

RECORDING A LIVE CLASSROOM SESSION WITH TEAMS

Sarasota-Manatee Campus - Setup, Recording, and Tips

The following guide provides step-by-step instructions for setting up and recording a live in-person class session using Microsoft Teams. This document is specific to the Sarasota-Manatee campus.

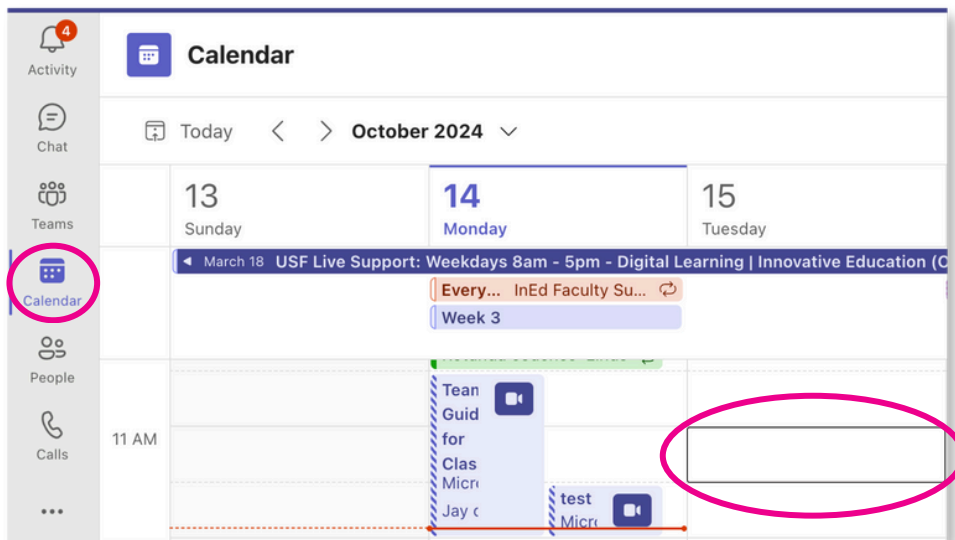
Please note that faculty are required to update their syllabus with the following syllabus statement informing students that classroom sessions will be recorded. Copy and paste the following into your syllabus, and also post it as an announcement within your Canvas course. Once done, include a brief footnote or sentence on the top of your syllabus indicating the update and date.

"In this class, software will be used to record live class lectures and discussions. As a student in this class, your participation in live class discussions will be recorded. These recordings will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented."

Creating Your Session

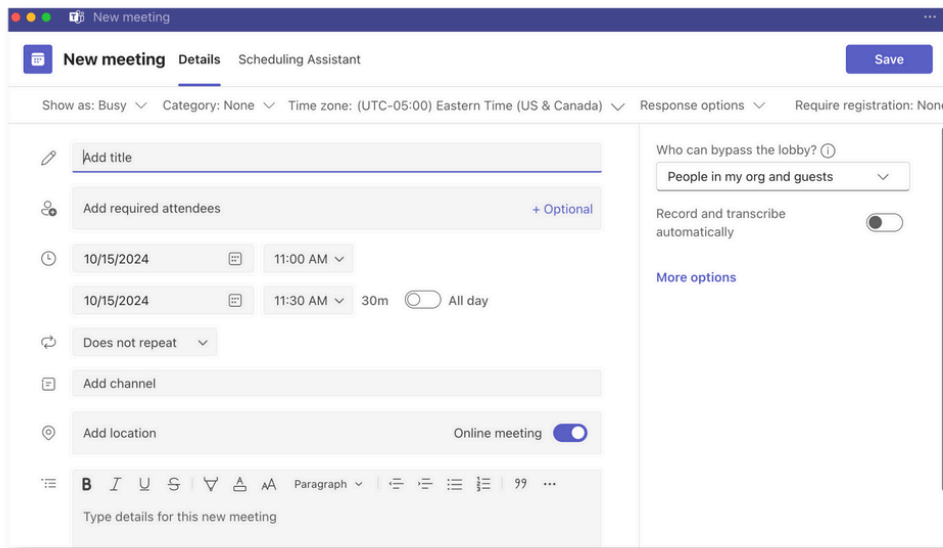
1

Go to the Teams Desktop App calendar and select the appropriate time slot to create a session.



