

## How to Pre-Record a Lecture for Asynchronous Delivery Using Teams

UT Dallas has announced that Fall 2020 courses will be taught in a variety of modalities. For more information about these modalities, see <https://www.utdallas.edu/coronavirus/academic-continuity/>. All courses will support asynchronous access. This allows students to decide if they will attend class in person, participate in the class online during the normal class time, or watch the recorded class lecture asynchronously.

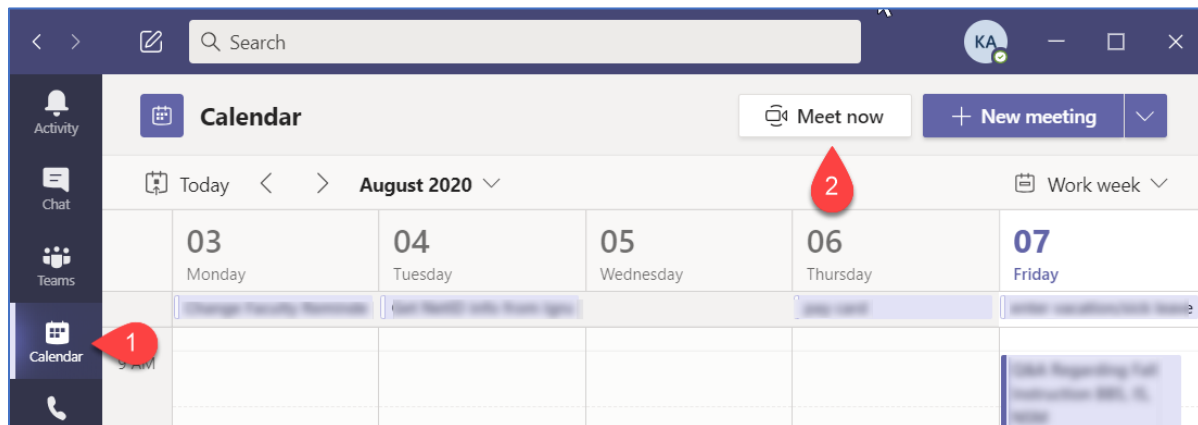
The university supports these teaching methods with three tools...

- [Microsoft Teams](#) – Used for recording lectures
- [Microsoft Stream](#) – Used for storing lecture recordings and uploaded videos
- [eLearning \(Blackboard\)](#) – Learning Management System

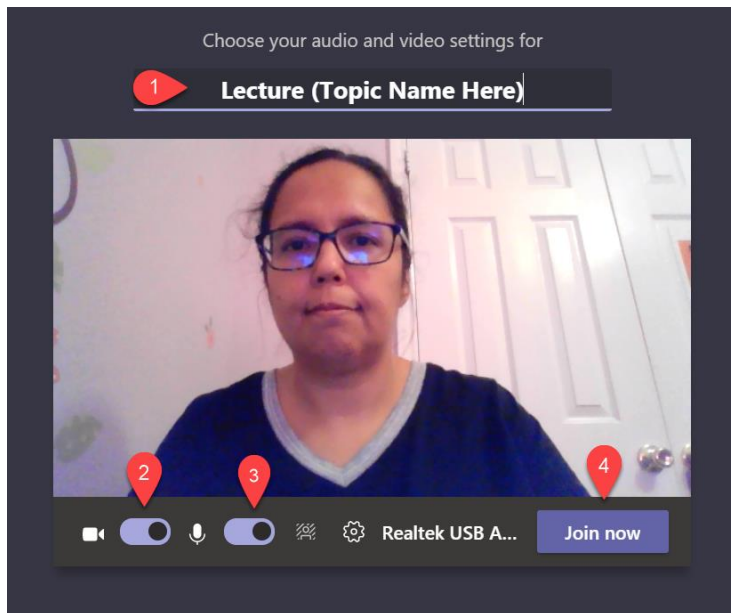
Some faculty will choose to pre-record their lectures to allow students to view asynchronously. There are many tools available that enable you to do this. Below are instructions on how you can use Teams to pre-record your lectures, then make them available to your students in Stream.

