Tegrity allows the instructor to record any activity on the computer screen as well as record any lecture delivered in front of a camera (e.g. a webcam). This program can be used to enhance learning for distance, blended, and on-campus courses. Lecture recordings captured by Tegrity are archived; therefore the students can view them at any time. Students can also add bookmarks to any point of the video that they might have a question or comment about. Instructors can add bookmarks as well.

**DELETING A TEGRITY RECORDING**

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

1. Select the checkbox next to the class you would like to delete.

2. Open the Recording Tasks drop-down menu in the upper right-hand corner of the Tegrity window and click **Delete**.

![Screen shot of Tegrity window showing the Recording Tasks drop-down menu and the Delete option highlighted.](image-url)
3. Click **Delete** to confirm deletion. **WARNING:** Once a Tegrity recording has been deleted you CANNOT GET IT BACK!

![Delete Confirmation]

4. You will receive confirmation that the session has been deleted. Click **OK**.

![Confirmation Message]