



Training Handout – Tegrity Campus 2.0

Tegrity Campus 2.0 is a user-friendly video, audio, and screen capturing platform for replay by students. Tegrity is accessible anywhere via Blackboard's course management system. Instructors can record live instruction from the classroom or record from an office/home location using a personal computer. Tegrity can record anything that appears on your computer screen such as software demonstrations and PowerPoint presentations. You can record audio commentary along with your screen captures or even upload audio files as a class. Depending on the subject matter and time, instructors may record and publish immediately following a lecture or use editing features to 'chunk' the lecture into smaller units to focus on 'just in time' learning. Math and other similar classes may want to include demonstrations of how to work the problems. You may do screen recordings using any application (i.e. PowerPoint or Blackboard) and audio (your voice) or just audio. You do not have to record yourself (your face) live through a video camera/web camera, but it helps to at least include a picture of yourself on the course site so that students see that they have a real teacher. For examples, go to <http://www.tegrity.com/showcase.html>. For Classroom Live Recording contact ITS (Colin Eubanks, Mark Partain, or Greg McCallister).

Check to make sure your computer meets the necessary requirements. Make sure Pop Up Blockers are turned off.

PC:

- CPU Pentium 4, 1.3 GHz
- Windows XP Pro, Windows Vista
- RAM 512 MB (Windows XP Pro)
- RAM 1GB (Windows Vista)
- Hard Drive – free space about 4GB
- Browser: IE 6.1, 7.x, Firefox

Mac:

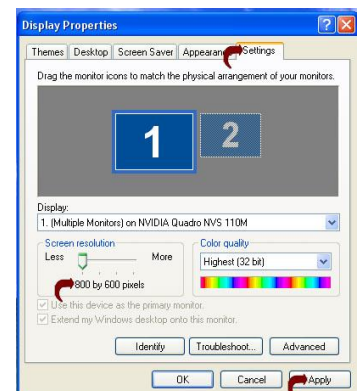
- CPU Power PC 1.4Ghz / Intel 1.4 GHz
- Mac OS X Tiger 10.4, Leopard 10.5
- RAM 512MB
- Hard Drive – free space about 4GB
- Browser: Safari, Firefox

Does the student's client require any downloading of software to enable Tegrity?

- Students viewing Tegrity recordings in their web browser require no additional software.



Note: Change your screen resolution to 800x600.

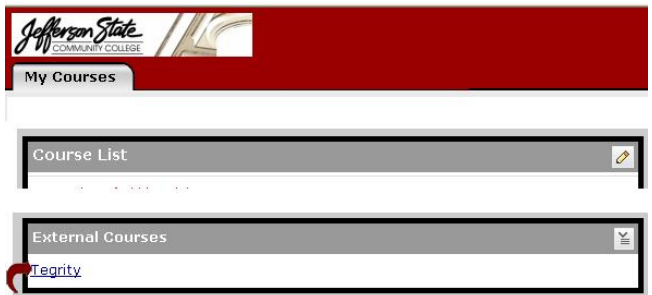
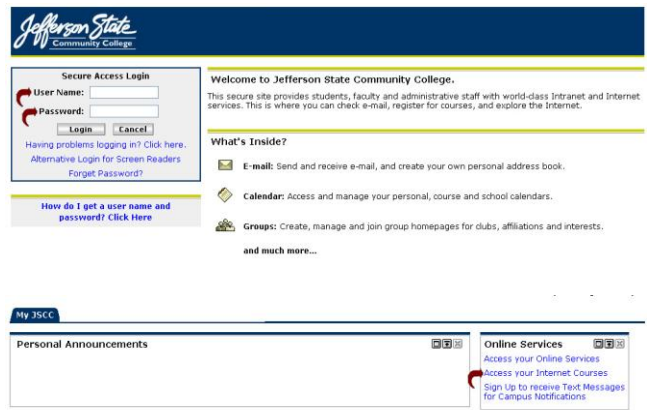


To get started with Tegrity, login to Blackboard through Pipeline. Select the Tegrity Link listed under 'External Courses' below your Blackboard Course List.

Note: Tegrity Campus 2.0 runs on a campus server. There is not any downloads to install to your local computer.

