

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

While most courses will return to regular face-to-face format, there are several courses that will be offered in multiple modalities. For more information about these modalities, see <https://www.utdallas.edu/coronavirus/academic-continuity/>.

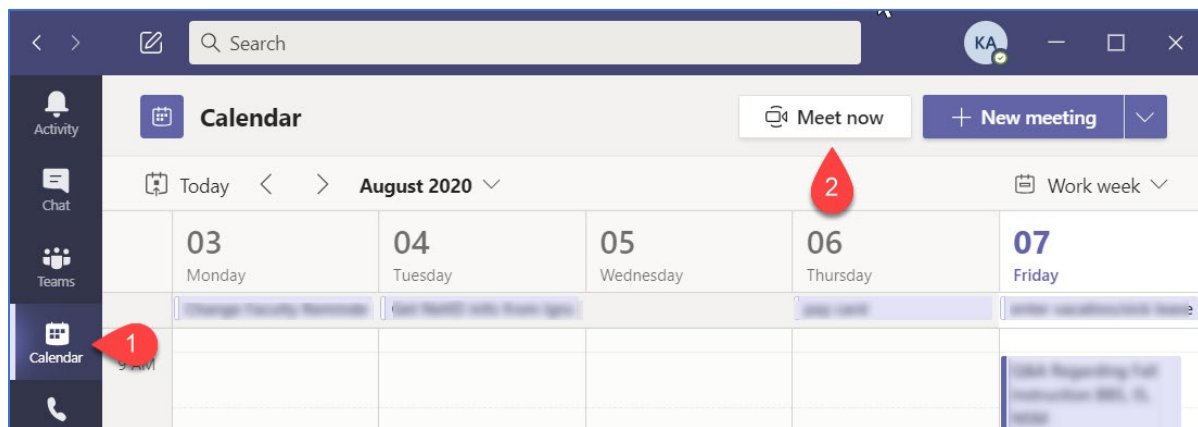
The university supports these teaching methods with these tools...

- [Microsoft Teams](#) – Used for recording lectures
- [eLearning \(Blackboard\)](#) – Learning Management System

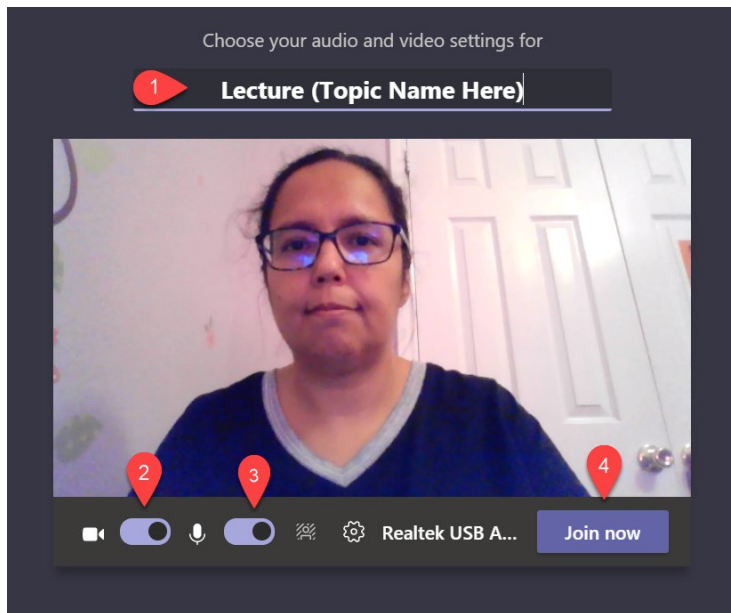
Some faculty may choose to pre-record their lectures to allow students to view asynchronously. There are many tools available that enable you to do this. Below are instructions on how you can use Teams to pre-record your lectures, then make those recordings available to your students.

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.



