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.

RECORDING A CLASS

Tegrity will open up a new window. Switch to that window.

1. Click **Record a Class**.

![Start a Recording](image)

[new recordings 1]
2. Click **Settings**.
3. Click on the drop-down menu for **Default audio source** and select the appropriate option.

4. Click **Save and Close**.
5. Make sure **Instructor Video** is checked, and then click **Record a Class**.

**NOTE:** If Webcast is checked, users will be able to view your recording live, as you are recording it. However, the video which the user will see is delayed slightly.
6. If you have multiple monitors for your computer, Tegrity will ask you which monitor to use for the recording. Select the monitor you wish to use for the recording and then click **Record this Monitor**.

7. Click **OK**.
8. Your class will then begin recording.

9. Click the stop button at the bottom right hand corner of the screen when you are finished recording.

10. Click the radio button to select **Upload (in the background)** and then click **Yes**.

**NOTE:** How long it takes for the recording to be uploaded will depend on how long the recording is. Also, you can log out of a classroom computer and the recording will continue to upload to your course in the background.