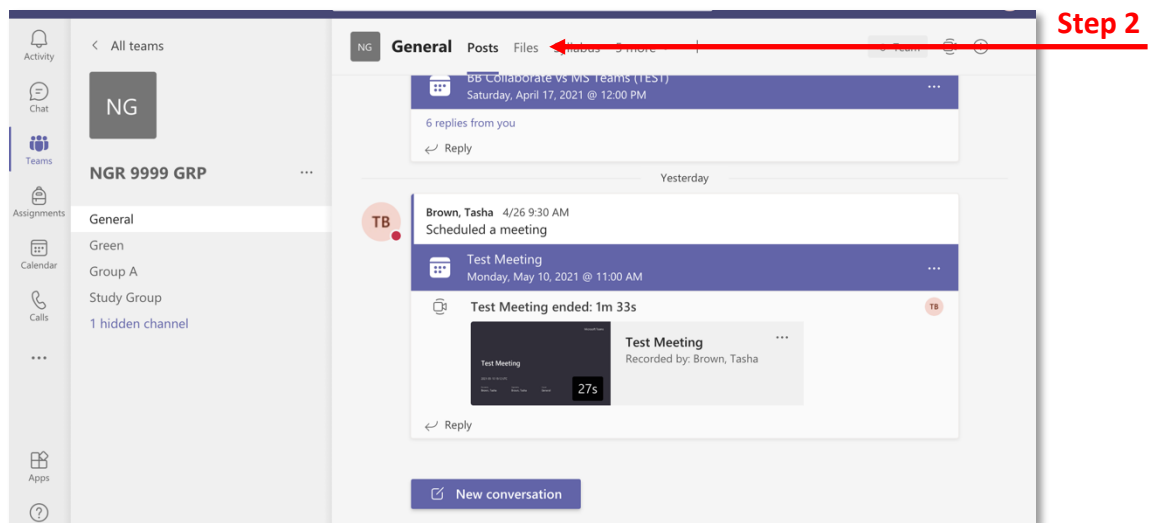


Managing Access to the Recordings in SharePoint

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.

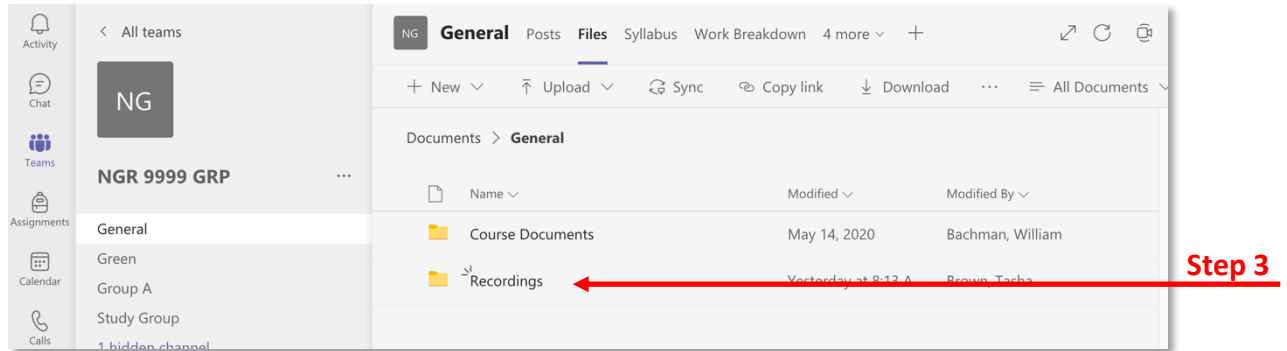
1. Navigate to your course Team in the Microsoft Teams app. If necessary, follow the instructions in the prior section to locate your course Team.
2. Click **Files**.



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.

