

## Following Up Synchronous Team Class

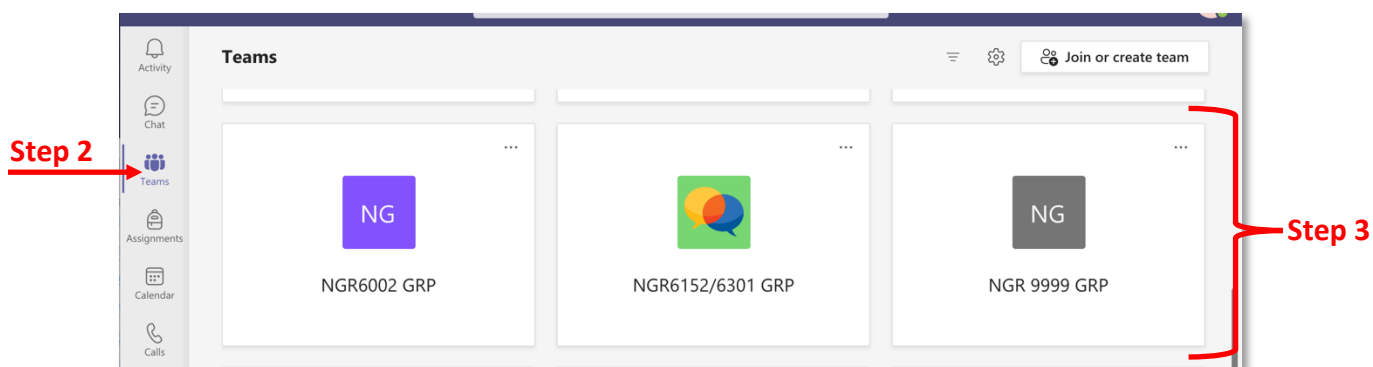
Once you have conducted your live class via Teams in the Team channel, you can access Microsoft SharePoint to view and/or download the recorded session and change the permissions of the recorded video. This will only apply if you recorded your session in the class Team in Microsoft Teams. If you recorded outside of your class channel, the recording will be found in Microsoft OneDrive.

### 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.



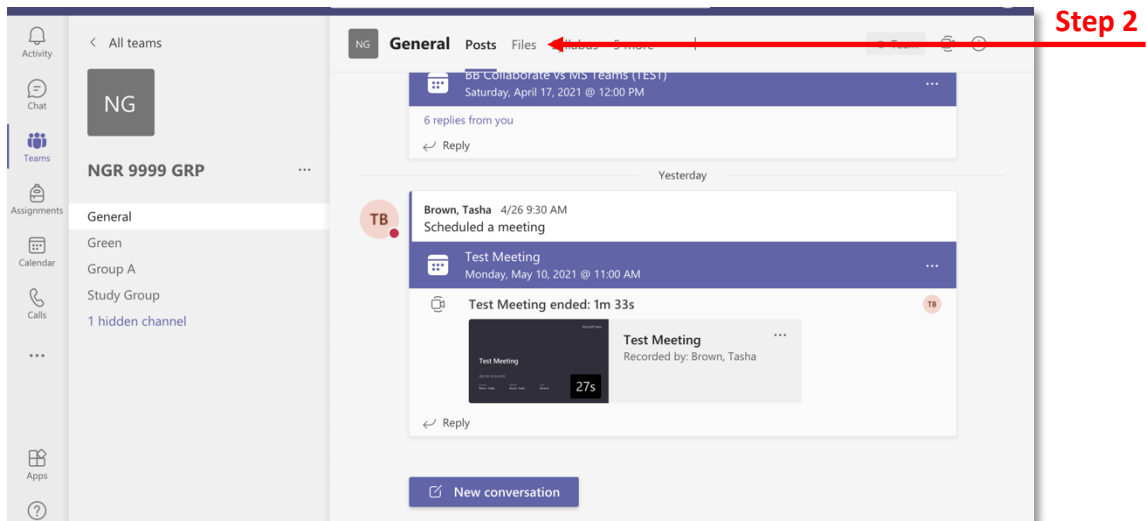
4. After you have completed recording your meeting and the recording has rendered, the recording will be populated within your course Team in the Microsoft Teams app.