After logging in, the Instructor screen will appear with a listing of courses. Select the Term/Course ID/CRN to view listing(s).

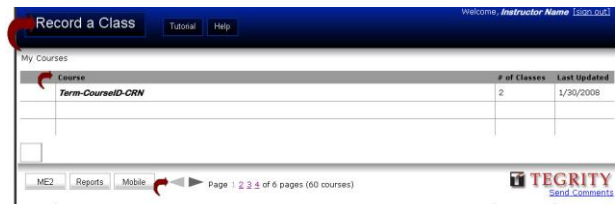
Note: To move from page to page within the classes listed, use the navigation tools at the bottom of the screen.



Select "Record a Class" from the top left screen from the Login Screen or select "Start Tegrity Recording" from the Windows Task Bar listing.

Note: After the first time that you have logged in to Tegrity, an icon will appear on your Windows Desktop Task Bar. Right-click to view options (Start Recording, Login to Tegrity Campus, Help, etc). A Recording Toolbar (i.e. Stop, Pause, Video, Annotate buttons will be made available.)

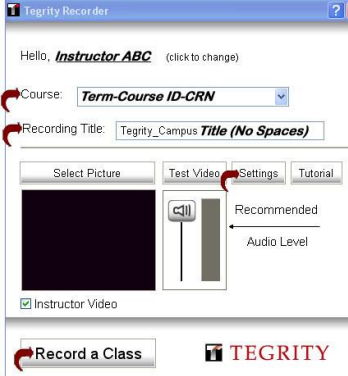
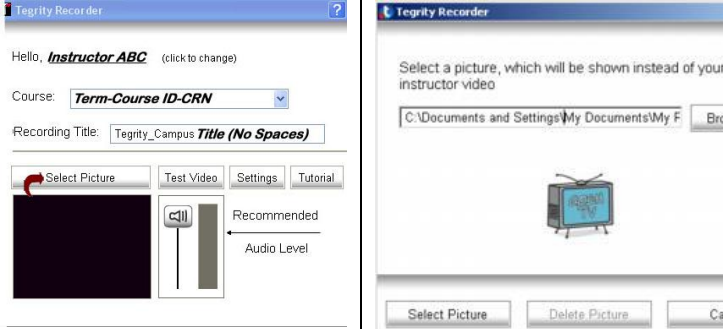
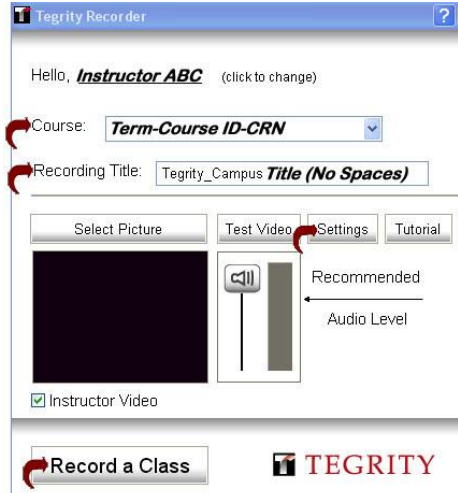
Note: Recordings will be saved to the Course/folder selected on the Tegrity Campus Server. Once published, students will have access to the recordings.



Recording Toolbar

Tegrity software will begin recording your voice and desktop actions after you select the OK button.



<p>Tegrity Start Dialog Options:</p> <p>Select the Term/Course ID/CRN to from the pull down menu and enter a Recording Title.</p> <p>Select “Settings” to select audio source, video settings, and camera usage.</p>	
<p>Select Picture: When playing back a Tegrity class recording there is space in the upper left corner for a picture, such as a picture of the instructor or a school logo. Inserting a picture is optional and appears only when instructor video is not used.</p>	
<p>Test for volume settings (use a computer microphone for quality audio) and/or connection to a video/web camera.</p> <p>Make selections and select “Save and Close.” Once settings have been selected, you are ready to start recording.</p>	

Once recording is completed, select the “Stop” button on the task bar.