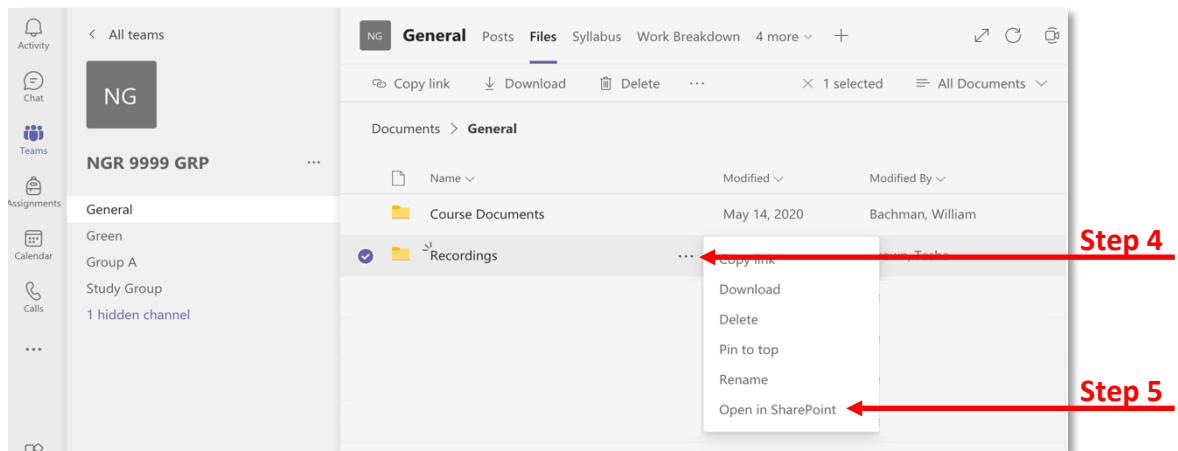
3. Scroll down until you see a Recordings folder. This folder will automatically appear once a session has been recorded and rendered.