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

## 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.

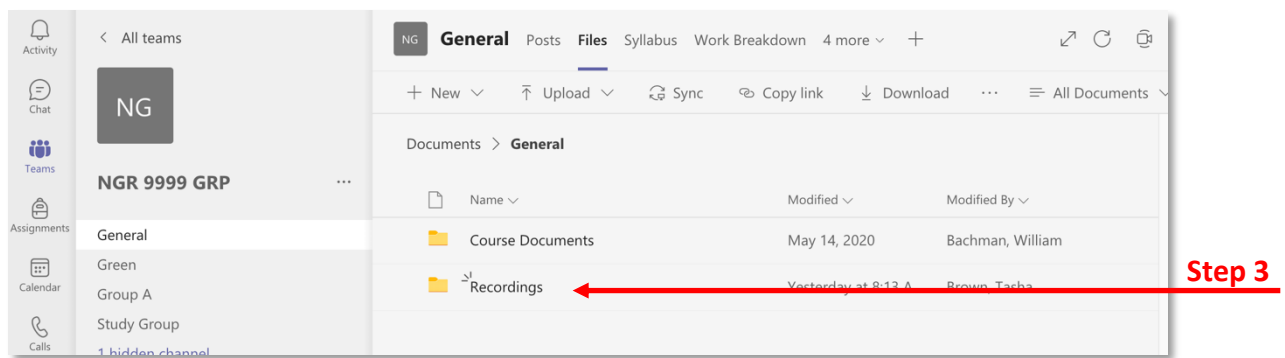
1. Navigate to your course Team in the Microsoft Teams app. If necessary, follow the instructions in the prior section to locate your course Team.
2. Click **Files**.



**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.

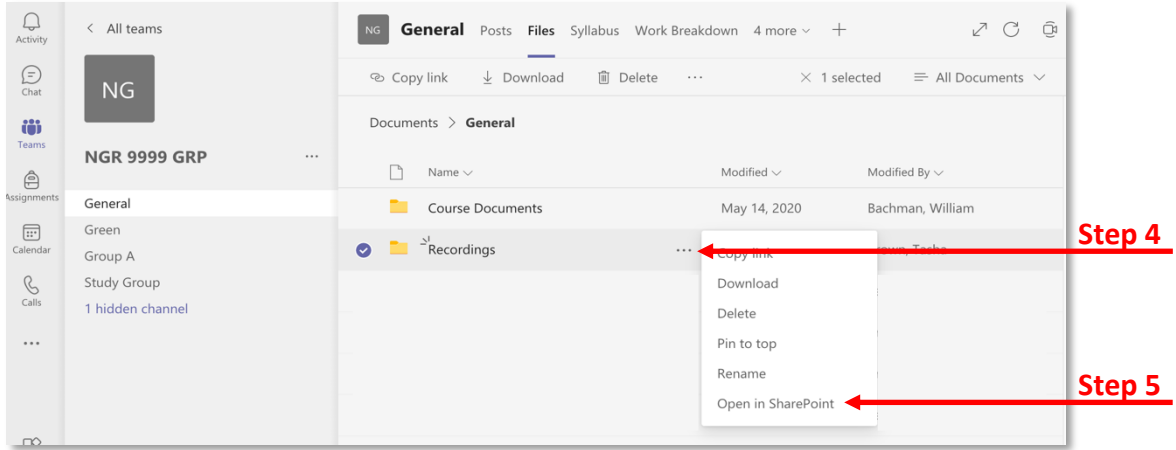
3. Scroll down until you see a Recordings folder. This folder will automatically appear once a session has been recorded and rendered.

