

Tegrity Training & Best Practices

ROAD MAP

1. Overview

- Tegrity
- PC/Mac

2. Preliminary checks.

3. PCs

- Starting Tegrity
- How to Record a Class on a PC
 - i. White board / Annotate (PC only)
 - ii. Best Practices
- What to do if you run into a problem.
- Post-recording Options
 - i. Create Class link (URL)
 - ii. Bookmarks
- Viewing Recorded Classes

4. Macs

- Main differences
- How to record a class on a Mac

BEST PRACTICE # 1

Keep It Simple
Don't over-complicate it.

BEST PRACTICE # 2

BEFORE you click to record →
Open up ALL of your PowerPoint Slides etc in the background.

BEST PRACTICE # 3

WHEN you are recording & you want to put the recording ON HOLD for just a moment E.g When you want to say something "off the record" or you want to open up an application that you forgot to open etc...
→ Click on the **PAUSE button** in your System Tray at the bottom RHS of your screen instead. Then click on it again when you want your recording to continue.
******* DO NOT put the microphone on MUTE !!!!! *******

BEST PRACTICE # 4

When students ask a question or make a comment, it is recommended that you **repeat their question or comment** so it will be picked up by the recording.

POST-RECORDING OPTIONS -

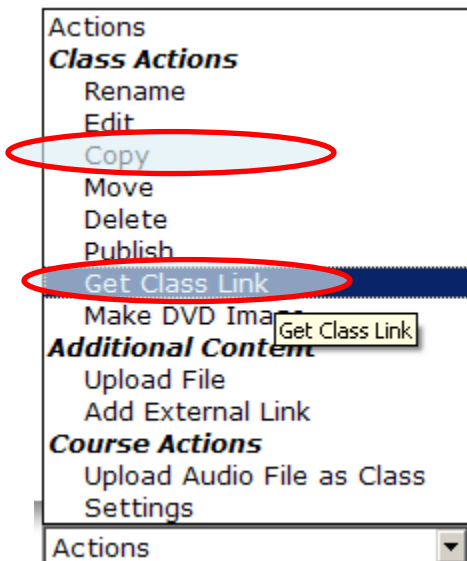
MOST USEFUL Options:

- Get Class Link
- Bookmark
- Copy

ACTIONS DROP-DOWN

GET CLASS LINK

- Once downloading is complete, you will see the class you just recorded display on the screen.
- In bottom RH corner will see “Action” drop-down
 - Click on Check Box next to the class you want to perform an action on
 - Click on the ‘Action’ drop-down – Have option to Edit / Rename recording etc.
 - Click on **Get Class Link** – Which is a **URL** of your recording that you can post anywhere or Email to people to watch the recording (COOL STUFF)



Tegrity Summary Notes

Direct link to session

Get a direct link to this class recording to post in emails, web pages, etc.

1. Check the checkbox below if you would like to require users to login prior to viewing the class recording.
2. Click one of the links below and press CTRL+C to copy the link to your clipboard.

URL:

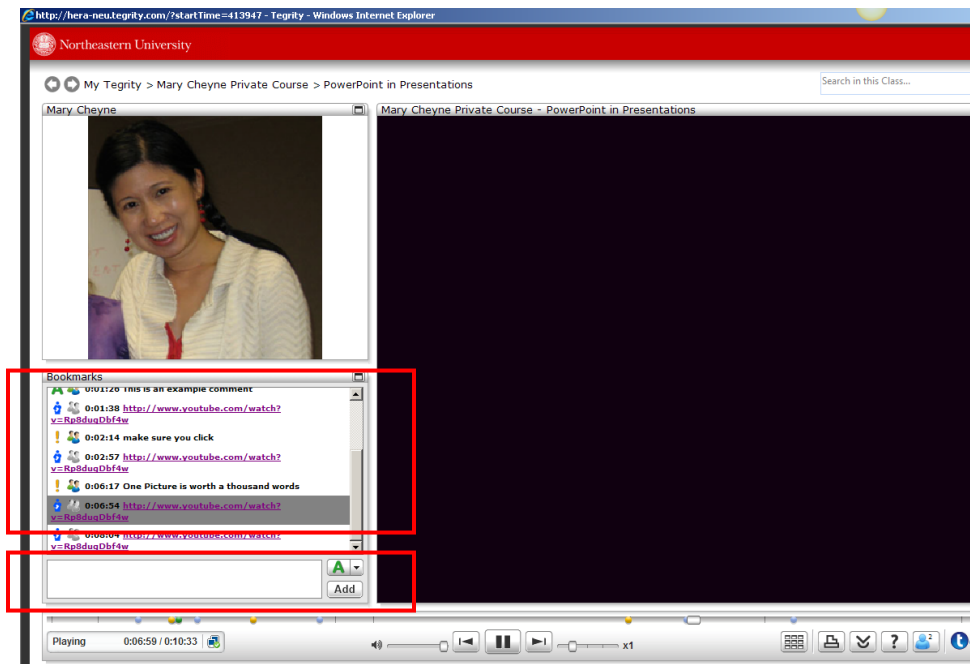
Embed:

