

If you would like to use MS Teams to create your class lecture recordings, you can do this during a class team meeting or with just yourself. We have other options available using Yuja Media or even creating your lecture in PowerPoint if you are currently using PowerPoint for your slides.

# To Record a Lecture in a Teams Meeting:

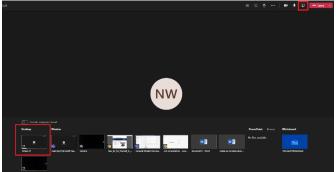
- 1. Start your meeting either through an ilearn link, through the Outlook calendar, or through the Teams desktop app.
- 2. Give your lecture a name and select **Meet now** (or *Join Now*). You can also add a subject if needed.



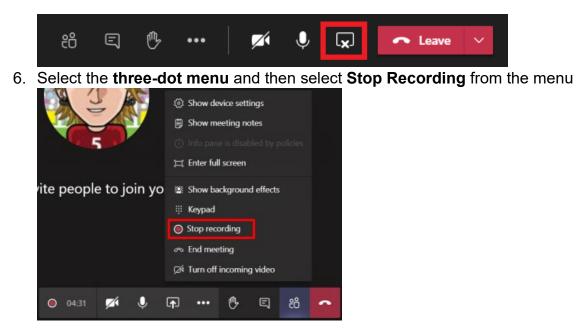
3. Select the three-dot menu and then select Start Recording from the menu



4. Select Share Screen to share the screen/presentation you wish to record

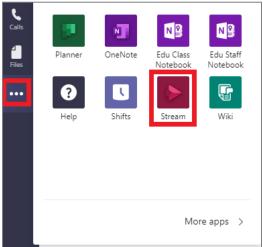


5. Select Stop Sharing when finished



### To Retrieve the Recording:

1. Select the three-dot menu in the left side panel and then select Stream



2. Select the **Microsoft Stream** link

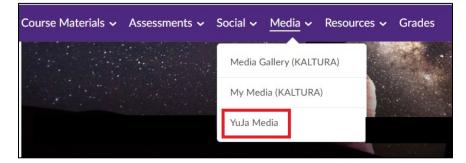


- 3. While in Stream, select either **Videos** (all videos) or **Meetings** (meeting recordings from Teams only)
- 4. Select the **three-dot menu** next to the appropriate video and then select **Download video** from the drop-down menu

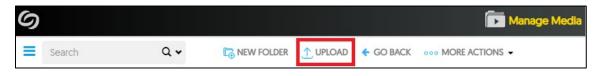
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#### To Add a Lecture to Yuja Media:

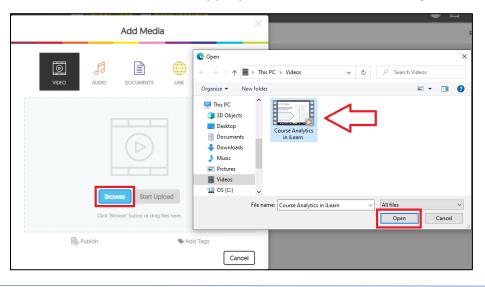
1. On the iLearn course's homepage, select **Media** from the navbar then select **Yuja Media** from the drop-down menu



2. Select Upload from the menu



3. Select Browse, select the appropriate video, and select Open

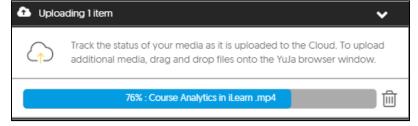


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#### 4. Select Start Upload

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A tracker bar will appear at the bottom with the status of the upload



## To Add in Content:

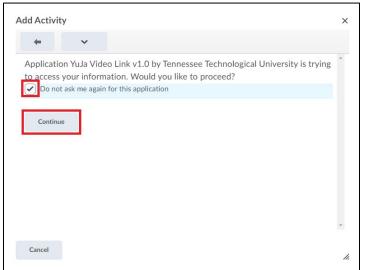
1. Select **Course Materials** from the navbar then select **Content** from the dropdown menu



 Select the module you want to add the link to, select Existing Activities then select Add Yuja Media from the menu



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4. You can either upload a new video by selecting *browse* and following the steps in the previous section, or select **a previously upload video** by scrolling down and selecting the intended video.

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