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# Overview

Tegrity is a flexible software tool that can capture audio, video and computer screen activity, then wrap it up in a single “Tegrity session” which can be automatically uploaded and linked into your Blackboard course. Tegrity can be used from Tegrity enabled classrooms or from office/home/studio computers to create lessons, provide communication, and develop materials for a variety of uses.

## Advantages and Disadvantages

### *Advantages*

- Ease of use.
- Tegrity sessions are available anytime online.
- Tegrity can be used to create online lessons in your office or at home.
- Adding media to online courses is a good practice.
- Tegrity sessions can be automatically uploaded to Blackboard.

### *Challenges*

- Tegrity is a Windows-only program for both authoring and viewing, though Macintosh users can listen to the audio podcast of any session.
- Editing of Tegrity sessions is limited, so they often have the “live” feel of the moment you created them.

# Chapter 1: Recording With Tegrity Campus 2.0

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Thank you for using Tegrity® Campus 2.0, an industry-leading solution for both instructors and students. With Tegrity Campus, you can create engaging and effective multimedia content that can be archived and viewed on demand at any time, from anywhere. Tegrity Campus is flexible, powerful, and easy to use.

## In This Chapter:

- ▶ Capturing Your Class With Tegrity Recorder
- ▶ Reviewing Your Recorded Class
- ▶ Accessing and Managing Recordings You Have Uploaded

## Capturing Your Class With Tegrity Recorder

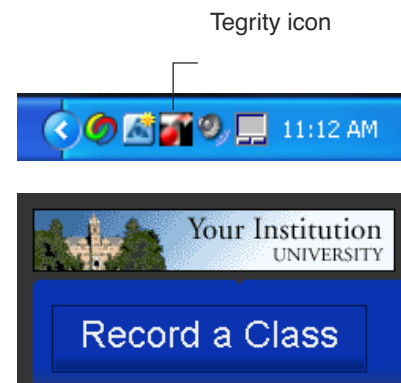
**Tip:** Even though your PC may have a built-in microphone, it is recommended that you attach an external one or use a wireless microphone. The audio recording quality improves with a good external plug-in or wireless microphone.

### 1. To launch Tegrity Recorder, use one of these two options:

- Double-click the Tegrity icon in the system tray (at the bottom right side of your screen).

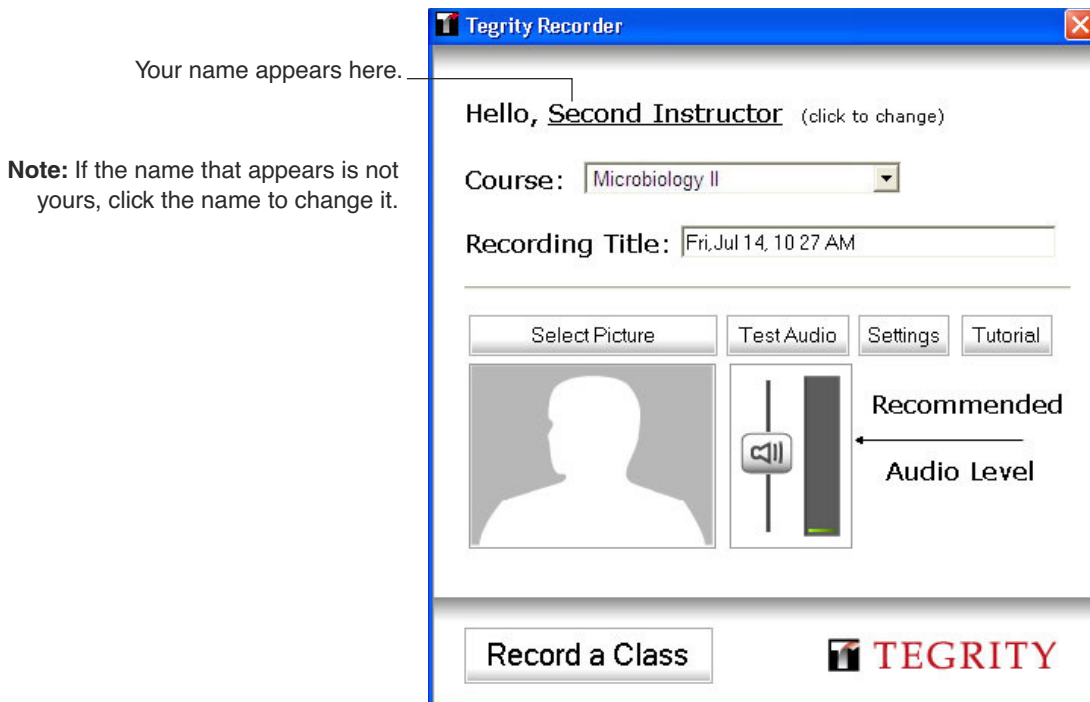
**Note:** If the Tegrity Web Service has never been launched from this computer, you won't see a Tegrity icon in your system tray. To record your **first** class you must launch the Internet service through your institution's course management system (CMS), with a direct link you receive from your IT department, or from a Web link located on another portal.

- Accessed from the Internet, the Tegrity Campus course management page appears with the Record a Class button in the upper left-hand corner. To launch Tegrity Recorder, click Record a Class.



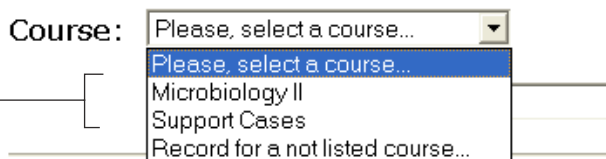
## Capturing Your Class With Tegrity Recorder

The Tegrity Recorder dialog box appears.



2. From the drop-down list, select the course name for this class session.

Courses identified with you in your institution's course management system (CMS) appear automatically in the drop-down list.



**Note:** If your institution has a course management system (CMS), specific courses names should appear in the drop-down list. If you do not find such a list, or if your course title does not appear, contact the IT group in your department or institution. Also see Chapter 4, “Troubleshooting,” beginning on page 35.

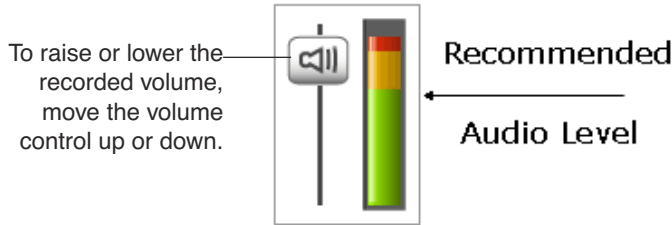
3. In the Recording Title field, type a title you prefer.

It is recommended that you type a meaningful title of your own choosing. A good title helps students locate the correct recording. You can add to the date and time information provided or replace it entirely.

- **Retaining the date/time information**—Chemistry 403, Thurs. Feb 18, 2:05 PM
- **Replacing the date/time information**—Chemistry 403, Comparing Solvents

**Important:** Titles you type cannot contain the following characters: \ / : \* ? % " < > | & ; ' . You may include commas, hyphens, and periods as appropriate in your titles.

4. To verify that the microphone is ready for recording, speak aloud—in a normal speaking voice—and note the activity of the volume scale. NOTE! Some USB mics used at YC don't show level, but do work!



Your speaking voice should register in the green-to-yellow area of the scale.  
 You want to record in the green (or yellow) register. Recorded in the red, your voice may sound distorted when played back

**Tip:** If you have students taking notes with a standard pen or pencil (not using Tegrity Notes), you may want to turn on the *minute counter* (available in Settings). When you do, the counter appears on screen, showing the time that has lapsed during the recording session. For details, see “Showing the Minute Counter on Your Screen” on page 9.

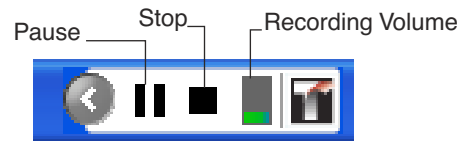
5. Click the Record a Class button.  
 6. Read the information in the dialog box that appears and click OK.

**Note:** If you prefer not to have this dialog box appear before every recording session, click to select the check box beside “Don’t show this message again.”

After you click OK, the dialog box closes, and the screen goes dark for a moment.

7. Wait for three recording control icons to appear in the system tray.

- **Pause**— Lets you take a break in the recording, as needed. Click to pause; click again to resume.
- **Stop**—Ends the recording session.
- **Recording Volume Indicator**—Indicates the audio level that is being recorded.



8. Begin speaking—you are being recorded.

Conduct your class as usual. You can launch and use almost any Windows-based application for your purpose. For example, you can use PowerPoint, Adobe Acrobat Reader, Excel, and Internet Explorer—and others. Your interactions with these applications are recorded along with your lecture.

9. As you record, you may use the annotation toolbar to enhance and enliven your presentation.

To use the annotation tools, click to expand the Tegrity icons portion of the system tray. It floats on top of the other screen content. Your annotations appear as part of the screen content.

To expand the toolbar, click here.



For an explanation of the tools in the toolbar, see “Using the Annotation Toolbar” on page 5.

### 10. When you have finished recording your lecture, click the Stop icon on the system tray.

A Tegrity Recorder dialog box asks you to confirm that you want to end the recording.

In classrooms, select Upload Later and Yes. In your office or studio, Previewing prior to upload may be preferred.

Sends the recorded lecture to temporary storage on your PC, to wait for a pre-scheduled upload to the Tegrity server.

Lets you preview your recording, after which you can choose to Upload Later, Upload Now, or Delete the recording.

Processes and sends your recording to the server now.

Erases the recording.

After you select the action you want, click Yes.

To cancel and resume recording, click No.



