



Adding recorded Teams sessions to your learning room

When delivering sessions online via Teams, it is possible to record these sessions and add these to NOW for all students to refer to. These sessions will be posted in the Teams channel and uploaded to Microsoft Stream. This video can then be added to your Learning Room.

Always notify students that you're going to record the session and let them know how the recording will be shared, giving them the opportunity to turn off their video or microphone if they would like to.

Create a Stream channel

To keep all your Teams meeting recordings in one place and ensure all students can access them, you can create a channel in MS Stream.

Go to Stream at <https://web.microsoftstream.com/> and Click **Create > Channel**.

Enter a channel name (e.g. LAW_1234 Teams recordings).

Create a channel

Set up a channel to organize your videos

Channel name

Test 002

Description

Channel description, #tag

Channel access ⓘ

Group channel Companywide channel

Select group

Test 002

Test 002

Test 002 [copy]

In the **Select group** field, search for your module's Teams channel (remember to click the magnifying glass icon as it doesn't search automatically). Select your Team and then click **Create**.

Create a channel

Set up a channel to organize your videos

Channel name

Test 002

Description

Channel description, #tag

Channel access ⓘ

Group channel Companywide channel

✗ Test 002

Custom channel image ⓘ



Cancel

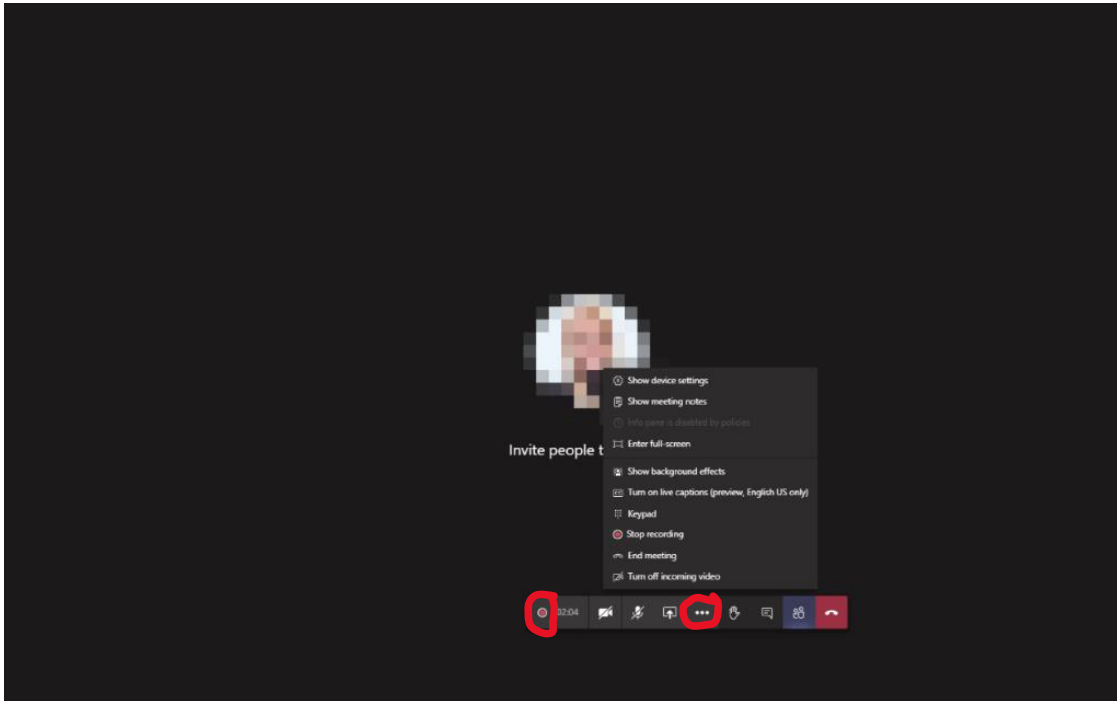
Create

Your channel has been created. All the students enrolled in your team will be able to access this channel.

