



# Campus 2.0 Instructor Guide

Version 2.0



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## ABOUT THIS GUIDE

This guide is intended for instructors who want to use Tegrity Campus to record class sessions for subsequent review by their students. Instructors are assumed to be familiar with their institution's Course Management System and to have experience using personal computers for class presentations.



# INTRODUCTION

## What is Tegrity?

Tegrity is the first Student Achievement System that impacts learning across the entire institution, improving retention and student satisfaction. Tegrity makes class time available on-demand by automatically capturing, storing, and indexing classes for replay by students. With Tegrity, students can quickly recall key segments of classes or replay entire classes online, on iPods, and on cellular telephones.

## Tegrity Instructor Workflow

As an instructor, you follow a simple workflow for each course you record on Tegrity:

- Record your classes using the Tegrity Recorder.
- Manage the distribution of class recordings and set your course settings.
- Generate reports.

## Tegrity Online Help

As you work with Tegrity, a Help button appears in most of the screens. If you are unsure of the best way to take advantage of a screen's features, or require further information, click **Help**. Information that is relevant to the screen you are working in appears.



## ACCESSING TEGRITY CAMPUS

You can access Tegrity Campus from your Course Management System or directly.

When you access Tegrity Campus from your Course Management System, the first screen that appears is the *Class Recordings* page. The *Class Recordings* page displays a list of recordings for your course. You can also access the Tegrity Recorder from this page. The Tegrity Recorder enables you to record your classes.

When you access Tegrity Campus directly, the first screen that appears is the Instructor Course list screen, which lists all of your courses that are enabled for recording.

### To access Tegrity Campus from your Course Management System:

- Log into your Course Management System and navigate to the course you would like to access. Click the **Tegrity** link or button located in your course page, as shown in the following example.

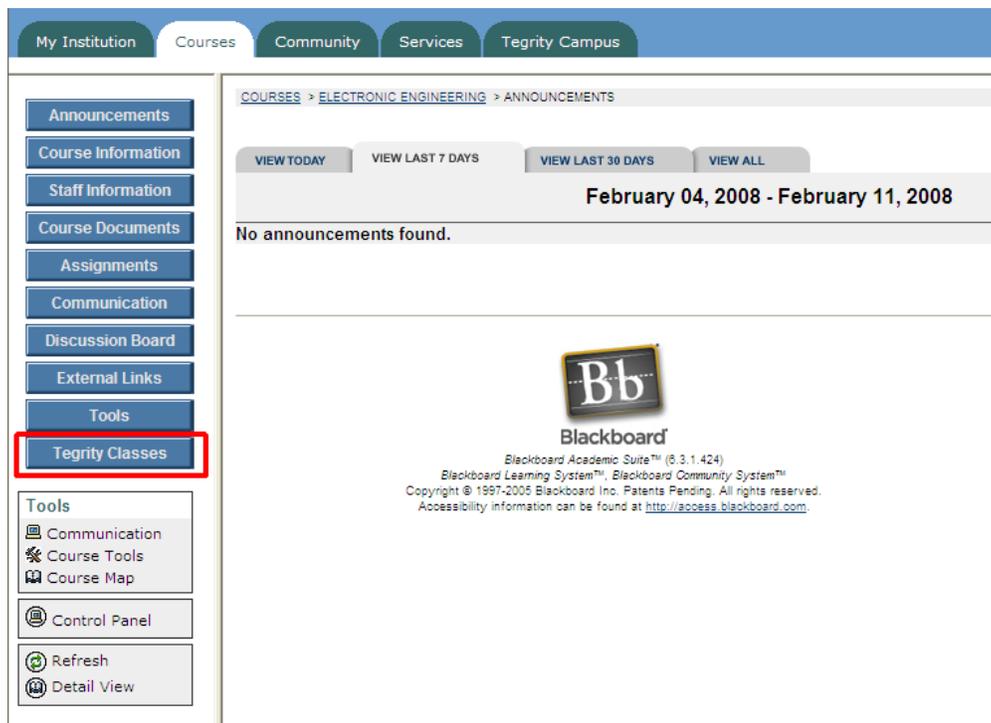


Figure 1: Course Management System Page with Tegrity Button

The *Class Recordings* page appears (Figure 2). Class recordings that you have not viewed are bolded.

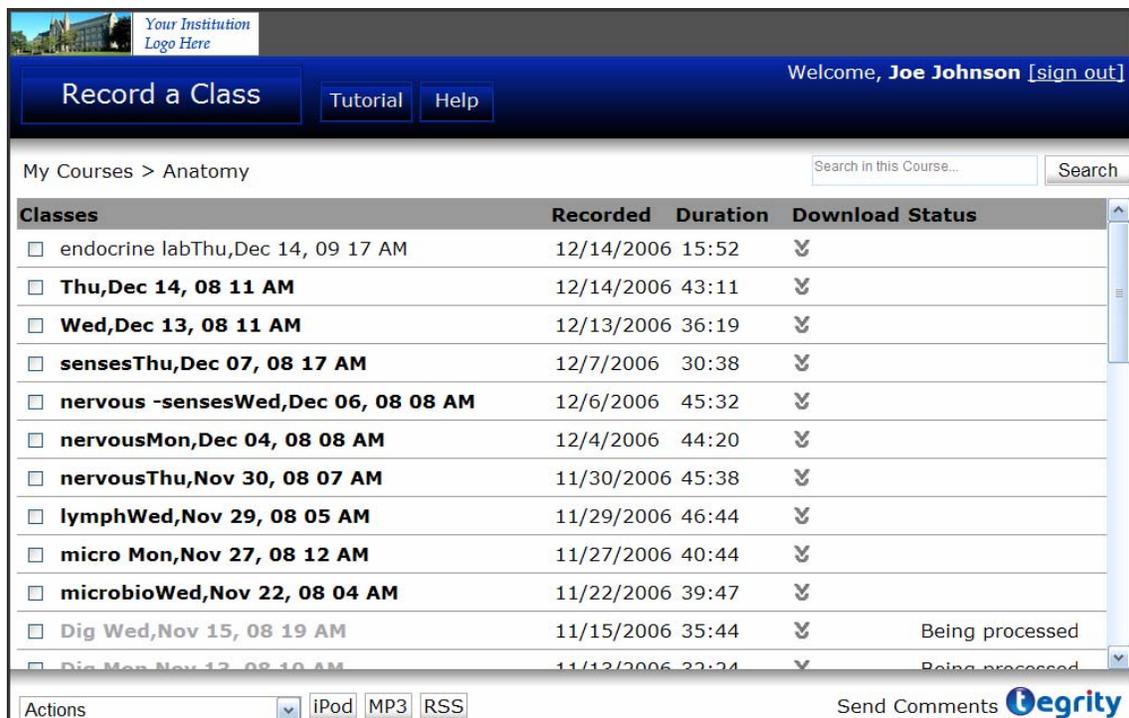


Figure 2: Class Recordings Page

- If you are not using a Course Management System, you can log into Tegrity in one of the following ways:
  - Right-click the *Tegrity Recorder* icon in your system tray and select **Login to Tegrity Campus**.

-Or-

- Open a browser window and type the address of your Tegrity server. You will be prompted for a user ID and password. Contact your Tegrity support personnel if you do not have this information.

The *Tegrity Course Management* page appears, showing all of your courses. The number of recordings that you have not viewed appears next to each course title.

| Course                         | # of Classes | Last Updated |
|--------------------------------|--------------|--------------|
| Anatomy (28)                   | 37           | 7/4/2008     |
| Biology (0)                    | 1            | 5/29/2008    |
| Computer Science (2)           | 4            | 6/27/2008    |
| Introduction to Photonics (0)  | 7            | 5/29/2008    |
| Joe Johnson Private Course (2) | 2            | 7/3/2008     |
| Physics 1B (0)                 | 4            | 5/29/2008    |

Figure 3: Course Management Page

**Note:** Your on-campus Tegrity support staff members are responsible for enabling you to use Tegrity Campus. Contact your support staff for assistance with the following problems:

- You do not know the URL for the Tegrity Server.
- You do not know your User ID and password.
- You do not see a Tegrity link or button in your course page in your CMS.
- You do not see your course listed in the Tegrity-Campus Instructor course list.

## RECORDING A CLASS

Tegrity enables you to record your class sessions for subsequent review by your students. For each course you teach, you can use Tegrity to:

- Record every class session.
- Record supplemental material.

### Starting Tegrity Recorder

Tegrity Recorder can be accessed from the *Course Management* page. If you are a Mac user, continue with the topic *Tegrity Recorder Instructions for Mac Users* on page 12.

**Note:** If you are using a computer from which you previously accessed Tegrity Campus, a Tegrity icon appears in your system tray. (The system tray is located at the bottom right corner of your screen.) This icon enables you to easily access the Tegrity Recorder.

#### To start Tegrity Recorder from your course management system:

1. Log into your Course Management System and navigate to the course you would like to access.
2. Click the **Tegrity** link or button located in your course page. The *Class Recordings* page appears with the **Record a Class** button in the upper left corner of the page (Figure 2).
3. Click **Record a Class**. The *Tegrity Recorder* window appears (Figure 4). If this is the first time you are recording a class, the *Tegrity Recorder* icon is added to your system tray.

#### To start Tegrity Recorder using the Tegrity Recorder icon:

- Double-click the Tegrity icon in your system tray, located at the bottom right corner of your screen.

**Note:** Depending on your institution's policies and Tegrity settings, you may be prompted to enter your Tegrity user ID and password.

The first time you click **Record a Class** from your computer, there is a delay before the *Tegrity Recorder* window appears while Tegrity prepares to record your class.



Figure 4: Tegrity Recorder Window

The *Tegrity Recorder* window provides information about your class recording, including:

- Your name.
- The course title.
- The title of your class recording.
- The general settings to use during the class recording.

**Note:** Some of these settings are defined by your administrator and do not need to be changed.

# Recording with Tegrity Recorder

When *Tegrity Recorder* opens, it displays an instructor name and a course name. You can change these names as needed.

## Entering the Instructor's Name

The instructor's name appears in the *Hello* field of the *Tegrity Recorder* window. If the name in the *Hello* field is not correct, you need to change it.

### To change the name in the Hello field:

1. Click **Log in as a different user**. The *Tegrity Recorder* window displays a *Login* field.
2. Enter your user ID in the field. If you do not know your user ID, contact your Tegrity support personnel.

**Note:** Depending on your institution's policies and Tegrity settings, you may be prompted to enter your Tegrity user ID and password.

3. Click **Login**. Your user ID is verified and your name appears in the *Hello* field.

## Selecting the Name of your Course

The course name for the class you want to record appears in the *Course* field.

### To change the course name:

- Click the arrow to the right of the *Course* field and select the correct name of the course from the drop-down list.

**Note:** If you do not see your course in the drop-down list, make sure that your name appears in the *Hello* field to ensure you are identified correctly (see *Entering the Instructor's Name* on page 8.)

If your course title does not appear in the list, you may still record by selecting your **Private Course** from the *Course* drop-down list. This course is only accessible to you, and has no students enrolled in it. If your course is missing from the course list, contact your Tegrity support staff to have the list updated. Once the missing course is added you can move the recording from your **Private Course** to the new course.

## Naming the Class Recording

You can define a recording title for the class, which, by default, is the date and time that the class is recorded (Figure 44).

### To change the name of the class recording:

- Select the text in the *Recording Title* field and type the name of the class recording as you want it to appear.

## Adjusting the Recording Audio Level

The recording audio level received from the microphone is displayed on the audio level indicator in the *Tegrity Recorder* window (Figure 5).



Figure 5: Audio Level Indicator

### To adjust the recording audio level:

1. Speak into the microphone in a normal voice and note the audio level on the audio level indicator. The audio level should appear in the green-to-yellow area of the audio level indicator.
2. If necessary, use the audio level slider to adjust the audio level.

**Note:** If the audio level indicator is in the red area, lower the volume. If you record your class when the indicator is in the red area, your voice may sound distorted when playing back the recording.

# Recording Classes

Tegrity provides easy-to-use controls for recording your classes. The following additional features are particularly useful for practice sessions or setup:

- Preview of a recording before uploading.
- Delete a class recording.

