

Sharing a Teams Recording in DC Connect

Faculty Resource

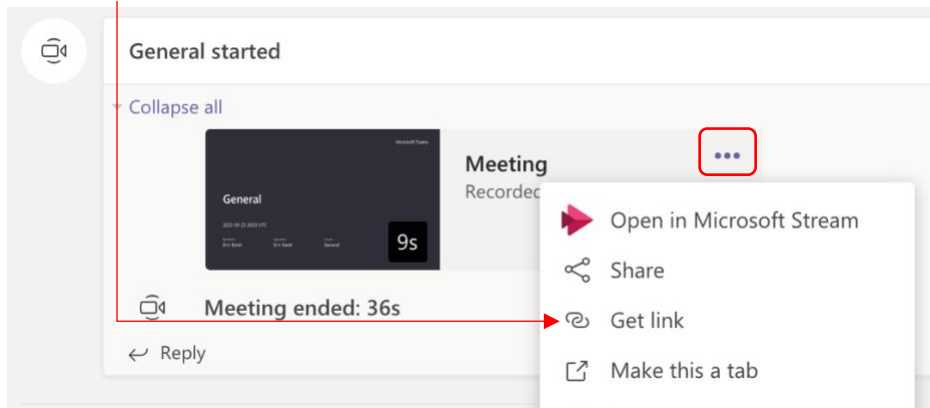
This document will show you how to share a Teams recording in DC Connect.

Step 1 - Get a Shareable Link

A shareable link can be obtained using one of the options below.

Option 1 - Teams:

Go to the Team that the recording was created in and click on the **More options** menu. Select **Get link**.



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

Get Stream Link

<https://web.microsoftstream.com/video/a4e4a21d-ce42-434d-b435-9c22fc67a1a4>

Cancel

Copy

Option 2 - Stream:

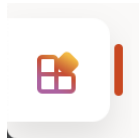
Accessibility Reminder – since you will need to go into Stream to enable the automatic captions on Teams recordings by setting the language, this option can be used to get the shareable link at the same time. For instructions on enabling captions, visit our [Microsoft Teams resource page](#) and view the section about captions.

Go to office.com and login using your college credentials (BannerID@durhamcollege.ca and network password).

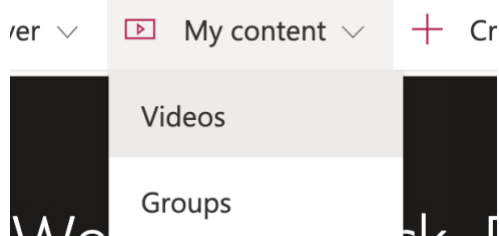
Click on the Stream icon.



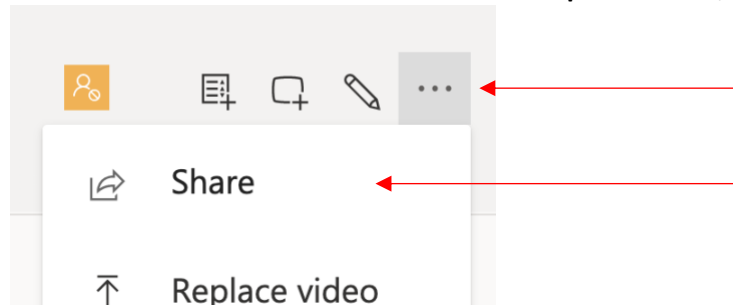
If you do not see the Stream icon, click on the **All Apps** icon located in the bottom left corner.



Select **My content** then **Videos** from the main navigation.



Find the video in the list and select the **More options** menu, then select **Share**.



Select **Copy**. This will save it to your computer's clipboard so it can be pasted into DC Connect after.

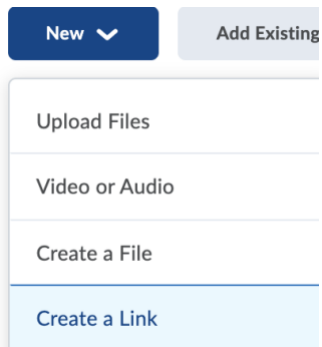


Step 2 - Share in DC Connect

A link to the Teams recording can be shared in DC Connect using one of the options below.

