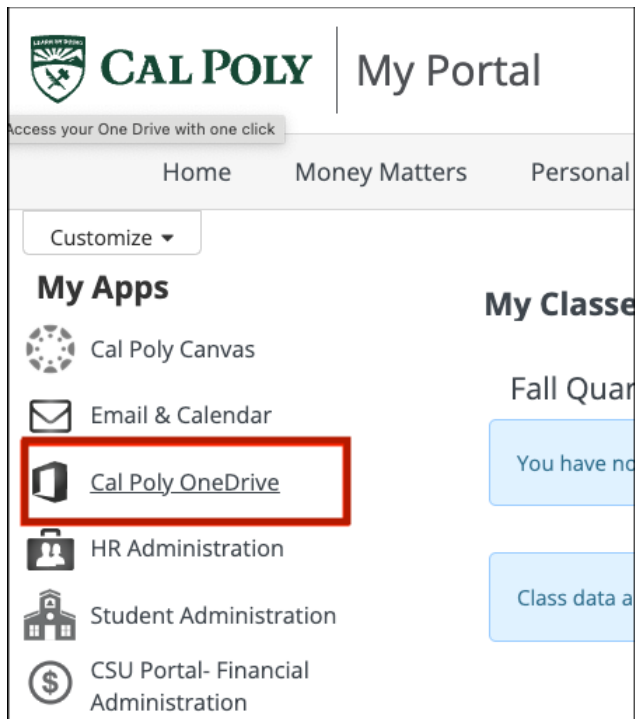


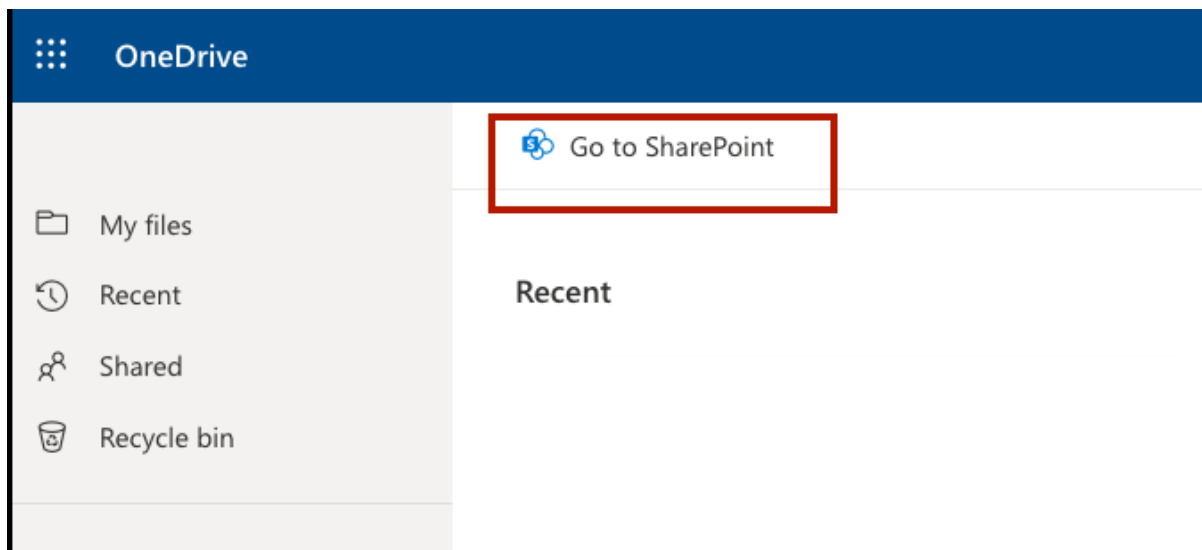
## Creating a SharePoint site to embed Stream videos

Stream videos can be shared with others using the **Share** feature in OneDrive that is available for all files and folders. However, to embed videos into Canvas pages you must create a SharePoint site first. Follow the steps below for embedding.