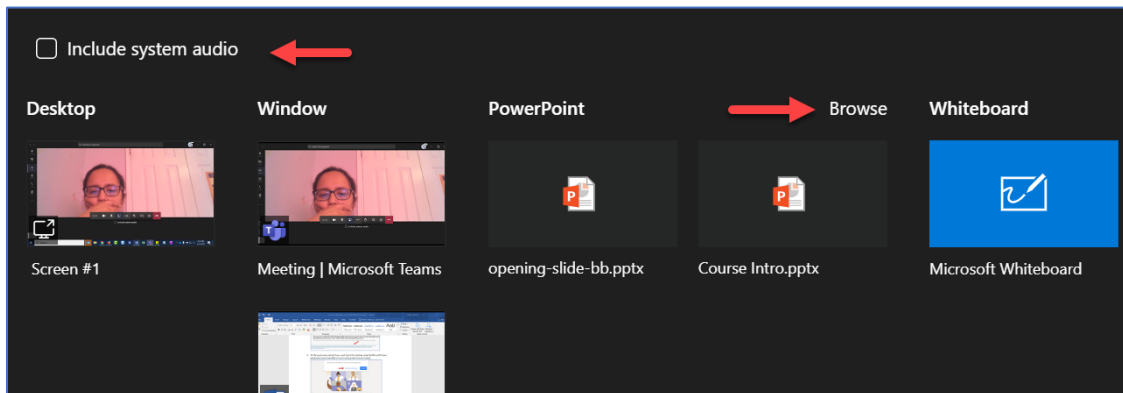
On the window that pops up, 1) for the session name, type in what your lecture topic, 2) make sure your webcam is turned on, 3) make sure your microphone is turned on, then 4) click the **Join now** button.



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

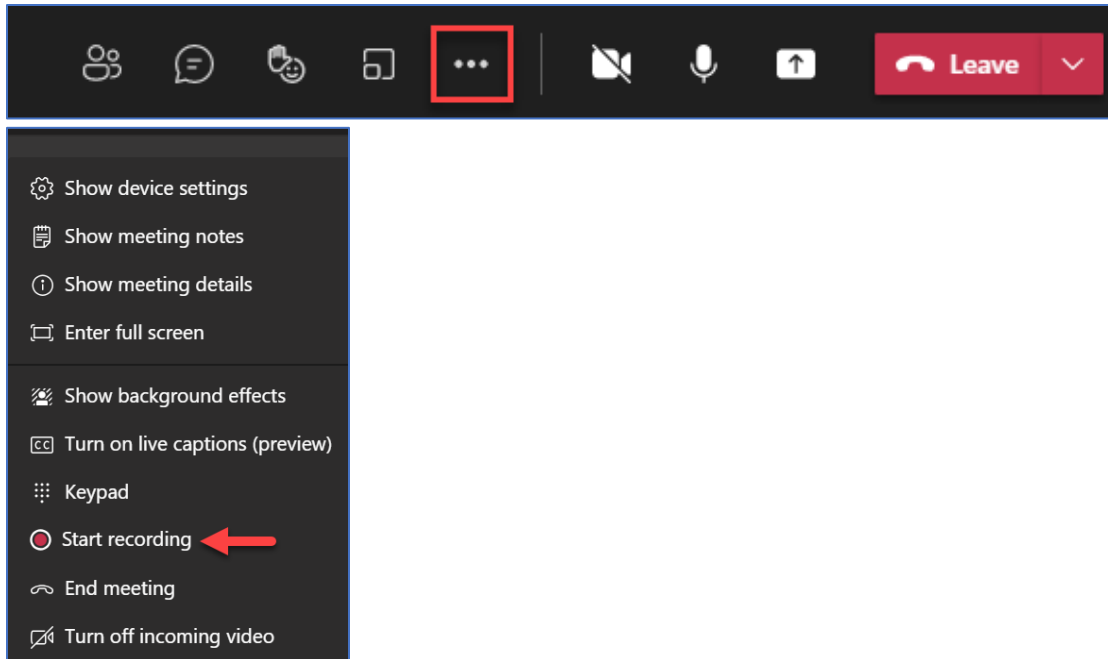


Select what you want to share. Notice that Teams lists PowerPoint files you've uploaded into Office 365. If you do not see the file you're looking for, click the **Browse** link. If you are sharing your Desktop or a specific Window, you have the ability to check the box to **Include system audio**.



