



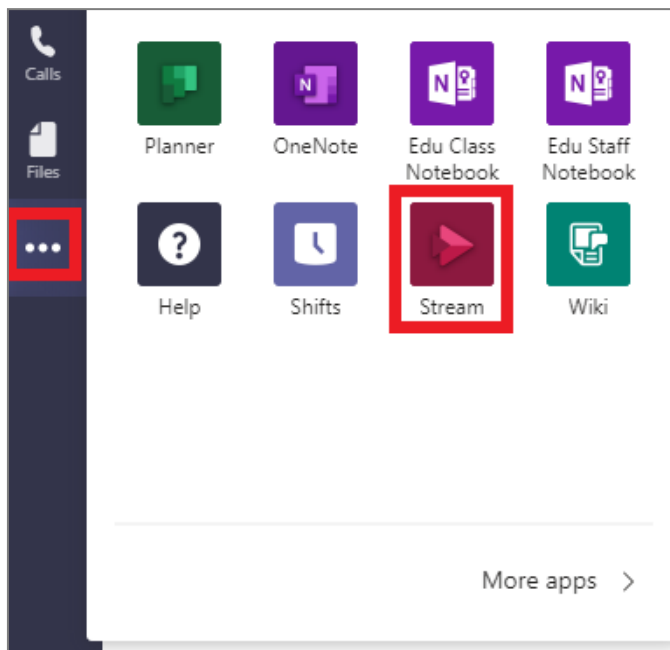
MS Teams: Uploading Lecture into My Media in iLearn

Center for Innovation in Teaching and Learning

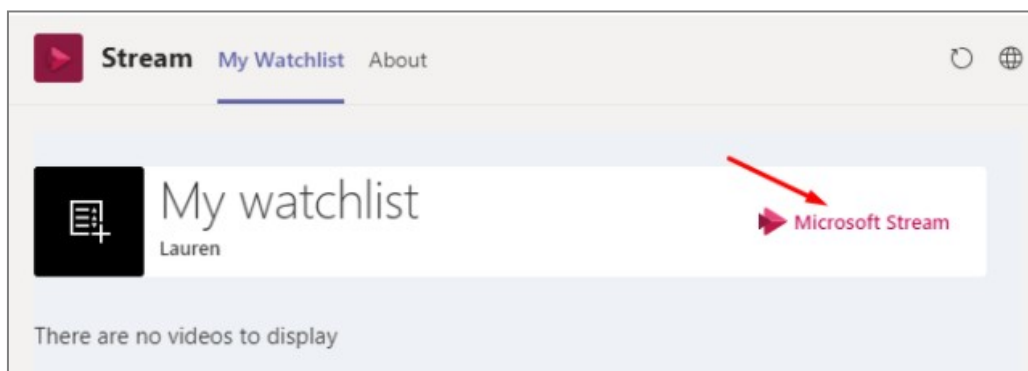
You can download the video from Stream and upload into iLearn. This gives you the ability to use the options in Yuja Media for analytics, internal linking in iLearn, and embedding quiz questions in the video.

To Retrieve the Recording Made in Teams:

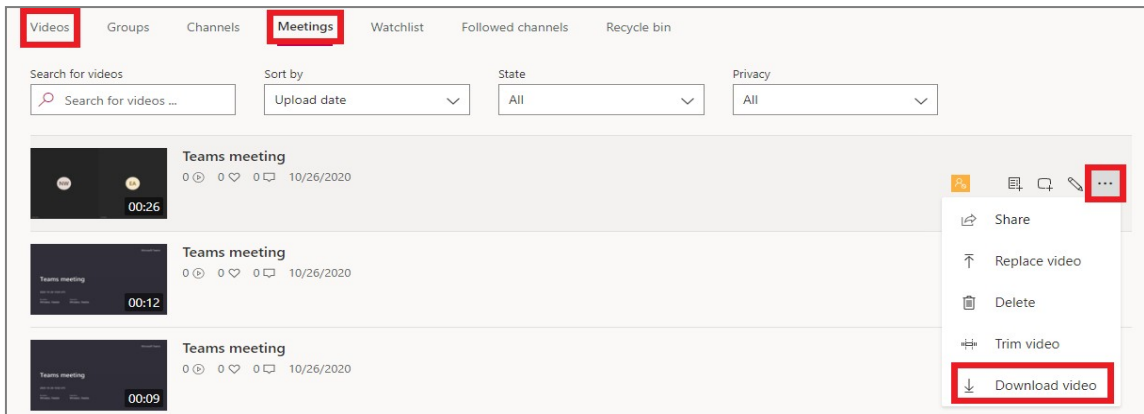
1. Open Teams and select the **three-dot menu** on the left side panel
2. Select the **Stream** icon



