Using Tegrity

Tegrity allows you to create recordings of presentations right on your own computer. The recordings created with Tegrity can then be stored, indexed, searched and replayed by students.

RECORDING A TEGRITY SESSION

1. Click on the Tegrity Classes button on the left side of your Blackboard Learn course.

   If you will be using a PowerPoint presentation in your recorded session, you should have it ready at this point.

2. Click the large [Record a Class] button in the upper left portion of the Tegrity window.

   Note: If Tegrity is not already installed on your computer, this button may be labeled “Download Recorder.”

When your computer is ready for a Tegrity recording, you will see the window below.
3. If you would like to change the course that will contain your recording, click the drop-down arrow next to the **Course** field and select the course you want to add the Tegrity recording to.

4. If you would like to change the title of the Recording, delete the existing title and type a new title in the **Title** field.

5. If you would like to include a picture along with your Tegrity recording, click **Select Picture** and then click **Browse** to locate the file you would like to use as the picture. If you would prefer to include a video of yourself instead of a still picture, click the checkbox next to **Instructor Video**. Choosing the **Instructor Video** option will include a video of you speaking in the presentation that is viewable by students. Note that the inclusion of an instructor video requires that a video camera or webcam is attached to your computer. Adding video is also more resource intensive and may negatively impact the experience of students using a lower bandwidth connection.

A picture or instructor video will appear here.
6. If you would like to test the audio portion of your recording, click Test Audio on the Tegrity recorder.

   A. Make sure you have a headset or microphone attached to your computer. Click Start Test and speak into the microphone. When you are finished with your recording, click Stop Test.
   B. To review the recording, click Play Test.
   C. When you are satisfied with the audio, click Close.

7. If you are including an instructor video and would like to make adjustments to the video settings for your recording, click Settings. Click the drop-down arrow next to the Default audio source field and select the audio device you would like to use to record the audio portion of your session. Note that you may be able to choose from several devices depending on the equipment that is attached to your computer.
   A. If you are including an instructor video and have multiple devices capable of capturing video connected to your computer, click the drop-down box to the left of the Settings button and choose the device you wish to use to record your video.
   B. Click Settings to make adjustments specific to the video recording device you have chosen.
   C. To test the video portion of your equipment, click Test Video.

      a. Make sure you have a video camera or webcam attached to your computer and click Start Test. When you are finished recording your video, click Stop Test.
      b. To review the recording, click Play Test.
      c. When you are satisfied with the video, click Close.

   D. If you would like to change the icon associated with this recording, click the Select Icon button and browse to the location of the graphic you wish to use.
   E. When you have completed selecting options for your recording, click Save and Close.

8. Once you have returned to the original Tegrity Recording window, click the Record a Class button.
9. When the **Recording will start momentarily**... message disappears, the recording session will begin.

![Recording will start momentarily...](image)

10. When you are finished with your recording, click the **Stop** button (■) in the **Tegrity Toolbar**.

![Tegrity Toolbar](image)

11. You will be presented with a window that will allow you to:

- Upload your recorded session to the Tegrity server for student viewing
- Preview your recorded session before choosing to upload or delete the session.
- Delete the recorded session.

12. Click **Yes** when you have made your selection.

**NOTE:** Once you have chosen to upload your presentation to the Tegrity server, it may take some time before it will appear on your list of recorded sessions for the class.

![Upload options](image)

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**Tegrity Live**

**Note:** Lectures cannot currently be streamed live from Mac computers.

Tegrity Live allows instructors to stream lectures live as they are being recorded. This gives students the option to watch lectures in real-time as well as to view the recordings at a later date.

1. To ensure that webcasting has been enabled, click on the **Actions** menu at the bottom of the **My Tegrity** screen and select **Settings**.

![Actions menu](image)
2. If webcasting is not already enabled, place a check mark next to **Enable Webcast**.

3. Click **OK**.

4. Click the large **Record a Class** button at the top of the screen.

5. To enable live streaming for a lecture session, from the Tegrity recorder, place a check mark in the box labeled **Webcast**.

