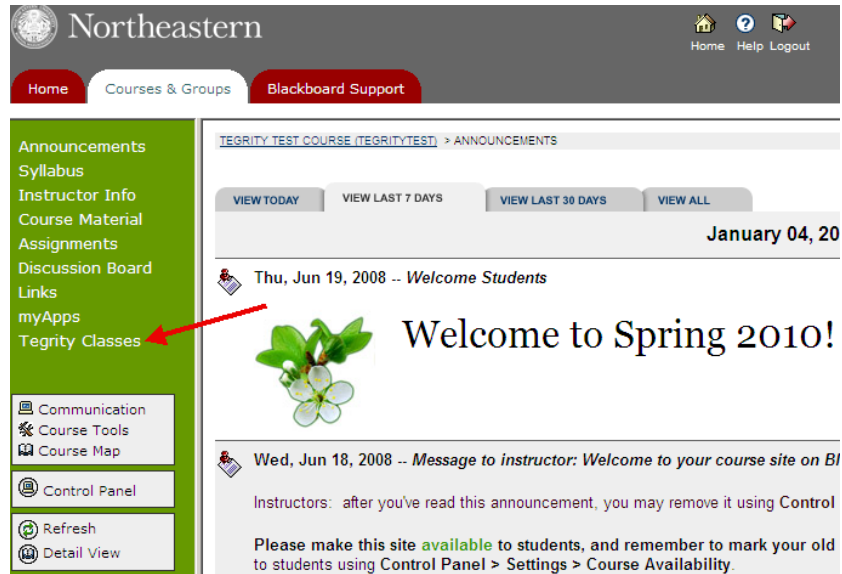


Access and Record Classes on Your Mac

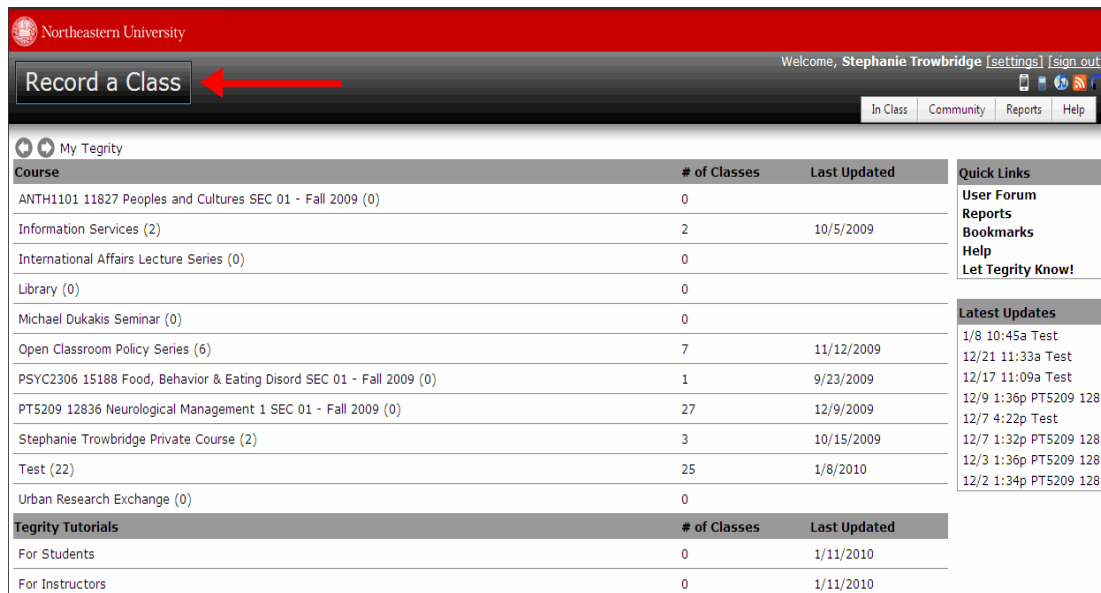
Tegrity lecture capture service is available through Blackboard on the left hand menu. To access Tegrity lecture capture, hold down the "CTRL" button and double click the "Tegrity Classes" link



The *My Tegrity* page appears showing all of your active courses. Initially there will be no courses available but, you will login to this screen to begin a new recording. The number of recordings that you have not viewed appears next to each course title.

