

ALL SAINTS' C OF E  
PRIMARY SCHOOL

# How To Guide – Recording Content For Home Learning Via Teams

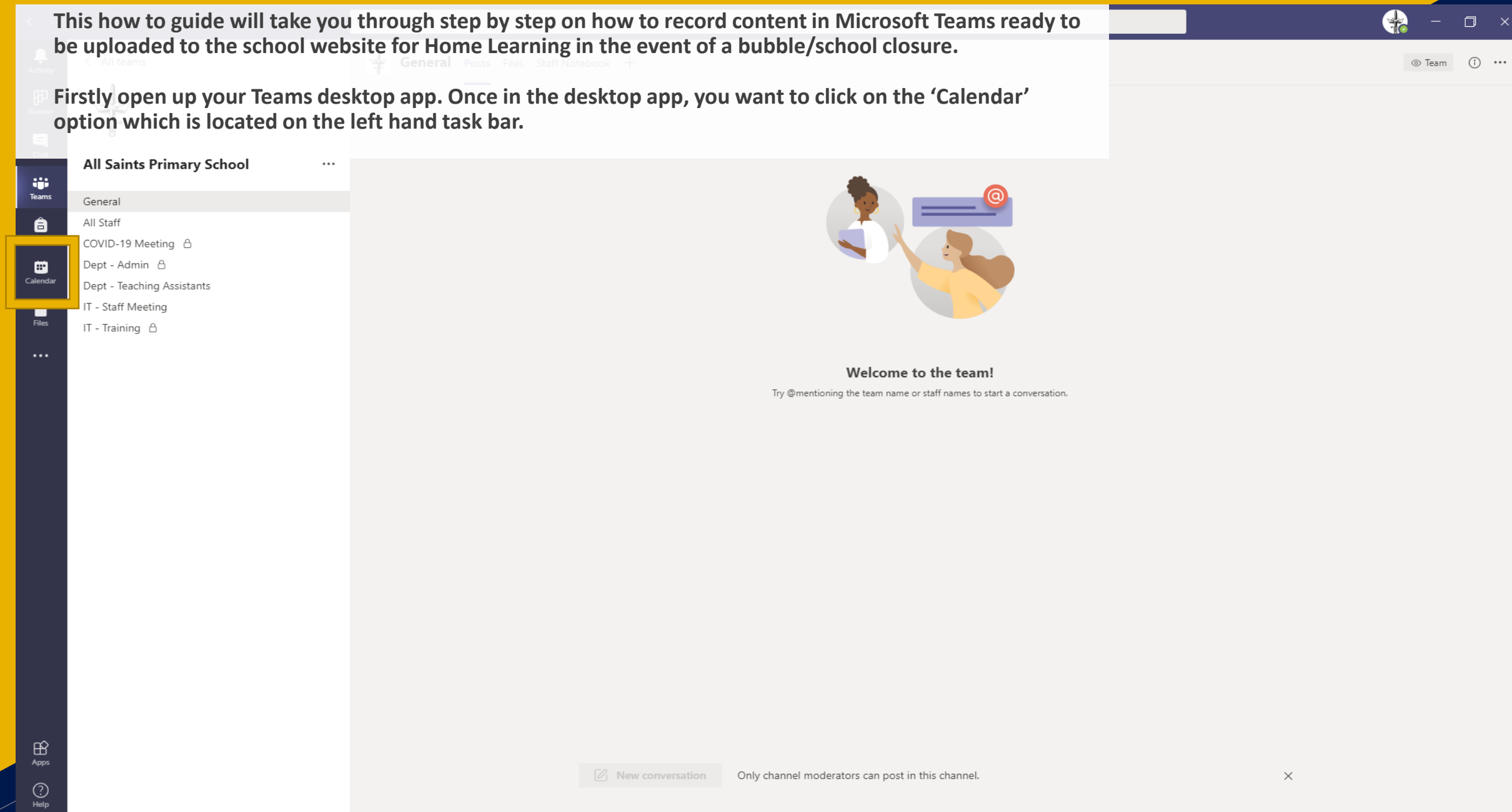




# Setting Up & Starting The Recording

This how to guide will take you through step by step on how to record content in Microsoft Teams ready to be uploaded to the school website for Home Learning in the event of a bubble/school closure.

