Student Guide: Vodcasting using MS Teams

Overview:

The guide will illustrate how to record a video of a group discussion meeting for a group assignment using MS Teams tool.

What is Teams?

Microsoft Teams is a digital hub for communication and collaboration across the University and beyond. Now it is easy to make purposeful real-time connections and work together from anywhere, on any device. Teams provides a space to chat, hold and record meetings, make calls and share files, all together in one place. For more details, see Microsoft 365 for students web page.

How do I access Teams?

Note: This step to be completed by all group members.

Download the Teams Desktop App:

To download Teams on Windows and Mac

- Go to office.com

- Sign in using your university credentials (student email address and password). You can then download Teams from the list of available applications.

More help on the downloading can be found in [Getting Started with Teams – Student Guide](#)

Download the Teams Mobile App:

For Android or iOS devices, you can install the Teams mobile app from the [Google Play](#) [Store](#) or [Apple Store,](#) respectively.

- Sign in using your university credentials (student email address and password).
- You can also login and use [Teams online](#)(in a web browser) if you do not want to download it; however, Teams app recommended for a better experience.

Note: Check first these requirements as appropriate:

- [Hardware requirements](#)on desktop.
- [Hardware requirements](#) on mobile devices.
- [Supported browsers](#).
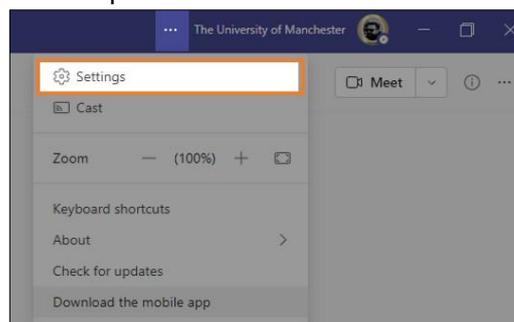
How do I adjust audio and video settings?

Note: This step to be completed by all group members.

Once the download completed, you can configure these settings prior to any meeting.
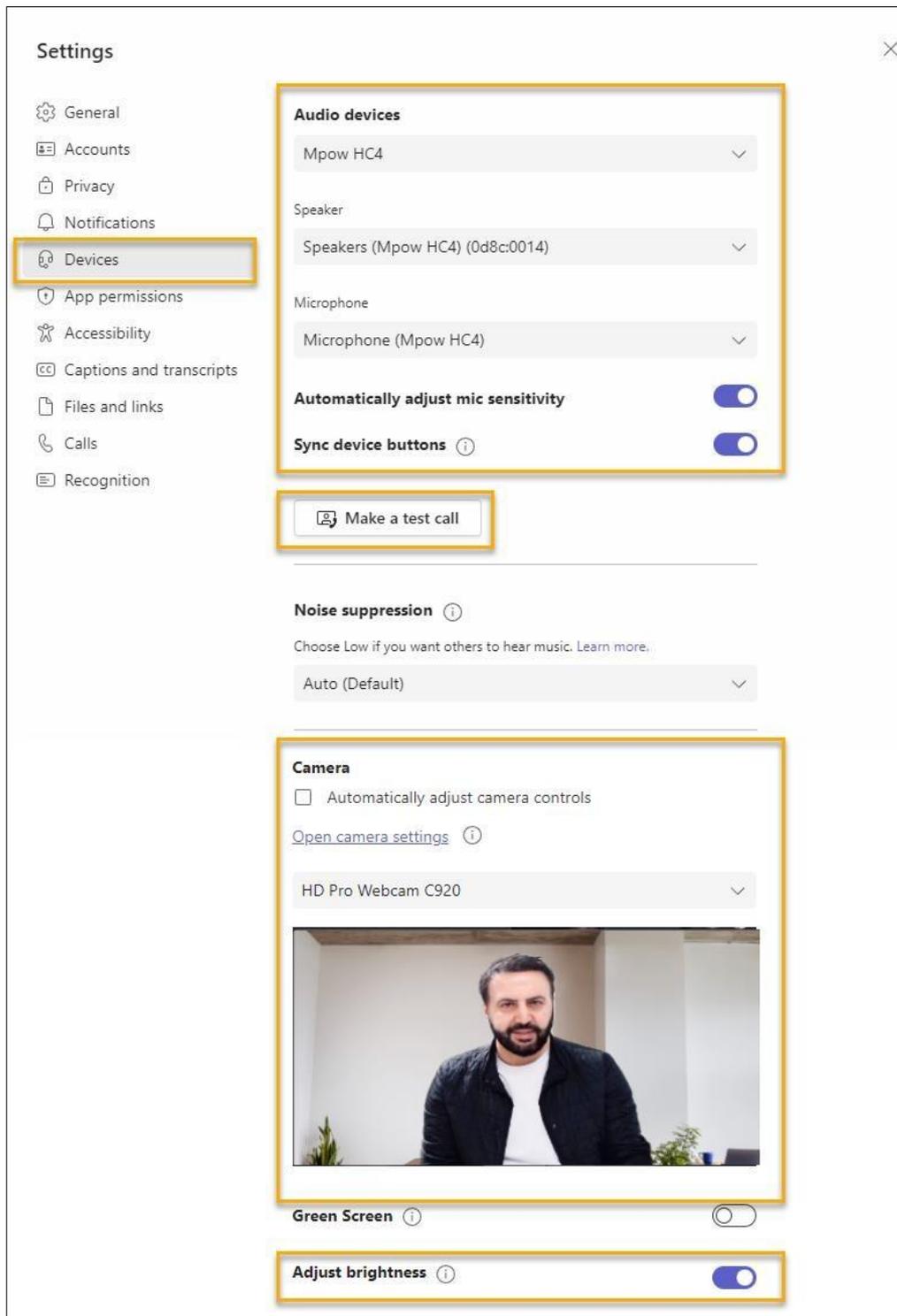
1. In Teams app, select the ellipses on top-right of the app.

