Access and Record Classes on Your PC
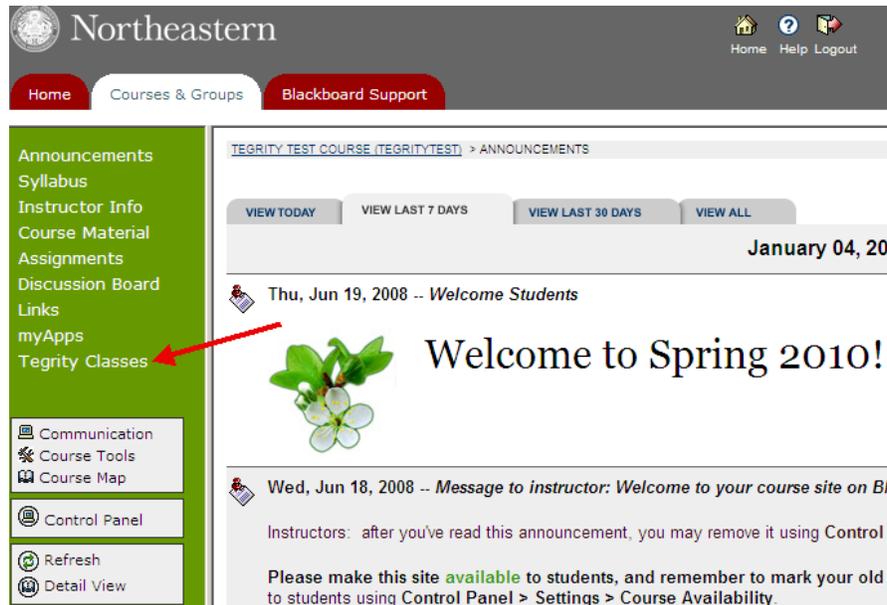
Tegrity lecture capture service is available through Blackboard. To view you classes or start a recording, **click** the **"Tegrity Classes"** link on the left hand menu.

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.

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:
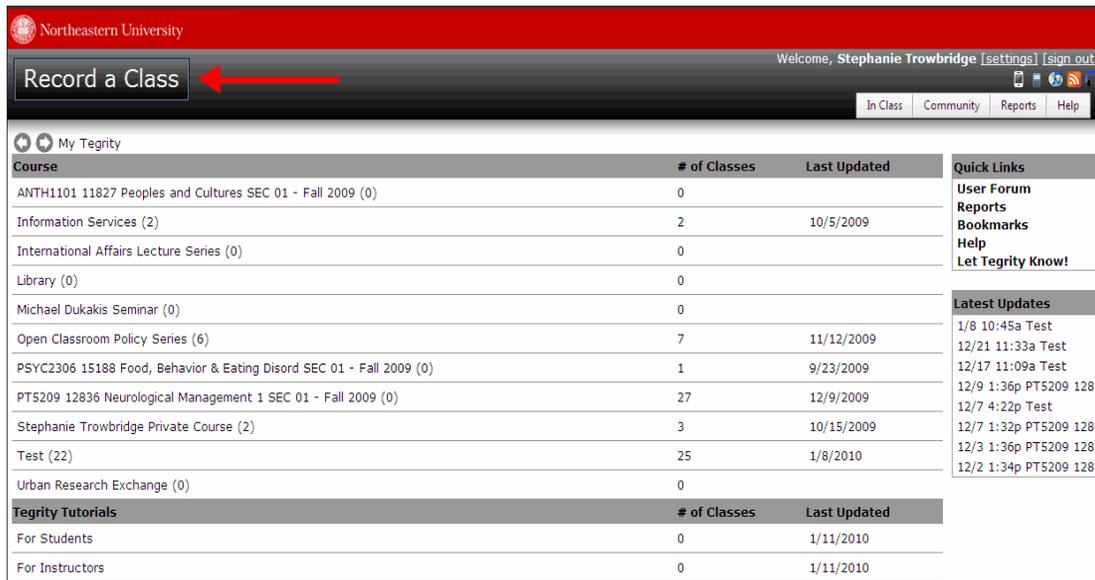
- Select **"Yes"**

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

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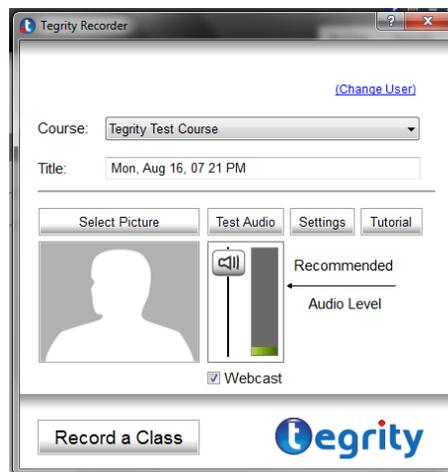
The *Tegrity Recorder* window provides information about your class recording, including:

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.
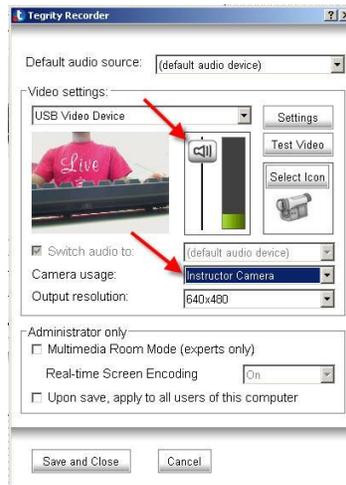
To begin recording:

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.

