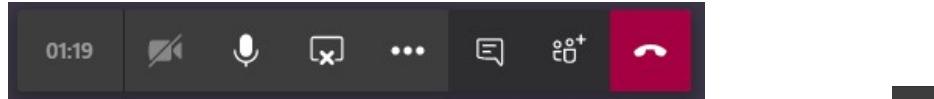


Recording group presentations with Microsoft Teams.

Recording with Microsoft Teams:

- Group presentations can easily be recorded via a group call or meeting in Teams.
- Options are controlled via the call menu bar.



- Presentation slides can be shown in near full screen using the screen share button .
 - If you share your entire desktop screen, rather than just PowerPoint, your cursor will be visible in the final video and used as a pointer if needed.
 - The video can be recorded by selecting the “Start recording” option from the “...” button.
 - This will place a red circle beside the meeting time in the menu bar.
 - The recording saves the video feed of the meeting just as someone watching it would see it, including the group audio, webcams and any slides presented.
 - Now you can progress through your slides as you would in a live presentation.
 - You are free to run your presentation as you like. If multiple team members are presenting, we recommend that you mute microphones when not speaking, and that a single computer is used for the slides, with the speaker indicating verbally when to switch slides.
 - When the meeting ends, or the “stop recording” option is chosen from the “...” button, then the video is uploaded to Microsoft Stream and a link to it is placed in the meeting chat.
- This can take up to half an hour to complete.**

Sharing your video with Microsoft Stream

- When your recording is uploaded, the video owner (i.e. the person who clicked “Start recording”) should follow the link in your meeting to the Microsoft Stream video page.
- If not using Teams, you should upload your video directly to Stream
- From your video page you can watch, trim and share the final result.

A screenshot of a Microsoft Stream video details page for a video titled "Meeting with Percival, James R". The page shows the video was published on 14/05/2020 by "Percival, James R". It has a limited status, 3 views, and 0 likes. Below the title, there are sharing options: Share, Add to watchlist, Like, and a three-dot menu. To the right is a "View settings" button.

- The trim option is available under the “...” menu in the details box. This lets you crop the beginning or end of your video if needed. This is *not* required for ACSE 4.4.
- When you are happy with the video select “Add to group/channel” from the “...” menu. On the pop-up which appears, enter your team channel name in the “Share with > My groups” box and select it from the drop-down menu. As in the example below, the name should appear in the list with the ‘Display’ box checked. Click save to submit.

This will ensure that all other team members and the judging panel can see it.

A screenshot of the "Add video to group/channels" dialog box. It says "As an owner for this video, you have access to advanced permissions". Under "Share with", "My groups" is selected. In the "Viewers" section, there are three entries: "Percival, James R (j.perc..." (owner, checked), "Percival, James R (j.perc..." (checked), and "acse-4.4-teaching-team" (unchecked). The "Display" column shows checkboxes for each entry, with the first two checked.