### 11. Select Upload Later, and click Yes.

For Tegrity Recorder to process and upload your class session, please make sure that your computer is powered on and online between midnight and 8 a.m. If you decide not to wait until “later,” right-click the Tegrity logo icon in the system tray, and then select Upload Recordings Now from the pop-up list.

**Tip:** PowerPoint provides a group of animation effects called **Entrance**. These animations introduce new elements into a slide when you trigger Next in slide-show mode. Entrance animations are available from the PowerPoint Slide Show menu:

➤ Custom Animation ➤ Add Effect ➤ Entrance.

For details about using the Custom Animation panel, see the documentation that came with PowerPoint. Feel free to use Entrance animations, but avoid any other types of PowerPoint animations. If you use animations other than Entrance, your view of the slides is not synchronized with the students' view. The non-Entrance animations can look fine during recording, but during playback they do not work properly.

## Using the Annotation Toolbar

**Note:** Although the annotation toolbar is available on any computer, creating annotations while you are recording is easier with a Tablet PC or a Wacom tablet.

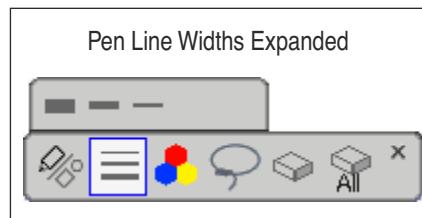
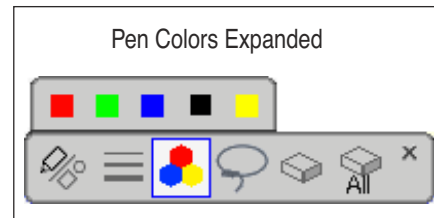
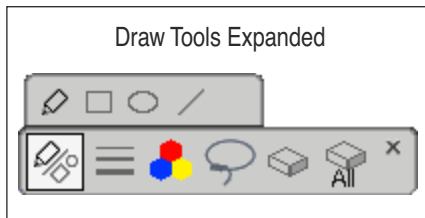
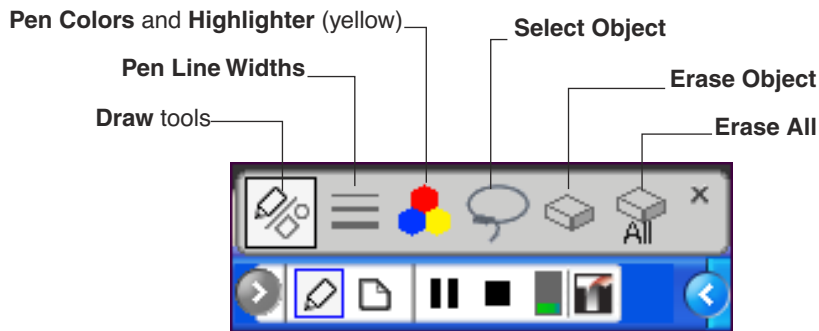
1. Click the expand arrow near the Tegrity icons in the system tray.



2. To use the annotation pen, highlighter, colors, and drawing tools, click the pencil icon.



When you click the pencil, the toolbar expands again, displaying additional choices:



3. To insert a new page/slide into your presentation, click the page icon.



When you click the page icon, the toolbar expands, displaying additional choices:

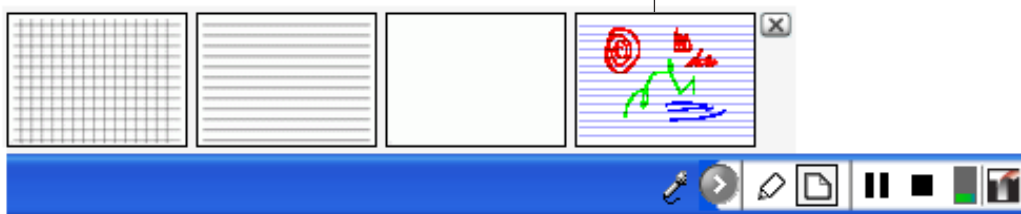
For the new page/slide you insert, you can choose one of three templates: grid, lines, or blank.

If you change your mind about inserting a new page, click the X to cancel insertion.



If you do insert a page, the next time you click the page icon, your most recent insertion appears as a fourth page template. This makes it possible for you to go back to the last page you inserted and modify its content.

The last page you inserted (with your annotations) is included among the page template options.



**Note:** While you use the annotation toolbar during a recording session, it appears on screen the whole time. During playback, the toolbar is also visible—except when PowerPoint is in slide-show mode.

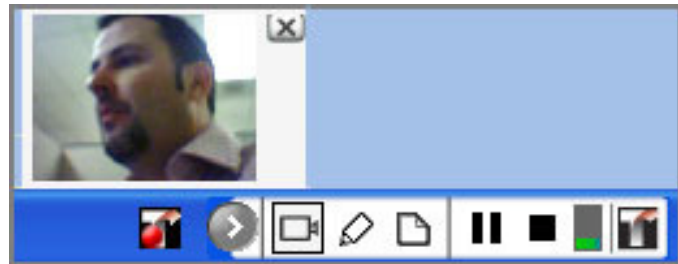


## Using the Toolbar When It's Expanded for Video

If you have a video camera attached to your PC (intending to capture live video during your class presentation), Tegrity Campus adds a camera icon to the annotation toolbar.

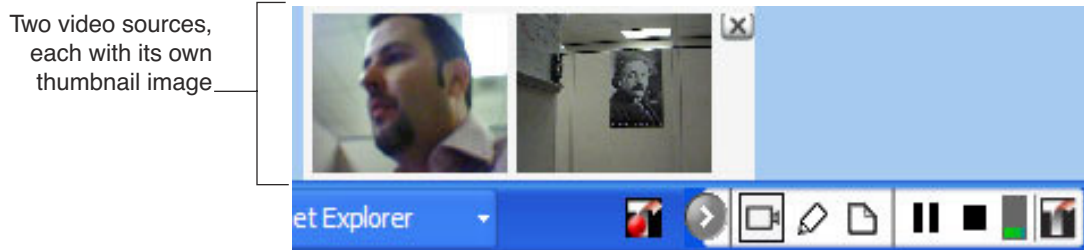


When you click the camera icon in the annotation toolbar, a thumbnail version of the live video appears.



**Tip:** You can drag the thumbnail video to suitable places on your PC screen.

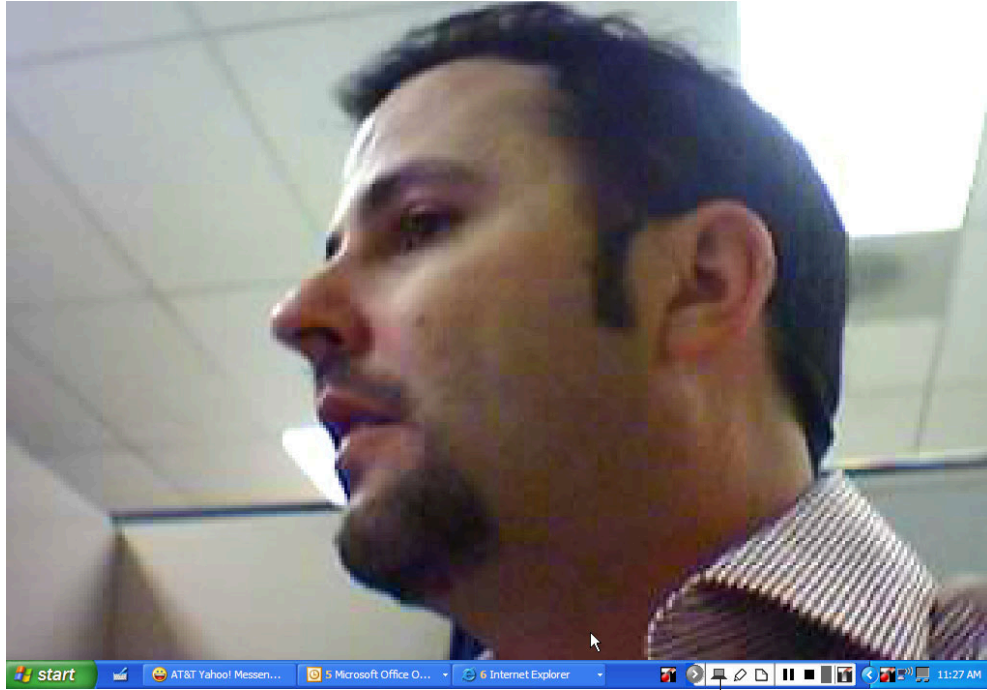
In addition to an instructor video camera connected to your PC, you can show your students video from other sources. For example, you might have the instructor camera, a document camera, and a DVD or VCR connected to your PC. When you have multiple video sources, and you click the camera icon in the annotation toolbar, you see a thumbnail for each video source.



## Capturing Your Class With Tegrity Recorder

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- To expand a video to full size on your screen, click its thumbnail image.

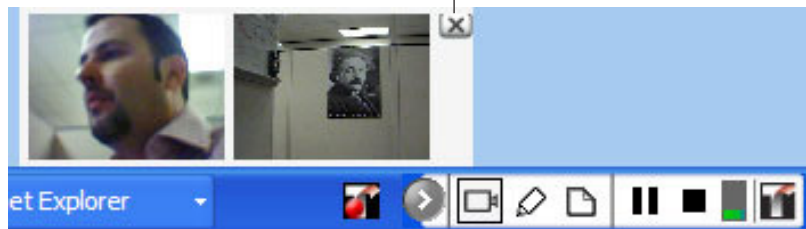


When you click a thumbnail image to expand it to full size, the camera icon changes to a monitor.



- To return to the thumbnail-size video image, click the monitor icon. The full-size image reverts to a thumbnail, and the monitor icon changes back to a camera).
- To dismiss the thumbnail video, click the close box (the X) beside the thumbnail image.

