

# MS TEAMS & RECORDING TEACHING EVENTS

This guide outlines some basic safe-guards should you choose to record in Teams.

Whilst Blackboard Collaborate Ultra is the core platform for online live teaching events, Microsoft Teams can provide useful communication tools. Recording events in Teams is possible, however you should be aware of the following considerations.



## ANYONE CAN START RECORDING

Any participant can initiate a recording in Teams. All participants will be notified when recording starts and any participant can subsequently cancel the recording.



Please note: The messages in the chat box will not be shown on the recording. Messages sent in the messages from the session can be accessed via the 'Chat' function in MS Teams.

We advise students do NOT initiate recordings of teaching events in Teams. If recordings are started by students, we advise staff to stop the recording and restart it in light of the further guidance provided.



## ADMIN RIGHTS OVER RECORDING

The participant initiating the recording will have admin rights (control) over the recording on Microsoft Streams.

## SHARING THE VIDEO

All participants will be emailed a link to the recording automatically after the recording has been stopped.



If using Teams to record a teaching event, you should be comfortable with the above.



## CONSENT TO THE RECORDING

ALL participants must consent to being recorded. This should be done in advance of the recording starting and reconfirmed at the start of recording by attendees (for the record).

## OPTING OUT

ALL participants should be advised that they are free to opt out and switch off their cameras and microphone. Participation is voluntary, but we recommend students engage with the teaching as much possible to ensure getting the most out of the learning experience.

