

# Recording in MS Teams

Anyone who is a Member in the meeting can Start and/or Stop the recording. Guests cannot start or stop a recording

There is only one meeting recording that can be made at a time.

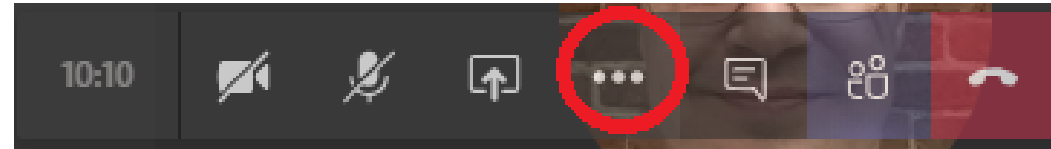
You can record meetings and group calls, but recording one-on-one calls isn't supported yet.

Record your meetings in Teams to capture audio, video, and screen sharing activity. The recording happens in the cloud, and is saved to Microsoft Stream, so you can share it securely across your organization.

**Note:** Whiteboards and shared notes are not currently captured in meeting recordings.

# Record a Meeting or a Group Call

Start or Join a meeting. Then go to the meeting controls “More Actions” icon:

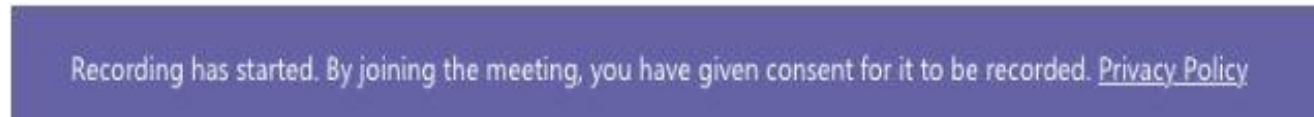


Then select Start recording.

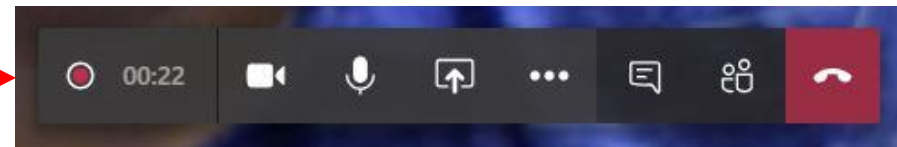


# What happens when you record

Everyone in the meeting is notified via an on-screen banner and red dot in upper left corner. It is recommended that you also tell everyone that you are recording.



Also, a red dot in the control bar



The recording happens in the cloud, and is saved to Microsoft Stream, so you can share it securely across your organization. Once finished processing it goes to Chat.

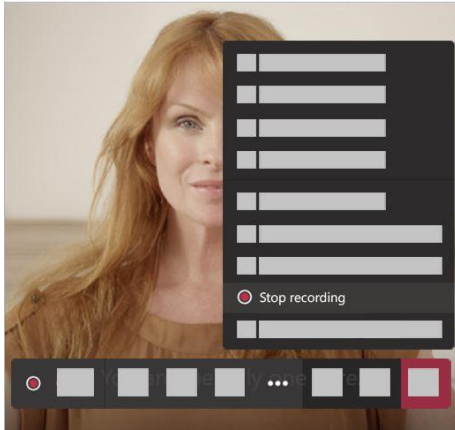
## Recording: Meeting

Recording has started

As soon as the recording starts there is an indication in the Chat. It updates as the recording is stopped and when it completes processing.

# What happens when you stop a recording

Go back to the meeting controls and select “More actions”.



