

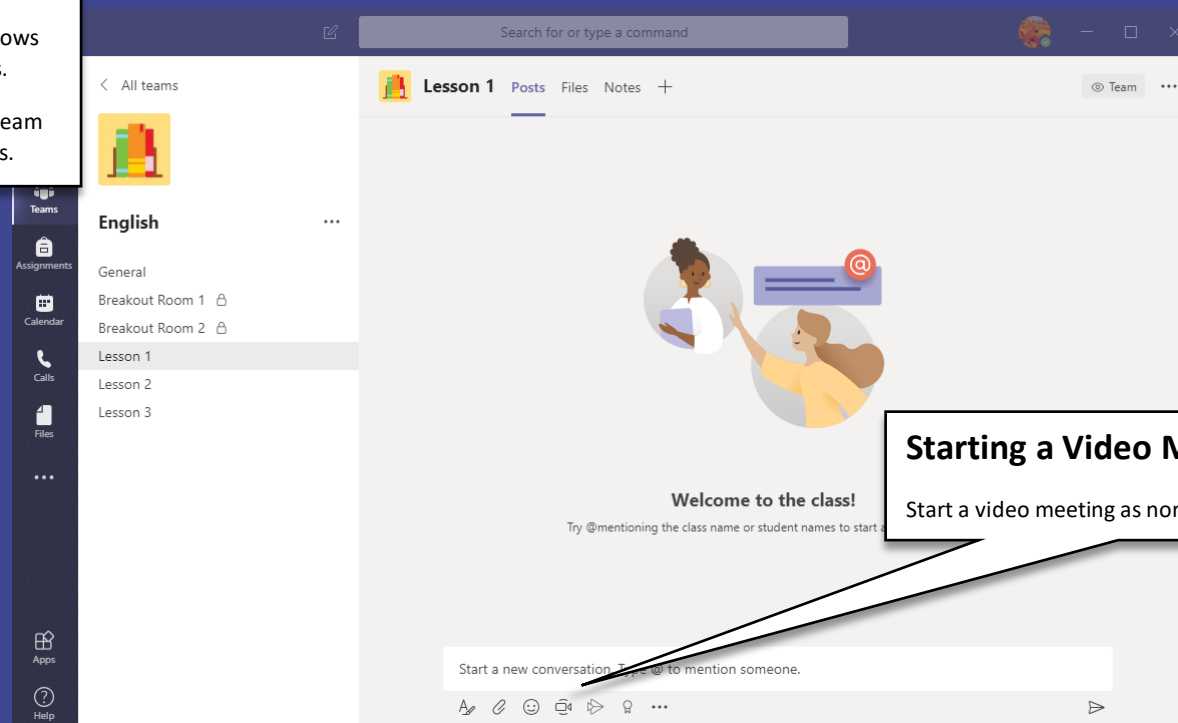
## MICROSOFT TEAMS

# Recording and Sharing a Lesson

### Recording a Lesson

Microsoft Teams has a feature which allows you to record lessons and presentations.

Your lesson is uploaded to Microsoft Stream and automatically shared with your class.



### Starting a Video Meeting

Start a video meeting as normal within your class.

## How to start recording

### About Recording

When you record a lesson in Teams it is streamed in the background directly to Microsoft Stream. This means you do not have to worry about storage space on your computer or uploading the video afterwards – it's all done for you!

### Privacy

When you start a recording, everyone present in the meeting will be notified that a recording has started.

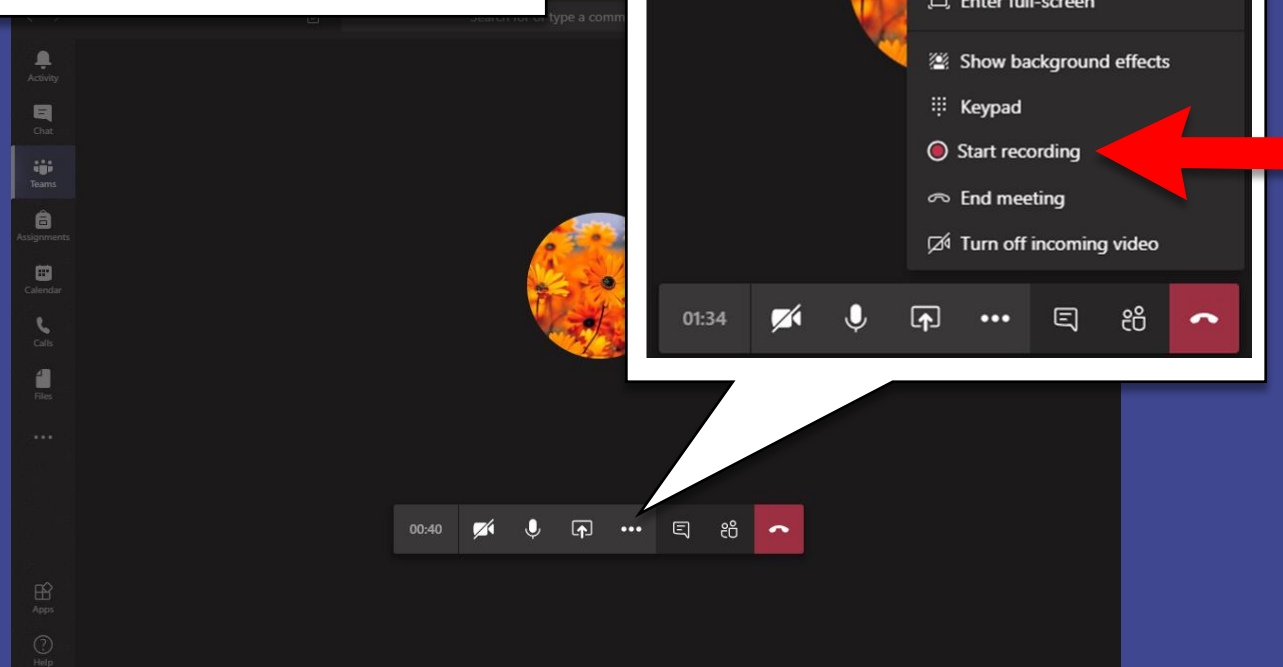
Anyone who has to the team that you started the recording in will be able to access the recorded video, unless you change the permissions later on.

