



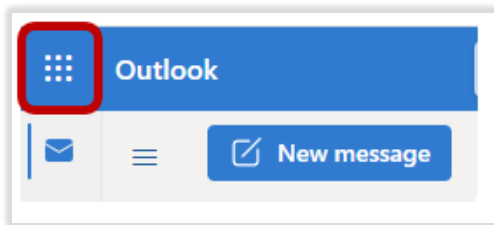
Technology & Accessibility Support

UPLOADING YOUR VIDEOS TO ONEDRIVE AND STREAM

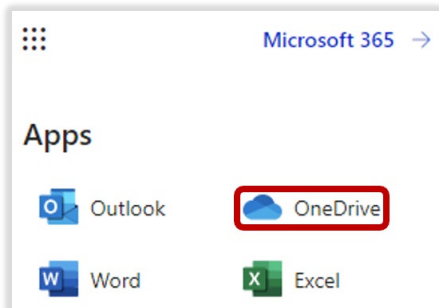
Microsoft Stream, working with OneDrive, allows to users to securely upload and share videos with others on campus. Videos will always play in Stream, but you can easily upload videos using OneDrive. On the UMW system, the application defaults to not making those videos available to everyone so that it can be used for coursework. Also, the system easily creates captions for those who need them and permits users to organize their videos into playlists.

Accessing OneDrive on the UMW System

Log into the web-based version of your UMW Outlook email account. In the upper-left corner, click on the **App launcher**.

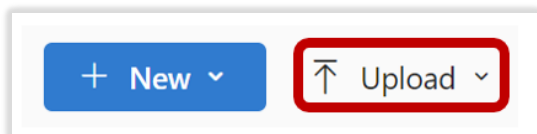


Then, select **OneDrive**.



Uploading a Video from Your Computer Using OneDrive

Click on **Upload**; then locate and add the file.

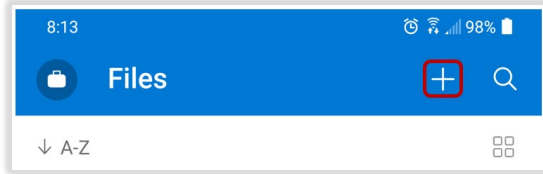


Uploading a Video from Your Phone

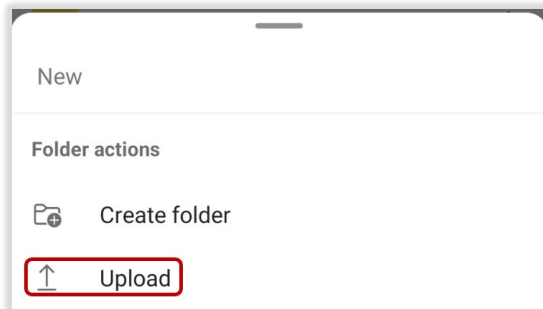
If you created the video using your phone, it's possible to directly upload your video to OneDrive. Begin by downloading OneDrive from Apple's App Store or from Google Play then installing the app. *Note: You may be asked by your phone's security protocols to allow OneDrive access to photos and videos.*

Uploading a Video from an Android Device

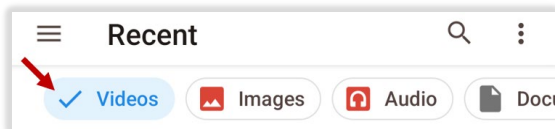
Open the OneDrive App. Tap the + symbol in the upper-right corner. If desired, you can first navigate to the specific OneDrive folder where you wish to upload the video.



In the dialogue screen that opens, select **Upload**.

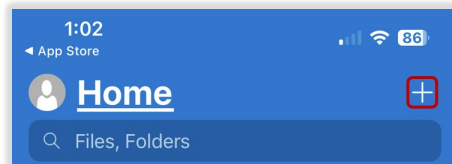


Find the video that you wish to upload. On Android devices, you can easily narrow the options by tapping the video button to select that search filter. Simply tap the file name to upload.

