# Accessing Teams Recordings in SharePoint

All Teams recordings are saved to Microsoft SharePoint and OneDrive. Depending on if the meeting is part of a channel or not will determine if the recording is housed in SharePoint or OneDrive. This handout will discuss videos recorded in channels.

Channel: Accessing the Recordings in Your Course Team

Within the Microsoft Teams app, there are channels. Channels are dedicated sections within a Team and provide an organized and centralized location for communication, collaboration, and file sharing.

If you record a meeting that is part of a channel, the recordings will be stored in the Team's channel/group and on the SharePoint site.

1. Access the Microsoft Teams app.
2. Click **Teams** from the left-hand menu. This will take you to the channels for your courses or any groups you have created.
3. Scroll through the list of Teams until you see the Teams for your course.
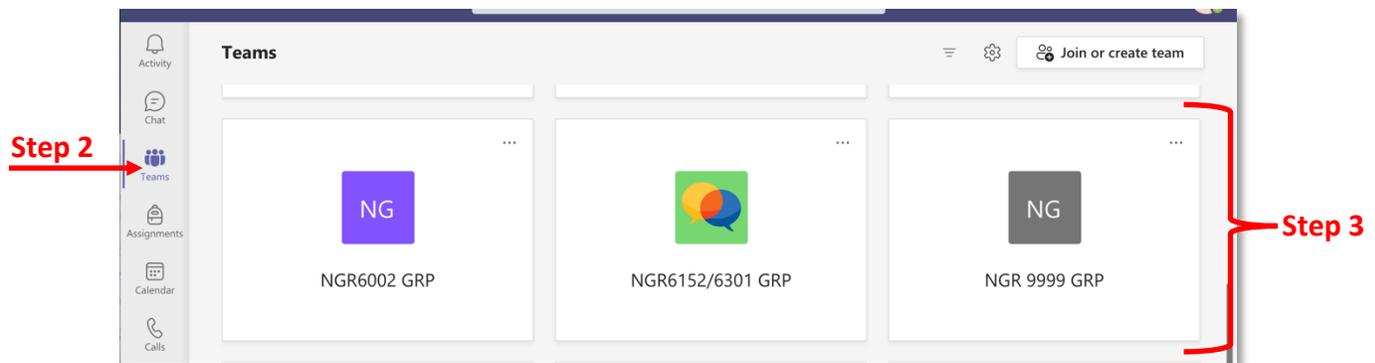
4. After you have completed recording your meeting and the recording has rendered, the recording will be populated within your course Team in the Microsoft Teams app.

Note: Your students will automatically have access to the recording in the course Team whether they attended the class session or not.

Channel: Managing Access to the Recordings in SharePoint

With the current configuration of Teams (as of 5/11/21), your students do have the ability to delete recordings. This section will provide instructions on how you can restrict access to only viewing the recordings and not deleting them. The steps will apply to the folder where all the recordings are stored. You only have to perform these steps once for each course per semester.

