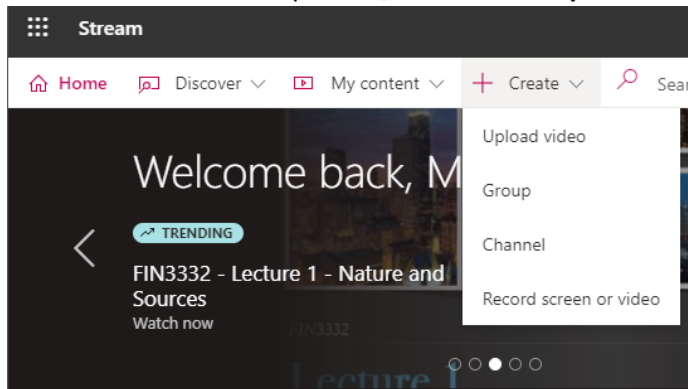# Microsoft Stream for Video Hosting and Closed Caption Creation

Microsoft Stream is a secure video sharing platform available to all Texas Tech University faculty, staff, and students. Video content hosted in Stream is only visible to members of the Texas Tech University community. Access can be restricted to specific people or Microsoft Groups as needed.

Microsoft Stream doesn't require software installation. Videos and screencasts can be recorded directly from the browser. The maximum recording length for a Stream video or screencast is 15 minutes. Longer videos from other sources (e.g. PowerPoint, Zoom, Adobe Presenter, etc.) can be uploaded to Stream.

How to upload a video to Microsoft Stream

1. Go to stream.microsoft.com.
2. Login with your eRaider credentials (TTU email and password).
3. Click **Create** from the top menu, then choose **Upload video** from the available options.

4. Next, you'll be prompted to enter information about the video and assign viewing permissions before publishing.

Video Details

Include course number and lecture title in the video **Name** and **Description** fields.

Permissions

Uncheck **Allow everyone in your company to view this video** if you want to limit access to your content. Leave this field checked if you want give the entire university access to view.

Videos can be shared with a specific Microsoft Group from the **Share With** field. The Rawls Technology Services team has already created a number of Microsoft Groups for courses and sections. Use the **Search for People** field to find and assign groups based on Course and Section numbers.

Existing groups use the following format: academic area abbreviation + 4-digit course number, followed by the 3-digit section number.

Accounting 3333, section 001 = ACCT3333-001

Honors and distance courses may include a letter in the section number: MGT5454-h01

Academic area abbreviations used: ACCT, MGT, BECO, BA, FIN, MKT

If no group populates in the **Share With** field, email RawlsHelp@ttu.edu to request a group for your course.

Options

We recommend disabling **comments** on videos since they have the potential to become a distraction.

Turn on **Noise suppression** if the video contains a lot of background noise.

Captions are important for accessibility and should accompany every video. Enable **Autogenerated captions** to let the Microsoft speech engine generate captions. Captions generated by the speech engine tend to be highly accurate. The resulting closed caption file is made available for download as a VTT file, should you want to make corrections or upload the video to another platform.

Auto generated captions are typically available for download in half the time it takes to watch the video (30 minute video takes 15 minutes to generate captions). Microsoft Stream is a cloud-based platform so this time may vary depending on server load.

Technical Support

Email or call the Rawls College Technology Services team with technical support requests.

TEXAS TECH UNIVERSITY
Rawls College *of* Business
Technology Services™

RawlsHelp@ttu.edu
806.742.3188