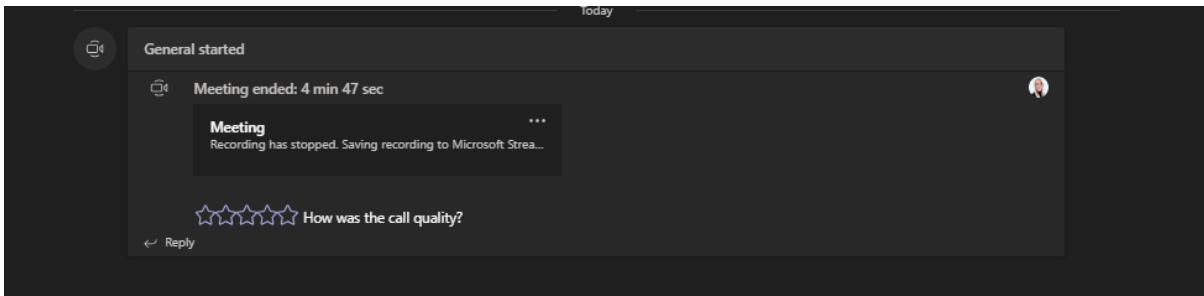
Recording a session and sharing

When you have joined your session, navigate to the ellipsis (three horizontal dots) icon, and select **Start recording**. A red circle will appear by the session timer and a banner will appear to notify attendees that recording has started.

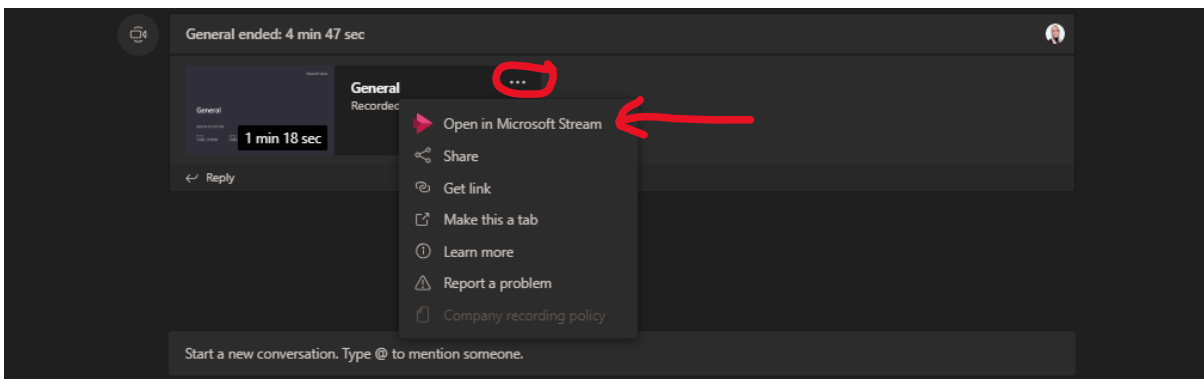
Top tip: try to hit 'Start recording' at the beginning of the meeting, before any students join, to ensure you're the owner of the video.



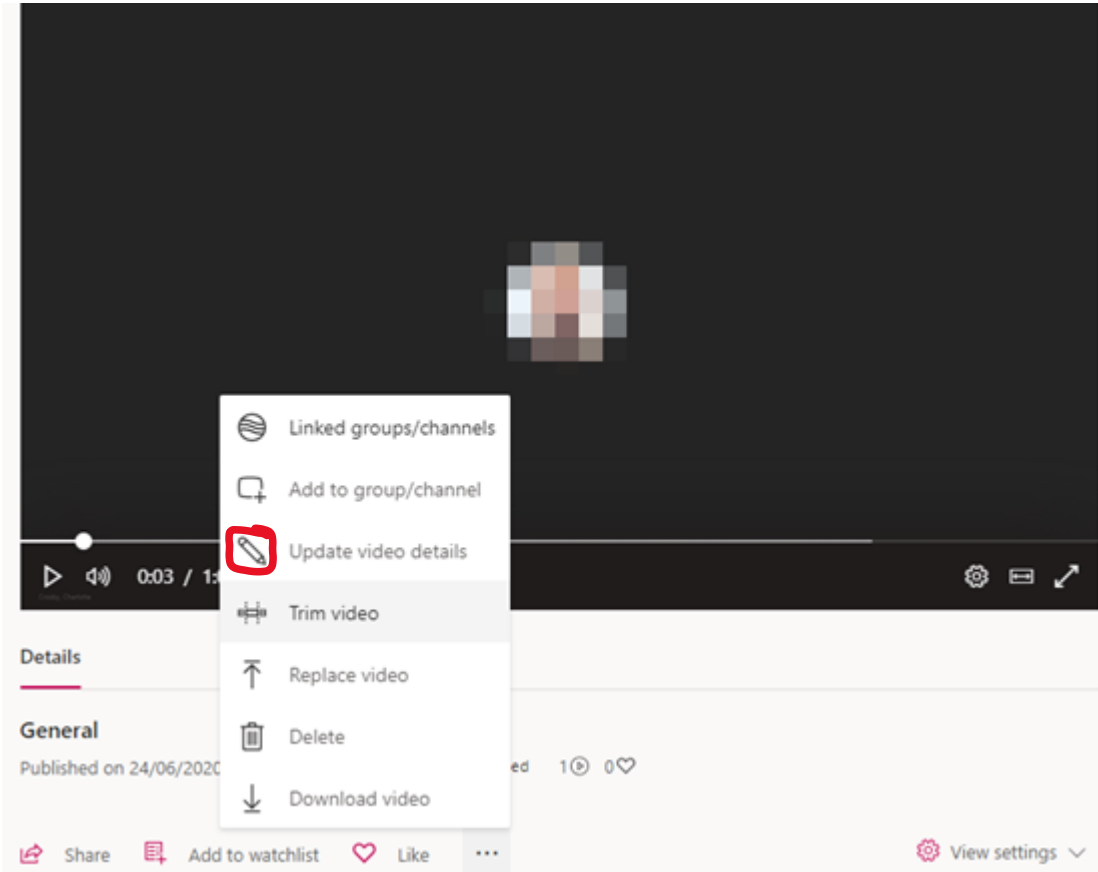
After the meeting, a post will be generated in the Chat with a link to the recording. An email will also be sent to the person who started recording the meeting. Recordings take a few minutes to process before they can be shared. You will also receive an email.