6. Click on **Record a Class**.

7. Lectures that are being streamed live will appear in blue in the Tegrity classes list.
WORKING WITH RECORDED PRESENTATIONS

The Tegrity presentations you have recorded will appear in a list that can be managed using the **Actions** dropdown menu that is available on the **My Tegrity** page.

![Image of a Tegrity presentation list](image)

Place a check mark next to a recording

Click for options available for managing recordings

To perform any of the available actions on a recorded presentation:

1. Click the checkbox to select the desired presentation(s). Some operations can only be performed if a single presentation is selected.

2. Click the drop-down arrow next to the **Actions** field and select one of the available operations.

   - Select **Properties (rename)** if you would like to change the name or recording date of the presentation. Tegrity recordings are ordered by date. Therefore, changing the recording date may alter the order of the recordings. Note that you can only select one presentation at a time when performing the **Rename** operation. When the **Please enter new title here** window opens:

      o Delete the existing name and type a new name in its place.
      o Enter a new date for the recording if desired.
      o Click the **Ok** button to save the new name and date.
• The **Edit** option allows you to include (CC) Closed Captioning with your presentation, delete selected portions of a recorded presentation, import video clips, edit chapter titles, and add searchable keywords.

  o To include closed captioning with your presentation:

    A. Select a course and choose **Edit** from the Actions menu.
    B. Click the Actions drop-down list in the lower left portion of the window and choose **Add Close Captioning**.
    C. Click **Select** and navigate to the file containing the text of the closed captioning.
    D. Click **Apply**.

  o To delete a portion of your recorded presentation:

    A. Click the Actions drop-down list in the lower left portion of the window and choose **Cut**.
    B. Play the recording and note the beginning and ending time of the portion you wish to delete. The recording time is displayed in the bottom left portion of the recording window next to the play controls.
    C. In the **From** and **To** fields in the top right portion of the Tegrity window, enter the starting and ending times of the material that you wish to delete from the recording. Click **Cut** to complete removal. Alternately, you can select the section to be removed by playing the recording and pressing the pause button where you want to start or end the deleted section. Clicking the **From** or **To** button will insert the current time into that field. Click **Cut** to complete removal.

  o To edit a chapter title in your presentation:

    A. Click the Actions drop-down list in the lower left portion of the window and choose **Edit Chapter**.
    B. From the drop-down list that appears choose the appropriate chapter and click the **Edit** button.
    C. Enter a new name for the chapter in the **New Title** field. If desired, you may also enter text in the **Keyword** field.
D. Click OK when finished.

To insert an existing video into your presentation (note that the video must be in .asf format):

A. Click the drop-down list in the lower left portion of the window and choose Import Video Clip.
B. In the At: field, enter the time you wish the video clip to begin playing.
C. Click Select and navigate to the location of the .asf video clip you wish to insert.
D. Click Open and then click Apply.

To add a searchable keyword to your presentation which will help students locate the appropriate Tegrity file:

A. Click the drop-down list in the lower left portion of the window and choose Add Searchable Keyword.
B. In the Keyword: field that appears, enter each word that you would like your students to be able to use to locate this presentation. A space should be entered between each word in the list.
C. Click OK when finished.

When finished with the Edit window, click the small, Exit button on the lower right portion of the window.

- Select Delete if you would like to delete recorded presentations from the list. You can perform the Delete operation on several files at once.
- Select Copy if you would like to copy one or more presentations to another course. Copying will not remove the presentation from the current list. In the window that appears you can:
  - Type part of the course name in the Search field and click the Search button to locate your course. Click to select the course you wish to copy to and click the Ok button.
  - Scroll through the list of courses that appears, click to select the course you wish to copy to and click Ok.

**NOTE:** If you experience problems copying your Tegrity lectures to the new course or section, it may be necessary to make a brief test recording in the new course. This will create the directory structure that is needed in the new course for the existing lectures to be copied into. Once you have copied one or more lectures to the new course, you can delete the test recording.
• Select **Move** if you would like to move one or more presentations to another course. Moving will remove the presentation from the current list and move it to the new location. In the window that appears you can:

  - Type part of the course name in the **Search** field and click the **Search** button to locate your course. Click to select the course you wish to move to and click the **Ok** button.
  - Scroll through the list of courses that appears, click to select the course you wish to move to and click the **Ok** button.

