Centre for Technology Enhanced Learning



Microsoft Teams for Synchronous Teaching

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INTRODUCTION

This is one of a series of guides available from the <u>Teaching, Learning & Assessment with Technology</u> <u>series.</u> Please note, your faculty may have other approaches or use different tools, contact your <u>Faculty</u> <u>TEL Officer</u> for more information on local provision.

Microsoft Teams can be used to host online meetings which could be used to replace some synchronous teaching sessions, with what is called a Teams Meeting. You do not need a Microsoft Teams site for this feature. Teams is available to all staff and students in King's and can be accessed via your Office 365 account. If your students are dispersed across time zones, with uncertain internet connections and other disruptions, they are less able to attend real-time timetabled lectures in Teams. Consider instead posting a recording of your lecture in e.g. Kaltura or Echo360 and using Teams for smaller group interactions which deepen relationships and provide a focal point for educationally purposeful contact among students.

This document outlines essential guidance on using Microsoft Teams Meetings. Further detailed guidance can be found on the dedicated <u>Microsoft Teams Meetings staff support KEATS pages</u>.

This document covers:

- Installing Microsoft Teams.
- Setting up a Teams Meetings link using Microsoft Outlook Online and accessing its weblink. Please note you can use also use the Outlook Desktop Client, the terminology is slightly different, but the steps are the same.
- Adding a link to the Teams Meeting in KEATS.
- Screen sharing options in a Teams Meeting.
- Recording your Teams Meeting.
- Sharing the recording of a Teams Meeting in Kaltura.

Important information

- Teams does not integrate directly with KEATS, but a link to the Teams Meeting can be copied and added directly to KEATS.
- Teams has a 300-person limit for attendees.
- To talk you will need a microphone; this may be integrated in your device or in a headset.
- To listen, use headphones and keep your mic muted to avoid your mic picking up any local sounds.
- To share your video, you will need a camera; this may be integrated in your device.
- If you experience lag with video, audio or screen sharing, note you need a reasonable Wi-Fi connection:
 - \circ 130 kbps Peer-to-peer audio calling and screen sharing.
 - o 500 kbps Peer-to-peer quality video calling 360p at 30fps.

Accessibility considerations

Microsoft Teams has both web browser and desktop client interfaces (for Mac and Windows). This makes Teams' accessibility features work a little differently across the interfaces. Guidance is available for people with visual impairments. Captions are available for people with hearing impairments.

QUICK GUIDE

Installing Microsoft Teams

All King's Staff and Students are entitled to Microsoft Office 365 licences (including Microsoft Teams) for personal devices, including Macs. Users can have up to 5 licences on their PCs/Macs, 5 licences on tablets and 5 licences for mobile.

Download and licence information is available from the <u>Digital Skills Hub</u> and installation support is available from the IT Service Desk on <u>88888@kcl.ac.uk</u>.

Making a test call

- 1. Teams has a facility to access a "Test call" in order to check your equipment. You can dial an automated system which will allow you to check your ability to hear audio, be heard within Teams and share your video (if you wish to).
- 2. You can access Teams by clicking on the **Join Microsoft Teams Meeting** or open the application, (in the example below we are using the online version). Click on the options icon to open the menu (usually a picture of your face or initials). Click the **Settings** link.
- 3. From the Settings page select **Devices** and then click **Make a test call**.
- 4. You should be able to hear the automated voice giving you instructions and then you will be given the opportunity to record a short piece of audio in order to test your microphone levels.
- 5. If you use a webcam that feed can also be displayed on the screen by turning your camera on.
- 6. Once you hang up you will be given a summary of your call results. Make sure all results are green.

Setting up a Teams Meeting Link using Microsoft Outlook Online

- 1. Navigate to <u>https://outlook.office.com/</u> and sign in using your King's credentials (your K Number and password). Please note, you may need to complete <u>multifactor authentication</u> if your account requires it.
- 2. Select the Calendar icon from the bottom left of your Outlook.
- 3. Click New Event from the top right of the Calendar.
- 4. A calendar item dialogue box will open. Complete the details for the session:
 - a. Add a title.
 - b. Set the start time/date and end time/date.
 - c. Add a relevant description and/or attach documents as needed.
 - d. Click Add online meeting and select Teams Meeting.
 - e. Click Save to add the Teams meeting to your online calendar.

