

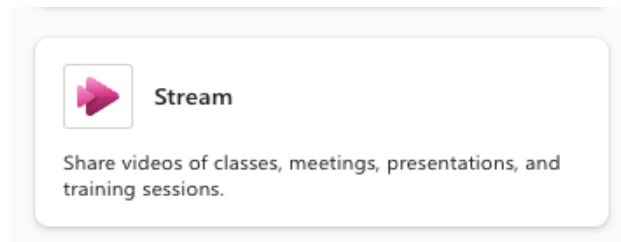
Step 1: Create or Upload Videos on Stream.

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

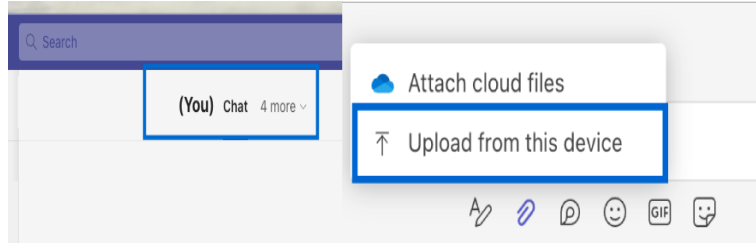
- Create videos directly on Stream.

Note: Stream recordings have a 15-minute time limit.

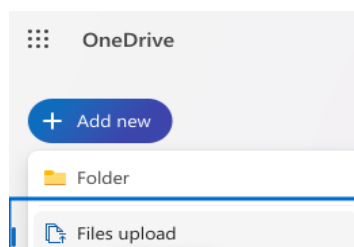
- Stream can be accessed from the [Microsoft 365 portal site](#). (Log in with your MTSU credentials.)



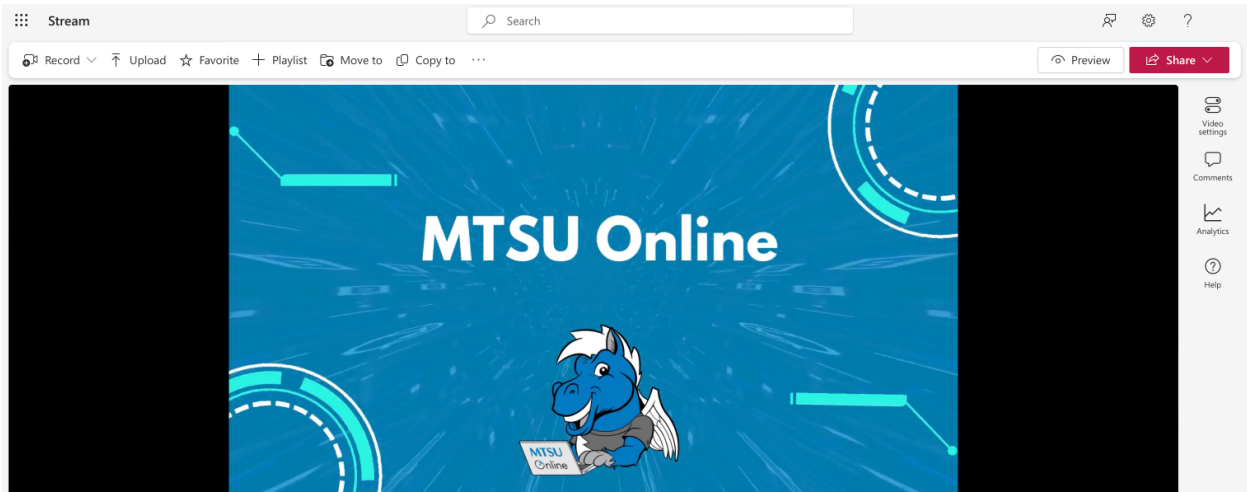
- Upload videos within [Teams](#) or [Zoom](#).