2. Select **Settings** from the drop-down menu.

3. In the new window that appears, select **Devices** on the left-hand side menu.

This checks the status of the following components and identifies them by name, so you can make any necessary adjustments: **Microphone**, **Speaker** and **Camera**.

- Under **Audio Devices**, you will see your current input devices for speaker and microphone setup.
- Further down, you will see your webcam settings under **Camera** section. You will also see a preview of your webcam under this too.

- **Test** your setup by selecting the **Make a test call** option to verify that your setup works (highly recommended)
- Optional, try the **Adjust brightness** button for a more lighting.

[See more guidance on managing your audio and video settings in Microsoft Teams]

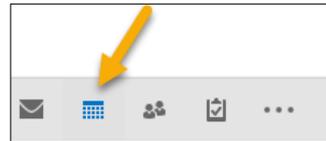# How do I schedule a meeting in Outlook desktop calendar?

Note: This step to be completed by only one member of the group

In your group, only one student needs to schedule a meeting in Outlook calendar and send an invite to other group members.
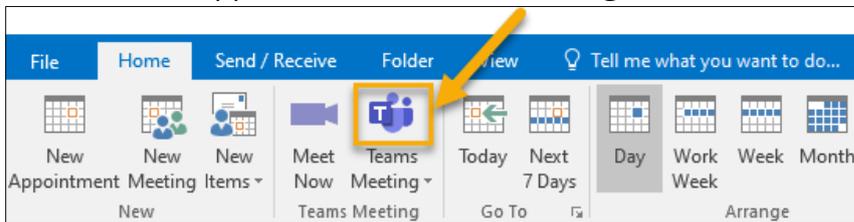
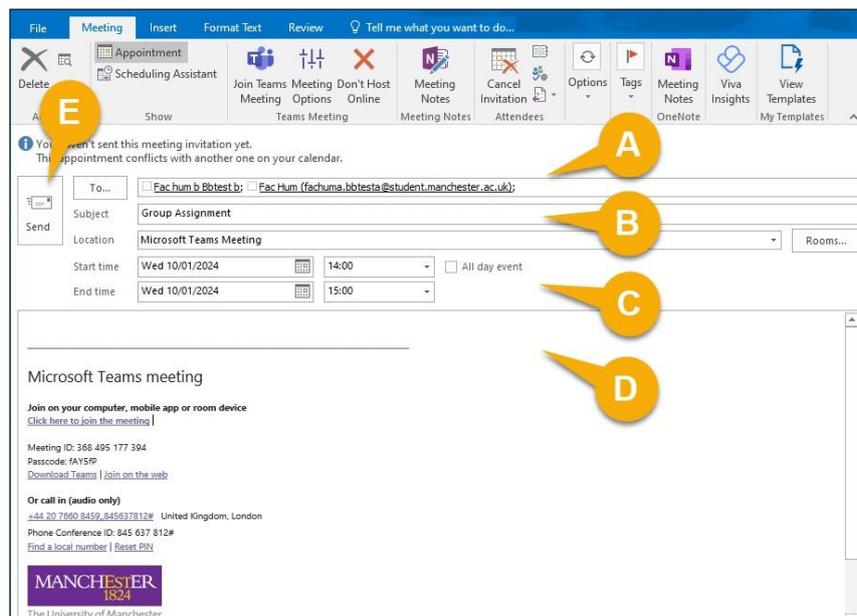1. Open **Outlook** from your desktop.

