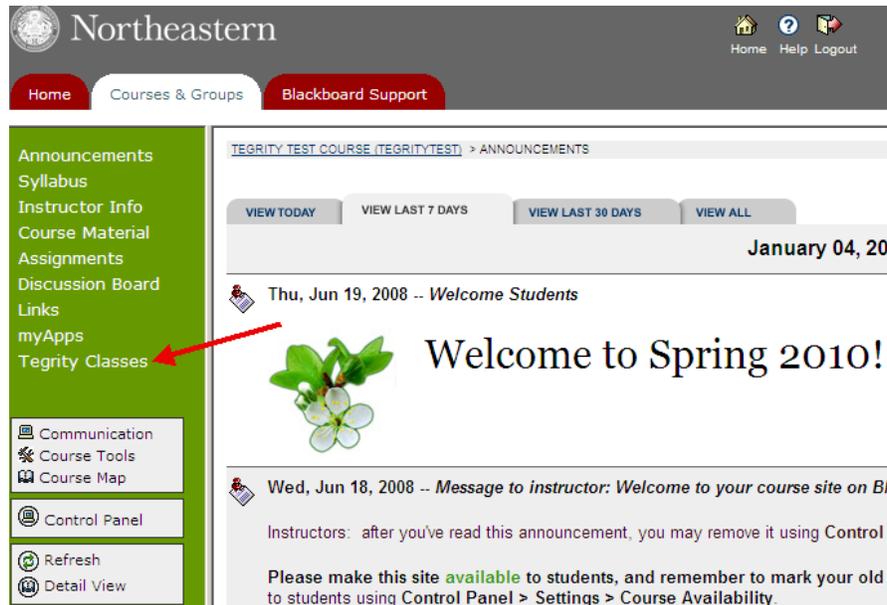


Access and Record Classes on Your PC

Tegrity lecture capture service is available through Blackboard. To view your classes or start a recording, **click** the **"Tegrity Classes"** link on the left hand menu.



The screenshot shows the Blackboard interface for a course titled "TEGRITY TEST COURSE (TEGRITYTEST)". The left-hand menu is green and contains several options: Announcements, Syllabus, Instructor Info, Course Material, Assignments, Discussion Board, Links, myApps, and Tegrity Classes. A red arrow points to the "Tegrity Classes" link. Below the menu are sections for Communication, Course Tools, and Course Map. The main content area shows a date filter for "January 04, 20" and a list of announcements. The first announcement is dated "Thu, Jun 19, 2008" and is titled "Welcome Students". It features a graphic of a plant and the text "Welcome to Spring 2010!". The second announcement is dated "Wed, Jun 18, 2008" and is titled "Message to instructor: Welcome to your course site on BI". It includes instructions for instructors on how to remove the announcement using the Control Panel.