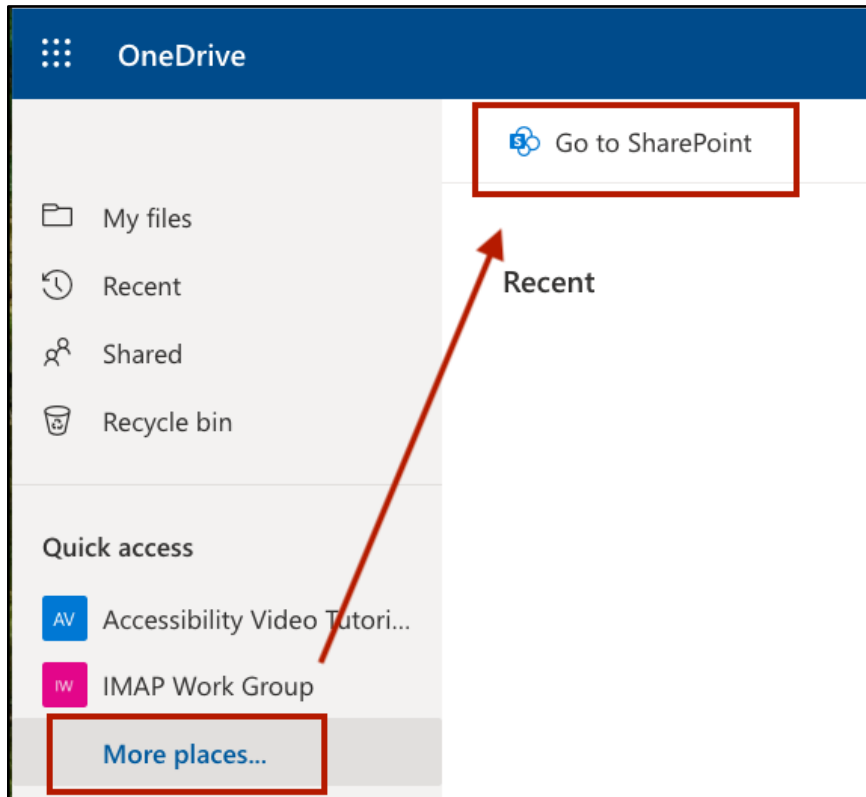
Step 1: Open **OneDrive** from the left side menu in your Cal Poly Portal.



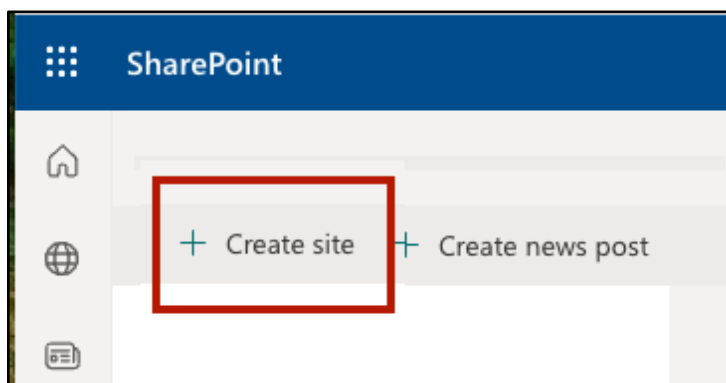
Step 2: From OneDrive, click on **Go to SharePoint** at the top.



Step 3: If you don't see the link at top, select **More places** from the bottom of the left-side **Quick Access** menu. Then select **Go to SharePoint** at the top.



Step 4: Click on **Create site** at the top left.




Step 5: Create a **Team site** or **Communication site**.

✕


### Create a site

Choose the type of site you would like to create or learn more about [team sites](#) and [communication sites](#).



**Team site**  
Create a private space to collaborate with your team.

- Track and stay updated on project status
- Share team resources and co-author content
- All site owners and members publish site content



**Communication site**  
Share information that engages and informs viewers.

- Create portals or subject-specific sites
- Engage dozens or thousands of viewers
- Few content authors and many site visitors

Step 6: Give your site a name and description in the fields provided.


←

✕

### Create a communication site

Showcase stories, spotlight topics, and broadcast news and events to audiences across your organization.

Communication sites often have a few site owners and members that help manage and update site content, and many site visitors that view content. [Learn more](#)