Click on the ellipsis of the post and click on the option 'Open in Microsoft Stream'.

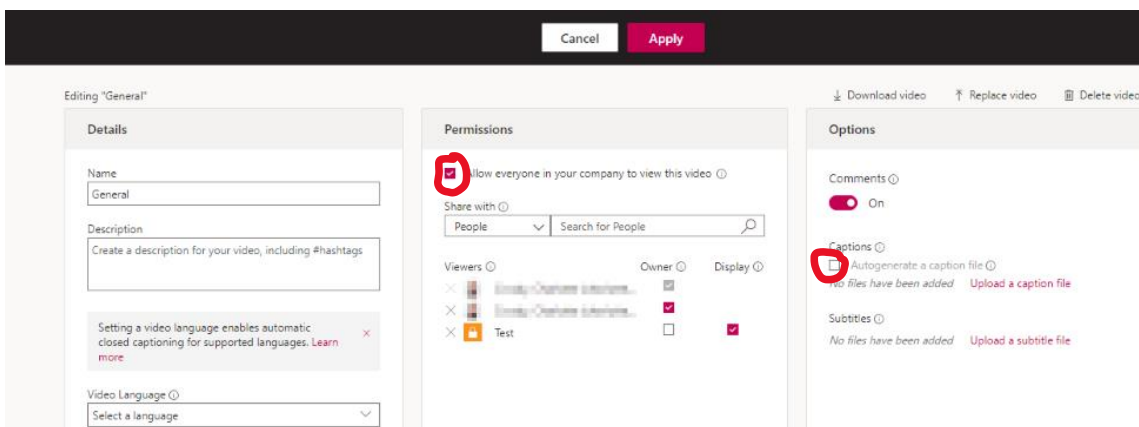


Once open in Microsoft Stream, you should add auto captions and you may need to update the sharing permissions. Click on the ellipsis underneath the video for these options. Then click on **Update video details**.



Once in the video details view, generate captions by clicking on **Autogenerate a caption file**. It is recommended to check any autogenerated captions for errors. Click **Apply** to save these changes.

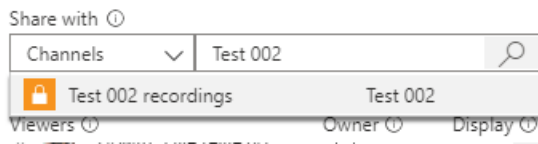
There is also the option to allow everyone in your company to view the video. This will set permissions to anyone with an NTU email address and NOW login being able to access the video. You may want to use this option if you're planning to share the video further than your meeting attendees – but make sure you warn the attendees before recording if this will be the case.



Once a meeting has been recorded, go to the video in Stream, click the ellipsis (...) underneath the video and select **Add to group/channel**.

