How to Access a Teams Lecture Recording (Student Instructions)

Class recordings can be stored in one of two locations, depending on how the instructor has created the recordings. The instructor will notify students of which location recordings will be stored.

- 1) Within the class team space
- 2) On the Microsoft Stream website

Below are instructions on how students can access content in both these locations.

ACCESS RECORDING IN TEAMS

- 1. Open Microsoft Teams, then click the **Teams** tab in the left sidebar.
- 2. Click on the **General** channel for your class team.
- 3. Click the Files tab at the top.
- 4. You will now see a list of all meeting recordings.

Activity	Teams	Ŧ	Genera 3 Files Meeting Notes +
1	Your teams		$+ \text{ New } \vee \overline{\uparrow} \text{ Upload } \vee \ensuremath{\widehat{\ensuremath{\mathcal{G}}}} \text{ Sync } \ensuremath{\widehat{\mbox{Copy link}}} \ensuremath{\underline{}} \ensuremath{\mathbb{C}} \text{ Download}$
(i)	UTD 1301.001		Documents > General
Teams	General 2		
Calendar			
B			UTD 1301.001-002 (Fall 2021)-20210712_140948-Meeting Recording.mp4

ACCESS RECORDING IN MICROSOFT STREAM

- Go to the Microsoft Stream website <u>https://www.microsoftstream.com</u>. (You'll also find a link to Microsoft Stream in your course menu in eLearning.)
- 2. Now login using **NETID**@utdallas.edu as your username.

Microsoft	Microsoft	
Sign in	Pick an account	
kxa051000@utdallas.edu		
Can't access your account?	kxa051000@utdallas.edu	
Sign in with a security key ⑦	Use another account	

3. Now that you're logged into Stream, go to **My Content > Groups**.



4. You'll now see a list of all groups you belong to. Notice that any courses you're enrolled in will each appear as a group. Click the course group.



5. Now that you're in the course group, click the **Videos** tab. You can then sort the videos by **Publish Date** to easily see the most recent videos.

Highlights Videos Channels Membership)
Search for videos	Sort by
✓ Search for vide	Publish date 🗸
	Name
Teams and Streams	Relevance
1 ⓒ 0 ♡ 0 ټ 8/10/2020	Trending
00:07	Publish date
Lecture 1	Views
☑ 1 ⊙ 0 ♡ 0 □ 8/7/2020	Likes
13:49	

- 6. Click the name of the name of the video you want to view, and you're now able to see the recording. There are several settings that are useful...
 - a. Turn on closed captions.
 - b. Change the playback settings (including playback speed and video quality).
 - c. Switch to Theater Mode.
 - d. View in full screen.



TROUBLESHOOTING

If your instructor sends you a link to a video in Microsoft Stream (i.e. in an announcement, email, or posted in your eLearning course), and you click on that link and get the error message below...



... this means that the instructor has not yet given your class group permission to view the video. If this happens, please contact the instructor to let them know so that they can fix the issue.