**Site name \***

**Site description**

Tell people the purpose of your site

Finish

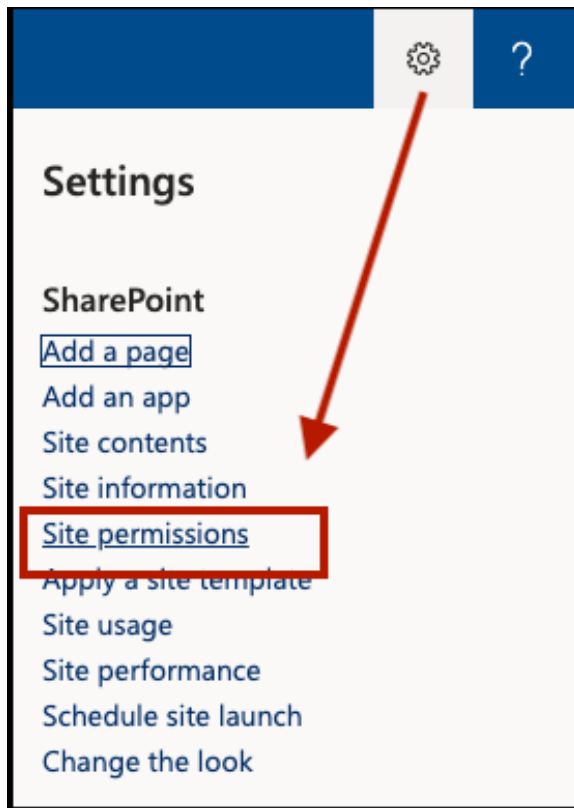
Cancel

## Permissions

There are two ways to set permissions for your site.

OPTION ONE: Provide individuals with the ability to access the items on your site.

Step 7: To set site permissions, select the **settings gear wheel** at the top right, then select **Site permissions** from the menu.



Step 8: Click the **Share site** button to add people or groups to your site.

## Permissions



Manage who has access to this site.

Share site

- ✓ Site owners - full control ⓘ
- ✓ Site members - limited control ⓘ
- ✓ Site visitors - no control ⓘ

### Site Sharing

[Change how members can share](#)

Step 9: Add the email or username in the field provided. The default setting is **Read**, which allows users to view the content on the site. Other options include **Full control** or **Edit** if you want to allow users to update the site. Then click the **Add** button at the bottom.

← **Share site** ×

Add users, Microsoft 365 Groups, or security groups to give them access to the site.

tmalone

Tonia L. Malone  
Read ✓

Full control

Edit

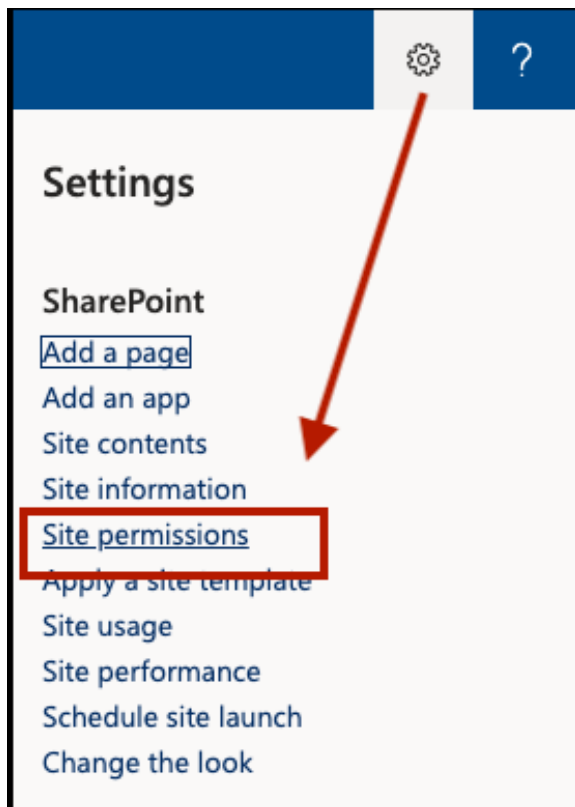
✓ Send

Add a r

**Add** Cancel

OPTION TWO: Provide site access to all items.

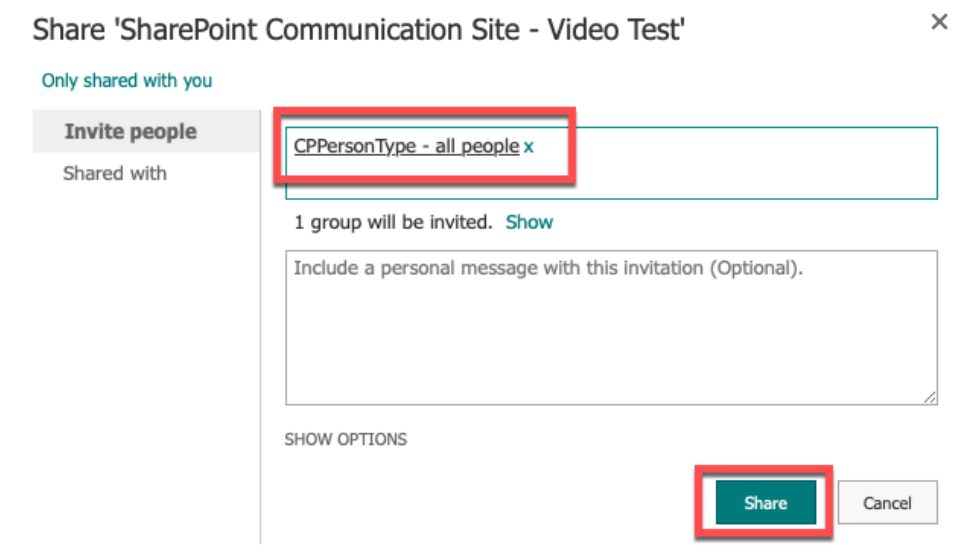
Step 7: To set site permissions, select the **settings gear wheel** at the top right, then select **Site permissions** from the menu.