1. Navigate to your course Team in the Microsoft Teams app. If necessary, follow the instructions in the prior section to locate your course Team.
2. Click **Files**.
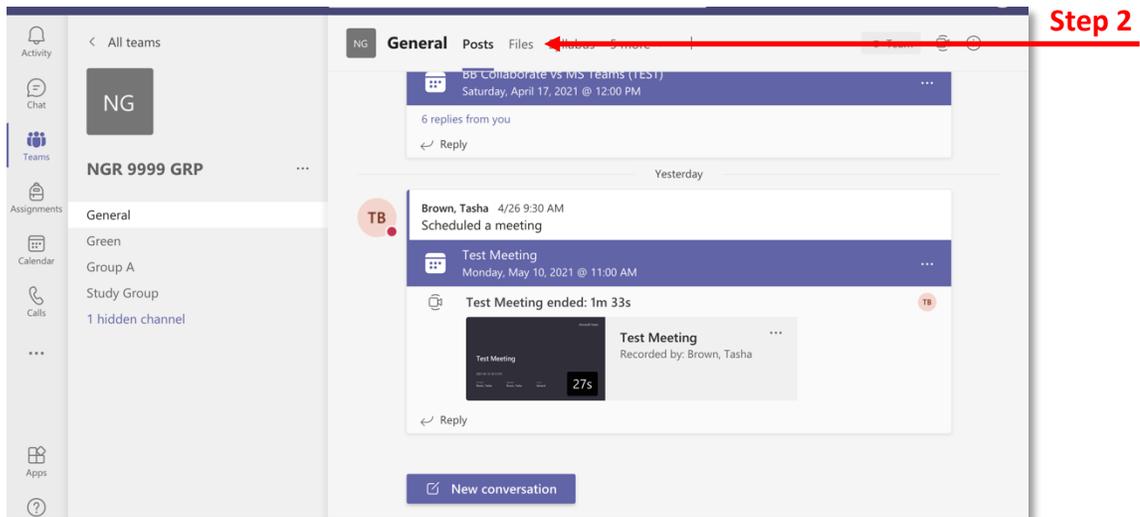
Note: The Files area is a single repository for anything you, a student, or any member of the Team upload into your course Team. These could include files that are shared via chat, uploaded directly into Files, or recordings, which are automatically saved.

3. Scroll down until you see a Recordings folder. This folder will automatically appear once a session has been recorded and rendered.

Note: All recordings for the course will be populated to this folder.
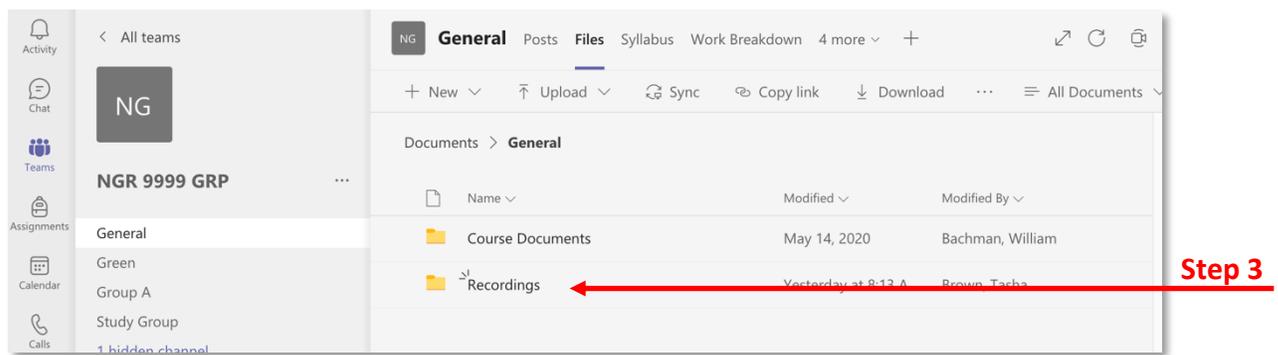
4. Click the three dots next to the Recordings folder.
5. Click **Open in SharePoint**.

