1. In your system tray, in the bottom right of your screen and to the left of the time and date, click the up arrow to reveal additional applications.

2. Click the blue and red circular Tegrity icon.
3. The Tegrity log-in window will appear. Enter the same username and password that you use to access your NUNet account.

4. Once logged in, select the course from the dropdown menu that you are going to make a Tegrity recording for.
5. Click the button labeled “Settings.”

6. Set the audio source to “(default audio device).”
7. Under “Video settings:” use the dropdown menu to set the camera to the view you prefer. *Camera names are subject to change.*

8. Use the dropdown menu to set the *Camera usage* to “Instructor Camera”
9. Set the *Output resolution* to “1280x720”

10. Set the *Optimize video for* to “Frame Rate”
11. Click “Save and Close.”

12. Click “Record” to begin your Tegrity recording.
13. Recording has begun and tools appear in the system tray. (Pause, Stop, Volume) For annotation tools, click the left-pointing arrow next to the pause button.

14. New annotation options such as pen tools and white board will appear and be ready for use.