Close box



## When You Do and Do Not See Video Camera Recordings

- **VIDEO CONTENT - The video camera doesn't always record.**  
Tegrity records your camera video only under these 3 conditions:

1. You are in a PowerPoint Slide Show.

2. You are using annotations.



3. You select the video camera icon from the annotations toolbar



Seeing this icon (“monitor”) indicates you are recording with the video camera.



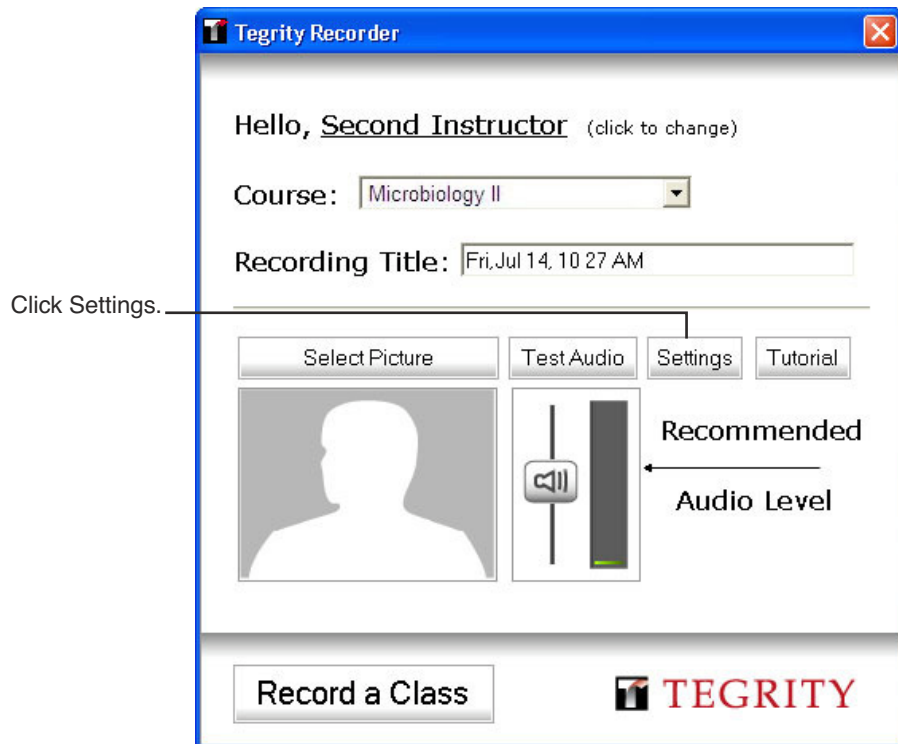
## Showing the Minute Counter on Your Screen

The minute counter displays on screen the current minute during recording. The counter begins at **00** (two zeroes, in red) and advances the minutes as the session progresses. This benefits students taking notes with a standard pen or pencil. They can write down the times of specific points in your presentation. Later, they can use these written cues to coordinate their notes with a review of the recorded session.

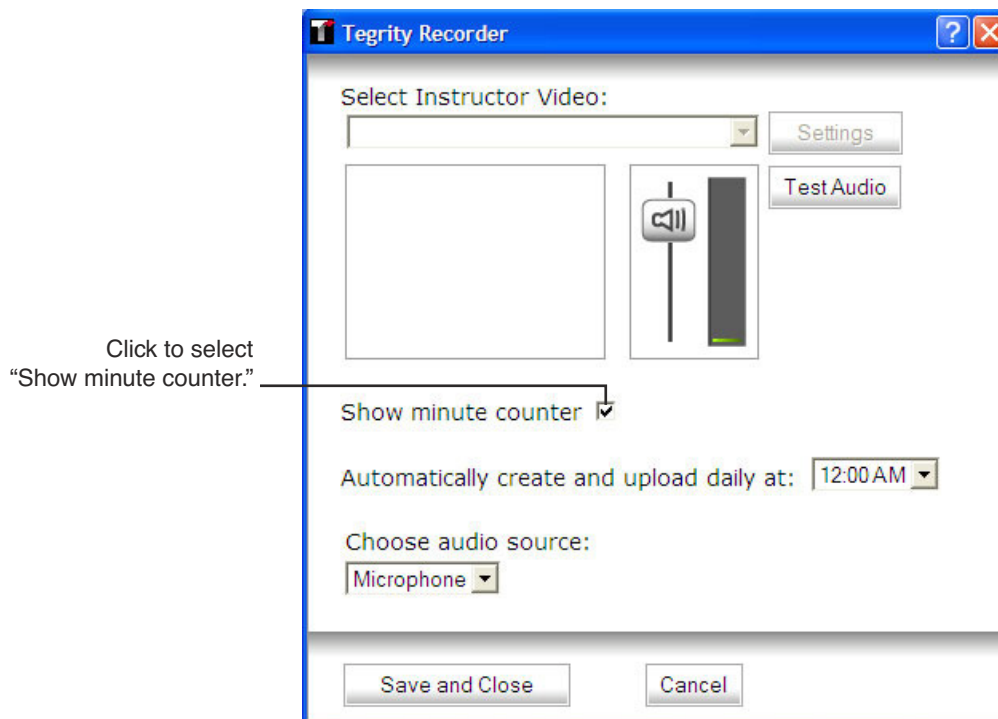
**Note:** Students using a Tegrity Pen with Tegrity Notes do not need the minute counter. The notes they take are automatically time-stamped to synchronize with the recorded session.

✧ To turn on the minute counter, you need the Tegrity Recorder dialog box on your screen

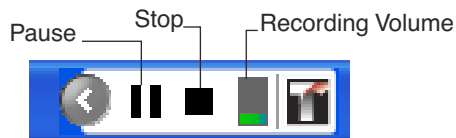
1. Click the **Settings** button.



2. In the Tegrity Recorder settings dialog box, click the check box for “Show minute counter.”



3. Click Save and Close.
4. In the Tegrity Recorder dialog box, click Record a Class.
5. Wait for three recording control icons to appear in the system tray.



6. Begin speaking—you are being recorded.  
The 2-digit minute counter appears on your screen for the duration of the recording.
7. To move the counter to another area of your screen, simply click and drag the red numbers.

10

**Note:** The minute counter is visible on screen only during a recording session. The numbers are not recorded and do not appear during the playback of a session.

# Reviewing Your Recorded Class

You can review your recording as soon as it has been uploaded and processed and is available online.

1. Log onto the Internet and connect to your institution's course management system (CMS).
2. Click the Tegrity link on the CMS home page.
3. In the Tegrity Campus class list page that appears, find the class you want to review and click the Play button beside the class title.

Click the Play button beside the title of the class you want to review.

Class	Recorded	Duration	
<input type="checkbox"/> ▶ + Course Management Mon, Aug 14, 03:04 PM	8/14/2006	08:18	◀ ▶
<input type="checkbox"/> ▶ + Syllabus and Overview of Class	8/9/2006	02:12	◀ ▶
<input type="checkbox"/> ▶ + Pre-Lab Safety Procedures	8/4/2006	06:44	◀ ▶
<input type="checkbox"/> ▶ + Grading and Attendance Policy	8/1/2006	00:39	◀ ▶
<input type="checkbox"/> ▶ + Pre-Lab Chloroplasts	8/1/2006	11:13	◀ ▶
<input type="checkbox"/> ▶ + Electron Microscope-How to Use	7/27/2006	05:24	◀ ▶

On the Tegrity Player screen, the recorded lesson plays back.

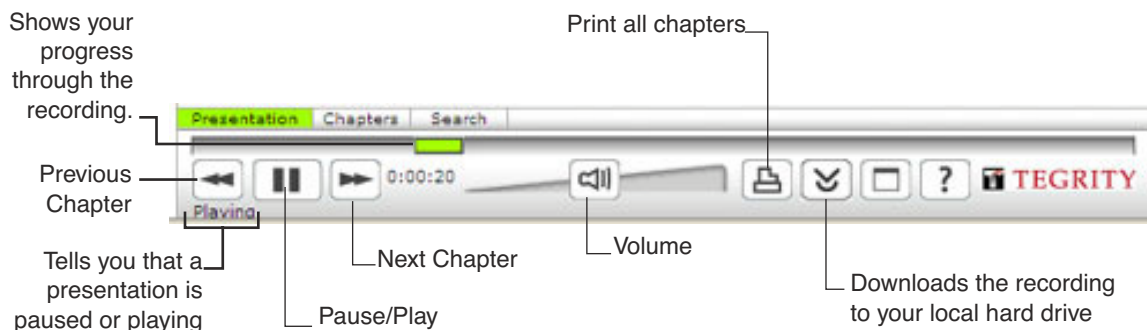
The screenshot shows a video player window titled 'Tegrity Viewer - Microsoft Internet Explorer'. The main content area displays a 3D molecular model of Hemoglobin. A red arrow points to a specific part of the model. To the right of the model is a control panel with the following options:

- Show the:
  - Protein, only
  - Heme, only
  - Whole protein.
- Rotate:
  - X 90°  X -90°
  - Y 90°  Y -90°
- Distances:
  - Protein (width in Å units)
  - Heme (width in Å units)
- MDL  Reset

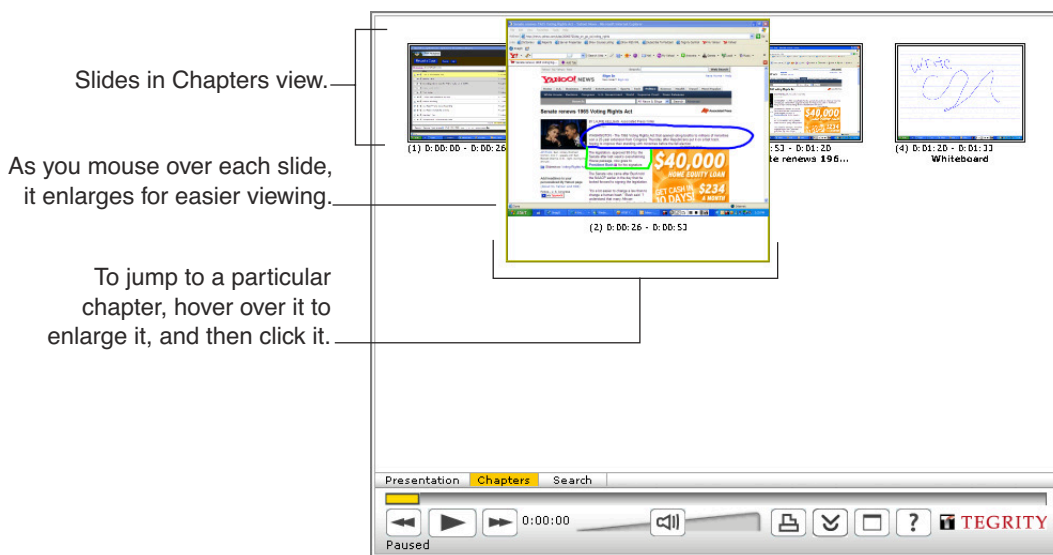
At the bottom of the player, there is a playback control bar with buttons for play/pause, stop, and volume, along with a progress indicator showing 0:00:30.