**Note:** All recordings for the course will be populated to this folder.

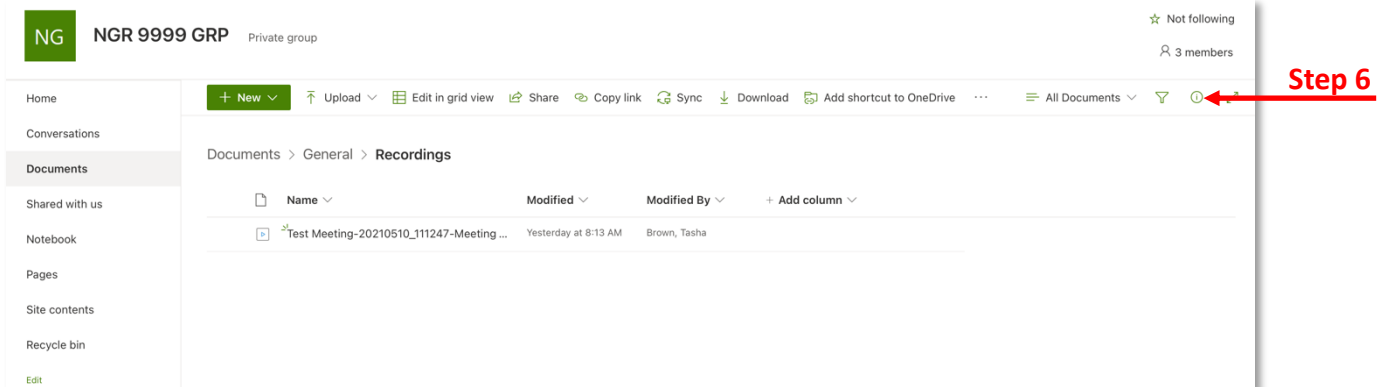


4. Click the three dots next to the Recordings folder.
5. Click **Open in SharePoint**.

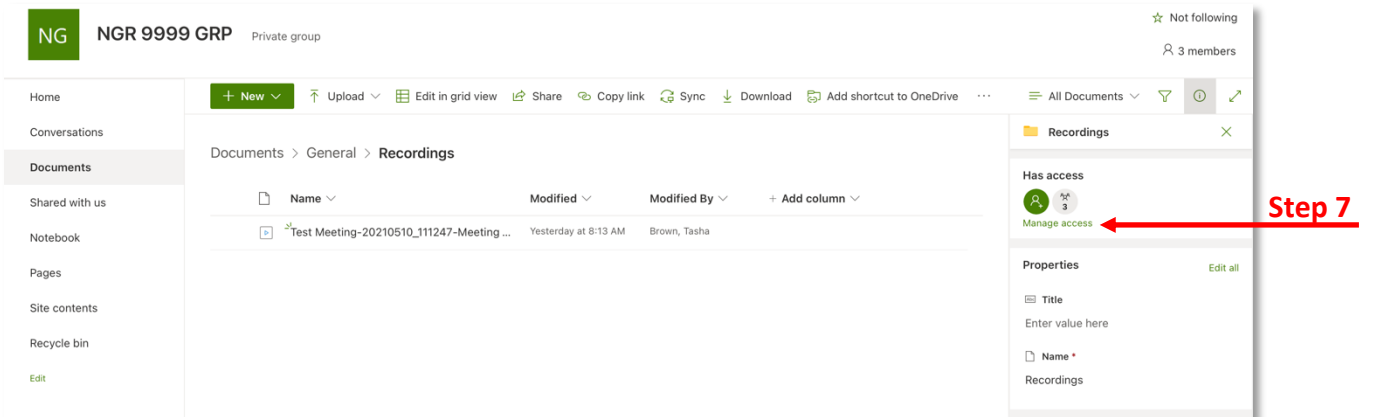
**Note:** The recording folder will open in a new window in your browser.



6. Click the *i with circle icon* in the top right corner.



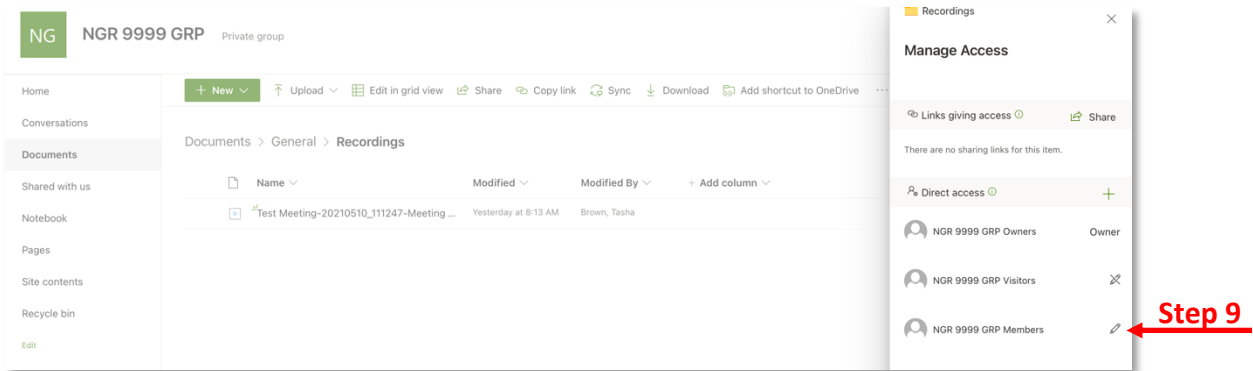
7. Click **Manage access**.



