



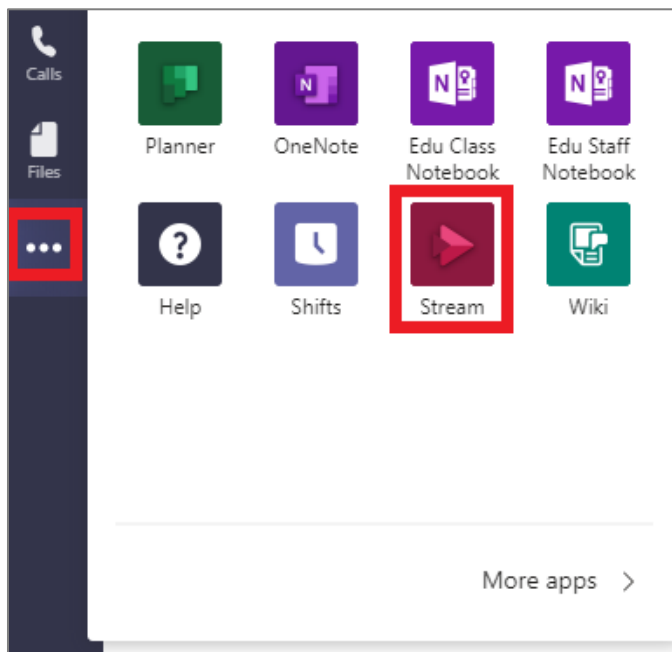
MS Teams: Uploading Lecture into My Media in iLearn

Center for Innovation in Teaching and Learning

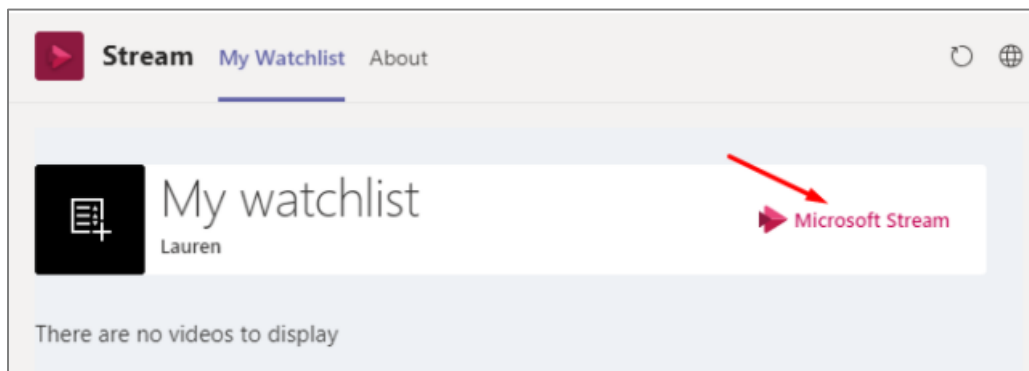
You can download the video from Stream and upload into iLearn. This gives you the ability to use the options in Kaltura for analytics, internal linking in iLearn, and embedding quiz questions in the video.

To Retrieve the Recording Made in Teams:

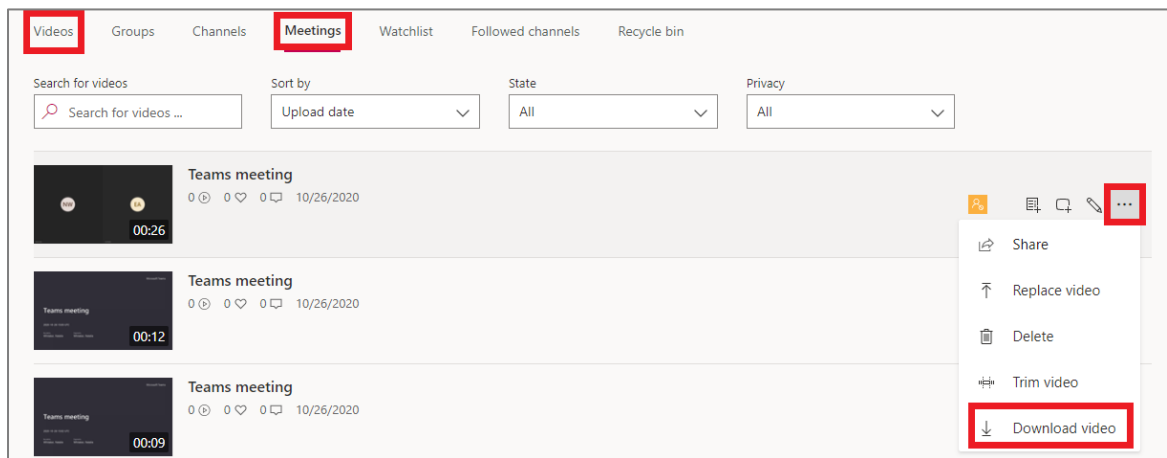
1. Open Teams and select the **three-dot menu** on the left side panel
2. Select the **Stream** icon



