

# 防疫遠距教學-

## 不在教室也能放心教、安心學

使用Stream放置課程錄影或影音教材

# 使用Stream放置課程錄影或影音教材

## > 上傳已經錄製好的影片至Stream

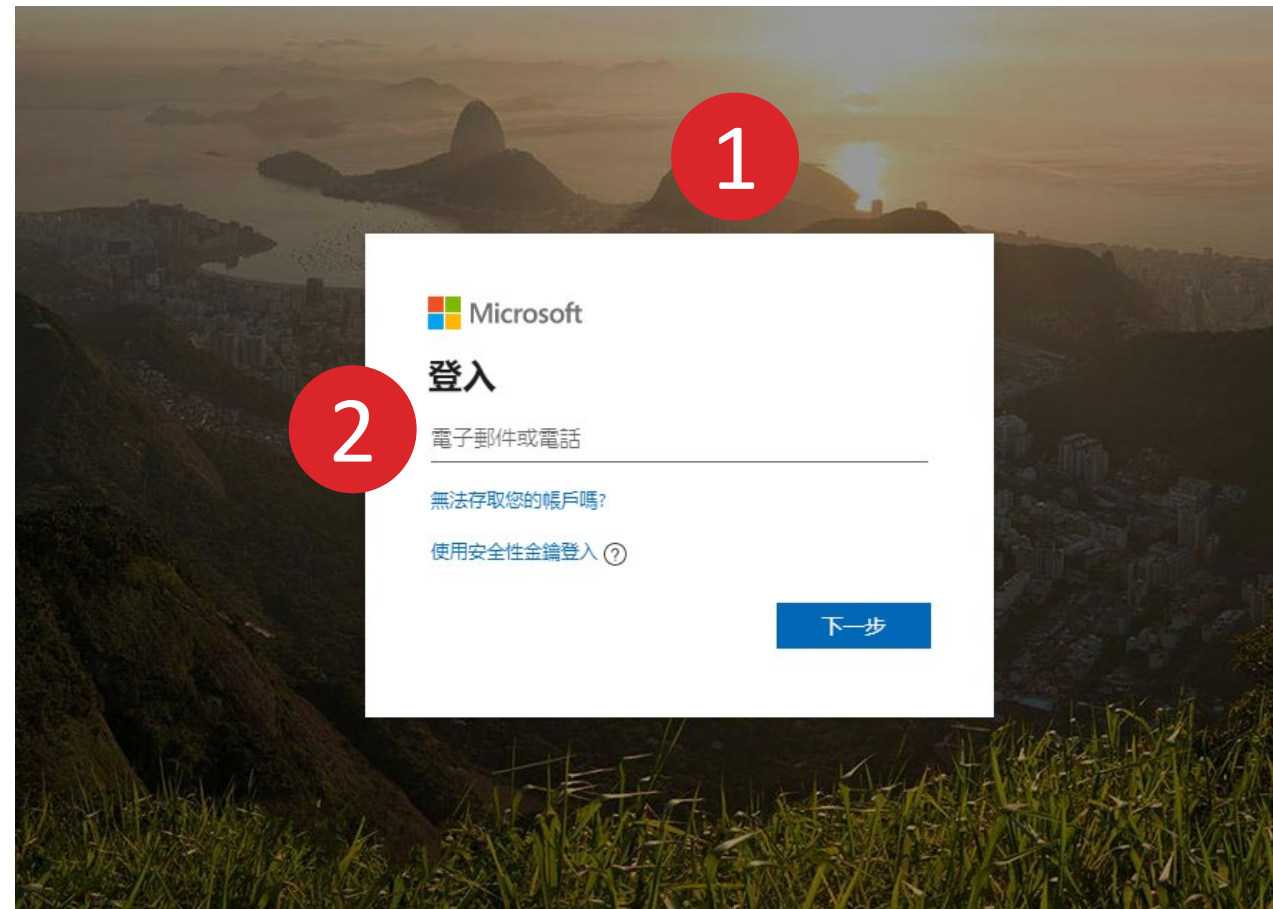
1. 首先進入 Stream 首頁

<https://web.microsoftstream.com/>

2. 輸入你的ulive電子郵件，如果一直用的是舊的Email，只要把後面的staff或faculty換掉。

例如原本是 john@staff.pccu.edu.tw 那就是

[john@ulive.pccu.edu.tw](mailto:john@ulive.pccu.edu.tw)

