



University of Wales
Trinity Saint David
LONDON

GUIDE

Record Microsoft Teams



Contents

Start Recording	3
View Recordings.....	5

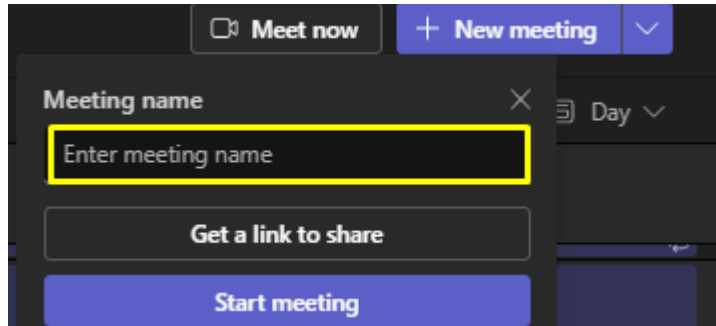
Start Recording

When you start recording a meeting, you also turn on live transcriptions

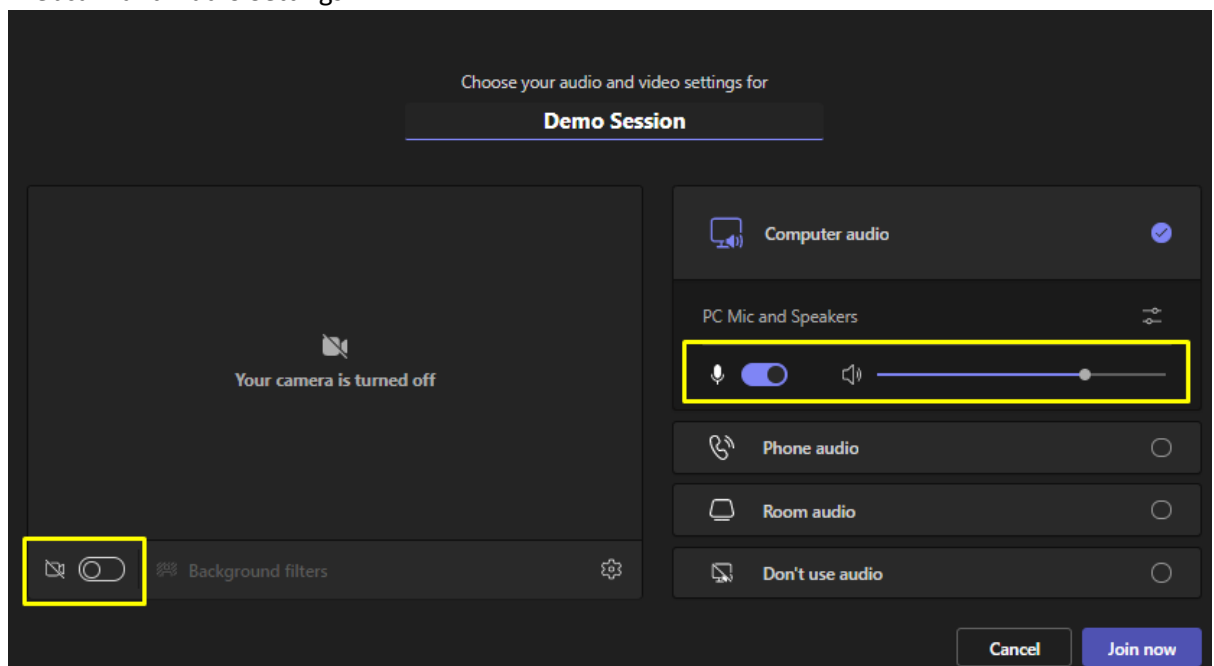
1. Start a Meet Now Session, using the Calendar Tab in Team