Require users to login to view the session

PLAY Class From Recorded Class List

You can CHOOSE to make **logging in** as **mandatory** for students to view the recording by checking this box.

BOOKMARKS Section



- Bookmarks – Can Add your own bookmarks within the chapter (like a real-book).
 - Helps you JUMP to a specific place within one LONG Chapter.
 - E.g. Time 6.35 = “Responsibility” OR Time 10.54 – “Team Work” etc.
 - Can Add a bookmark as a COMMENT / QUESTION / IMPORTANT

Tegrity Summary Notes

COPY

Can Copy class from 1 course to another.

E.g. Useful for when you begin a new semester

SUPPORT

What To Do If You Run Into a Problem.

1. Go to the Tegrity HELP website <https://help.tegrity.com/>
2. Call the **IS Service Desk x4357** to escalate a problem.

Where does the Recording Go?

On a PC:

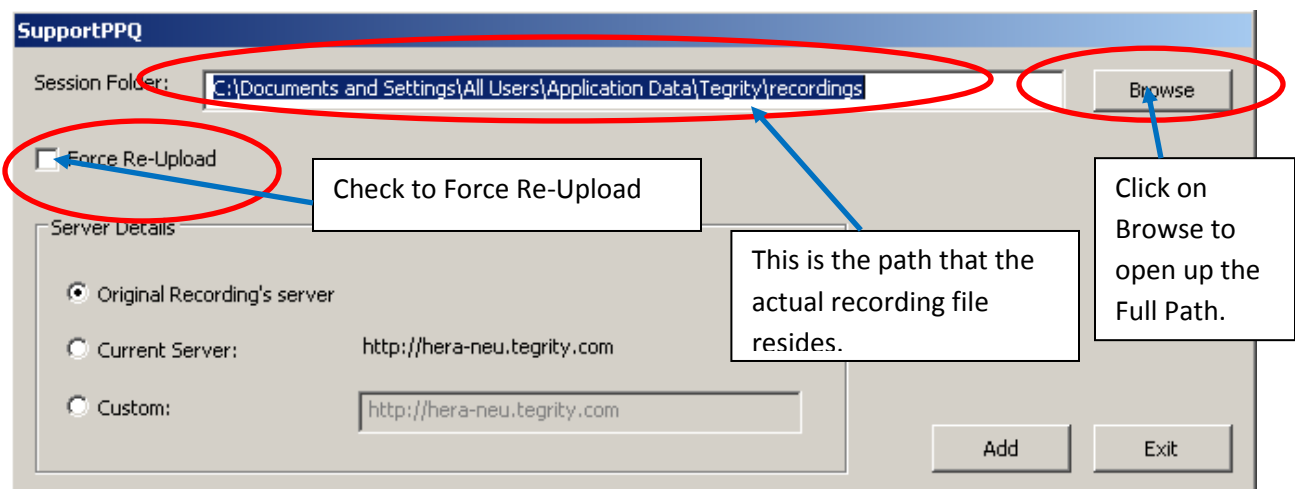
When the recording is stopped, the file of the recording itself resides in?

The “Queue” manages the upload of files to Tegrity.

