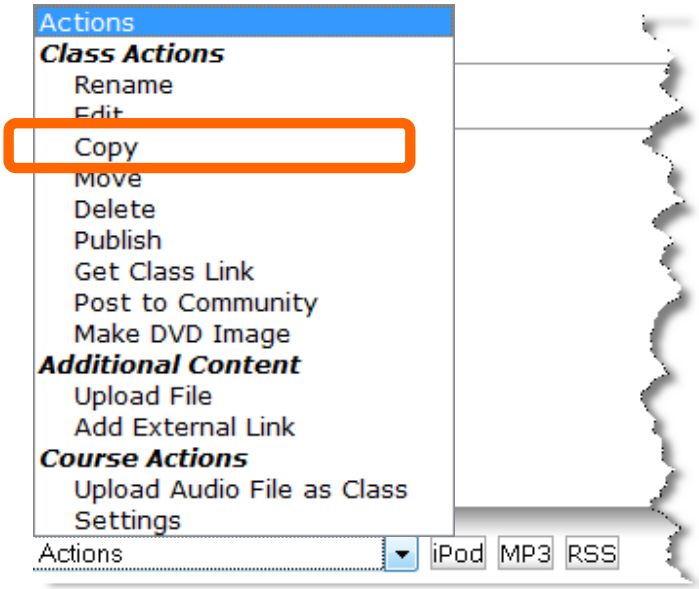
CENTER FOR TEACHING AND LEARNING WITH TECHNOLOGY
Information Technology Division

Copying Recorded Lectures

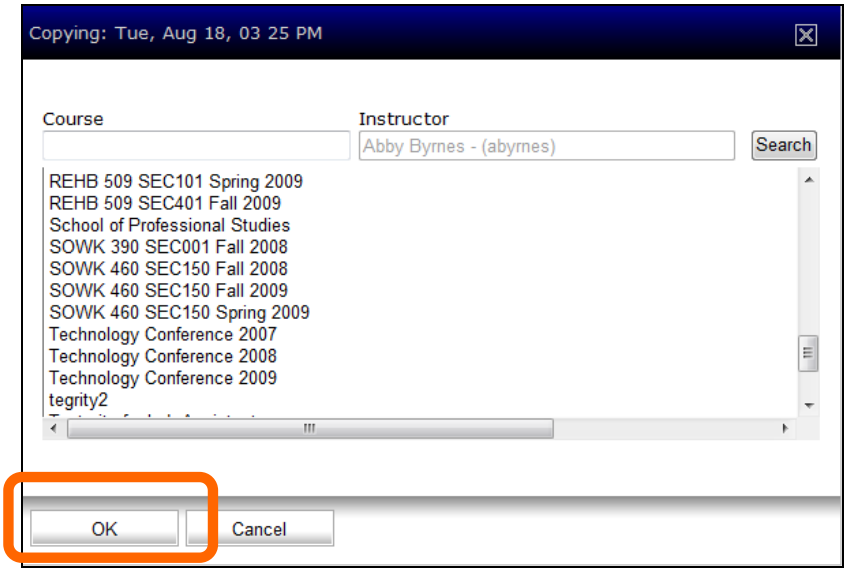
A new feature of Tegrity Campus 2.0 is that instructors can copy recorded lectures from one Blackboard course site to another.

1. Log in to Blackboard http://eaglebb.coppin.edu
2. Go to your course site.
3. Click the **Tegrity Classes** link in the left side of the screen.
4. Place a check mark in the box to the left of the recording that you want to copy.

5. Click the Actions menu in the lower left, then select **Copy**.

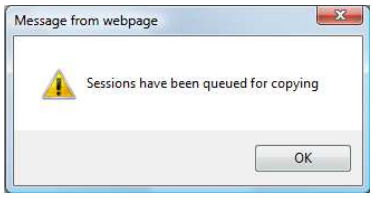


You will see a list of the courses for which you are the instructor. This will include the current semester, and the previous two semesters.



6. Click on the course in the list that you would like to copy the selected lecture into.
7. Click **OK**.

   You will see a message, "Sessions have been queued for copying." Your recorded lecture will be copied to the course site you selected.



8. Click OK.

Within about an hour, the recording will appear in the new course.

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