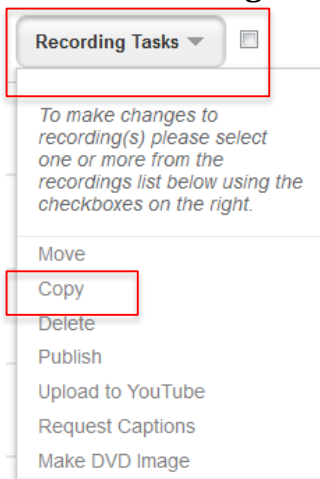


Copying and Downloading Tegrity Content

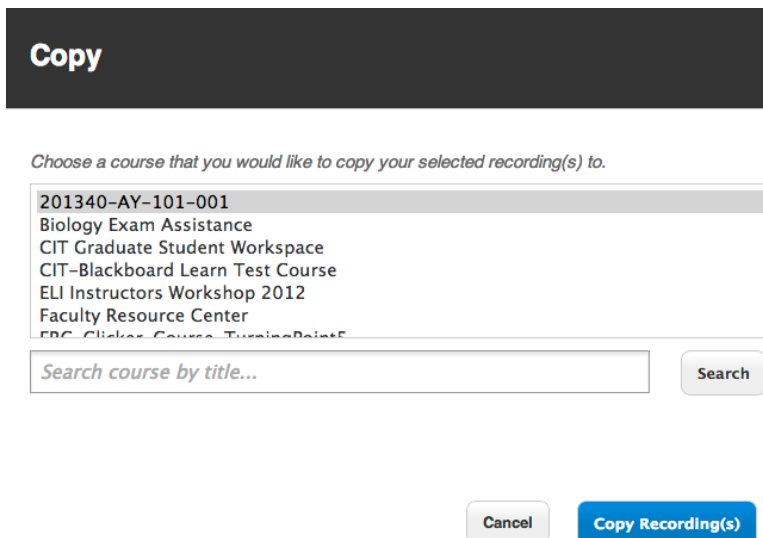
Periodically, we will purge the Tegrity system of recordings that exist in courses that are more than two years old. This is done to free up space for new recordings and to ensure that we remain below our contractual quota. In order to make certain that you do not lose any content that might be reused in the future, you may choose to either copy Tegrity content to a more current semester or download the file to your local computer.

Copying Content to Another Course

1. From your Tegrity course page, place a checkmark next to the recording(s) that you would like to copy.
2. Click on **Recording Tasks** and select **Copy**.



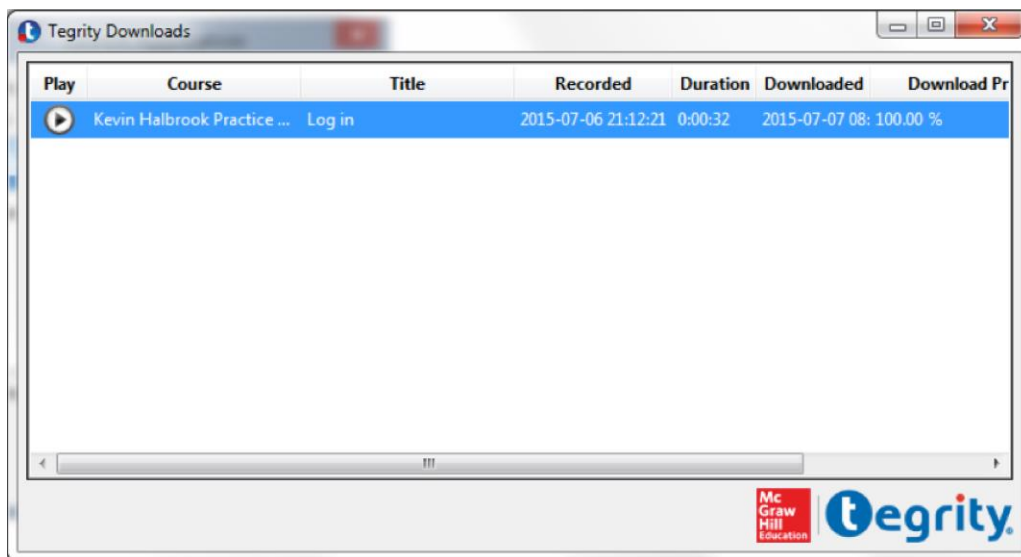
3. Highlight the name of the course that you would like to use as the destination for your selected recording. To copy to multiple courses at once, hold down the Control button on your keyboard while selecting courses.
4. Click **Copy Recording**.



Saving Content to Your Local Computer

Tegrity allows users to download recordings of previously recorded lectures. By downloading recordings to your personal computer, you can permanently retain videos that might otherwise be removed from the system during a purge of older content.

1. From your Tegrity course page, place a check mark next to the recording that you would like to save.
2. Click on **Recording Tasks** and select **Download Recording**.
3. You may be asked to install the Tegrity Download Manager if you haven't already done so. Once the Download Manager is installed, your recording should download automatically.
4. You can view your recordings by clicking on the play button to the left of the title of your recording.



Please contact the Faculty Resource Center for assistance with re-uploading content.

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