Recording a Class

The *Class Recordings* page appears with the **Record a Class** button in the upper left corner of the page

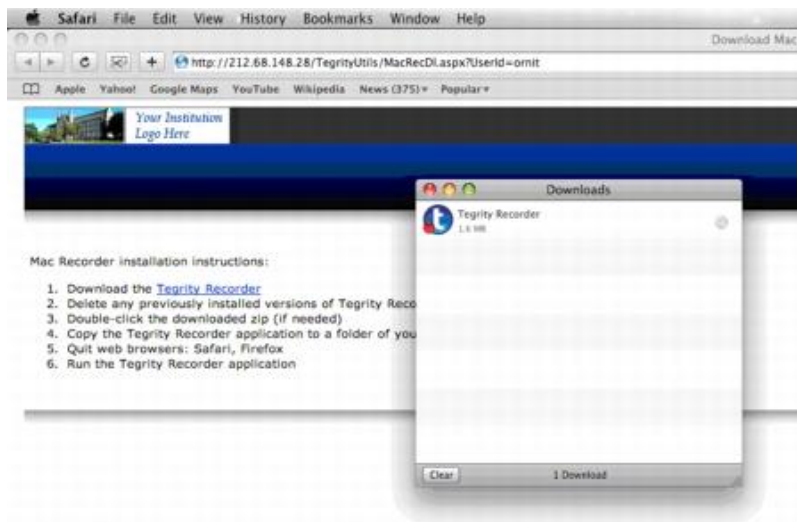


Download the Tegrity Recorder

Note: If you are running Tegrity for the first time from a particular Mac, instead of the "Record a Class" button, you will see a "Download Recorder" button instead as follows:

Download Recorder

- Click on the "**Download Recorder**" button. You will see the following:
- Click **Tegrity Recorder** to download the Tegrity application. The *Downloads* list appears with a message box that enables you to download the Tegrity application.

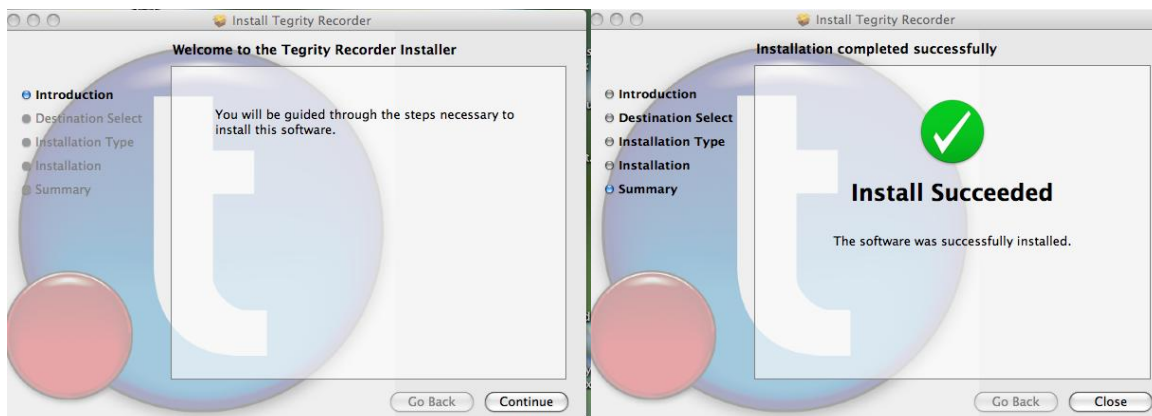


Download Tegrity Application (Mac)

Click **Download**. The Download Manager dialog box appears showing the download progress of the Tegrity Recorder.

Open or Save Tegrity Recorder installer to a folder of your choice.

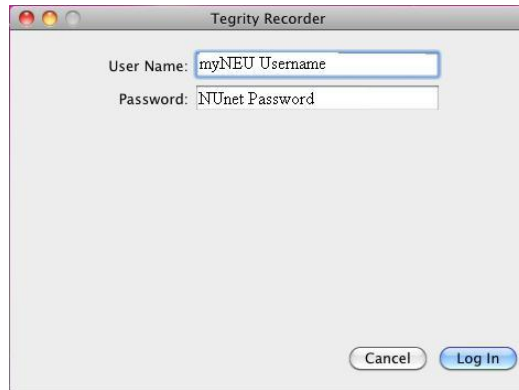
The Tegrity Recorder will begin installation and, by default install in you applications folder and place a shortcut on your desktop



Recording Classes on Your Mac

Login to access Tegrity Recorder:

Enter your myNEU Username and NUnet password and click on **Log In**.