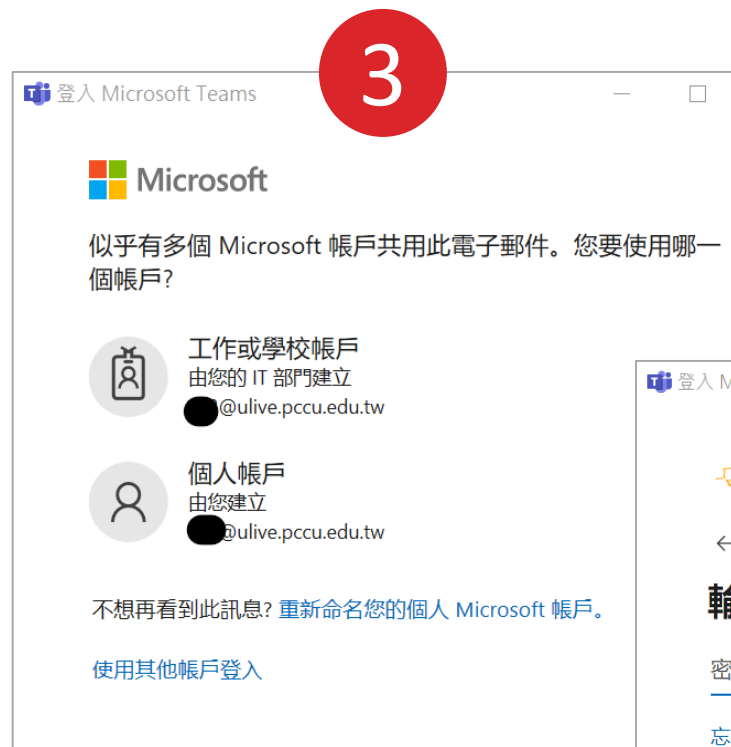


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3. 請選擇工作或學校帳戶。(如出現才需選擇)

4. 輸入教師/職員專區的密碼登入

PS：若利用專區的密碼無法登入Teams，請  
回專區中重新設定密碼



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5. 點選右上角紅框內的齒輪符號 →  
「My setting」

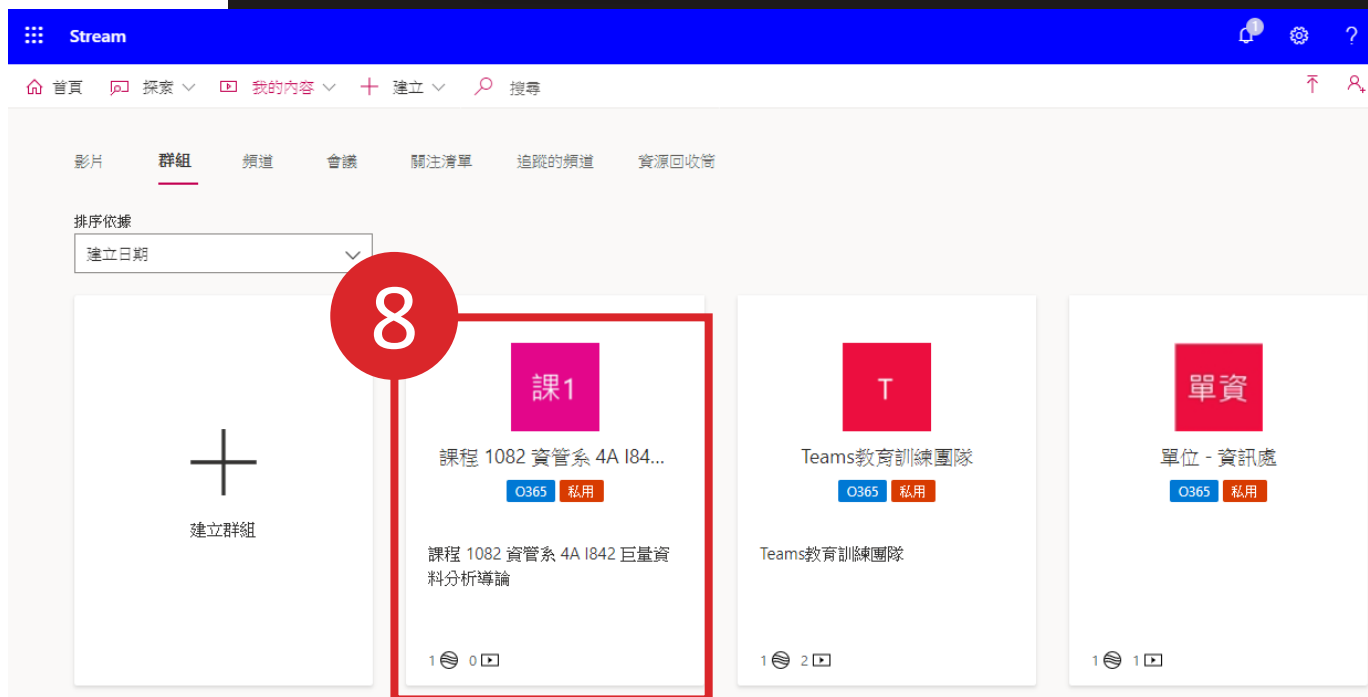
6. 「Language and region settings」  
→ 第一個下拉選單選擇「中文(繁體)」  
→ 上方紅框處點選「Apply」  
→ 點選「首頁」

