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.

**MAKING NOTES AND BOOKMARKS IN TEGRITY**

1. Click the arrow icon next to the class which contains the video in which you would like to make notes.

   ![Recordings Table]

   - Tue, Jul 23, 10:01 AM
   - Tue, Jul 23, 10:01 AM
   - Mon, Jul 22, 01:52 PM

2. Select the video clip in which you would like to make notes.

   ![Video Clips]

   - 2.00:00-00:14: tegrecorder.exe
   - 3.00:14-00:58: Instructional Camera
3. Pause the video where you would like to place a note, and then select the note type under Bookmarks and Notes.

4. You can now type notes into the text box. Your note will be marked either “Important!” ! or “Unclear” ? depending upon which icon is selected.

5. To show the full My Notes/Instructor Notes editor, click the Maximize icon in the upper right-hand corner.
6. The information in the My Notes/Instructor Notes window can be downloaded and saved to either PDF or Rich Text Format (RTF) using the PDF and RTF buttons, respectively.