

Tipsheet – Accessing Class Meetings and Recordings

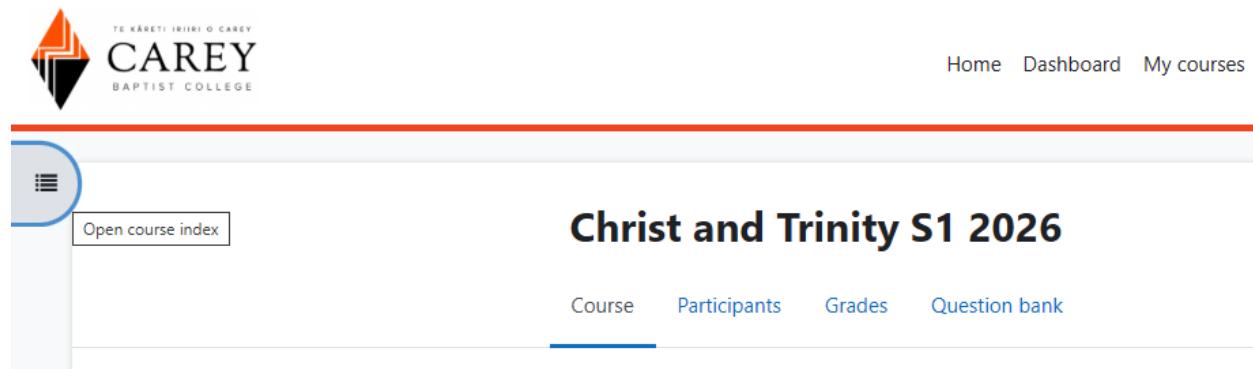
This tipsheet covers:

- Finding Your Class Meeting (through Teams and CareyOnline)
- Joining a Teams Meeting
- Class Recordings
- Accessing Important Information

Finding your class meeting (through CareyOnline and Teams)

Through CareyOnline

- On CareyOnline, links to your class sessions should appear under the **Course** tab near the top of the Course Information page of your course. From the left-hand menu (you may have to click the **Open Course Index** option to reveal the menu), click **Course Information** or click the **Course** tab under your course title in the main section of the screen.



The screenshot shows the CareyOnline course information page for the 'Christ and Trinity S1 2026' course. At the top, the Carey logo and navigation links for 'Home', 'Dashboard', and 'My courses' are visible. Below the header, a sidebar on the left contains a 'Course index' button. The main content area displays the course title 'Christ and Trinity S1 2026' and a navigation bar with tabs for 'Course', 'Participants', 'Grades', and 'Question bank'. The 'Course' tab is currently selected.

- Your class link should appear on this tab and look something like this (Contact your lecturer if you do not see the class link.):

Christ and Trinity Teams Lecture

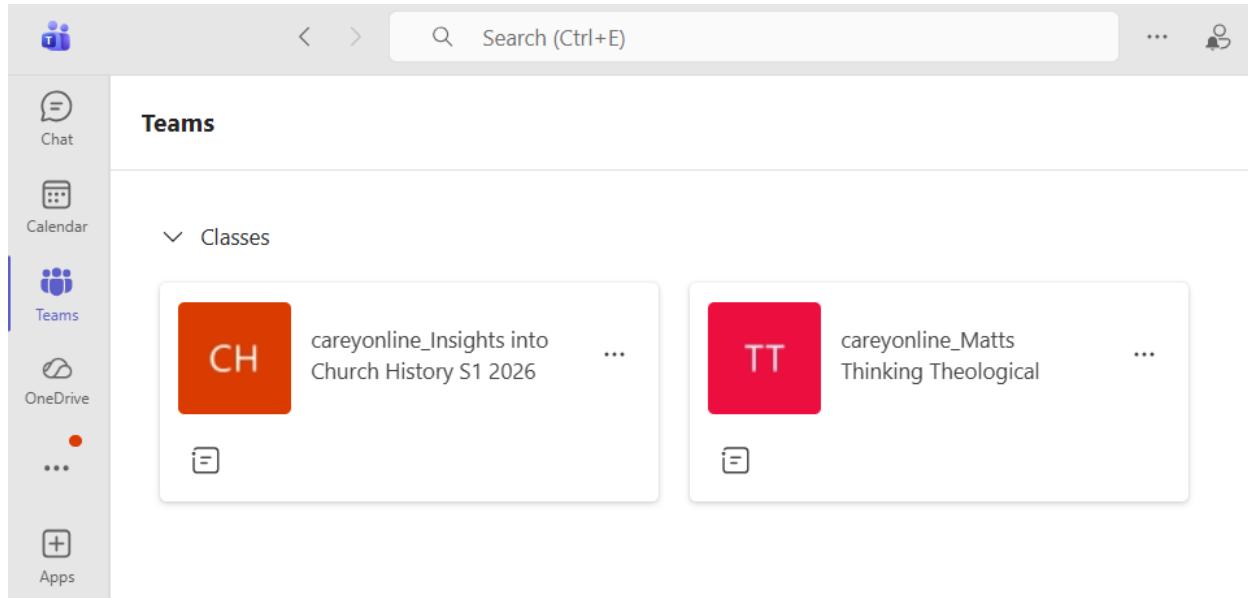
Christ and Trinity (Tuesdays, 1:30-4:00)