Firstly open up your Teams desktop app. Once in the desktop app, you want to click on the 'Calendar' option which is located on the left hand task bar.



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Help

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Monday

08

Tuesday

09

Wednesday

10

Thursday

11

Friday

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

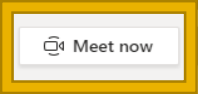
21:00

Meet now

+ New meeting

Working Week

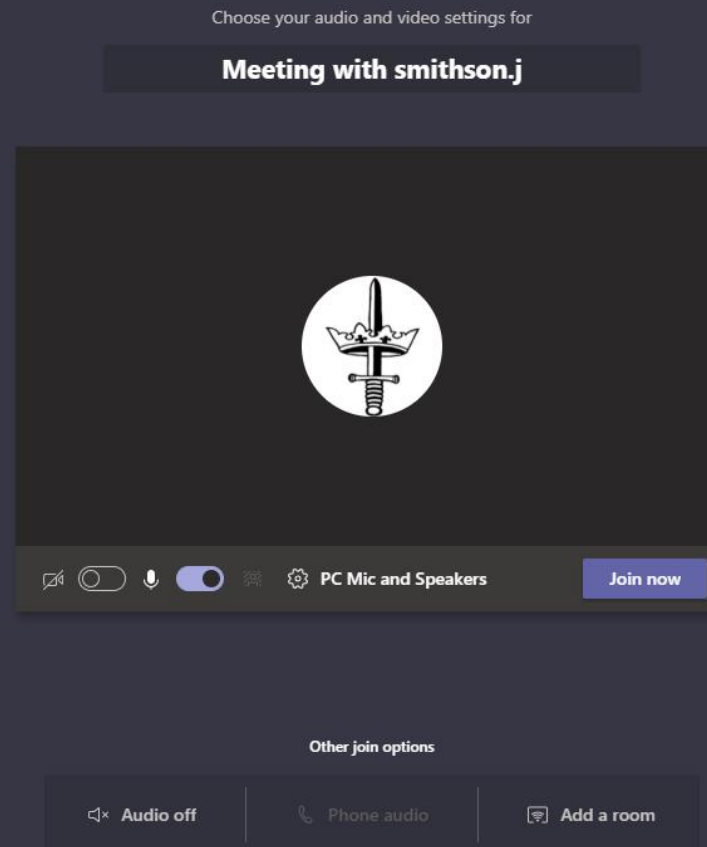
In the calendar window you want to go to the 'Meet Now' option in the top right hand corner of the window



