Overview

Record classes from your computer

View lectures live or later, from anywhere with internet

Enhance lectures with audio, video, notes, and supporting files

Fully supported at Northeastern University

Blackboard integrated: build and store content, move and copy content between courses.

Available on all classroom PCs
Requirements

A computer with an Internet connection

A Northeastern myNEU account

Microphone – See the Peripheral Recommendations for Lecture Capture

Webcam, document camera, tablet (optional)

System Test Page - automatically checks your computer to assess whether the necessary requirements are present to record or view a Tegrity lecture

All browsers work for Windows-based machines
Opening Tegrity

If you are using Tegrity for the first time on this computer:

The Tegrity link can be accessed from the Blackboard course menu of any class in which you are enrolled as instructor. Log in with your faculty/staff account and click the Tegrity Classes link to view your recordings or start a new one.

If you are using a popup blocker, you may receive an error similar to this:

![Error Message]

If so, check the top and bottom of your browser for any security warnings and click **Allow** or **Other Options** -> **Always allow popups** to open the Tegrity sessions list.

Clicking **Allow** in Internet Explorer usually opens the sessions list in a new browser tab or window, but window behavior on this screen varies between browsers. If the screen does not open automatically, click the text link “Click here to open...” for your Tegrity sessions list.
Course View

Course view displays every recording for all of your classes. To begin a new recording, click **Start a Recording** at the top right. First time users will be prompted to install the Tegrity recorder.
You may see a security warning similar to the following:

An additional window will prompt you for action in Internet Explorer:

Check “Do not show me the warning for this program again” and then Allow.
Quick Start

If you have already completed a recording in Tegrity on this computer:

Look for the Tegrity icon in the Windows system tray at the bottom right side of the taskbar. Click the double arrow to expand the tray and click the Tegrity icon to open Tegrity Course View in a new browser tab or window.

There may be a slight delay in system response. You can also right click this icon and choose Begin Recording. This menu contains a number of other options for later discussion.
Once installation has completed, the Tegrity Recorder will start. If this is the first time you are recording a class, the Tegrity recorder icon is added to the system tray at the bottom right of a Windows PC.

The Tegrity recorder window provides information about your class recording, including name, course, and recording title (defaults to date and time).
To prepare for recording:

Below the Audio Level check is a checked box for webcast. Leave this box checked to allow students to watch the lecture live as it is being recorded. Uncheck the box to disable Webcast.

Check off Instructor Video to ensure that the instructor video and class notes are recorded separately.

Before recording a lecture, check your internal or external microphone. If your microphone and/or camera is on, detection will start automatically. The audio bar will rise and fall in green, yellow and red with variations in sound level. It is recommended that sound be as set as high as possible.

To choose audio and video input settings, select the Settings button and the window will appear.
**Settings:**

Choose your default audio and video sources from the Settings window. If you are using multiple cameras, Tegrity can switch between them during recording.

If you are using a camera with built-in microphone, make sure you select this camera as both your microphone and camera.

Once you have configured audio and video, click **Save and Close**.
To begin recording:

In the Tegrity Recorder window, click the Record button. The first time you record, a dialog box appears displaying information about the Tegrity Recording toolbar icons. Click OK to close this dialog box closes and the Tegrity Recording toolbar appears at the bottom of your screen:

As you speak, the volume indicator (  ) will show the volume level at which audio is being recorded. During the recording process, use the Tegrity recording toolbar buttons to:

Pause (  )

Resume recording (  )

Stop recording (  )
Expanded toolbar controls:

Use the left arrow on the toolbar to expand the controls and for additional options that allow you to

1. Expand your live webcam(s) into full-view mode
2. Draw directly onto your computer screen using markers, shapes and free-hand tools
3. Enable a full-screen whiteboard view
To end and upload a recording:

Click Stop (■) to end the recording. The end recording dialog box appears. Select one of the below options and click Yes.

**Upload (in the background):** Uploads class recording to the Tegrity server from your computer. Uploading the class recording does not affect the performance of your computer. The Tegrity Recorder closes and you will see the Tegrity tray icon rotate with a balloon alert. A **recording successfully created** message will appear in the Tegrity recorder window. You can now choose to preview, upload or delete this recording.
**Preview:** Plays a preview of your recording as students will see it. After clicking Preview, the Recording successfully created dialog box will appear. Click the link to Preview to open a browser window with your recording as the students will see it. When you finish viewing the recording, close the browser window and select.

**Delete** to delete the recording. The Tegrity Recorder will close.

**Upload (in the background)** to upload the recording. You can track the progress of your upload from the Tegrity icon in the system tray by right-clicking and choosing “Check Upload Queue” from the menu.

When the upload has finished, view the recording from your Tegrity class list in [Course View](#), accessible from the Tegrity Classes link in Blackboard.
For additional help with Tegrity installation or recording:

Email us: ats@neu.edu
Training: http://www.ats.neu.edu/workshops-seminars/
Walk-in: Digital Scholarship Commons  |  212 SL
Call: 617-373-HELP
Tegrity: https://help.tegrity.com/help-for-instructors.html