

Changes to Teams Recordings

Faculty Resource

As a result of a Microsoft Stream update that occurred on July 7th, Teams recordings are now being saved to OneDrive. The main impact of this change is that **captions are no longer automatically generated on the recordings** as they were previously. Until Microsoft can resolve this issue, below is a workaround to ensure your recordings have captions to meet accessibility requirements. Microsoft will be making changes to the new Stream experience in the near future. As these changes occur we will continue to make any necessary changes to workflows to support you in your teaching.

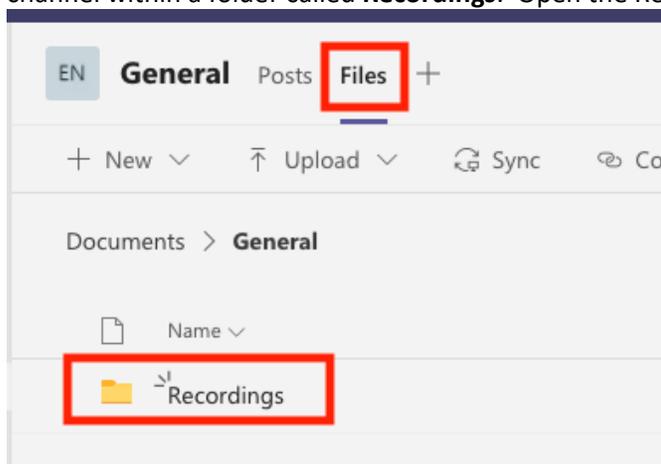
Document Topics

- **Recording in a Teams Channel** (a meeting started from within one of your Teams using the "Meet" icon)
- **Recording in a Scheduled Meeting** (a meeting that was scheduled through Outlook)

Recording in a Teams Channel (a meeting started from within one of your Teams using the "Meet" icon)

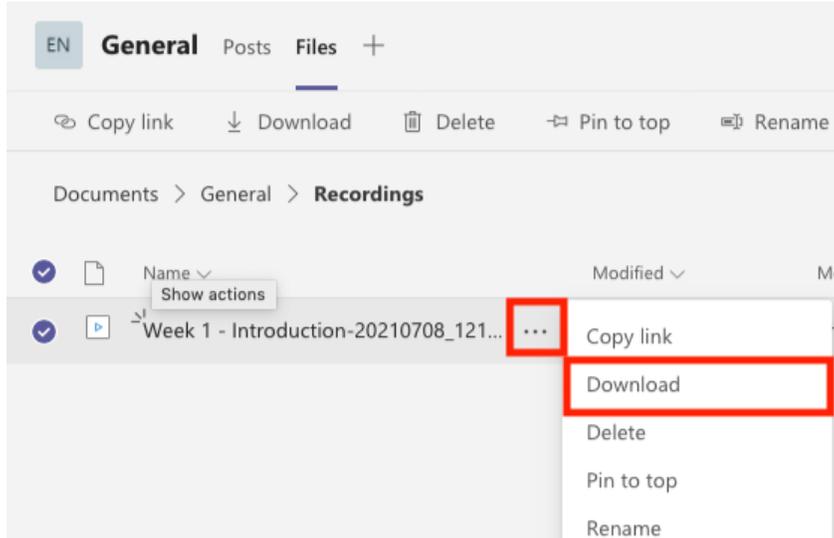
Teams recordings can be downloaded and then uploaded to Stream (or YouTube) to allow for generation of captions.

1. Record your Team meeting as usual by selecting **Start recording** from the **More actions** menu
2. After the recording has been stopped, the file can be found in the **Files** area of the MS Teams channel within a folder called **Recordings**. Open the Recordings folder.



TIP: This is a quick way to find your Teams recordings!

3. Hover over the recording name, then click on the **Show actions** menu (3-dot icon) and select **Download**

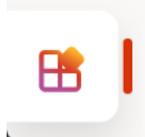


4. Open Stream by going to office.com and login using your college credentials (BannerID@durhamcollege.ca and network password).

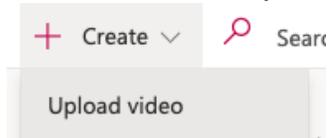
Click on the Stream icon.



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



5. Select **+ Create** and **Upload Video** (or click on the upload icon in the right corner).



Drag and drop the video file or browse to select.

6. A dialogue box appears.
Add video **Name** and **Description**.

Select **Video Language** (if not already set). *This needs to be set to enable the autogenerated captions.*

Video Language ⓘ
English ▼

7. Click on the **Permissions** tab to expand. This is where you will select who can view your video. If your video is not shared campus wide, it will only be viewable by people and groups that you've added to the Viewers list.

Select **My groups** in the drop-down list under **Share with**. Click in the **Search for your groups** field and type the name of your Team and press enter. Select your Team name from the list.

Share with ⓘ
My groups ▼ Search for your groups 🔍
Create a group
Viewers ⓘ Owner ⓘ Display ⓘ

The group name will be added to the Viewers list.

8. Click on the **Options** tab to expand. This is where you will confirm that captions have been enabled.

If your video language has been set, the **Autogenerate a caption file** will be selected by default. If it isn't, be sure to select the checkbox

Options

Comments ⓘ
 On

Noise suppression ⓘ [View sup](#)
 Off

Captions ⓘ
 Autogenerate captions ⓘ

9. A shareable link can be copied from this screen by selecting **Share** and then **Copy**. This will save it to your computers clipboard so it can be pasted into your Teams channel (or DC Connect).



10. Select **Publish** to complete the upload process.
11. Paste the link into the Team Channel as an announcement for students “This video has autogenerated captions” (or share the link in DC Connect)

Recording in a Scheduled Meeting (a meeting that was scheduled through Outlook)

If **Start Transcription** is turned on during the recording of this type of meeting, captions will be available in the recorded video.

1. Record the meeting as usual by selecting **Start recording** from the **More actions** menu
2. Also select **Start transcription** from the same menu. ***This step MUST be done.***
3. Select **Stop recording** and **Stop transcription** when done
4. The recording will be saved in your OneDrive account in a folder labeled “**Recordings**”. Visit this [CTL Microsoft OneDrive resource](#) for information on accessing and using OneDrive.
5. Open the recording (you will notice **CC** in the control bar at the bottom of the video. This is the closed captioning that was created through the transcription that you turned on)
6. In the top left hand corner you will see **Share** and **Copy** buttons. This is much like any other OneDrive document. You can share by adding individual names or you can copy the link to the video and paste it wherever you need to.
7. If you want to edit the video, you need to download it and then upload it into Stream.