[Christa McKirland: Christ and Trinity | careyonline_Christ and Trinity S1 2026 > Lectures | Microsoft Teams](#)

- Clicking the link will prompt you to launch Teams, provided you have downloaded the app. You can join in the browser, but joining via the app is preferred.

Through Teams

- Launch the Teams app. There are a couple ways you can join a class session through Teams.
- Select Teams from the left-hand menu. Your courses appear as Teams (*NOTE: “Team” is the language of Microsoft Teams. Your Team is essentially your class or course, and a “Meeting” is a live class session*). Select the course for which you would like to join a class session.



- Under **Main Channels** on the left-hand side, you will see a **Lectures** channel. If you click on this channel, you will see a link for your regular class meetings along with a **Join** button. *NOTE: If a meeting is in progress, a camera icon will appear to the right of the Lectures channel, and the meeting will be highlighted blue when you open the channel (see screenshot below).*

The screenshot shows the Microsoft Teams interface. On the left, the sidebar includes 'Chat', 'Calendar', 'Teams', 'OneDrive', and 'Apps'. The 'Lectures' channel is selected. The main area shows a scheduled meeting for 'Thinking Theologically Weekly Class Session' occurring every Monday-Friday at 10:30 am. A reply from Christa McKirland is visible, saying 'Hey'.

- You can also find your class by selecting Calendar from the left-hand column to join a meeting. You can change the view of your calendar to day, week, or month by clicking the three dots next to the search bar in the middle of the screen. *NOTE: Screenshots below are indicative only and also include a “test” course—your calendar and course schedule will look different.*

The screenshot shows the Microsoft Calendar interface. The left sidebar includes 'Chat', 'Calendar', 'Teams', 'OneDrive', and 'Apps'. The 'Calendar' section shows a weekly view for February 16-20, 2026. Three events are listed for Thursday, February 19, 2026, at 9 AM, 10 AM, and 11 AM, all titled 'Thinking Theologically Weekly Class Session'.

- Click on a specific class session to view details. From here, you can click the **Join** button to enter your class.

Thinking Theologically Weekly Class Session

Join Chat

Fri 20/02/2026 10:30 AM - 11:00 AM Series

No location added

Meeting in careyonline_Matts Thinking Theological
Rob Ayres accepted.

