

# Sharing a Teams Recording in DC Connect

## Faculty Resource

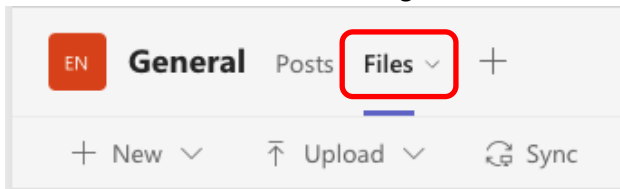
This document will show you how to share Teams recordings in DC Connect.

### Option 1 – Share a link to the Recordings folder (easiest option)

This option involves posting a link to the Recordings folder, rather than posting a link to each individual recording.

#### Step 1 - Get a shareable link to the folder:

Go to the Team that the recording was created in and click on the **Files** tab.

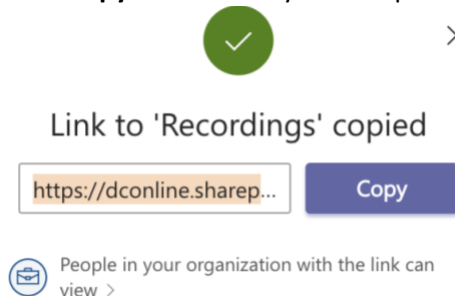


Locate the Recordings folder and click on the **Show actions** menu (3-dots).

Then select **Copy link**.

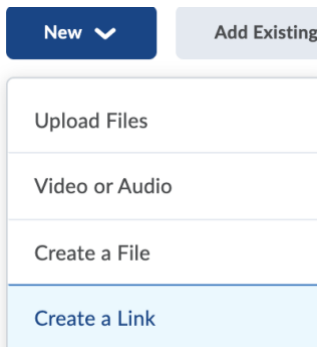


Select **Copy** to save it to your computers clipboard so it can be pasted into DC Connect.

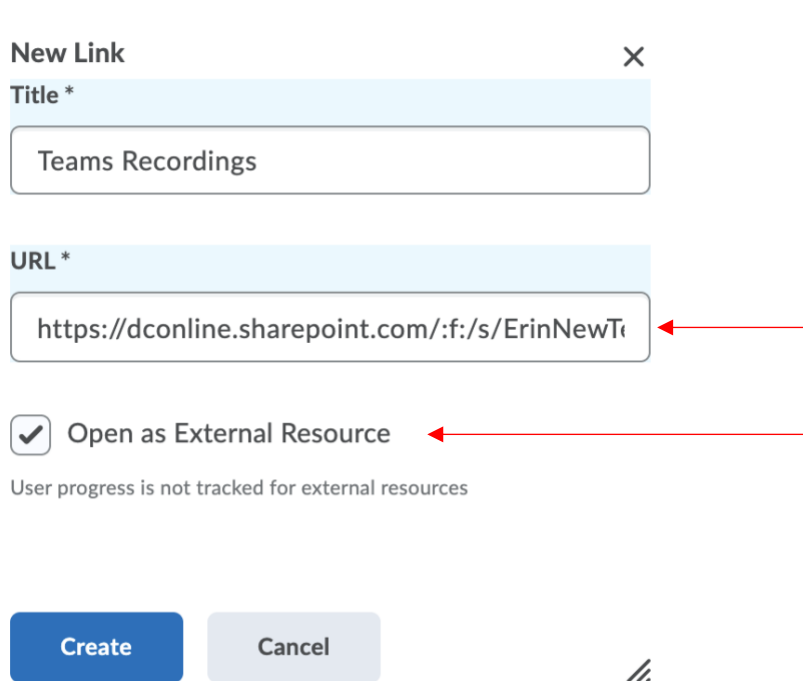


## Step 2 – Share in DC Connect:

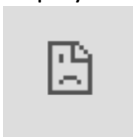
In the Content area of DC Connect select **New > Create a Link**.