+ New meeting

Working Week

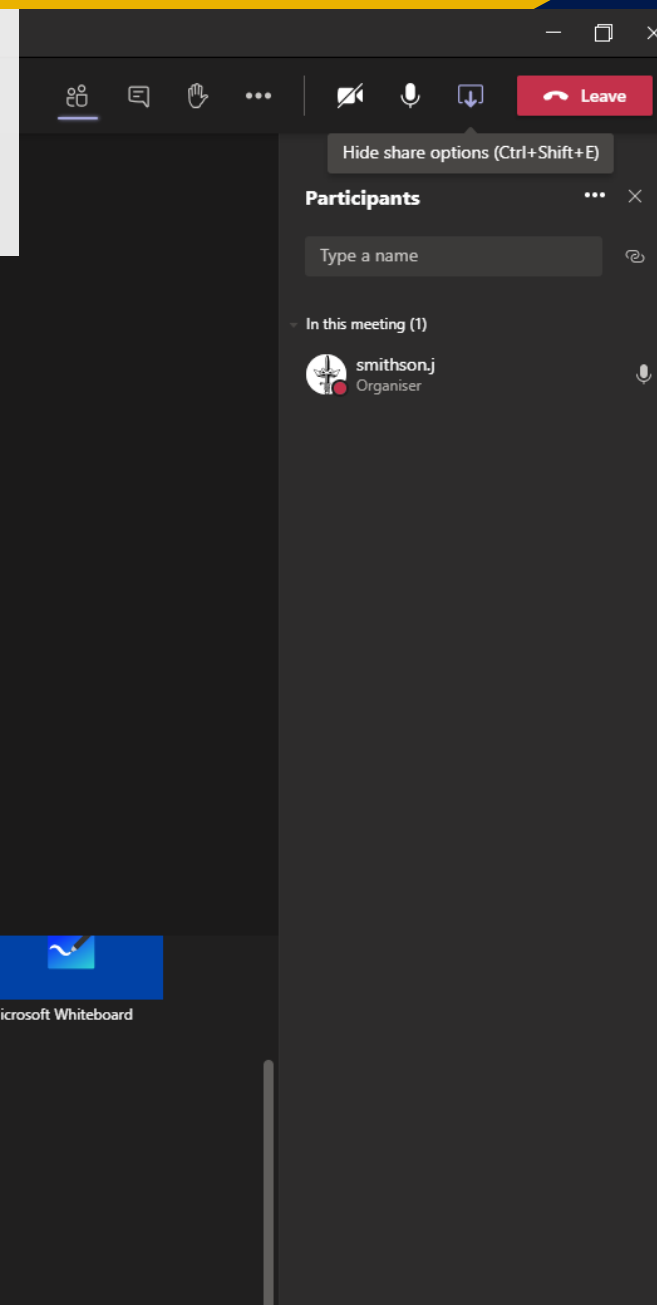
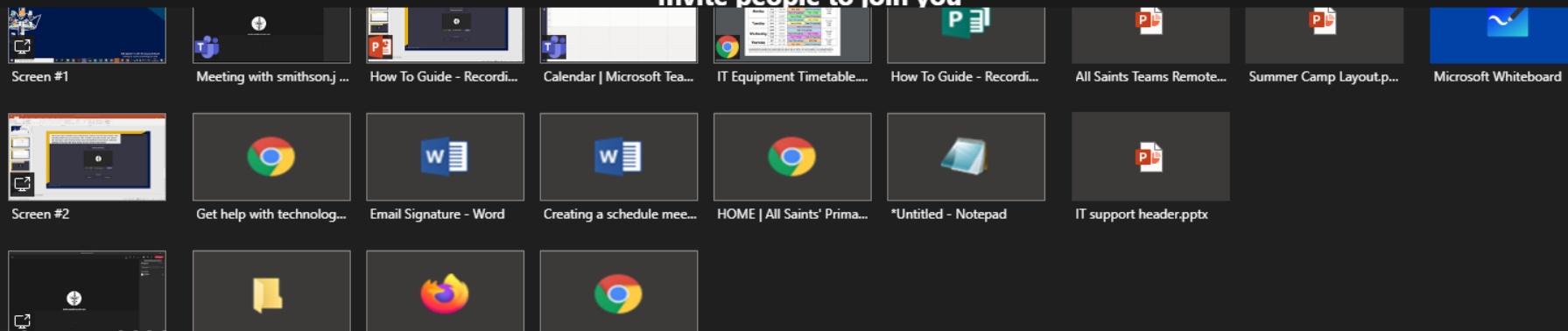
Once you have clicked on the 'Meet Now' option this will then load a new meeting with only you present. This is where you will record your lesson. On here you want to ensure that your microphone is turned on and your webcam is turned off. Once these are set, click on 'Join Now'.