2. Name your Session



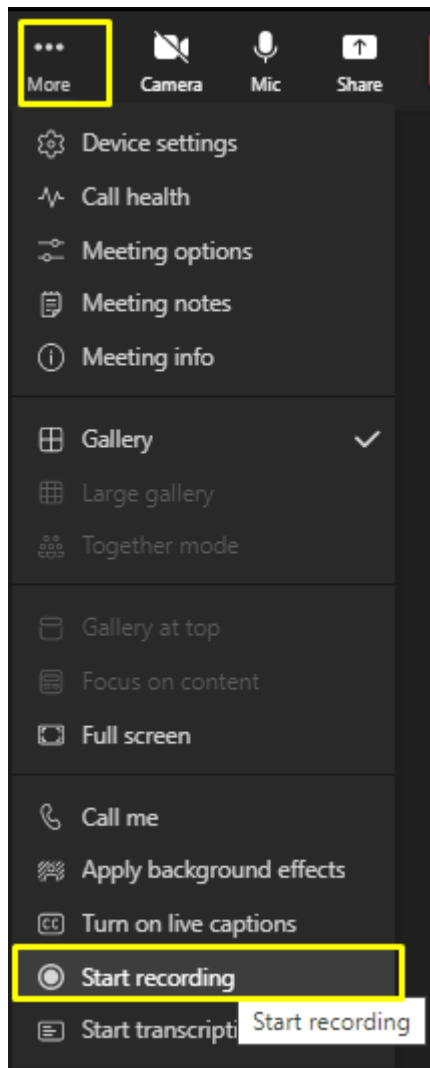
3. Start Meeting
4. Webcam and Audio Settings



Enough you have the relevant device active for recording your sessions

5. Join Now

6. Start Recording Your Session



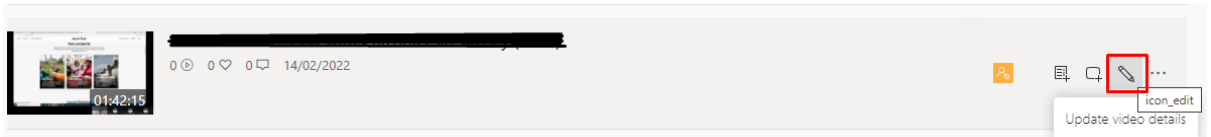
Only record sections which students need to follow in class so that they can catchup on anything missed

View Recordings

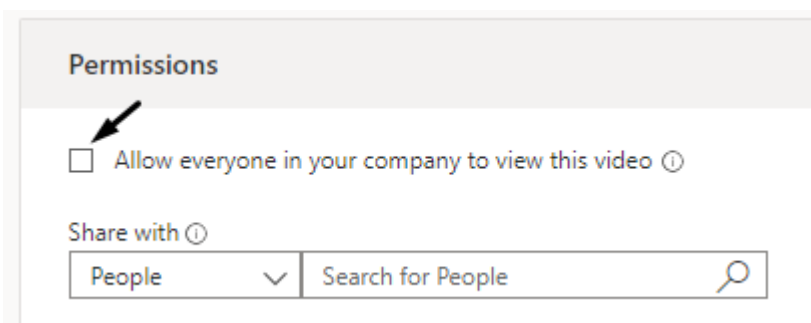
All recording can view views via <https://web.microsoftstream.com/studio/videos>

In order for students to view recordings without requesting permission to view, please follow these simple steps below

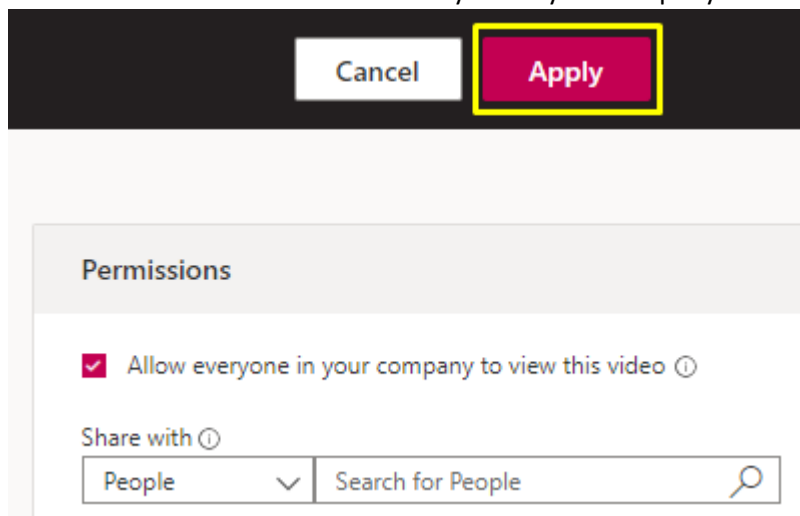
1. Click on the Pencil Tool



2. Set Permissions



Click on the Check Box to “Allow everyone in your company to view this video”



