MS STREAM GROUPS

Create a group in Microsoft Stream and assign students as members.

IMPORTANT NOTE: Log in with staff-username@mymail.trcc.edu account in for students to be able to view videos you upload.
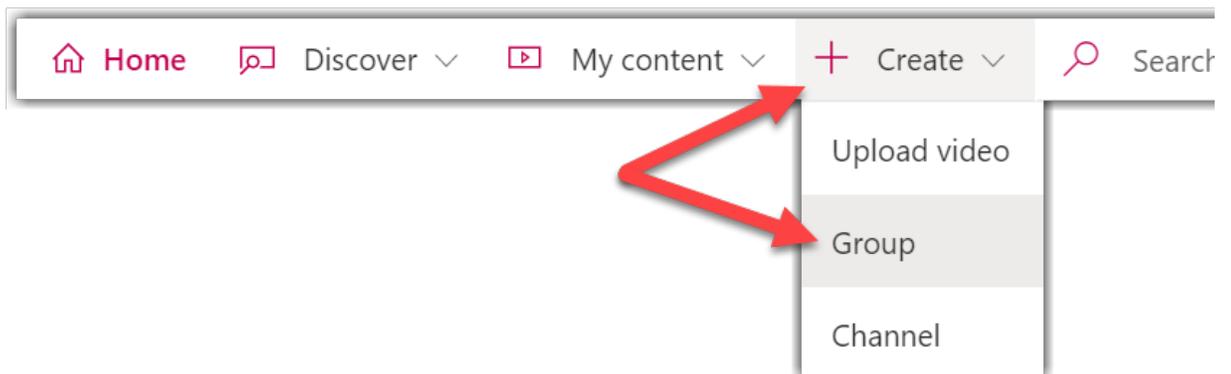
In this section:

- View groups that you are a member of
- Create a new group
- Assigning students to your groups
- Assigning faculty / adjuncts / staff to your group

---

View groups that you are a member of:

Create a new group:

- In Stream, go to **Create** > **Group**.

- In the **Create group** page, provide a unique **Name** and **Description** for your group. In this example the **Blackboard course id** for MATH-162-950W-20SP is used as the group name and the **Blackboard course name** is used as the group description. Both the course id and course name can be easily copied from the My Courses module in Blackboard and pasted from the clipboard here.
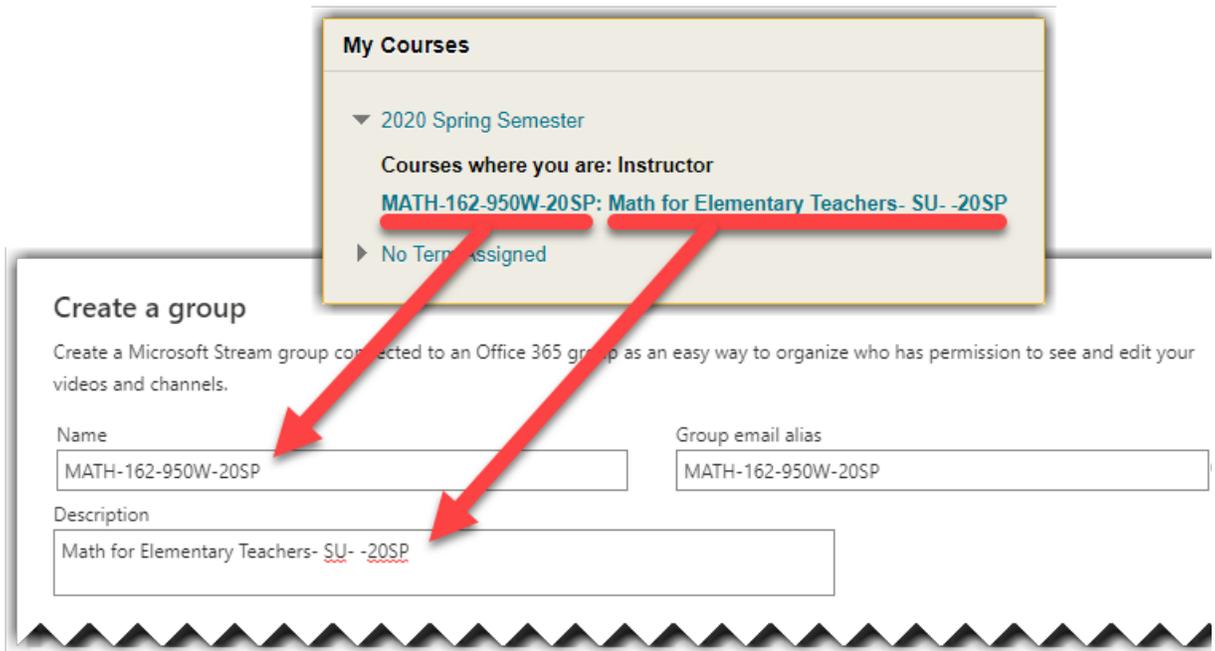