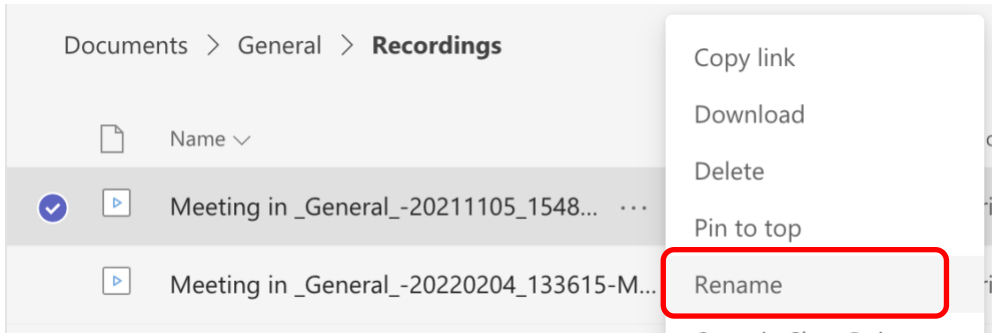
Enter a **Title**, then paste the link you copied in Step 1 by pressing Ctrl + V (Cmd + V for Mac) or right-click and paste, into the **URL** field. Ensure **Open as External Resource** is selected.

A screenshot of the 'New Link' dialog box. The title is 'New Link' with a close button (X) in the top right. There are two input fields: 'Title \*' containing 'Teams Recordings' and 'URL \*' containing 'https://dconline.sharepoint.com/:f:/s/ErinNewT'. Below the URL field is a checkbox labeled 'Open as External Resource' which is checked. A red line and arrow point from the right side of the dialog to the 'Open as External Resource' checkbox. At the bottom, there are 'Create' and 'Cancel' buttons, and a small icon of a pencil.

**Note:** If **Open as External Resource** is not selected, the link will not work, and an error will be displayed.



**Tip:** If your Teams recordings have the default name of “Meeting in \_General...”, consider renaming them in Teams to keep the Recordings folder organized for your students.

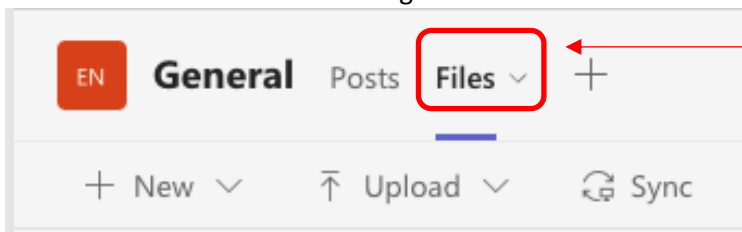


## Option 2 - Share links to individual recordings (modification required)

Links to individual Teams recordings can be shared in DC Connect *IF* the share link is modified as demonstrated in the steps below.

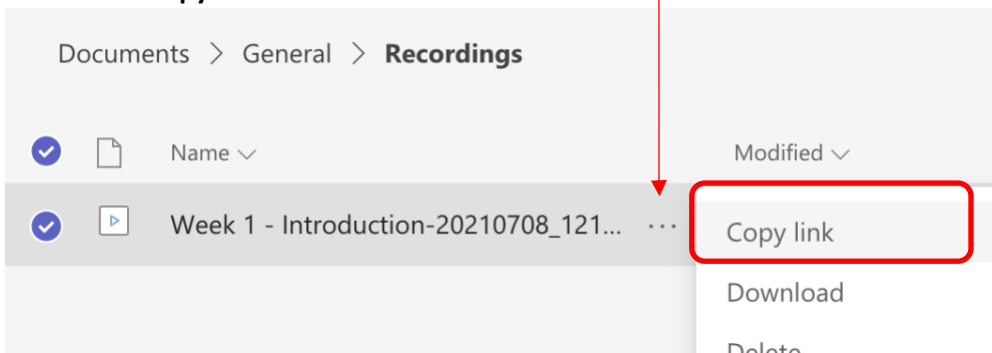
### Step 1 - Get a Shareable Link to the recording:

Go to the Team that the recording was created in and click on the **Files** tab.