- 5. Once you have saved the **Teams meeting** the description box will update to include a link to the Teams session as well as a link to change the options (including the ways in which participants can interact with the meeting).
- 6. In order to limit the participants who can present (you may wish to retain control of the presentation) you can select **Only me** from the options screen. This action also prevents the participants from recording the meeting.
- 7. In order to add the Teams Meeting link to KEATS you will need to copy the Hyperlink and add it as a URL to KEATS. Navigate to the Teams meeting you added, right click on **Join Microsoft Teams Meeting** and select **Copy link address/Copy Hyperlink**.

Adding a link to the Teams Meeting in KEATS

- 1. Navigate to KEATS (<u>https://keats.kcl.ac.uk</u>) and sign in using your King's credentials (your K Number and password).
- 2. Access the KEATS Course/Module you want to add the Teams Meetings link to.
- 3. Click the cog in the top right-hand corner and **Turn editing on.**
- 4. Navigate to the section of KEATS you want to add the URL to and select **Add an activity or resource.**
- 5. Select **URL** from the Resources section and click **Add**.
- 6. Complete the details for the URL:
 - a. Give your link a Name and Description (optional).
 - b. Paste in the URL you copied from Teams into External URL.
 - c. Change the Display to New Window.
 - d. Click Save and return to course.
- 7. Your meeting link will now be available for students



Logging into a Microsoft Teams Meeting as a Presenter

- 1. Navigate to the link you created for the Teams Meeting. Open the Teams Meeting by clicking on the link in Outlook Calendar appointment or the URL link in your KEATS module site.
- 2. The MS Teams window will open. Toggle whether you want your Audio and/or Video to show when you login to the session and click **Join now**. Audio and video settings can be reviewed by clicking on the settings cog.
- 3. To edit your background before a meeting begins, turn your camera on and click the background options button. You will then be able to see the background options available for you to choose from, including blurring your background.
- 4. Once happy with your selection, click Join now.

The Teams Functionality Bar

When logged into a Teams Meeting you can use the menu bar to:



From left to right

- 1. Add participant / show a list of participants.
- 2. Chat with participants.
- 3. Send reactions/raise hand.
- 4. Create breakout rooms.
- 5. Access advanced features (e.g. recording the meeting).
- 6. Share your webcam.
- 7. Mute/unmute your microphone.
- 8. Share your desktop, individual windows, PowerPoint presentations, or Whiteboards.
- 9. Hang up/Exit the Teams Meeting.

This bar will remain at the top of your screen during a Teams meeting for easy access.

Screen Sharing in a Teams Meeting

There are a range of ways to share content within a Teams Meeting, from sharing everything on your computer screen to individual windows you already have open.

All sharing options are located in the **Share content** button.

Sharing your Desktop

- 1. Click **Share content** and the Sharing tray will open and fill the lower half of your screen. Choose the Desktop option from options displayed. If you have multiple screens, you will be able to choose which of the screens you want to display from this list.
- 2. If you plan on playing a YouTube video or an audio file, be sure to turn **on Include computer sound** which can be found at the top left of the sharing tray. Any sound that you play will be pushed through to the speakers of the attendees' devices.

3. Once selected, the Teams meeting will minimise and the last window you were on will be displayed. A red border will appear around the window/screen you are sharing. Participants will see your screen on their screen and follow any movement/mouse clicks you make.

Be aware, any window you open on your screen will be visible to the attendees of your meeting so be sure not to open anything inappropriate such as personal emails or correspondence.

4. If you navigate away from the screen you've shared, a dialogue box should appear on the bottom right corner allowing you to return to the Teams Meeting call screen.

Sharing a Window

- 1. Click **Share content** and the Sharing tray will open and fill the lower half of your screen. Under the Window option from the options displayed, select the window you wish to share. Only windows you currently have open will be visible.
- 2. If you plan on playing a YouTube video or an audio file, be sure to turn **on Include computer sound** which can be found at the top left of the sharing tray. Any sound that you play will be pushed through to the speakers of the attendees' devices.
- 3. Once selected, the Teams meeting will minimise and the last window you were on will be displayed. A red border will appear around the window/screen you are sharing. Participants will see your screen on their screen and follow any movement/mouse clicks you make.

Be aware, any window you open on your screen will be visible to the attendees of your meeting so be sure not to open anything inappropriate such as personal emails or correspondence.

4. If you navigate away from the screen you've shared, a dialogue box should appear on the bottom right corner allowing you to return to the Teams Meeting call screen.