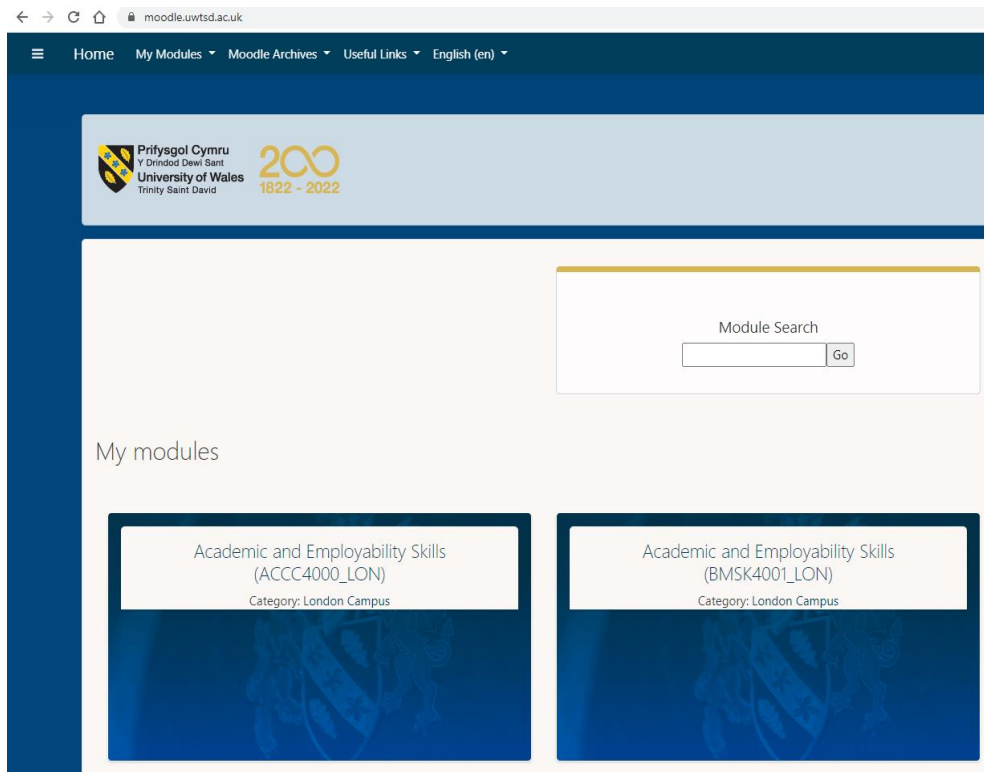
3. Apply

You are now able to share the link with students without the need to make changes to other settings.

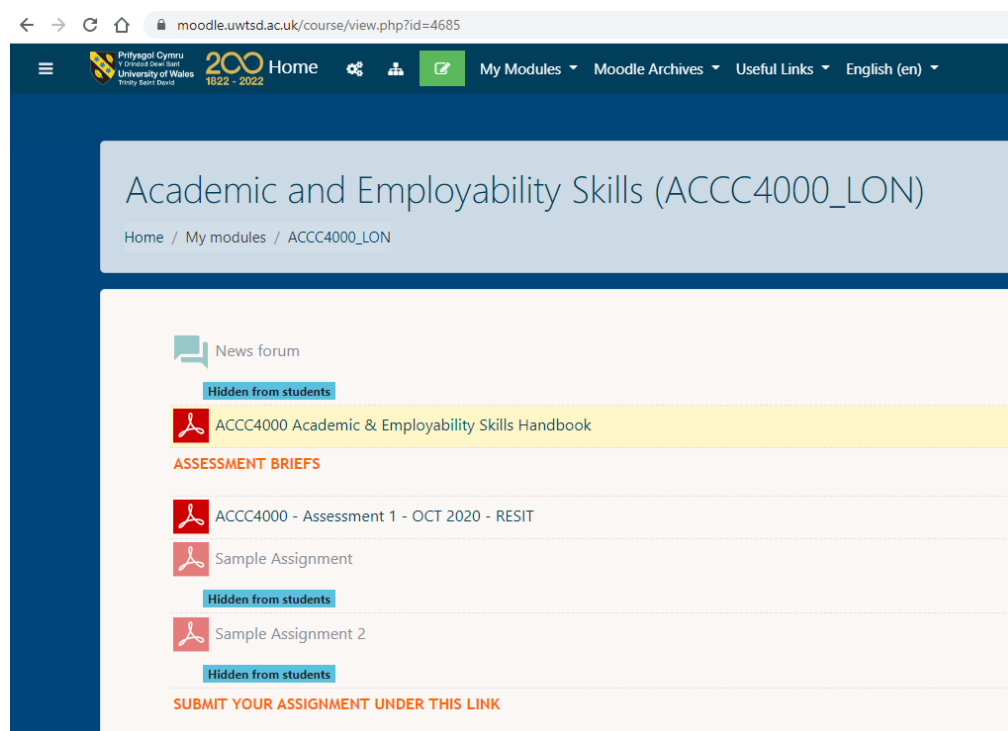
Once you have saved your video in Teams/Stream you can add a link to it in Moodle by following this guide.