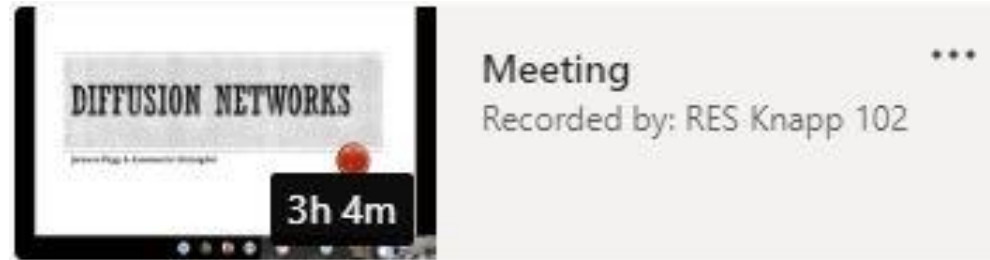
“Stop recording” will bring up a confirmation window, click “Stop recording” and it stops. It will then be processed in MS Stream. This can take a bit.

There will be an indication in the Chat that “Recording has Stopped”. Once it finishes processing it will be available to watch. The owner receives an e-mail that the video is ready “to publish, view, edit or share!”



# Who can watch the recording?

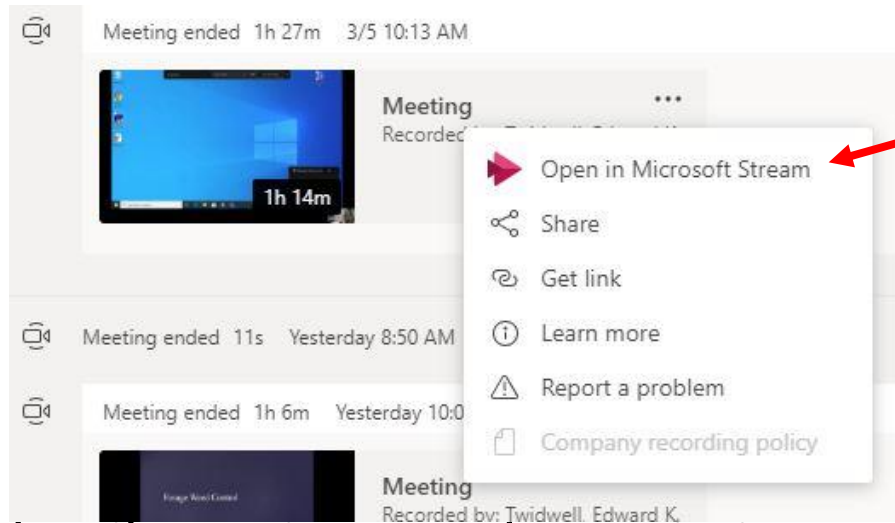
The recording is available for viewing by all of the meeting participants, it is stored in the chat.



When the recording is uploaded to Microsoft Stream, the recorder, or person who started the recording, is the owner of the video and the people in their org who were invited to the meeting are the viewers. The owner needs to give permission or download the video to share the recording beyond these people. By default only the owner can download the video and only an owner can delete a video.

# Video adjustments in Microsoft Stream

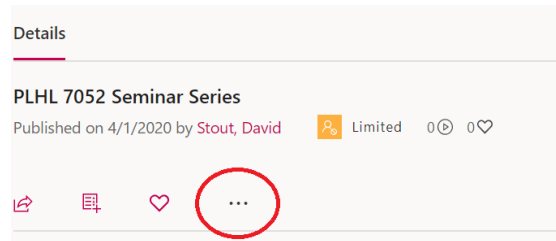
- The video can be viewed in MS Stream by AgCenter employees. Clicking the ellipse next to the recording announcement in the Chat will reveal:



