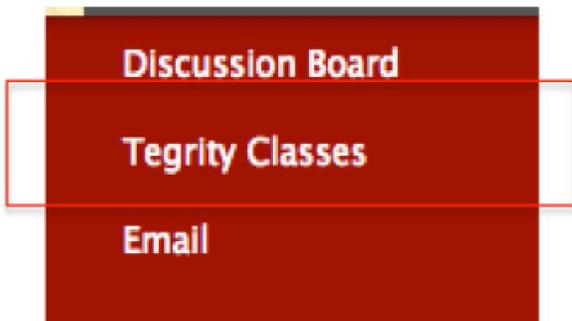


## Using Tegrity

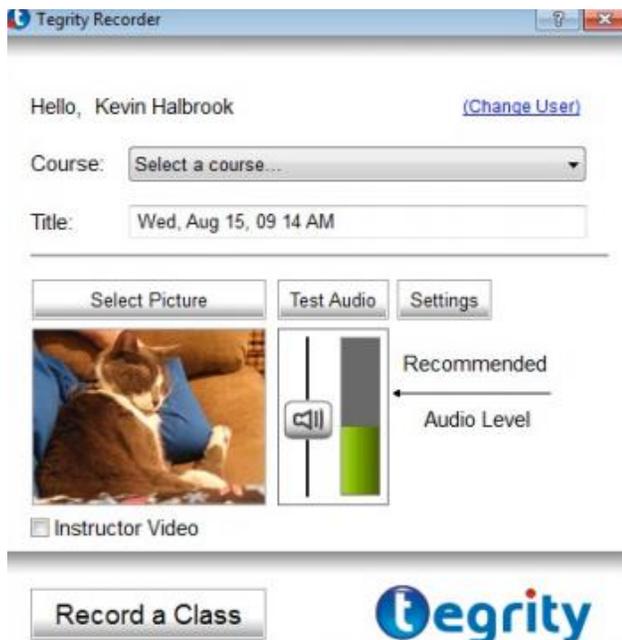
Tegrity allows you to create recordings of presentations using almost any computer. Tegrity recordings can be stored, searched, and replayed by students. *Note: The following instructions are based on the PC version of Tegrity. The Mac version of Tegrity may look different, but much of the functionality is the same.*

### Recording a Tegrity Session

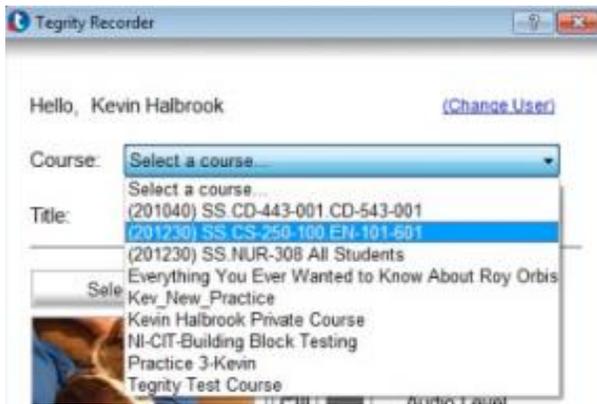
1. Click on the **Tegrity Classes** button on the left side of your Blackboard Learn Course.



2. Click the large **Start a Recording** button in the upper right portion of the Tegrity Window. If you do not already have Tegrity installed you will be asked to download and install the Tegrity recorder. Once your computer is ready for a Tegrity recording, the Tegrity recorder will appear on screen.