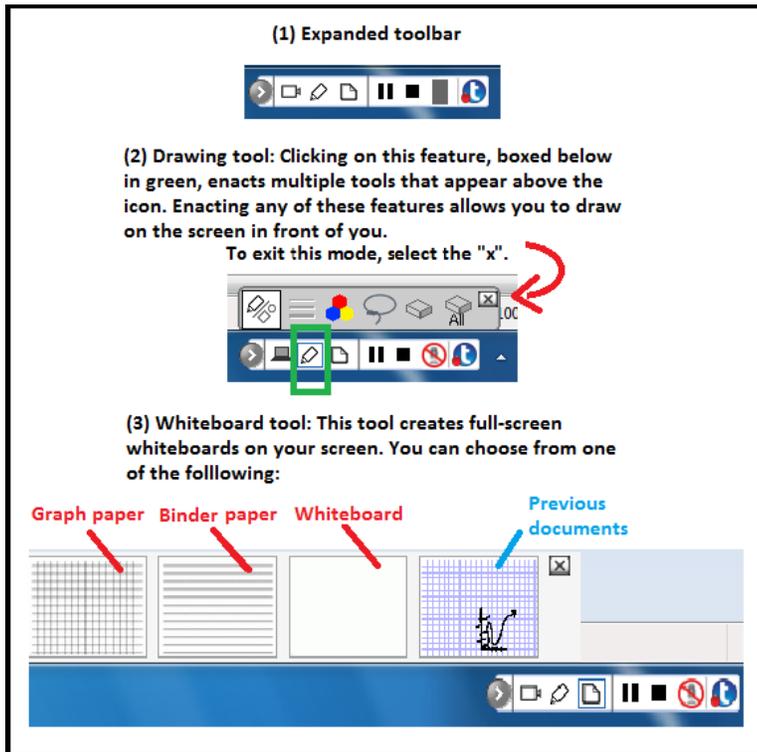## Expanded Controls on the toolbar

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.

(1) Expanded toolbar

(2) Drawing tool: Clicking on this feature, boxed below in green, enacts multiple tools that appear above the icon. Enacting any of these features allows you to draw on the screen in front of you.
To exit this mode, select the "x".

(3) Whiteboard tool: This tool creates full-screen whiteboards on your screen. You can choose from one of the folllowing:

Graph paper   Binder paper   Whiteboard

Previous documents

For example, enacting the drawing tool on the whiteboard will look something like this:
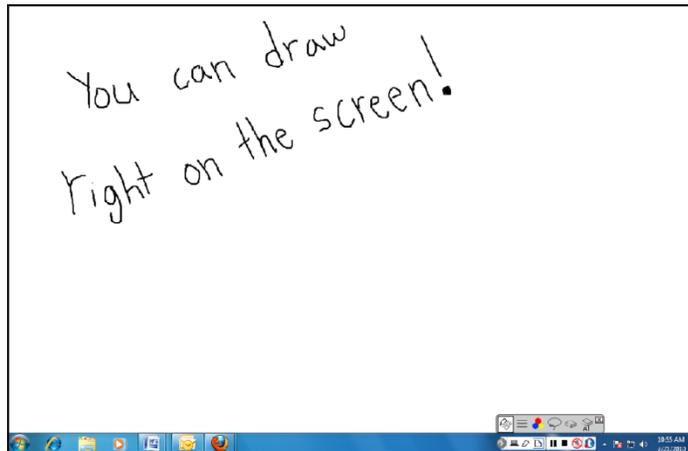
To End and Upload a recorded lecture :
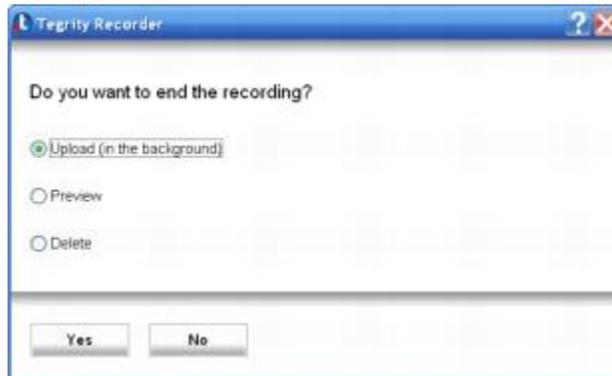
Click (■) to stop the class recording. The *End Recording* dialog box appears.

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
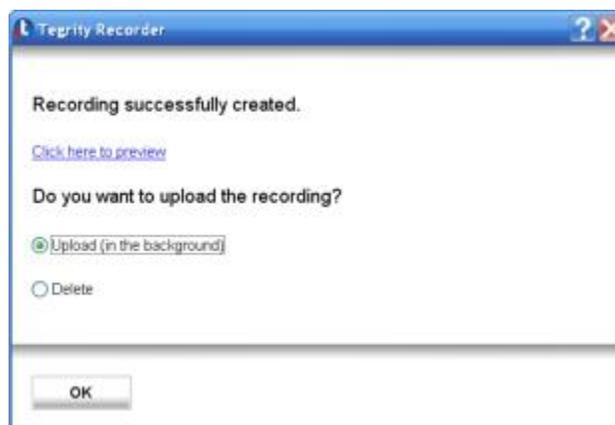
Continue with step

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