Sharing a PowerPoint

- 1. Click **Share content** and find the PowerPoint that you want to upload in the **PowerPoint** section. If you cannot see the PowerPoint file you want to display, click **Browse** on the right-hand side and navigate through your computer to find the right file.
- 2. Once the PowerPoint has been uploaded to Teams, it will be embedded into your Teams screen and a preview of your slide deck will appear, along with any slide notes you may have made. You will also be able to use the features of a Teams meeting, such as communicating via the Chat pane and toggling settings in the Participant pane.
- 3. The presenter can allow the attendees to navigate through at their own pace or force attendees to follow along with them. When the eye icon next to the navigation arrows is solid, attendees will be able to move through the presentation using the navigation arrows.

When the eye icon is struck through, the attendees will follow as the presenter navigates through the presentation using the navigation arrows.

Sharing a Whiteboard

- 1. Click **Share content** and choose the **Whiteboard** option in the Sharing tray.
- 2. You will have a choice on if you want to be the sole editor of the Whiteboard, or if everyone in the meeting will be able to collaborate.
- 3. A basic Whiteboard will be displayed, and depending on your choice, allowing you and other participants to draw on the screen using your mouse/tablet and the toolbar provided. You can select from a few coloured pens, a text box, and sticky notes.

When a Whiteboard is created in any meeting you are a part of, it will appear in your Microsoft Whiteboard account.

Recording your Session

- 1. Click More actions.
- 2. Click **Start recording** from the menu.
- 3. Everyone in the meeting will be notified that the meeting is being recorded via a banner at the top of the meeting pane, but as the recorder you should verbally convey that recording has begun.
- 4. Once the meeting has finished, or you have captured all that you needed to record, return to the **More actions** menu and select **Stop recording**.
- 5. The recording will be uploaded to **Microsoft Stream** and a shareable link will be created in the meeting chat once it is processed.
- 6. The person who initiated the recording will also be automatically sent an email containing a link to the video in MS Stream.

Sharing your Recording Via Kaltura

<u>Kaltura</u> is King's video/media service that provides a cutting-edge video streaming platform which enables video content to be streamed, shared and stored with ease across all the university's online services.

To share your recording via Kaltura you first need to download the video from Microsoft Stream.

Downloading your Teams Recording

- 1. From the recording link open the **More actions** menu and click on the **Open in Microsoft Stream** option.
- 2. You will be taken to the video in Microsoft Stream. Underneath the video, click on **More actions** then **Download video**.

The video will be downloaded to your computer and be available in your Downloads folder.

Uploading Video to Kaltura

- 1. Select Media Upload from the Add New dropdown menu.
- 2. Click Choose a file to upload.
- 3. In the Select file to upload window, select a media file to upload and click **Open**.

While the file is uploading, ensure that you do not navigate away from the page/tab, as this will stop the file upload. While on the Upload Media page you can:

- Enter metadata information (Name, Faculty/Topic, Copyright and Date created/recorded) about the media and click Save.
- Mandatory fields are marked with an asterisk (Name, Faculty/Topic, Copyright and Date created/recorded). These will need to be completed before being able to publish the media upload.
- Click the Save button to save the changes.
- Click Cancel to cancel the upload.
- You can also click the Go To Media or Go To Media Gallery buttons but note the upload may not have completed so you will not see your media.
- Click Choose another file to upload additional files.
- 4. To view the media page when uploading is complete, click on **Add Media** button and select the media from **My Media** section.

- 5. The publish option will look like below, click **Save** to publish immediately.
- 6. If specific time frame is required, you can set the media to be available on a specific date using the **Specified Time Frame** option, check this and choose the dates/times required and click **Save**.

Video Status after Upload

After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion. If media is waiting for moderation, you cannot preview or publish it until it is approved. You can edit media information during conversion and while waiting for moderation.



DETAILED GUIDE

Installing Microsoft Teams

All King's Staff and Students are entitled to Microsoft Office 365 licences (including Microsoft Teams) for personal devices, including Macs. Users can have up to 5 licences on their PCs/Macs, 5 licences on tablets and 5 licences for mobile.

Download and licence information is available from the <u>Digital Skills Hub</u> and installation support is available from the IT Service Desk on <u>88888@kcl.ac.uk</u>.

Making a test call

- 1. Teams has a facility to access a "Test call" in order to check your equipment. You can dial an automated system which will allow you to check your ability to hear audio, be heard within Teams and share your video (if you wish to).
- 2. You can access Teams by clicking on the **Join Microsoft Teams Meeting** or open the application, (in the example below we are using the online version). Click on the options icon to open the menu (usually a picture of your face or initials). Click the **Settings** link.



