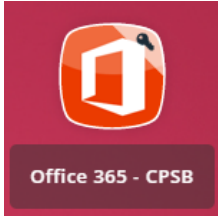
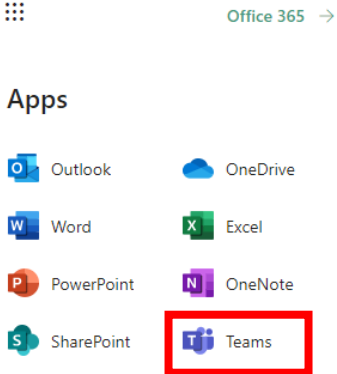
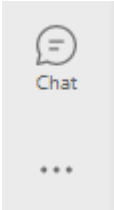
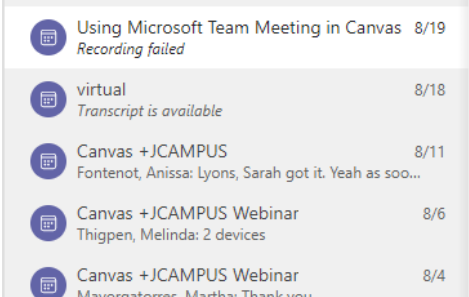


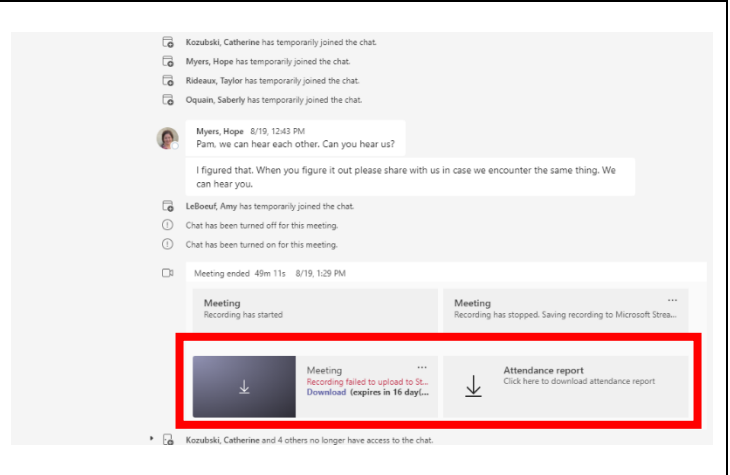


Downloading Teams Meeting Recording and Attendance from a Teams Meeting Scheduled in Canvas

After holding a Teams Meeting that was scheduled in Canvas, you will want to download the meeting recording, save it to your OneDrive, and add it to your Canvas Course for student access.

<p>1. Go to Office 365 through Launchpad or by accessing directly at https://www.office.com/</p>	
<p>2. Click on the Teams app.</p>	
<p>3. In the left navigation bar, look for the Chat, if it doesn't show up, click three dots to find it.</p>	
<p>4. Find the name of the meeting in the list of chat history on the left and click the name to open.</p>	

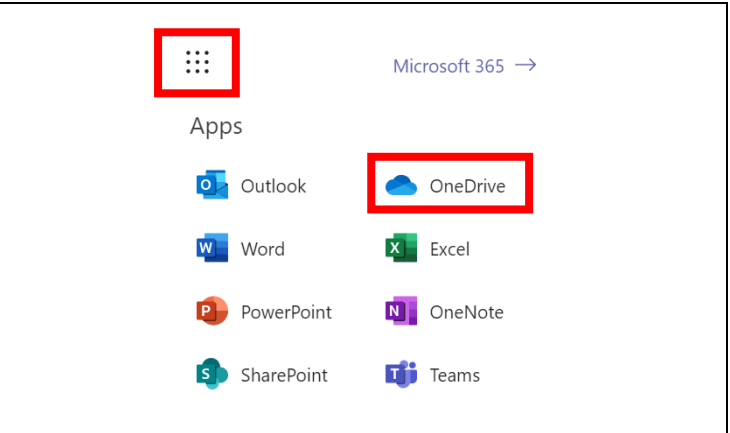
5. In the center of your screen, you will see a record of the chat, the attendance, and the video recording. You have 21 days to download the recording of the meeting. Click the word download to download the recording. The meeting will download into your downloads folder.