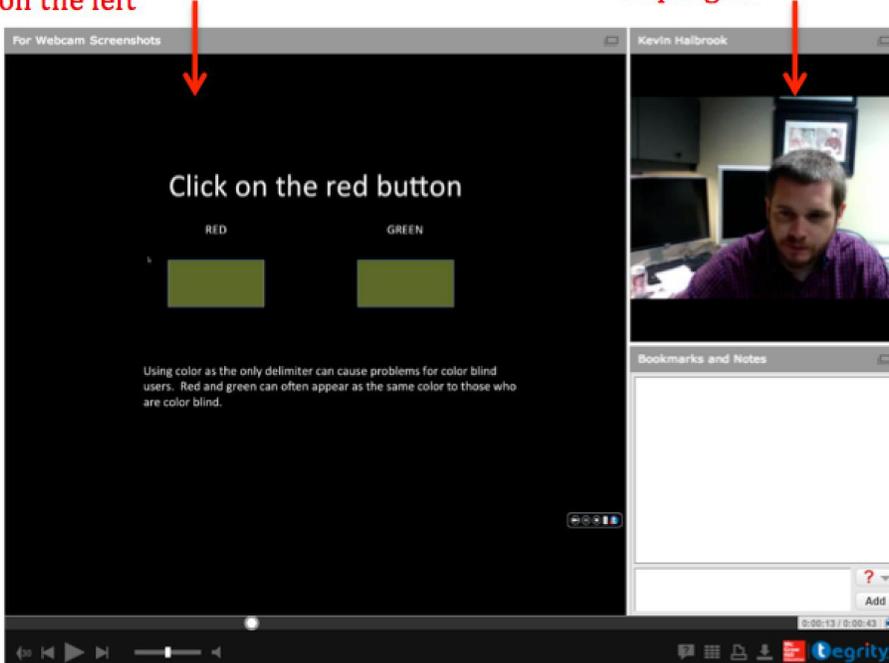
- If you would like to change the course that will contain your recording, click on the drop-down arrow next to the Course field and select the appropriate course. If you would like to change the title of the recording, delete the existing text and type a new title in the title field.



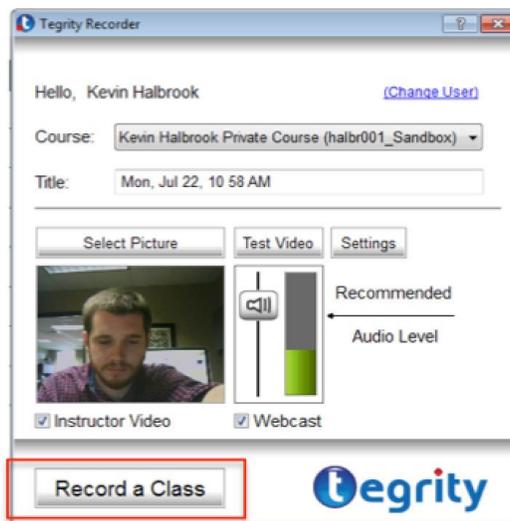
- If you would like to include a picture along with your Tegrity recording, click **Select Picture**, then click **Browse** to locate the file that you would like to use as the picture. If you would prefer to include a video of yourself instead of a still picture, click the checkbox next to **Instructor Video**. The Instructor Video option will allow you to include a video of yourself in the recorded version of your presentation.

Video of your recorded computer screen (PowerPoint, Webpages, etc.) will appear in the large box on the left

Webcam video or selected image Will appear in the smaller box at the Top right.



5. If you would like to test your computer's audio input before creating your Tegrity recording, click the Tegrity recorder's Test Audio button. *Note: Mac audio levels are controlled through the Mac's System Preferences.*
  - 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 your recording, click **Play Test**.
  - C. When you are satisfied with the audio, click **Close**.
  
6. If you are including an instructor video and would like to change your video input device, click **Settings**. Click on the drop-down arrow next to the **Default Audio Source** field and select the audio device that you would like to use to record your audio. *Note that you may be able to select 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 on the drop-down box to under the Video Settings button and choose the device that you would like to use.
  - B. Click Settings to make adjustments specific to the video recording device you have selected.
  
7. Once you have returned to the original Tegrity recording window, click the **Record a Class** button.



- A. Once the "Recording will start momentarily..." message disappears, the recording session will begin.
- B. When you are finished recording, click the Stop button in the Tegrity toolbar.