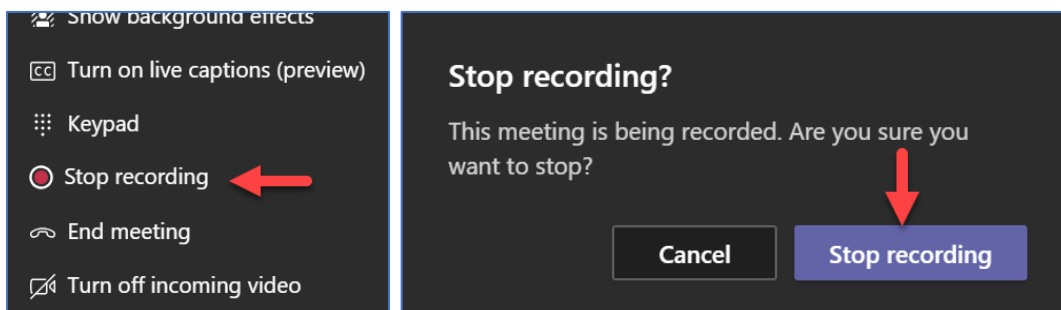
PLEASE NOTE: On a Mac, you will need to install a driver the first time you include computer audio in a Teams meeting. Just follow the simple wizard and click Install or Update. It takes about 10 seconds for the installation to complete.

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.

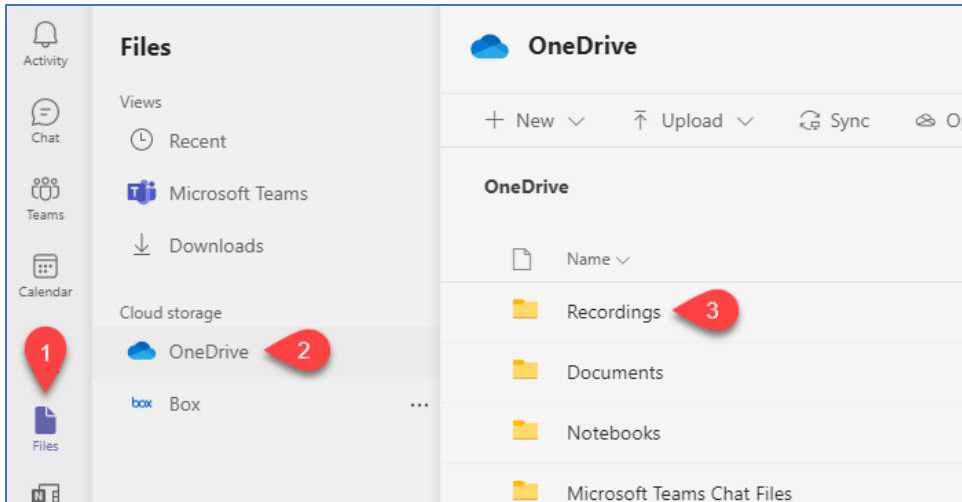


Your recording will be saved in your *personal* OneDrive space.

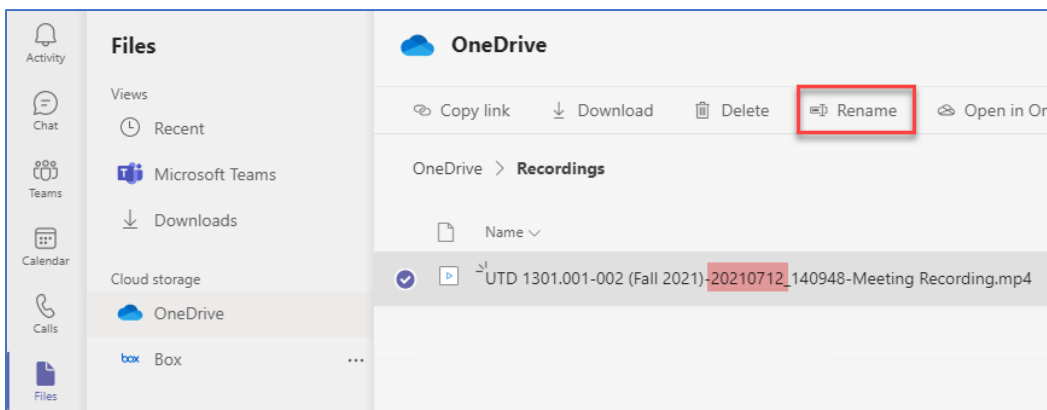
STEP 2: MAKE RECORDING AVAILABLE IN CLASS TEAM

