



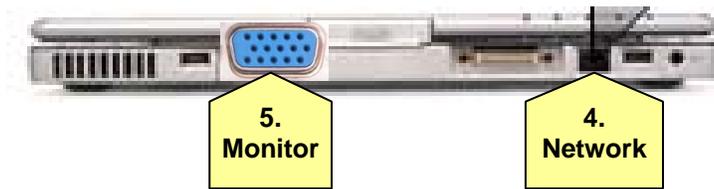
# Recording Class Lectures in a Smart Classroom with Tegrity Campus 2.0

## Turn on the Smart Panel and projector

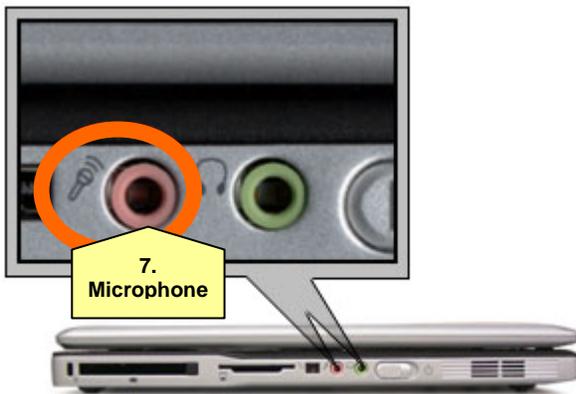
1. Touch the screen of the smart panel in the podium
2. Press the Laptop button on the screen.

## Hook up your Laptop

Back of the Laptop:



3. Connect the power supply to your laptop, and plug into the outlet that is in the podium.
4. Connect the Ethernet network cable to your laptop
5. Connect the monitor cable to your laptop.
6. You may need to press the **Fn** **F3** (LCD / CRT ) keys on your laptop so that the laptop's image is projected to the screen.
7. Connect the cable with red tape to your laptop's microphone input jack. (If you have a Gateway Tablet PC, the microphone input jack is on the left side, with pink marking.)



8. Take the wireless microphone out of the drawer in the podium. Turn on the microphone and attach to your collar.
9. Login to your laptop.

If you were working on your laptop in your office, and were connected to the network there, you need to **Log off** and log on again. Click the **Start** button, then select **Log Off**. Then log on again.

## Get ready to start your presentation

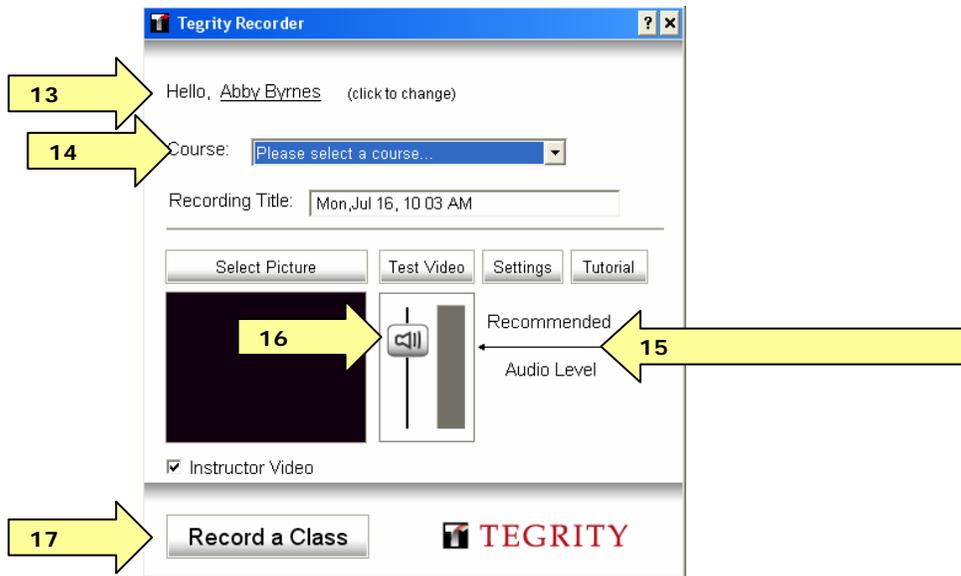
10. Start Powerpoint or other application(s) that you plan to use.
11. Open the Powerpoint presentation that you plan to use... or open other documents you plan to show students.

## Start recording with Tegrity

12. Double-click the Tegrity icon in the task bar.



13. 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 name to change it.



14. 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 2007*

15. **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.

16. If the audio indicator shows red, use the  **Volume** slider bar to lower the input volume – slide the bar down and try speaking again.

17. When you are satisfied with the audio level, click **Record a Class**.

## Conduct your lecture as you normally would.

## Stop recording with Tegrity

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



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