2. In the lower-left corner, click the **Calendar view** icon.

3. Calendar view appears. Click **Teams Meeting** icon.

4. A meeting window would appear.

A. Add **attendees** by typing their names and selecting from the autocomplete menu or enter their email addresses.
B. Enter a **subject/title** for your meeting.
C. Select a **date**, **start time** and **end time**.
D. Add a **description** about your meeting.
E. Click **Send** button. This will send an email invitation to attendees including all joining meeting's details. The meeting appointment will appear on your and their Outlook calendars.

NB: if you are using **New Outlook**, please follow [Create or schedule an online meeting in Outlook for Windows](#) or [Create a meeting or appointment in Outlook for Mac](#) guides.

How do I join a Teams meeting?

Note: This step to be undertaken by all group members.

You can join Teams meeting from different devices: a desktop Teams app, web browser or mobile app, however, desktop Teams app gives you a full functionality in Teams.

1. Go to your **Outlook** inbox and select the **Calendar** button there. Please select the appropriate meeting link.
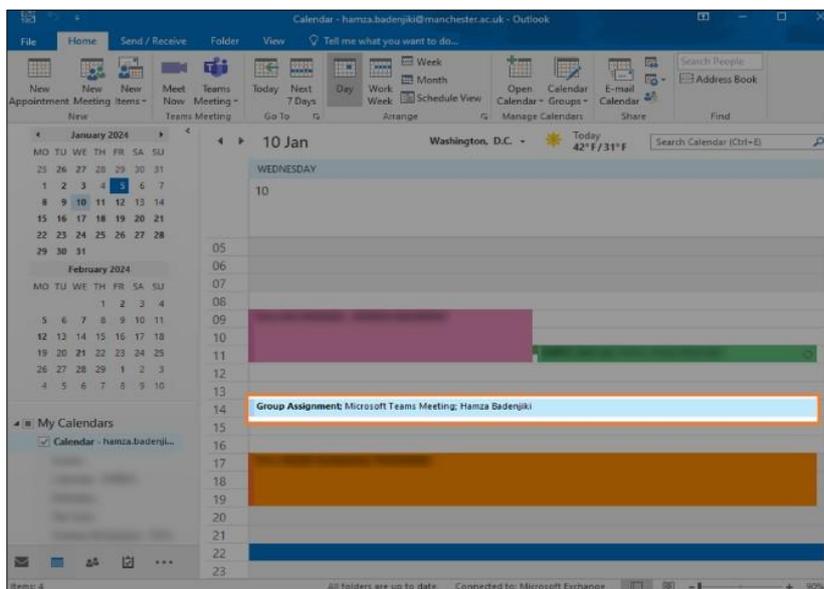
2. Select the **Click here to join the meeting** link.
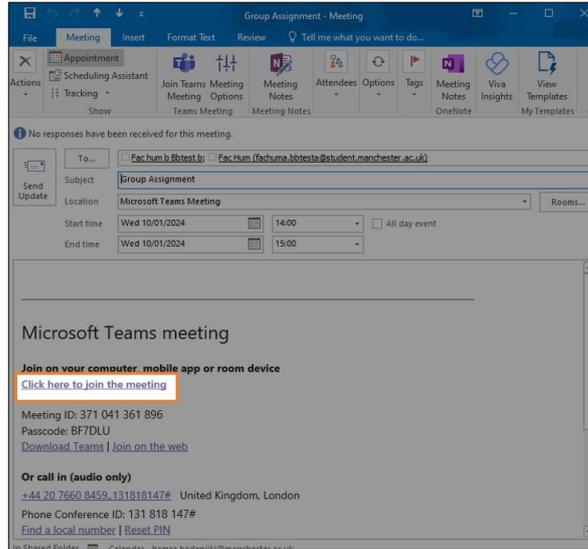
3. The link will open in your default browser. You will then see a prompt message to open the Microsoft Teams app. Click **Open** button. (Note: If you experience a difficulty in joining with the Teams app, click **Cancel** button for this message and select **Continue on this browser** button at the end of the screen)
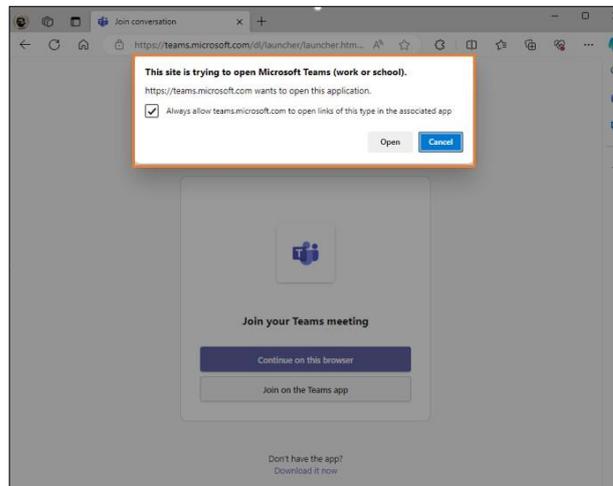
Before joining the meeting, you will see a screen where you can re-choose your video and audio options should you need to. [See more guidance on how to join a Teams meeting]
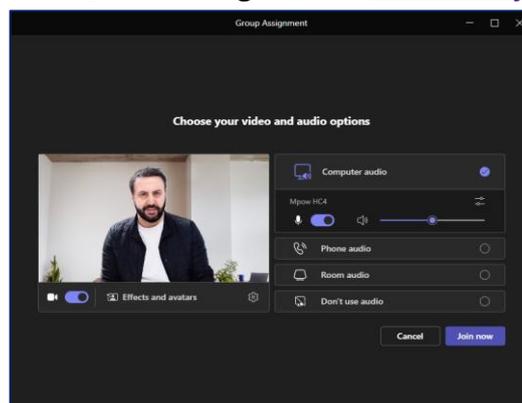
You can also change these settings, if necessary, during the meeting, by selecting **More** tab, a drop-down menu opens, press **Settings** button, then click **Device settings** button.
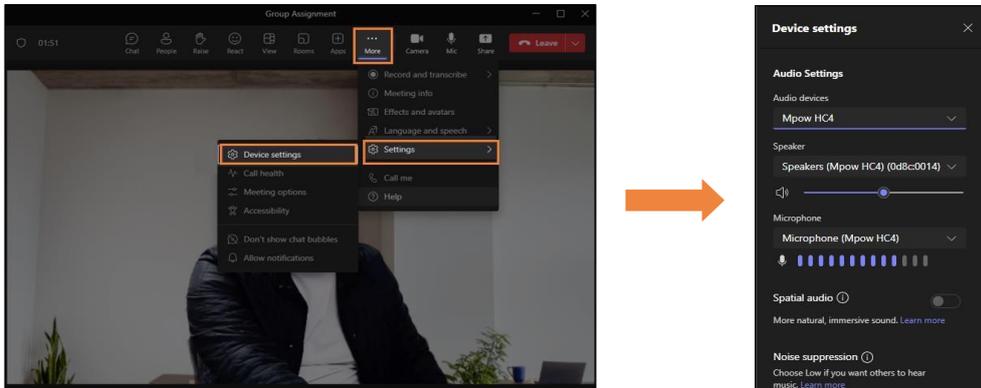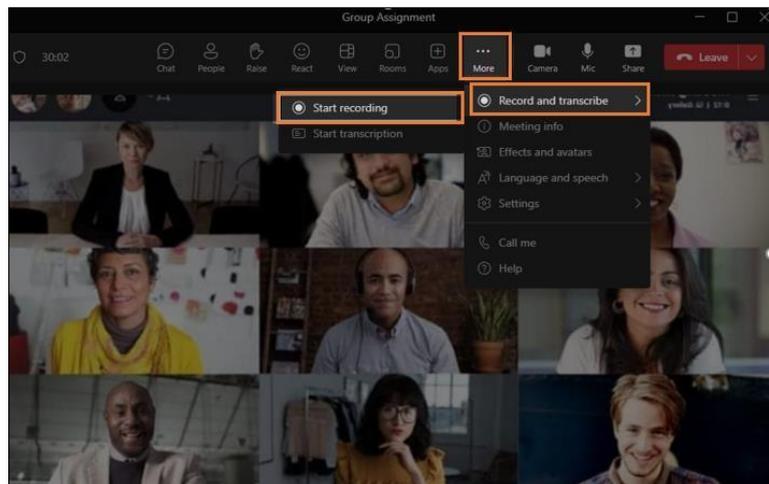