C. You will be presented with a pop-up 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.



Click Yes when you have made your selection. *Note: Once you have chosen to upload your presentation, it may take some time before it will appear in your list of recorded sessions.*

### Working With Recorded Presentations

Once your recording has been uploaded, you can access it either through the **Tegrity Classes** button on the left side of your Blackboard course, or by logging in at **ua.tegrity.com** and selecting the course that is associated with your recording. The Tegrity presentations that you have recorded will appear in a list that can be managed using the Recording Tasks menu located on your Tegrity course page.

**Recordings**

View ▾ Course Tasks ▾ **Recording Tasks ▾**

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▶ **Mon, Jul 06, 04 05 PM** 7/06/2015   
length: 0:01:51 | recorded by: halbr001

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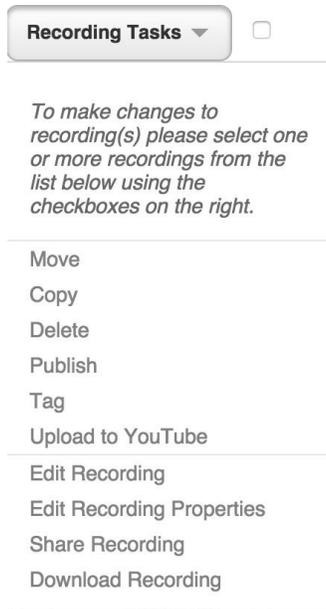
▶ **from a203** *Not Published* 7/06/2015   
length: 0:00:22 | recorded by: halbr001

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▶ **Thu, Jan 29, 10 35 AM** 1/29/2015   
length: 0:02:01 | recorded by: halbr001

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

1. Click the checkbox next to a recording to select the presentation(s). *Note: Some actions can only be performed if a single presentation is selected.*
2. Click on the Recording Tasks button to reveal the available operations.

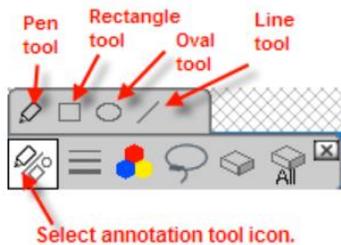


- Select **Move** to remove a recording from your currently visible course and add it to another.
- Select **Copy** to add the selected recording to another course while retaining it in your currently visible course.
- Select **Delete** to permanently remove a recording from your course.
- The **Publish** option can be used to control which recordings will be accessible by students.
- Users can group and label recordings using the **Tag** option.
- **Upload to YouTube** allows you to upload a selected recording to your YouTube account.
- Selecting **Edit Recording** will display the Tegrity editor which will give you access to several editing options such as removing segments of recordings and adding searchable keywords. To learn more about editing, please visit the **Tegrity Editing Tutorial**.
- The **Edit Recording Properties** window will allow you to change the title and date associated with a recording.
- **Share Recording** will allow you to create a direct link to a recording.
- **Download Recording** will allow you download a copy of a recording to your personal computer.

## Annotation Tools

Tegrity's annotation tools allow you to add annotations (lines, highlights, shapes, etc.) to your presentation as it is being recorded.

1. To use the annotations tools, while you are recording, click the  button to expand the annotation options.
2. Click the **Select Annotation Tool** icon  to reveal the available annotation tools.
  - 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 outlines.
  - The **Line** tool is used to draw straight lines.



3. Click to select the tool that you wish to use.
  - To change the thickness of lines or outlines, click  and select the desired thickness from the available choices.
  - To change the color of lines or outlines, click  and select the color that you want to use.
4. The annotation tools will allow you to draw anywhere on your screen. To erase all or any part of the annotations, use the following tools:

- Use the **Erase All** tool to erase all  of the annotations currently on your screen.
- Click on the **Eraser** tool  and then click on any visible annotation to remove it.
- To erase multiple objects, select them using the **Lasso** tool , and then click on the Eraser tool .

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

Last updated 15-Dec-2017