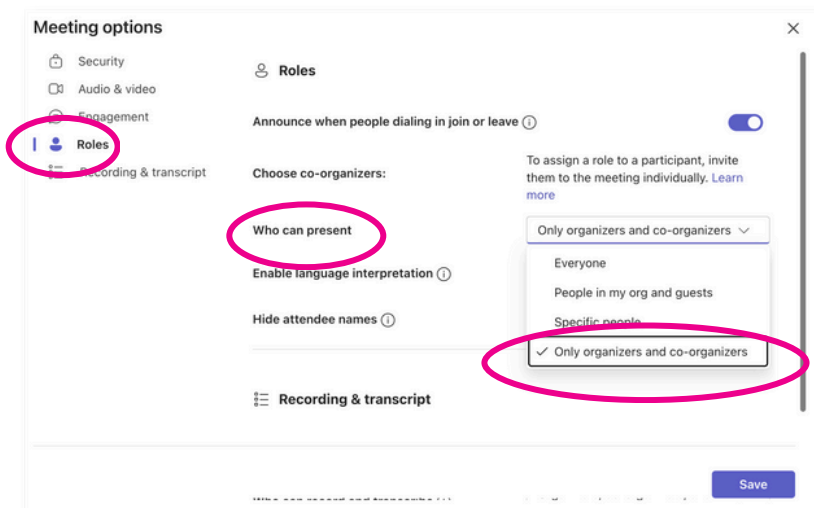
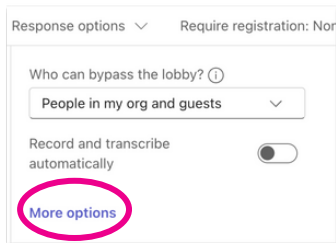
2

Add the session title, time and appropriate details about the session into the dialog box that opens. Send the meeting to yourself by adding your USF email address to the **Add required attendees** box and then clicking out of it. If you don't, it will look like you can't add yourself.



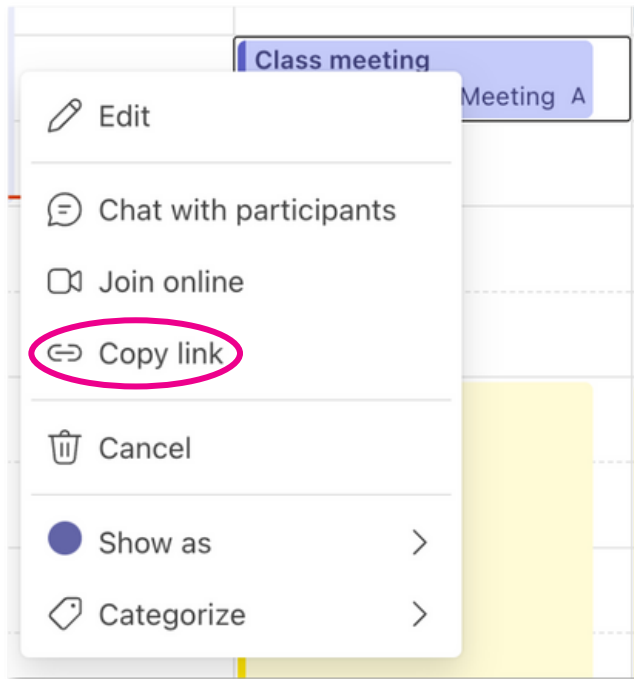
3

In the **Meeting Options** found under **More options**, make sure you've assigned roles according to your preference.



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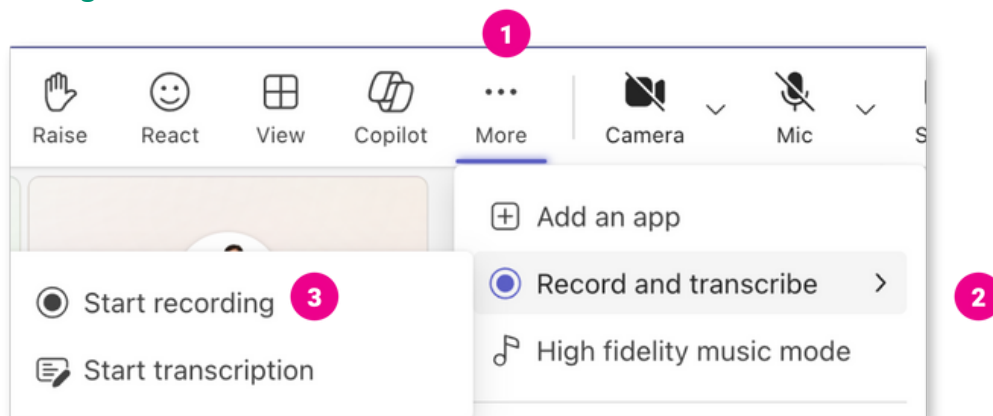
Right click the session on the calendar to copy the session link and add it to your preferred method of communication with students, such as announcements or email.