## To record your class:

1. Start Tegrity Recorder and click **Record a Class** (see *Starting Tegrity Recorder* on page 6). The first time you click **Record a Class**, a dialog box appears displaying information about the Tegrity Recording toolbar icons.

**Note:** If you have exclusive use of the computer and don't need instructions for using the toolbar icons, select the **Don't show this message again** checkbox.

2. Click **OK**. The dialog box closes and the Tegrity Recording toolbar appears at the bottom of your screen.



Figure 6: Tegrity Recording Toolbar

3. As you speak, the volume indicator (■) shows the volume level at which the class is being recorded. For information about the recommended audio level, see *Adjusting the Recording Audio Level* on page 9.
4. During the recording process, use the Tegrity Recording toolbar buttons to pause (||), resume (●), or stop (■) the class recording.
5. Click ■ to stop the class recording. The *End Recording* dialog box appears.



Figure 7: End Recording Dialog Box

6. Select one of the following options and click **Yes**.

- **Upload (in the background)** — Upload the 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 the *Recording Upload* dialog box appears.

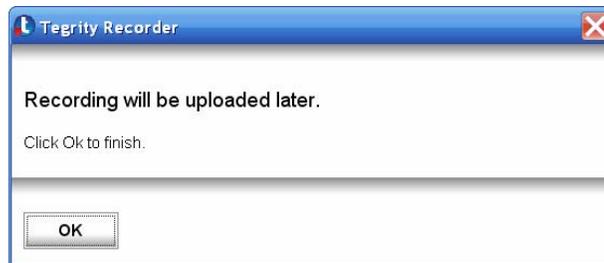


Figure 8: Recording Upload Dialog Box

- **Preview** — Preview your class recording, after which you can choose to **Upload** or **Delete** the class recording. The *Recording successfully created* dialog box appears.

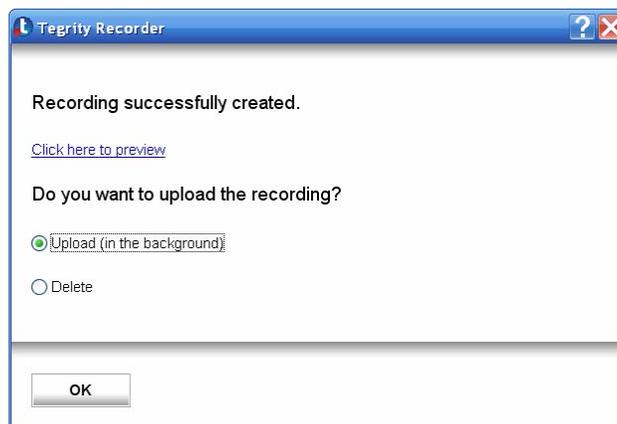


Figure 9: Recording Successfully Created Dialog Box

Continue with step 7.

- **Delete** — Delete the class recording. The *Tegrity Recorder* closes.
7. Click **Click here to preview**. A browser window opens and plays in the window and back the recording.
  8. View the class recording (refer to *Viewing a Class Recording Online* on page 48).
  9. When you finish viewing the class recording, close the browser window.
  10. Select **Upload (in the background)** or **Delete** from the *Recording successfully created* dialog box.

# Tegrity Recorder Instructions for Mac Users

Tegrity provides easy-to-use setup, installation, and recording options for Mac users.

## Installing the Tegrity Recorder Application on Your Mac

When you access Tegrity Campus for the first time from your Mac, you must install *Tegrity Recorder*.

### To install Tegrity Recorder on your Mac:

1. Log into Tegrity Campus. The **Download Recorder** button appears in the upper left corner of the *Course Management* page.

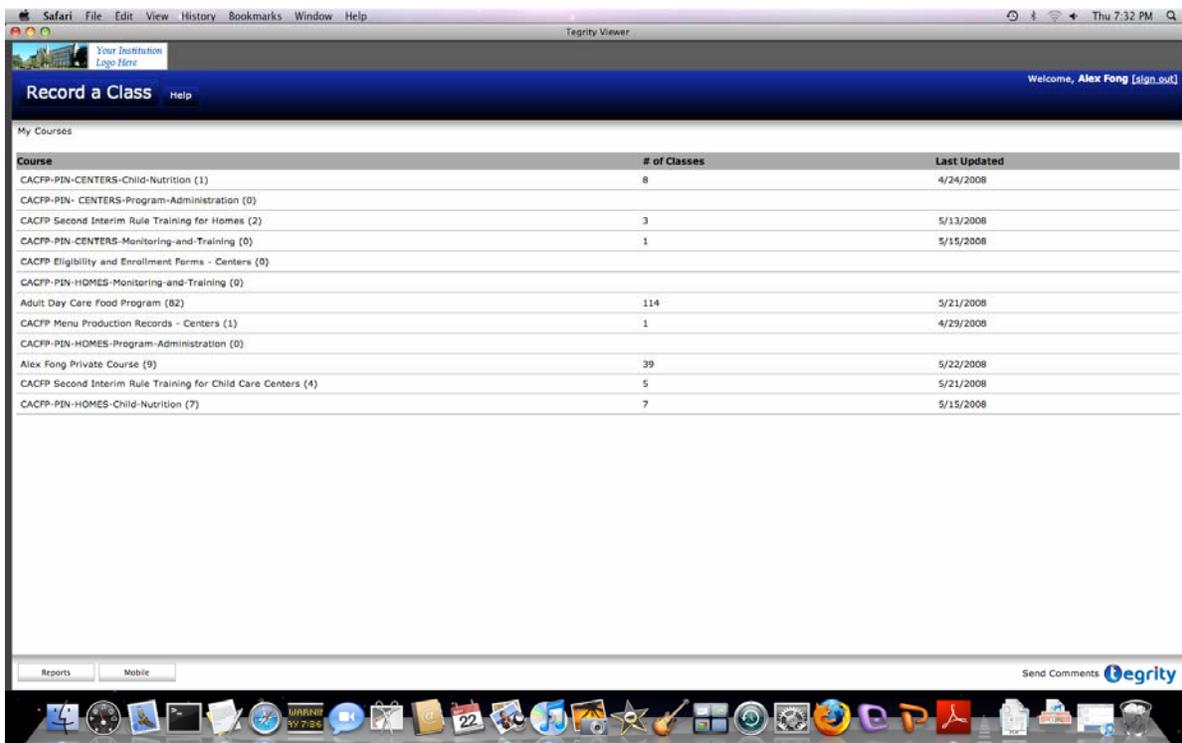


Figure 10: Course Management Page – Download Recorder Option (Mac)

2. Click **Download Recorder**. The *Download Mac Recorder* web page appears.

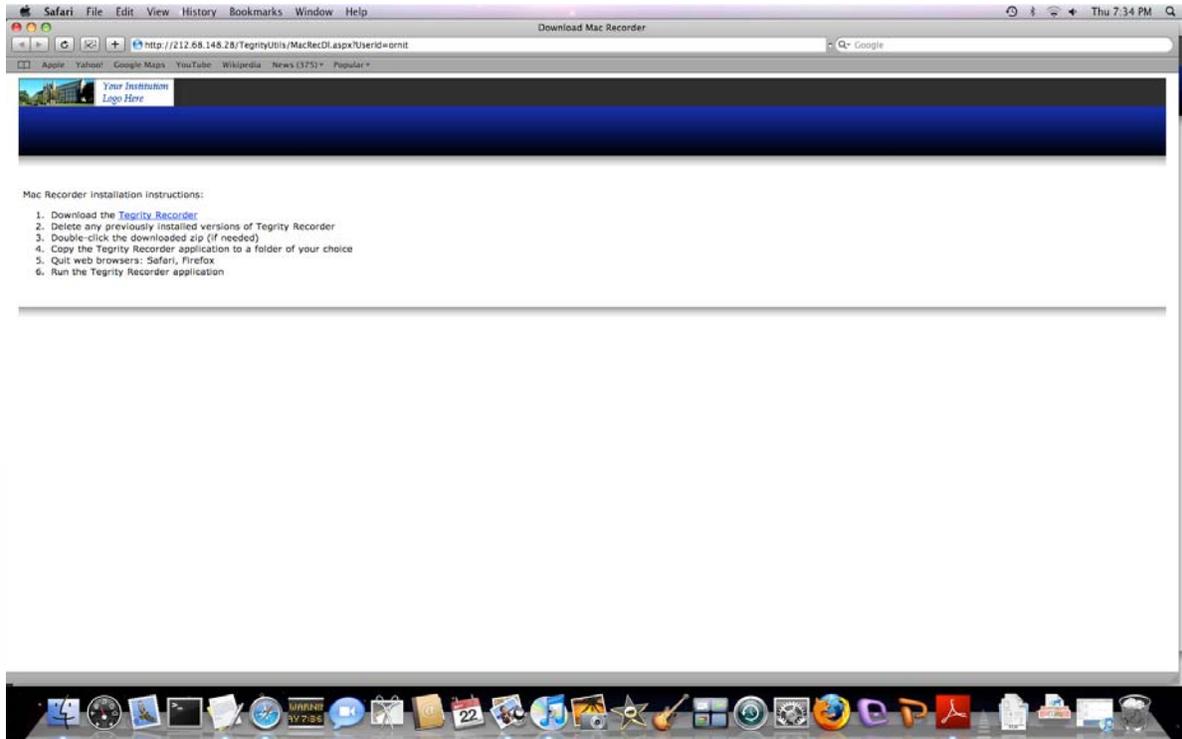


Figure 11: Download Mac Recorder Page

3. Click **Tegrity Recorder** to download the Tegrity application. The *Downloads* list appears with a message box that enables you to download the Tegrity application.

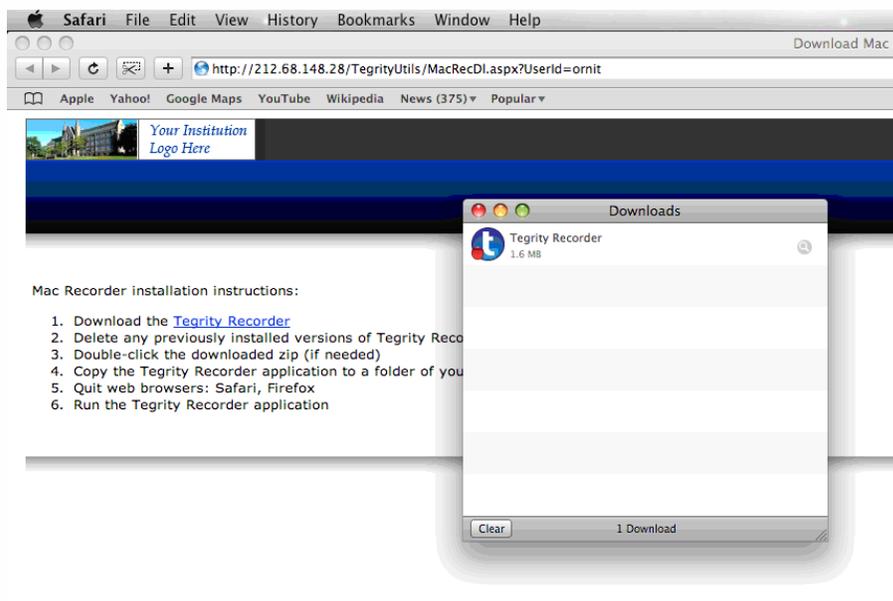


Figure 12: Download Tegrity Application (Mac)

4. Click **Download**. The *Download Manager* dialog box appears showing the download progress of the Tegrity Recorder.

5. Copy the Tegrity Recorder application to a folder of your choice.
6. Exit your web browser (Safari, Firefox).
7. Run Tegrity Recorder.
8. If the Tegrity Recorder Plugin is not installed on the computer and not all browsers were closed, click **Install Plugin** (shown in the following figure) to install the Plugin.

