
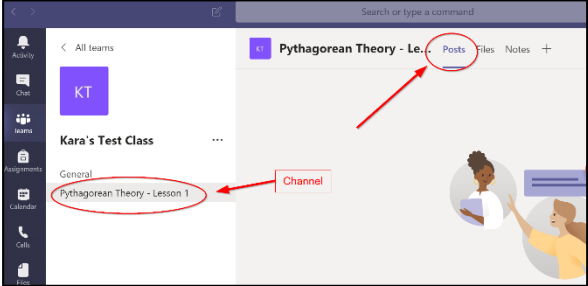
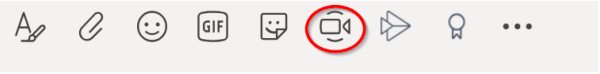
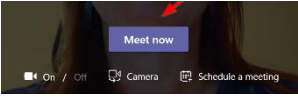
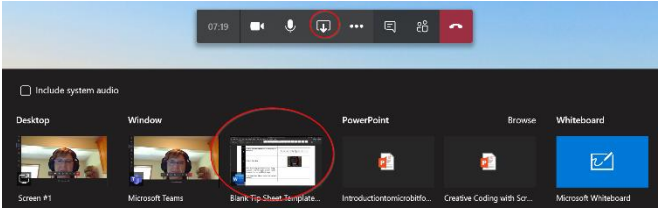
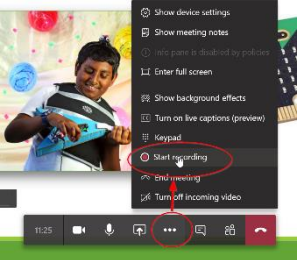


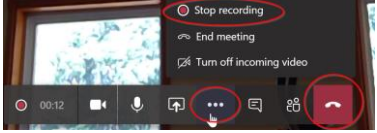
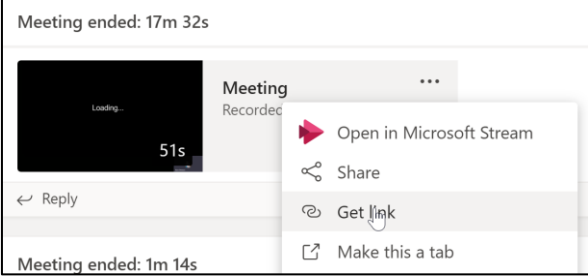
Making a Screen-Cast in Teams

Introduction

You can create a screencast directly in Teams and have it go straight into a channel for your class to watch. This means that you can create lessons and have them posted with a thumbnail in your channel. The recording will also be kept in Stream so you can use it for other classes too.

Steps:

1	You may wish to be using other tools/ webpages in your screencast. If this is the case, you should open them first (PowerPoint presentations, PDFs etc...)	
2	Open the Teams app on your computer (not the online version).	
3	Go to the specific Team and Channel that you would like the recording to be in.	
4	Click on Posts at the top.	
5	Click on the video camera icon at the bottom of the screen.	
6	Click on Meet Now	
7	If you would like a video of yourself you can skip this step. Once the meeting opens (don't worry it is only you) click on the share button and then click on the screen that you would like to share.	
8	Now find the Teams menu again and click on "..." and then Start Recording	

9	When you finish, you can Stop Recording and Hang up .	
10	After about 5 minutes you will find a thumbnail link to your video in the Channel in which you recorded it. You will also get an email from Microsoft Stream to let you know that your recording is ready.	
11	If you click on “...” you will find that you can get a link that you can send to students/parents. You can also open it in Stream and edit it there if you wish.	



Tip...

If you would like to edit your video in Stream, you can find instructions here:

<https://docs.microsoft.com/en-us/stream/portal-edit-trim>