3. From the Settings page select **Devices** and then click **Make a test call**.



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	Secondary ringer	
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	Camera	
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🖾 Make a test	call	

- 4. You should be able to hear the automated voice giving you instructions and then you will be given the opportunity to record a short piece of audio in order to test your microphone levels.
- 5. If you use a webcam that feed can also be displayed on the screen by turning your camera on.



6. Once you hang up you will be given a summary of your call results. Make sure all results are green.



Setting up a Teams Meetings link using Microsoft Outlook Online

1. Navigate to <u>https://outlook.office.com/</u> and sign in using your King's credentials (your K Number and password). Please note, you may need to complete <u>multifactor authentication</u> if your account requires it.

Sign in to continue to Outlook		
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2. Select the Calendar icon from the bottom left of your Outlook.



3. Click **New Event** from the top right of the Calendar.

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16	17	18	19	20	21	22			
23	24	25	26	27	28	29	2		
30	31	1	2	3	4	5			

- 4. A calendar item dialogue box will open. Complete the details for the session:
 - a. Add a title.
 - b. Set the start time/date and end time/date.
 - c. Add a relevant description and/or attach documents as needed.
 - d. Click Add online meeting and select Teams Meeting.
 - e. Click Save to add the Teams meeting to your online calendar.

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Click Save to save your Teams Meeting	•	Save 📋 Discard 📑 Scheduling Assistant 🔤 Busy 🗸 🖉 Categorise 🗸 🗜 Response options 🗸
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Add a description and/or attachments	=	Add a description or attach documents

5. Once you have saved the **Teams meeting** the description box will update to include a link to the Teams session as well as a link to change the options (including the ways in which participants can

interact with the meeting).

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6. In order to limit the participants who can present (you may wish to retain control of the presentation) you can select **Only me** from the options screen. This action also prevents the participants from recording the meeting.

	Meeting options	
Limit who can present	Who can bypass the lobby? Who can present?	Everyone Everyone Everyone People in my organization Specific people Only me

7. In order to add the Teams Meeting link to KEATS you will need to copy the Hyperlink and add it as a URL to KEATS. Navigate to the Teams meeting you added, right click on **Join Microsoft Teams Meeting** and select **Copy link address/Copy Hyperlink**.

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் பீ	Tue 10/03/2020 13:00 - 14:00 Join Teams meeting	
Q	Remind me: 15 minutes before	/
=-	Join Microsoft Teams Me +442037874277 (Toll) Conference ID: 796 602 698#	Open link in new tab Open link in new window Open link in incognito window
	Local numbers Reset PIN Learn mc KING'S College LONDON Help	Save link as Copy link address Open in Mercury Reader Inspect Ctrl+Shift+I

Adding a link to the Teams Meeting in KEATS

- 1. Navigate to KEATS (<u>https://keats.kcl.ac.uk</u>) and sign in using your King's credentials (your K Number and password).
- 2. Access the KEATS Course/Module you want to add the Teams Meetings link to.

3. Click the cog in the top right-hand corner and **Turn editing on.**



4. Navigate to the section of KEATS you want to add the URL to and select **Add an activity or resource.**



5. Select URL from the Resources section and click Add.



- 6. Complete the details for the URL:
 - a. Give your link a Name and Description (optional).
 - b. Paste in the URL you copied from Teams into External URL.
 - c. Change the Display to New Window.

d. Click Save and return to course.

	anew URL to Section 7 💿
	► Expand all
Add a Name for the URL	Name Microsoft Teams Meeting link for Student Feedback Session
Paste in the URL copied from Microsoft Teams	External URL
Add a Description (optional)	
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Change the Display to New window	Pop-up width (in pixels)
	Pop-up height (in pixels) Open In pop-up
	Display URL description 🛛
	URL variables
	Common module settings
	Restrict access
	▶ Tags
Click Save and return to course	Save and return to course Save and display Cancel

7. Your meeting link will now be available for students





Logging into a Microsoft Teams Meeting as a Presenter

1. Navigate to the link you created for the Teams Meeting. Open the Teams Meeting by clicking on the link in Outlook Calendar appointment or the URL link in your KEATS module site.



2. The MS Teams window will open. Toggle whether you want your Audio and/or Video to show when you login to the session and click **Join now**. Audio and video settings can be reviewed by clicking on the settings cog.

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p in	Plantronics BT600 14
Your camera is turned off	↓
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	Cancel Join now

3. To edit your background before a meeting begins, turn your camera on and click the background options button. You will then be able to see the background options available for you to choose from, including blurring your background.



