**Hosting a Live Synchronous Session in MS Teams**

When hosting a Live Synchronous Session in Teams you must record the video meeting you are hosting to ensure that other students who can’t attend can view it later. In order to do that you will follow these steps.

1. When you Join your meeting select the MORE ACTIONS button (the icon with three dots) in your task bar and then select START RECORDING.





1. In your task bar you can now see that the meeting is recording. 
2. When your meeting is finished you can navigate back to the MORE ACTIONS button and select STOP RECORDING.



1. It will ask you if you are sure and you will select STOP RECORDING. 
2. Then you can HANG UP from your meeting.
3. Now in your Chat function on Teams you can see your meeting video come up. This may take a few minutes for the video to process but when it does you will see an image show up.
	1. Here is what it looks like while still processing: 
	2. Here is what it looks like when the video is ready to view: 

To share this video on D2L you will need to get the link. To do so you will follow these steps.

1. In the Chat where your meeting video is located there is a MORE ACTIONS button (three dots icon) on the right hand corner. You will select this and a menu will open. 
2. In this Menu you will select SHARE. 
3. Then a screen will open and ask you if you “Want to make this recording available to everyone in your org?”. Select SHARE. 
4. Click the **COPY** button and that will automatically copy the link and now you are free to paste that link into D2L. When you’ve done that click the CANCEL button and you will return back to the Chat page.



See Below for D2L Link Upload Instructions.

Steps on placing your Stream link into D2L.

1. Navigate to the D2L Content module where you want to share the video link.
2. In that Content module select NEW.



1. Then CREATE A LINK.



1. You will then TITLE your video, PASTE the Stream Link and select the box for OPEN AS EXTERNAL RESOURCE. And then click CREATE. 
2. Your link will show in the Content section.

