Tegrity allows the instructor to record any activity on his/her screen as well as any lecture given in front of his/her computer. 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 instructor station. However, settings will be preserved for that user on the instructor station so the user will only need to go through these steps ONCE per machine 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.

![Information Bar](image)

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

![Pop-up blocked](image)

7. 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.

![Run ActiveX Control](image)

8. 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.

![Internet Explorer Security Warning](image)
GETTING STARTED

1. Login to Blackboard.

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

3. Click Tegrity Classes.

Recording a Class

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

1. Click Record a Class.
2. Make sure checkbox for **Instructor Video** is checked.

3. Click **Settings**.
4. Click on the drop-down menu for Default audio source and select the appropriate option.

5. Click **Save and Close**.
6. Click **Record a Class**.

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

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

10. Click Yes to upload the video in the background.
PUBLISHING A TEGRITY RECORDING

In order for students to view a Tegrity recording, it must first be published. You will need to be within the Tegrity window to publish Tegrity recordings.

1. Check the box next to the recording that you would like to publish.

2. Click on the drop-down arrow for the Actions menu in the lower left hand corner of the Tegrity window.

3. Select **Publish**.
4. Choose publishing options.

5. Click **OK** to complete publishing.
VIEWING A TEGRITY RECORDING

You will need to be within the Tegrity window to view Tegrity recordings.

1. Click on the arrow next to the class that you would like to view.

2. Click the thumbnail of the video that you would like to view. **NOTE:** Tegrity adds its own thumbnail videos based on the activity onscreen while it records. This makes it easy to find specific points within the longer video.

3. Use the breadcrumb trail navigation to return to the list of videos.
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. Click on the drop-down arrow for the Actions menu in the lower left hand corner of the Tegrity window.

3. Select Delete.
4. Click **OK** to confirm deletion.

   ![Confirmation dialog box 1](image1.png)

   **The page at http://mst.tegrity.com says:**

   ![Confirmation dialog box 2](image2.png)

   **The page at http://mst.tegrity.com says:**

   ![Confirmation dialog box 3](image3.png)

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