

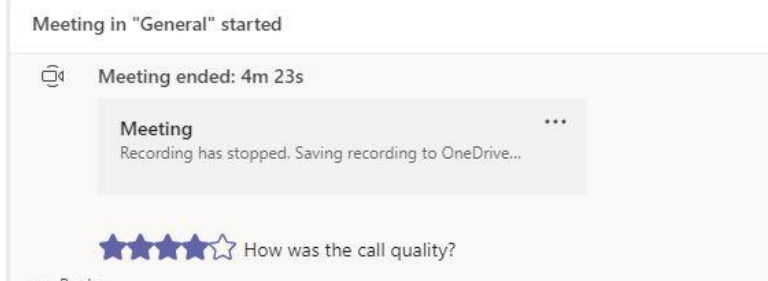
# Staff Guidance - New Lesson Recording Settings

Microsoft Teams have changed the way in which lesson recordings are saved. It is therefore important staff update the permission settings on the folder these recordings will be saved to.

## **Step 1 - Record your lesson as normal, using the “Start Recording” option in the lesson.**

When you finish the lesson, the recording will now be saved to the files section of the Team, in a folder called “Recordings”.

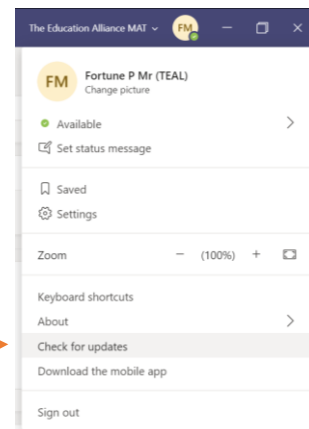
When you finish recording you should see a message of “Saving recording to OneDrive”, as shown below.



There should be a folder called “Recordings” in the files section of each Team. All recordings are saved to this folder automatically. It may take some time for recordings to upload to this file.

If you do not have a file called “Recordings” in the files section of each Team, you will need to update Teams.

Click on your initial in the top right of Teams and select “Check for Updates”, as shown here.

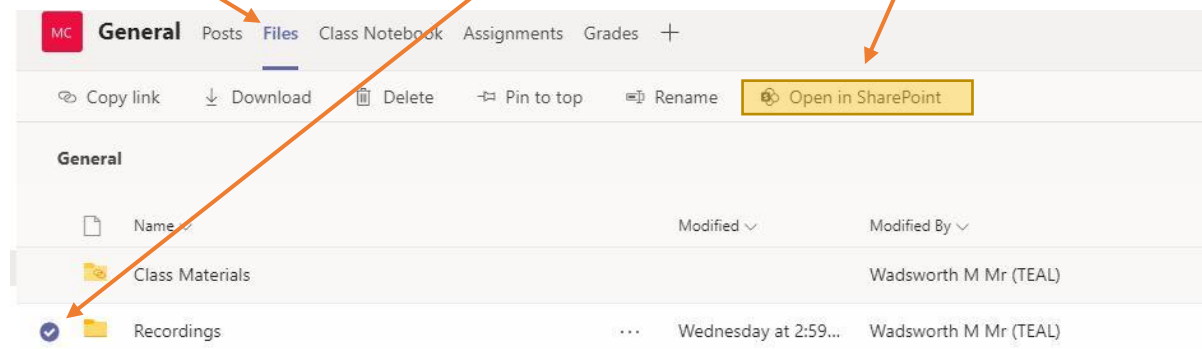


## **Step 2 - Restricting Access to the Recordings Folder**

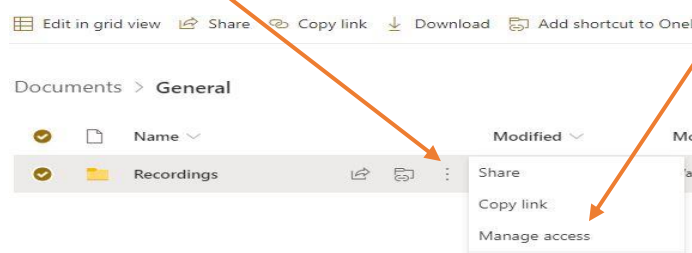
By default, everyone in the team, including students, has access to this folder.

Access should be restricted to prevent students accidentally deleting or editing a lesson recording.

Click on the Files Tab. Select the “Recordings” folder. Click “Open in Sharepoint”



Once in Sharepoint, click on the 3 dots of the folder named “Recordings” and select “Manage Access” from the dropdown menu.