How do I record a Teams meeting?

Note: This step to be completed by one group member.

Before recording the discussion meeting, make sure all group members' webcams and microphones are on. Once everyone is ready, start recording the meeting; by selecting **More** tab, a drop-down menu opens, press **Record and transcribe** button, then click **Start recording** button.

Note: to minimise the audio noise, you can mute the microphone when you are not speaking and unmute it when you are.

To stop the recording, select **More** tab, a drop-down menu opens, press **Record and transcribe** button, then click **Stop recording** button.
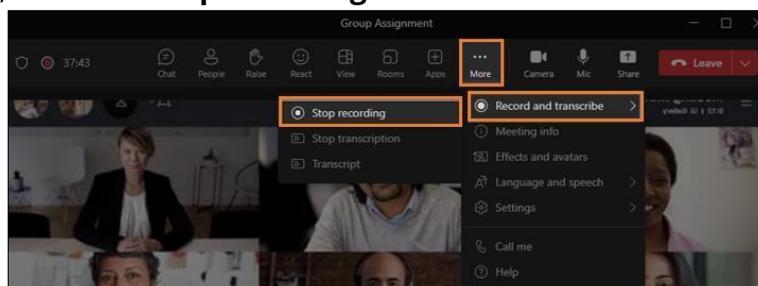
A warning message would appear, click **Stop** button

Note: you can start and stop recordings in the same meeting session until you feel satisfied with your final video recording.

The video recording(s) will be stored in SharePoint OneDrive of the **meeting organiser** (i.e. the person who initially scheduled the meeting).

Once the meeting ends, the video recording(s) will also be displayed in the **Chat** area under **Meeting Chat** tab in Teams environment for all group members to watch.

To watch the video recording, click on the **thumbnail**.
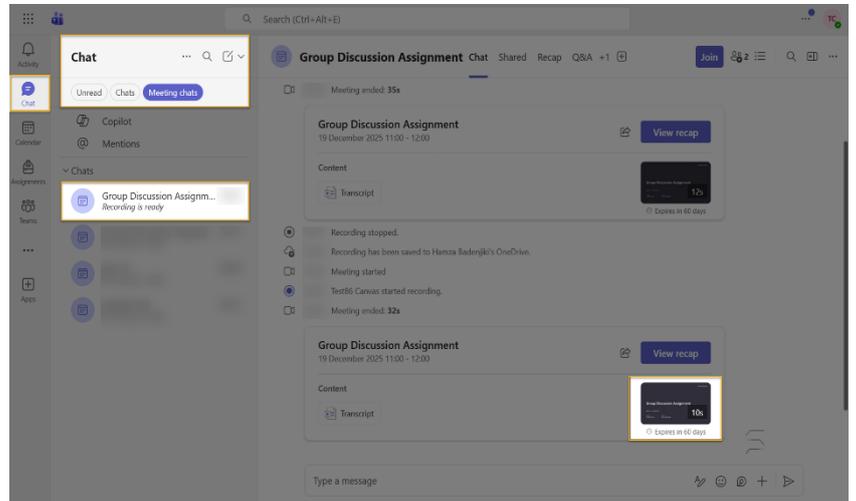
The video will display within Teams

How do I download the video recording?