## Reviewing Your Recorded Class

4. Use the control panel (at the bottom of the player window) to accommodate your preferences as you watch the playback.



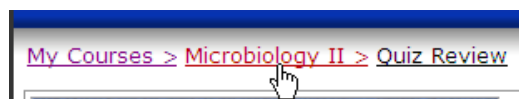
- To see an index of the different slides in your presentation, click Chapters.



- To jump to another chapter in the presentation, enlarge it and click it in the Chapters view. The presentation begins playing again at that slide. You can use Chapters index to go forward or backward in the presentation.

5. When you finish reviewing the recording, use the breadcrumbs to go back to the course management page.

You can review other classes in this course. If you want to review classes in a different course, you can use the breadcrumbs to go to the My Courses page and select from there another course name.



## Accessing and Managing Recordings You Have Uploaded

To work with recordings you have uploaded to the Tegrity server, go to your course management page.

The screenshot shows a web interface for 'Your Institution UNIVERSITY'. At the top, there are buttons for 'Record a Class', 'Tutorial', and 'Help'. Below this, the page is titled 'My Courses > Microbiology II' with a search box. A table lists various recordings with columns for 'Class', 'Recorded', and 'Duration'. The recording 'Electron Microscope-How to Use' is highlighted in yellow. At the bottom, there are navigation options like 'Reports', 'Settings', 'More Actions', 'iPod', 'Mp3', and 'RSS', along with a page indicator 'Page 1 2 3 4 of 4 pages (38 recordings)' and the Tegrity logo.

Class	Recorded	Duration
<input type="checkbox"/> ▶ + Course Management Mon, Aug 14, 03 04 PM	8/14/2006	08:18
<input type="checkbox"/> ▶ + Syllabus and Overview of Class	8/9/2006	02:12
<input type="checkbox"/> ▶ + Pre-Lab Safety Procedures	8/4/2006	06:44
<input type="checkbox"/> ▶ + Grading and Attendance Policy	8/1/2006	00:39
<input type="checkbox"/> ▶ + Pre-Lab Chloroplasts	8/1/2006	11:13
<input type="checkbox"/> ▶ + Electron Microscope-How to Use	7/27/2006	05:24
<input type="checkbox"/> ▶ + Organelles Preview	7/15/2006	02:12
<input type="checkbox"/> ▶ + Microbiology Wednesday Lecture Series 1	7/12/2006	79:28
<input type="checkbox"/> ▶ + Office Hours and Procedures	7/6/2006	09:36
<input type="checkbox"/> ▶ + Quiz Overview Friday July 7th	7/6/2006	21:03
<input type="checkbox"/> ▶ + Cellular Wall Structure	7/6/2006	03:45

Using this course management page, you can perform most of the tasks related to managing your recordings after they have been uploaded.

- Search for key words in all the recordings shown
- Review the title, recording date, and duration of each class in the list
- Play a recording for review
- Scan the chapters in a recording
- Download a recording to your PC for easy access when you are unable to connect to the Internet
- Study reports of student usage
- Evaluate and modify your master settings for Tegrity Campus 2
- Rename, delete, edit, copy, move, and publish your recordings
- Navigate easily through the recordings listed for your course
- Navigate among your courses when you have more than one



## Linking sessions in Blackboard manually

### You can link Tegrity sessions anywhere in Blackboard.

1. Go to <http://europa.yc.edu/tegrity> .
2. Find the folder with your YC user name, and double-click it.
3. You should then see a listing of folders named by classes which you have uploaded recording to. Click the class folder that contains the session you want.
4. You should then see a listing of uploaded sessions. **Right click on the session you want to link to, and select “copy shortcut”.**
5. Log in to Blackboard
6. Go the “add a new external link item” in any content area of your Blackboard course, and **paste** the copied shortcut in to the “URL” field to create the link.

### Email the session link to your students

Follow steps 1-4 above, then paste the link into an email message.

## Searching Through Your Recordings

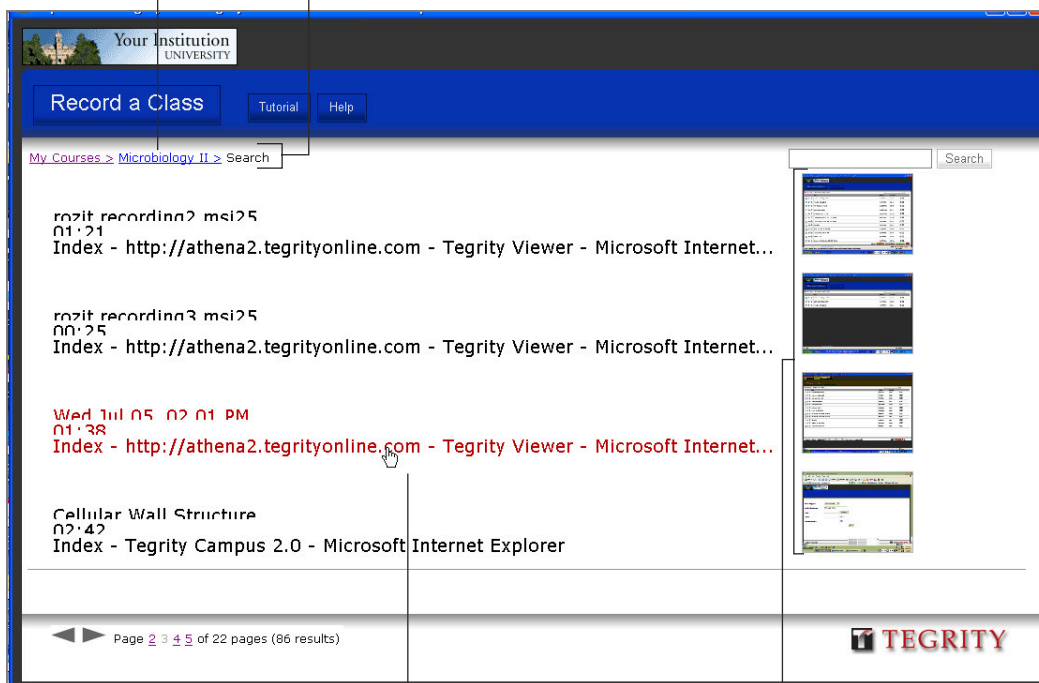
In the Search field, type a key word or phrase and click the Search button.



Tegrity Campus goes through all the recordings and presents the results on a separate page (or pages).

To backtrack to the course management page, click the course name shown here.

This path information is often referred to as **breadcrumbs**.



To go directly to a specific item found in the search, click its address here. (As you mouse over it, the address changes color.)

Another way to go to the source is to click the chapter it comes from.

## Reviewing Class-Specific Information

For each recording listed, the course management page provides class-specific information that helps you identify any class you want to select from the list.

### Class Column

The title listed for each class is the same as the Recording Title you entered in the Tegrity Recorder dialog box. (For details, see step 3 on page 2.)

Each recording for a given course should have a distinctive title that may or may not include the date on which the class was recorded.

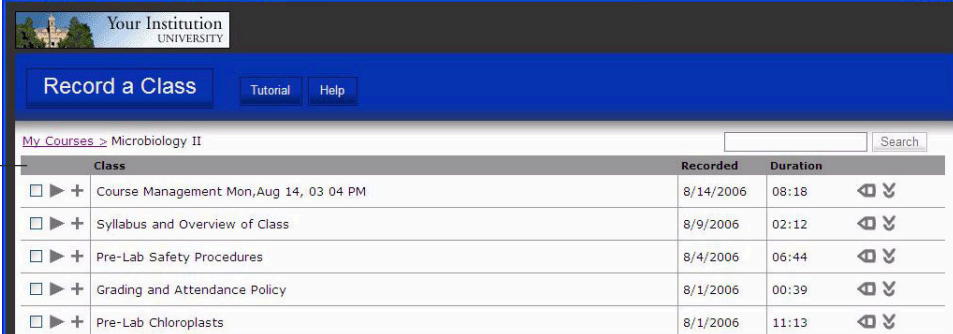
### Recorded Column

This tells you the date on which this class was recorded.

### Duration Column

This tells you how long the recording lasts (in minutes and seconds).