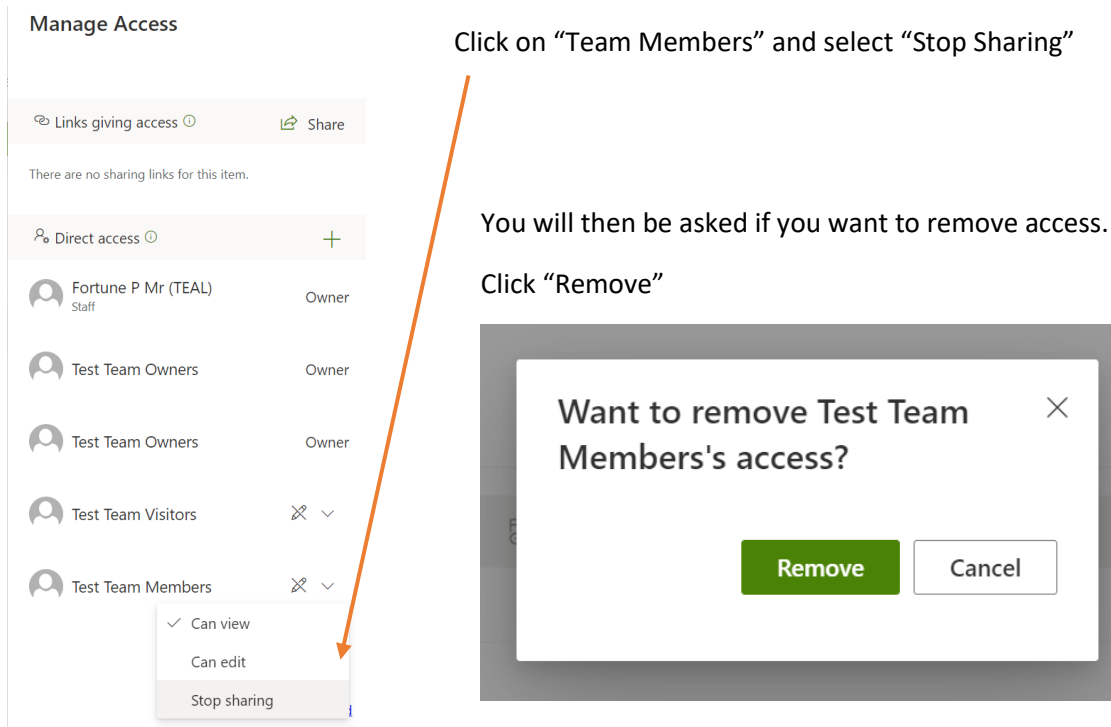


## Staff Guidance - New Lesson Recording Settings

Manage Access

Click on "Team Members" and select "Stop Sharing"

You will then be asked if you want to remove access.  
Click "Remove"



Links giving access

There are no sharing links for this item.

Direct access

Name	Role
Fortune P Mr (TEAL) Staff	Owner
Test Team Owners	Owner
Test Team Owners	Owner
Test Team Visitors	Can view
Test Team Members	Can view

Can view  
Can edit  
Stop sharing

Want to remove Test Team Members's access?

Remove Cancel

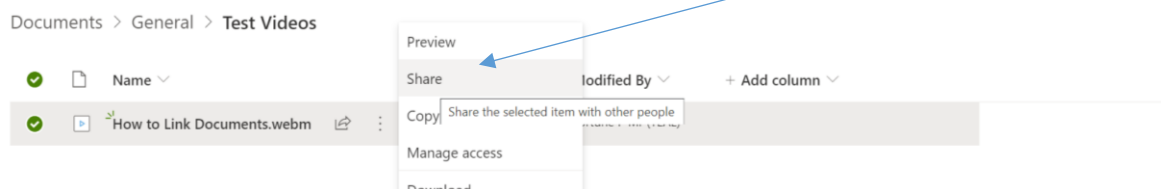
Only teachers and owners of the Team will have access to the recordings folder.

### **Step 3 - Sharing Video Clips with Students**

If a student requires access, for example if they missed the lesson, you can share a link by following the steps below.

In Sharepoint, open the "Recordings" folder.

Select the lesson recording you wish to share. Click the 3 dots and click "Share".



Documents > General > Test Videos

Name	Modified By
How to Link Documents.webm	

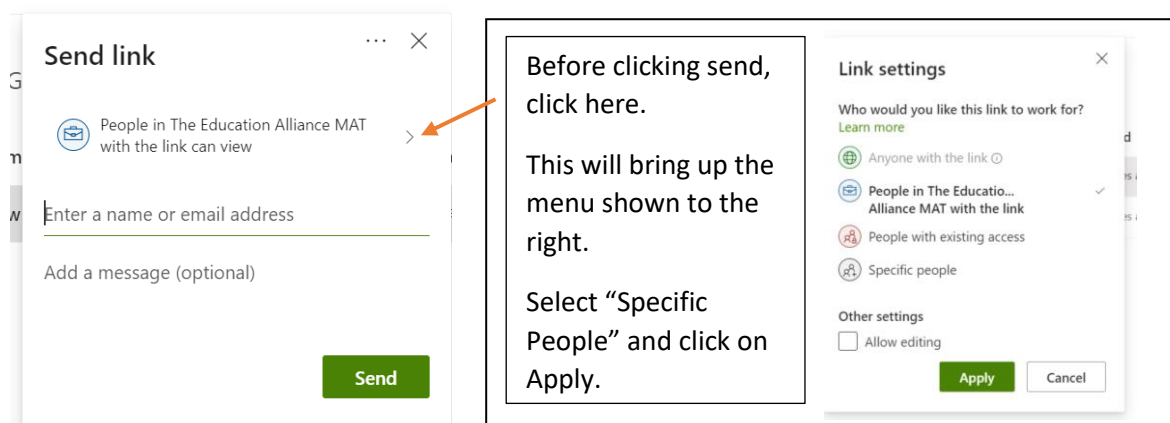
Share

Copy

Manage access

Download

You can then enter the email address of the student requiring access to the video. This will allow them access to the specific video you have shared, not the full recordings folder.



Send link

People in The Education Alliance MAT with the link can view

Enter a name or email address

Add a message (optional)

Send

Before clicking send, click here.

This will bring up the menu shown to the right.

Select "Specific People" and click on Apply.

Link settings

Who would you like this link to work for?

Anyone with the link

People in The Education Alliance MAT with the link

People with existing access

Specific people

Other settings

Allow editing

Apply Cancel