Popup Blocker

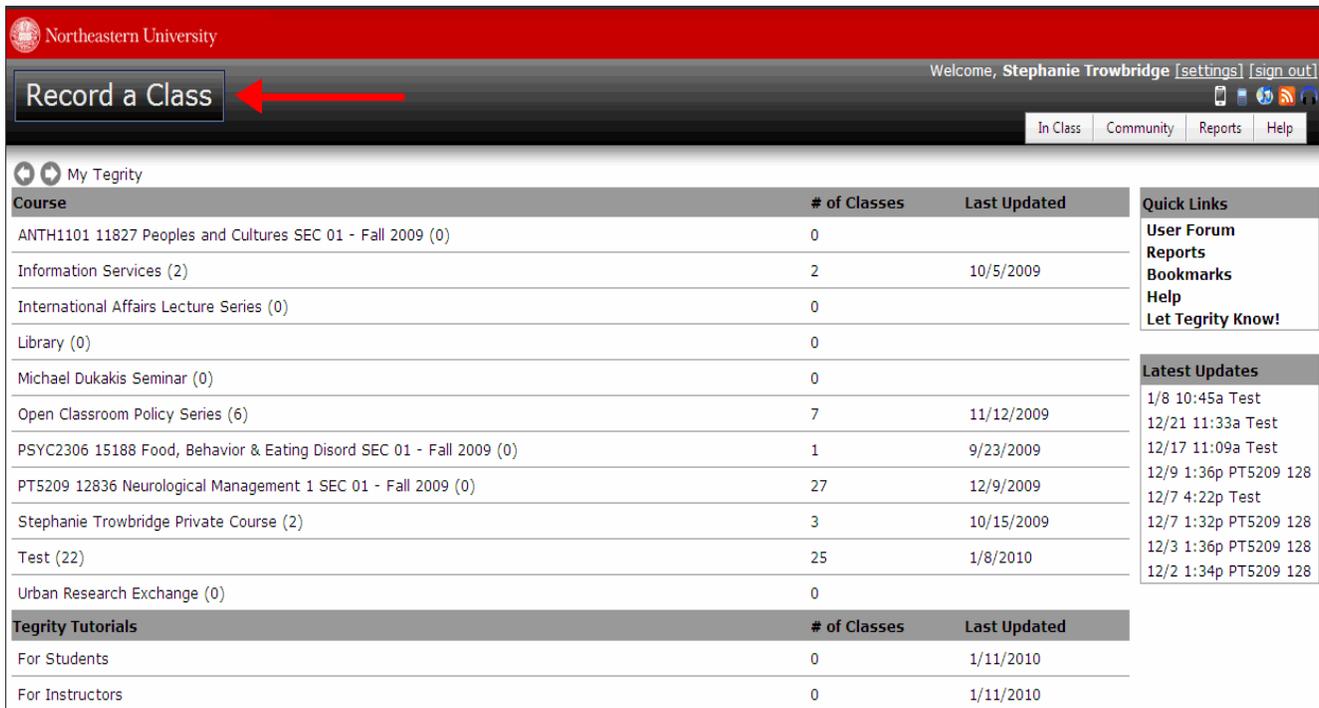
Note: If you are running Tegrity for the first time from a particular PC, you **may** get a popup message similar to the one below:

Your Tegrity sessions list could not open a new window. This may happen because a popup blocker application is used.

If you get such a message it means your Internet browser is blocking the Tegrity site. You just need to unblock it by:

- **Right Click** on the message.
- Choose **"Always allow popup from this site"**.

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.



Record a Class

Welcome, Stephanie Trowbridge [settings] [sign out]

In Class Community Reports Help

My Tegrity

Course	# of Classes	Last Updated	Quick Links
ANTH1101 11827 Peoples and Cultures SEC 01 - Fall 2009 (0)	0		User Forum
Information Services (2)	2	10/5/2009	Reports
International Affairs Lecture Series (0)	0		Bookmarks
Library (0)	0		Help
Michael Dukakis Seminar (0)	0		Let Tegrity Know!
Open Classroom Policy Series (6)	7	11/12/2009	
PSYC2306 15188 Food, Behavior & Eating Disord SEC 01 - Fall 2009 (0)	1	9/23/2009	
PT5209 12836 Neurological Management 1 SEC 01 - Fall 2009 (0)	27	12/9/2009	
Stephanie Trowbridge Private Course (2)	3	10/15/2009	
Test (22)	25	1/8/2010	
Urban Research Exchange (0)	0		

Tegrity Tutorials

Tegrity Tutorials	# of Classes	Last Updated
For Students	0	1/11/2010
For Instructors	0	1/11/2010

Latest Updates

- 1/8 10:45a Test
- 12/21 11:33a Test
- 12/17 11:09a Test
- 12/9 1:36p PT5209 128
- 12/7 4:22p Test
- 12/7 1:32p PT5209 128
- 12/3 1:36p PT5209 128
- 12/2 1:34p PT5209 128

Installing the Add-on

Note: If you are recording a class for the first time, you may get a new window asking you to install an Add-on.