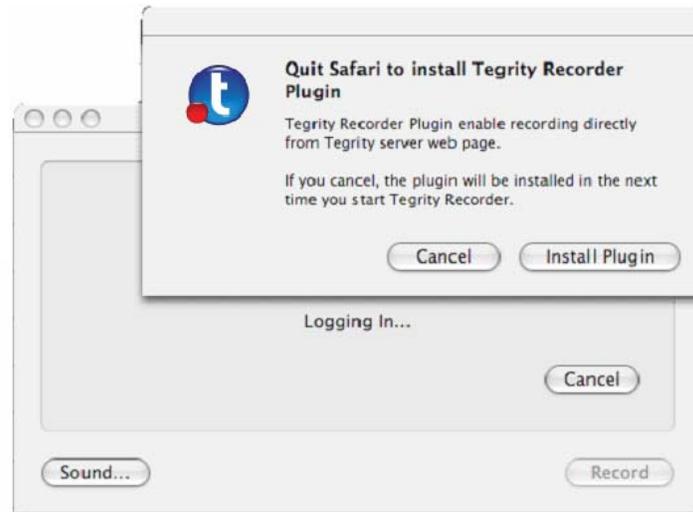


Figure 13: Install Tegrity Plugin (Mac)

## Updating the Tegrity Recorder Application on Your Mac

Tegrity automatically notifies you when Tegrity Recorder updates are available and whether an update is critical.

### To update the Tegrity Recorder application on your Mac:

1. Login to Tegrity Campus *Course Management* page. When an update is available, the **Download Recorder** button appears on the page.
2. Click **Download Recorder**. The *Download Mac Recorder* page appears (Figure 11).
3. If the update is not critical, a **Not Now** button appears at the end of the list of instructions. You can bypass the update by clicking **Not Now**. The *Download Mac Recorder* page closes.
4. Delete previous versions of the Mac recorder.
5. Follow the instructions for downloading the Mac recorder (refer to *Tegrity Recorder Instructions for Mac Users* on page 12).

# Recording Classes on Your Mac

## To record and upload classes on your Mac:

1. Start the *Tegrity Recorder Application* in one of the following ways:

- Run the Tegrity Recorder Application locally.

-Or-

- Click **Record a Class** on the *Class Recordings* page (Figure 2).

The *Record* dialog box appears.

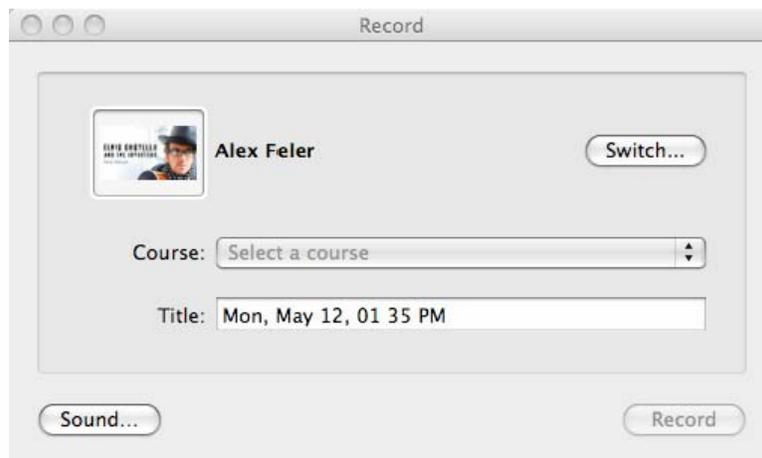


Figure 14: Record Dialog Box (Mac)

2. Select a course from the *Course* drop-down list. If your course title does not appear in the list, you may still record by selecting **Record for a not listed course** from the *Course* drop-down list.
3. If you want to give the class session a name, type the session name in the *Title* text box. The default title for a class session is the date and starting time of the recording.
4. To adjust the audio settings for your recording, click **Sound**. The standard Macintosh *Sound* dialog box appears. Adjust your input volume so that the input **level** stays near the center of the *Input level* display.
5. To change your instructor photo, drag the new image into the image frame next to your name.

6. To start recording, do one of the following:

Click **Record** in the *Record* dialog box.

-Or-

Select **File > Record**, as shown in the following figure.

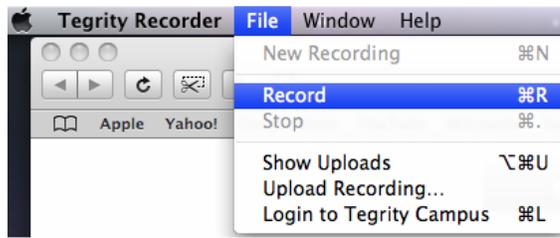


Figure 15: Tegrity Recorder File Menu (Mac)

Recording begins and the *Tegrity Recorder Toolbar* appears in the lower left corner of the screen.



Figure 16: Tegrity Recorder Toolbar (Mac)

7. During the recording process, use the Tegrity Recording toolbar buttons to pause (||), resume (●), or stop (■) the class recording.
8. Click ■ to stop the class recording. The *End Recording* dialog box appears.

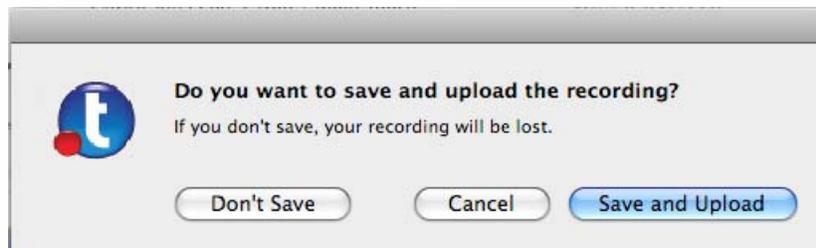


Figure 17: End Recording Dialog Box (Mac)

9. Click one of the following:
  - **Don't Save** – Recording stops and your recording is not saved.
  - **Cancel** – Recording resumes.
  - **Save and Upload** – The recording is saved and uploading begins. The *Uploads* dialog box appears, displaying upload progress. Close the window when the upload is complete.

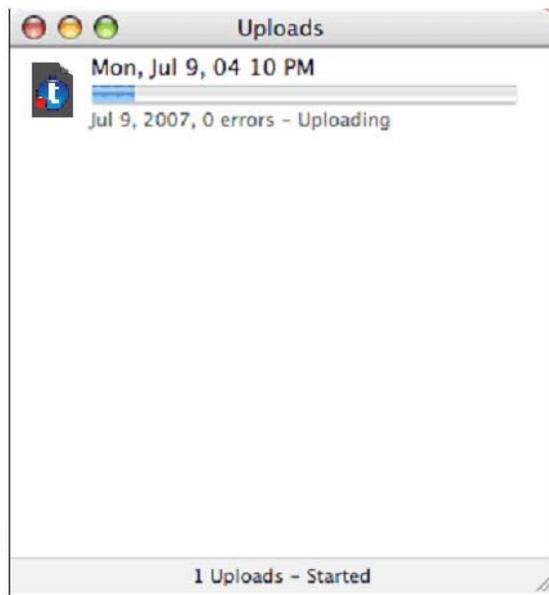


Figure 18: Uploads Dialog Box (Mac)

## Uploading an Audio File as a Class

You can upload an Audio File as a class. This is particularly useful when no computer is available to record the class. Record the class on a digital recorder and upload the audio.

### To upload an Audio File as a class:

1. Navigate to your *Class Recordings* page (Figure 2).
2. From the *Actions* drop-down list, select **Upload Audio File as Class**. The *Upload File* dialog box appears.

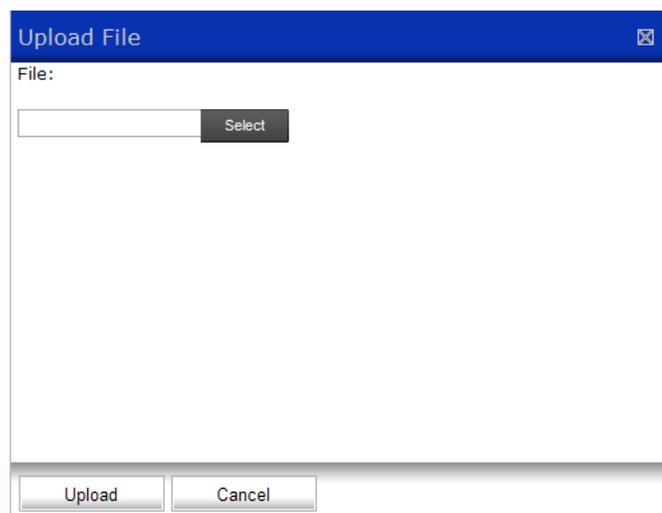


Figure 19: Uploads File Dialog Box

3. Click **Select**. A *Choose File* dialog box appears.
4. Browse to the file you want to upload and click **Open**. The file name appears to the left of the *Select* button. The file name serves as the class recording name in the *Class Recordings* page (Figure 2).

**Note:** You can only select an audio file with an *mp3* or *wma* file extension.

5. Click **Upload**. The file is uploaded. A message appears indicating whether the upload was successful.

## Presenting Classes in Real Time with Tegrity Live

Tegrity Campus enables you to present live classes in real time. Students can use real time messaging and Voice over IP (VoIP) to communicate with the instructor or other students during the class.

### Scheduling Live Classes

**To schedule a live class:**

1. Navigate to your *Class Listings* page.
2. From the *Actions* drop-down list, select **Schedule Live Class**.

If you do not have Tegrity Live installed on your computer, the *Install Tegrity Live* dialog box appears (refer to *Installing Tegrity Live* on page 21).

The *Schedule a class* dialog box appears.

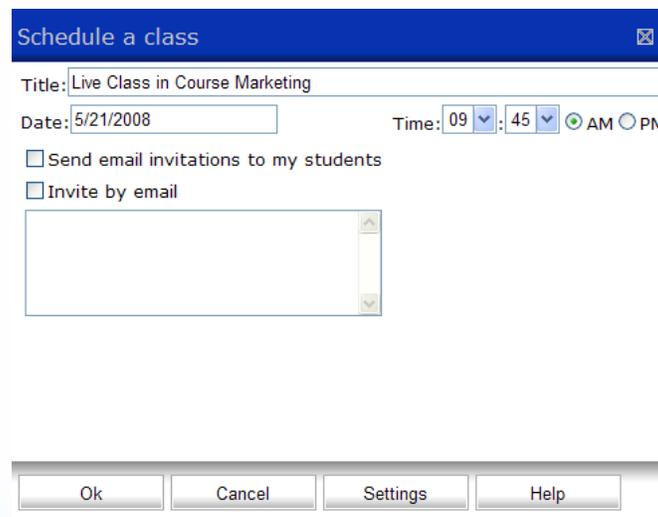


Figure 20: Schedule a class Dialog Box

3. In the *Title* field, enter the title of your live class.
4. In the *Date* and *Time* fields, enter the date and time of your live class.
5. Check **Send email invitations to my students** to send an email announcement of the scheduled class to all enrolled students.
6. To invite additional attendees, check **Invite by email** and enter the email addresses of additional attendees in the textbox. Separate multiple email addresses with spaces.
7. Click **OK**. The *Live Class Scheduled* dialog box appears.

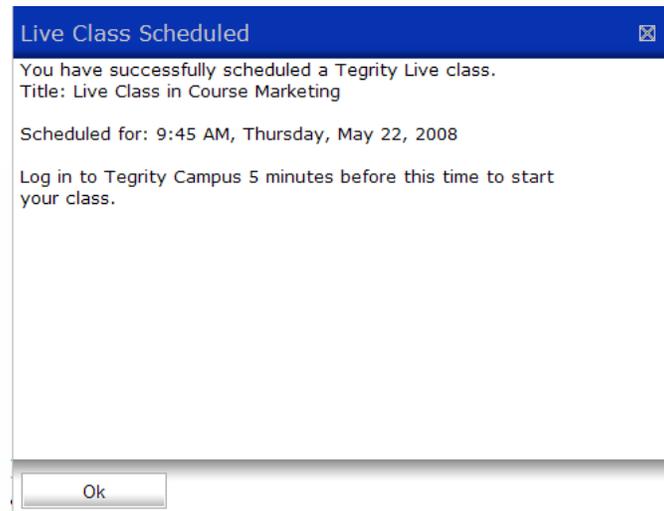


Figure 21: Live Class Scheduled Dialog Box

## Adjusting Tegrity Live Settings

If you have a video camera connected to your computer that you use as an instructor video, you may choose to stream video from it to your students during a Tegrity Live session.

