

VCS APPLE ACADEMY

Title I Technology
Federal Program and Grants



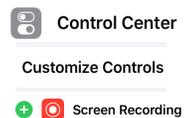
iPad Screen Sharing on Teams: Teachers and students can share their iPad screen with others in Microsoft Teams.

GETTING STARTED

- 🍏 Make sure **SCREEN RECORDING** is enabled on the iPad.
- 🍏 Swipe down from the top-right corner of the iPad and look for the record button.



- 🍏 If it is not there, go to **SETTINGS, CONTROL CENTER, CUSTOMIZE CONTROLS**, find Screen Recording in the right column and tap the **PLUS** to put it into the control center.



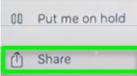
SHARE SCREEN IN TEAMS

- 🍏 Open **MICROSOFT TEAMS** and join a meeting. 
- 🍏 Swipe down from the top-right corner of the iPad to tap and **HOLD** the record button. 
- 🍏 Tap on **MICROSOFT TEAMS** option.

Note: If you tap on camera roll, the video will save to your iPad, but if you tap on Microsoft Teams the video will save to the Microsoft Teams feed.

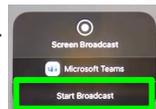


- 🍏 Tap on the **MICROPHONE**. 
- 🍏 Tap the iPad screen **2X** to get back to your Teams screen.
- 🍏 Tap the iPad screen, in Teams, to get the **MENU BAR**.

- 🍏 Tap the **3 DOTS**. 
- 🍏 Tap **SHARE SCREEN**, then **SHARE SCREEN** again. 

Note: If you do not see the share screen option, make sure the presenter of the meeting has made you a presenter too. They can do this on their Teams screen by going to the people icon and changing your status.

- 🍏 Tap **START BROADCAST**.



Note: All members of the meeting can see your screen even if you exit, but not close out, of Teams.

STOP SHARING SCREEN IN TEAMS

- 🍏 **SWIPE DOWN** from the upper-right corner of the iPad screen.
- 🍏 Tap the **RECORD** button to stop screen recording. 
- 🍏 Recording will **SAVE** to the Teams feed.