Column heads



Class		Recorded	Duration	
<input type="checkbox"/>	▶ + Course Management Mon, Aug 14, 03 04 PM	8/14/2006	08:18	◀ ▼
<input type="checkbox"/>	▶ + Syllabus and Overview of Class	8/9/2006	02:12	◀ ▼
<input type="checkbox"/>	▶ + Pre-Lab Safety Procedures	8/4/2006	06:44	◀ ▼
<input type="checkbox"/>	▶ + Grading and Attendance Policy	8/1/2006	00:39	◀ ▼
<input type="checkbox"/>	▶ + Pre-Lab Chloroplasts	8/1/2006	11:13	◀ ▼

## Playing a Recording from the Course Management Page

Reviewing your recordings once they have been uploaded is quite easy.

- ✦ Click the Play button beside the name of the recording.

To view a recording that you've uploaded, click the Play button beside the class title.



To start viewing from a point within the recording, click the chapters (+) icon.

For details, see "Reviewing a Recording Chapter by Chapter" on page 17

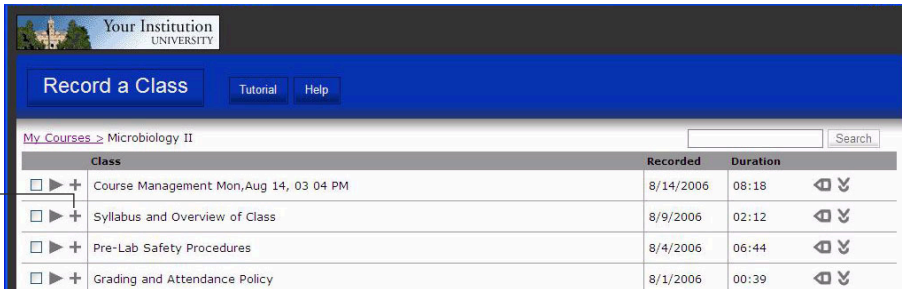
The screenshot shows a web interface for a university's course management system. At the top, there is a header for "Your Institution UNIVERSITY" and a navigation bar with "Record a Class", "Tutorial", and "Help" buttons. Below this is a breadcrumb trail "My Courses > Microbiology II" and a search box. The main content is a table with columns for "Class", "Recorded", and "Duration". Each row represents a recording and includes a play button icon, a chapter icon (+), and a volume icon. The recording "Electron Microscope-How to Use" is highlighted in yellow. At the bottom, there is a legend for recording statuses and a footer with "Page 1 2 3 4 of 4 pages (38 recordings)" and the "TEGRITY" logo.

Class	Recorded	Duration
<input type="checkbox"/> ▶ + Course Management Mon, Aug 14, 03 04 PM	8/14/2006	08:18
<input type="checkbox"/> ▶ + Syllabus and Overview of Class	8/9/2006	02:12
<input type="checkbox"/> ▶ + Pre-Lab Safety Procedures	8/4/2006	06:44
<input type="checkbox"/> ▶ + Grading and Attendance Policy	8/1/2006	00:39
<input type="checkbox"/> ▶ + Pre-Lab Chloroplasts	8/1/2006	11:13
<input type="checkbox"/> ▶ + Electron Microscope-How to Use	7/27/2006	05:24
<input type="checkbox"/> ▶ + Organelles Preview	7/15/2006	02:12
<input type="checkbox"/> ▶ + Microbiology Wednesday Lecture Series 1	7/12/2006	79:28
<input type="checkbox"/> ▶ + Office Hours and Procedures	7/6/2006	09:36
<input type="checkbox"/> ▶ + Quiz Overview Friday July 7th	7/6/2006	21:03
<input type="checkbox"/> ▶ + Cellular Wall Structure	7/6/2006	03:45

## Reviewing a Recording Chapter by Chapter

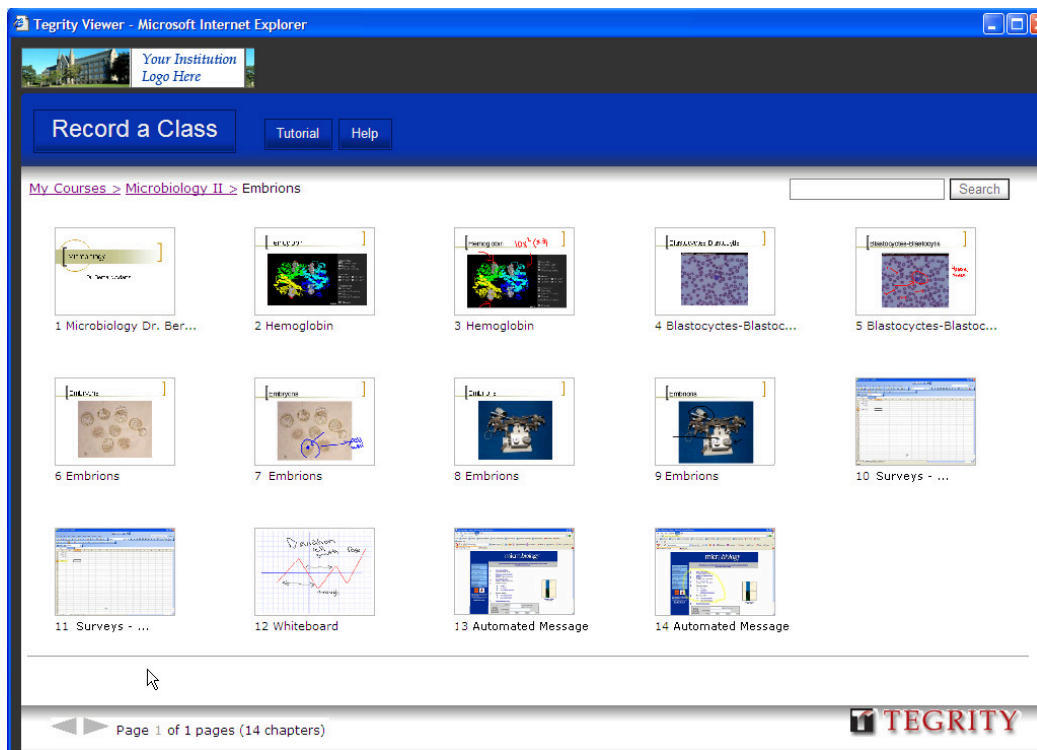
If you would rather select chapters to review, click the plus sign beside the title of the recording.

For a chapter view, click the plus sign.



Class	Recorded	Duration
Course Management Mon, Aug 14, 03 04 PM	8/14/2006	08:18
Syllabus and Overview of Class	8/9/2006	02:12
Pre-Lab Safety Procedures	8/4/2006	06:44
Grading and Attendance Policy	8/1/2006	00:39

The screen that appears displays the first slide of each chapter. Chapters are numbered, and a descriptive caption appears under some slides.



1 Microbiology Dr. Ber...  
2 Hemoglobin  
3 Hemoglobin  
4 Blastocytes-Blastoc...  
5 Blastocytes-Blastoc...  
6 Embryons  
7 Embryons  
8 Embryons  
9 Embryons  
10 Surveys - ...  
11 Surveys - ...  
12 Whiteboard  
13 Automated Message  
14 Automated Message

Page 1 of 1 pages (14 chapters)

TEGRITY

To start playing the recording at the beginning of a particular chapter, let your mouse hover over the chapter to enlarge it. Then click the chapter image once.

## Downloading a Recording to Your Local Hard Disk

There may be times when you won't have access to the Internet. If that's the case, you can plan ahead and download to your laptop any recording you need.

✦ Click the download button beside the name of the recording.



Download button

To put a copy of a recording on your hard disk, click the download button.

The screenshot shows a web interface for a university course. At the top, there's a header for 'Your Institution UNIVERSITY' and a navigation bar with 'Record a Class', 'Tutorial', and 'Help' buttons. Below that, the page title is 'My Courses > Microbiology II'. A search bar is on the right. The main content is a table with columns for 'Class', 'Recorded', and 'Duration'. Each row has a checkbox, a play button, and a plus sign. The 'Electron Microscope-How to Use' row is highlighted in yellow. To the right of each row are two icons: a download icon (a square with a downward arrow) and a refresh icon (a circular arrow). A mouse cursor is pointing at the download icon for the highlighted row. At the bottom of the table, there's a legend: 'Legend: Not Published Being Processed Moving/Copying Failed'. Below the table are buttons for 'Reports', 'Settings', 'More Actions', 'iPod', 'Mp3', and 'RSS'. The footer shows 'Page 1 2 3 4 of 4 pages (38 recordings)' and the 'TEGRITY' logo. The Windows taskbar is visible at the very bottom.

Class	Recorded	Duration
<input type="checkbox"/> ▶ + Course Management Mon, Aug 14, 03 04 PM	8/14/2006	08:18
<input type="checkbox"/> ▶ + Syllabus and Overview of Class	8/9/2006	02:12
<input type="checkbox"/> ▶ + Pre-Lab Safety Procedures	8/4/2006	06:44
<input type="checkbox"/> ▶ + Grading and Attendance Policy	8/1/2006	00:39
<input type="checkbox"/> ▶ + Pre-Lab Chloroplasts	8/1/2006	11:13
<input type="checkbox"/> ▶ + <b>Electron Microscope-How to Use</b>	7/27/2006	05:24
<input type="checkbox"/> ▶ + Organelles Preview	7/15/2006	02:12
<input type="checkbox"/> ▶ + Microbiology Wednesday Lecture Series 1	7/12/2006	79:28
<input type="checkbox"/> ▶ + Office Hours and Procedures	7/6/2006	09:36
<input type="checkbox"/> ▶ + Quiz Overview Friday July 7th	7/6/2006	21:03
<input type="checkbox"/> ▶ + Cellular Wall Structure	7/6/2006	03:45

## Viewing Reports on Student Usage Rates

- ✦ To see reports on viewership for this course, click the Reports button (at the bottom of the screen).