Note: The recording folder will open in a new window in your browser.
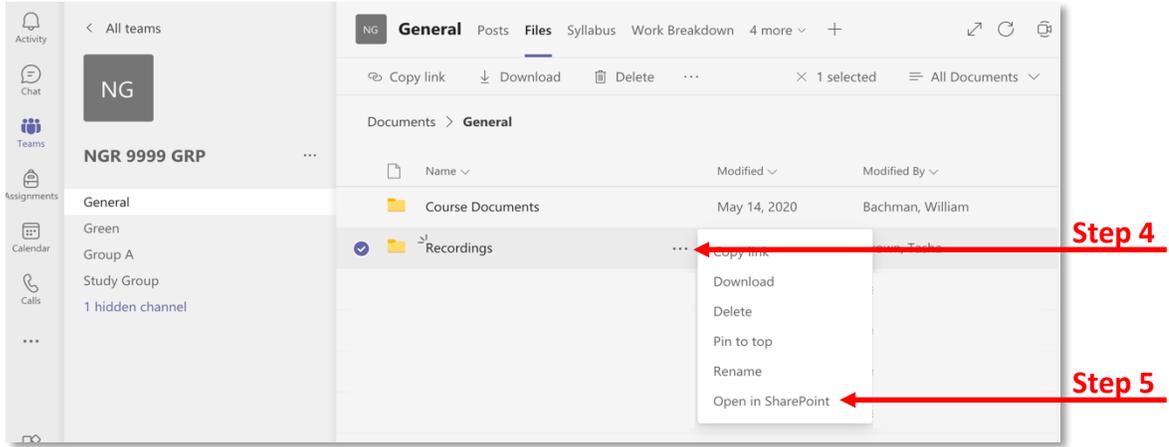
6. Click the *i with circle icon* in the top right corner.
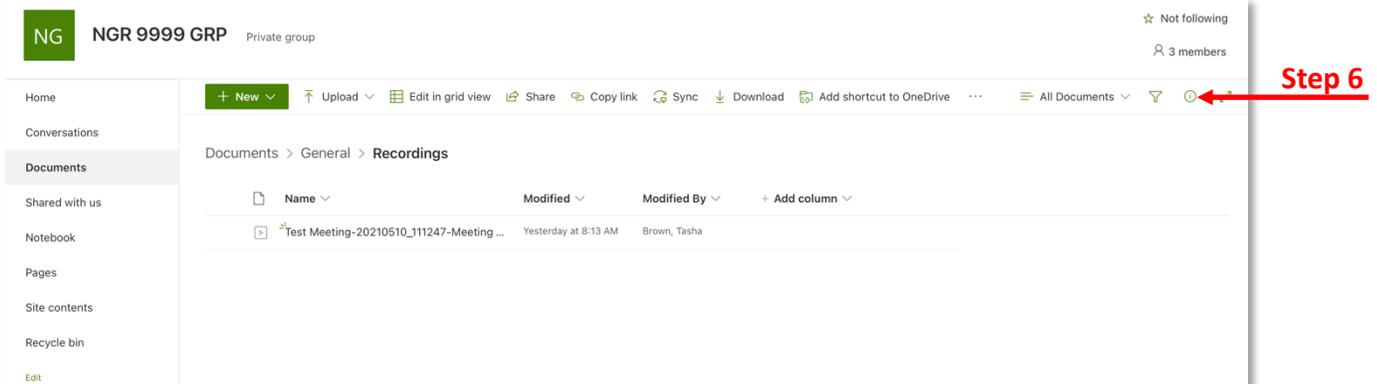
7. Click **Manage access**.
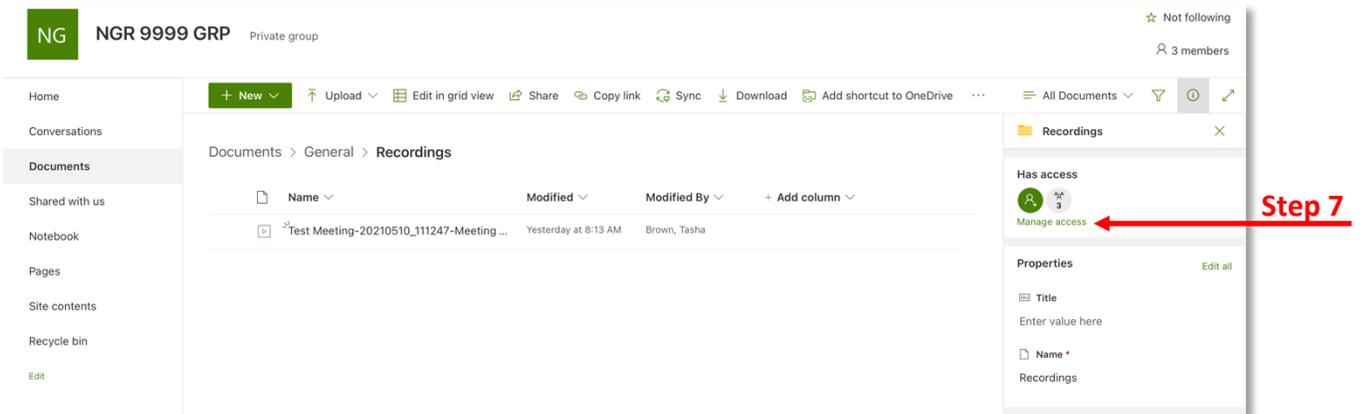
8. Scroll down and look for the title with *Members* as part of the name.