Once the Teams meeting has loaded. Firstly you will want to share your screen with the content you wish to present. To do this you will need to click on the 'Share Content' which is located next to the red leave button in the top right hand corner of the screen. When the selection bar appears at the bottom you will need to select the document that you wish to present. You will need to ensure that this is open prior to sharing the screen.



Invite people to join you



When the document is shared the Teams window will minimize down to the bottom right hand corner of the screen and the document will be loaded onto the screen as show below. Next we need to start the recording. For this you will need to click on the bottom meeting box to re-open the Teams window.

## IT Equipment Timetable

	Class	Timings	Equipment		Spares
			Week A	Week B	
Monday	2KK	1:15-2:00	Year 5/6 Laptops	KS1 iPads	(15) KS1 Laptops KS1 iPads Y4 iPads Y5 iPads Y6 iPads
	2LB	2:00-2.45	KS1 iPads	Year 5/6 Laptops	
	3TM	1.30-2.10	Year 3/4 Laptops	Year 3 iPads	
	3SO	2.10-2.50	Year 3 iPads	Year 3/4 Laptops	
Tuesday	6LJ	1.30-2.05	Year 5/6 Laptops	Year 6 iPads	(15) KS1 Laptops KS1 iPads Y3 iPads Y4 iPads Y5 iPads
	6LG	2.05-2.40	Year 6 iPads	Year 5/6 Laptops	
	5KM	1.30-2.10	Year 3/4 Laptops		
Wednesday	5MW	2.10-2.50	Year 5/6 Laptops		(15) KS1 Laptops KS1 iPads Y3 iPads Y5 iPads Y6 iPads
	4BM	1.30-2.10	Year 3/4 Laptops	Year 4 iPads	
	4GM	2.10-2.50	Year 4 iPads	Year 3/4 Laptops	
Thursday	1GP	1:25 - 2:05	Year 5/6 Laptops	KS1 iPads	(15) KS1 Laptops Y3 iPads Y4 iPads Y5 iPads Y6 iPads
	1GS	2:05 - 2:45	KS1 iPads	Year 5/6 Laptops	

For computing sessions, one class will need to use the iPads and the other will need to use Laptops. This will alternate weekly. This is because cleaning Laptops between sessions will be onerous and time consuming (remove from classroom, wipe over, leave for 10m, return to classroom.) It is still advisable to deliver the session at different times to relive pressure on the network and so that the teacher using Laptops can use the iPads as a backup - these are easier to clean.

Meeting with smithson.j 05:37

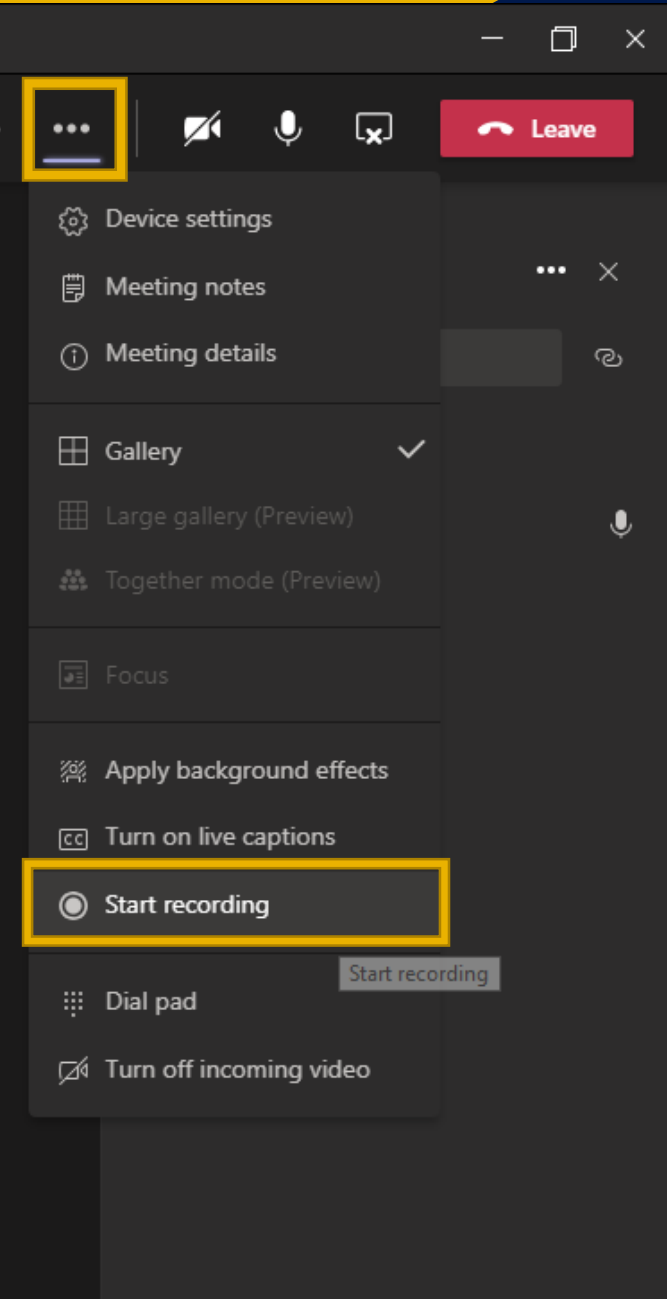
Call is in progress. Click here to go back to the call screen.