• Select **Publish** to limit the dates during which a Tegrity presentation is viewable.

  - If you wish to limit the period during which the presentation is available, select **Between** and enter the dates during which the recording will be made accessible to students.
  - Select **Never** to make presentations available only to the instructor.
  - Click the **Ok** button when finished.

• Select **Get Class Link** to create a URL for a specific recording. By default, the box labeled “Do not allow anonymous users to view the recording” is selected. Deselecting this box will generate a link that can be used by anyone (not just those associated with a specific course) to view the recording.

  - Deselecting this box will generate a link that will allow anonymous viewing of a recording

• Select **Get Live Webcast Link** to generate a link that can be used to allow viewers direct access to lectures as they are being recorded.
• Select **Make DVD Image** to download a zipped copy of a presentation to your local computer. Once unzipped, the presentation(s) can be run from your local computer or burned to a CD or DVD for distribution. Multiple presentations can be chosen at the same time. To **Make a DVD Image**, complete the following steps.

  a. Click the checkbox(es) next to the presentation(s) you wish to select
  b. Click the **Actions Menu** dropdown arrow and select **Make DVD Image**.
  c. When you have finished reading the **Tegrity DVD Builder** message, click the **Continue** button. A progress bar will be shown while the presentation is compressed into a zip file.
  d. Click **Continue**.
  e. Select the option to save the file to your computer and navigate to the location where you would like the file to be saved.
  f. Navigate to the location where you saved the file and use an unzip utility to decompress the file.
  g. To view the unzipped presentation(s) saved to a computer, CD, or DVD, locate and double-click the index.html file.

• Select **Upload File** to add a file to the **Additional Content** area of your Tegrity course.

• Select **Add External Link** to add a link to a webpage to the **Additional Content** area.

• Select **Upload Video as Class** to include a video file in your Tegrity Classes list. From the resulting popup window, click Browse to find the video file that you wish to upload. Tegrity now supports most common video file formats including Windows Media, QuickTime, Flash, and MP4 files.

• Select **Upload Audio File as Class** to include an audio file in your Tegrity Classes list. Tegrity currently supports MP3 and WMA audio file types.

**USING THE TEGRITY ANNOTATION TOOLS**

**Note:** The annotation tools are currently not available for Mac users

Tegrity comes equipped with annotation tools which can be used to markup your presentation as you record it. The annotation tools will become visible by clicking the small arrow next to the recording controls located on your computer Taskbar.
To use the annotation tools in your Tegrity recording, expand the audio controls as depicted above and follow the steps below.

1. Click the icon to reveal the annotation tool options.

2. Click the Select annotation tool icon to reveal the available annotation tools. They are the Pen tool, Rectangle tool, Oval tool and Line tool.
   - The Pen tool is used to create freehand drawings.
   - The Rectangle tool is used to draw square outlines.
   - The Oval tool is used to create round or oval outlines.
   - The Line tool is used to draw straight lines.

3. Click to select the tool you wish to use. You can alter the line thickness and color of each tool.
   - To change the thickness of the line or outline that is created, click and select the desired thickness from the choices presented.
   - To change the color of the line or outline that is created, click and select the desired color from the choices presented.

4. Using the selected annotation tool, you can draw anywhere on the currently open window. If you would like to erase all or any parts of the annotation, you can use the following tools:
   - Click the Erase all tool to erase all of the annotation markups you have created.
   - Click the Eraser tool and click on any individual markup to remove it.
   - To erase multiple objects on the screen, you can select them by drawing an outline around them with the Lasso tool and clicking the Eraser.
If you would prefer to use the Annotation tools on a blank screen, you can click the Show whiteboard icon and choose to replace the current contents of the screen with a blank white space, a lined sheet, or a grid. Once you have replaced your screen with one of the whiteboard backgrounds, you can use the Annotation tools to draw on the newly created whiteboard space.

For more information, contact the Faculty Resource Center at 205.348.3532 or frc@ua.edu and visit our website at http://frc.ua.edu.

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