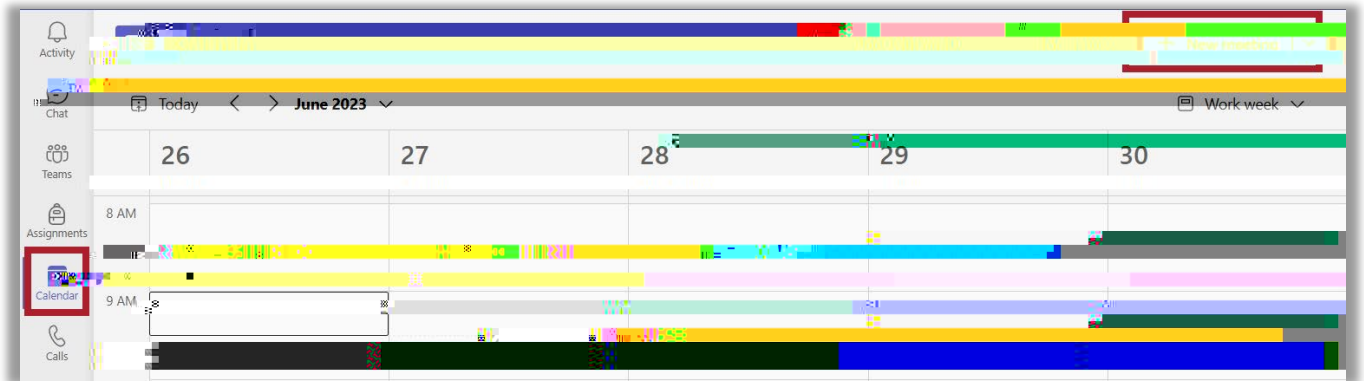
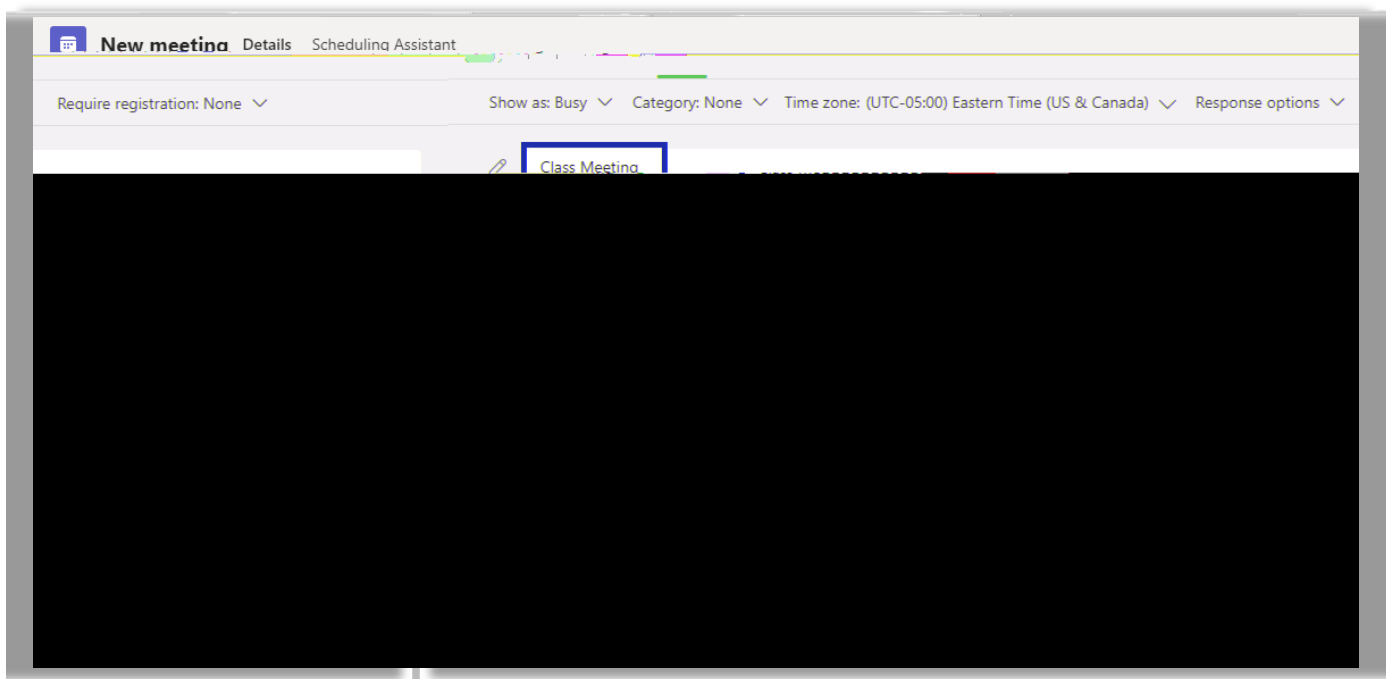