### To enable streaming instructor video:

1. Schedule a Live class (refer to *Scheduling Live Classes* on page 18).
2. Click **Settings**. The *Settings dialog* box appears.

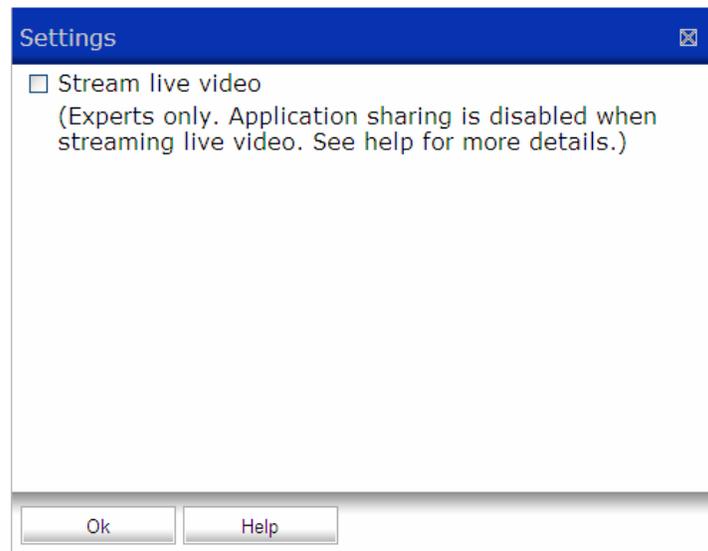


Figure 22: Tegrity Live Settings Dialog Box

3. Check the **Stream live video** checkbox.
4. Click **OK** to apply the settings change. The *Schedule a class* dialog box appears.

**Note:** Streaming video in Tegrity Live disables application sharing. In addition, it requires all attending students to have high bandwidth internet connections. For these reasons streaming live video is not recommended. Video is captured, however, for on demand viewing even when it is not streamed to students during the live class.

## Installing Tegrity Live

You must install *Tegrity Live* in order to conduct live classes. It is recommended that you install Tegrity Live when scheduling a live class. Otherwise, installation will take place when you start your live class.

### To install *Tegrity Live*:

1. If you do not have Tegrity Live installed on your computer, the *Install Tegrity Live* dialog box appears.

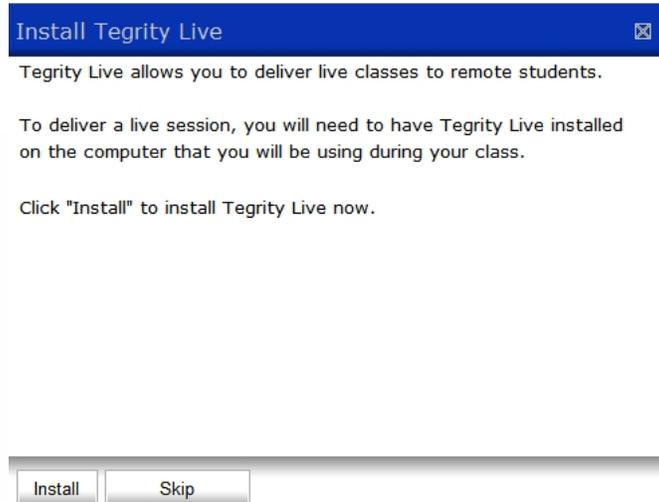


Figure 23: Install Tegrity Live Dialog Box

Click **Install**. A software installation dialog box appears. Follow the on-screen instructions.

**Note:** If you would like to install *Tegrity Live* at a later time, click **Skip**.

2. When the software installation is complete, the *Install Tegrity Live* dialog box reappears, with the **Next** button enabled.

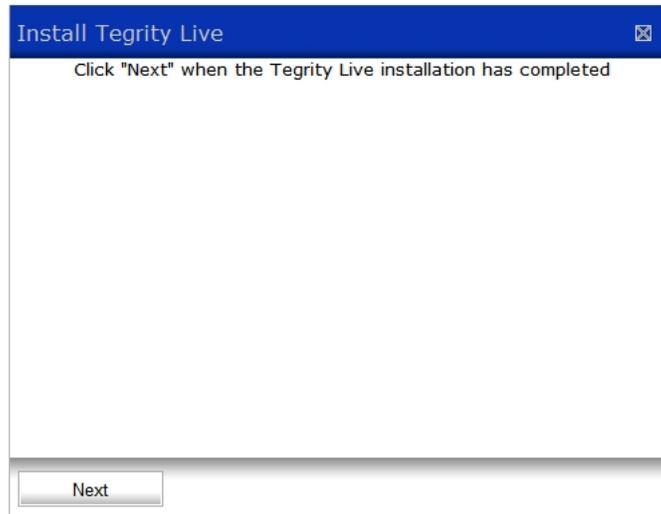


Figure 24: Install Tegrity Live Dialog Box with Next Button

3. Click **Next**. The Schedule a class dialog box appears (Figure 20). Follow the instructions for scheduling a live class (refer to *Scheduling Live Classes* on page 18).

## Starting Live Classes

It is recommended that you log into Tegrity Campus at least five minutes before the scheduled time of your live class.

### To start a live class:

1. In the *Course Management* page, click the **Scheduled Live Classes** tab. The *Scheduled Live Classes List* appears.

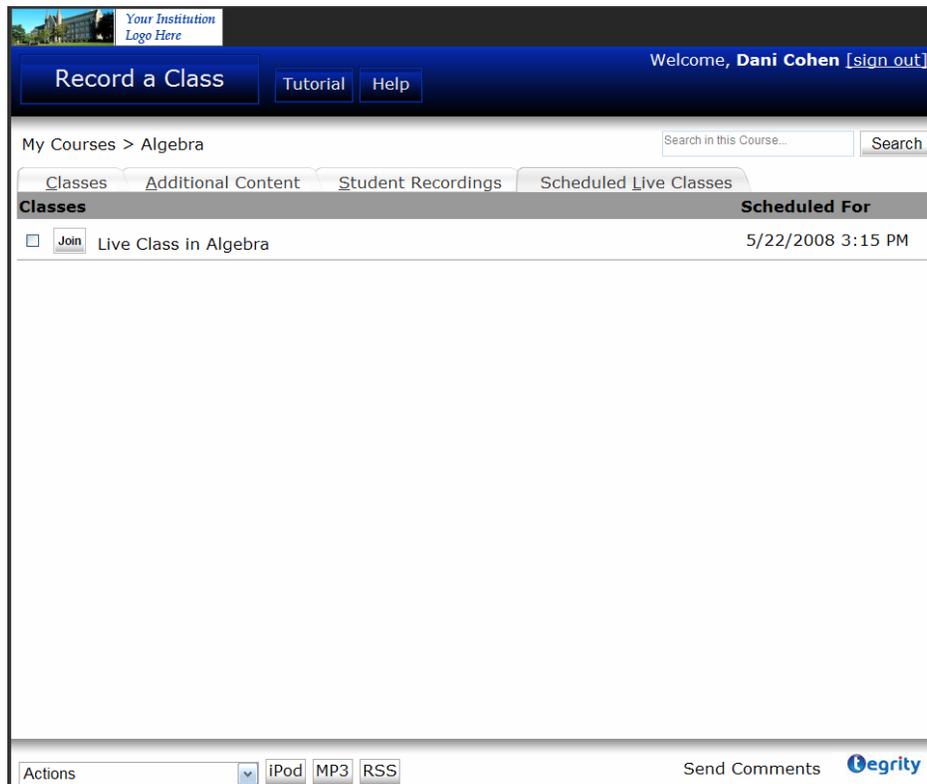


Figure 25: Scheduled Live Classes List Page

2. Click the **Join** button of the scheduled class you would like to start. The *Live Class Lobby* page appears.

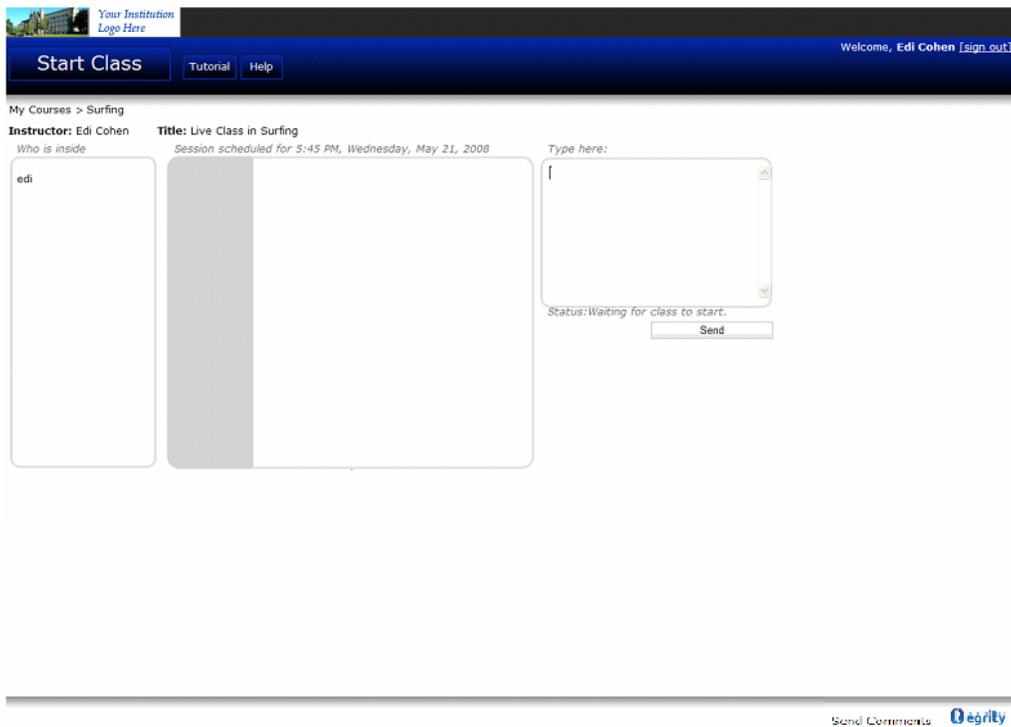


Figure 26: Live Class Lobby Page

3. In the *Live Class Lobby* page, the list of students who have already joined the class appears. You can chat with these students while waiting for other students to join.
4. When you are ready to begin your class, click **Start Class** in the upper left corner of the page. The *Tegrity Live* application opens.

**Note:** Tegrity Live classes are also recorded for later viewing just like regular Tegrity recordings. Recorded Live classes will appear in the Course's Class Recordings List (refer to *Viewing the Class Recordings for a Course* on page 47).

## USING THE ADVANCED RECORDING FEATURES

Tegrity advanced recording features enable instructors to:

- Add handwritten annotations to a class recording.
- Record from different video sources during a class session.

### Adding Annotations During a Class Recording

You can add annotations during a class recording session to an existing page in your presentation, on any desktop application, or you can add a new page to your presentation and make your annotations on this new page. These annotations are visible both during the recording and during playback. You can add your annotations directly on screen using your mouse or a Tegrity Instructor Pen. For more information on the Tegrity Instructor Pen, refer to *Using the Tegrity Instructor Pen* on page 27.

**To add annotations directly on screen using your mouse:**

1. Click  on the Tegrity Recording toolbar (Figure 6). The expanded Tegrity Recording toolbar appears in the system tray at the bottom of your screen when recording a class.



Figure 27: Expanded Tegrity Toolbar

2. Click  to configure and use annotation tools. The Expanded Tegrity Toolbar displays annotation controls, as shown in the figure below.



Figure 28: Expanded Tegrity Recording Toolbar Displaying Annotation Controls

3. Click any annotation control to display annotation options for that control.

The following table describes options for each control on the annotation toolbar.