MARIN - STEP BY STEP ON ADDING RECORDING LINKS TO MOODLE

1. GO TO MOODLE - <https://moodle.uwtsd.ac.uk/>



- **Open any module if you want to add Session recordings. (Subject of Availability)**



2. EDIT SCREEN - TURN EDITING ON

- Press the Edit Button.

The screenshot shows a Moodle course page for 'Academic and Employability Skills (ACCC4000_LON)'. The URL in the browser is moodle.uwtsd.ac.uk/course/view.php?id=4685. The page header includes the University of Wales logo, a '200 Home' banner, and navigation links: 'My Modules', 'Moodle Archives', 'Useful Links', and 'English (en)'. A 'Turn Edit On' button is visible in the top navigation bar. The course title 'Academic and Employability Skills (ACCC4000_LON)' is displayed, along with the breadcrumb 'Home / My modules / ACCC4000_LON'. The main content area shows a 'News forum' section with a 'Hidden from students' button. Below this, there are links to 'ACCC4000 Academic & Employability Skills Handbook' and 'ASSESSMENT BRIEFS'. Under 'ASSESSMENT BRIEFS', there are links to 'ACCC4000 - Assessment 1 - OCT 2020 - RESIT', 'Sample Assignment', and 'Sample Assignment 2', each with a 'Hidden from students' button. At the bottom, there is a link to 'SUBMIT YOUR ASSIGNMENT UNDER THIS LINK'.

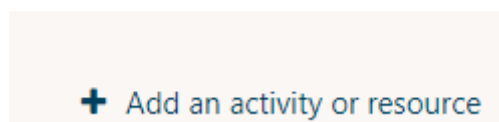
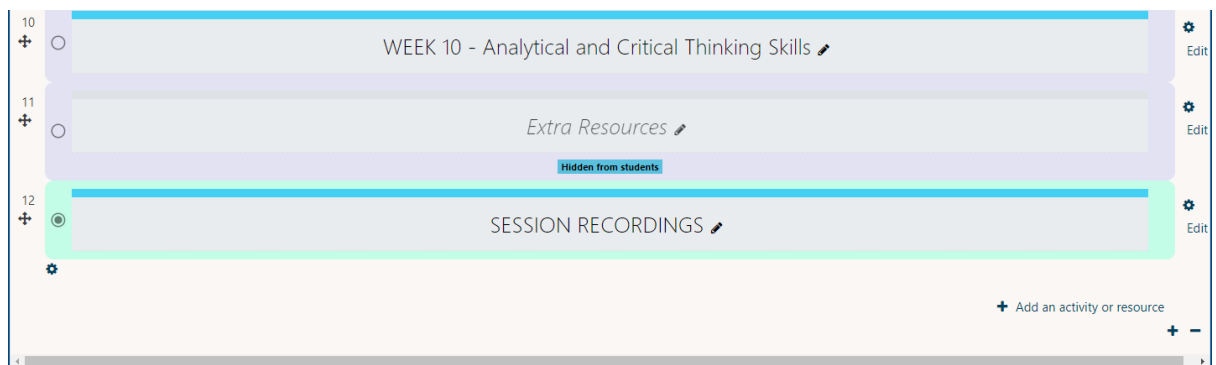
3. LOCATE SESSION RECORDINGS