The report that appears provides information about each recording for a specific course

The screenshot shows a reporting interface for 'Your Institution UNIVERSITY'. It includes a navigation bar with 'Record a Class', 'Tutorial', and 'Help' buttons. Below the navigation bar, there is a breadcrumb trail: 'My Courses > Report ( Dates: 9/1/2006-9/30/2006 )'. To the right of the breadcrumb trail are filters for 'Select Dates', 'All', 'Last Week', and 'Last Month'. The main content is a table with the following data:

NAME	Viewing Duration	Count of times viewed
Accessing Tegrity Recording in Blackboard	Users 00:01:40	2
Blastocytes	Users 00:00:03	1
Electron Microscope-How to Use	Users 00:19:16	3
Grading and Attendance Policy	Users 00:00:18	2
New Name	Users 00:00:32	1
Office Hours and Procedures	Users 00:10:31	1
Pre-Lab Chloroplasts	Users 00:01:27	6
Pre-Lab Safety Procedures	Users 00:00:15	1
Protozoa	Users 00:08:08	3
Quiz Review	Users 00:33:25	5
Quiz Review Part 2	Users 00:06:48	4
roxit recording msi25	Users 00:00:18	1
Syllabus and Overview of Class	Users 00:00:40	1
Taking uncontaminated samples	Users 00:03:16	2
Test to see when or if this uploads	Users 00:01:42	1
Wed, Sep 13, 10 42 AM	Users 00:03:10	3
<b>Total</b>	- <b>01:31:29</b>	<b>37</b>

- ✦ To see each student's name, viewing duration, and number of times he or she viewed a recording, click the Users link.

## Reviewing Your Settings for Tegrity Campus 2.0

Certain settings for Tegrity Campus 2.0 are predefined. To see what they are, and to modify settings as needed, click the Settings button at the bottom of the screen.



Explanations of the settings appear in the sections that follow:

### Publishing

- To publish your recordings as soon as you upload them, leave the option selected (the default setting). When a recording is published, it is visible to your students and available for review. If you prefer to publish each recording manually, click to remove the check mark. Students can view your class recordings only when you choose to make them available.

Automatically publish classes after upload



### Delivery

- When checked (default), students can download classes to a local hard drive.
- When checked (unchecked is the default), supports Macintosh users.
- When checked (default), supports MP3, iPod/iTunes, and RSS subscribers.

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

**Note:** If you remove any of the check marks (deselecting the feature), the associated buttons are also removed from your course management page and from the equivalent student page. Canceling the feature is not retroactive, however. Students may continue to play podcasts they acquired when subscriptions were allowed.



### Links

- When checked, you can type a URL and the text displayed to represent the URL on the Tegrity player screen. You can type up to four different URLs and text labels.

URL:	Displayed Text:
<input type="text" value="http://www.tegrity.com"/>	<input type="text" value="Tegrity website"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### Misc.

- When checked (unchecked is the default), the Tegrity software creates a text transcript of the audio portion of the recording. The text is then available for key-word searches. The process takes a long time to complete and creates very large files. These files, when created, have nothing to do with closed captioning for viewers.

- Allow students search on class audio (significant increase of processing time)
- Apply changes to all previously recorded classes now*

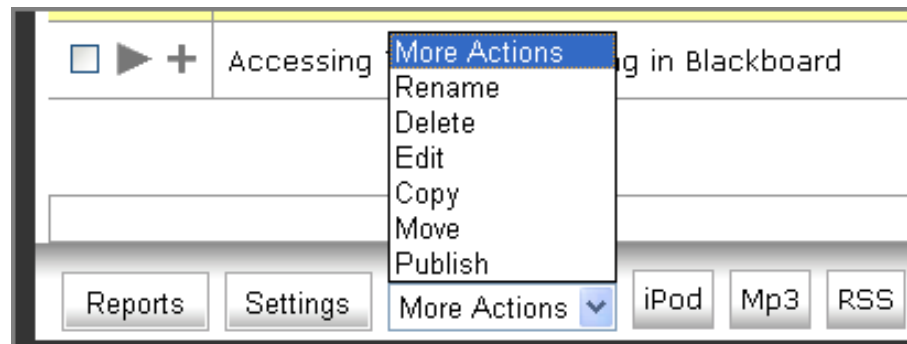
### Restore Defaults

- To restore all the settings to what they were when you initially launched Tegrity Campus 2.0 (often called factory defaults), click this button. To see the restored default settings, refresh the page (F5) or navigate away and return to the Settings page.



## Applying More Actions to Recordings

The More Actions menu contains actions you can apply to selected recordings in a course.

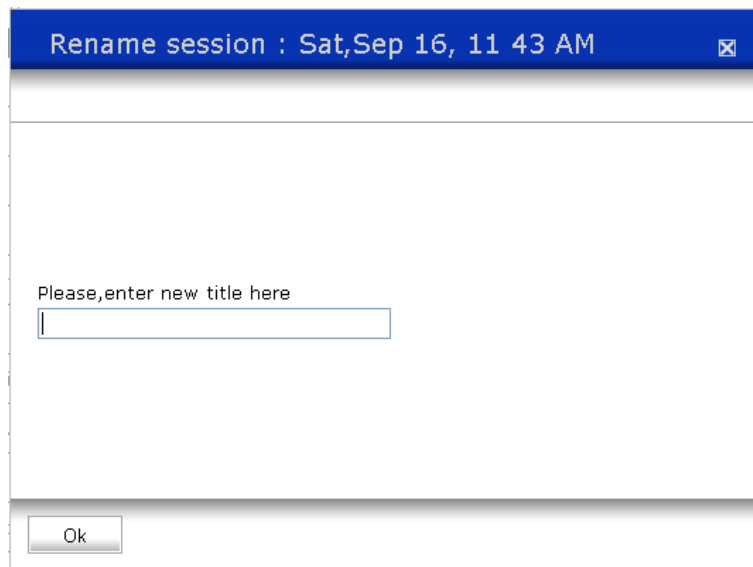


Choosing commands from the More Actions menu, you can rename, delete, edit, copy, move, or publish selected recordings.

**Note:** Before you can choose a command from the More Actions menu, you must click the check box to select the recording that is subject to the command.

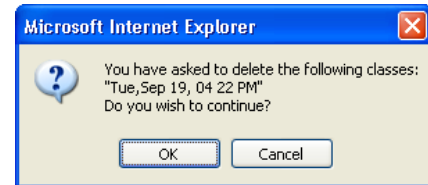
### Rename

1. Click the check box to select the title of the recording you want to rename.
2. Choose Rename from the More Actions menu.
3. In the window that appears, type a new title for the recording and click OK.
4. The recording's title is updated.



## Delete

1. Click the check box to select the title of the recording you want to delete.
2. Choose Delete from the More Actions menu.
3. In the dialog box that appears, click OK to confirm that you want to delete the recording.



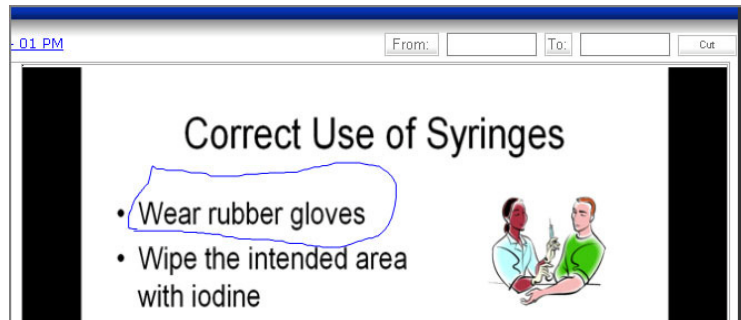
## Edit

You can perform a simple edit that involves cutting out parts of the recording that fall between times you specify.

1. Click the check box to select the recording you want to edit.
2. Choose Edit from the More Actions menu.

The recording begins to play back, and the buttons **From** and **To** appear in the upper-right of the player screen.

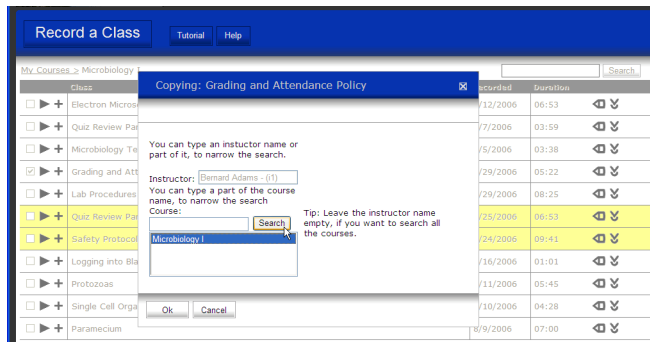
3. When you want the cut to begin, click the From button.
4. When you want the cut section to end, click the To button.
5. Then click Cut.



## Copy

You can copy a recording from one course to another. This is convenient when the same class presentation applies to two different courses.

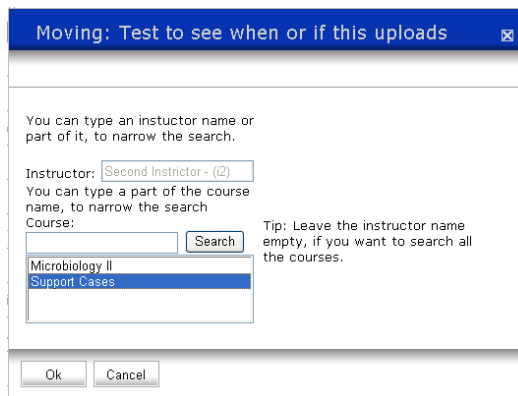
1. Click the check box to select the recording you want to copy.
2. Choose Copy from the More Actions menu.
3. In the dialog box that appears, locate the course to which you want to copy the recording.
4. Click OK.