Table 1: Annotation Control Options

| Control with Options  | Description  |
|---|--|
|  | <p><b>Annotation Pen</b> - Enables you to select what your cursor draws as you move it. The functions from left to right are</p> <ul style="list-style-type: none"> <li>• Pen - Draw free-from as you would with a pen.</li> <li>• Rectangle – Draw a rectangle.</li> <li>• Ellipse – Draw an ellipse.</li> <li>• Line – Draw a line.</li> </ul> |
|  | <b>Line Width</b> - Enables you to select line width.  |
|  | <b>Color</b> - Enables you to select line color.   |
|  | <b>Lasso</b> - Enables you to select one or more annotations that you want to erase by encircling them with a closed loop.   |
|  | <b>Eraser</b> – Erases annotations selected with the Lasso.  |
|  | <b>Erase All</b> – Erases all annotations.   |

4. If you want to insert a new slide into your presentation for your annotations:
  - a. From the expanded Tegrity Recording toolbar, click . The following page template options appear above the expanded Tegrity Recording toolbar.



Figure 29: Expanded Tegrity Recording Toolbar Displaying Slide Options

- b. Click the type of slide you want to use. The new slide appears on your screen and is available for annotation.

- c. After adding a new annotation page to your presentation, the next time you add an annotation page, your most recent annotation page insertion appears as an additional page template (Figure 30). This enables you to return to the last page you inserted and modify its content.



Figure 30: Expanded Tegrity Recording Toolbar Displaying Inserted Slide

5. Select the drawing option you want and use it to create your annotations.

## Using the Tegrity Instructor Pen

The Tegrity Instructor Pen enables instructors to annotate on regular paper, and have those annotations projected to the class as well as be recorded with Tegrity as an integral part of the class recording.

### Installing Batteries in the Tegrity Pen Reader

**To install batteries in the Tegrity Pen Reader:**

1. Turn over the Pen Reader and remove the battery compartment cover.

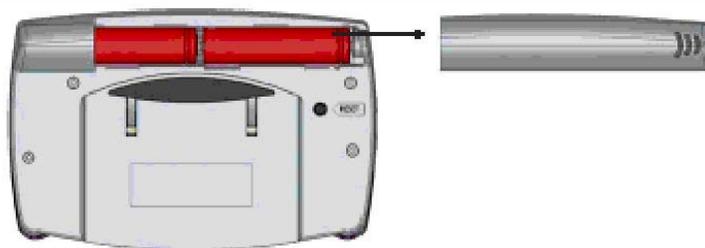


Figure 31: Pen Reader – Battery Compartment Cover

2. Install two AAA batteries with the poles positioned as shown on the label that is embossed inside the compartment.
3. Replace the battery compartment cover.

### Installing Batteries in the Tegrity Instructor Pen

**To install batteries in the Tegrity Pen Reader:**

1. Replace the battery compartment cover.

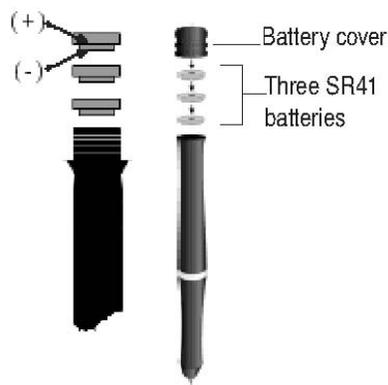


Figure 32: Instructor Pen – Battery Installation

2. Install three SR41 batteries with the positive poles facing up.
3. Replace the battery compartment cover.

**Note:** The lifetime of the three SR41 batteries supplied with the Tegrity Pen may vary and cannot be guaranteed.

## Replacing the Ink Cartridge in the Tegrity Instructor Pen

The end of the Pen cap also serves as an ink cartridge extractor. To install the refill, follow these steps.

### To replace the ink cartridge in the Tegrity Instructor Pen:

1. Remove the Pen cap.



Figure 33: Instructor Pen –Refill Extractor

2. Insert the tip of the pen straight down into the Pen cap extractor and press gently so the extractor grabs the used ink cartridge.
3. Pull out the cartridge (attached to the extractor on the cap).
4. Slide a new ink cartridge into the tip of the Tegrity Pen and press gently to secure it in place.



Figure 34: Instructor Pen –Insert Refill

## Preparations for Recording with the Tegrity Instructor Pen

1. Clip the Tegrity Pen Reader to the top center of your paper in portrait orientation. The paper must be U.S. Letter size (8.5 x 11 inches). Be sure to slide the top of the paper all the way into the clip on the Tegrity Pen Reader.
2. Connect the USB cable from the Tegrity Pen Reader to a USB port on your PC. The plug that goes into the Pen Reader has a small embossed triangle (an arrow) on one side. That side should face up when plugged into the Pen Reader.

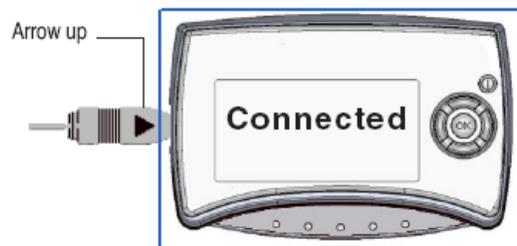


Figure 35: Instructor Pen –Connected

**Note:** Once you begin recording, the “Connected” message is replaced by another, as explained in the following section, *Using the Tegrity Instructor Pen During Class*.

## Using the Tegrity Instructor Pen During Class

### To use the Tegrity Pen while recording with Tegrity:

1. Press the power button on the Tegrity Pen Reader.
2. When a blank page appears on your computer screen, begin to write on the paper. You can sketch, write out key phrases, draw diagrams, or simply doodle with the pen. As you proceed, your writing appears on the computer screen. If you have a projector attached to the computer, your writing is projected for the class.

**Note:** The blank page on your computer screen is represented at full length, in portrait mode, by default. That is, the size of the paper is scaled to fit into the space on your screen. One advantage of this orientation is that you can write or draw on almost the entire space of a sheet of paper.

The following figure provides guidelines for using the Instructor Pen successfully.

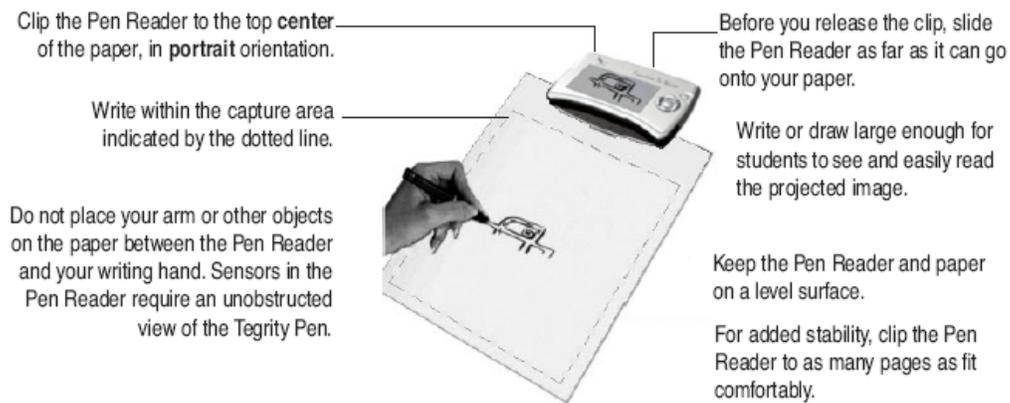


Figure 36: Instructor Pen –Connected

3. To begin a new page follow these steps:
  - a. Press the right-hand section of the ring around the OK button on the Pen Reader.
  - b. Unclip the Pen Reader.
  - c. Turn to a new page.
  - d. Reclip the Pen Reader to the top center of the paper.
4. To move back and forth among the pages you create, use the left- and right-hand sections of the ring around the OK button.



Figure 37: Instructor Pen Reader - Navigation

5. To change the color of ink that appears on the screen, choose a color from the annotations toolbar.

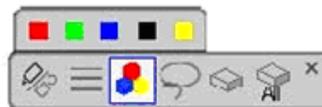


Figure 38: Annotation Bar for Instructor Pen Ink

The color of the ink on your paper does not change, of course. But your students see the color changes you choose.

6. To stop using the Tegrity Instructor Pen, press the power button on the Pen Reader. The notes page closes on your computer screen, and you return to the application you were using (for example, PowerPoint).

7. To begin using the Tegrity Instructor Pen again, press the power button on the Pen Reader. When you see the note-taking page on your screen, begin writing.

**Note:** Any time you write a note when the Pen Reader is off, a balloon message appears, reminding you to press the power button.

8. When you have finished recording your lecture, click the stop icon in the system tray.

## Capturing Video from a Video Source

If you have a document camera, DVD, VCR, or other video source attached to your computer, you can capture live video during your class presentation. To enable you to do this, Tegrity Campus adds a video camera icon (📹) to the expanded Tegrity Recording toolbar when one or more video sources is attached to your computer.



Figure 39: Expanded Tegrity Recording Toolbar with Video Camera Icon

### To capture video during a class recording:

1. Click 📹 in the expanded Tegrity Recording toolbar. Icons appear for each video source. (Figure 40).



Figure 40: Expanded Tegrity Recording Toolbar with the Video Icons

When a single video camera is attached, only one icon appears.

2. Click the video icon for the desired video source. Video is recorded from the selected source.



Figure 41: External Video Source Displayed During a Class Recording

3. To return to your desktop, click  on the expanded Tegrity Recording toolbar. The monitor icon () changes to a video camera icon () in the expanded Tegrity Recording toolbar and your desktop appears.



## CONFIGURING COURSE SETTINGS

You can define course settings that apply to all class recordings of a specific course. These settings include:

- Publishing options – Establish when students can review class recordings.
- Download format options – Establish what devices students can use to review class recordings.
- Record content options – Allow students to record content to the course.
- Disable student printing options – Disable student printing of slides used in class recordings.
- Links definitions – Define web links that are shown on screen through an entire class recording.
- iTunesU option – Enable students to access class recordings using iTunes.

### Viewing and Modifying Course Settings

**To view and edit your course settings:**

- In the *Class Recordings* page (Figure 2), select **Settings** from the *Actions* drop-down list. The *Settings* page appears.

Your Institution Logo Here

Welcome, **Edi Cohen** [sign out]

**Record a Class** Tutorial Help

My Courses > Electronic Engineering

**Publishing:**  Automatically publish classes after upload

**Delivery:**

- Allow students to download classes
- Enable MP3 podcasting
- Enable enhanced podcast (iPod/iTunes)
- Enable video podcast (iPod/iTunes) (more resources)
- Enable RSS support
- Allow students to record
- Disable student printing

**Links:**

| URL:                 | Displayed Text:      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

**Misc.:** iTunes U tab ID

Figure 42: Settings Page

When you finish viewing and updating the Course Settings, click **OK** to save your settings.

**Note:** You may not be able to change some of the settings if they were locked by your Tegrity administrator. These settings will be grayed out.

## Selecting a Publishing Option

You must publish a class recording so that your students can find and review the recording. You can specify that all class recordings be published automatically, or that you want to manually control the publishing of each recording.

### To specify automatic publishing of class recordings:

1. Open the Class Recording Settings page for your course (Figure 42).
2. In the *Publishing* field, check **Automatically publish classes after upload**. (This option is selected by default.)
3. Click **OK** to save your setting.

### To specify manual publishing of class recordings:

- Uncheck **Automatically publish classes after upload**.

**Note:** For details about publishing class recordings manually, see *Manually Controlling Publication of Class Recordings* on page 67.

**Note:** When you select **Automatically publish classes after upload**, your selection is not retroactive. Previously uploaded class recordings that have not been published are not automatically published; you must publish them manually.

## Selecting Delivery Options

You can select the following delivery options (refer to Table 2).

Table 2: Class Recording Delivery Options

| Delivery Options  | Description  |
|---|--|
| <input checked="" type="checkbox"/> Allow students to download classes  | When checked (default), students can download class recordings to their computers for viewing when they do not have internet access.   |
| <input checked="" type="checkbox"/> Enable MP3 podcasting<br><input checked="" type="checkbox"/> Enable enhanced podcast (iPod/iTunes)<br><input checked="" type="checkbox"/> Enable video podcast (iPod/iTunes) (more resources)<br><input checked="" type="checkbox"/> Enable RSS support | When checked, delivery is available by MP3 podcast, iPod/iTunes enhanced podcasting, video podcasting, and RSS. If an option is unchecked, the associated button is removed from your <i>Course Management</i> page and from the student's equivalent <i>Course Management</i> page. |

### To specify delivery options for class recordings:

1. Open the Class Recording Settings page for your course (Figure 42).
2. Select each desired delivery option.
3. Click **OK** to save your settings.