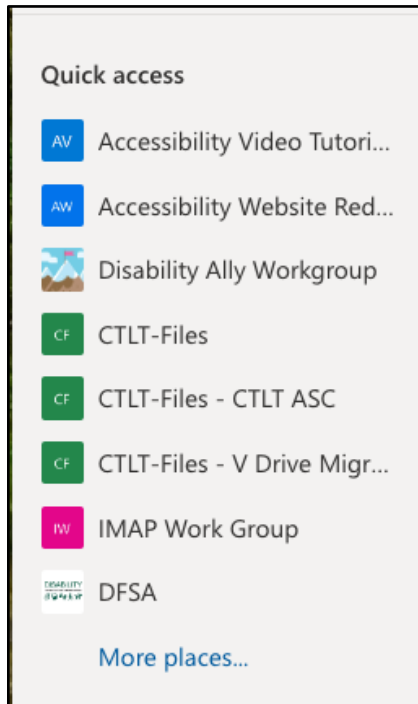
Step 8: Click on the **Advanced Permission Settings** link at the bottom.

Step 9: Click on the **Grant Permission** button (top left). Type “**CPPersonType - all people**” in the invite people box and click on the **Share** button.

**NOTE:** This will allow anyone at Cal Poly to view the files in your Site: Content if they have the link/embed in Canvas.

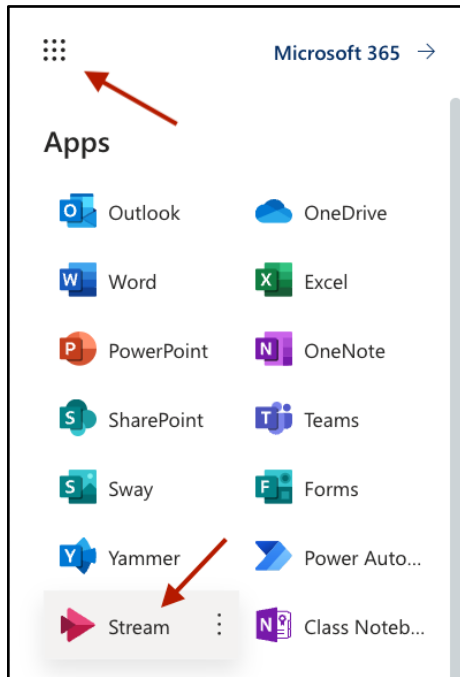


Step 10: Your new site will appear on the left side **Quick access** menu in OneDrive. It may take several minutes before the site appears in the list.