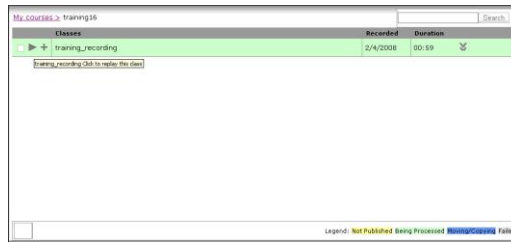
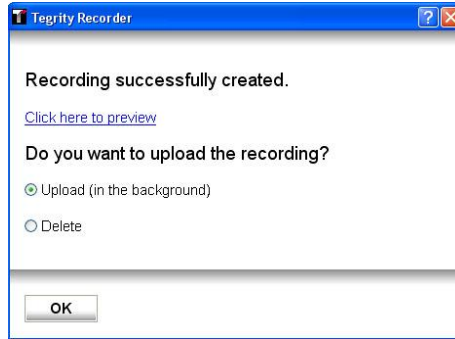
Note: The Tegrity Icon will flash with a message “Uploading: _____(recording title).”

Depending on user settings, a message dialog box will appear to state “Recording successfully created” with the following options:

- **Preview Now** - Preview your recording, after which you can choose to Upload Later, Upload Now, or Delete the recording.
- **Upload Now** - Processes and sends your recording to the Tegrity server now.
- **Delete** - Erases the recording.

Note: The Tegrity Campus recording screen will show the status of the recording according to the Legend on the bottom right of the screen.

For example, if the recording is highlighted in green it means it is being processed. You may need to Refresh your browser to see changes.



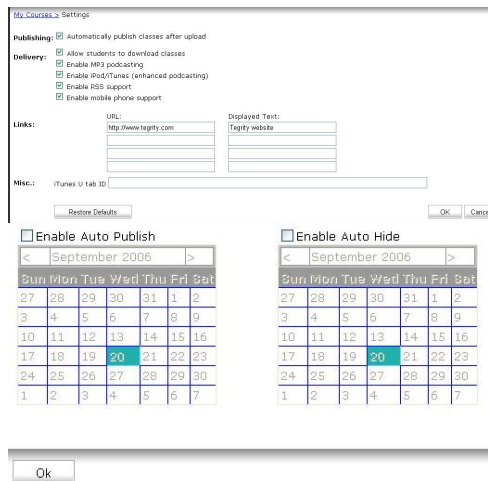
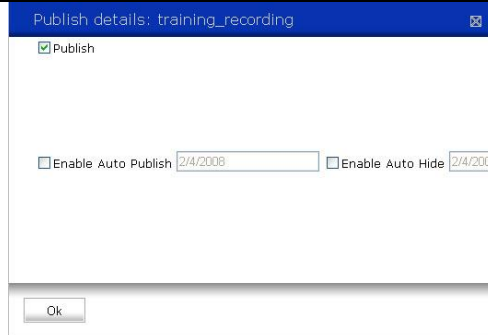
Legend: **Not Published** **Being Processed** **Moving/Copying** **Failed**

Once the recording has been uploaded, a “Publish” screen will appear. You may then select to “Publish” or enable auto publish. Other settings may be viewed under the My Courses/Settings listing.

You can select “Enable Auto Publish” and choose a date for publishing a recording automatically. Then you can select “Enable Auto Hide” so that the recording is no longer available to students after a date you specify.

Note: To select a date, you must click its number in the calendar.

Note: If you select automatically publish recordings after they are uploaded students will have access to the recordings.



Settings/Delivery Subscriptions:

Instructor must enable (check) the "Delivery" options for students to subscribe to Tegrity recordings using iPod/iTunes, Mp3, or RSS feeder.

When selected, a dialog box will appear for users to select "Subscribe."

Note: The iTunes U publish option is currently not available.

Course Actions
Upload Audio File as Class
Settings

Actions

My Courses > Settings

Publishing: Automatically publish classes after upload

Delivery: Allow students to download classes
 Enable MP3 podcasting
 Enable iPod/iTunes (enhanced podcasting)
 Enable RSS support
 Enable mobile phone support

Links: URL: Displayed Text:

Misc.: iTunes U tab ID

Restore Defaults

My courses > Term-CourseID-CRN

Classes	Recorded	Duration
<input type="checkbox"/> + Recording Title (No Spaces)	1/30/2008	00:48
<input type="checkbox"/> + Recording Title (No Spaces)	1/3/2008	08:10

iPod Mp3 RSS Page 2

The Actions drop-down list lets you rename, delete, edit, copy, move, get a class link, and publish your recordings.