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

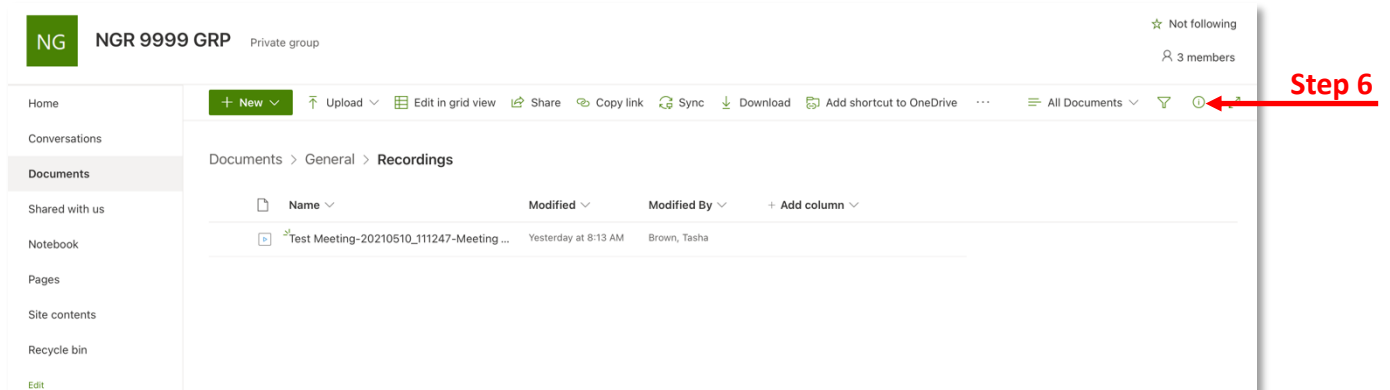


4. Click the three dots next to the Recordings folder.
5. Click **Open in SharePoint**.

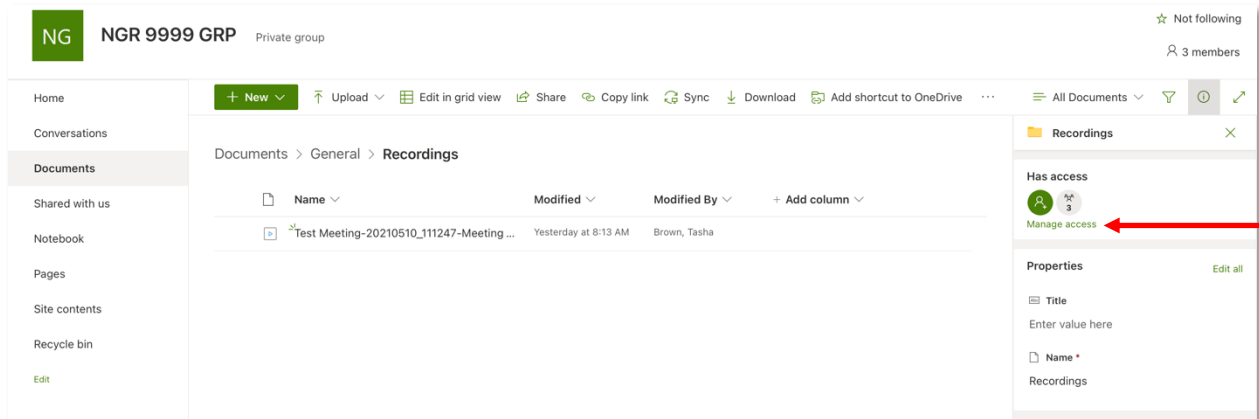
Note: The recording folder will open in a new window in your browser.



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



7. Click **Manage access**.

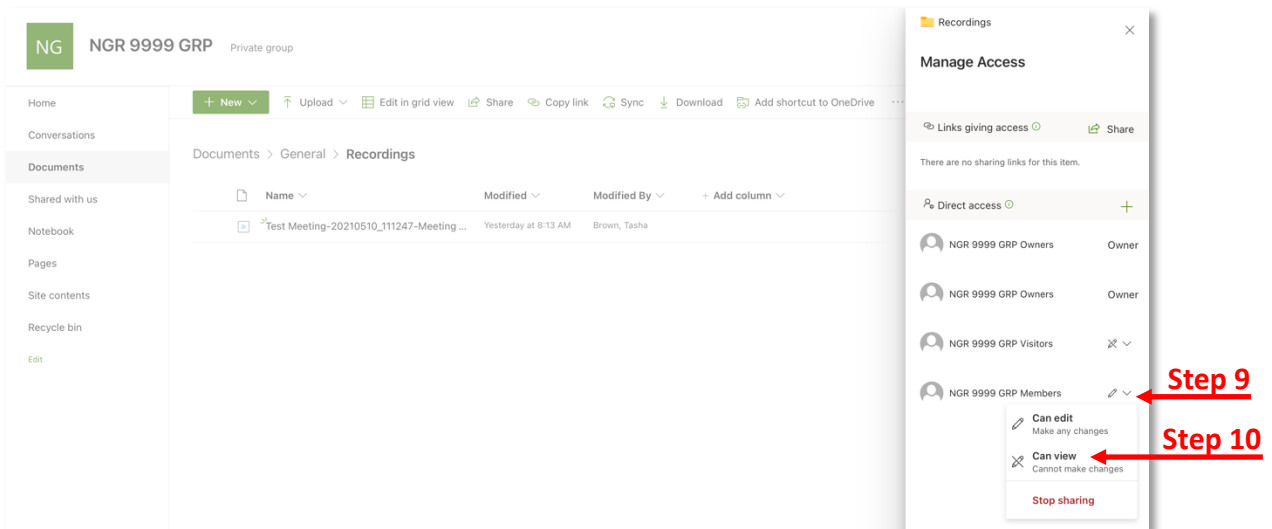


8. Scroll down and look for the title with *Members* as part of the name.

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.