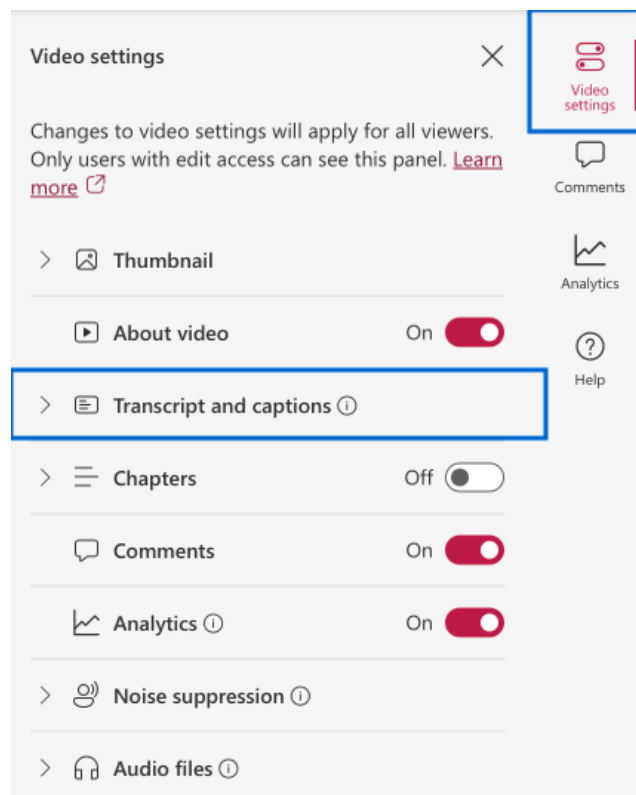
- Alternatively, upload videos to [OneDrive](#).



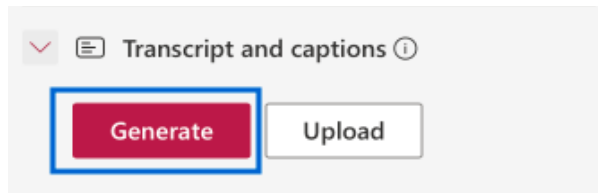
Step 2: Click on the video, then navigate to Stream to edit your video.



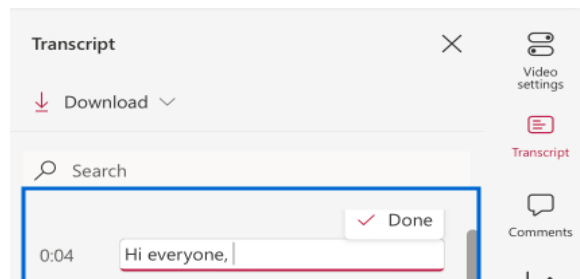
- Click on **Video Settings** to make changes.



- Click on **Transcript and Captions** to generate closed captions.

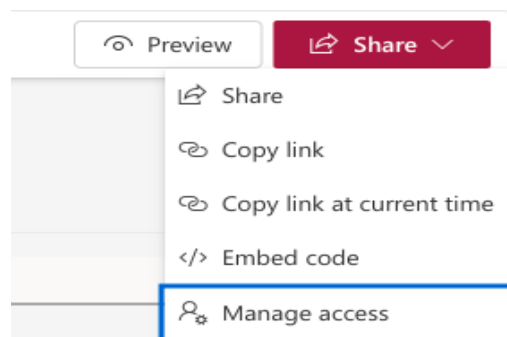


- After the transcript has been generated, click on **Transcript** to review and click in the text to edit for any discrepancies. Click **Done** when finished.

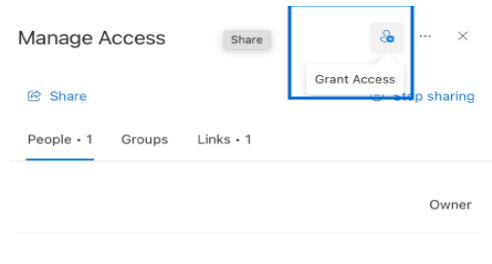


Step 3: Manage access to and share your video.