### STEP 1: RECORD YOUR LECTURE

To start a recording in Microsoft Teams, you'll want to open up a meeting where you're the only participant. To do this, go into the **Calendar**, then click the **Meet Now** button.



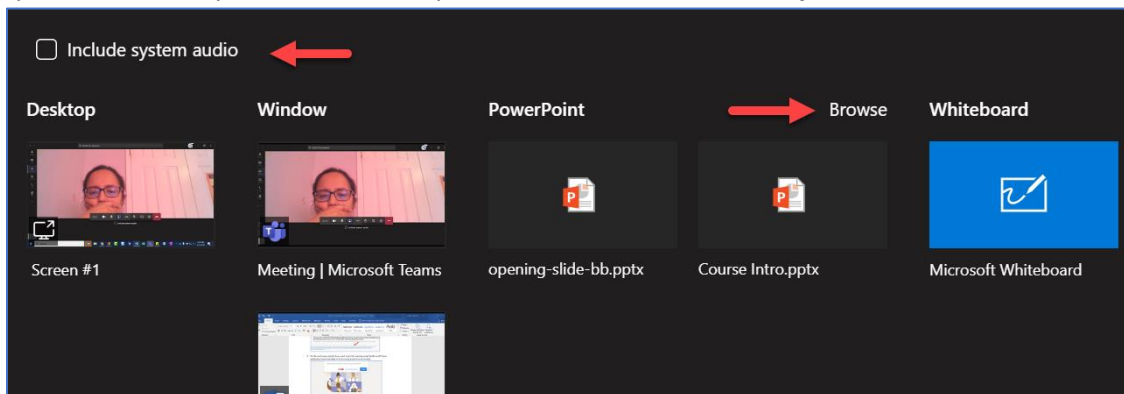
On the window that pops up, 1) for the session name, type in what your lecture topic, 2) make sure your webcam is turned on, 3) make sure your microphone is turned on, then 4) click the **Join now** button.



On the Teams toolbar, select the **Share** button.

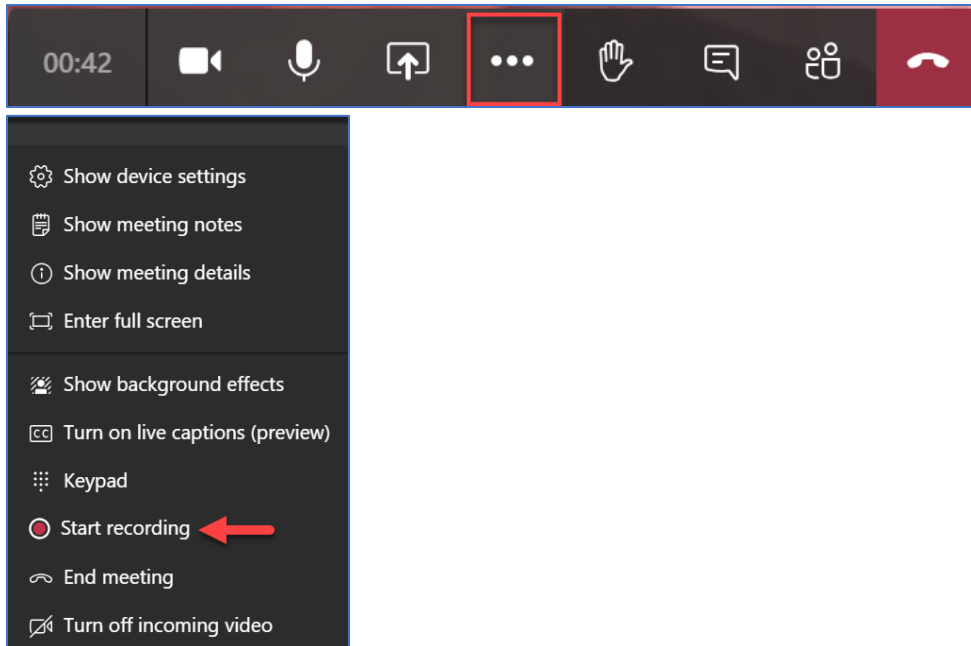


Select you want to share. Notice that Teams lists PowerPoint files you've uploaded into Office 365. If you do not see the file you're looking for, click the **Browse** link. If you are sharing your Desktop or a specific Window, you have the ability to check the box to **Include system audio**.