The screenshot shows a window titled "Tegrity Recorder" with two input fields: "User Name:" containing "myNEU Username" and "Password:" containing "NUnet Password". At the bottom right, there are two buttons: "Cancel" and "Log In".

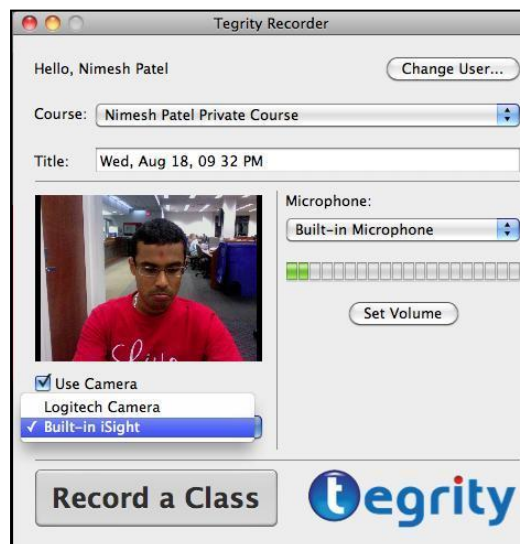
To record and upload classes on your Mac:

Start the *Tegrity Recorder Application* in one of the following ways:

Run the Tegrity Recorder Application locally.

–OR–

Click **Record a Class** on the *Class Recordings* page



The screenshot shows a window titled "Tegrity Recorder" with the following elements: a greeting "Hello, Nimesh Patel" and a "Change User..." button; a "Course:" dropdown menu set to "Nimesh Patel Private Course"; a "Title:" text field containing "Wed, Aug 18, 09 32 PM"; a video preview window showing a man in a red shirt; a "Microphone:" dropdown menu set to "Built-in Microphone" with a volume level indicator and a "Set Volume" button; a "Use Camera" checkbox which is checked, with a dropdown menu showing "Logitech Camera" and "Built-in iSight" (selected); and a large "Record a Class" button next to the Tegrity logo.

Record Dialog Box (Mac)

The *Record* dialog box appears.

Select a course from the Course drop-down list. If your course title does not appear in the list, you may still record by selecting your personal course. You will have the ability to move or copy the course at a later date

If you want to give the class session a name, type the session name in the Title text box. The default title for a class session is the date and starting time of the recording.

To adjust the audio settings for your recording, click Sound. The standard Macintosh Sound dialog box appears. Adjust your input volume so that the input level stays near the center of the Input level display.

The camera selected for the instructor video will also be used during the recording for the instructional video.

Un-check the "USE CAMERA" box on the recorder if you do not wish to use a camera.

To change your instructor photo, drag the new image into the image frame next to your name.

To start recording, click **Record** in the Record dialog box.



Tegrity Recorder File Menu (Mac)

Recording begins and the *Tegrity Recorder Toolbar* appears in the lower right corner of the screen. If you selected to use a camera in the recording, a camera icon will appear in the toolbar.



Tegrity Recorder Toolbar when No Camera is Used (Mac)



Tegrity Recorder Toolbar when a Camera is Used (Mac)

During the recording process, use the Tegrity Recording toolbar buttons to pause (||), resume (▶), or stop (■) the class recording.

Click (■) to stop the class recording. The *End Recording* dialog box appears.

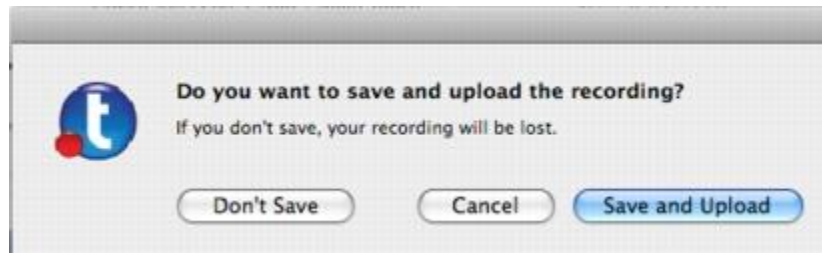


Figure 20: End Recording Dialog Box (Mac)

Don't Save: Recording stops and your recording is not saved.

Cancel: Recording resumes.

Save and Upload: The recording is saved and uploading begins. The Uploads dialog box appears, displaying upload progress. Close the window when the upload is complete.

For more information on how to edit courses go to http://hera-neu.tegrity.com/TegrityUtils/Help/campus/instructor/wwhelp/wwhimpl/js/html/wwhelp.htm#context=Tegrity&topic=camp_ins_access