Note: *Members* signify students. The *Owner* would typically be you.

9. Click the down arrow by the pencil icon for the title with *Members* (e.g. NUR 1234 GRP Members) as part of the name.
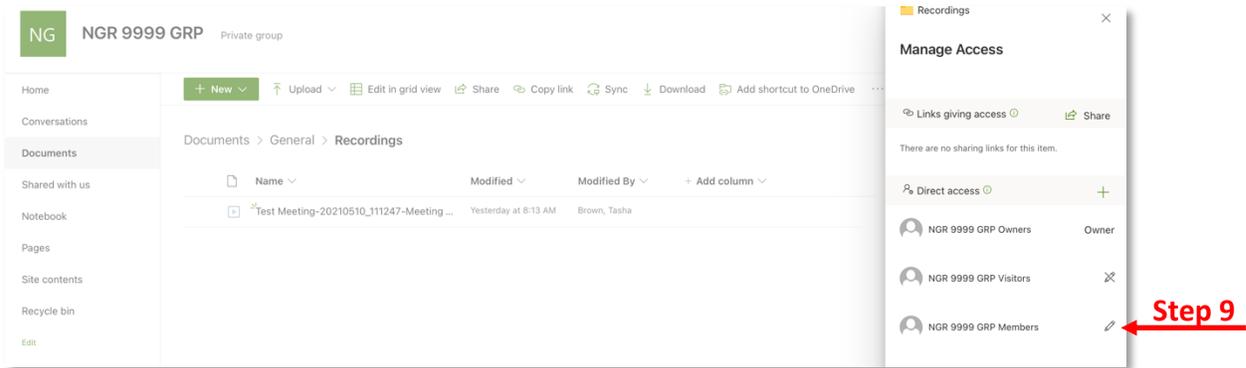