## Move

Move and Copy are similar, but Move takes the recording away from one course and adds it to the class list of another course.

1. Click the check box to select the recording you want to move.
2. Choose Move from the More Actions menu.
3. In the dialog box that appears, locate the course to which you want to move the recording.
4. Click OK.



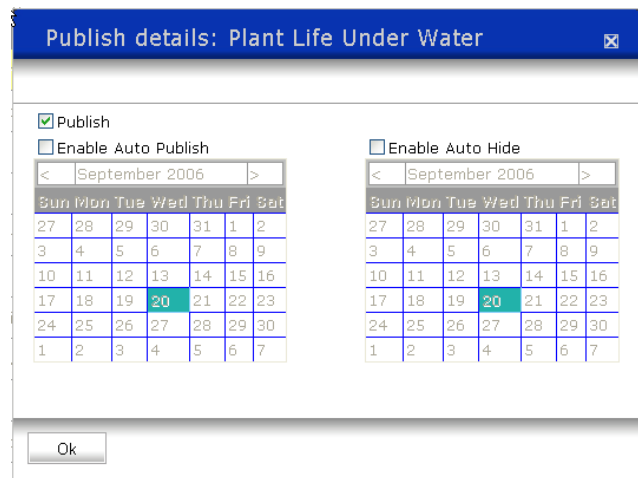
## Publish

Most of the time your recordings are published as soon as they are uploaded. This is controlled by one of the features on the Settings page. For details, see “Reviewing Your Settings for Tegrity Campus 2.0” on page 20.

If you deactivate the setting for automatically publishing all uploaded recordings, you must take the time to publish each recording manually. This option lets you customize the Publish feature. For example, you can make recordings visible to students on a specific date, remaining visible only until another date you specify. This affects only the student view. The recordings are **always** visible to you as the instructor. In your course management page, unpublished recordings appear highlighted in yellow until you publish them to the students.

1. Click the check box to select the recording you want to publish.
2. Choose Publish from the More Actions menu.
3. In the Publish Details dialog box that appears, navigate to the month in which you want to publish the recording.
4. Click the day on which you want to publish.
5. Click OK.

**Tip:** You can arrange to have a recording published automatically on one date. Then you can enable Auto Hide so that the recording is no longer available to students after a date you specify.  
**Remember:** To select a date, you must click its number in the calendar.



## Subscribing to an iPod Podcast

The Tegrity course is available as a podcast. Subscribing to the podcast lets you and your students listen to your classes on your iPod or in iTunes on your PC.

1. In your course management page, click the iPod button (near the bottom of the page).
2. In the dialog box that appears, click Subscribe.

Once you click Subscribe, iTunes launches and begins downloading the class recordings.

Refer to your iTunes and iPod documentation for additional information on using iTunes and synchronizing podcasts to your iPod.

**Important:** You must have iTunes installed to subscribe to this podcast. You can download iTunes for free at <http://www.apple.com/itunes/download/PM>

## Subscribing to an MP3 Podcast

The Tegrity course is available as a podcast. Subscribing to the podcast allows you to listen to your classes on your digital music player and podcasting software.

1. In your course management page, click the MP3 button (near the bottom of the page).
2. In the dialog box that appears, click Copy to Clipboard.
3. Then paste the link into your podcasting application and click Close to dismiss the subscription dialog box.

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.

## Subscribing to an RSS Feed

The Tegrity course includes an RSS feed. To receive notification when new classes are available (uploaded and published), subscribe to the RSS feed for this course.

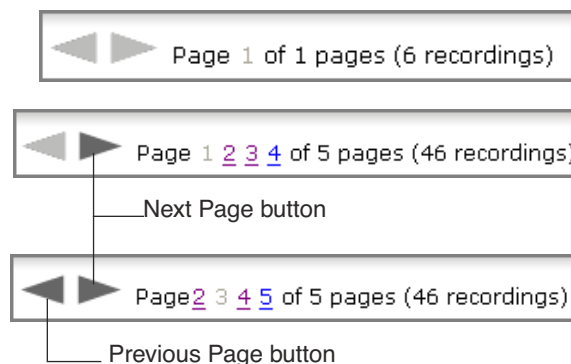
1. In your course management page, click the RSS button (near the bottom of the page).
2. In the dialog box that appears, select the URL provided and copy it to your RSS reader.
3. Then click Close to dismiss the subscription dialog box.

**Note:** Refer to your RSS aggregator application documentation for additional information on subscribing to and reading RSS feeds.

## Navigating from Page to Page

The course management page lists all your uploaded class recordings. As the recordings accumulate, you fill up one page and add another. To move from page to page, use the navigation tools at the bottom of the screen:

- If there is only one page, the summary information is provided, Page 1 of 1 and the total number of class recordings, chapters, or courses on the page.
- If you are on the first page of a multi-page list, you can select a specific page by clicking its number, or you can simply click the Next Page arrow.
- If you are on an interior page of a multi-page list, you can select a specific page by number or click either the Next Page or Previous Page arrow



## Including Video in the Recording

If you have a video camera connected to your PC, Tegrity Campus recognizes it and incorporates it into the Tegrity Recorder dialog box.

**Note:** The first time you connect a video camera and launch Tegrity Recorder, the check box for Instructor Video is inactive (no check mark). After that, with the camera connected, Instructor Video is active as soon as you launch Tegrity Recorder.

The test button says Test Video (instead of Test Audio).

With your video camera turned on and plugged into your PC, you can see the video image here.

The Instructor Video check box appears, with a check mark. (The first time you use the video feature, the check box is blank.)

## Testing the Video Quality

This procedure is for someone who has detailed knowledge of the video camera that is being tested.

1. To launch the test, click Test Video.
2. In the dialog box that appears, click Start Test.



As the test proceeds, you can choose to stop it at any time by clicking Stop Test.



After you click Stop Test, you may continue testing (Start Test) or review the test (Play Test).



The video playback appears in a small window.

To close the player window, click the close box (the red X).



While the video plays, you can use the control panel to pause/play or stop it. And you can raise or lower the player volume.



## Chapter 2: Using the Tegrity Instructor Pen

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The pen software is in your pen case. See page 38 for installation instructions.

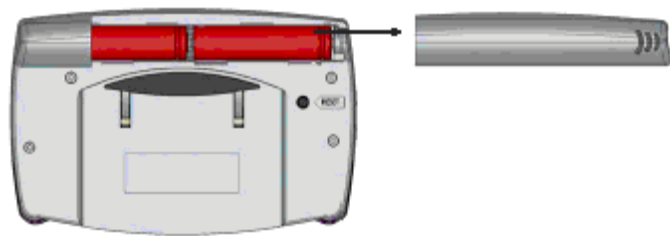
With the Tegrity Pen Reader attached to plain paper, and using the Tegrity Instructor Pen, you are free to create diagrams, map relationships, write examples—anything you might write on a classroom whiteboard or on transparencies for an overhead projector. The Tegrity Instructor Pen is a valuable tool for noting and responding to impromptu comments and questions from your students.

### In This Chapter:

- ▶ Installing Batteries in the Tegrity Pen Reader
- ▶ Installing Batteries in the Tegrity Instructor Pen
- ▶ Replacing the Ink Cartridge in the Tegrity Instructor Pen
- ▶ Preparations for Recording
- ▶ Using the Tegrity Instructor Pen During Class

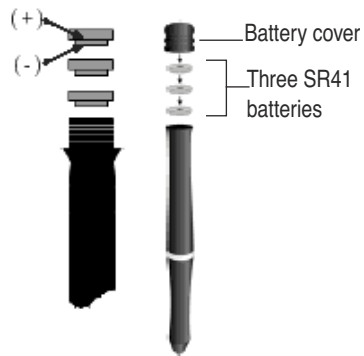
### Installing Batteries in the Tegrity Pen Reader

1. Turn over the Pen Reader and remove the battery compartment cover.
2. Install two AAA batteries with the poles positioned as shown on the label that is embossed inside the compartment.
3. Replace the battery compartment cover.



## Installing Batteries in the Tegrity Instructor Pen

1. Remove the battery compartment cover.
2. Install three SR41 batteries with the positive poles facing up.
3. Replace the battery compartment cover.



**Note:** The lifetime of the three SR41 batteries supplied with the Tegrity Pen may vary and cannot be guaranteed.

## Replacing the Ink Cartridge in the Tegrity Instructor Pen

The end of the Pen cap also serves as an ink cartridge extractor. To install the refill, follow these steps.

1. Remove the Pen cap.
2. Insert the tip of the pen straight down into the Pen cap extractor and press gently so the extractor grabs the used ink cartridge.
3. Pull out the cartridge (attached to the extractor on the cap).
4. Slide a new ink cartridge into the tip of the Tegrity Pen and press gently to secure it in place.



**Warning:** Do not attempt to open the Tegrity Pen. This causes the pen to malfunction.



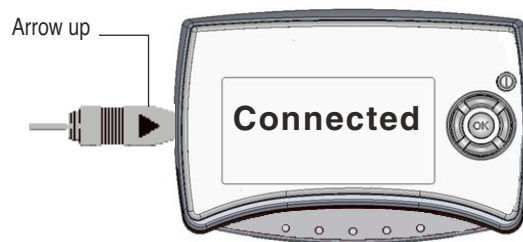
## Preparations for Recording

**1. Clip the Tegrity Pen Reader to the top center of your paper—in portrait orientation.**

The paper must be U.S. Letter size (8.5 x 11 inches). Be sure to slide the top of the paper all the way into the clip on the Tegrity Pen Reader.

**2. Connect the USB cable from the Tegrity Pen Reader to a USB port on your PC.**

The plug that goes into the Pen Reader has a small embossed triangle (an arrow) on one side. That side should face up when plugged into the Pen Reader.