If you get such a message go ahead and install the required Add-on by:

- **Right Click** and select **"Install This Add-on For All Users on This Computer"** (*This will install the Add-on called Recinstaller.CAB*)

During the installation process you may be asked to restart your computer. If this happens:

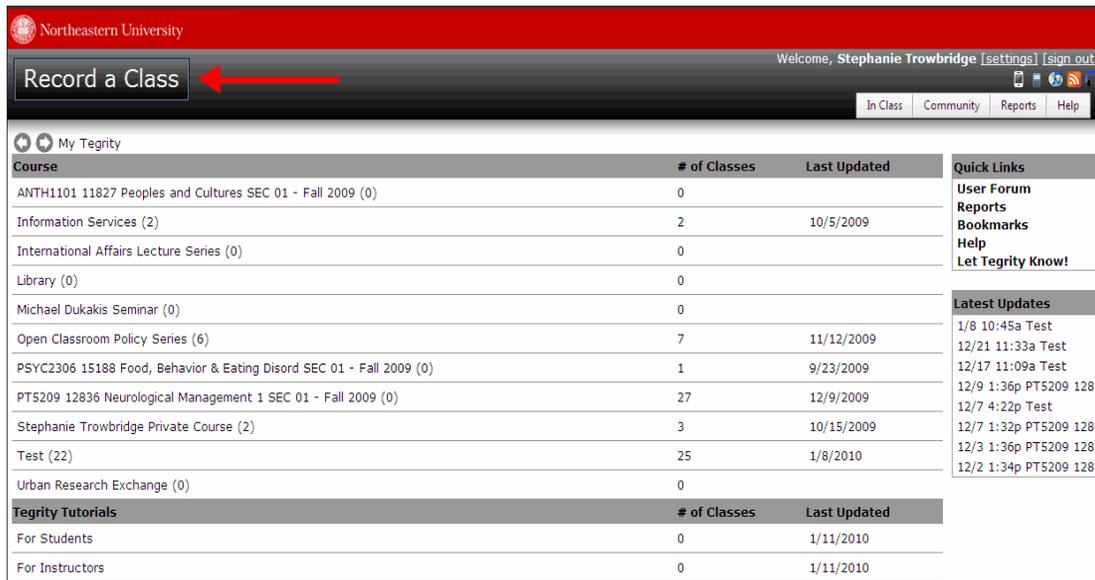
- Select **"Yes"**

After the system reboots:

- **Login to Blackboard** again.
- Select your course.
- Click on the **Tegrity Classes** link.

Recording a Class

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



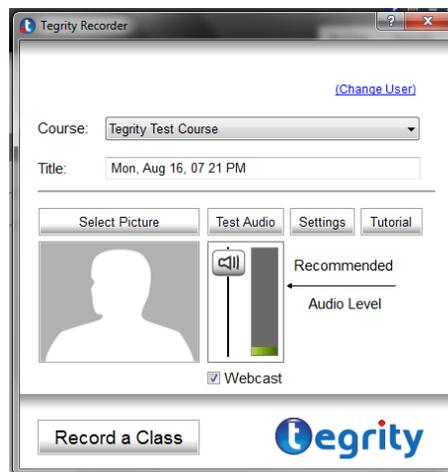
The screenshot shows the Northeastern University Tegrity interface. At the top, there is a red header with the university logo and name. Below the header, a navigation bar contains the 'Record a Class' button, which is highlighted with a red arrow. To the right of the navigation bar, there is a welcome message for 'Stephanie Trowbridge' and links for 'In Class', 'Community', 'Reports', and 'Help'. The main content area is divided into two sections: 'My Tegrity' and 'Tegrity Tutorials'. The 'My Tegrity' section contains a table with columns for 'Course', '# of Classes', and 'Last Updated'. The 'Tegrity Tutorials' section contains a table with columns for 'Tutorials', '# of Classes', and 'Last Updated'. On the right side of the interface, there are 'Quick Links' (User Forum, Reports, Bookmarks, Help, Let Tegrity Know!) and 'Latest Updates' (a list of recent tests).

Course	# of Classes	Last Updated
ANTH1101 11827 Peoples and Cultures SEC 01 - Fall 2009 (0)	0	
Information Services (2)	2	10/5/2009
International Affairs Lecture Series (0)	0	
Library (0)	0	
Michael Dukakis Seminar (0)	0	
Open Classroom Policy Series (6)	7	11/12/2009
PSYC2306 15188 Food, Behavior & Eating Disord SEC 01 - Fall 2009 (0)	1	9/23/2009
PT5209 12836 Neurological Management 1 SEC 01 - Fall 2009 (0)	27	12/9/2009
Stephanie Trowbridge Private Course (2)	3	10/15/2009
Test (22)	25	1/8/2010
Urban Research Exchange (0)	0	

Tegrity Tutorials	# of Classes	Last Updated
For Students	0	1/11/2010
For Instructors	0	1/11/2010

Click **Record a Class**. The *Tegrity Recorder* window appears. If this is the first time you are recording a class, the *Tegrity Recorder* icon is added to your system tray.