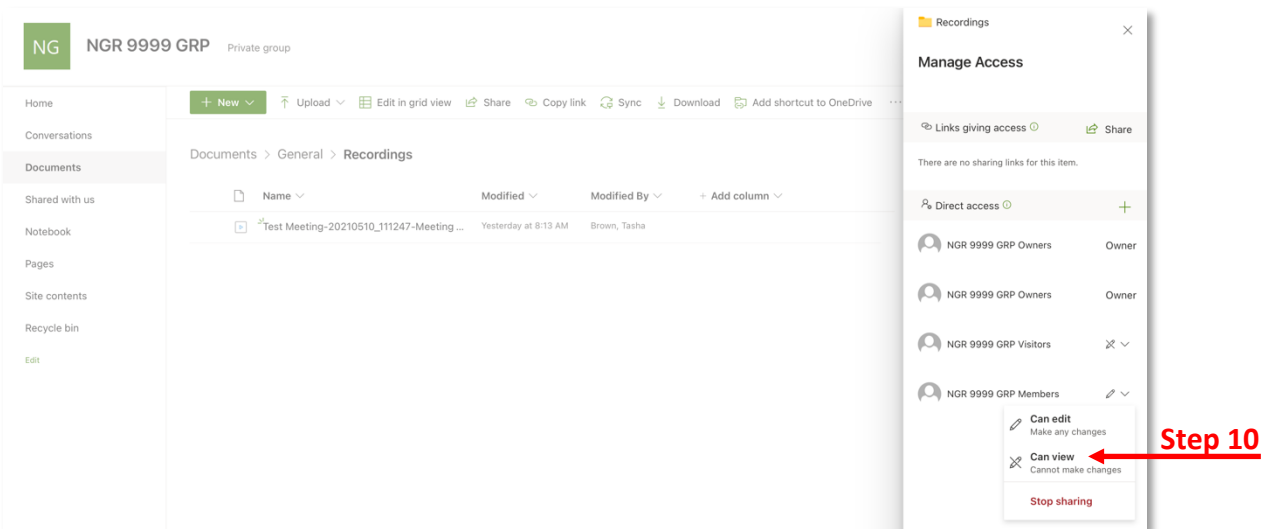
8. Scroll down and look for the title with *Members* as part of the name.

**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.



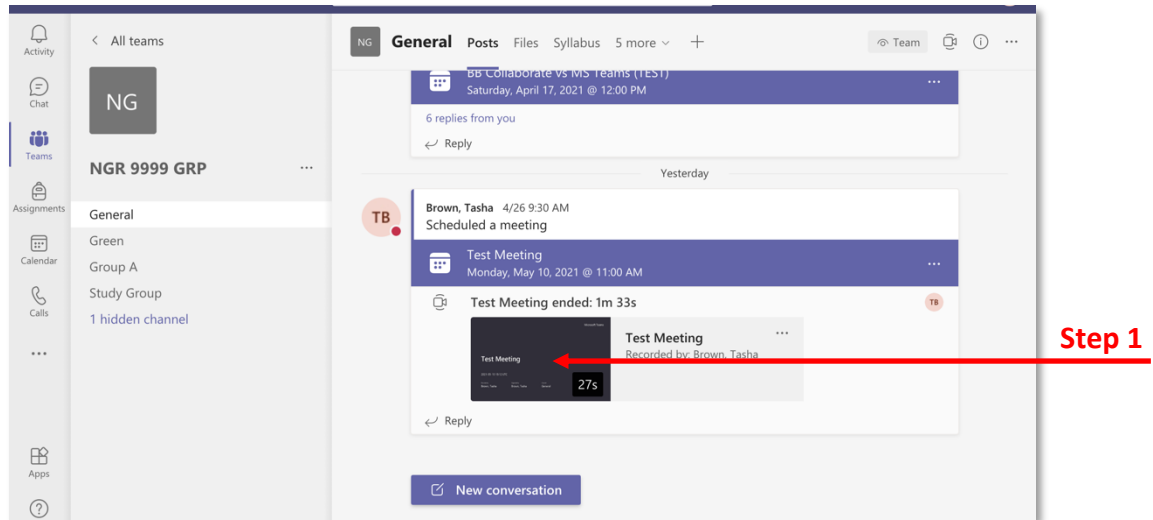
10. Select **Can view**.



