CENTER FOR TEACHING AND LEARNING WITH TECHNOLOGY
Information Technology Division

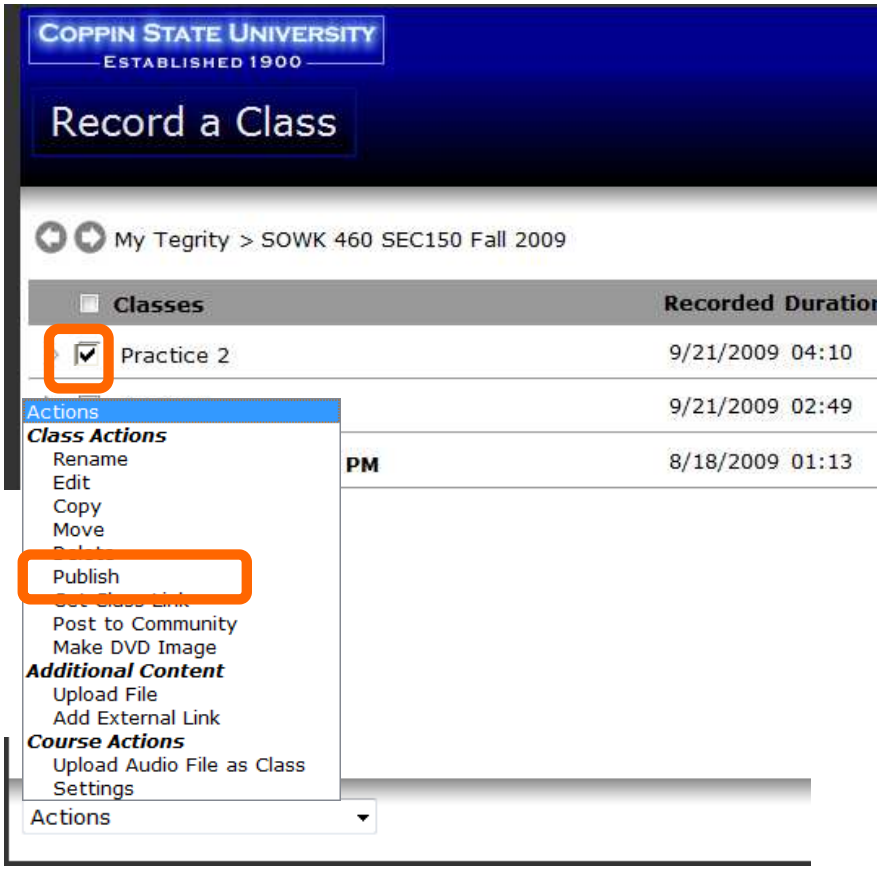
Hide (unpublish) a Recorded Lecture

When you record your class lectures with Tegrity, and the lectures are uploaded to the server, students can view them. You may choose to hide a lecture; for example, if you record a practice session, or if you record a test review that you do not want students to see until all students have taken the test.

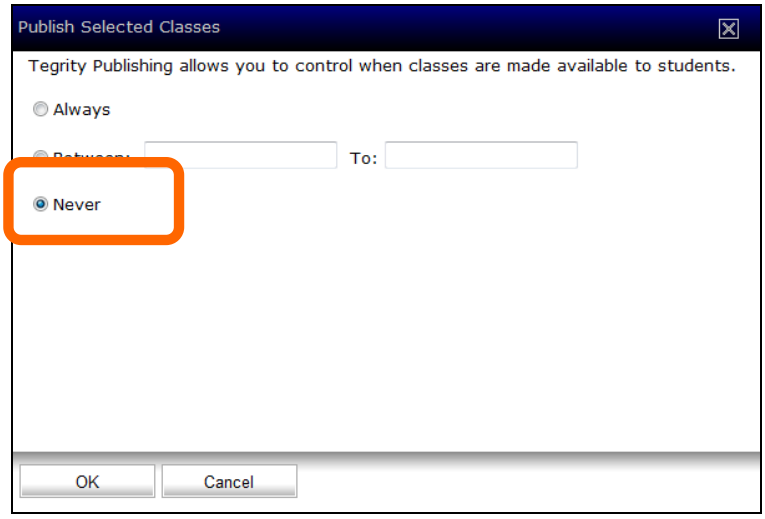
1. Log in to Blackboard https://eaglebb.coppin.edu
2. Go to your course site.
3. Click the **Tegrity Classes** link in the left side of the screen.

   You will see a list of the recorded lectures for your class.

4. Place a check mark in the box to the left of the recording that you want to hide.

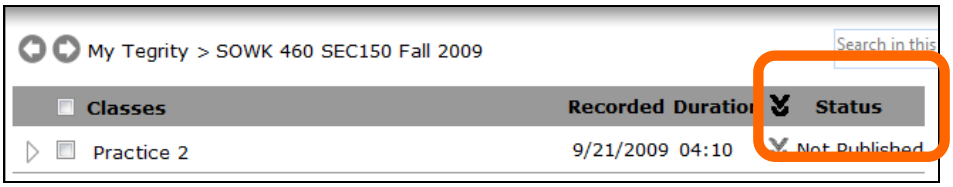


5. In the Actions menu in the lower left, select **Publish**.



6. **To hide the lecture**: click in the circle next to **Never** and click **OK**.

   You, the instructor, will still be able to view the lecture. The status field for that lecture will display "**Not Published**." This indicates that students cannot see it.



Congratulations! Your recorded lecture is now "hidden" and students will not be able to play it.

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 website:
  - Recording with a TabletPC in a Smart Classroom
  - Recording Class Lectures with Tegrity
- Online help in Blackboard
  Click the (Help Icon) at the top of any page