Tegrity Recorder Window



The *Tegrity Recorder* window provides information about your class recording, including:

Your Name

Course Name

Title of the Class Recording (It will default to the date and time as a name of the lecture)

There are also general settings to use during the class recording

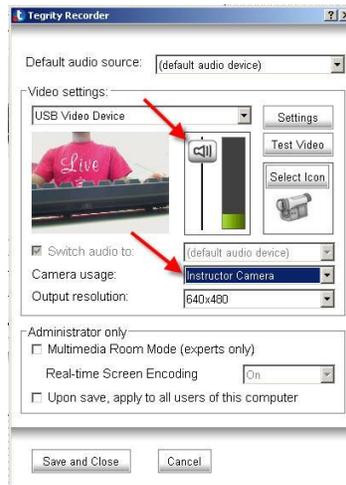
Prepare for recording:

Located below the **Audio Level**, is checked box for **Webcast**. Leaving this box checked will allow students to watch the lecture live as it is being recorded. Uncheck the box if this is not desired.(If the Webcast box is not shown then the service has been disabled)



Check off the **Instructor Video**, this will ensure that the instructor's video and the class notes are recorded separately. Before recording a lecture click on the **Test Audio** button to ensure that the internal or external microphone is working. It is suggested that the **Audio Level** should be as high as possible. The student can make the adjustment when viewing the lecture.

To choose audio and video input settings select **Settings** and the window below will appear.



To begin recording:

Start Tegrity Recorder and click **Record a Class**. The first time you click **Record a Class**, a dialog box appears displaying information about the Tegrity Recording toolbar icons.

Click **OK**. The dialog box closes and the Tegrity Recording toolbar appears at the bottom of your screen.

Tegrity Recording Toolbar



As you speak, the volume indicator () shows the volume level at which the audio is being recorded.

During the recording process, use the Tegrity Recording toolbar buttons to:

Pause ()

Resume recording ()

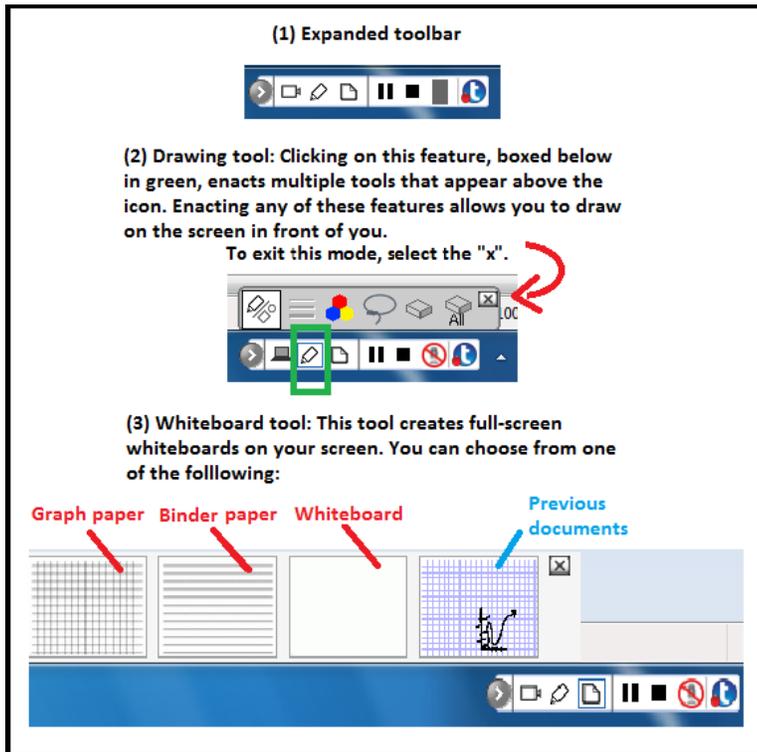
Stop () the class recording.