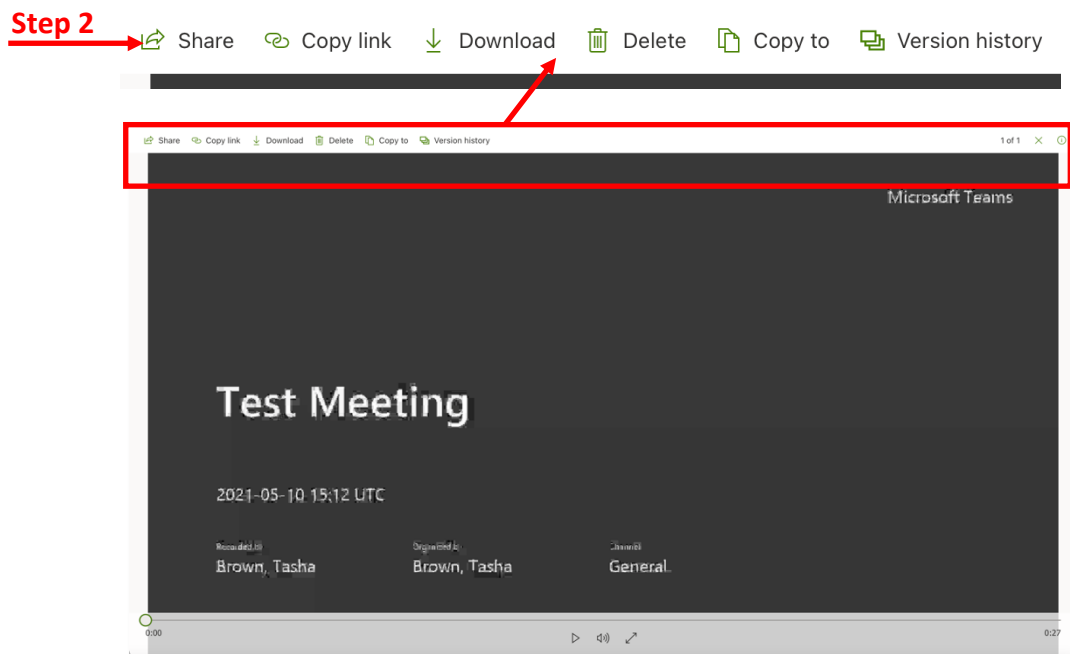
## Sharing the Recording

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.