### While you are Recording

When you have started recording all off your audio conversations, video streams, screenshares and presentations will be recorded until you stop recording.

#### Try...

- Recording a video without any students to carry out an experiment or demonstration for playback later.
- Use recordings to create a record of conversations for safeguarding
- Switching camera to show a piece of work or demonstration.



## During the recording

The image shows a Microsoft Teams meeting window during a recording session. The interface includes a left-hand navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays a video feed of a person with a floral background. A recording control bar is visible at the bottom, showing a timer at 00:40 and icons for video, microphone, screen sharing, and other controls. A settings menu is open, listing options such as 'Show device settings', 'Show meeting notes', 'Enter full-screen', 'Show background effects', 'Keypad', 'Stop recording', 'End meeting', and 'Turn off incoming video'. Callout boxes provide instructions for various actions: 'Stop recording' (clicking the stop recording icon), 'Share your screen or presentation' (clicking the screen sharing icon), 'Turn off your camera' (clicking the video off icon), 'Mute your microphone' (clicking the microphone off icon), 'Enter full-screen' (clicking the full-screen icon), and 'Turn off incoming video' (clicking the 'Turn off incoming video' option in the settings menu).

**Stop recording**  
When you have finished, click stop recording.

**Share your screen or presentation**

**Turn off your camera**

**Mute your microphone**

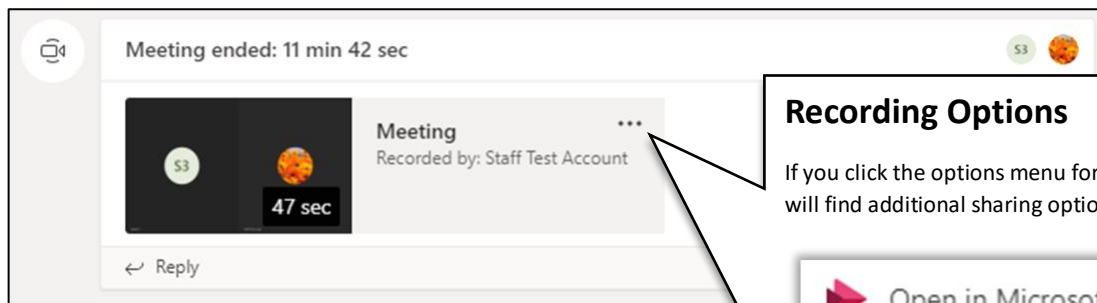
**Enter full-screen**  
Go full-screen to focus on the presentation during the recording.

**Turn off incoming video**  
Use this to hide students' video during the recording. This is useful if you are going to share the video with others.

## Sharing the Video

### Sharing the Recording

Once you have stopped recording, a link to the video will appear on the posts page of the channel you started the video meeting in. Processing the video can take a while, depending on how long it is. Once done a nice thumbnail will show



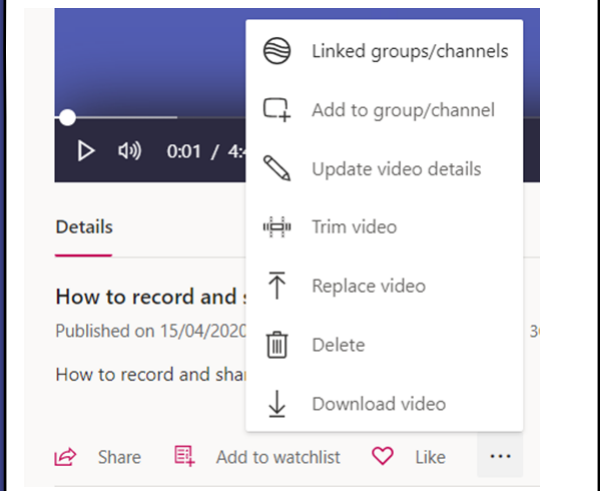
### Recording Options

If you click the options menu for any recording, you will find additional sharing options.

- ▶ Open in Microsoft Stream
- 🔗 Share
- 🔗 Get link
- 📌 Make this a tab
- ℹ️ Learn more
- ⚠️ Report a problem
- 📄 Company recording policy

### Deleting a Recording

To delete a recording, choose the options next to the video, and choose open in Microsoft Stream.



## More Information

- For more information about how video recording works and storage space in Microsoft Teams, take a look here: <https://classthenk.com/guides/microsoft-stream/how-video-recording-works-in-microsoft-teams/>
- To set students as an attendee before they connect to the meeting, look at the schedule a meeting guide.
- Microsoft are set to release an update so Teams administrators can set attendee as the default role for students in May 2020.

## Stuck and need some help?

- Ask a question on the ClassThink forums, a friendly community of likeminded educators.