Introduction to ShareStream
(Step-by-Step)

ShareStream allows instructors to take advantage of the educational potential of online multimedia for teaching and learning.

ShareStream is closely integrated with the Blackboard Learn technology. This means that you can incorporate media stored in ShareStream into your Blackboard Learn course pages and student assignments.

ShareStream allows you to:

- Upload video and audio files.
- Tag content with metadata that your students can view while playing the media assets assigned to them for your course.
- Organize the media for your course into folders that correspond to your syllabus.
- Receive media created by your students for course assignments, and add student media to your course collection.

ShareStream, conveniently accessible within Blackboard, provides two primary options for presenting course media to enrolled students:

- Display a single "hub" for your course's media within the Blackboard Learn platform through ShareStream Pick-n-Play®, an intuitive YouTube-like application that is accessible directly from the Blackboard Learn interface. Using Pick-n-Play, instructors and students can access, play and collaborate on all of the video and audio content for a particular course.
- Display course-media assets directly from a Blackboard Learn course web page through ShareStream's Media Publishing Tools, which allow you to easily add media to a specific location in a Blackboard Learn page.

Getting Started with ShareStream

To get started, you will first need to create a ShareStream Course Collection and upload your media assets into ShareStream. By "media asset," we are referring to video and audio files, which can be uploaded into ShareStream, added to your course, and played by the students enrolled in your course.

- First, create a course collection to store your media assets in.
- Next, upload media and add it to your course collection.

As soon as you have added your media to your course, your students and other members of the course—other instructors for this course, for example—will be able to view your media assets.

Adding ShareStream to your Course Menu & Creating a Course Collection

- Log in to Blackboard and select the desired course for which you are the instructor.

- On the Course Page, select the **Add Menu Item** – this is the '**+**' sign in the upper left corner and click on the **Tool Link**.

- Type **ShareStream Pick-n-Play** in the name box, then select **ShareStream Pick-n-Play** as the **Type** on the drop-down. Check '**Available to Users**,' and click **Submit**.

- After you hit submit, a content button titled **ShareStream Pick-n-Play** will appear in your **Course Menu**. Now, let's add media content!

Adding Media to My Workspace

- From the **Course Menu**, select the button titled **ShareStream Pick-n-Play**.
  - **Important Note** – if this is the first time you have opened ShareStream you will see a question about copying media assets from another course. If you do not want to do this, click '**no**' and '**proceed**.' This will allow the **ShareStream Pick-n-Play** application to open. *However*, if you want to copy assets from another course*, the time to do so is now*! Once you open and establish your Media Manager, you will not be able to copy assets from other courses, you will just upload them in the traditional way from your files.
  - If you wish to copy media assets from other courses see the ****Copying From Another Course**** heading below for instructions.
  - If you do not wish to copy media assets from another course, continue to the next step.
- Click on the **My Workspace** tab.
- Click on **Upload Media** – use either the large blue button, or the menu option on the **My Workspace** tab.
- Click on **Drop/Click to Select Media File**, then **browse to**, **locate**, **select** and **open** the media file – this opens an **Upload Media** window.
- **Title** your media, select **contributor**, write a **description** (optional), and click **Add Media**.
- After the media uploads, you will be prompted to upload more files. For now, click **No.**, and we will proceed to the next step. You can continue to add files by clicking yes, the process continues in the same manner.

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- You may see a **processing** icon in **My Workspace** until the file is ready; once the media has processed, you will see a thumbnail of the video. The media is now in your My Workspace.

Adding Media to Your Course Collection

- On the **My Workspace** tab, select the checkbox next to the thumbnail for your media asset.
- Click on **Add to Course**. A dialog box opens for you to select a folder destination in your **Course Collection**.
- Select the **File Folder** you would like to add the media asset to, and then click **OK**.
- You will see a confirmation message when the file is added. Click the "**X**" to close the popup window.
- Click on the **Course Collection** tab, and you will see the media asset you have added to the **Course Collection**. Enrolled students can now view the media.

Preview How the Student adds Media

- Select "**Go to Student View**."
- Click on the **ShareStream Pick-n-Play** button in the **Course Menu**.
- Click on **DROPBOX**.
- Click on **Drop/Click to Select Media File**, then **browse to**, **locate**, **select** and **open** the media file – this opens an **Upload Media** window.
- **Title** the media, write a **description** (optional), check the **Email Me Confirmation** box (this is the **ONLY** way the student will know the file uploaded successfully to the instructor), then click Add Media.
- After the media uploads, the student will be prompted to upload more files. For now, click **No**. This is all the student does to add media.

Preview How the Student Plays Media & Adds Comments

- To play the video, simply click on the **Arrow Icon**.
- Click the **Pause Icon** to pause the video.
- Click on the **Add Comments** tab.
- Click inside the **Comment** box, type your comment and click **Add Comments** - these are all the steps the students will perform.
- Click **Return To Teacher View**.

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Moving Student Added Media to the Course Collection

- You are now back in **Teacher View** - click the **ShareStream Pick-n-Play** button to open the media management page.
- Notice **1 New** in red letters in the upper right corner? Click on **1 New**.
- Click **Action**.
- Click **Add to Course**.
- Select the **File Folder** in which you wish to place your video.
- Click **OK**.
- Click the **Course Collection** tab and you will notice the student added media is now in the **Course Collection**, making it viewable to all students enrolled in the course.

Instructor Added Comments

- Click on the **Add Comments** Tab.
- Click anywhere inside the **Comments** box.
- **Type** your comments.
- Click the **Add Comments** Button.
- Your comments are now visible under the **See Comments** Tab

Copying From Another Course

- When you see this question: **Would you like to copy ShareStream media assets from another course to this new course?** Click **Yes**, and a new dropdown box will open
- Begin typing the other course name, and that course will appear – **select it**.
- Click **proceed.**
- You will see this comment and question: **This will copy all ShareStream media assets from the selected course. Do you want to proceed?** Click **OK.**
- All media from the other will almost instantly appear in **My Workspace** and **Course Collection,** and you can edit or delete at this point.

ShareStream: The End!

That's it! Now you know how **ShareStream Pick-n-Play** is added to your **Course Menu**, how media is added to **My Workspace**, and how media is added to your **Course Collection**, as well as inserting comments! In our next **ShareStream** instructional video session, we will learn about using **Metadata**, **Mashups**, **Text Editor** and uploading **Special Media File Types** such as **Podcasts** and **Closed-Caption Files**.