The "Make CD image" action allows you to burn recorded images on CDs to archive your recordings.

You can also upload additional content such as pdfs or external web links.

Under Course Actions, you can upload an audio file or change settings.

Click the check box to the left of the course recording and select action pull down menu.

Actions

Class Actions

- Rename
- Edit
- Copy
- Move
- Delete
- Publish
- Get Class Link
- Make DVD Image
- Publish to iTunes U

Additional Content

- Upload File
- Add External Link

Course Actions

- Upload Audio File as Class
- Settings

Actions

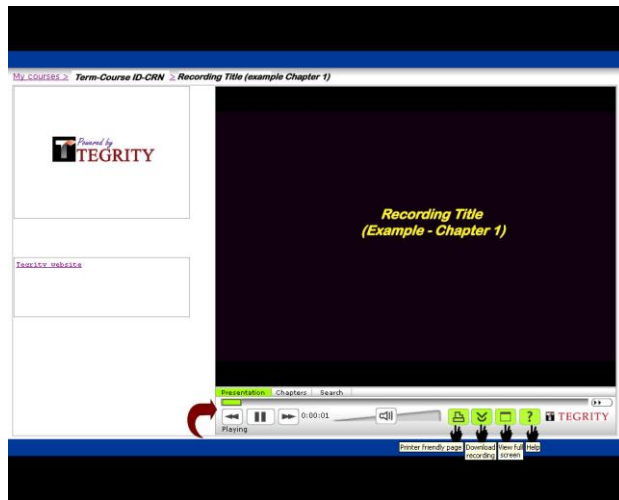
To launch the recording, click the Play button beside the name of the recording or the Plus Sign button to review the chapters (shown in thumbnail view) in a recording.



Note: Slides will automatically advance. If it does not load the first time close your Browser and try again.

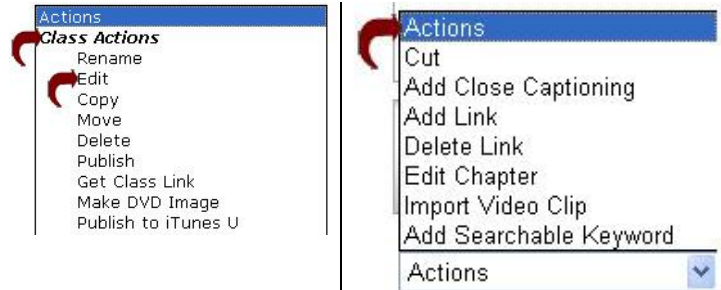
You can use the mouse roll-over to select from the following options: Print, Download Recording, View Full Screen, and or Help.

My courses > Term-CourseID-CRN		Recorded	Duration
Classes			
<input type="checkbox"/> +	Recording Title (No Spaces)	1/30/2008	00:48
<input type="checkbox"/> +	Recording Title (No Spaces)	1/3/2008	08:10



To edit a recording, click the check box to the left of the course recording and select the "Edit" link on the action pull down menu. The Tegrity Class Editor will appear.

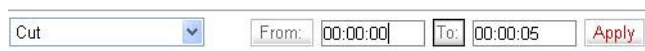
The Editor option provides an Action Menu with the following options: Cut, Add Close Captioning, Add Link, Delete Link, Edit Chapter, Import Video Clip, Add Searchable Word.



To cut (delete sections) of recording:

- From the Actions drop-down list, select Cut. The Add Link controls appear.
- Select Cut, insert time codes (must be at least 2 seconds).
- Click apply.

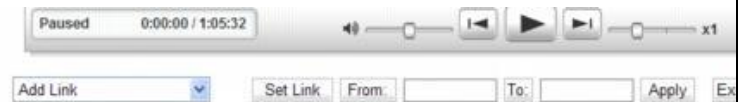
Note: Cut sections cannot be retrieved.



You can add web links to be displayed during specific time periods in a class recording.