## Allowing Students to Record

You can allow students to record sessions to be added to your course.

### To allow students to record:

1. Open the *Class Recording Settings* page for your course (Figure 42).
2. Check **Allow Students to Record**.
3. Click **OK** to save your setting.

**Note:** Uploaded student recordings appear under the *Student Recordings* tab (refer to *Viewing Student Recordings* on page 54).

## Disabling Student Printing

You can prevent students from printing the slides that were included in your class recordings.

### To disable student printing:

1. Open the *Class Recording Settings* page for your course (Figure 42).
2. Check **Disable Student Printing**.
3. Click **OK** to save your setting.

## Defining Links for All Class Recordings

You can define up to four web links for display in all class recordings.

### To specify Web links for display in all class recordings:

1. Open the *Settings* page for your course (Figure 42). In the *Links* section, the link to the Tegrity website appears by default. Any previously defined links for the course also appear.
2. To add or change a link:
  - a. In the *URL* field, type the URL (Web address) of the Web link to display.
  - b. In the *Displayed Text* field next to the URL, type the text to display.

**Note:** When you want to delete a link, delete the contents of the *URL* and *Display Text* fields.

3. Repeat step 2 to define up to four links.
4. Click **OK**.

For information on adding links for specific time periods during a specific class, see *Adding Links for Specific Time Periods* on page 63.

**Note:** When you change links previously defined for all class recordings, your changes affect only class recordings made after the changes. The changes are not retroactive. Refer to *Editing a Class Recording* on page 61 for information on adding links to previously recorded class recordings.

## Publishing Class Recordings for Use with iTunes U

Many educational institutions use iTunes U, the Apple service aimed at students in universities. Tegrity Campus supports integration with iTunes U, automatically publishing every class recordings to iTunes U as an enhanced podcast.

### To publish class recordings for use with iTunes U:

1. Open the Settings page for your course (Figure 42).
2. Enter the required connection information in the *Misc iTunes U Tab ID* field. Contact your administrator for further information on the required information.

**Note:** You may still provide access to podcasts of your courses, even if your institution is not using iTunes U. Refer to *Selecting Delivery Options* on page 35 for information on publishing your course as a podcast or an enhanced podcast.

## Restoring Default Settings

### To restore all settings to their original values:

1. Open the Settings page for your course (Figure 42).
2. Click **Restore Defaults**.



## CONFIGURING THE TEGRITY RECORDER

When you start the Tegrity Recorder you can choose audio and video options you want to use for your presentation.

### Selecting a Picture

When playing back a Tegrity class recording there is space in the upper left corner for a picture, such as a picture of the instructor or a school logo. Inserting a picture is optional and appears only when instructor video is not used.

**To select a picture:**

1. Start the Tegrity Recorder (refer to *Starting Tegrity Recorder* on page 6).
2. Click **Select Picture**. The *Select Picture* dialog box appears.



Figure 43: Select Picture Dialog Box

3. Browse to the picture you want to display.
4. Click **Select Picture**. The picture appears in the *Tegrity Recorder* window. During playback, the picture appears in the upper left corner of the *Tegrity Player* window.

# Using Instructor Video in the Class Recording

If you have a video camera connected to your computer, you see the following changes in the *Tegrity Recorder* window:

- The Test Audio button changes to Test Video.
- The Instructor Video option appears.

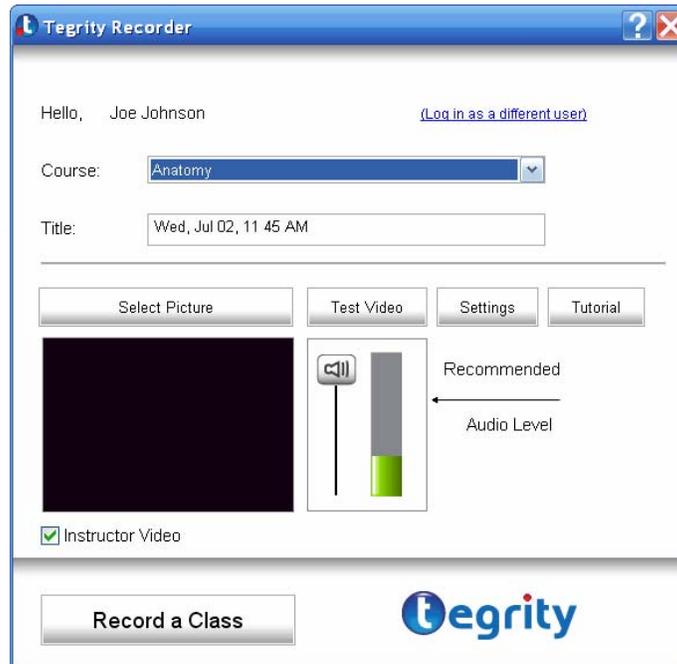


Figure 44: Tegrity Recorder Window (Video)

The first time you connect a video camera and start Tegrity Recorder, the Instructor Video is not selected and the video camera is not activated. Subsequently, once you select this option, if the video camera is connected, the Instructor Video option is activated as soon as you start the Tegrity Recorder.

## To use a video camera in your class recording:

- Check the *Instructor Video* checkbox. The video recording appears in the *Tegrity Recorder* window and is included in your class recording.

## To record your class without using video:

- Uncheck the *Instructor Video* checkbox. The *Powered by Tegrity* logo appears. To replace this logo (refer to *Selecting a Picture* on page 38).

# Configuring Recorder Audio and Video Settings

Tegrity enables you to easily control audio and video settings for your courses. You can:

- Select and test audio settings.
- Select and test video settings.
- Enable Enhanced Recording Mode.

**To view your audio and video settings:**

1. In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears (Figure 42).

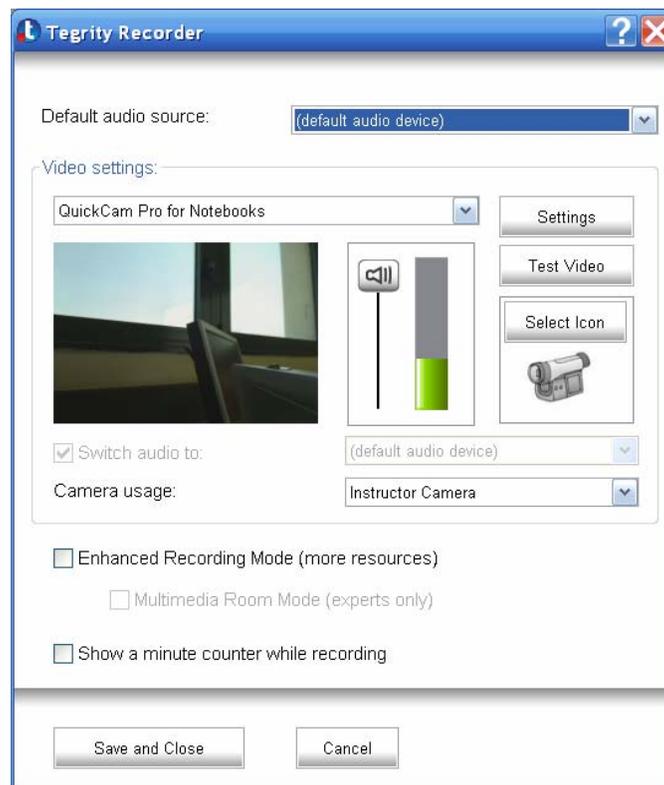


Figure 45: Settings Dialog Box

**Note:** If you do not have a video camera attached to your computer, the video options are unavailable.

## Selecting the Audio Source

**To select your audio source:**

1. In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears (Figure 45).
2. From the *Default audio source* drop-down list, select an audio source.

## Selecting the Video Settings

If you have more than one video source connected to your computer, select the video source you want to use. If you are using several video camera sources, assign an icon to each source to help you distinguish between them.

### To select your video settings:

1. In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears (Figure 42).
2. In the *Video settings* area of the *Settings* dialog box, select the video camera to use from the *Camera Usage* drop-down list.
3. Click **Select Icon** to select an icon to help you identify your video camera. A list of icons appears.
4. Click the icon you want to assign to your video camera.
5. Repeat steps 3-4 for each video camera source that you want to use during your class recording.

## Selecting a Different Audio Source For Different Video Sources

If one of the video sources connected to the computer is a DVD player or a VHS player, you may want to configure the Tegrity Recorder to capture audio from a different audio source. For example, you may want to capture the audio from the DVD player instead of the instructor microphone.

### To select a different audio source for a selected video source:

1. In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears (Figure 42).
2. In the *Video settings* area of the *Settings* dialog box, select the video camera to use from the *Camera Usage* drop-down list.
3. Check **Switch Audio To**.
4. Select the required audio source from the drop-down list.

## Testing Your Audio and Video Capabilities

The Tegrity recorder enables you to test audio quality without video or to test audio and video quality together.

### *Testing Audio Quality*

To test audio quality when recording without video:

1. In the *Tegrity Recorder* window (Figure 44), click **Test Audio**. A *Test Audio* dialog box appears.

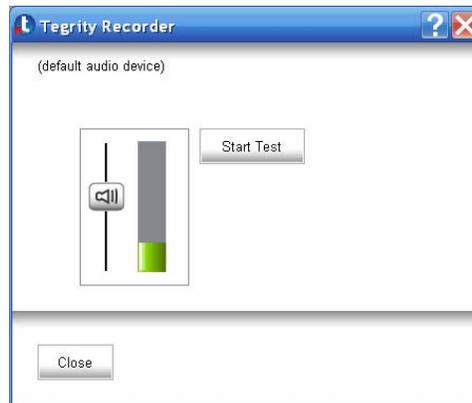


Figure 46: Test Audio Dialog Box

2. Click **Start Test**. The Start Test button changes to Stop Test.
3. In your normal speaking voice, speak into the microphone for a few seconds.
4. Click **Stop Test**. The *Play Test* button appears and the *Stop Test* button changes to *Start Test*.
5. Click **Play Test** to listen to the audio that you recorded.
6. Verify that the level and quality of your audio recording are acceptable.
7. If necessary, adjust the recording volume (refer to *Adjusting the Recording Audio Level* on page 9).
8. If you want to repeat the test, click **Start Test** again.

## Testing Video and Audio Quality

When you record using a video source, you test video and audio quality from a single test dialog box.

**Note:** The following procedure should only be performed by someone who has detailed knowledge of the video camera that is being tested.

### To test video and audio quality:

1. In the *Tegrity Recorder (Video)* window (Figure 44), click **Test Video**.

-Or-

In the *Tegrity Recorder* window (Figure 44), click **Settings**. The *Settings* dialog box appears (Figure 42). Click **Test Video**.

The *Test Video* dialog box appears.



Figure 47: Test Video Dialog Box

2. Click **Start Test**. The *Start Test* button changes to *Stop Test*.
3. Stand in front of the camera and speak into the microphone for a few seconds in your normal speaking voice.
4. Click **Stop Test**. The *Play Test* button appears and the *Stop Test* button changes to *Start Test*.
5. Click **Play Test** to view the video you recorded. The video playback appears in the *Video Camera Playback* window.



Figure 48: Video Camera Playback Window

While the video plays, you can use the control panel at the bottom to pause, play, or stop the video. You can also raise or lower the playback volume.

6. Verify that the audio volume level and quality of your video recording are acceptable. Click  to close the *Video Camera Playback* window.
7. If necessary, click **Settings** to adjust the camera settings and adjust your recording volume (refer to *Adjusting the Recording Audio Level* on page 9).
8. If you want to repeat the test, click **Start Test** again.

## Enabling Enhanced Recording Mode

Enhanced recording mode provides an enhanced playback experience to your students:

- The instructor video remains available throughout the recording.
- All PowerPoint slideshow animations and embedded video are captured.

### To enable enhanced recording mode:

1. In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears (Figure 42).
2. Select **Enhanced Recording Mode (more options)**.