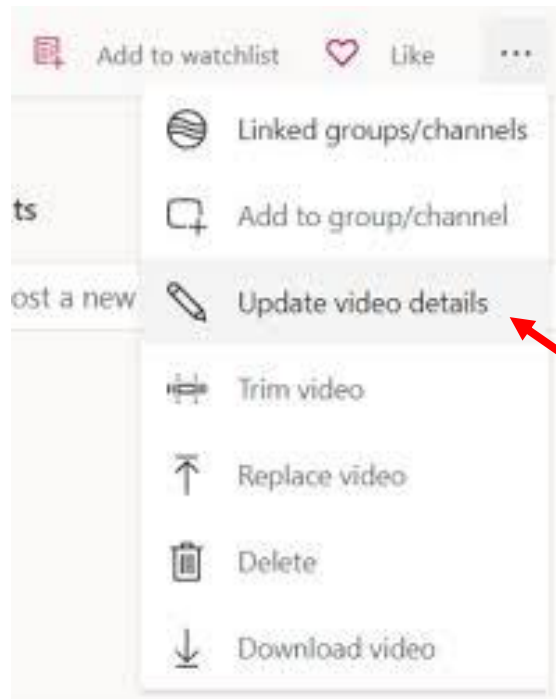
Clicking “Open in Microsoft Stream” will open a browser window to Stream, and prompt for your AgCenter username and password. Guests cannot view the video in Stream

- Video details, options, and permissions can be edited by people who have owner permission for the video, and by Stream admins. The person who starts the recording is the “owner” of the video. Only an owner of a video or a Stream admin can edit/delete information about a video. Videos can be owned by more than one person or group.

# Video adjustments in Microsoft Stream, contd.



Once you, the “Owner” lands on the Stream page of the recording, it will automatically begin playing. I pause the video and then select the little ellipse (3 dots). It opens a window for you.



You will see what you can do to the video. You can “Add to a current Teams group/channel”, “Trim video”, will let you trim off the front or the end, to eliminate the additional chit- chat before and after the meeting. The video can be deleted, it will go to the trash, and will delete out of the trash bin after 30 days.

The big one is “Update video details”, it will let you set the language for a transcription, you can auto-generate a transcription, allow everyone n the organization to view and modify the permissions of the video.

# Update video details adding a transcription...

The screenshot shows the Microsoft Stream video editing interface for a video titled "Organizational Update - March 2020". The interface is divided into three main panels: Details, Permissions, and Options.

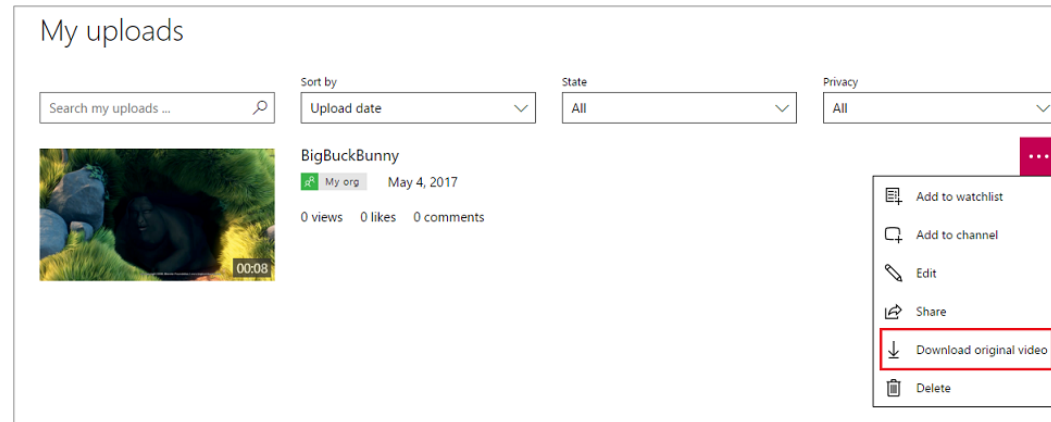
- Details Panel:** Contains fields for Name (Organizational Update - March 2020), Description (Dr. Richardson, Ashley Gautreaux, and Fred Piazza), Video Language (English), and a Thumbnail image.
- Permissions Panel:** Features a checkbox for "Allow everyone in your company to view this video" which is checked and highlighted with a red box. Below it is a "Share with" section with a dropdown menu set to "My groups" and a search field for groups. A list of viewers is shown below, including Adam Woerner, David Stout, and Fred Piazza, each with a checkmark in the "Owner" column.
- Options Panel:** Includes toggle switches for "People" and "Comments", both set to "On". A "Captions" section has a "Download file" link highlighted with a red box and a red arrow pointing to it, and an unchecked checkbox for "Autogenerate a caption file". A "Download" button is also visible.