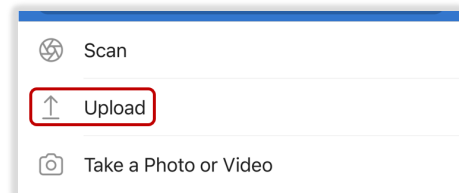


Uploading the Video from an iPhone

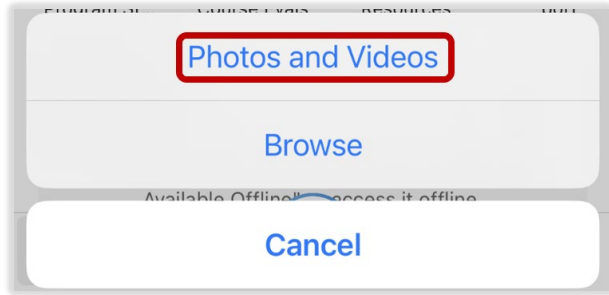
Open the OneDrive App. Tap the + symbol in the upper-right corner. If desired, you can first navigate to the specific OneDrive folder where you wish to upload the video.



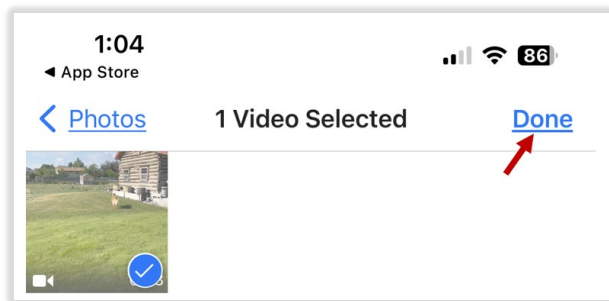
In the dialogue screen that opens, select **Upload**.



Find and select the video that you wish to upload. On iPhones, you can narrow the search by selecting **Photos and Videos**.



When you have selected your video, tap **Done**.

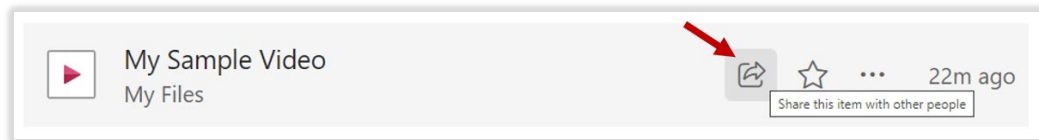


Sharing the Video with Others

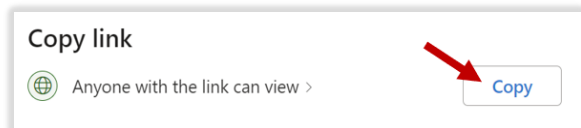
Sharing the Video with an Entire Class

Only use this option if it is okay for many people to view this video or if your instructor has asked you to post the link in Moodle to share with others in your class.

Hover over the file's line in OneDrive. Click on the **Share this item with other people** icon.



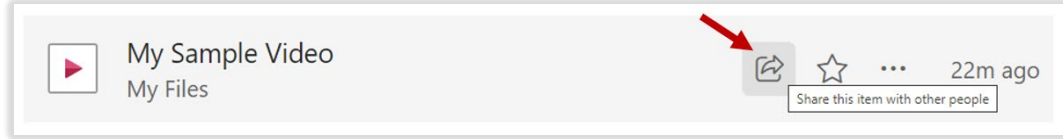
The **Send link** dialogue box will open. Under the **Copy link** menu, click on the **Copy** button then close the next window. The link that you just copied can be pasted anywhere, including Moodle activities.



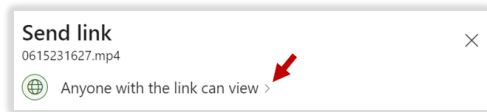
Sharing the Video Privately with an Instructor or ECE Coach

Make sure to use this option if you have a video that should be kept private. For instance, if your video includes images of children not affiliated with UMW, you'll want to use this option to carefully limit access to the video.