**Note:** Enhanced Recording mode requires additional system resources during recording and resulting class recordings take up significantly more storage space. Consult your Tegrity support personnel before enabling this option.

## Enabling Multimedia Room Mode

In smart classrooms or multimedia rooms, Tegrity Recorder can record in a specialized Multimedia Room Mode. This mode is designed specifically for integration in such rooms. If you are conducting your classes in such a room and you are familiar with the technology available within it, contact your Tegrity support personnel to enable this mode.

## Displaying the Minute Counter on Your Screen

The minute counter displays on screen the current minute during a class recording. At the beginning of the class recording, the minute counter displays two zeroes in red (00). The minutes advance as the session progresses.

Displaying the minute counter is of benefit to students taking notes with a standard pen or pencil. They can write down the time of specific points in your presentation. Later, they can use these cues to coordinate their notes with a review of the recorded session.

The minute counter is visible on screen only during a class while it is being recorded. The numbers are not included in the class recording and do not appear when reviewing a class recording.

**Note:** Students using a Tegrity Pen with Tegrity Notes do **not** need the minute counter. The notes they take are automatically time-stamped to synchronize with the recorded session.

### To show the minute counter on your screen during a class recording:

1. In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears (Figure 42).
2. Check the **Show a minute counter while recording** checkbox (Figure 45).
3. Click **Save and Close**. When you start your class recording the minute counter appears.

### To move the minute counter during a class recording:

- Click and drag the minute counter to the desired location.





## ACCESSING RECORDINGS AND ADDITIONAL CONTENT

Tegrity enables you to easily find and view your class recordings. When you view a class, you can quickly navigate through the recording using the Chapters Index or Search feature.

### Viewing the Class Recordings for a Course

Tegrity enables you to view the list of class recordings for all your courses.

**To view a list of the class recordings available for a course:**

- In your Course Management System, click the **Tegrity** link or button located in your course page.

-Or-

From the *Tegrity Course Management* page (Figure 3) click a course. The *Tegrity Class Recordings* page (Figure 2) appears with the *Classes* tab selected and showing a list of the course's class recordings. For some courses, the following additional tabs are available:

- Additional Content (refer to *Viewing Additional Content* on page 53).
- Student Recordings (refer to *Viewing Student Recordings* on page 54).
- Scheduled Live Classes (refer to *Viewing Your Scheduled Live Classes List* on page 57).

**Note:** To access the *Course Management* page, refer to *Accessing Tegrity Campus* on page 3.

Class recordings that you have not viewed are bolded. The class recording list displays the following information:

Table 3: Class Recordings Columns

| Column Name   | Information Displayed  |
|---|--|
| Class   | The title of the class.  |
| Recorded  | The date on which the class was recorded.  |
| Duration  | The duration of the class recording (in minutes and seconds).                        |
|  | The download control. Click to download the class recording to your computer.        |
| Status  | A message describing the status of your download request appears in the last column. |

## Navigating through your Class Recordings List

When your class recordings list is too long to be displayed in its entirety on your screen, drag the scroll bar to view additional class recordings.

## Viewing a Class Recording Online

To view a class recording online:

1. From the *Class Management* page, click the course name in which the class recording is located. Thumbnail images of the chapter index entries and the titles of the chapters appear below the class title, as shown in the following figure.

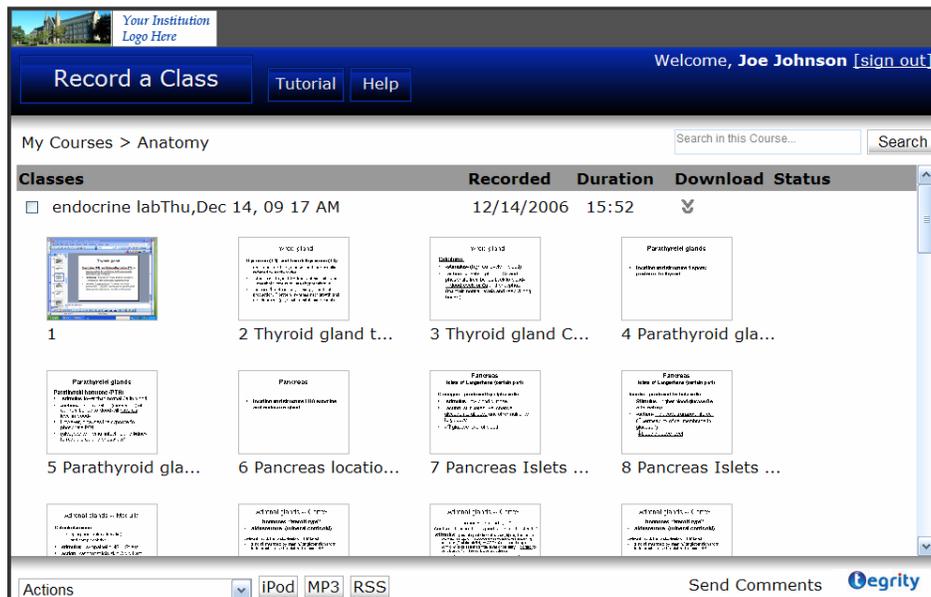


Figure 50: Class Recordings Page – Class Selected

2. To select a starting point for viewing:
    - a. Hover your mouse over the chapter index entries to view enlarged index entries.
    - b. Click the first index entry to view the recording from the beginning.
- Or -
- Click any other index entry to view the recording from that starting point.

The class recording is played starting from the selected chapter.

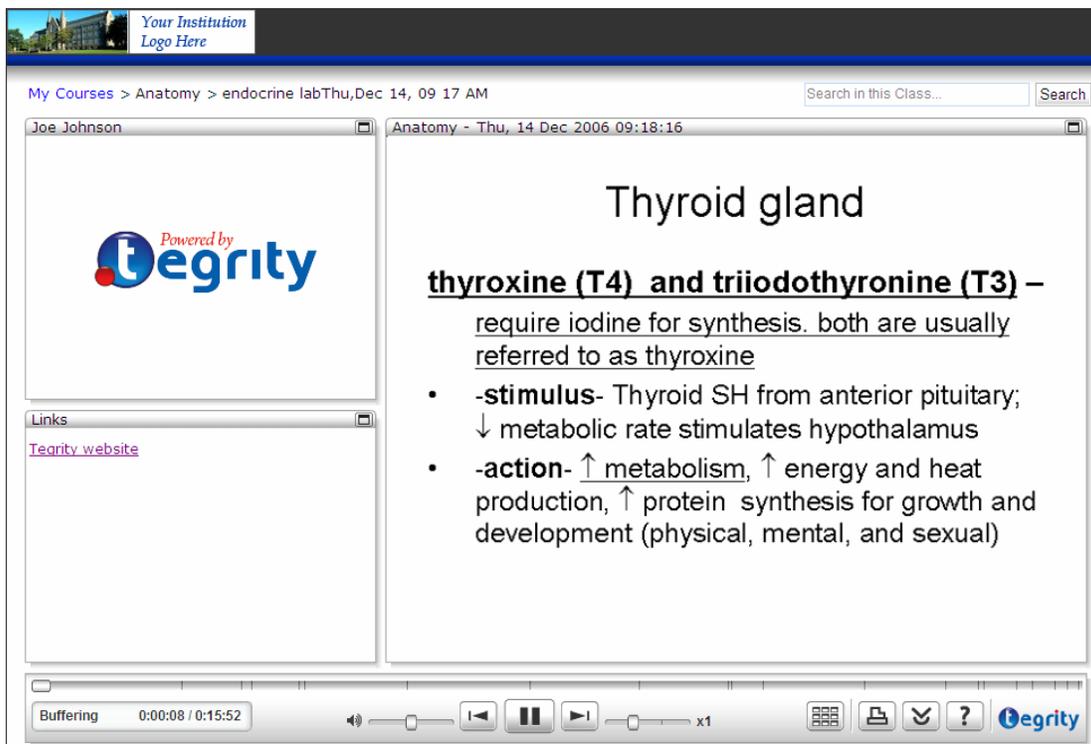


Figure 51: A Class Recording Playback Window

Using the Tegrity Viewer you can view all or part of a class recording. The class recording continues to play as long as the Presentation tab is selected and you have not paused the class recording.

During playback the following playback controls are available:

Table 4: Playback Controls

| Tegrity Buttons   | Use   |
|---|---|
|  | <p><b>Pause and Play:</b> These icons alternate depending on your action:</p> <ul style="list-style-type: none"> <li>Click  to pause the class recording. The button changes to a Play button ().</li> <li>Click  to continue viewing the class recording. The icon changes to a Pause button (.</li> </ul> |
|  | <p><b>Previous:</b> Click  to return to the previous chapter (or to the beginning of the class recording).</p>   |
|  | <p><b>Next:</b> Click  to advance to the next chapter (or to the end of the class recording).</p>  |

| Tegrity Buttons   | Use  |
|---|--|
|    | <p><b>Volume:</b> Move the slider to change the volume.</p> <ul style="list-style-type: none"> <li>To raise the volume, move the slider to the right.</li> <li>To lower the volume, move the slider to the left.</li> </ul>  |
|    | <p><b>Playing Speed:</b> Move the slider to increase or decrease the speed at which the class recording is played. As you move the slider to the right, the speed advances until it reaches the maximum, 150% of the class recording speed. The speed is displayed to the right of the slider.</p> |
|    | <p><b>Display Chapter Index:</b> Click to display the chapter index in the main window. You can use the displayed index entries to move to a different part of the recording.</p>  |
|    | <p><b>Smart Slider:</b> Hover over the slider to see thumbnail images of the corresponding chapter. Drag the slider to jump directly to a specific point.</p>  |
|    | <p><b>Print:</b> Click to print the current Web page.</p>  |
|    | <p><b>Download:</b> Click to download the class recording you are currently viewing to your computer.</p>  |
|    | <p><b>View Full Screen:</b> Click to maximize the viewer to fill your screen.</p>  |
|  | <p><b>Help:</b> Click to open Tegrity online help or the tutorial.</p>   |

## Searching Class Recordings

You can search your class recordings for specific content. You can:

- Search all recordings for a course.
- Search within a single class recording.

## Searching for Specific Content in All Class Recordings

To search for specific content in all class recordings:

1. In the *Class Recordings* page (Figure 2), type a key word or phrase in the *Search* field.

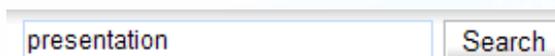


Figure 52: Course Management Page Search Field

2. Click **Search**. Tegrity Campus searches all the class recordings and displays the results of the search, as shown in the following figure.

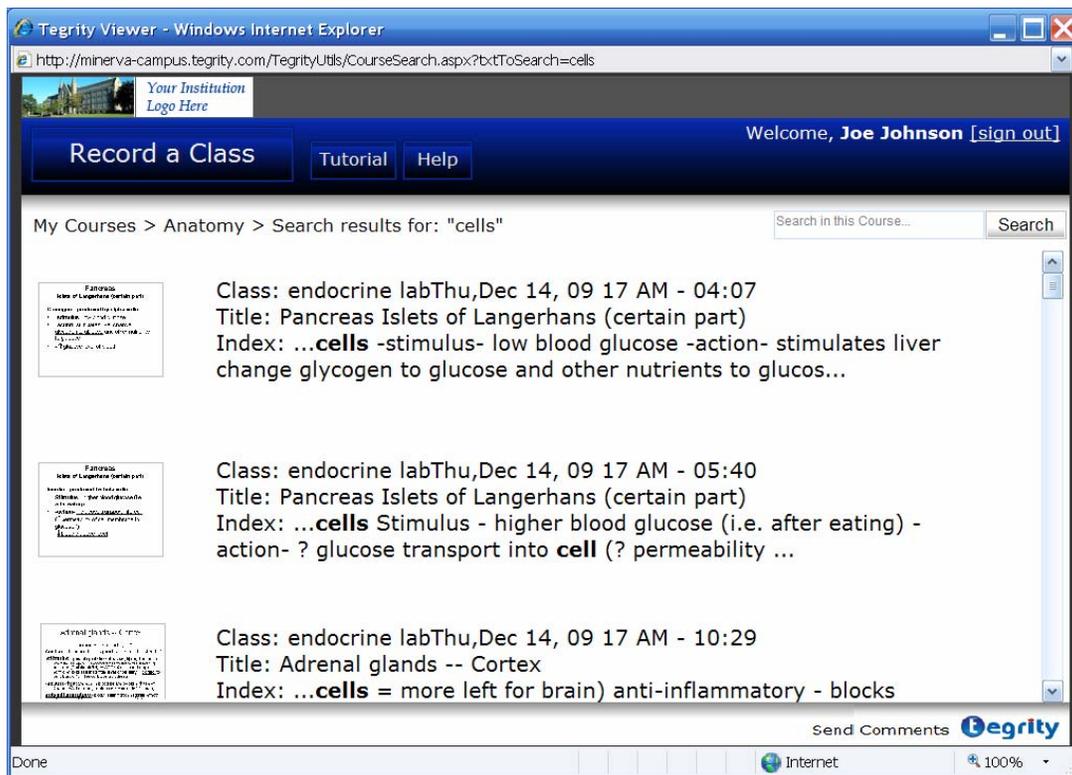


Figure 53: Search Results

3. Double-click the search result graphic or text to start playing the class recording from the point at which the key word or phrase was found.

