Tegrity provides an annotation feature that allows the user to place emphasis on certain areas of the recording—via the pen tool—during the recording process.

**ANNOTATION FEATURE**

You will need to be within the Tegrity window to annotate a Tegrity recording.

1. Select the course in which you have Tegrity.

   ![My Courses](image)

   - **Courses where you are:** Instructor
   - **Blackboard 9.1 Documentation Course**
   - **SKYLE-S-SANDBOX-COURSE**

2. Select **Tegrity Classes** from the buttons on the left.

   ![Tegrity Classes](image)
3. Click **Record a Class**.

4. Choose the settings you normally would to begin recording a class. Then, once the recording begins click on the small arrow on the lower right side of the screen to expand the options available.

5. Click on the **Annotation Tools button**, it looks like a pen.
6. You will see a new menu appear above the pen icon. This gives the user a series of options for their annotation tool. Choose whichever one(s) you need and begin annotating.

- **Annotation tool** – allows the user to draw an annotation with a freestyle pen, circle, or square.
- **Annotation width** – select a different line width for annotations.
- **Annotation color** – select a different color for annotations.
- **Lasso** – allows the user to select an existing annotation and modify it. If no annotations have been drawn yet, selecting the lasso tool will automatically select the pen tool instead.
- **Erase** – erase a single annotation drawn on the screen.
- **Erase All** – erases all annotations drawn on the screen.

**NOTE:** If you navigate the focus of your computer (click on a window) that is not located on the screen being recorded, all annotations will be erased.