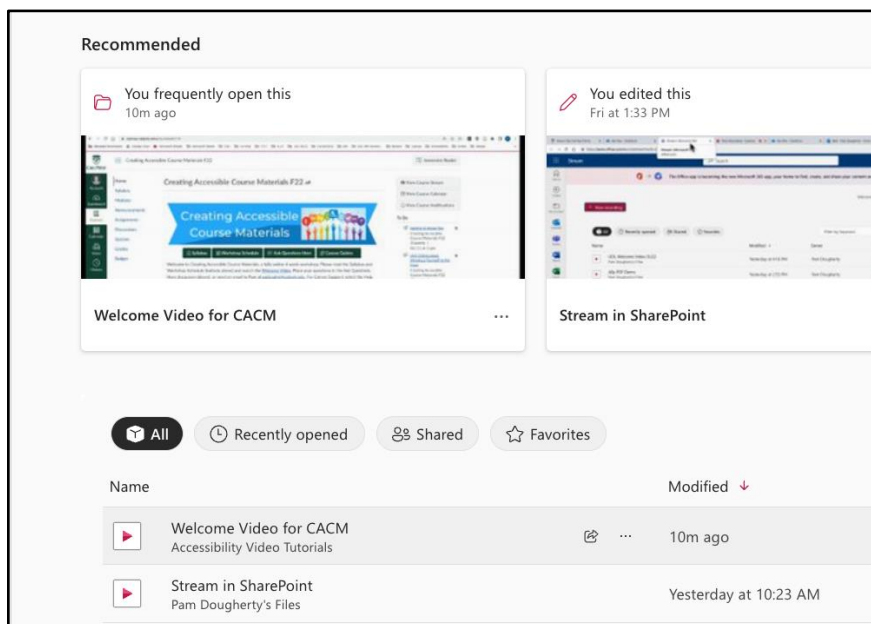




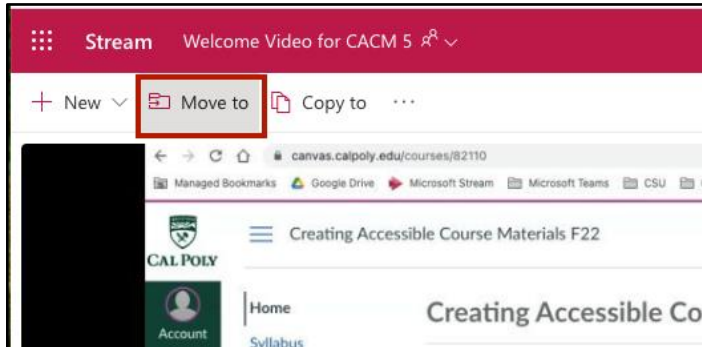
Step 11: To move your Stream video to your SharePoint site, first navigate to **Stream** from OneDrive. Click on the waffle menu at upper right to open the apps menu, then select **Stream**.



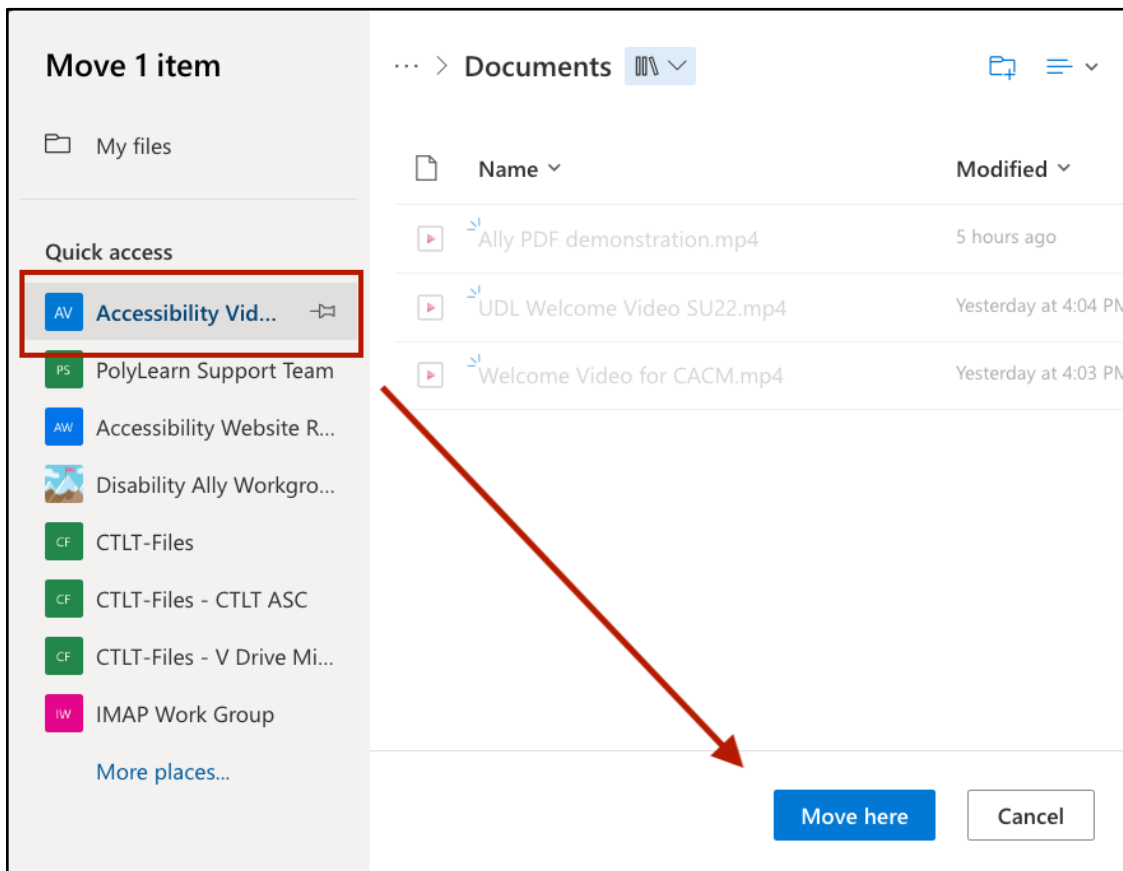
Step 12: You can upload or drag video (MP4) files to stream or record videos in Stream. Select the video from Stream that you want to move to your SharePoint site.