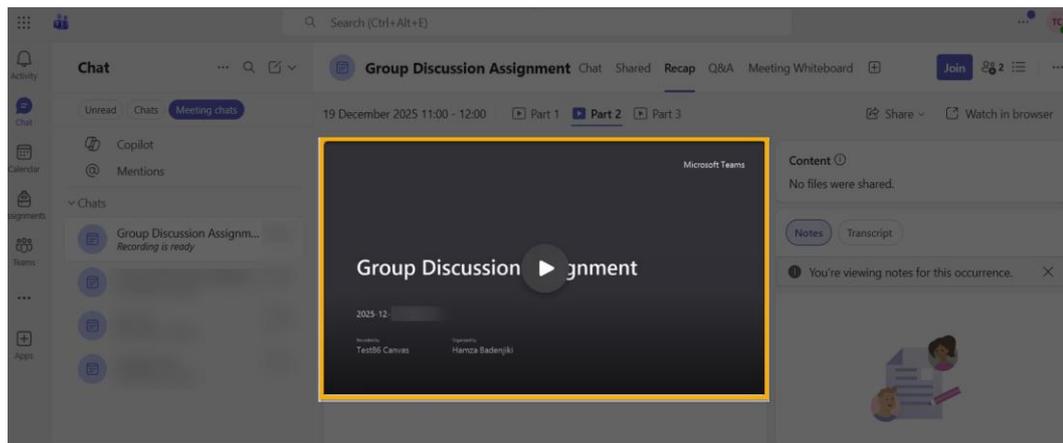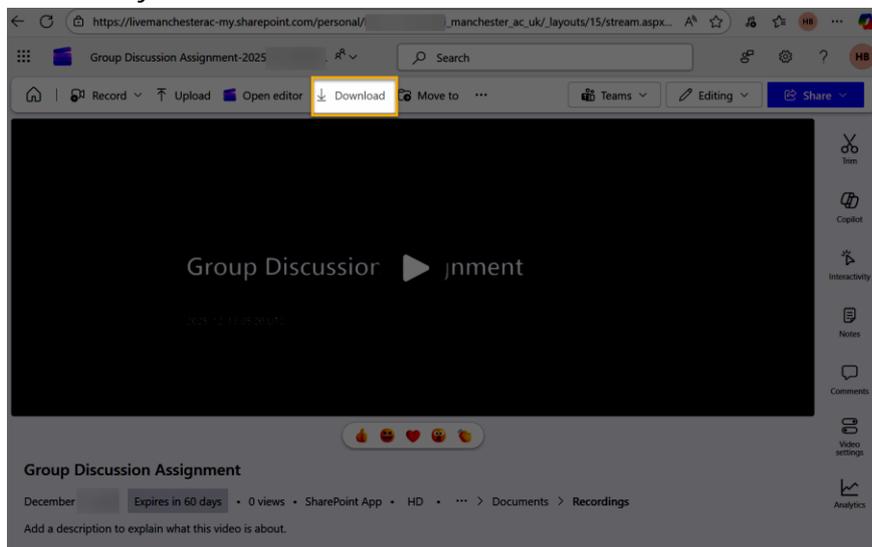**Note:** Only the meeting organiser (the person who scheduled the meeting) will be able to download the video recording. [See How do I let attendees download the video recording? section]
