Tegrity Best Practices

Before Recording

**Launch Locations**
You don't need to be in Blackboard to start up Tegrity. If Tegrity is installed on a PC, you can launch it from:
1. Windows System Tray on the bottom right side of your screen
2. Mac Finder: search for “Tegrity”
3. http://neu.tegrity.com: Log in with your myNEU/Blackboard username and password

**Hardware Check**
Make sure your microphone and camera are connected and configured before launching Tegrity. Tegrity cannot detect or connect to hardware plugged in while it is running. To set up a microphone or recorder, stop Tegrity, plug in your hardware and then restart Tegrity.

**Set Up Sound**
After starting Tegrity, look for the volume bar rising in green, red and yellow as you speak to confirm that sound is working. If you don’t see any colors, try tapping on the microphone. It won’t hurt to set your audio to the highest level possible in the Tegrity window. If the recording sound is low, listeners can turn it up only as high as their volume levels go. If sound is too loud, it can always be turned down.

**Prepare your Lecture Materials**
Open any files you’ll need for your lecture so they are accessible when you need them. If you’re using PowerPoint lecture slides, have them ready before you start recording. Tegrity will automatically bring them to the front of the screen when recording begins.

**Close Other Applications**
Keeping only the files you need for recording will reduce clutter and prevent students from seeing material not meant for viewing.
During Recording

1. Use Only What You Need
   Competing resources can slow down your recording. In general, try to limit the number of programs running while recording, and try to keep any media files small.

2. Wait a Few Seconds to Begin Your Lecture
   It might take a second or two after clicking the Record button for Tegrity to begin recording. Waiting a few seconds for the toolbar to appear on the bottom of the screen will prevent cutoff at the beginning of the recording.

3. Repeat Questions or Comments
   Depending on the strength of your microphone, questions from students might not be picked up on the recording. Repeat any questions or comments from your audience while recording to make sure that they are audible on playback.

After Recording

4. View Analytics
   View analytics. Tegrity provides a suite of analytics to show who is watching and for how long.

5. Cross-Post Your Videos
   Use the copy feature to share your videos across multiple sections of your course or different classes.

For Additional Help


Register for a workshop at https://goo.gl/Z1igXP