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.

**FIRST TIME USE**

The first time you attempt to use Tegrity in Internet Explorer, you will need to go through some preliminary steps in order for Tegrity to be configured properly. Mainly, this involves making sure pop-ups are enabled in Internet Explorer. Pop-up browser windows are typically disabled by default on campus-based machines to avoid a variety of browser-related issues and keep distractions to a minimum.

These steps MUST be performed for each individual user who logs into the computer. However, settings are preserved for that user on the computer so the user will only need to go through these steps ONCE per computer they log in to.

1. Open an Internet Explorer browser window.
2. Login to Blackboard.
3. Navigate to the course in which you would like to record a class.
4. Click **Tegrity Classes**. This will attempt to open a new browser window. Pop-up windows are blocked by default.
5. An “Information Bar” window will open. Click **Close**.

**NOTE:** If you do not want to see any more “Information Bar” windows, select **Don’t show this message again** and then click **Close**.

6. Click the “Pop-up blocked” information bar at the top of the browser window and select **Always Allow Pop-ups from This Site**...

7. Click **Yes** to allow pop-ups from the site.
8. You will be taken back to the Blackboard course Home page. Click **Tegrity Classes** in the course menu again.

9. When the Tegrity window opens up, another “Information Bar” will appear at the top of the Tegrity pop-up window prompting you to run an add-on. Click on the “Information Bar” and select **Run ActiveX Control**.

10. An Internet Explorer Security Warning will appear. Click **Run** to install the ActiveX control needed to run Tegrity. Tegrity should now be ready for use.
GETTING STARTED IN INTERNET EXPLORER

1. Login to Blackboard.

2. Navigate to the course in which you would like to record a class.

3. Click **Tegrity Classes**.

4. You may see a pop-up Security Warning dialog box. Click **No** to view both encrypted and unencrypted information. **IMPORTANT:** You will NOT be able to view Tegrity unless you select No to view both encrypted and unencrypted information on the page.

The Tegrity window should now open, allowing you to start recording.