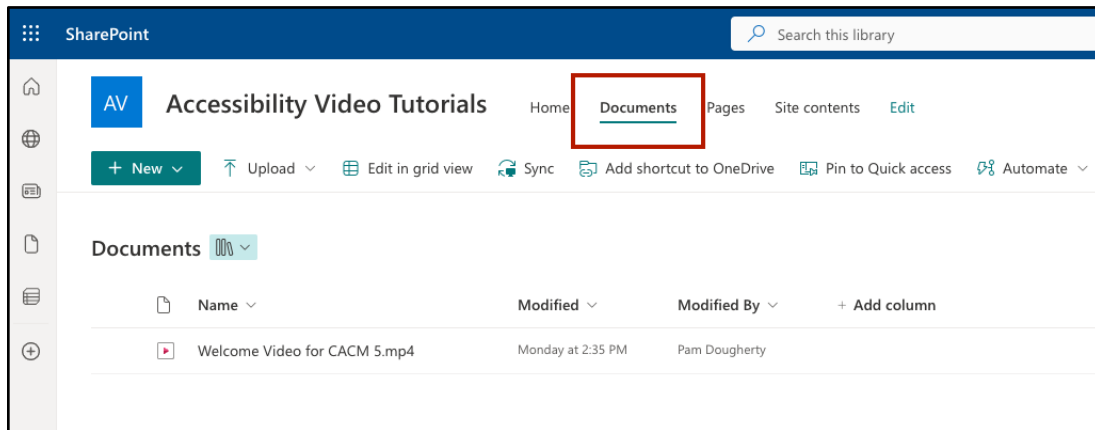
Step 13: With the video player open, click **Move to** at the top. (By default, video files are saved to your OneDrive Documents folder.)



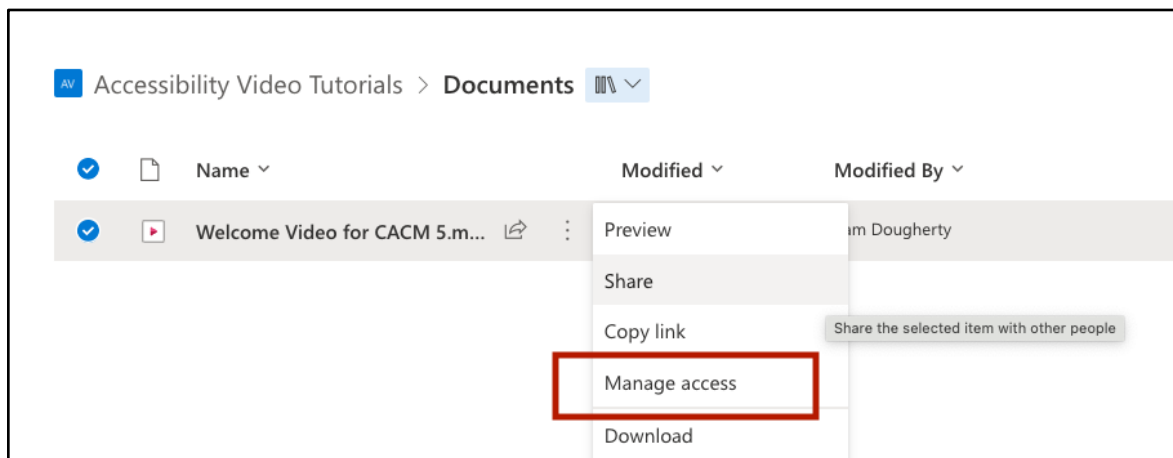
Step 14: A window opens that allows you to select the site where you want to move your video. Select the site from the **Quick access** menu. Then click the **Move here** button at the bottom.