🔊 🎤 🗑️ 📞

When the window has re-opened you will need to select the 3 dots located on the top task bar next to the camera and sound options. You will then need to select 'Start Recording' which can be found towards the bottom of the menu.



**Invite people to join you**



The screenshot shows the top task bar of a Microsoft Teams meeting window. The title bar reads 'Meeting with smithson.j'. The task bar includes icons for hand, chat, a three-dot menu, camera, microphone, screen sharing, and a red 'Leave' button. The three-dot menu is highlighted with a yellow box. A dropdown menu is open, listing various options: 'Device settings', 'Meeting notes', 'Meeting details', 'Gallery' (selected with a checkmark), 'Large gallery (Preview)', 'Together mode (Preview)', 'Focus', 'Apply background effects', 'Turn on live captions', 'Start recording' (highlighted with a yellow box), 'Dial pad', and 'Turn off incoming video'. A tooltip 'Start recording' is visible next to the 'Start recording' option.

- Device settings
- Meeting notes
- Meeting details
- Gallery ✓
- Large gallery (Preview)
- Together mode (Preview)
- Focus
- Apply background effects
- Turn on live captions
- Start recording**
- Dial pad
- Turn off incoming video



When the recording starts you will be notified by the alert below and the Teams window will automatically close to display the content you are about to present. You can now start presenting your content to the recording.

**⚠ You're recording** You are recording this meeting. Make sure that you let everyone know that they are being recorded. [Privacy Policy](#)

Dismiss



**Invite people to join you**

## Participants

Type a name

In this meeting (1)

 **smithson.j**  
Organiser



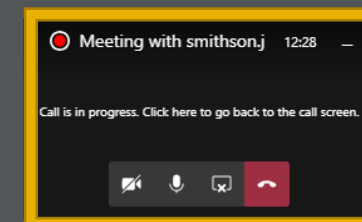
# Ending The Recording

Once you have finished presenting your work and wish to stop the recording you will need to open the Teams screen by clicking on the meeting window in the bottom right hand corner of your screen.

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	1GS	2:05 - 2:45	KS1 iPads	Year 5/6 Laptops	

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You will then need to once again go to the 3 dots located next to the camera and audio settings and this time click on 'Stop Recording'.