Expanded Controls on the toolbar

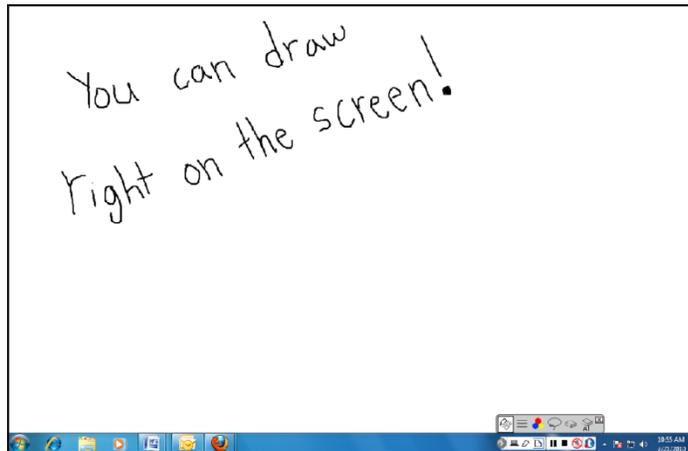


By selecting the left arrow, located to the far left of the control panel, the panel expands illuminating additional controls that will allow you to:

1. Expand your live webcam(s) into full-view mode.
2. Draw directly onto your computer screen using a series of tools (for example, the free-hand tool, and shape tools).
3. Enable a full-screen view of a white board.



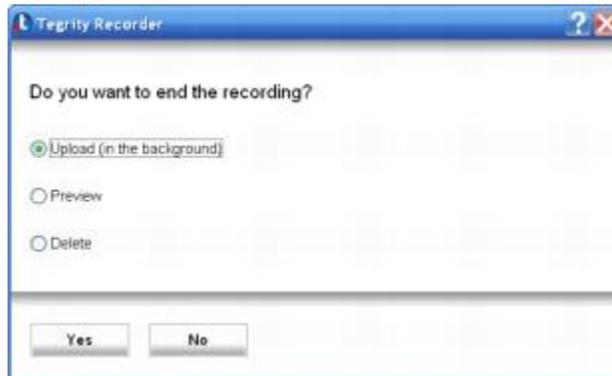
For example, enacting the drawing tool on the whiteboard will look something like this:



To End and Upload a recorded lecture :

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

End Recording Dialog Box



Select one of the following options and click **Yes**.

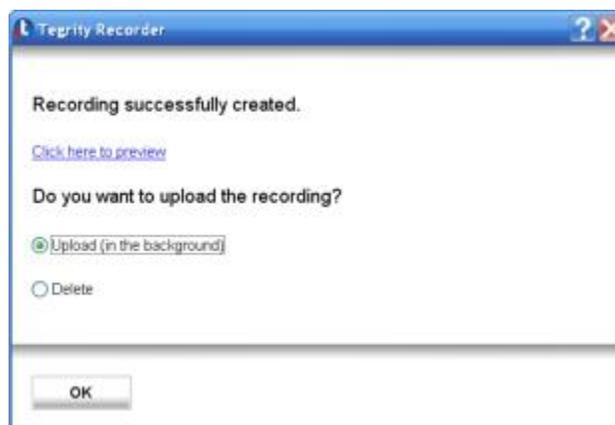
Upload (in the background) — Upload the class recording to the Tegrity server from your computer. Uploading the class recording does not affect the performance of your computer. The Tegrity Recorder closes and the *Tegrity: Recording completed* balloon tip appears.

Recording completed Balloon Tip



Preview: Allow you to preview the recording after which you can choose to **Upload** or **Delete** the class recording. The *Recording successfully created* dialog box appears.

Recording Successfully Created Dialog Box



Continue with step

Delete: Delete the class recording. The *Tegrity Recorder* closes.

Click **here to preview**. A browser window opens and plays in the recording in the format that the students will view the recording

When you finish viewing the class recording, close the browser window.

Select **Upload (in the background)** or **Delete** from the *Recording successfully created* dialog box.

For more information regarding additional features enhancing the administration and distribution of recordings <https://help.tegrity.com/downloadable-instructor-guide.html>