**Recording and Sharing Lessons Using Stream**

**A close up of a logo

Description automatically generated**

Download the Stream app from the app portal.

Once installed, open the app and tap on the plus sign in the upper right-hand corner.

Tap on Record new video at the bottom of the screen.

**A screenshot of a cell phone

Description automatically generated**

**A close up of a person

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Tap on the red button at the bottom of the screen to start recording.

If you need to turn your camera view around, tap on the icon next to the red button.

**A close up of a person

Description automatically generated**

When you are done recording, tap on the red button at the bottom right of the screen.

**A picture containing indoor, person, holding, table

Description automatically generated**

If you flipped your camera when you started recording so that the screen was facing you, the video will be backward for the students, as you can see in the picture to the left. You can fix that on this screen!

**A picture containing indoor, holding, sitting, toy

Description automatically generated**

Tap on the timeline at the bottom of the screen and it will turn blue.

Two triangles appear on the screen. Tap on the one on the right.

Tap on Confirm, and the video will be flipped the correct way for students.

**A close up of a person

Description automatically generated**

Tap on the red “Done” button at the bottom right of the screen.

**A screenshot of a social media post

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Tap on the red “Upload Now” button.

**A screenshot of a cell phone

Description automatically generated**

Tap Next.

**A screenshot of a social media post

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Tap Publish.

**A screenshot of a cell phone

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Tap Done.

**Sharing Lessons in Stream with other Teachers**

Once you are done uploading your video to Stream, you will get an email telling you it is ready. When that happens, go to Office 365 in your web browser. Click on All Apps and find and open Stream.

**A screenshot of a cell phone

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A screenshot of a computer screen

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Click on My Content.

Videos.



Tap on the box with the plus sign to the right of the screen.



Where it says “Share With”, be sure it says People. Use the down arrow to switch to people if it isn’t set on that.

In the search bar, type in the name of the teacher with whom you want to share.

When their name pops up and you select it, be sure to click the box under Owner. This will give that person permission to share with his or her students.

Click Save.

You will probably not share with students in this way. You can share videos from Stream with students in Teams. Those instructions are to follow! ☺