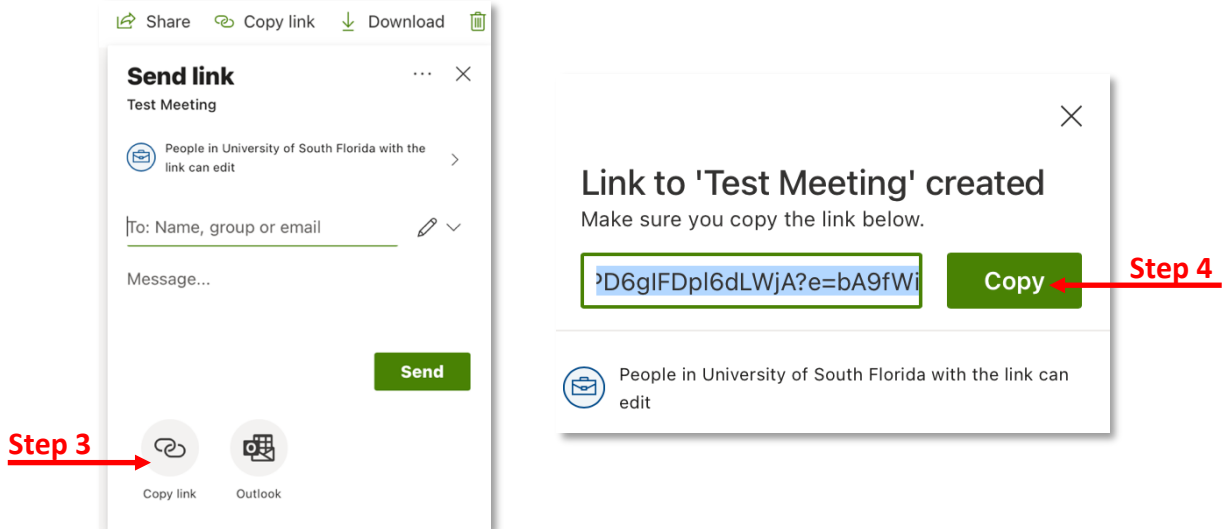
2. To share the recording, click the **Share** button.



3. The default sharing option is "People in University of South Florida with the link can edit". Click **Copy link**.

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

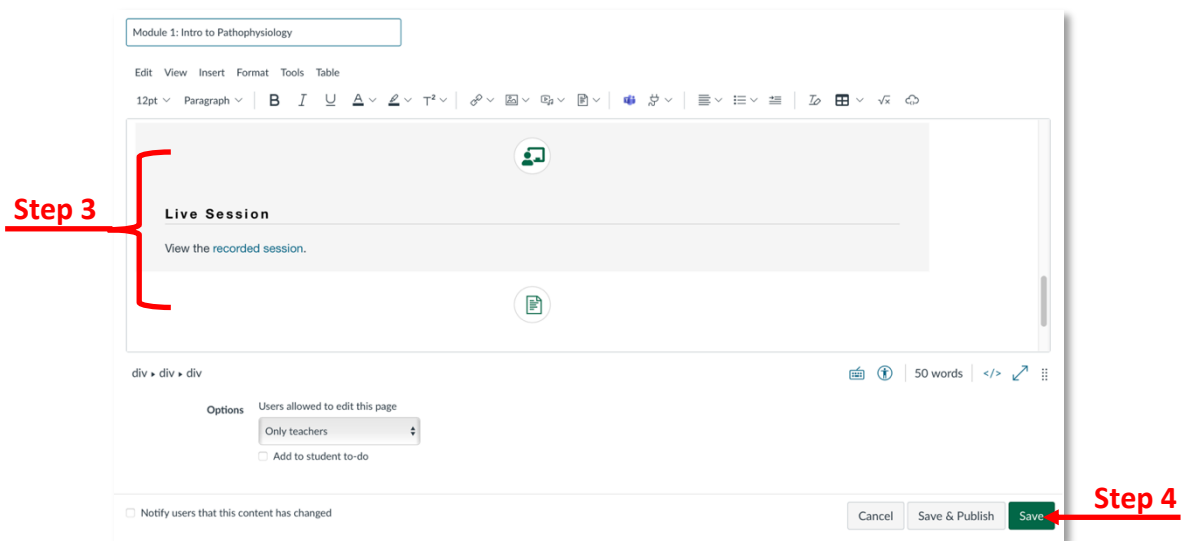
**Note:** You can post the link in your Canvas course (e.g. Announcements, Discussion, Module Page, etc.), email the link, etc.