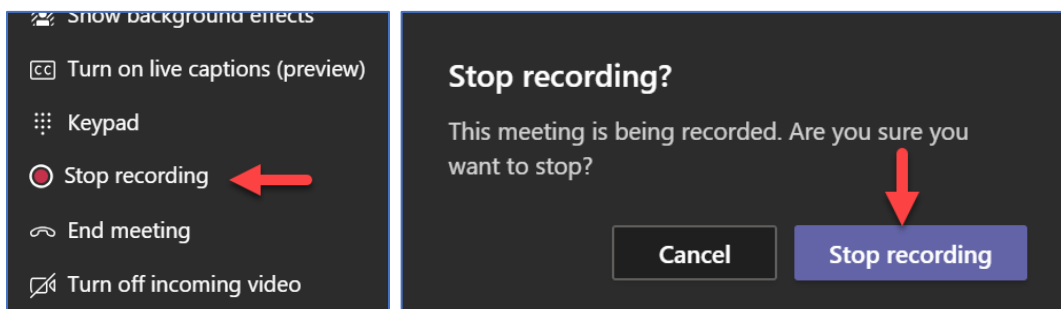
**PLEASE NOTE:** The ability to "Include system audio" is not yet available on Macs.

**Start your recording.** To do this, click the **More Options** button and click **Start recording**.



Now record your lecture.

Once you're finished with your recording, click the **More Options** button, and choose **Stop Recording**. Then confirm on the next window.

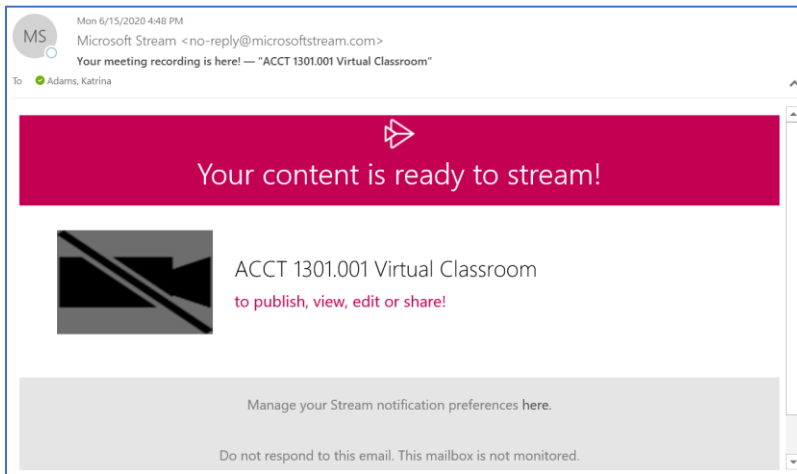


Your recorded lecture will be saved in Microsoft Stream, which you'll access in Step 2 below.

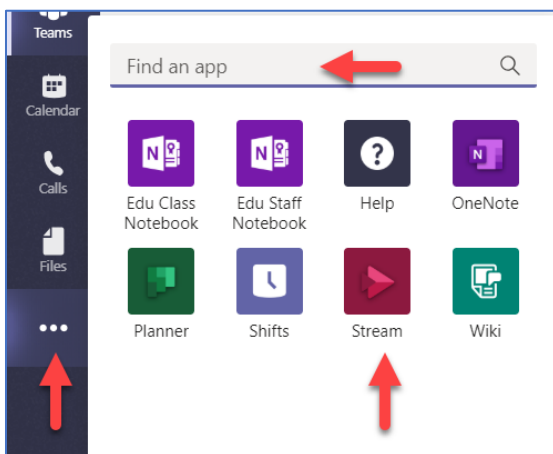
## STEP 2: EDIT THE SETTINGS AND TRANSCRIPT IN MICROSOFT STREAM

Now that your lecture has finished, there are multiple ways you can access your lecture recording in Microsoft Stream.