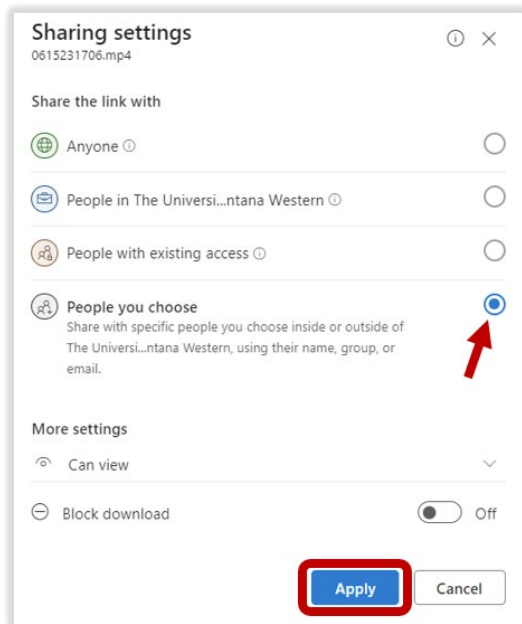
Hover over the file's line in OneDrive. Click on the **Share this item with other people** icon.



On the **Send link** menu, click on the carrot, >, next to the words **Anyone with the link can view**.

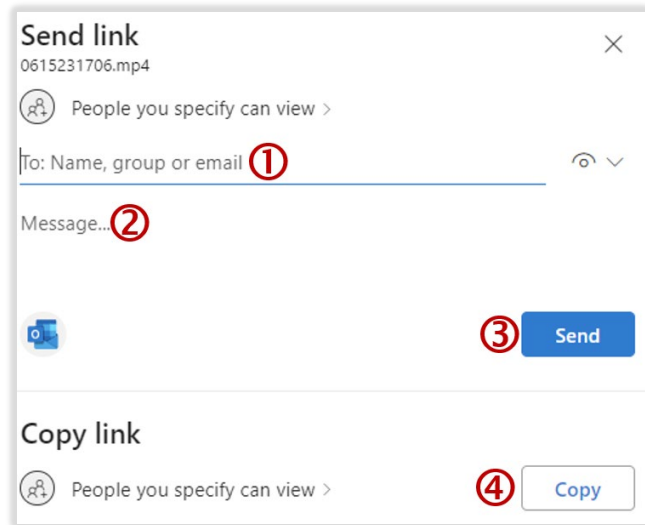


The **Sharing settings** menu will open. Tick the radio button for **People you choose** then click **Apply**.



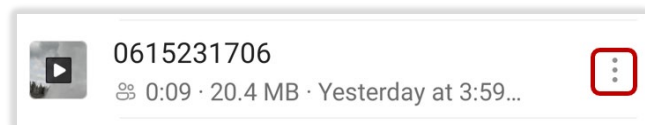
The next dialogue box provides you with options for sharing the link. You have a couple ways to get the sharing link to your instructor or coach:

1. No matter which method you select, type in your instructor or coach's UMW **email** address. If you just begin typing the name you need, OneDrive will help you locate the email that you're looking for.
2. If you're sending the link via email, compose a brief **Message**, explaining the link that you're sending.
3. If you're sending the link via email, click **Send**.
4. If you will be pasting the link within a Moodle activity, simply click **Copy**. In the next dialogue window that opens, you can simply X out of the screen. Then you can navigate to the designated Moodle Assignment and paste the link there.



Sharing the Video from Your Mobile Device

It's also possible to share the file from your iPhone or Android device. Open OneDrive and locate the file. Click on the "three dots" menu for the file and select **Share**.



OneDrive will open the same sharing dialogue process that it uses on a computer. From that point on, simply follow the directions above.

Changing a Video's Settings in Stream

Microsoft 365 stores all of the videos in OneDrive; however, changes (e.g., title, description, thumbnail) must be made in Microsoft Stream. The easiest way to open Stream and change the video is to simply click on the video in OneDrive, which will then automatically open the video in Stream.

In the upper-right of the video, look for the settings menu:

1. **Video settings** will allow you to set a thumbnail, display any "about" information, create captions and chapters, as well as view and turn off comments.
2. **About video** will allow you to change the video's title and add a description. Just remember to click **Save** when you are done making changes.

