CENTER FOR TEACHING AND LEARNING WITH TECHNOLOGY
Information Technology Division

Recording Class Lectures
with Tegrity Campus 2.0

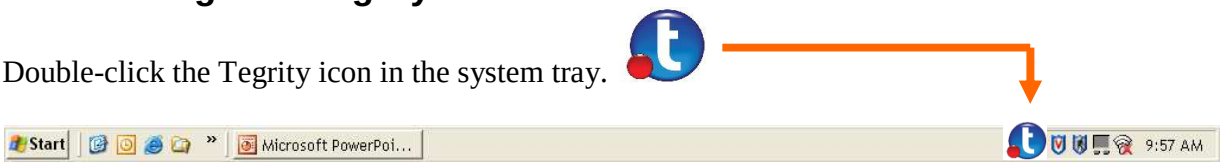
Get ready to record

1. Turn on the microphone.
2. Open the PowerPoint presentation you plan to show in class, or open Internet Explorer and navigate to the web page that you plan to show.

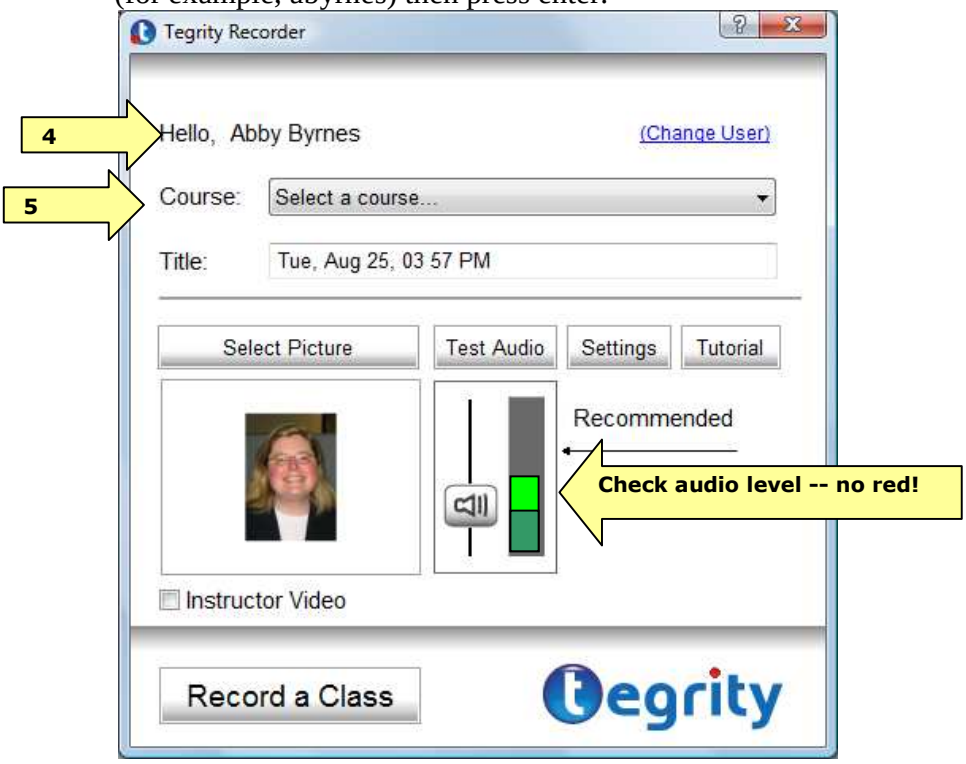
   This way, the first part of your recording is your content – not you searching for your content. ☺

Start recording with Tegrity

3. Double-click the Tegrity icon in the system tray.



4. Check the first line of the Tegrity Recorder window, and make sure it says **Hello** ***<your name>*** . If it doesn't have your name, click on the Change User link to change it – and type in your netid (for example, abyrnes) then press enter.