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In the classroom - from the Teams desktop app, open your session (you can see the Join link on the Teams calendar) and verify that the correct speaker, microphone, and camera are selected.

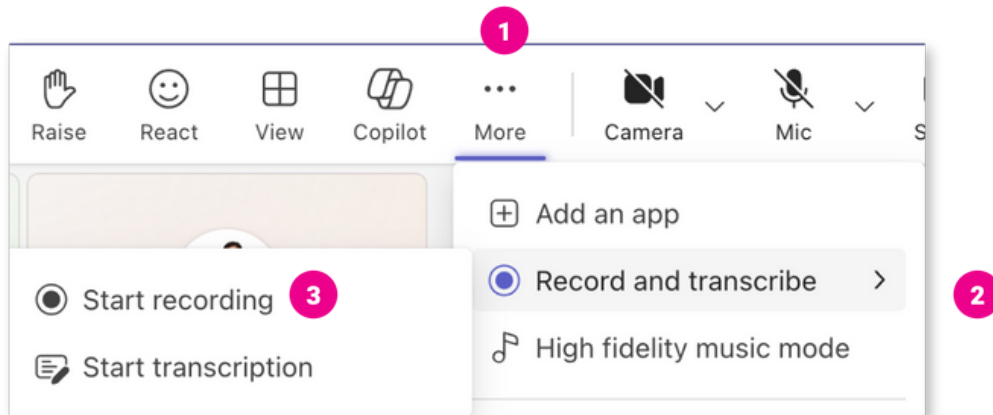
Start your Teams session and select 1) **More...**, 2) **Record and transcribe**, then 3) **Start recording**.



IMPORTANT: Students who did not attend the session will not have access to the recording. To share the recording with them, please see our [Sharing Your Teams Recording guide](#).

6

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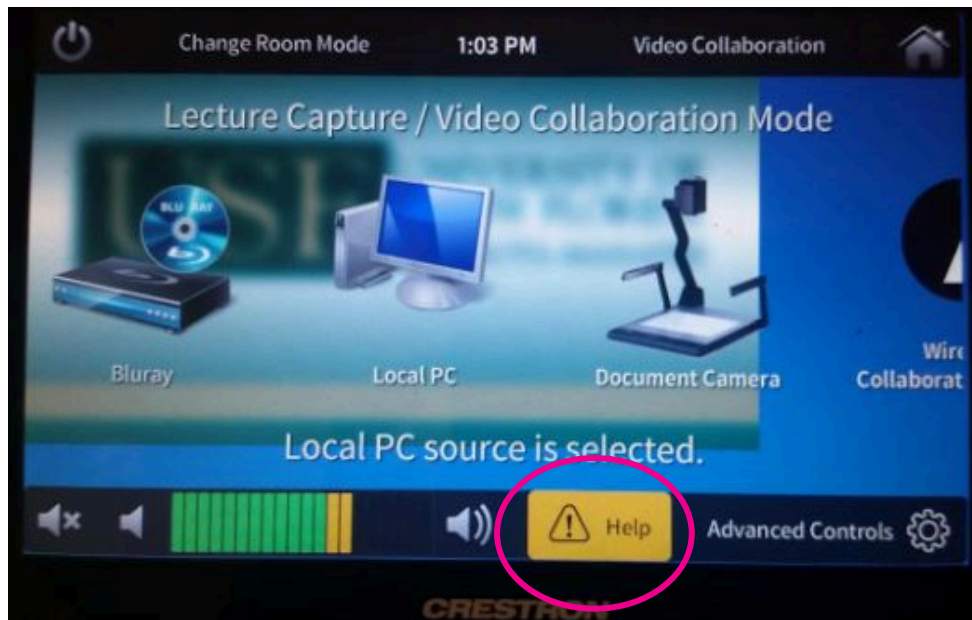


- **Prior** to selecting "Record," let your students know that the session will be recorded. Also note that **only** faculty should hit the record button.
- If classroom students are following the Teams session in class, make sure their **microphones and speakers are off**.
- If a student in the physical classroom has a question, be sure to repeat the question so it's clear for playback later.

NOTE: Organizers/presenters can start meeting recordings, share or take control of content and change attendee permissions. Review [Roles in Microsoft Teams meetings](#) and [Meeting options in Microsoft Teams](#).

Support

If you need help with classroom equipment, press the yellow Help button on the room control panel.



Please visit the Digital Learning [Live Support](#) for any questions related to Teams.