For Students – Tegrity Campus 2.0 (How to Record)

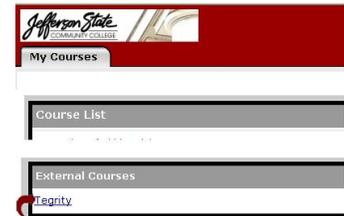|	
Depending on Instructor instructions and settings students may use Tegrity to record and share class presentations. You may do screen recordings using any application (i.e. PowerPoint). You may record audio (your voice). You may record a presentation (your face) live through a video camera/web camera, *Note:* Check to make sure your computer meets the necessary requirements. Make sure Pop Up Blockers are turned off. • Select the Tegrity link (icon in Blackboard course site or under 'External Courses' in Blackboard). *Note:* A couple of warning messages will be displayed requiring scripts and Active-x controls be allowed to run.	
Once the Tegrity application has been successfully installed a "Tegrity Recorder" window will open. Tegrity Start Dialog Options: • Select the Coursefrom the pull down menu and enter a Recording Title. • Select "Settings" to select audio source, video settings, and camera usage. • Select Picture: When playing back a Tegrity class recording there is space in the upper left corner for a picture. Inserting a picture is optional and appears only when student video is not used. • Test for volume settings (use a computer microphone for quality audio) and/or connection to a video/web camera. • Make selections and select "Save and Close." Once settings have been selected, you are ready to start recording. • Select 'Record a Class.' *Note:* It is important to keep in mind that Tegrity will only record media which is being delivered through the computer (i.e. PowerPoint). In order for content to be displayed via the document camera, the document camera viewer must be used on the computer.	

A Recording Toolbar (i.e. Stop, Pause, Video, Annotate buttons) will be made available on the bottom Task Bar on the computer. Once recording is completed, select the "Stop" button on the task bar. A message dialog box will appear to state "Recording successfully created." *Note:* Students will not be able to edit once recording has been created.	
Student Recordings will be listed under tab 'Student Recordings.' Note: Only Instructors will have access to all Student Recordings. Instructor may 'publish' recording(s) for all students to view.	