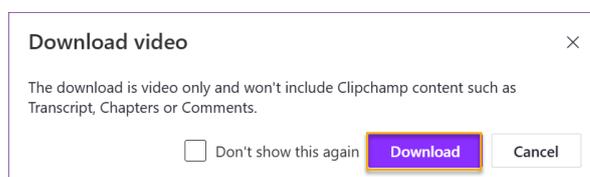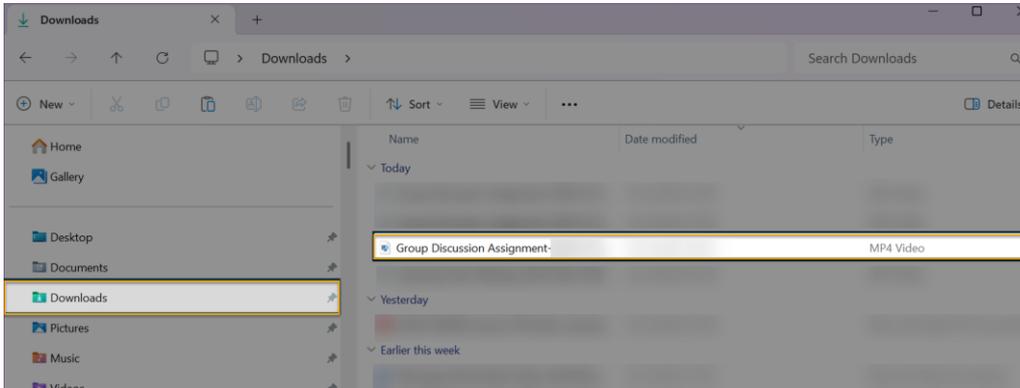
1. Click **Watch in browser** button
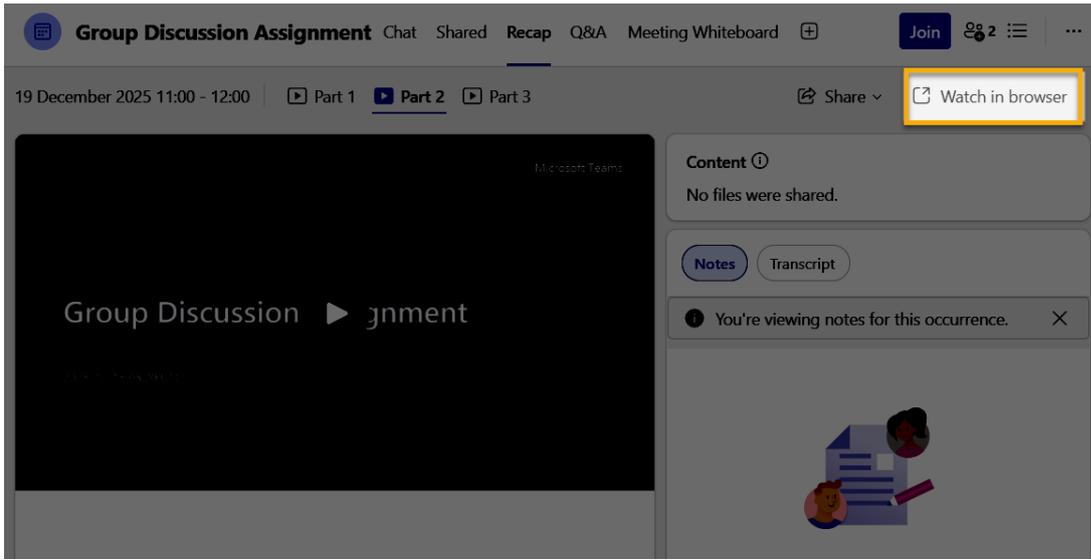
2. The video will show in your default web browser. Click **Download** button

