### Tegrity Quickstart

#### 1. Find Tegrity classes within Blackboard

Within each Blackboard class, a link to Tegrity classes is found in the course menu.

#### 2. View a recording or start a new one

Faculty will see a list of all recordings for this class. Student’s will only see those that are currently published. Click on a title to view a recording.

Click “Start a Recording” to begin.
- Note: If your computer does not have the Tegrity Recorder installed, you will be prompted to install it. Follow the on-screen instructions to do so.

#### 3. Confirm setup and configuration

|   | a) Save to current course or select another of your courses from the drop-down.  
|   | b) Name your recording. Default name is day/date/time.  
|   | c) Enable your instructor camera or choose a picture to display in the instructor window (optional).  
|   | d) **Important**: Be sure to test your audio (mic) before you begin. If the audio meter is not active, your voice is not being recorded. A test recording is suggested.  
|   | e) Open settings to configure and troubleshoot camera & microphone as necessary.  
|   | f) When you are ready, click “Record”.  

#### 4. Record and upload your presentation

Pop-up reminder: Tegrity tools will be found in your lower right taskbar.

Click “OK” to continue

Tegrity will begin recording your computer screen, microphone and (if enabled) instructor camera.

After you stop your recording, select “Upload in the background” and click “Yes”.

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**Important**: When your recording is finished, you may log out of Blackboard and off of the computer, but DO NOT shut the computer down until the upload is complete. Typically, videos are uploaded and ready to view within 10-15 minutes.
Tegrity QUICKSTART continued: Common tasks and tools

**Recording Tasks**

Publishing and sharing options are found in Recording Tasks dropdown.

Tegrity recordings can be moved or copied to other classes or other class sections.

**Publish** options establish when a video is available to your class.

- **Always** = currently available to students
- **Date Range** = you to specify dates for release
- **Never** = not currently available to students

**Share Recording** provides a link that you may distribute to anyone, inside or outside of your class, allowing to view the video in a web browser.

**Course Tasks**

Course Task dropdown provides access to customize your course settings, upload pre-recorded video files and more.

**Course Setting** provides options to configure your course to your own needs such as granting access allowing students to record, setting up as a podcast or awarding points to students who view the recordings.

**Editing Tools**

Editing tools are limited in Tegrity. Some basic functions are provided.

- Set in and out points for content you wish to remove.
- Edit chapters and add bookmarks and notes.

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