4. Once happy with your selection, click **Join now**.

The Teams Functionality Bar

When logged into a Teams Meeting you can use the menu bar to:



From left to right

- 1. Add participant / show a list of participants.
- 2. Chat with participants.
- 3. Send reactions/raise hand.
- 4. Create breakout rooms.
- 5. Access advanced features (e.g. recording the meeting).
- 6. Share your webcam.
- 7. Mute/unmute your microphone.
- 8. Share your desktop, individual windows, PowerPoint presentations, or Whiteboards.
- 9. Hang up/Exit the Teams Meeting.

This bar will remain at the top of your screen during a Teams meeting for easy access.

Screen Sharing in a Teams Meeting

There are a range of ways to share content within a Teams Meeting, from sharing everything on your computer screen to individual windows you already have open.

All sharing options are located in the **Share content** button.



Sharing your Desktop

1. Click **Share content** and the Sharing tray will open and fill the lower half of your screen. Choose the Desktop option from options displayed. If you have multiple screens, you will be able to choose which of the screens you want to display from this list.



2. If you plan on playing a YouTube video or an audio file, be sure to turn **on Include computer sound** which can be found at the top left of the sharing tray. Any sound that you play will be pushed through to the speakers of the attendees' devices.



3. Once selected, the Teams meeting will minimise and the last window you were on will be displayed. A red border will appear around the window/screen you are sharing. Participants will see your screen on their screen and follow any movement/mouse clicks you make.



Be aware, any window you open on your screen will be visible to the attendees of your meeting so be sure not to open anything inappropriate such as personal emails or correspondence.

4. If you navigate away from the screen you've shared, a dialogue box should appear on the bottom right corner allowing you to return to the Teams Meeting call screen.



Sharing a Window

1. Click **Share content** and the Sharing tray will open and fill the lower half of your screen. Under the Window option from the options displayed, select the window you wish to share. Only windows you currently have open will be visible.



2. If you plan on playing a YouTube video or an audio file, be sure to turn **on include computer sound** which can be found at the top left of the sharing tray. Any sound that you play will be pushed through to the speakers of the attendees' devices.



3. Once selected, the Teams meeting will minimise and the last window you were on will be displayed. A red border will appear around the window/screen you are sharing. Participants will see your screen on their screen and follow any movement/mouse clicks you make.

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Be aware, any window you open on your screen will be visible to the attendees of your meeting so be sure not to open anything inappropriate such as personal emails or correspondence.

4. If you navigate away from the screen you've shared, a dialogue box should appear on the bottom right corner allowing you to return to the Teams Meeting call screen.





Sharing a PowerPoint

1. Click **Share content** and find the PowerPoint that you want to upload in the **PowerPoint** section. If you cannot see the PowerPoint file you want to display, click **Browse** on the right-hand side and navigate through your computer to find the right file.

Include comput	O Include computer sound							
Desktop	Window			Whiteboard	PowerPoint	Browse		
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2. Once the PowerPoint has been uploaded to Teams, it will be embedded into your Teams screen and a preview of your slide deck will appear, along with any slide notes you may have made. You will also be able to use the features of a Teams meeting, such as communicating via the Chat pane and toggling settings in the Participant pane.

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3. The presenter can allow the attendees to navigate through at their own pace or force attendees to follow along with them. When the eye icon next to the navigation arrows is solid, attendees will be able to move through the presentation using the navigation arrows.



When the eye icon is struck through, the attendees will follow as the presenter navigates through the presentation using the navigation arrows.



Sharing a Whiteboard

1. Click Share content and choose the Whiteboard option in the Sharing tray.

Desktop	Window			PowerPoint	Browse	Whiteboard
Circen #1	New Window Microsoft	During your Microsoft T	Snipping Tool	Breakout Rooms in MS T	GTA - Synchronous Teac	Microsoft Whiteboard
	Vogel, Mira Microsoft T	Course: Microsoft Teams	Skype for Business	Presentation1.pptx	Synchronous Teaching t	

2. You will have a choice on if you want to be the sole editor of the Whiteboard, or if everyone in the meeting will be able to collaborate.



3. A basic Whiteboard will be displayed, and depending on your choice, allowing you and other participants to draw on the screen using your mouse/tablet and the toolbar provided. You can select from a few coloured pens, a text box, and sticky notes.





When a Whiteboard is created in any meeting you are a part of, it will appear in your Microsoft Whiteboard account.

Recording your Session

1. Click More actions.



2. Click **Start recording** from the menu.





3. Everyone in the meeting will be notified that the meeting is being recorded via a banner at the top of the meeting pane, but as the recorder you should verbally convey that recording has begun.