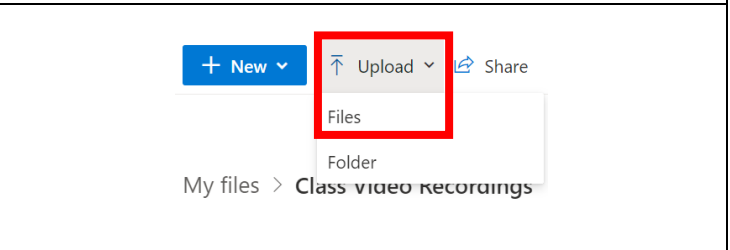
Adding the Recording to Canvas Course for Student Access

Once you have downloaded the recording, you will want to upload the recording to your OneDrive to easily add it to your Canvas Course for student access.

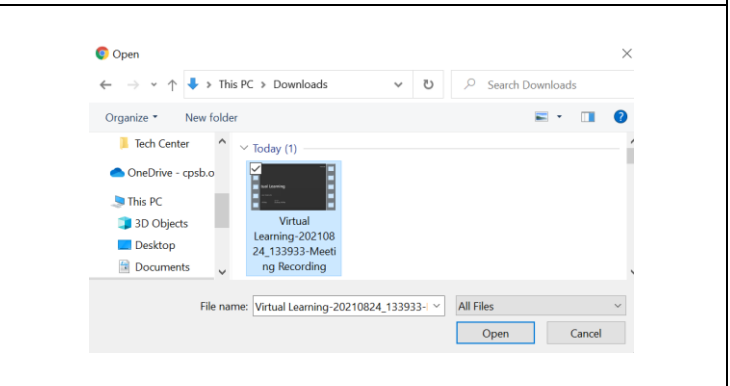
1. Click on the waffle in the top left corner of your screen and open the OneDrive app.



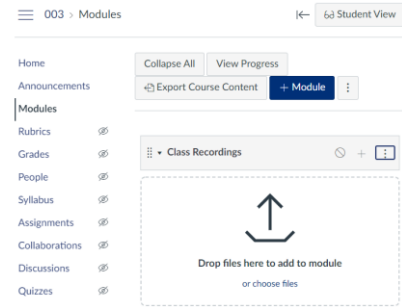
2. Navigate to the folder that you want to upload your recording into and choose **Upload** and **Files**.



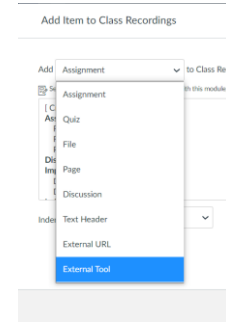
3. Select your recording from your downloads folder and choose **Open**.



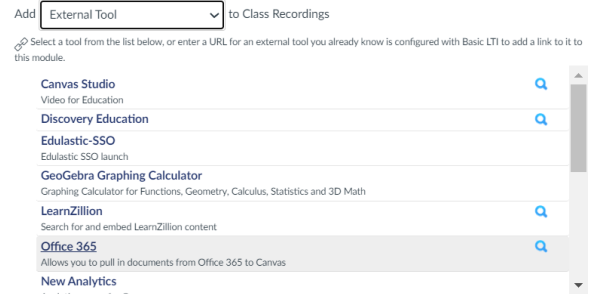
4. Open your Canvas Course and navigate to the module where you will be housing your meeting recordings. Click the + on the module where you want to add the Office 365 file.



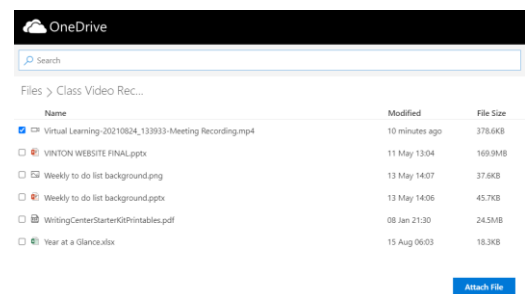
5. From the Add drop-down menu, click **External Tool**.



6. Click **Office 365**.



7. Select the recording file you want to link from your OneDrive and click **Attach File**.



8. Change the Page Name if needed so that students can easily identify the recording and click **Add Item**.

Add Item to Class Recordings

EduLastic-SSO
EduLastic SSO launch

GeoGebra Graphing Calculator
Graphing Calculator for Functions, Geometry, Calculus, Statistics and 3D Math

LearnZillion
Search for and embed LearnZillion content

Office 365
Allows you to pull in documents from Office 365 to Canvas

New Analytics

URL:

Page Name:

Load in a new tab

Indentation:

9. Make sure you have published the module and its content. You will want to link this module to your homepage for easy student access.

Class Recordings

Virtual Learning-20210824_133933-Meeting Recording.mp4