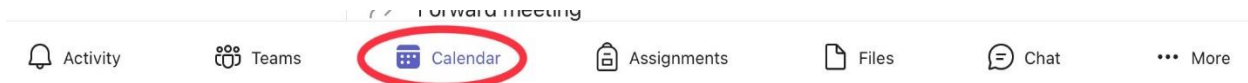


How to Record a Lesson in Teams on iPad

How to Start a Meeting

- In the Teams app tap “Calendar” on bottom menu bar

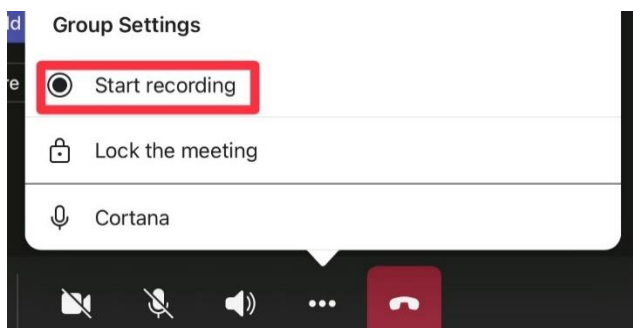


- Tap the camera icon in the top right of the screen
- Make sure your camera and mic are on (if necessary) then tap “Start Meeting”



How to Start the Recording

- Tap “...” on the bottom of the screen then choose “Start Recording”
 - You can always verify that the meeting is recording by tapping “...”, if you see “Stop Recording” then you know it is currently recording
- Record your lesson
- To end the recording, you can tap “...” again and choose “Stop Recording” or you can end the meeting with the hang up button



How to Share Your Screen

- Tap the screen share icon and choose “Share Screen”
 - Be sure to toggle “Audio” on if what you’re showing includes sound

- In the pop-up tap “Start Broadcast”

(This will show/record your screen)

- You know your screen is sharing if you see the red icon in the top

right corner of the screen



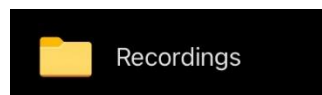
- To stop the screen share, go back into Teams and tap “Stop Presenting” or end the meeting with the hang up button

Note: The “Share Whiteboard” feature does not show in the recordings. If you need to screen record your writing you will need to share your screen using the steps above and use a separate whiteboard app. (ex: OneNote, Apple Notes, etc.)

How to Access the Recordings

- Open the OneDrive app
- Tap “Files” on the bottom menu bar if not already selected

- Tap the “Recordings” folder



- All of your Teams recordings will show up in this folder
 - You can tap “...” to and chose to move the video, delete the video, rename the video, and more
- With the recording in your OneDrive, you can choose to share/post it as you would with any other file.