**⚠ You're recording** You are recording this meeting. Make sure that you let everyone know that they are being recorded. [Privacy Policy](#)



**Invite people to join you**

Meeting controls and settings menu:

- ⋮ (More options)
- 🔇 (Mute)
- 🎧 (Audio settings)
- 🖥️ (Video settings)
- Leave** (Red button)

Settings menu (opened from the three dots icon):

- ⚙️ Device settings
- 📝 Meeting notes
- ℹ️ Meeting details
- 🖼️ Gallery ✓
- 🖼️ Large gallery (Preview)
- 👥 Together mode (Preview)
- 🎯 Focus
- 🎨 Apply background effects
- 📄 Turn on live captions
- 🛑 Stop recording** (Highlighted with a yellow border)
- ☎️ Dial pad
- 🔇 Turn off incoming video

A tooltip labeled "Stop recording" appears over the "Stop recording" option.

You will then get the following message to confirm that you wish to stop the recording.

**⚠ You're recording** You are recording this meeting. Make sure that you let everyone know that they are being recorded. [Privacy Policy](#)

Dismiss

### Stop recording?

This meeting is being recorded. Are you sure you want to stop?

Cancel

Stop recording

Invite people to join you

### Participants

Type a name

In this meeting (1)

 **smithson.j**  
Organiser

Once the recording you will get a new alert banner in the meeting informing you that the recording is being saved. You can now go ahead and 'Leave' the Teams meeting. Once you have left the meeting you will need to go to the 'Chat' tab which is normally the 2<sup>nd</sup> one down on the left hand side menu.

The screenshot displays the Microsoft Teams application interface. On the left, a dark navigation bar contains several icons: 'Chat' (highlighted with a yellow box), 'Teams', 'Assignments', 'Calendar', 'Files', and 'Apps'. The main area shows a calendar for the week of Monday, 07, to Friday, 11. A single meeting is scheduled for Wednesday, 09, from 12:00 to 13:00. The top right of the interface includes a header bar with a user profile icon, a 'Meet now' button, a 'New meeting' button, and a 'Working Week' dropdown menu.

	07 Monday	08 Tuesday	09 Wednesday	10 Thursday	11 Friday
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					
18:00					
19:00					
20:00					

The screenshot shows the Microsoft Teams interface. On the left is a dark sidebar with navigation icons for Activity, Planner, Chat, Teams, Assignments, Calendar, Files, and Apps. The main area is a chat window titled 'Meeting with smithson.j'. At the top of the chat feed, a notification card is highlighted with a yellow border. The card shows a meeting icon, the title 'Meeting with smithson.j', the time '12:34', and the status 'Recording is ready'. Below this, a message from 'smithson.j' states 'smithson.j joined the meeting.' followed by another yellow-bordered notification card. This second card indicates the meeting has ended at 12:45 after 22 minutes and 5 seconds. It features a download icon, the word 'Meeting', a three-dot menu, and a 'Download' link with the text '(expires in 20 day...)'. At the bottom of this card is a five-star rating system and the text 'How was the call quality?'. The chat input area at the bottom contains the placeholder text 'Type a new message'.

Chat

Recent

Meeting with smithson.j 12:34  
Recording is ready

smithson.j joined the meeting.

Meeting ended 22 min 5 sec 12:45

Meeting

Download (expires in 20 day...)

How was the call quality?

Type a new message

In the chat window you will see a new chat at the top of your feed from your meeting. This is where the recording will be saved. Click on here to view the chat and then you can click on 'Download'. The video will then download into your 'Downloads' folder. You will then be able to open the recording and check that everything is ok. Teams keeps the recording in the chat for 20 days before it will be deleted.

# Sending

Once everything has been recording and checked. Please email the file to [support@allsaints.Peterborough.sch.uk](mailto:support@allsaints.Peterborough.sch.uk) so that it can be uploaded to the website. Sometimes the files maybe too large to send via email so please attached them to a Teams message to Jordan Smithson.





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# Thank You.



Jordan Smithson



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[support@allsaints.peterborough.sch.uk](mailto:support@allsaints.peterborough.sch.uk)



[www.allsaints.peterborough.sch.uk](http://www.allsaints.peterborough.sch.uk)