Creating a Teams Meeting Link to Add in GoVIEW

1. From the **Teams** app, select **Calendar** on the left navigation bar.
2. Then, select **New meeting** in the top right corner.



3. A **New Meeting** window will open. Under **Add title**, enter the meeting name.
4. **Optional:** If you want to send an invitation to specific individuals, use the **Add required attendees** field to enter their email address(es). **Note:** You can download a list of your students with their email addresses from INGRESS.
5. Enter the meeting **Start** and **End** Dates and Times. If this will be a regularly scheduled meeting, select **Does not repeat** and choose the recurrence option, e.g., Every weekday (Mon-Fri), Daily, Weekly, Monthly, Yearly, or Custom. **NOTE: If you want the meeting link to be available throughout the semester, adjust the start and end dates to reflect the semester dates.**



4.

Locating a Teams Meeting Recording

Meeting recordings are saved in the meeting **Chat**. While everyone invited to the meeting can view the recording, only the organizer or the person who started it can edit it.

To locate a recording, from

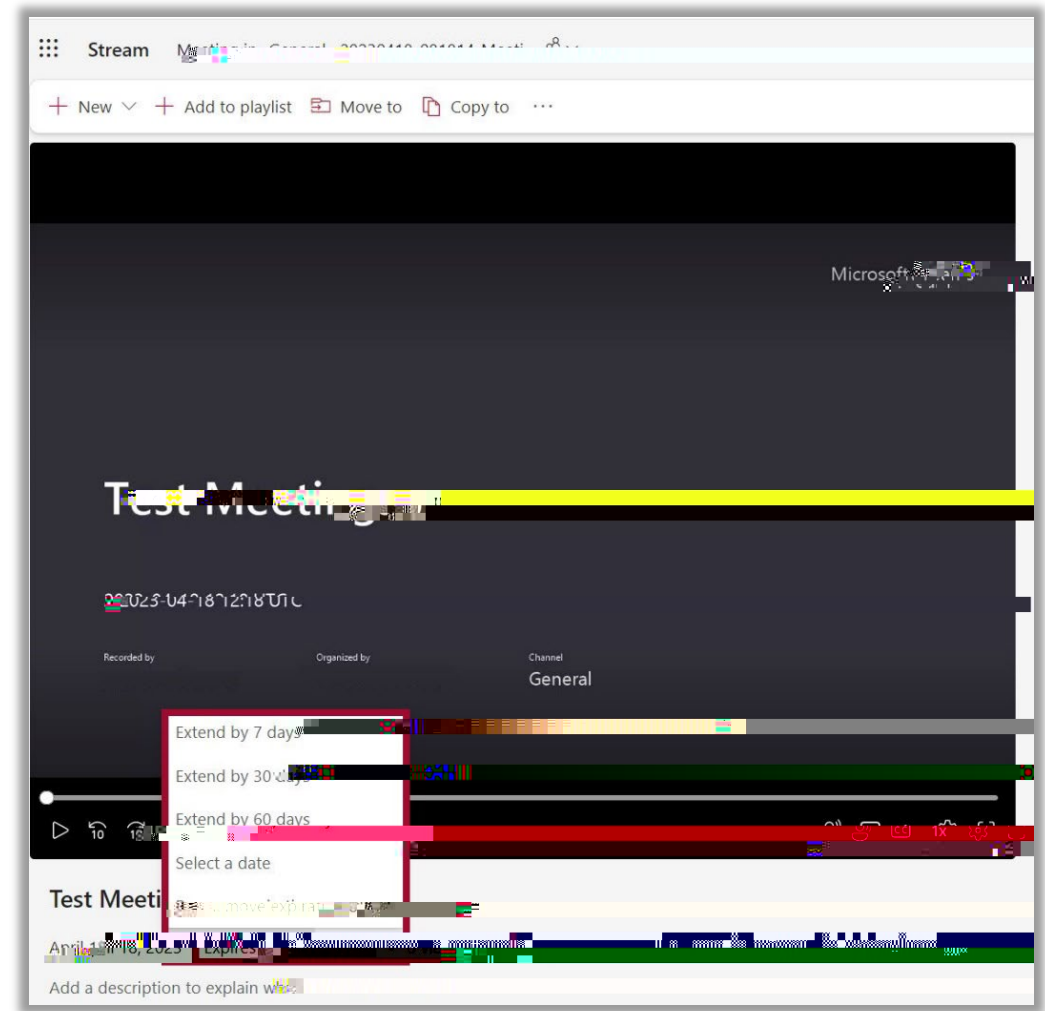
Managing Teams Meeting Recordings

Use the options in Stream (SharePoint) to manage recording settings.

Changing the Expiration of a Recording

A Teams meeting recording is set to expire after 60 days. The meeting organizer can use the settings in Stream to change the expiration date. **Note:** The owner/meeting organizer of the recording will get an email when it expires.

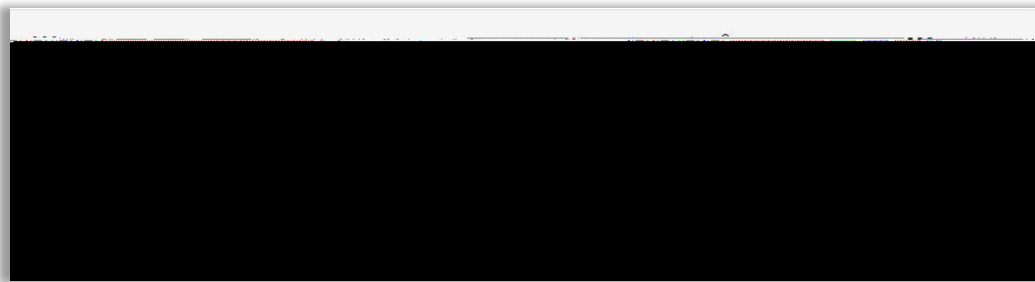
1. Select **Expires in 60 Days**, and from the menu select from the options listed. The **Remove expiration** option, removes the expiration date from the recording so it is always available.



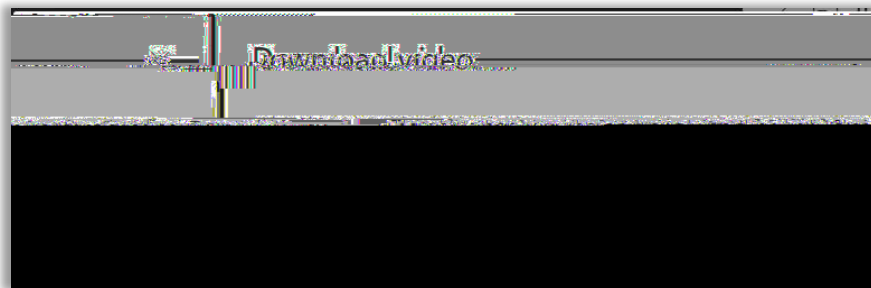
Downloading a Recording

Teams recordings can be downloaded by the meeting recorder or the meeting organizer as MP4s using the Download link in Stream.