Once you've finished recording your class, you will need to move the recording from your personal OneDrive space into the appropriate class team.

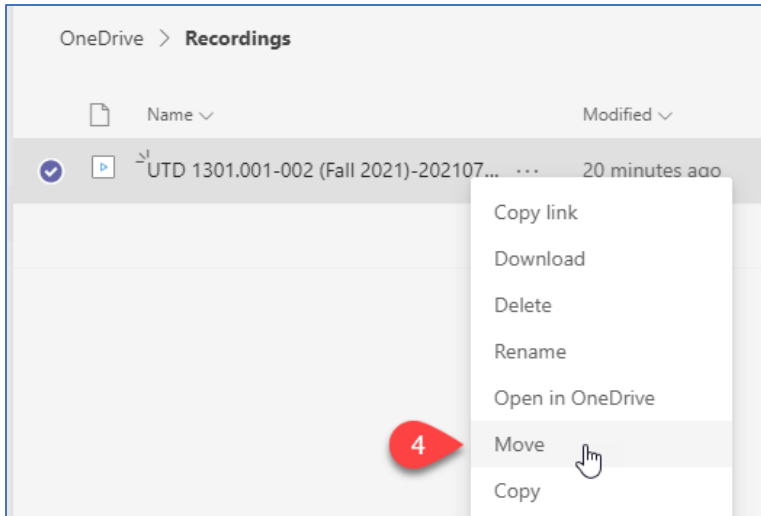
1. While in Teams, click on the **Files** options in the left sidebar.
2. Click on **OneDrive**, under Cloud Storage.
3. Click the **Recordings** folder.



You'll now see the recording you just created. (Depending on the length of the class recording, it may take a few minutes to appear in this list.) Notice the instructor has the ability to select a recording then rename it, if needed.



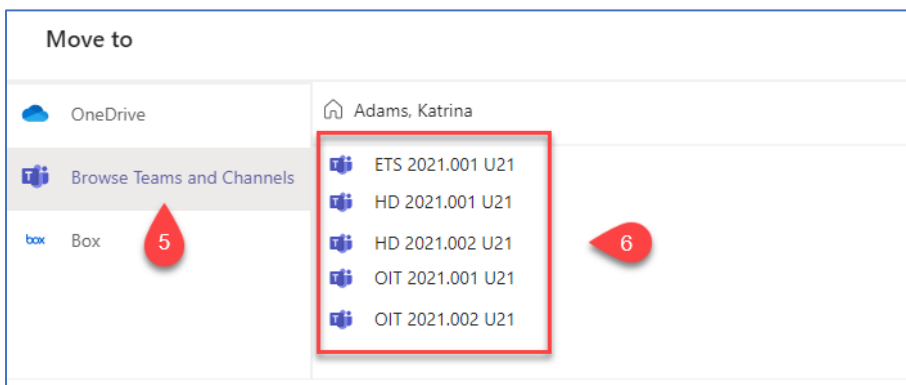
4. Currently, that recording is visible/accessible only to you. You now need to move that recording into your class team space. Right-click on the recording name, then choose **Move**.