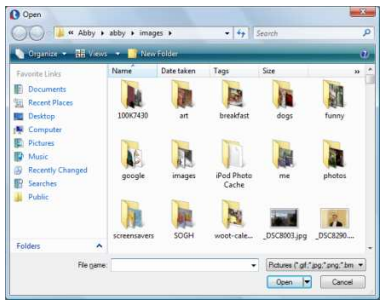


5. In the Course drop-down list, select the course that you are teaching. Be careful to select the course for the current semester. For example: ***Econ 101 Sec 001 Fall 2008***

Select a picture

6. If you have a webcamera, click "**Instructor video**" to use the video from the webcam during recording.
7. If you would like to use a photo of yourself, or a department logo, click "**Select Picture**."

8. Click **Browse**.

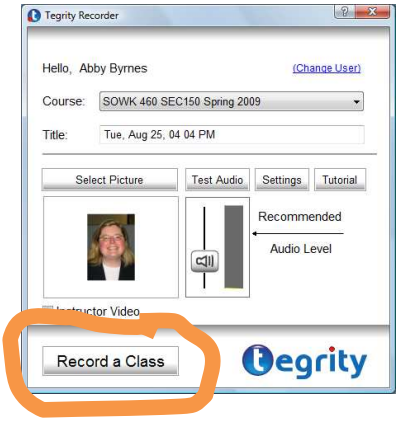


9. Locate the picture that you would like to use.
10. Click **Open**.
11. Click **Select Picture**.

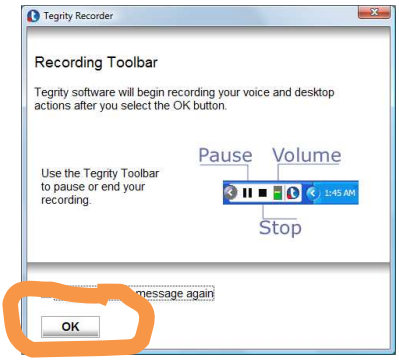
Check the audio levels

12. **Test the audio** – keep an eye on the Volume indication while you speak a sentence or two out loud in your normal speaking voice. It is best if the audio indicator shows dark and light green and a little yellow.

13. If the audio indicator shows red, use the **Volume** slider bar to lower the input volume – slide the bar down and try speaking again.
14. When you are satisfied with the audio level, click **Record a Class**.



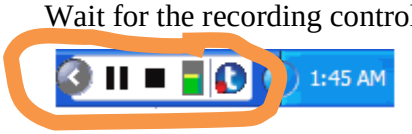
After you click **Record a Class**, you will see a dialog box:



15. Click **OK**.

Once you click **OK**, the Tegrity software will get ready to record your class – this may take about 30 seconds.

Wait for the recording control icons to appear in the taskbar at the bottom of the screen:



Once you see the Tegrity toolbar in the lower right corner, Tegrity is recording!

TIP: If you are projecting a PowerPoint presentation, put the presentation in "Slide Show" mode. You can press **F5** on the keyboard, or go to the **View** menu and select **Slide Show**.

Powerpoint in Edit mode

*Powerpoint in **Slide Show** mode*

Stop recording with Tegrity

16. When you are finished with your lecture, click the ■ **stop** button in the Task Bar.

17. Click **Yes** to end the recording.

Your recorded lecture will be uploaded automatically, as long as the computer is turned on and connected to the Internet. If you recorded in a Smart Classroom at Coppin, then you are all set. If you recorded from a personal computer that you brought into the classroom, or if you recorded in your office or at home, then you will want to have your computer connected to the Coppin network so that the recorded lecture gets uploaded.

Additional Resources

- 24 x 7 HelpDesk for faculty and students who need help with Blackboard, Tegrity and TurnItIn:
  866-886-4911

- Training sessions offered by Center for Teaching and Learning with Technology, website: **http://www.coppin.edu/TLT**

- Related Tipsheets on our TLT website:
  - Recording with a TabletPC in a Smart Classroom
  - Copying Recorded Class Lectures into another Course
  - How do I subscribe to recorded class lectures as podcasts?
  - How do I see what students have viewed my recorded lectures?