1. Select **More options** [. . .], then click **Download**.



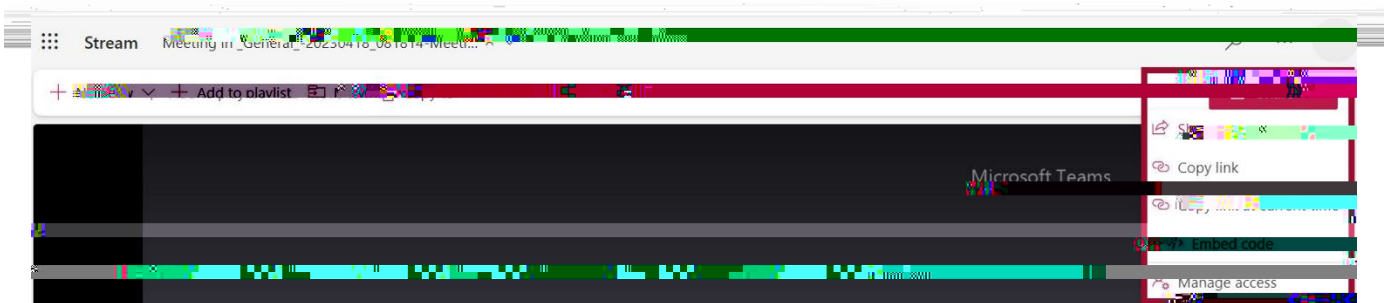
2. You will receive a notification that content such as the Transcript, Chapters or Comments will not be included in the download. Select **Download** to proceed. Save the recording in a secure location on your computer hard drive or in OneDrive.



Sharing a Recording

Teams recordings can be shared with individuals who were not invited to the meeting using the **Share** options in Stream by the meeting recorder or the meeting organizer.

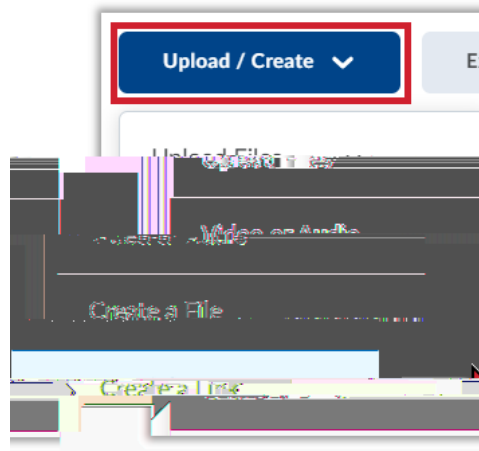
1. Select **Share** then choose from the menu options.



Sharing a Teams Recording Link in GoVIEW

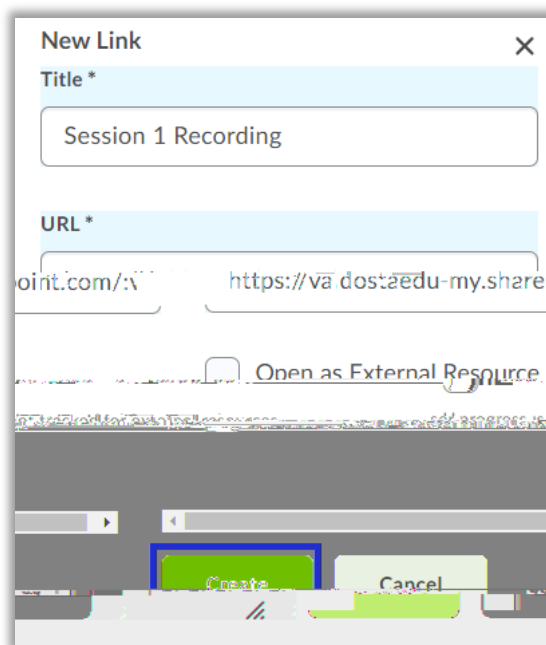
Follow the steps to add a link to the recording in your course.

1. Open your GoVIEW course.
2. Select **Content** on the Navbar, then select the module where you want to add the link to the recording from the list in the table of contents.
3. In the module, click **Upload / Create**, then select **Create a Link** from the dropdown menu.



4. Type in a unique title for your recording in the Title field and paste the link to the recording in the URL field, then click **Create**.

*Optionally, you can click the box for Open as External Resource so the link opens outside of GoVIEW. However, user progress will not be tracked if it is opened externally.

A screenshot of the 'New Link' form in GoVIEW. The form has a title 'New Link' and a close button 'X'. It contains two main input fields: 'Title *' and 'URL *'. The 'Title *' field contains the text 'Session 1 Recording'. The 'URL *' field contains a partially visible URL: 'https://va.dosta.edu-my.sharep...'. Below the URL field, there is a checkbox labeled 'Open as External Resource' which is currently unchecked. At the bottom of the form, there are two buttons: 'Create' (highlighted in green) and 'Cancel'.

For more information or assistance, call 229-245-6490 or email