- LOOK FOR THE TILE CALLED SESSION RECORDINGS

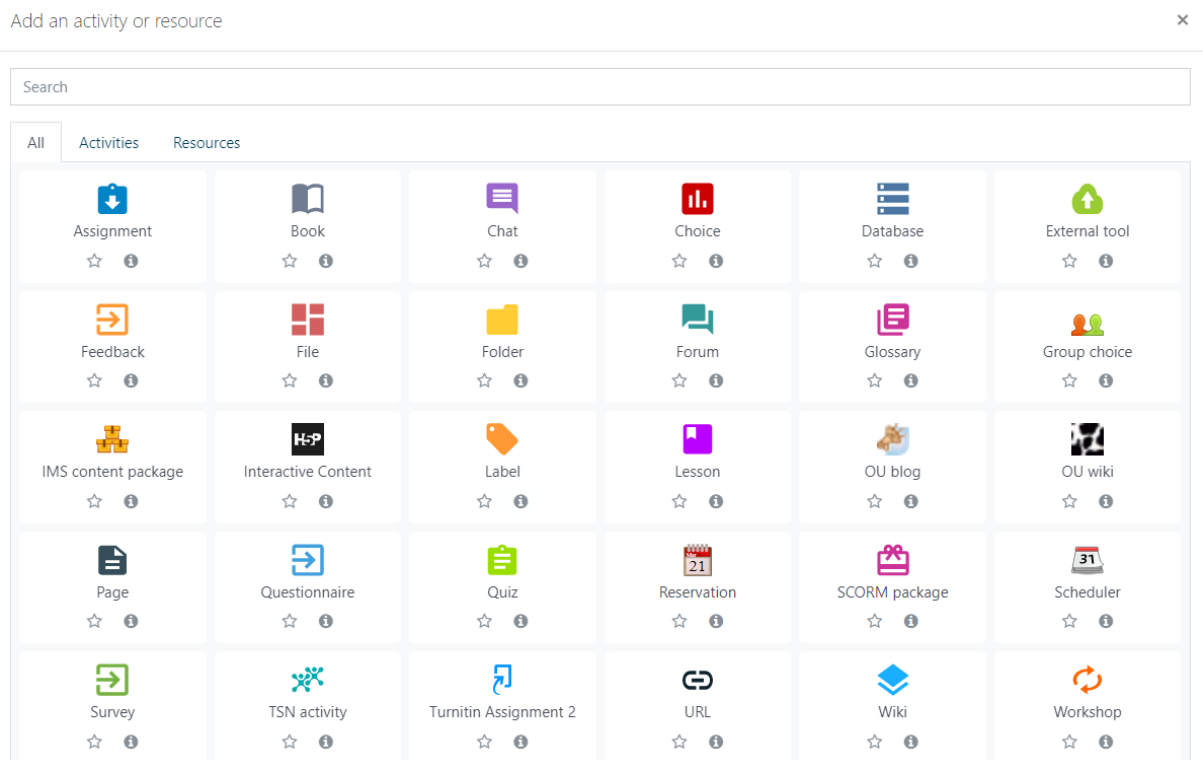
The screenshot shows a Moodle course page with a list of session recordings. The list is displayed in a table-like format with columns for a plus icon, a radio button, the session title, and an edit icon. The sessions listed are: 'WEEK 8 Organising text and Time Management', 'WEEK 9 - Data Backup Strategies', 'WEEK 10 - Analytical and Critical Thinking Skills', 'Extra Resources', and 'SESSION RECORDINGS'. The 'SESSION RECORDINGS' tile is highlighted with a blue border. A 'Hidden from students' button is visible below the 'Extra Resources' tile. The page is numbered 9, 10, 11, and 12 on the left side.

4. ADD ACTIVITY OR RESOURCE

- **Choose Activity or Resource**



5. ADDING RECORDINGS – Select URL



When you choose the URL window, it will show you a new window to add information for the recorded session (brief description of the file, name and additional information etc.).

6. ADDING URL INFO TO A SESSION RECORDINGS

Home / My modules / ACCC4000_LON / SESSION RECORDINGS / Adding a new URL to SESSION RECORDINGS

Adding a new URL to SESSION RECORDINGS ?

▼ General

Name ❗

External URL ❗ [Choose a link...](#)

Description

Paragraph

B *I*                   

Path: p

☐ Display description on course page ?

▶ Appearance

▶ URL variables

▶ Common module settings

▶ Restrict access

▶ Tags

[Save and return to course](#) [Save and display](#) [Cancel](#)

There are required fields in this form marked ❗.

When all the information is filled you will have 2 options to choose:

- 1. Save and return to course**
- 2. Save and display**

Example: for name or title for all session recordings you can choose week 1 and the name of the module.

Adding a new URL to SESSION RECORDINGS ?

▼ General

Name ❗ WEEK 1 - Introduction to Personal & Professional Devel

External URL ❗ teams/downloads.ac.uk [Choose a link...](#)

Description

Paragraph

B *I*                

Path: p

☐ Display description on course page ?

▶ Appearance

▶ URL variables

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▶ Tags

[Save and return to course](#) [Save and display](#) [Cancel](#)