Add video to group/channels

As an owner for this video, you have access to advanced permissions ⓘ



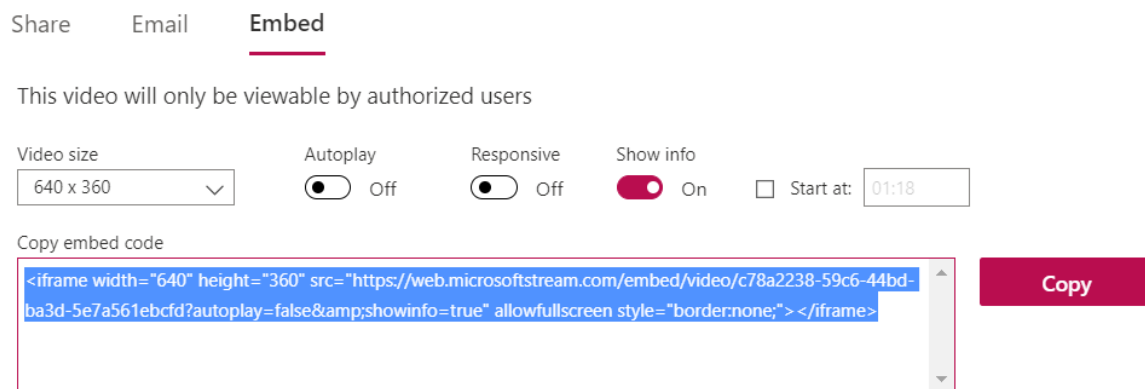
Under **Share with**, click the arrow and select **Channels**. Then search for the channel you have just created and select this channel.

Click **Save**. Students will now be able to access the videos. In your team, you can also add a new Stream tab linked to this channel. This will make all the videos in the channel viewable through your team.

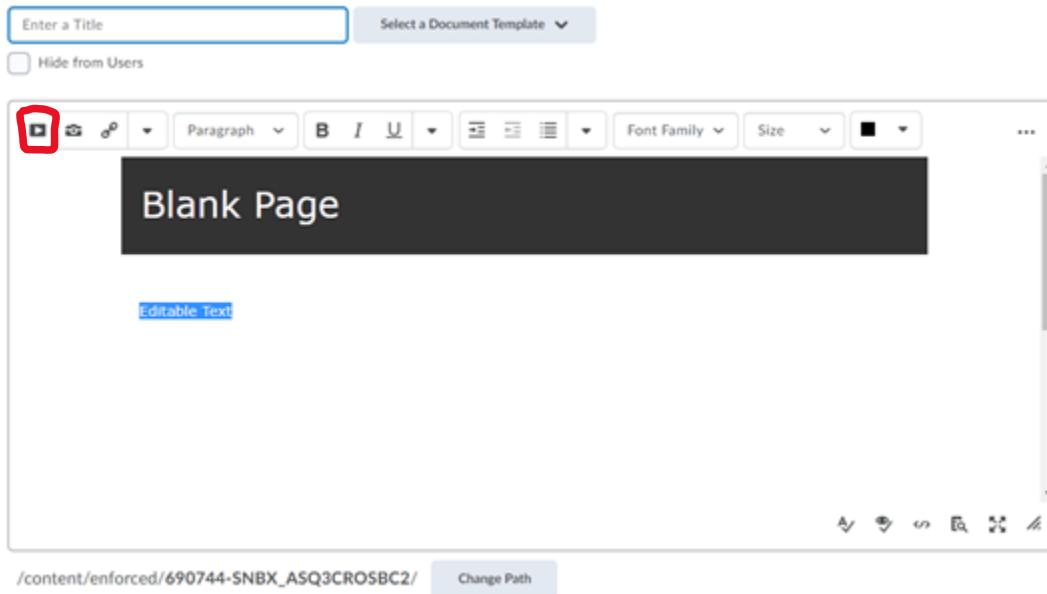
Embedding videos in NOW

From underneath the video, click on the **Share** button. Once you click on the Share button, use the tab at the top of the window to select Embed. Then copy the embed code.

Note: **Do not** click on the responsive button. The web templates have been designed to make the videos responsive by default.



Navigate to the NOW web page where you would like the video to be embedded. Click on the 'Insert stuff' button.



Scroll down to 'Enter Embed Code'. Paste the embed code from the Microsoft Stream Video to this box. Click next and a preview of the video will be shown.