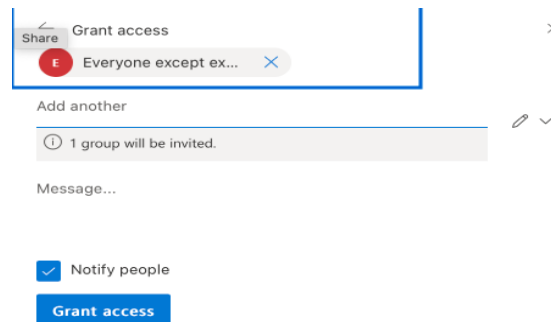
- Click on **Share** and then **Manage Access**.



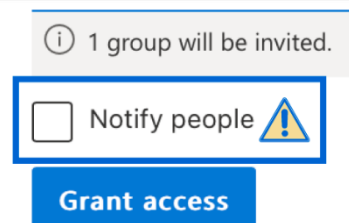
- Click on the person icon (labeled **Grant Access**).



- 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.



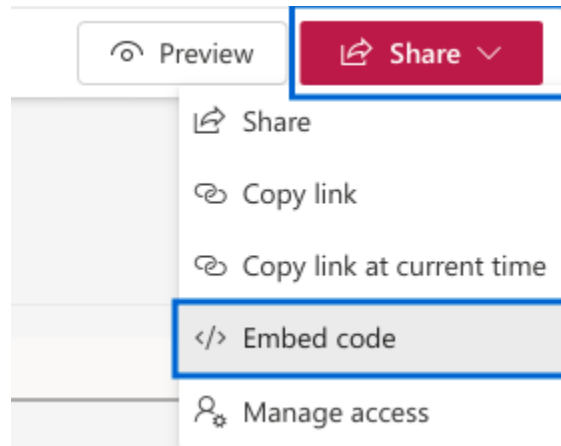
- **Note: !** Deselect (uncheck) **Notify people** to prevent everyone at MTSU from receiving a notification.



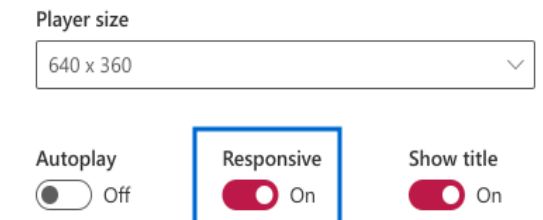
- Click **Grant access**.

Step 4: Embed your video into D2L.

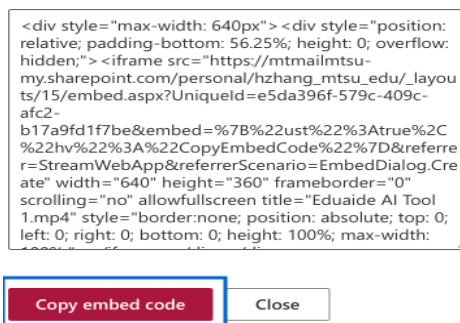
- Click on **Share and Embed Code.**



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



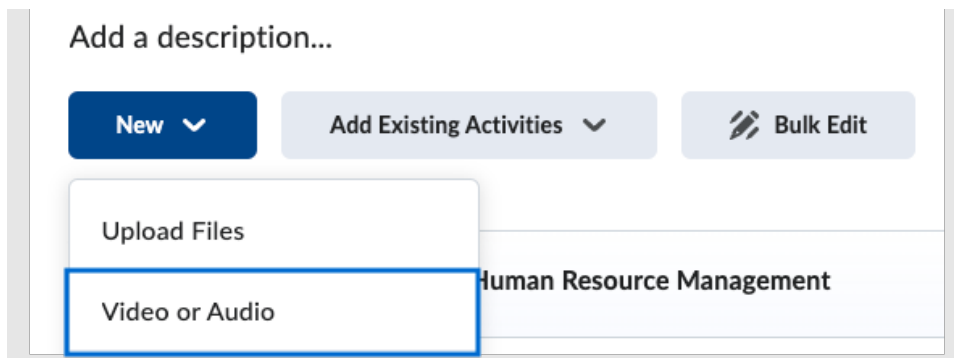
- Click **Copy embed code** and close.