3. Select the **Microsoft Stream** link

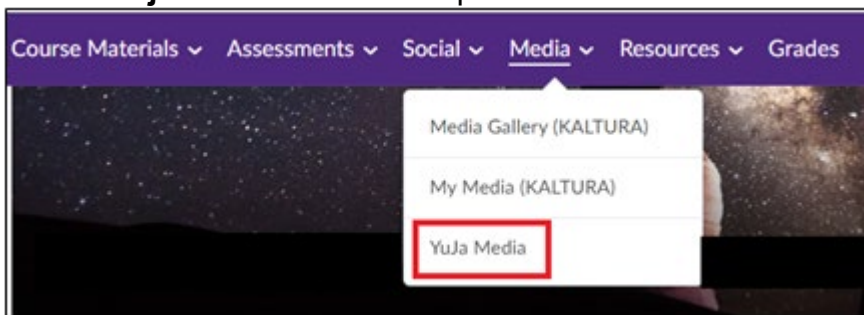


4. Select either the **Videos** tab or the **Meetings** tab located at the top
5. Select the **three-dot menu** next to the video and then select **Download video**

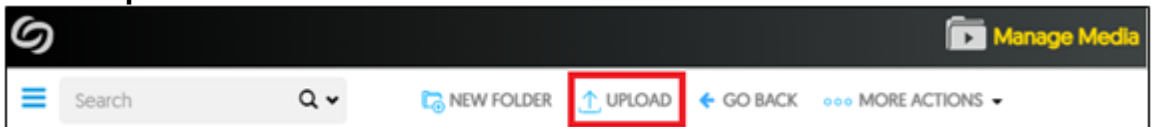


To Add a Lecture to YuJa Media:

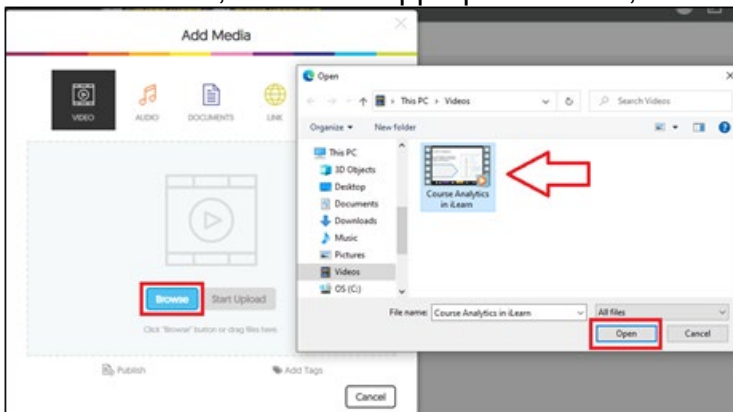
1. On the iLearn course's homepage, select **Media** from the navbar then select **YuJa Media** from the drop-down menu



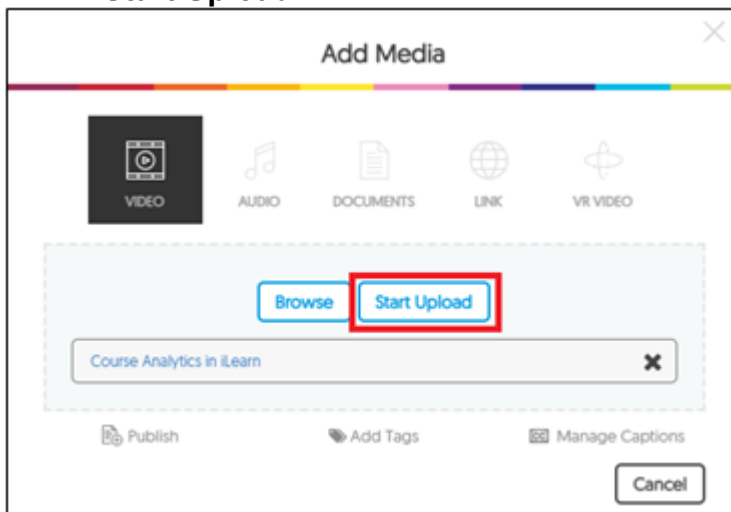
2. Select **Upload** from the menu



3. Select **Browse**, select the appropriate video, and select **Open**



4. Select **Start Upload**



- A tracker bar will appear at the bottom with the status of the upload