To Add Link:

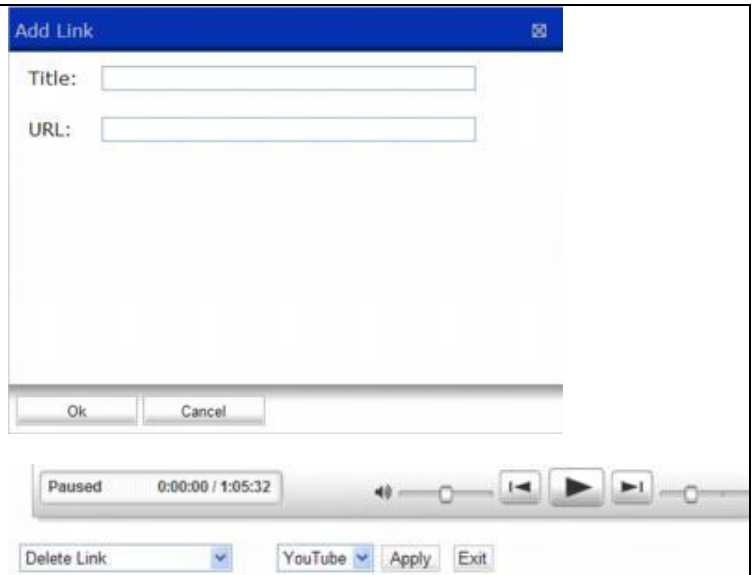
- From the Actions drop-down list, select Add Link. The Add Link controls appear.
- Click Set Link. The Add Link dialog box appears.
- Enter the description for the link in the Title field.
- Enter the web address for the link in the URL field.



- Click OK. The Tegrity Class Editor window reappears.
- Play the class recording and click From to set the beginning time for display of the link.
- Click To to set the ending time for display of the link. Click Apply.

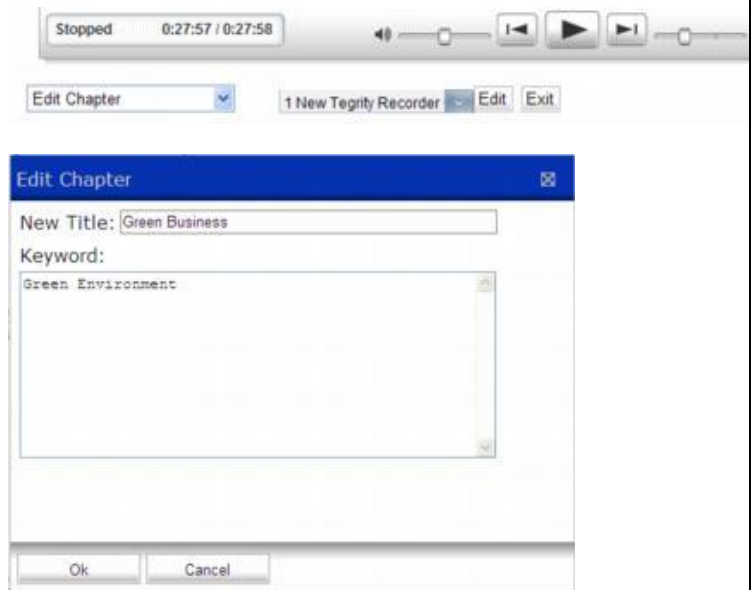
To Delete Link:

- From the Actions drop-down list, select Add Link. Locate link and delete.



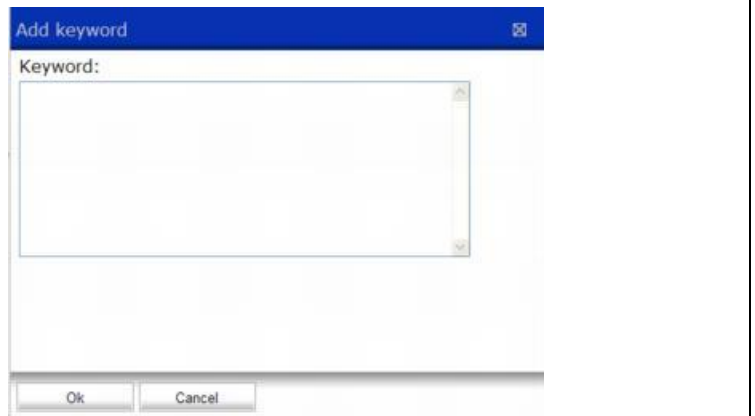
To edit chapter information:

- Select the class recording for editing.
- From the *Actions* drop-down list, select Edit Chapter. The *Edit Chapter* controls appear.
- To change the chapter title, enter the new title in the *New Title* text box.
- To add one or more keywords, type the keywords in the *Keyword* text box. Separate multiple keywords with a space.
- To delete an existing keyword, select the keyword and press **Delete** on your keyboard.
- Click Apply. The title and keywords are updated according to your input.