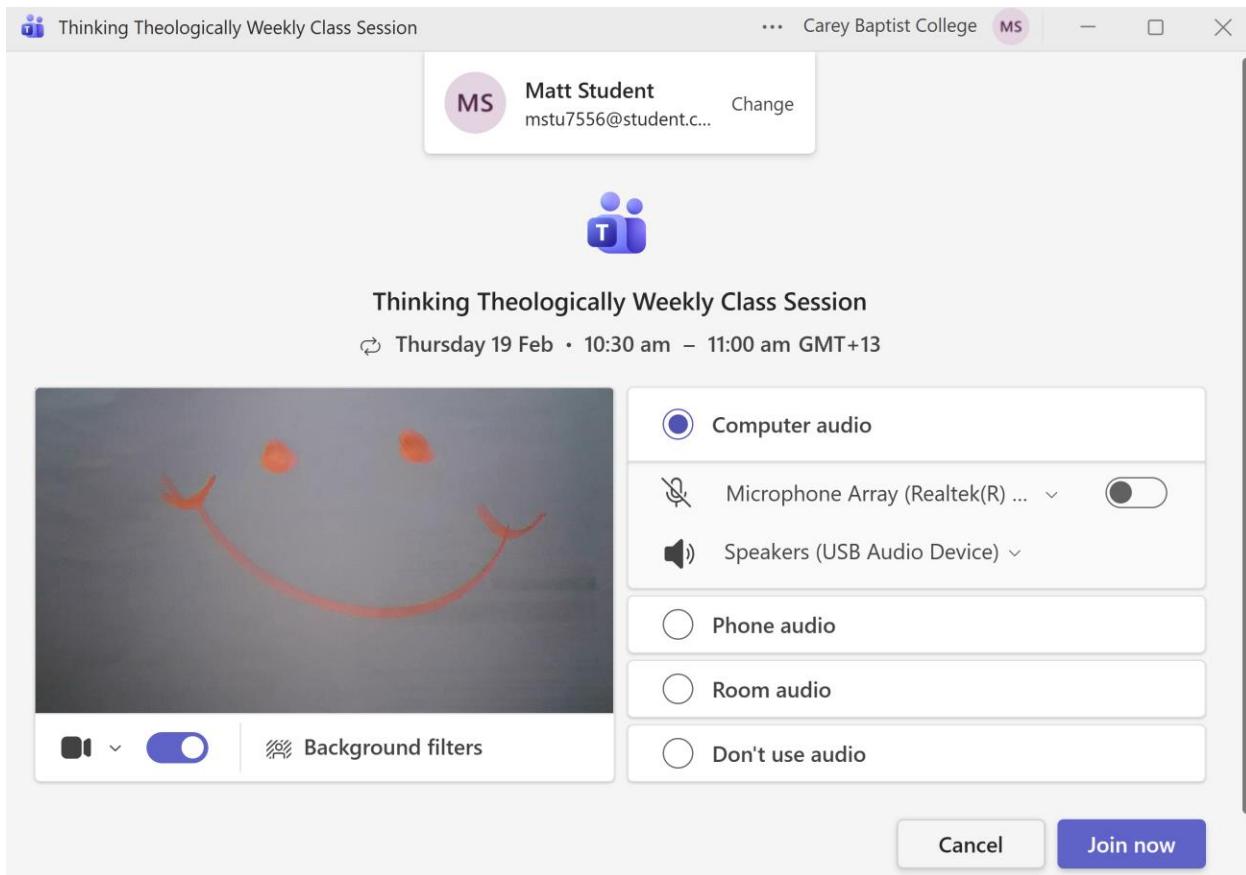
Email organiser

Add a message (optional)

Accept Decline ? ...