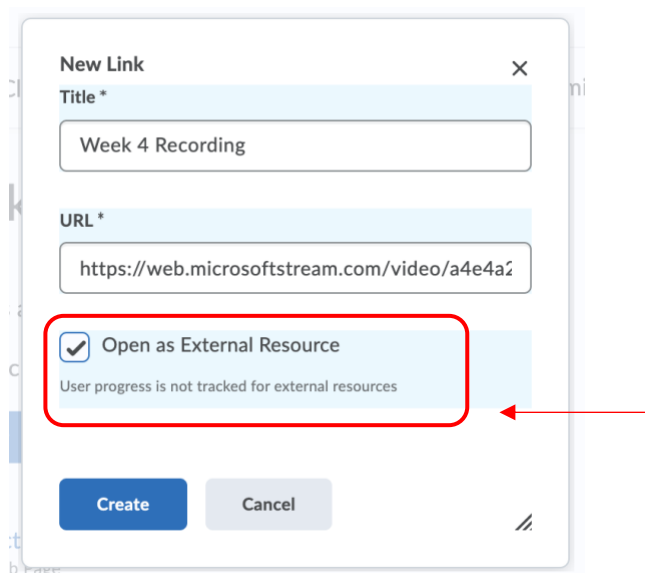
Option 1 – “Create a Link” in Content:

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

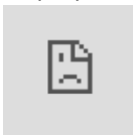


Enter a **Title**, then paste the link you copied in Step 1 by pressing Ctrl + V (Cmd + V for Mac users) or right-click and paste, into the **URL** field.

Check the box to **Open as External Resource**. This **MUST** be checked.

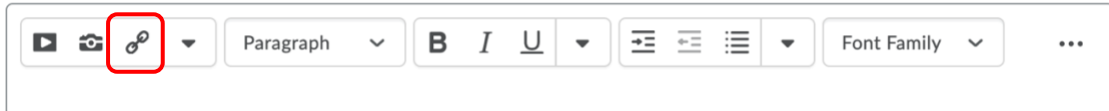


Note: If **Open as External Resource** is not selected, the video will not load, and an error will be displayed.

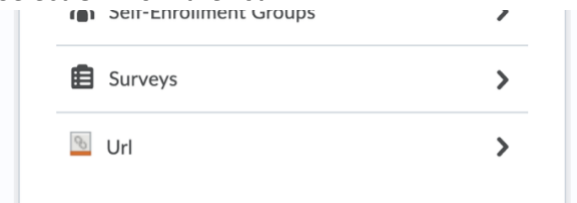


Option 2 – “Quicklink” in the HTML Editor:

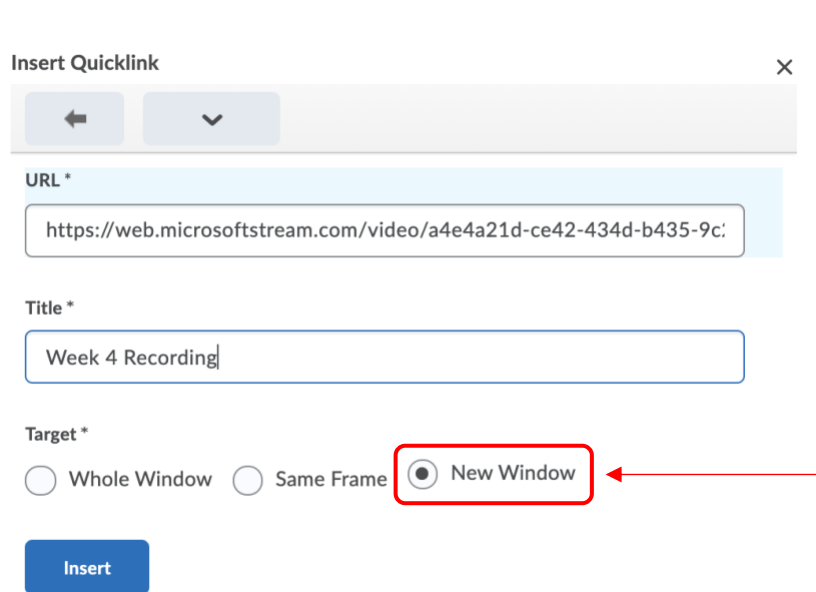
A link to the recording can be added anywhere in DC Connect that uses the HTML Editor (content pages, announcements, assignments, discussions) by using the **Quicklink** option.



Select **Url** from the list.



Paste the link you copied in Step 1 by using Ctrl + V (Cmd + V for Mac users) or right-click and paste, into the **URL** field. Add a **Title** – this will be the text displayed that students will click on. *Be sure to leave **New Window** selected.*

A screenshot of the 'Insert Quicklink' dialog box. The dialog has a title bar with a close button (X). Below the title bar are navigation arrows. The 'URL *' field contains the text 'https://web.microsoftstream.com/video/a4e4a21d-ce42-434d-b435-9c:'. The 'Title *' field contains the text 'Week 4 Recording'. The 'Target *' section has three radio buttons: 'Whole Window', 'Same Frame', and 'New Window'. The 'New Window' radio button is selected and highlighted with a red square. A red arrow points from the right side of the dialog to the 'New Window' radio button. At the bottom is an 'Insert' button.

Note: If **New Window** is not selected, the video will not load, and an error will be displayed.