To Add Searchable Word:

- From the *Actions* drop-down list, select Add Searchable keyword. The *Add keyword* dialog box appears. All defined keywords appear in the dialog box.
- Add one or more keywords separated by spaces.
- To delete one or more keywords, select the keywords you want to delete and press Delete on your keyboard.
- Click OK. Your additions and/or deletions are saved.

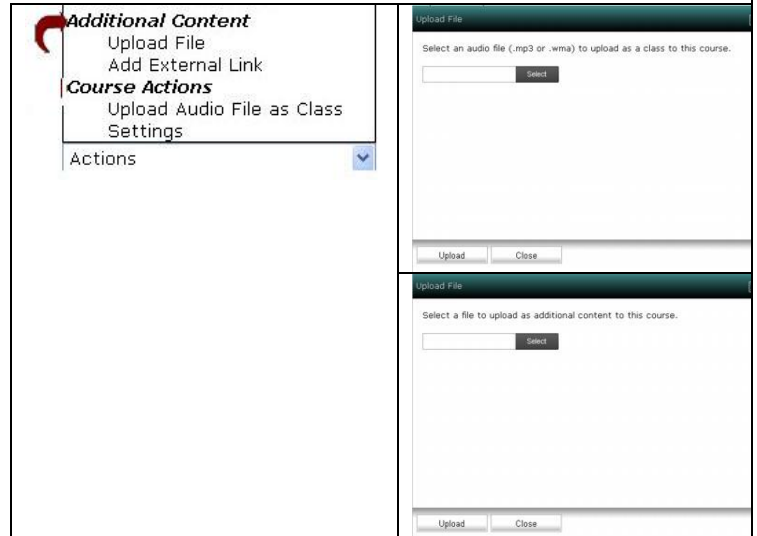


You can create additional content for a course. Students can view the additional content you provide. This content can be files or links.

To Add Content:

- From the *Actions* drop-down list, select Upload File or Add External Link.

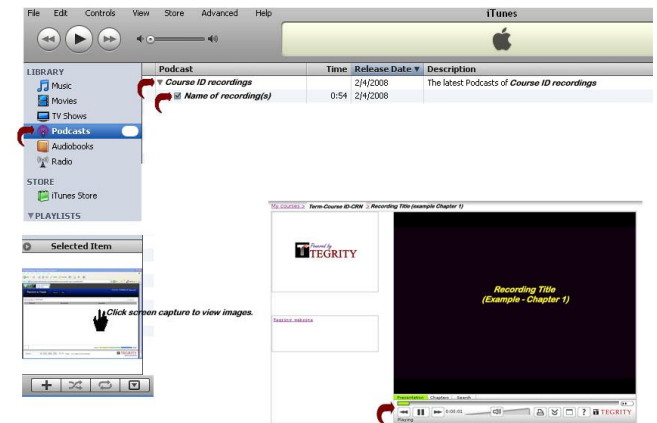
Note: Uploaded files larger than 100 MB are rejected.



1) For iPod (enhanced podcasting), the iTunes software will launch and begin downloading the class recordings.

Note: Refer to iTunes and iPod documentation for additional information and synchronizing podcasts.

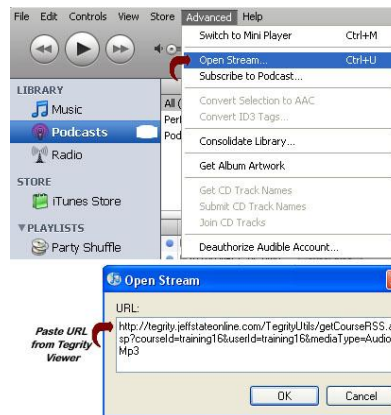
Note: you must have iTunes installed. You can download iTunes for free at <http://www.apple.com/iTunes/download/PM>



2) For Mp3 (digital music player), when the dialog box appears, select "Copy to Clipboard". Then paste the link into your podcasting application and click Close to dismiss the subscription dialog box.