Insert Stuff ×

Enter Embed Code

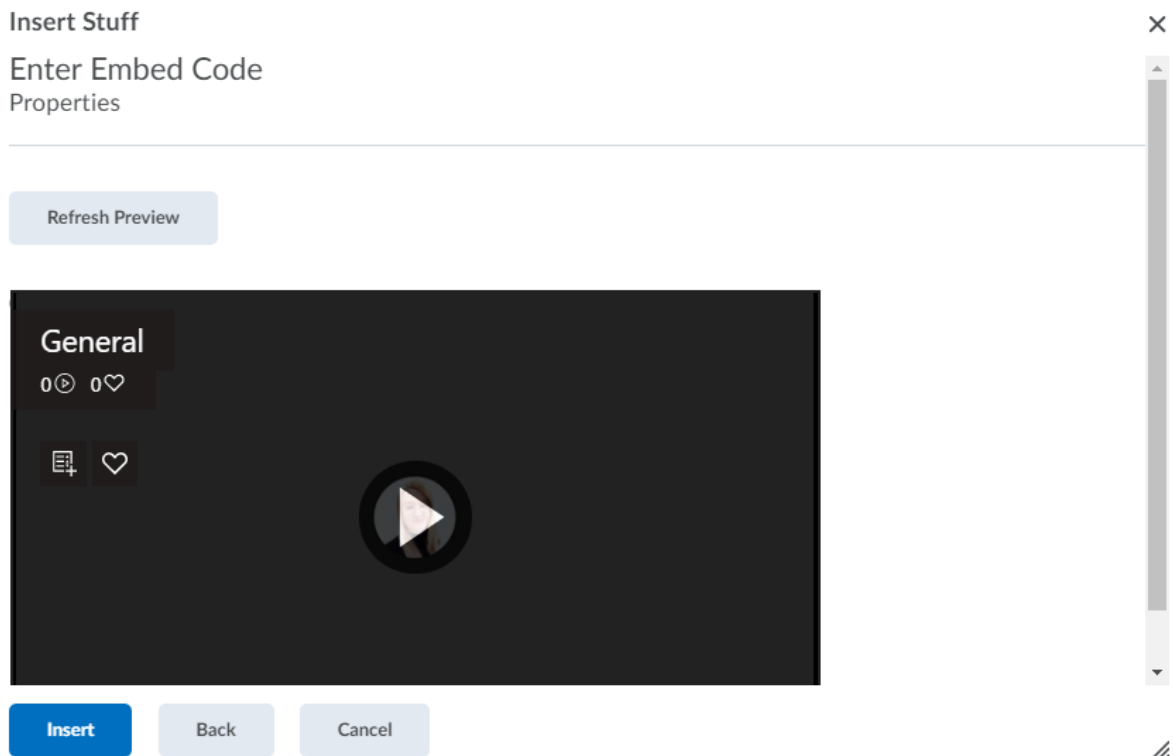
Enter the embed code for an object from anywhere on the web.

Embed Code

```
<iframe width="640" height="360" src="https://web.microsoftstream.com/embed/video/c78a2238-59c6-44bd-ba3d-5e7a561ebcfd?autoplay=false&showinfo=true" allowfullscreen style="border:none; position: absolute; top: 0; left: 0; right: 0; bottom: 0; height: 100%; max-width: 100%;"></iframe>
```

Next Back Cancel ↗

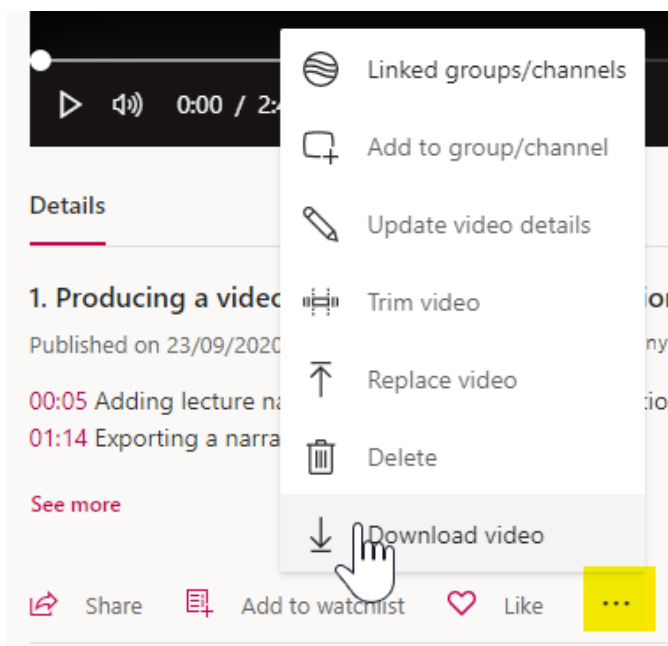
Once you have confirmed the video to be embedded on your page, click **Insert** to add your video to the page.



Uploading to Panopto

Instead of creating a Stream channel, another option to ensure all students enrolled in your Learning Room can access the recordings is to upload them to the Video (Panopto) area of your Learning Room.

Go to Stream at <https://web.microsoftstream.com/> and select your video and click the ellipsis (...) underneath the video and select **Download video**.



Follow [this very short video from 1:35](#) for the steps on uploading the video to your Learning Room, via Panopto.