- In **Access**, select **Private group**.

  - **Public group:** videos / channels you add to it to be viewable by everyone (all students / faculty / staff) at Three Rivers.
  - **Private group:** will be private and only the members (students / faculty / staff) of the group will be able to see the contents of the group.

  Note: Later when uploading a video, this group is added to the "Shared with" section. The use of private groups is how you prevent students outside your course from viewing your video

- **IMPORTANT:** In **Allow all members to contribute**, toggle the button to **Off**. The **Allow all members to contribute** setting determines if the members of the group, or in this example students, should be able to contribute to the group by adding/modify videos and channels, or if they should just be viewers of the group only.
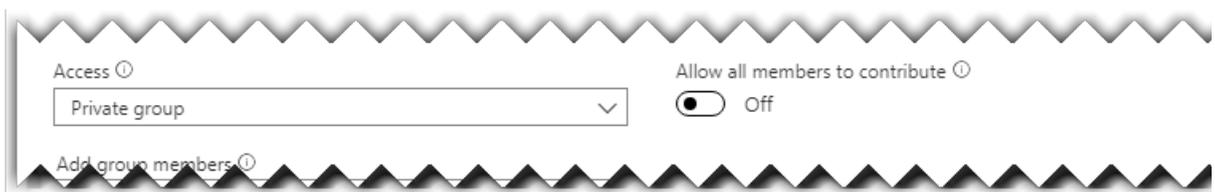
- Look up students by their Three Rivers student email address in the **Add group members** field to include them in your group. You can only add individual users to groups one at a time. You can always come back and add more members later. For example, you might add another faculty member as an owner to assist you in managing students in your group.
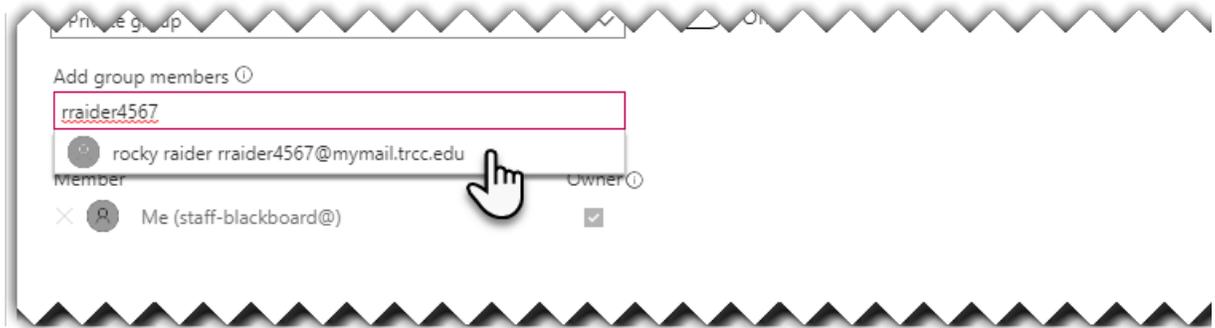
- **IMPORTANT:** Uncheck the box for students in the **Owner** column. This owner role allows the member to add members and change the role status of any member in the group.

- Select **Create**.

Assigning students to your groups

Assigning faculty / adjuncts / staff to your group

- Oddities of adding staff- email because of students on seperate tennant. Also remind them of contacting DLS for assistance with logging into their staff- account.
- If you would like to add another faculty member to assist you in managing the group, search for them by adding **staff-** in front of their email username. In this example, you can see that staff-blackboard@mymail.trcc.edu was added as the owner.

BACK