## Adding the Recorded Session to the Module

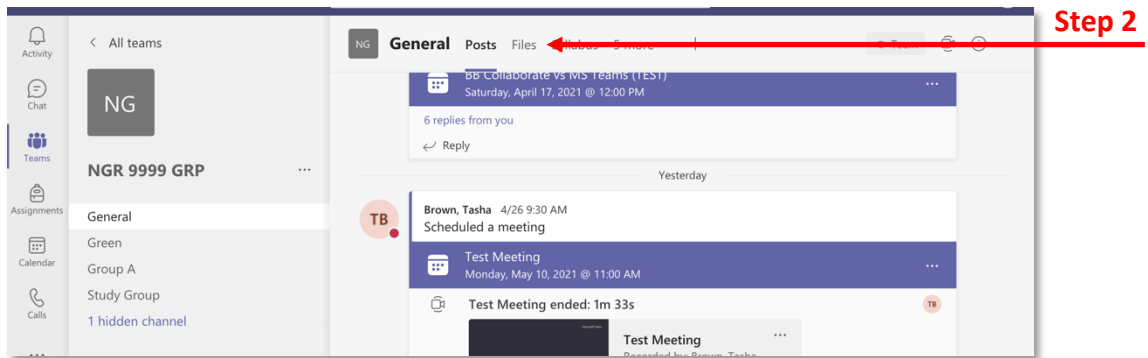
After you have concluded your class, you can add the recorded session to your Canvas module via the shared link. Complete the steps from the *Sharing the Recording* section.

1. Once you followed the instructions from the *Sharing the Recording* section, you will have a link that you have copied.
2. Access the module page in Canvas.
3. Paste the copied link in the desired section.
4. Click **Save**.

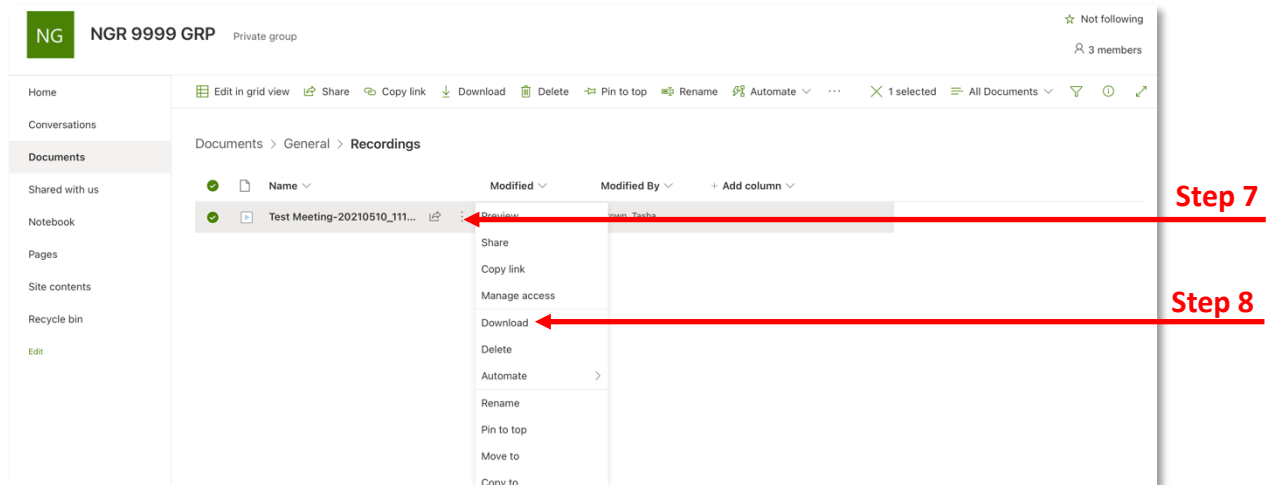


## Downloading the Recorded Session from Microsoft SharePoint

1. Navigate to your course Team in the Microsoft Teams app.
2. Click **Files**.



3. Scroll down until you see a Recordings folder.
4. Click the three dots next to the Recordings folder.
5. Click **Open in SharePoint** and the recording folder will open in a new window in your browser.
6. Navigate to the recording you wish to download.
7. Click the three vertical dots next to the recording name.
8. Click **Download** and the video will be saved to your computer.



## Uploading the Downloaded Video to Your Course

Once you have downloaded the video, you can upload the video to your Canvas course via the Files area or using Kaltura. You should also consider backing up a copy of the downloaded video to your Box folder.

There are instructional resources on EDT's [Canvas Faculty Support Page](#) on how to upload videos to Kaltura. This resource is for uploading [Blackboard Collaborate videos to Kaltura](#). These steps can be used for any video you have saved on your computer.