3. Select the **Microsoft Stream** link

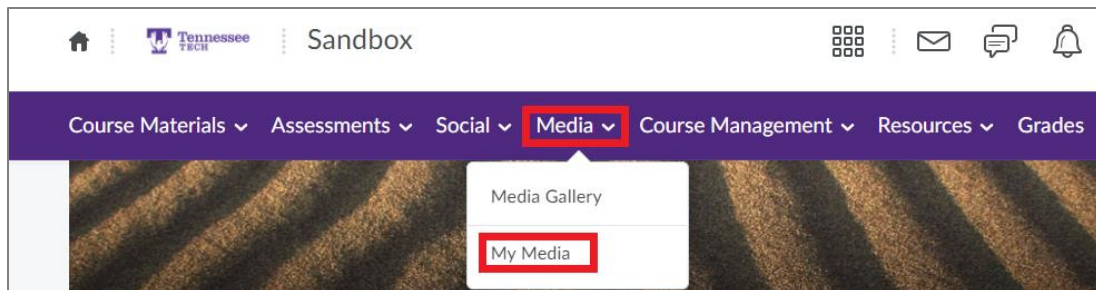


4. Select either the **Videos** tab or the **Meetings** tab located at the top
5. Select the **three-dot menu** next to the video and then select **Download video**

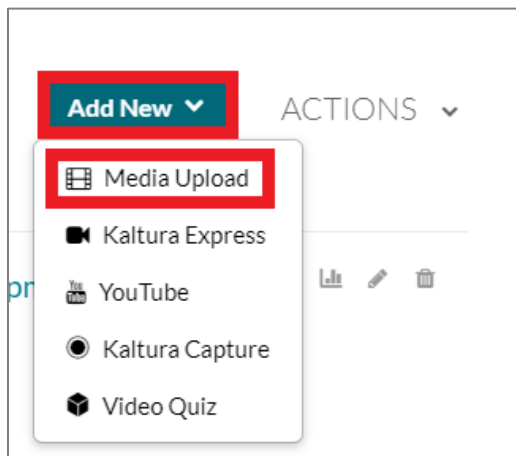


To Add the Recording to My Media:

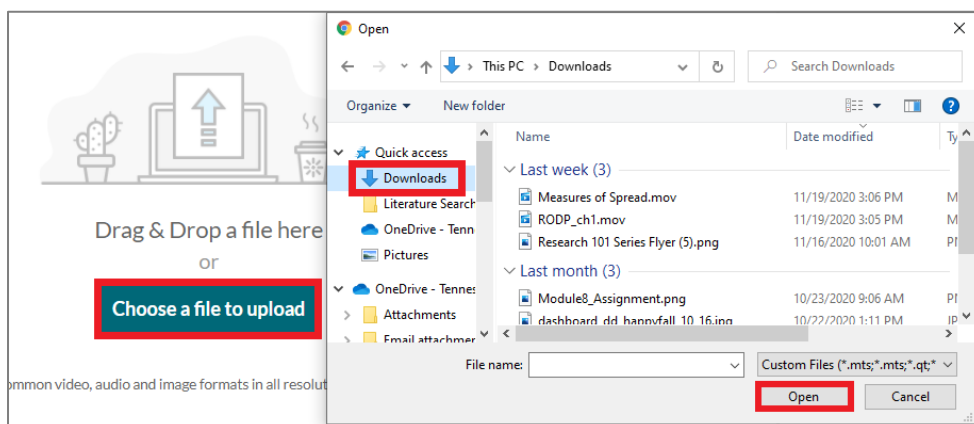
1. In iLearn, select **Media** from the navbar then select **My Media** from the drop-down menu



2. Select **Add New** and then select **Media Upload** from the drop-down menu



3. Select **Choose a file to upload** and then browse the **Downloads** folder



4. As the file is uploading, you can edit the *name* and add a *description*. When the upload is complete, select **save**.

The image shows the "Upload Completed!" form in iLearn. At the top, a green banner with a red border says "Upload Completed! Complete the required information for the uploaded media below." Below this, the form asks for details: "Name: (Required)" with a text field containing "Example Title"; "Description:" with a rich text editor showing "Type your description here |"; and "Tags:" with an empty text field. There is a section for "Co-Editors and Co-Publishers:" with an "+ Add Collaborator" button and a note about selecting users. A blue information box states: "Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the 'Published' option to be enabled." At the bottom, the "Publishing Status:" is set to "Private" (selected) with a note that the media page will be visible only to the content owner. At the very bottom, there is a red "Save" button, and links for "Go To Media" and "Go To My Media".