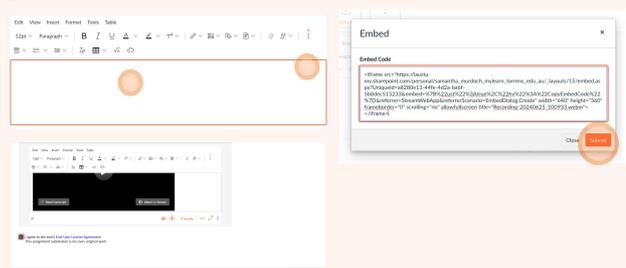
5 Access the 'Submission' area for the assessment in question and select 'Text' as the submission type.



6 Access the 'Submission' area for the assessment in question and select 'Text' as the submission type.



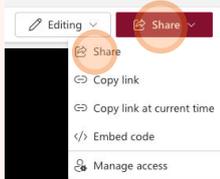
7 Use the 'three dots' icon to expand the menu and select the 'embed' icon. Submit your assessment as normal.



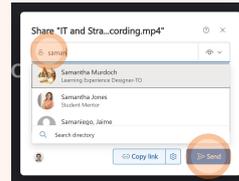
Sharing your video with your Learning Facilitator

1 Once your video is uploaded to MyLearn, go to your video in Microsoft Stream

2 Locate and select **Share**.



3 Select "People" and enter your lecturer's email address.



4 Ensure the permissions are set so that your lecturer can view the video.