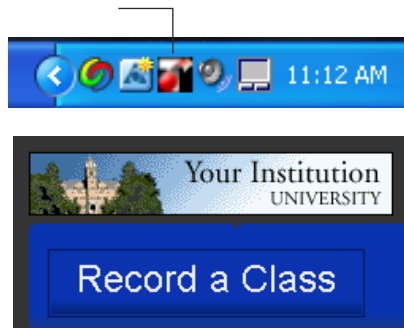
**Note:** Once you begin recording, the “Connected” message is replaced by another, as explained in the section “Using the Tegrity Instructor Pen During Class” on page 32.

**Important:** For details about beginning the recording process, selecting a course, checking the microphone, and so on, see “Capturing Your Class With Tegrity Recorder,” beginning on page 1.

## Using the Tegrity Instructor Pen During Class

If you have clipped the Tegrity Pen Reader to the top of your paper and connected the USB cable from the Pen Reader to a USB port on your PC, you are ready to begin. Conduct your class as usual and use the pen whenever you would stop to write on a whiteboard. (For details on setting up the Pen Reader and connecting the USB cable, see the section, “Preparations for Recording” on page 31.)

1. With the Tegrity Pen Reader connected to your PC, launch Tegrity Campus 2.0 and click the Record a Class button.



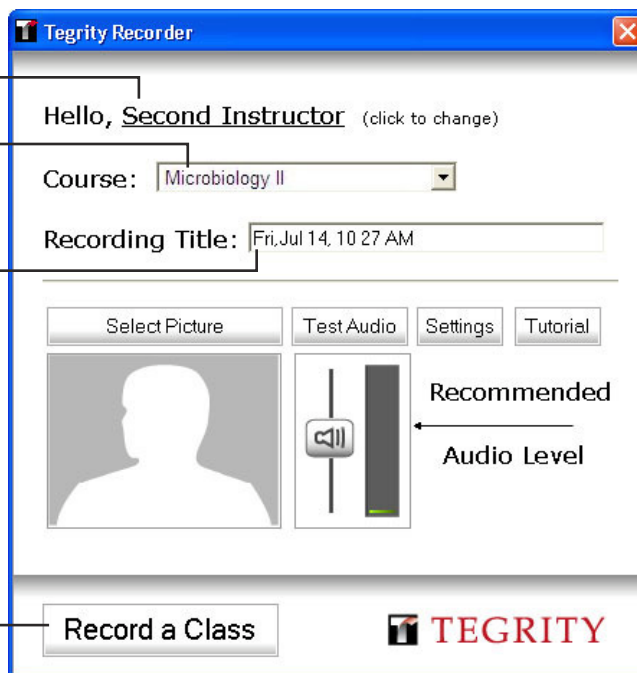
The Tegrity Recorder dialog box appears.

2. Verify the instructor name and the course title, and type a title for the class recording.

If the name that appears is not yours, click the name to change it.

Make sure the course selected from the drop-down list is correct for this class session.

Type a title you prefer. (If you want, you can include the date/time information provided or delete it.)



Record a Class button

3. In the Tegrity Recorder dialog box, click the Record a Class button.

During recording, the Tegrity Pen is activated whenever you turn on the **pencil or insert page icons from the annotation toolbar** (see page 5 for details on annotations toolbar). *You do not have to press any of the buttons on the pen reader.*

When you click the **pencil icon**, you can annotate over anything that is currently on screen: the desktop, applications and so forth.



When you click the **insert page icon**, you annotate on whichever page you choose.



**Important:** The blank page on your computer screen is represented at full length, in portrait mode, by default. That is, the size of the paper is scaled to fit into the space on your screen. One advantage of this orientation is that you can write or draw on almost the entire space of a sheet of paper.

✧ To ensure your successful use of the pen, keep these rules in mind:

Clip the Pen Reader to the top **center** of the paper, in **portrait** orientation.

Before you release the clip, slide the Pen Reader as far as it can go onto your paper.

Write within the capture area indicated by the dotted line.

Write or draw large enough for students to see and easily read the projected image.

Do not place your arm or other objects on the paper between the Pen Reader and your writing hand. Sensors in the Pen Reader require an unobstructed view of the Tegrity Pen.

Keep the Pen Reader and paper on a level surface.

For added stability, clip the Pen Reader to as many pages as fit comfortably.

Closing the annotations by clicking the “X” in the grey toolbar above the main annotations toolbar de-activates the pen.



# Chapter 3: Troubleshooting

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If you encounter problems while using Tegrity Campus 2.0 and the Tegrity Instructor Pen, this chapter offers some assistance. Look here for answers to your questions or to learn how to contact experts who can provide remedies.

**Important:** Your first line of support should be your department's or your institution's IT department.

## In This Chapter:

- ▶ Benefitting From the Online Tegrity Community
- ▶ Symptoms and Possible Solutions

## Benefitting From the Online Tegrity Community

The Tegrity Community (<http://community.tegrity.com>) offers many resources. For example, you can find product documentation, access to technical support information, and interactive Web-based training and certification services.

## Symptoms and Possible Solutions

### In the recording window, there is no input from the microphone

✧ Check your microphone.

If you are using an amplified or a wireless microphone, make sure it is turned on and not in the off or standby position.

If you are using a **wireless microphone** make sure of the following:

- The wireless receiver is turned on.
- The volume on the microphone is not all the way down.
- The volume on the receiver is not all the way down.
- The receiver and the microphone are using the same frequency.
- The audio cable from the computer is securely connected to the receiver.

✧ Confirm that the audio cable is securely connected to the microphone port on the computer.

✧ Confirm that all of the Sound and Audio Device Properties are properly configured.

- a. Select Start > Control Panel > Sounds and Audio Devices.

The Sound and Audio Devices window opens.

- b. Click the Audio tab and make sure that the default device for sound recording is your sound card.
- c. Click the Voice tab and make sure that the default device for voice recording is your sound card.
- d. Click the Volume tab. In the device volume frame, click the Advanced button.  
The Volume Settings window opens.
- e. Click Options > Properties.
- f. Choose the Recording radio button and make sure that the microphone is checked in the list of devices.
- g. Click OK.
- h. In Volume Settings, make sure that microphone is selected and the volume is not all the way down.
- i. Click Options > Advanced Controls.

If an advance button appears below the microphone volume settings click it.

- j. Check the +20db check box and click ok.

## **My recordings won't upload properly.**

These are some possible causes of the problem:

- Make sure you are looking in the right place for the recording. That is, be sure you uploaded the class recording to the course it belongs to.
- If you get a zip file error, the server does not have enough disk space to store the recording.

Check with an IT expert at your institution and/or with the Tegrity Help Desk at your institution.

## **I am using the Tegrity Instructor Pen, and my writing is not appearing.**

It may be that you have the batteries inserted in the pen in the wrong direction (polarity) or that the batteries are not functioning any longer. Also be sure your hand or another object is not blocking the pen reader's view of the writing area.

Please review the Instructor Guide sections, "Installing Batteries in the Tegrity Instructor Pen" on page 30 and "Using the Tegrity Instructor Pen During Class" on page 32.

## **My screen recordings are unfocused and blurry upon playback.**

If you double-click the content window, the window expands to full screen. This usually fixes the problem. If the problem persists, the cause may be recording a video from the desktop or from a Flash image. These sources may play back as blurred and unfocused.

## **In the Tegrity Recorder window, someone else's name appears after "Hello."**

Click the name that appears after "Hello." In the dialog box that appears, enter your course management system (CMS) login name. If you do not know your CMS login name, or the name you were assigned is rejected, contact your IT department.

## **My PowerPoint animations aren't showing up in the recording.**

Tegrity software captures Entrance-type PowerPoint animations. If you are using PowerPoint animations of a different type, the recorded session cannot capture them. Please use PowerPoint Entrance animations or slide transitions.

For additional information, see the Tip near the bottom of page 4.





## Tegrity Installation Instructions – VERSION 2.0

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**1. Install your web camera with the disc provided, or the drivers can be downloaded free from [www.logitech.com](http://www.logitech.com). Microphone headset users usually don't need to install software to be able to record audio.**

**2. Install Tegrity Instructor Recording software *via the web***

- a. Go to one of your Blackboard courses that has Tegrity Recordings uploaded and click on the “Tegrity” link from the left-hand navigation (hold “Ctrl” to bypass pop up blocker). *(You must have uploaded at least one session for the Blackboard Tegrity page to appear.)*
- b. From the Tegrity Viewer page that opens, click “Record a Class” button on the top left.
- c. The software will install and the recorder will begin. Click the red “X” to close the window if you don't wish to record a session at that time.

**3. PEN USERS ONLY: Install Tegrity Notes (Pen). *Install AFTER Tegrity 2.0 recording software is installed.***

When prompted, enter user name, institution, and Serial Number: **d5894b3a13**

“Enter Text” screen: “Please enter Tegrity Server”: europa.yc.edu

“Setup Type” screen 1: check “Yes, Tegrity Instructor Pen”

During installation, you will get this prompt: “Tegrity Pen device not found. Please plug in device.” Plug the cord from the Tegrity reader to a USB port on your computer, after which the installation will continue.

**Usage Notes**

- If you get an error when viewing the Tegrity session, you may need to reinstall the Windows Media Player to view the Tegrity sessions. This is available free from the Microsoft website.

## Contacts for Support

Tegrity contact at YC:

TELS

Thatcher Bohrman **928-776-2352**

[thatcher@yc.edu](mailto:thatcher@yc.edu)

SUPPORT HOTLINE:

**877-741-6360**

ONLINE information about Tegrity:

<http://www2.yc.edu/content/tels/resforfaculty/tegrityatYC.htm>

[community.tegrity.com](http://community.tegrity.com)

[www.tegrity.com](http://www.tegrity.com)