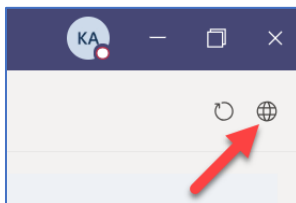
1. Once your recorded lecture is ready, you'll get an auto-generated email notification. Click the "to publish, edit or share" link to access your recorded lecture. This will take you to the Microsoft Stream website.



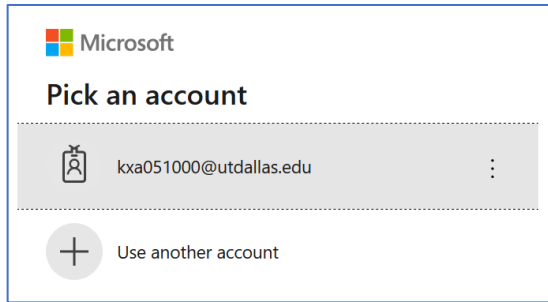
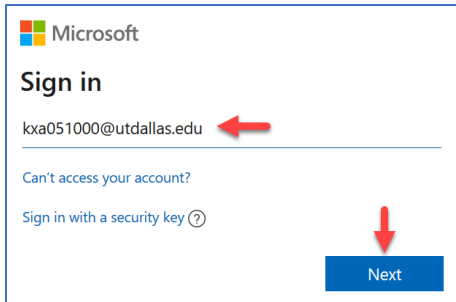
2. Open the MS Teams program on your computer, then **More Apps** button in the sidebar. Then click the **Stream** link. (You may need to use the **Find an app** search tool if Stream is not listed.)



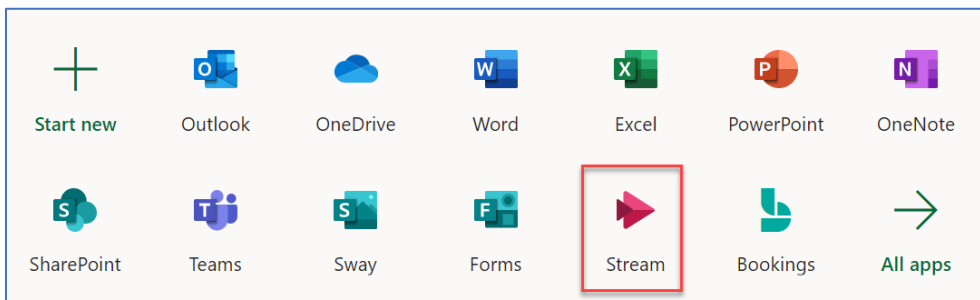
Then click the **Go to website** button in the top-right corner.



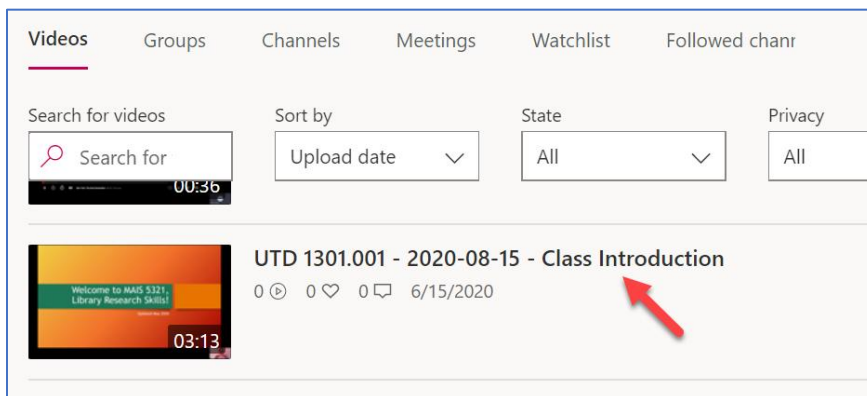
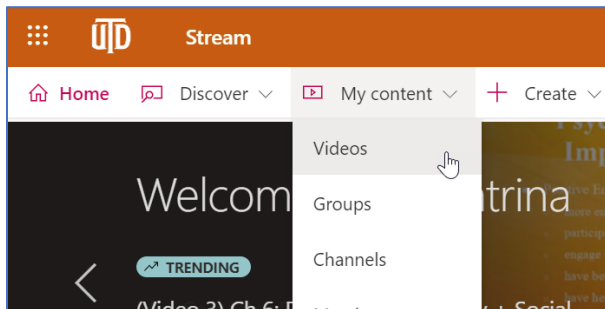
3. Go to the university's Office 365 website (<https://o365.utdallas.edu>). Now login using **NETID@utdallas.edu** as your username.



