


Tegrity Quick Start Guide for the Classroom

Many of the University of Alabama's classrooms have Tegrity already installed on their podium PCs. By having Tegrity already installed and configured on classroom computers, faculty can record their lectures and post them to their Blackboard courses with just a few clicks. *Note: This tutorial explains basic recording on PCs. While this process will differ on Mac computers, much of the functionality is the same.*

1. To see if your classroom already has Tegrity installed, look for this icon  at the bottom right of your screen.

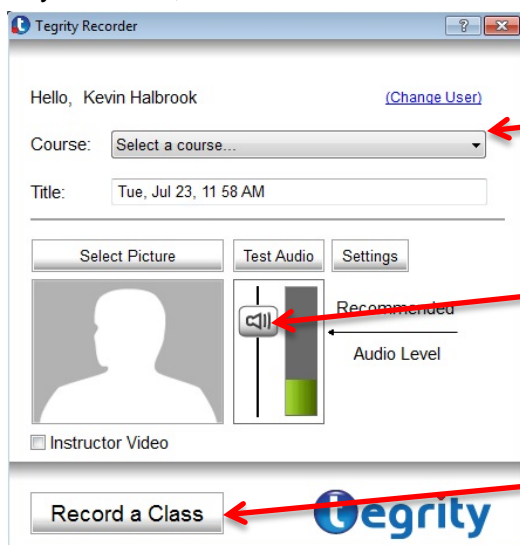


If you would like to use Tegrity in your classroom, but find that it is not installed on the classroom computer, contact your area's classroom technology support group.

2. Double click this icon to log in to Tegrity. Your username and password for Tegrity is the same as the your username and password for MyBama and Blackboard.



3. Once you have logged in, select your course from the **Course** dropdown menu, adjust the input volume of your voice, and then click **Record a Class**.

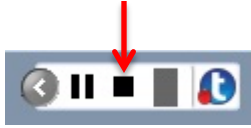


Select your course

Make sure that the room microphone detects your voice and if needed, adjust the input level using the audio level slider

Start recording

- Once you begin recording, the following controls will appear at the bottom right of your computer screen. Once your lecture is over, click the stop button.



- At this point, Tegrity will ask if you would like to upload the recording to your course. If you would like for your students to see what you just recorded, click **Yes** and your recording will automatically be uploaded to Tegrity and associated with the course that you selected in step 3.



You and your students will be able to view your Tegrity recordings through the **Tegrity Classes** button that is found on the left side of *all* Blackboard Learn courses.

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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