3. Click **Download** button again if this message shows

The video will be saved to your default **Downloads** folder on your desktop (unless another folder set up for files download).

The video file will be saved in MP4 format (MP4 file format is a universal video format that does a good job of balancing video quality and video file size).

How do I let attendees download the video recording?

If you are a **meeting organiser** and want to let attendees download the video recording, you have two main options:

1. Firstly, you may grant download access by adding attendees as co-organisers **before the meeting**, which gives them the necessary permissions. [See Add co-organisers to a meeting guide].
2. Alternatively, **after the meeting** has ended, you can share the recording file directly with specific attendees. [See Student Guide: How to Allow MS Teams (Non-Channel) Meeting Attendees to Download the Video Recording guide].

How do I edit the video recording?

Note: This step to be completed on one desktop by either one member or more (working together).

Edit the video recording if necessary. Few free applications are available for basic editing:

- **Shotcut**: Download Shotcut. See the user guide and watch the tutorials.
- **VideoPad**: Download VideoPad. Watch the tutorials.
- **Lightworks**: Download Lightworks. See the tutorials.

**Note:** the applications above are self-learning tools and not supported by the university.

You could also book a video editing suite with Media Services to use Adobe Premiere Pro (please note this is a more advanced video editing tool and is not suitable for beginners, however Media Services team would give a demonstration, if requested) . To book a suite contact, Media Services via this email address: mediaservices@manchester.ac.uk

How do I upload the recording to the video portal and submit the recording video in Canvas assignment?

Note: This step to be completed by **one of the group members on behalf of the group**. It consists of two sub-steps:

1. Upload the video recording to the video portal. Transcription and subtitles will be available, just make sure '**Generate subtitles'** checkbox is selected following the instructions in the guide below. Download Transcription and Subtitles links may take few minutes to show on your video under '**Options'** button.
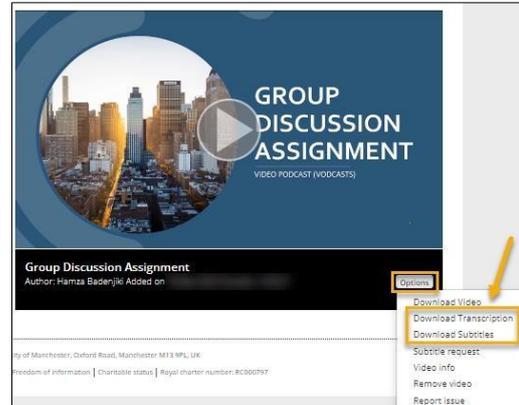
2. Submit the embedded code of your video to group assignment link on Canvas course. **(Note: Your Course Leader will provide you with more details on the assignment)**

Follow the instructions in this guide to complete the two sub-steps above: Student Guide: How to Submit a Video to a Canvas Assignment using the Video Portal (Embed Method)

Helpful Checklist:

Prepare:

- Ensure everyone in your group can access MS Teams. [See How do I access Teams? section].
- Set a time for your vodcast recording.
- You may find it helpful to do a Doodle poll to find a time that works for everyone.
- Set up a Teams meeting and ensure everyone has the link.
- It is highly recommended that you practice your discussion before recording, prepare notes and/or allow yourself multiple recording attempts to get more familiar with Teams and confident in presenting/discussing ideas while being recorded [See these quick wins].
- Allow plenty of time to resolve any technical difficulties such as network, Teams access, webcam and headset.
- You may even want to schedule enough time to do multiple takes with your group.

On the day:

- Check that each member of the group has working audio and video before starting the recording.
- Adjust your video settings and input device. [See How do I adjust audio and video settings? section].
- Adjust your audio settings and input device. [See How do I adjust audio and video settings? section].
- Remind everyone to mute their microphones when not speaking to reduce background noise.
- **Location:**
  - Plan well in advance where you're going to be recorded. Use a quiet location with little background noise. Avoid areas with lots of echoes. The audio recording is just as important as the video recording.
  - Make sure the room you choose is tidy, as possible, and use a clean and simple background. Choose a non-distracting background. Avoid windows, moving objects, people in the background.
- **On-Camera Presence:**
  - Keep your hand movements/gestures to a minimum.
  - Sit up straight, avoid seats with wheels/swivels, overstuffed cushions, or are squeaky.
  - Look directly into the camera lens when speaking and not at the video of yourself or classmates.
  - Avoid clothing with colours that blend in with your background, that have patterns and accessories that make noise.
  - Start and end with a smile, avoid awkward faces.
- **Set the View:**
  - The person who will press the record button would need to set the meeting to Gallery View to display participants' webcams in a grid layout, so that reactions to other groups members' contributions can be captured.
- **Recording:**
  - Begin and end your recording with a brief moment of silence to allow room for any editing that may be needed.
  - The meeting organiser will start recording the session at the beginning. [See How do I record a Teams meeting? section].
- **After the meeting:**
  - The video recording(s) will be stored in SharePoint OneDrive for the meeting organiser. The video recording(s) are also shown in Chat area in Teams environment for all group members to watch and download in Stream web app. ○ Edit the video recording if necessary. [See How do I edit the video recording? section].

- Upload the video recording to the video portal and make a submission to Canvas [See How do I upload the recording to the video portal and submit the recording video in Canvas assignment? section].

Remember, flexibility is key when filming remotely. Be prepared for unexpected situations and try to maintain a relaxed and enjoyable atmosphere for the whole group.