10. Select **Can view**.
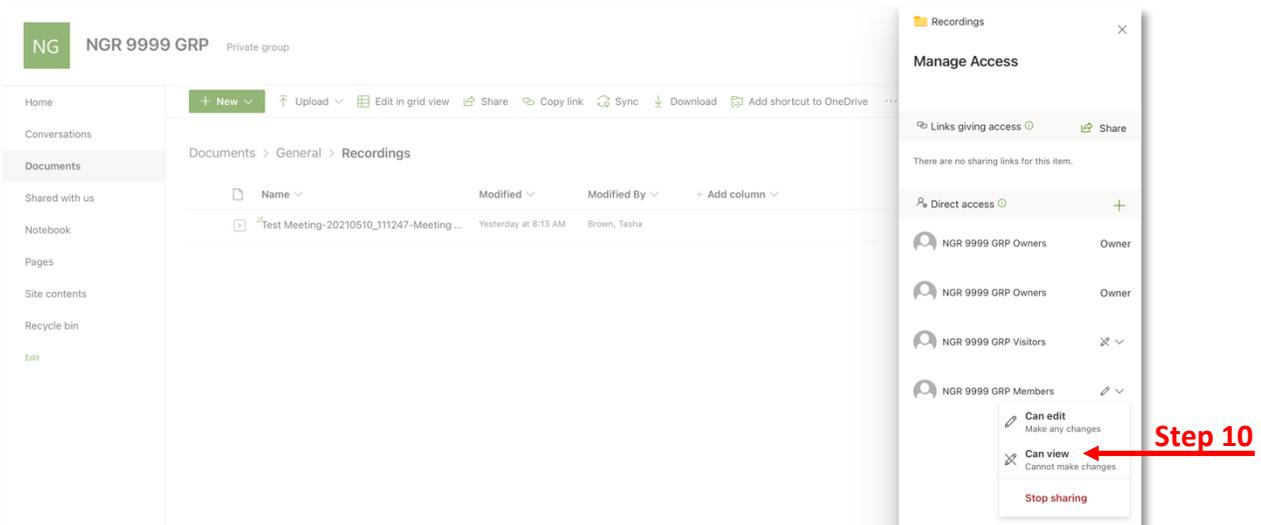
Channel: Sharing the Recording

Complete the steps from the *Channel: Accessing the Recordings in Your Course Team* section.

1. Click the recording from the chat and it will open in your browser.
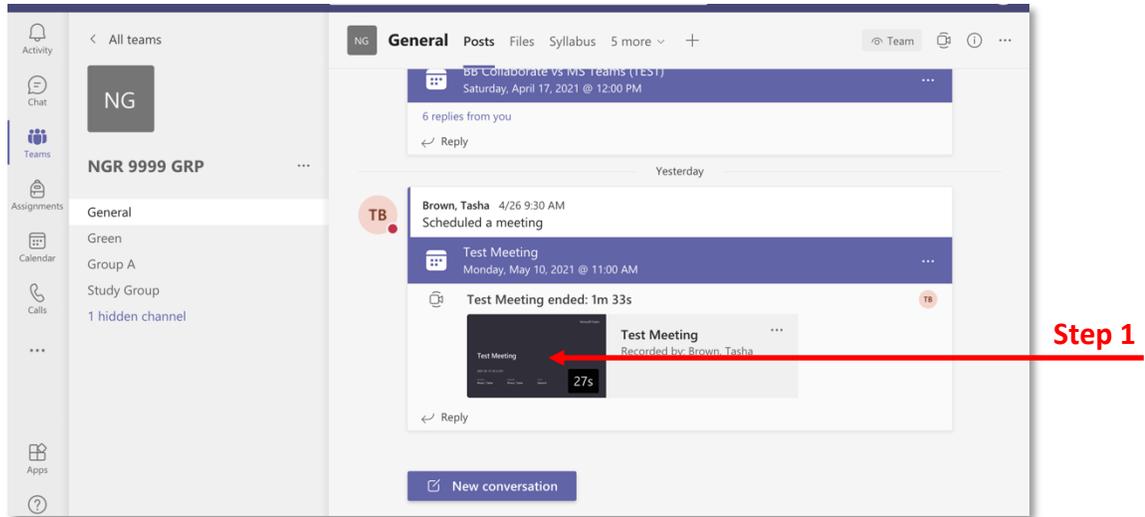
2. To share the recording, click the **Share** button.
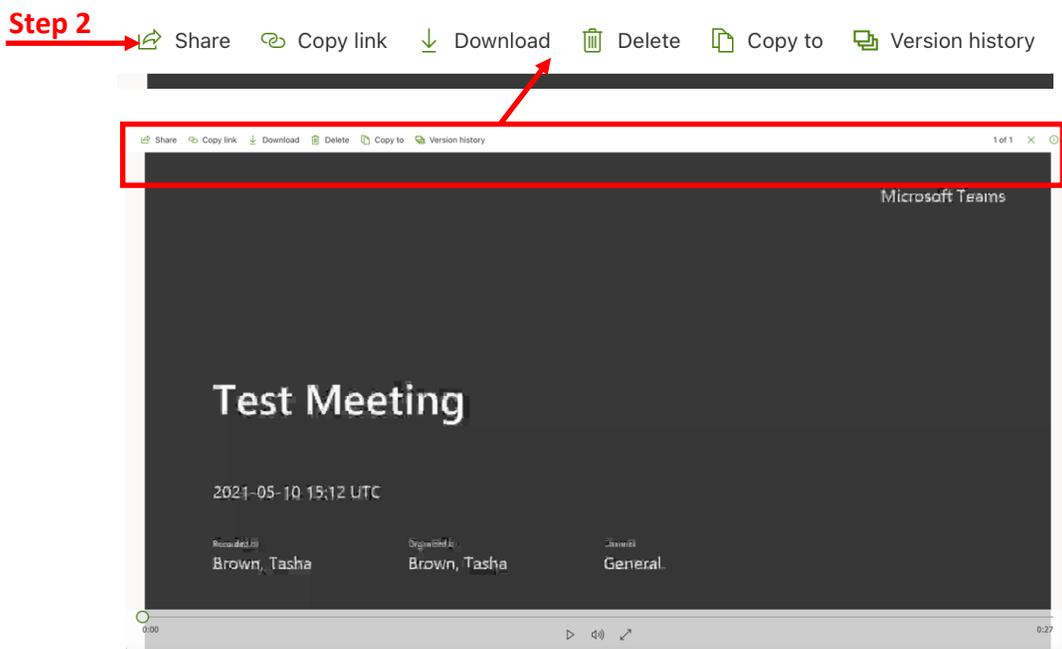
3. The default sharing option is "*People in University of South Florida with the link can edit*". Click **Copy link**.

