The search tool provided in Tegrity can not only find recordings by name, but it can also search the contents of the recording for words contained in your search criteria. By searching for a topic in your class, any instance of that topic appearing in any recording listed in the class will be given as a result of the search.

**SEARCHING WITHIN A CLASS**

1. Navigate to the class in which you wish to view Tegrity recordings.
2. Click **Tegrity Classes**.

   **NOTE:** If you have problems with the window not appearing or any other issues, you may need to take the first time tutorial for Tegrity in either Firefox or Internet Explorer.

3. Type in the topic which you wish to find within the course into the search box in the top-left corner. Then click **Search**.
4. Click a thumbnail to view the recording in which your topic is mentioned.

**NOTE:** The same recording may be listed multiple times as the topic for which you searched is mentioned multiple times within that recording.

**SEARCHING WITHIN ALL COURSES**

You must be within the Tegrity window to search for recordings in Courses. This will search for the search terms throughout all of your Tegrity courses.

1. Use the breadcrumb trail navigation to get to the Courses screen.

2. Type in the topic which you wish to find into the search box in the top-left corner. Then click **Search**. This will begin a search within all courses in which you are enrolled or teaching.

3. Click a thumbnail to view the recording in which your topic is mentioned.

**NOTE:** The same recording may be listed multiple times as the topic for which you searched is mentioned multiple times within that recording.