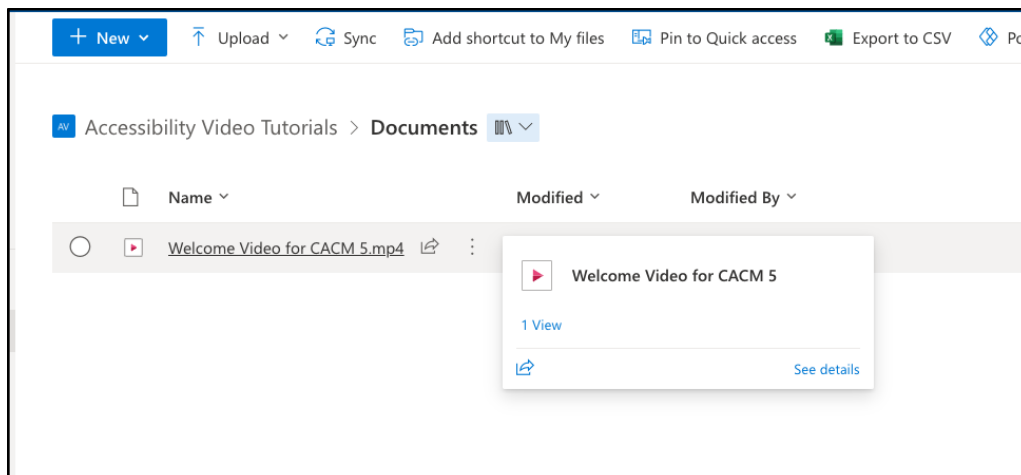
Step 15: You can locate your videos on the Homepage of your site, and also from the Documents tab at top.



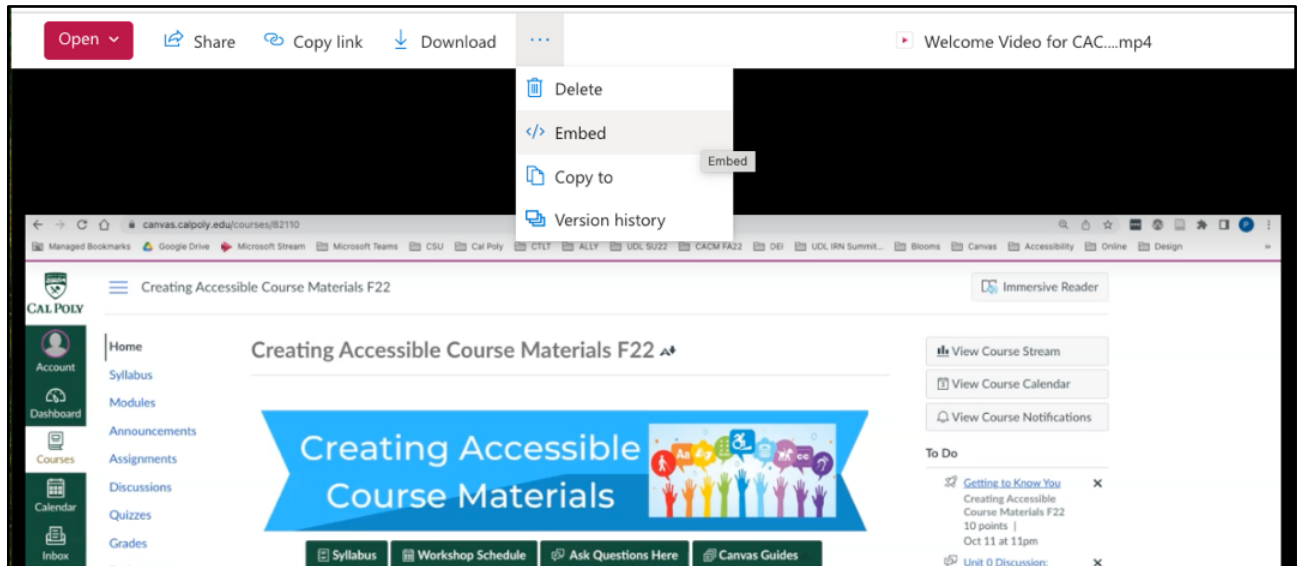
Step 16: To share individual videos, select the three dots menu next to the file name from your SharePoint site. Then select **Manage access** from the menu. From there you can add names, emails, and groups.