Instructional Resource

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4. A window with the link will open. Click **Copy**.

Note: You can post the link in your Canvas course (e.g. Announcements, Discussion, Module Page, etc.), email the link, etc.
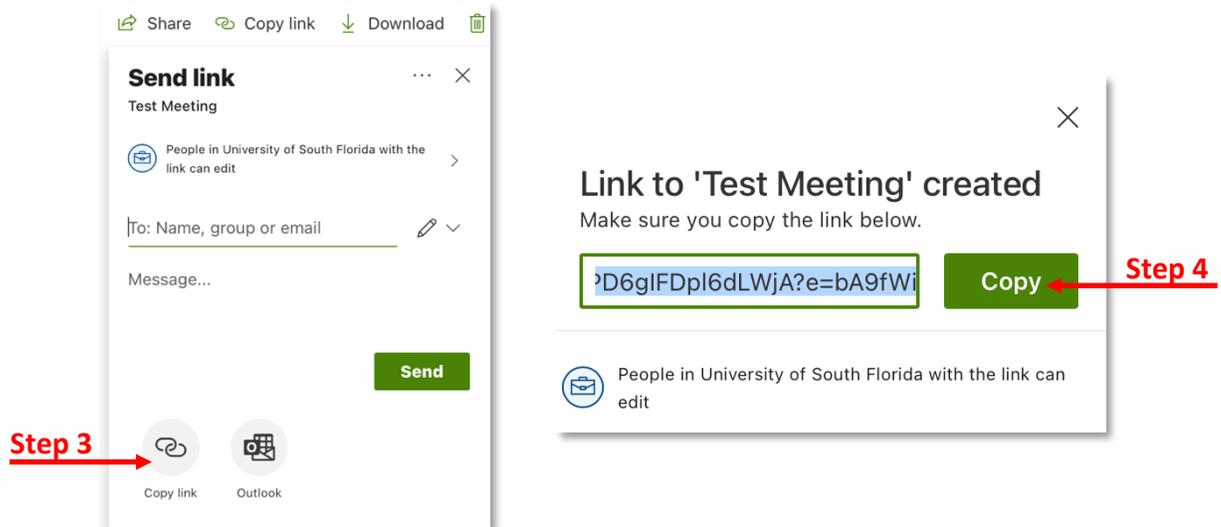
FAQs

What if someone accidently delete a recording?
Access SharePoint following the instructions in the Channel: Managing Access to the Recordings in SharePoint section. Then click *Recycle bin* from the left-hand menu and you can restore the deleted recording.

Does SharePoint auto caption the recordings?
No, it currently does not auto caption. However, you can upload the video into Kaltura and it will be auto captioned within that software. There are instructional resources on EDT's Canvas Faculty Support Page on how to upload videos to Kaltura and how to edit captions.

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