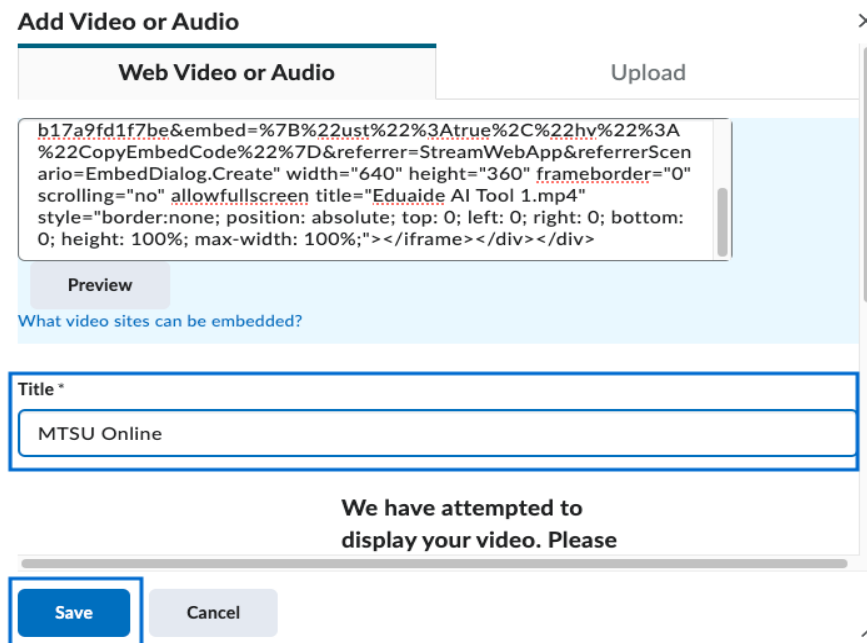
- [Go to D2L](#) and embed your video. There are 2 options.

Option 1:

- In a Content area, click **Video or Audio**.



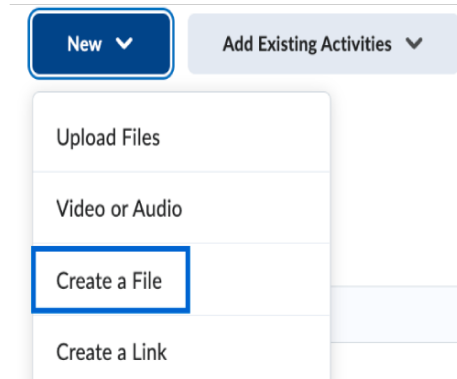
- Paste the embed code, add the title to the video, and click **Save**.



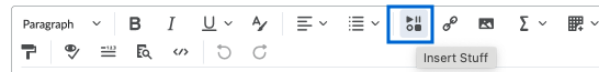
Note: The message “We have attempted to display your video” is common and does not indicate an error.

Option 2:

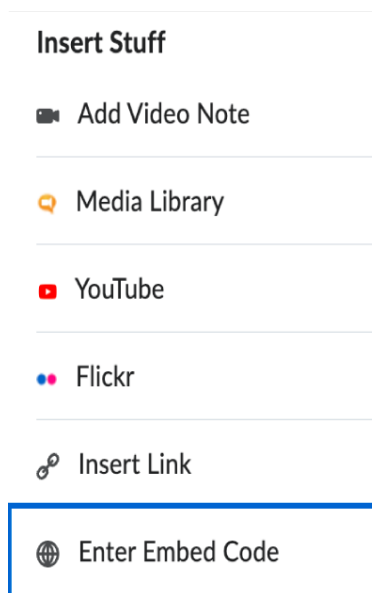
- In a Content area, click **Create a File**.



- Click the **Insert Stuff** icon.



- Choose **Enter Embed Code**, 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.