Note: Refer to your digital music player and podcasting software documentation for additional information about listening to podcasts and synchronizing them to your digital music player.

In iTunes: Select "connect to an Internet broadcast." Choose Advanced > Open Stream; Paste the URL from the Tegrity Viewer.

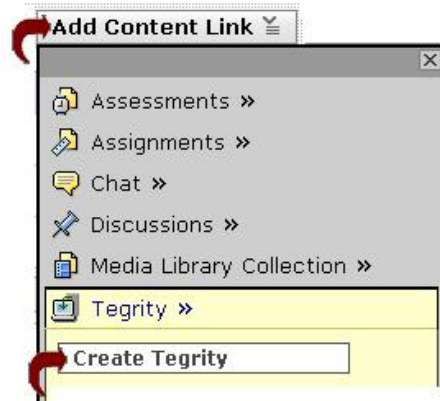


Recordings are associated by Term/CourseID/CRN course listing (same as Course Schedule). Once uploaded and ready for students to view, add the Tegrity Link to Blackboard Course as follows:

- Select "Add Content Link."
- Select 'Create Tegrity' and add to your course site inventory list. Enter a Title and select Save.
- Select Link from Inventory List.

Note: In Student View mode, select the Tegrity Link. Depending on computer/browser/bandwidth, it may take a minute to load/connect to the Tegrity server.

Note: Only students who are registered will have access to the recording(s).



Create Tegrity

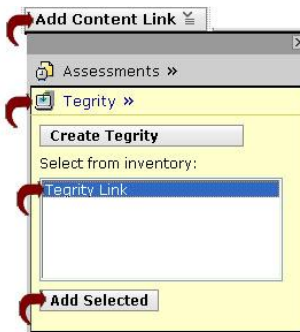
Title:

Settings:

Title	Value
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Save Cancel

* Required field



Learning Modules

Learning Module

Move	Title	Linked to
<input type="checkbox"/>	1 Learning Module	Content Module
<input type="checkbox"/>	1.1 Instructions	Instructions
<input type="checkbox"/>	1.2 Learning Module Overview Notes	Overview Topic
<input type="checkbox"/>	1.3 Learning Module: 1 (Assignment)	Learning Module: 1 (Ass
<input type="checkbox"/>	1.4 Learning Module (Discussion)	Learning Module
<input type="checkbox"/>	1.5 Learning Module (Quiz)	Learning Module Quiz
<input checked="" type="checkbox"/>	1.6 Tegrity Link	Tegrity Link

Outdent All Outdent Indent Remove

Use the 'Get Class Link' under the Actions menu to obtain the URL for that recording and then add it as a Web Link in Blackboard.

IMPORTANT: Instructors will need to copy recordings from the previous term to the current term (recordings are associated with college course listings by term).

To add:

- 1) Select the 'Get Class Link' under Actions.
- 2) Right-click the url and select 'copy shortcut.'
- 3) Go to Blackboard Course Site/select Build Tab/Web Links/Add Web Link.

Note: You can then add the Web Link to Blackboard Course Site using 'Add Content Link.'

The screenshot shows the Blackboard interface for a course titled "My Tegrity > Training: Distance Education". The "Classes" section is expanded to show "Course Lecture". A context menu is open over the "Course Lecture" item, with "Get Class Link" selected. Below the menu, there are options for "iPod", "MP3", "RSS", and "Facebook".

A "Direct link to session" dialog box is displayed, containing the following text:

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. Right-click the link below and select Copy Shortcut to copy the link to your clipboard.

The link provided is: <http://tegrity.jeffstateonline.com/tegrityUtils/Ge...>

Require users to login to view the session

A "Close" button is located at the bottom of the dialog.

Below the dialog, the "Add Content Link" dialog is shown. The "Web Links" section is active, and "Tegrity Link" is selected. The "Add Content Link" dialog has a "Create Web Link" button and a "Select from inventory:" dropdown menu. The dropdown menu is open, showing "Chapter One Tegrity Link" selected. An "Add Selected" button is at the bottom.