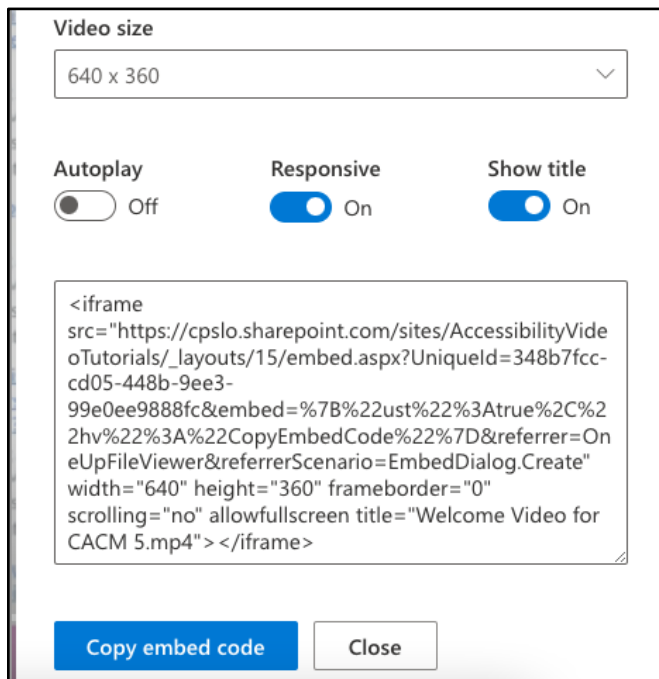
Step 17: To locate the embed code to display the video on a Canvas page, click on the video title to open the player.



Step 18: When the player opens, select the three dots menu at top, and then select **Embed** from the list that opens.



Step 19: Copy the embed code from the bottom of the panel that opens on the right. Make sure **Responsive** and **Show title** buttons are turned on. Use the default video size.



Step 20: Open your Canvas Page, click **Edit** at the top, then click the **HTML editor** at the bottom of the edit window.

The screenshot shows the Canvas LMS 'Edit' interface. At the top, there is a 'Page Title' field containing 'Video Embed test'. To the right of the title bar are three buttons: 'Published' (green), 'Edit' (pencil icon), and a three-dot menu. A red arrow points from the 'Edit' button to a red box. Below the title bar is a rich text editor toolbar with various formatting options. The main content area displays a video player with the title 'Welcome Video for CACM' and a thumbnail showing a 'Creating Accessible Course Materials' presentation. A red arrow points from the text 'HTML editor' to a red box containing the HTML editor icon (code symbols). At the bottom right, there is a status bar showing '0 words' and the HTML editor icon, which is also highlighted with a red box.

Step 21: Paste your code into the HTML editor, then click the **HTML icon** again to view the video. Don't forget to **Save** your page!

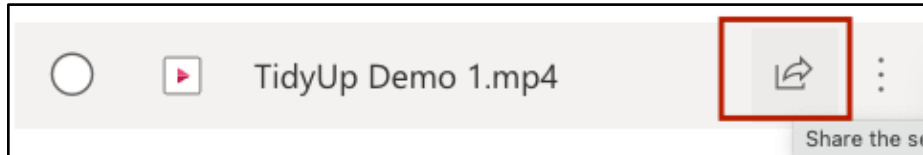
The screenshot shows the 'HTML editor' view in Canvas LMS. The editor area contains the following HTML code:

```
1 <p><iframe title="Welcome Video for CACM 5.mp4"
  src="https://cpslo.sharepoint.com/sites/AccessibilityVideoTutorials/_layouts/15/embed.aspx?UniqueId=348b7fcc-cd05-448b-
  9ee3-
  99e0ee9888fc&embed=%7B%22ust%22%3Atrue%2C%22hv%22%3A%22CopyEmbedCode%22%7D&referrer=OneUpFileViewer&referrerS
  cenario=EmbedDialog.Create" width="640" height="360" allowfullscreen="allowfullscreen"></iframe></p>
```

At the bottom left, there is a button labeled 'Switch to raw HTML Editor'. At the bottom right, there is a status bar with the HTML editor icon (code symbols) and a three-dot menu.

## Steps to share a link to a Stream video

Step 1: To Share a link to a video, select the arrow next to the file name. Stream videos will appear in your OneDrive Documents list. You can move these to another location, such as a SharePoint site that you create.



Step 2: Next, add the name, group, or email of those you are sharing with. You can allow them to view or edit. Then click **Send**.