Joining a Teams meeting

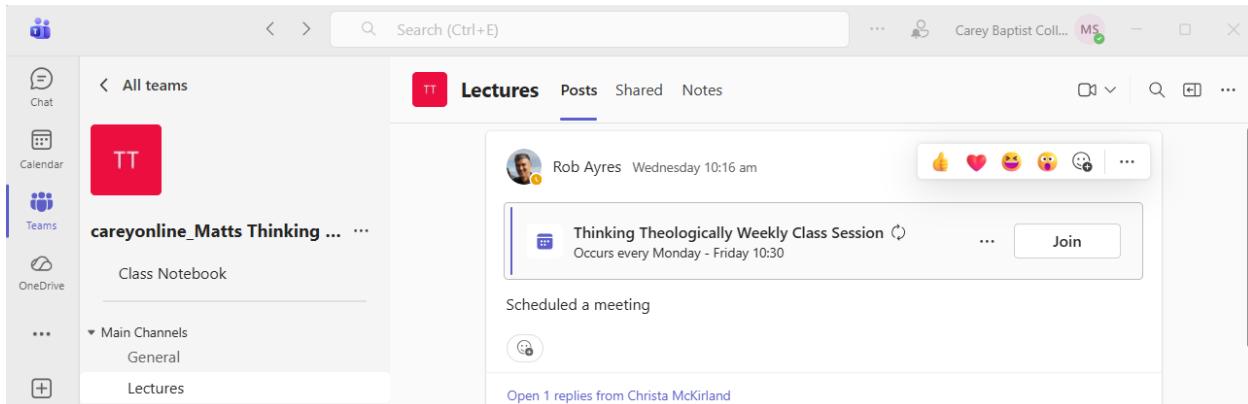
- After clicking the **Join** button from the Team channel or Calendar, you'll have a few settings to confirm before you enter your class. Be sure to do the following:
 - **Turn your camera ON** – This is so everyone can see you, enhancing participation.
 - **Turn your mic OFF** – Start with your mic off as everyone enters the room. Your lecturer will let you know about unmuting when sharing.
 - **Click the Join Now button.**



- In your first class session, your lecturer will go over key elements of the Teams environment.

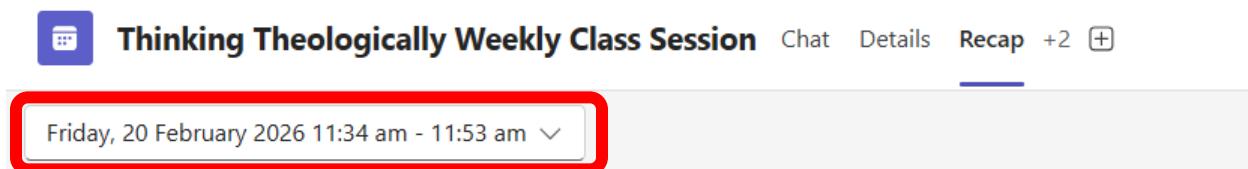
Class Recordings and the Recap

- Accessing the lecture meeting Recap (“Recap” is Teams language that we will use to talk about lecture recordings) is important to review key content shared in meetings and also view the class meeting recording. The Recap includes:
 - All recorded portions of each lecture class meeting (not all lecture meetings will have multiple parts, but if they do, the parts are arranged in chronological order to make viewing easier)
 - PowerPoint slides from your lecturer
 - Other shared content (whiteboard, documents, etc.)
 - The class meeting chat
- You can access the Recap from the Lectures channel. Click on the Lecture meeting (in the screenshot below it's called, **Thinking Theologically Weekly Class Session**):



The screenshot shows the Microsoft Teams interface. On the left, there's a sidebar with icons for Chat, Calendar, Teams (which is selected), OneDrive, and more. The main area shows a team named 'careyonline_Matts Thinking ...'. The 'Lectures' tab is active. A message from 'Rob Ayres' is shown with a timestamp of 'Wednesday 10:16 am'. Below it, a scheduled meeting for 'Thinking Theologically Weekly Class Session' is listed, occurring every Monday - Friday 10:30. There are emoji reactions and a 'Join' button for the meeting.

- Click the **Recap** tab at the top. This should launch all the recaps for your weekly meetings. You can select with recording to view by date in the drop-down box (see the red-highlighted section in the screenshot below).



The screenshot shows the recap page for the 'Thinking Theologically Weekly Class Session'. The 'Recap' tab is selected. A dropdown menu shows the date range 'Friday, 20 February 2026 11:34 am - 11:53 am'. The 'Content' section to the right of the recap video is visible but empty.

- Any shared content should appear under a section entitled **Content** to the right of the Recap video.

Accessing Important Information

- Remember that your Carey student email is the primary place we send communication to you. This is where ALL official Carey comms will go, so **check it regularly**.
- CareyOnline is used for assessments, supplemental content (articles, assessment help, quizzes, and more). Lecturers should also post PowerPoint slides for lectures here as well.
- Teams is primarily for live class meetings and recordings. You will be able to find some content in the Recap, but refer to Teams