UNIVERSITY of
SOUTH FLORIDA

MICROSOFT TEAMS
Sharing Your Class Recording

Only those students who attended the Teams session will have access to the recording. For those students who were unable to attend and require access, you can add them manually. Alternatively, you can also download the video and upload it into your Canvas course using USF's media hosting platform Kaltura, a better solution for high enrollment courses. Below you will find instructions for both methods.

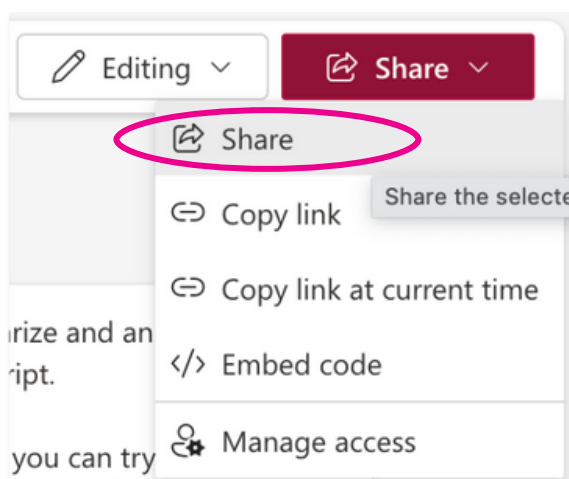## Giving Students Access to Teams Recording Manually

1 Navigate to the recording you want to share. Click on it to open, then choose **Open in Stream.**
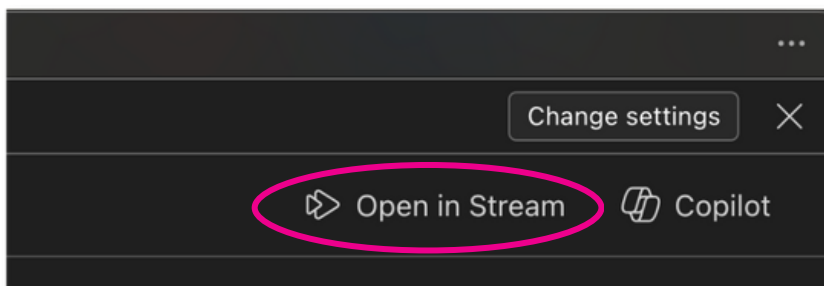

2 Once in Stream, look to the right of the video and select the **Share** button. Select **Share** in the dropdown menu that opens.
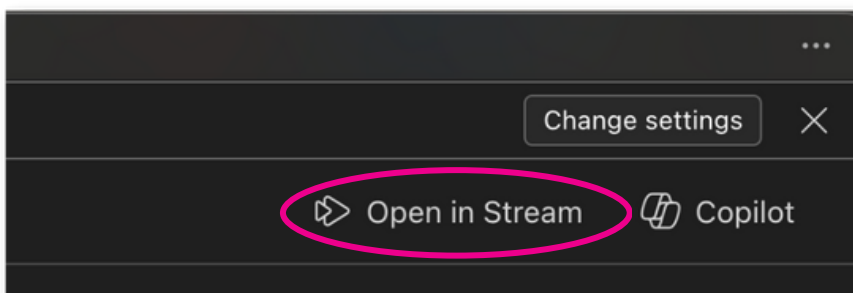
3 In the dialogue box that opens, add the email addresses of those you wish to give access to the video. It is highly recommended to use the message field to indicate the lecture date or other pertinent information. Then choose **Send**. They will be notified with an access link to the video.
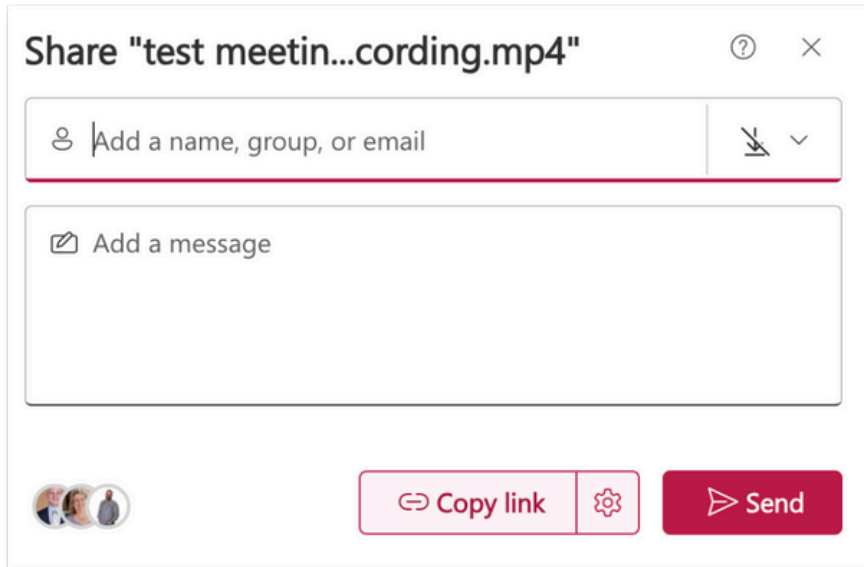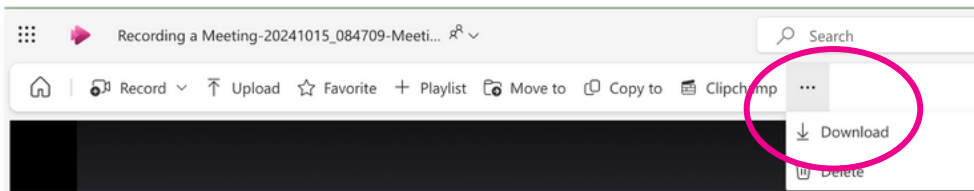

Using Kaltura to Share Teams Recording

1 First, you must download your video to your computer. Navigate to the recording you want to share. Click on it to open, then choose **Open in Stream**.
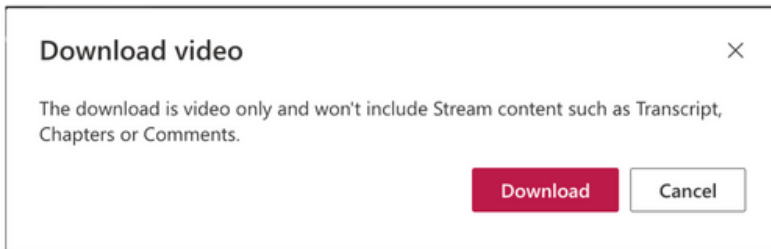
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For additional resources, visit us at **USF Digital Learning //** Email **facultysupport@usf.edu** for questions & training

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2 Microsoft Stream will open. At the top of the screen, select the **3 dots** and choose **Download**.

A dialogue box will open. Select the **Download** button to download the recording to your computer.

3 This Kaltura Basics guide will walk you through the steps for enabling Kaltura and deploying the video within your Canvas course. For any questions or a walk through on any of this, please visit us on Live Support and or email facultysupport@usf.edu to schedule a consultation.