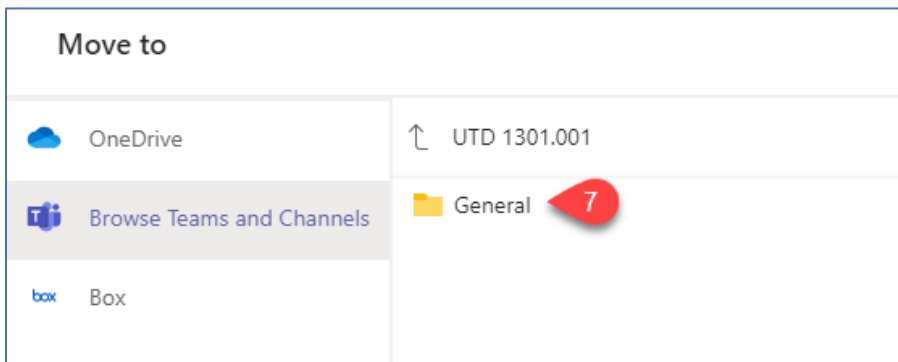
PLEASE NOTE:

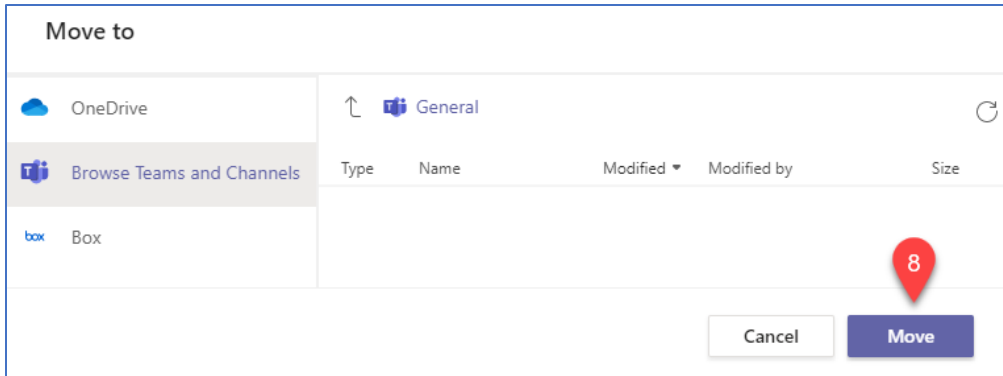
The **Copy** option is also available. This can be used if you need to make the video available to multiple class teams.

5. Click **Browse Teams and Channels**.
6. Click the class team.

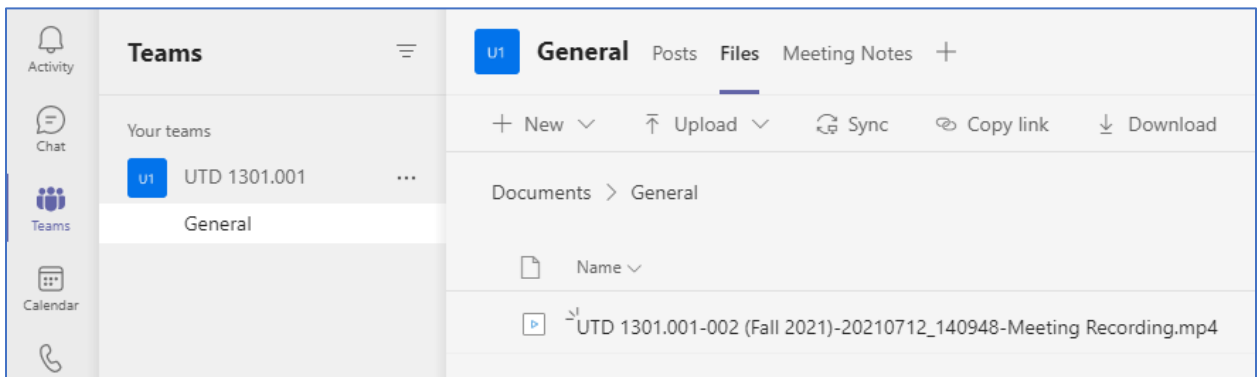


7. Click the **General** channel.
8. Finally, click **[Move]**.





Your video is now in the Files area for your class team. Your students are now able to view your recording.



OPTIONAL: If you want to grab the URL for the video, click the **More Actions** button, and then choose **Copy link**. You can then paste that link into an email or post the link into your eLearning course.