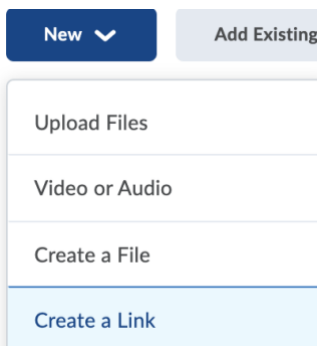
Within the Recordings folder, locate the recording to be shared and click on the **Show actions** menu (3-dots).

Then select **Copy link**.

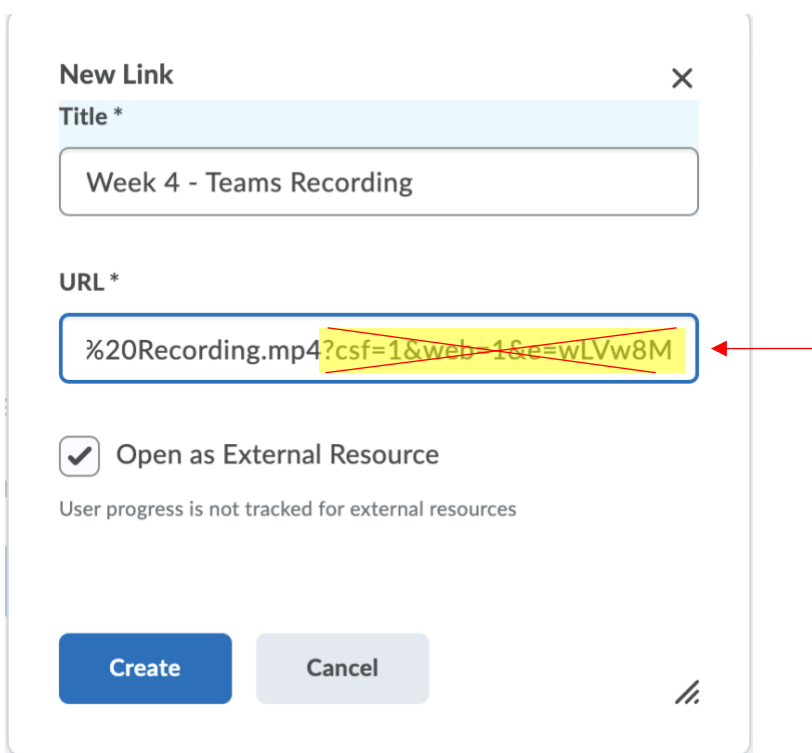


## Step 2 – Share in DC Connect:

In the Content area of DC Connect select **New > Create a Link**.



Enter a **Title**, then paste the link you copied in Step 1 by pressing Ctrl + V (Cmd + V for Mac) or right-click and paste, into the **URL** field. **The link MUST be modified to work properly in DC Connect. Go to the end of the URL and remove all characters after .mp4.**

A screenshot of the 'New Link' dialog box in DC Connect. The dialog has a title bar 'New Link' with a close button (X). It contains two input fields: 'Title \*' and 'URL \*'. The 'Title' field contains the text 'Week 4 - Teams Recording'. The 'URL' field contains the text '%20Recording.mp4?csf=1&web=1&e=wLVw8M'. A red arrow points from the right side of the dialog to the end of the URL. Below the URL field, there is a checked checkbox labeled 'Open as External Resource' with the subtext 'User progress is not tracked for external resources'. At the bottom of the dialog, there are two buttons: 'Create' (in blue) and 'Cancel' (in grey). A small icon of three diagonal lines is in the bottom right corner.

The recording link should now work properly in DC Connect.

**Note:** As updates to MS Teams and DC Connect occur, this method may need to be modified.