Select the Video Language, Allow everyone in your company to view, check Autogenerate a caption file to create a transcript for closed captioning. You can also download the video from this screen.

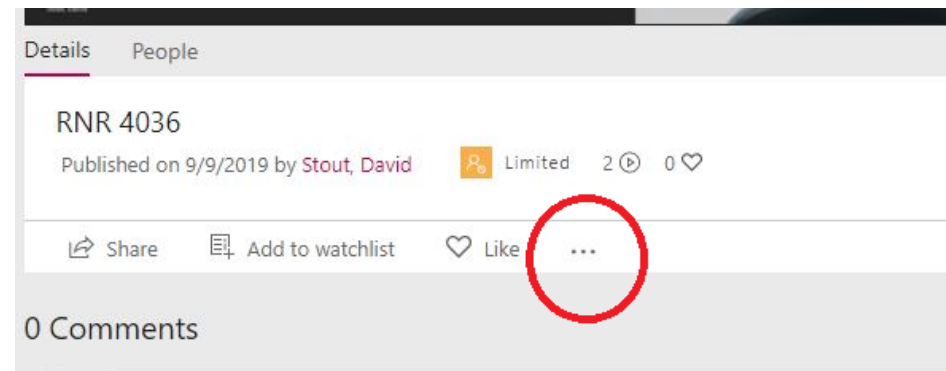


# Sharing the recording to the outside

The owner can download the video as an mp4 file. Go to the video in Stream. Select the ellipse and “Download video” on the cover page in Stream,



Or from the paly back screen, under the video window, select “More Options” ellipse, and “Download video”.

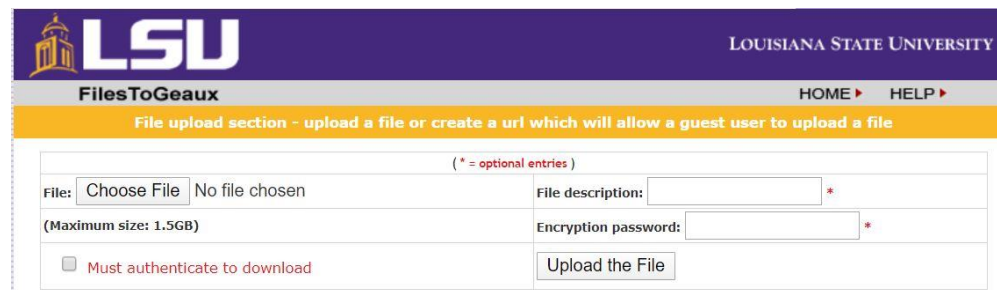


Once downloaded, the MP4 file can be shared with anyone

Place it in **Moodle** as a Kaltura Video Resource or a Video Assignment, you don't have to worry about file size, videos play directly in the browser rather than requiring a download to see it. Also, FERPA approved

<https://grok.lsu.edu/Article.aspx?articleid=18523>

You can use **Files to Geaux**, place up to 5 videos for download, up to 3000MB. You can password protect it and/or require authentication to download it.



The screenshot shows the 'FilesToGeaux' upload interface. At the top, there is a purple header with the LSU logo and 'LOUISIANA STATE UNIVERSITY'. Below this is a navigation bar with 'FilesToGeaux' and links for 'HOME' and 'HELP'. A yellow banner below the navigation bar reads 'File upload section - upload a file or create a url which will allow a guest user to upload a file'. The main form area has a title '( \* = optional entries )' and contains several fields: 'File:' with a 'Choose File' button and 'No file chosen' text, '(Maximum size: 1.5GB)', 'File description:' with a text box and an asterisk, 'Encryption password:' with a text box and an asterisk, and a checkbox labeled 'Must authenticate to download'. An 'Upload the File' button is located at the bottom right of the form.

<https://filestogeaux.lsu.edu/>