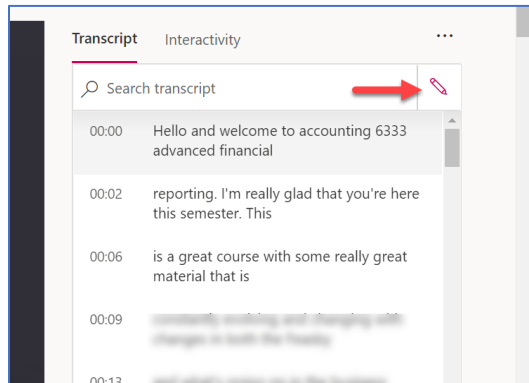
Click the **Stream** button.



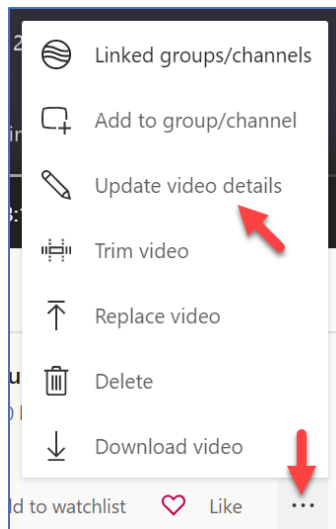
Once you're in Stream, click on **My Content > Videos**. Then click the link to your video.



**REVIEW YOUR TRANSCRIPT.** You'll now see your lecture recording. Notice to the right of the video, there is a Transcript panel. When you get to a line that needs to be edited, click the Pencil button, make your change, then click **Save**.




**EDIT THE VIDEO SETTINGS.** Below the video, click the **More actions** button, then choose **Update video details**.



In the section labeled **Details**, you can update the lecture name to be more descriptive (i.e. include a date and/or topic in the name).

**Details**

Name  
 UTD1301.001 - Class Introduction 



Description  
 Create a description for your video, including #hashtags








Video Language ⓘ  
 English

Thumbnail

In the **Permissions** section, you'll notice that your Course is already listed.  
 (PLEASE NOTE: You can grant additional courses access to the video. To do this, click the **Share with** dropdown, and choose **My groups**. Then type in your course number, and click search. You'll then be able to select additional courses to grant Display access.)

Allow everyone in your company to view this video ⓘ


Share with ⓘ  
 My groups  Search for your groups 

Viewers ⓘ	Owner ⓘ	Display ⓘ
  Adams, Katrina (katrina.ada...)	<input checked="" type="checkbox"/>	
  Adams, Katrina (katrina.ada...)	<input checked="" type="checkbox"/>	
  UTD 1301.001 	<input type="checkbox"/>	<input checked="" type="checkbox"/>

In the **Options** section, make sure the checkbox for **Autogenerate a caption file** is checked.

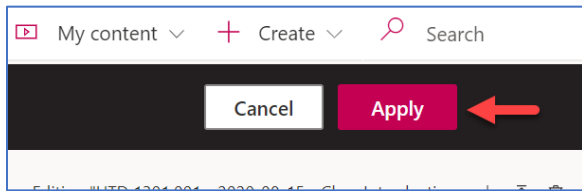
**Options**

Comments ⓘ  
 On

Captions ⓘ [Download file](#)  
 Autogenerate a caption file ⓘ 

Subtitles ⓘ  
 No files have been added [Upload a subtitle file](#)

When done, click **Apply** at the top of the screen.



Your students will now be able to access the video in Stream. (For more information on how students access content in Stream, please see our “How to Access Lecture Recordings” instructions for students.)