The “Queue” is found in:

C:\Program files\Tegrity\Recordings\SupportPPQ.exe

- When you click on it – A dialogue box comes up.
 - You can check the box “**Force Upload**” to Force the upload

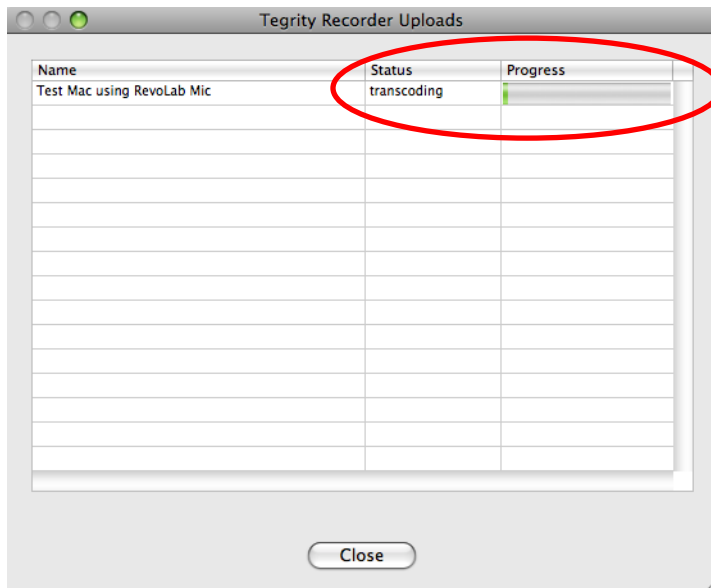


On a Mac:

The “Queue” manages the upload of class recordings to the Tegrity server (as with the PC)

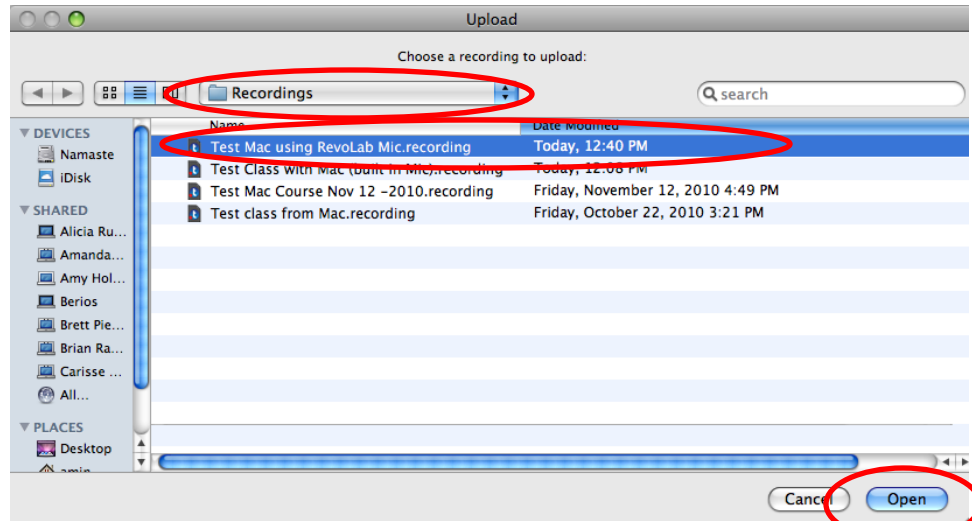
On the Mac, you can open the queue by re-launching the Tegrity Recorder

- From Applications / Tegrity Recorder.
- Click on **File/ Show Uploads**.
 - The following dialogue box comes up
 - Showing the status of the upload & a Progress Bar
 - The STATUS column goes from:
 - Transcoding / Archiving / Uploading.
 - If your immediate recording is NOT in the queue,
 - It may have completed uploading already.



- You can **Delete** an existing Uploading that is in this Queue
 - Example: Similar to a Printing QUEUE,
 - If one Print job is STUCK & holding up all of the other Print jobs, can delete it to allow other ones to go through.

- In any case, you can always click on **File/ Upload Recordings**.
 - The following dialogue box comes up.



- Note: The Folder shown i.e. "Recordings" is where the recording files are placed after you have stopped recording.
 - The FULL Path of the Tegrity recordings is:

***/Users/admin/Library/Application Support/Tegrity
Recorder/Recordings\Xxxxxxxx .Recording***
[where Xxxxxx is the Name of the Class]