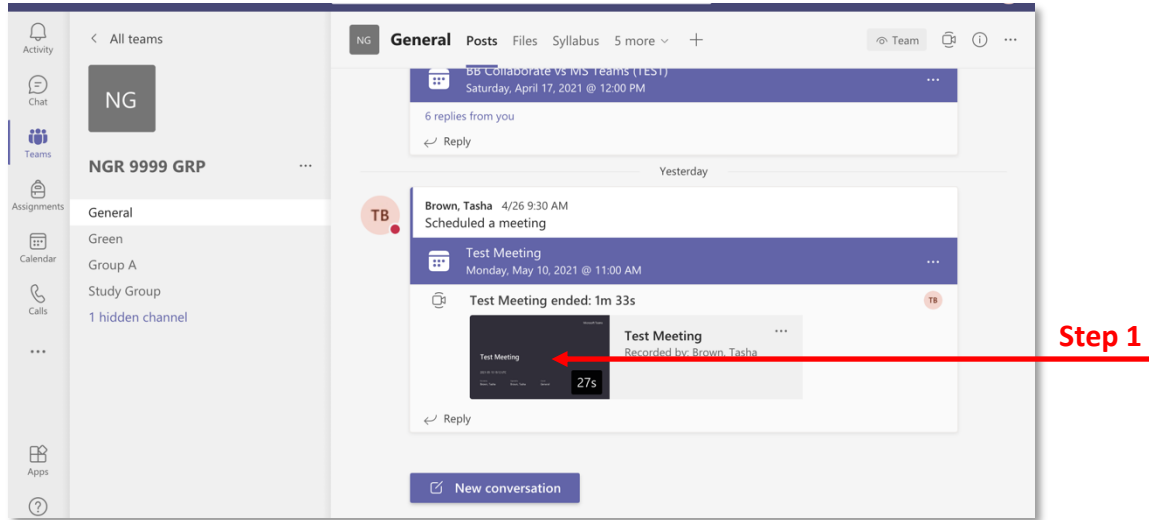
10. Select **Can view**.



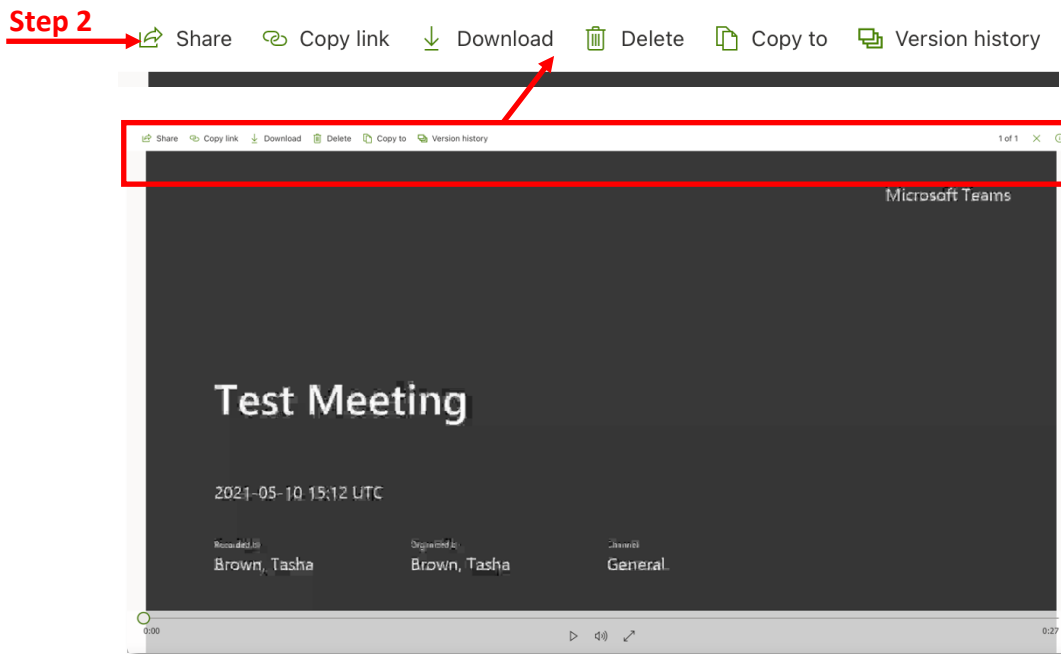
Sharing the Recording

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.