A You're recording You are recording this meeting. Be sure to let everyone know that they are being recorded. Privacy policy.

4. Once the meeting has finished, or you have captured all that you needed to record, return to the **More actions** menu and select **Stop recording**.





5. The recording will be uploaded to **Microsoft Stream** and a shareable link will be created in the meeting chat once it is processed.



6. The person who initiated the recording will also be automatically sent an email containing a link to the video in MS Stream.



Sharing your Recording Via Kaltura

<u>Kaltura</u> is King's video/media service that provides a cutting-edge video streaming platform which enables video content to be streamed, shared and stored with ease across all the university's online services.

To share your recording via Kaltura you first need to download the video from Microsoft Stream.

Downloading your Teams Recording

1. From the recording link open the **More actions** menu and click on the **Open in Microsoft Stream** option.



2. You will be taken to the video in Microsoft Stream. Underneath the video, click on **More actions** then **Download video**.



The video will be downloaded to your computer and be available in your Downloads folder.

Uploading Video to Kaltura

1. Select Media Upload from the Add New dropdown menu.

			762 ·
Filters >	All Fields 🗸	Creation Date - Descending 🗸	Add New ~
- 모 문문. 1	d Mare (⊂ Inte and the first	Emded Audio in PPT	 Media Upload Express Capture YouTube
tand Indices and Lo iatical technique use	garithms, including its	Collaborator • on March 30th, 20	 Kaltura Capture Video Quiz

2. Click Choose a file to upload.

Upload I	<i>l</i> edia	
	All common video, audio and image formats in all resolutions are accepted.	
Back		_

3. In the Select file to upload window, select a media file to upload and click **Open**.

While the file is uploading, ensure that you do not navigate away from the page/tab, as this will stop the file upload. While on the Upload Media page you can:

- Enter metadata information (Name, Faculty/Topic, Copyright and Date created/recorded) about the media and click Save.
- Mandatory fields are marked with an asterisk (Name, Faculty/Topic, Copyright and Date created/recorded). These will need to be completed before being able to publish the media upload.

Date created/recorded:					
	* Required To Publish Please enter the date that the video was created or recorded.				
Publishing Schedule: 💿 Always 🔵 Specific Time Frame					
	(The time range in which this media will be visible to users in published channels/categories)				
Co-Editors and Co- Publishers:	+ Add Collaborator				
	Select users that will be allowed to edit the content metadata and related assets (such as caption files) and/or to publish				
	Complete all the required fields and save the entry × before you can select to publish it to Media Galleries. Edit				

- Click the Save button to save the changes.
- Click Cancel to cancel the upload.
- You can also click the Go To Media or Go To Media Gallery buttons but note the upload may not have completed so you will not see your media.
- Click Choose another file to upload additional files.
- 4. To view the media page when uploading is complete, click on **Add Media** button and select the media from **My Media** section.

load Media	
STATISTICS W2 P13 MLO Ex	perfmental design.mp4 Cancel
	847KB of 6.43MB
Please fill out these d	letails:
Name: (Required)	STATISTICS W2 P13 MLO Experimental design
Description:	Black v Bold <i>Italic <u>Underline</u></i>
	Enter Description
Tags:	
Faculty/Topic:	Select a value
	* Required To Publish

5. The publish option will look like below, click **Save** to publish immediately.

Date created/recorded:	
	* Required To Publish Please enter the date that the video was created or recorded.
Publishing Schedule:	Always Specific Time Frame
	(The time range in which this media will be visible to users in published channels/categories)
Co-Editors and Co- Publishers:	+ Add Collaborator
	Select users that will be allowed to edit the content metadata and related assets (such as caption files) and/or to publish
	Save Go To Media Go To Media Gallery

6. If specific time frame is required, you can set the media to be available on a specific date using the **Specified Time Frame** option, check this and choose the dates/times required and click **Save**.

Publishing Schedule: Start Time: End Time:	* Required To Publish Please enter the date that the video w Always Specific Time Frame (The time range in which this media w 02/07/2019 02/14/2019 (UTC +0:00) London (GMT)	6:45 PM 7:00 PM 7:15 PM 7:30 PM 7:45 PM 8:00 PM 7:00 PM	hannels/categories)
	Save Go To Media	Go To Media Gallery	

Video Status after Upload

After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion. If media is waiting for moderation, you cannot preview or publish it until it is approved. You can edit media information during conversion and while waiting for moderation.