The screenshot shows the Microsoft Stream user interface. At the top right, a gear icon (labeled with a red circle '5') opens the 'Settings' menu. In this menu, 'My settings' is highlighted with a red box. Below this, the 'Language and region settings' section is visible. A red box (labeled with a red circle '6') highlights the 'Language and region settings' section, which includes a dropdown menu for 'Choose a language (your browser will refresh)' with '中文(繁體)' selected. Below it are dropdowns for 'Choose a regional format'. To the right of the settings, an 'Apply' button is highlighted with a red box. At the top left of the settings panel, the 'Home' link in the navigation bar is also highlighted with a red box. The background shows the Stream home page with options like 'Upload a video', 'Find videos', 'Find channels', 'Find groups', and 'Invite'.

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7. 點選「我的內容」→「群組」

8. 選擇欲放置影片的課程



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9. 點選上傳影片
10. 請等待紅圈處的正在上傳變為完成，再按下立即發行，才上傳成功。
11. 建議將「使用權限」中的，課程權限的「擁有者」一欄取消勾選，以免同學任意刪改影片檔案。

Stream

首頁 探索 我的內容 建立 搜尋

歡迎使用 課程 1082 資管系 4A I842 巨量資料分析導論

9 上傳影片

10 正在上傳: S2-01.mkv 5%

11 正在上傳: S2-01.mkv 13%

發行

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12. 發布完成後，即可讓修課同學線上觀看影片



The screenshot shows a video player on the Stream platform. The video title is "什麼是... 巨量資料" (What is... Big Data). The video is 0:11 long. The interface includes a search bar for captions, a list of related videos, and navigation options like "詳細資料" (Details) and "人員" (People).

Stream

首頁 探索 我的內容 建立 搜尋

12 什麼是... 巨量資料

0:11 / 0:11

文字記錄 互動功能

搜尋文字記錄

更多來自發傳影片的內容

營養免疫介紹 4 觀看次數

測試麥克風 1 觀看次數

詳細資料 人員

「一般」中的會議

毛建祥 已在 2020/2/25 上發佈 有限制 3 0 0

分享 新增至關注清單 讚 檢視設定

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## > 將分享至通識課程

13. 請點選紅框中的「...」→「更新視訊詳細資料」



The screenshot displays the Stream video player interface. The video title is "什麼是... 巨量資料" (What is... Big Data). The video player controls show a progress bar at 0:11 / 0:11. A dropdown menu is open over the video player, listing several options: "已連結群組/頻道" (Already linked group/channel), "新增群組/頻道" (Add group/channel), "更新視訊詳細資料" (Update video details), "修剪視" (Trim video), "取代影片" (Replace video), "刪除" (Delete), and "下載影片" (Download video). The "更新視訊詳細資料" option is highlighted with a red box. Below the video player, there are tabs for "詳細資料" (Details) and "人員" (People). The "詳細資料" tab is active, showing the video title and a red box around the "更新視訊詳細資料" option. A red circle with the number "13" is overlaid on the bottom right of the video player area. The bottom right corner of the interface shows a "檢視設定" (View settings) button.



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14. 請勾選「使用權限」中「允許您公司中的所有人檢視這部影片」

15. 於「共用對象」中搜尋欲分享過去的頻道，例如：通識課程。點選後請按上方「套用」即完成分享。

The screenshot shows the Stream interface for editing a video titled "「一般」中的會議". The interface is divided into several sections:

- 詳細資料 (Details):** Includes fields for the title ("「一般」中的會議"), description, video language (set to "選取語言"), and a thumbnail gallery.
- 使用權限 (Permissions):** A red circle labeled "14" points to the checkbox "允許您公司中的所有人檢視這部影片", which is checked. Below it, the "共用對象" (Sharing) section is highlighted with a red box and a red circle labeled "15". This section shows a search for "通識" (General Education) and a list of results including "通識課程" (General Education Course) and "通識課程" (General Education Course) under the "全公司" (All Company) scope. The "通識課程" (General Education Course) is selected.
- 選項 (Options):** Includes settings for "人員" (Personnel) (set to "開啟"), "評論" (Comments) (set to "開啟"), "字幕" (Subtitles) (set to "下載檔案" and "自動產生字幕檔案"), and "字幕" (Subtitles) (set to "未新增任何檔案" and "上傳字幕檔案").

At the bottom right, there are buttons for "分享" (Share) and "已發行" (Published), and a note "有一些變更尚未儲存" (Some changes are not saved).

# 報告完畢，謝謝指教