## Searching for Specific Content in a Class Recording

### To search for content in a class recording during playback:

1. Type a keyword or phrase in the *Search* field in the upper right corner of the page, as shown in the following figure.

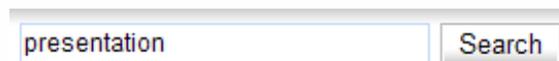


Figure 54: Tegrity Viewer Search Tab

2. Click **Search**. Search results appear in the main window.

*Search* 

14 results found for **create**. (1.93 sec)

| Location | Time    | Context                      |
|----------|---------|------------------------------|
| Index    | 0:00:53 | <b>CREATE</b> A PRESENTATION |
| Index    | 0:01:09 | <b>CREATE</b> AN ORG CHART   |
| Index    | 0:21:44 | <b>CREATE</b> A PRESENTATION |
| Index    | 0:22:00 | <b>CREATE</b> AN ORG CHART   |
| Index    | 0:22:54 | <b>CREATE</b> A PRESENTATION |
| Index    | 0:23:09 | <b>CREATE</b> AN ORG CHART   |
| Index    | 0:24:02 | <b>CREATE</b> A PRESENTATION |
| Index    | 0:24:18 | <b>CREATE</b> AN ORG CHART   |
| Index    | 0:25:12 | <b>CREATE</b> A PRESENTATION |
| Index    | 0:25:27 | <b>CREATE</b> AN ORG CHART   |
| Index    | 0:26:21 | <b>CREATE</b> A PRESENTATION |
| Index    | 0:26:36 | <b>CREATE</b> AN ORG CHART   |
| Index    | 0:27:29 | <b>CREATE</b> A PRESENTATION |
| Index    | 0:27:45 | <b>CREATE</b> AN ORG CHART   |

Figure 55: Tegrity Viewer Class Search Results

3. Double-click the required search result in the list to start playing the class recording from the point at which the key word or phrase was found.

## Viewing Additional Content

You and your students can view additional content that you have uploaded for your course.

### To view additional content for your course:

1. In the *Class Recordings* page (Figure 2), select the **Additional Content** tab. A list of related files and/or links appears.

**Note:** Files appear with a standard file name followed by their file size. Links appear as blue hyperlinks.

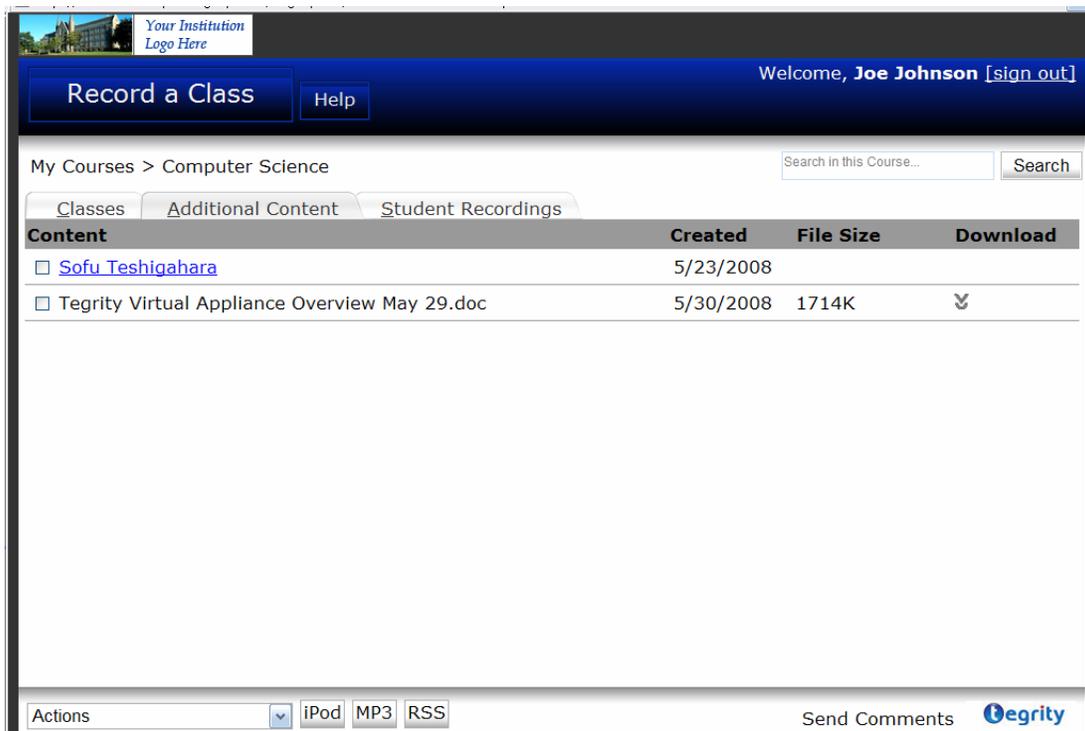


Figure 56: Additional Content

2. To view an external link, click the name of the link. The link opens in a new browser window.
3. To download a file, click ⌵.

## Viewing Student Recordings

To view student recordings:

- In the *Class Recordings* page (Figure 2), select the **Student Recordings** tab. The *Student Recordings* page has the same format as the *Class Recordings* page (Figure 2). For information on viewing (refer to *Viewing a Class Recording Online* on page 48).

## Subscribing to Media Updates

Tegrity enables you to subscribe to a number of media update services, including:

- Enhanced Audio Podcasts
- MP3 Podcasts
- RSS Feeds

- Video Podcasts (M4V)

## Subscribing to Enhanced Audio Podcast

### To subscribe to an Enhanced Audio podcast:

1. On the *Class Listings* page, select a class and click **iPod**. The *Subscribe to podcast* dialog box appears.



Figure 57: Subscribe to podcast Dialog Box

**Note:** If both Enhanced Audio Podcasts and Video Podcasts are enabled in this course, a radio button selection appears allowing you to select to which podcast you want to subscribe. Select **Enhanced Audio (Includes Slides)**.

2. Click **Subscribe**. You receive a message indicating whether your subscription was successful.

## Subscribing to MP3 Podcast

### To subscribe to an MP3 podcast:

1. On the *Class Listings* page, select a class and click **MP3**. The *Subscribe to podcast* dialog box appears.

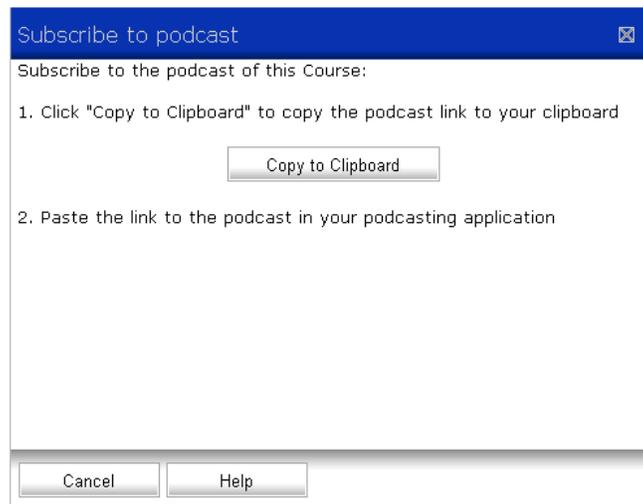


Figure 58: Subscribe to podcast

2. Follow the on-screen instructions.

## Subscribing to RSS Feed

### To subscribe to an RSS feed:

1. On the *Class Listings* page, select a class and click **RSS**. The *Subscribe to RSS feed* dialog box appears.

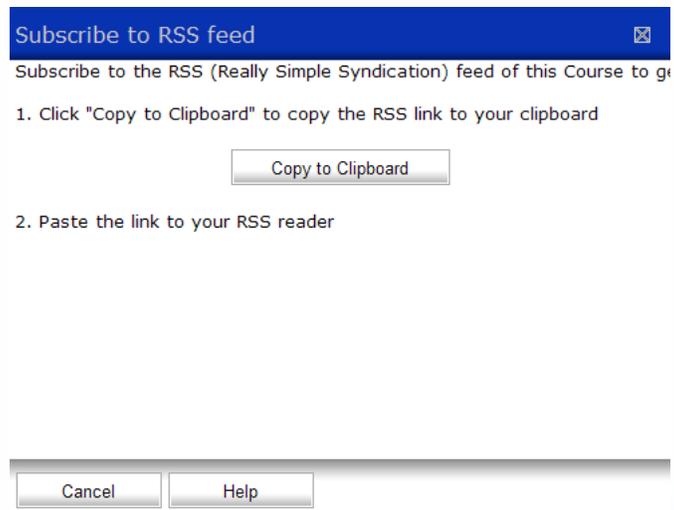


Figure 59: Subscribe to RSS feed Dialog Box

2. Follow the on-screen instructions.

## Subscribing to Video Podcast

### To subscribe to a Video Podcast:

1. On the *Class Listings* page, select a class and click **iPod**. The *Subscribe to podcast* dialog box appears.



Figure 60: Subscribe to podcast Dialog Box

**Note:** If both Enhanced Audio Podcasts and Video Podcasts are enabled in this course, a radio button selection appears allowing you to select to which podcast you want to subscribe. Select **Video Podcast**.

2. Click **Subscribe**. You receive a message indicating whether your subscription was successful.

## Viewing Your Scheduled Live Classes List

You can view your scheduled live classes.

### To view your scheduled live classes list:

- On the *Class Listings* page, select the **Scheduled Live Classes** tab. The *Scheduled Live Classes* page appears.

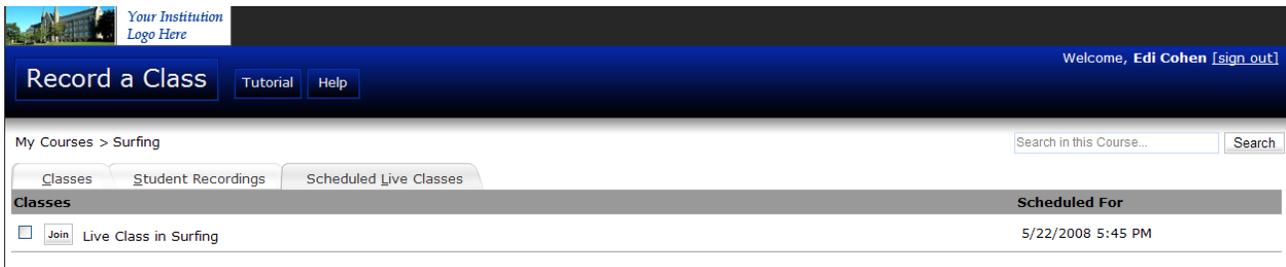


Figure 61: Scheduled Live Classes Page

## Viewing Class Recordings on a Mobile Phone

To view class recordings on a mobile phone:

1. On the *Course Management* page, click **Mobile**. The *Mobile Support* dialog box appears.

Figure 62: Mobile Support Dialog Box

2. Select your mobile carrier from the *Carrier* drop-down list.
3. In the *Phone number* field, enter your phone number.
4. Click **Send**. A message appears indicating whether your mobile link was established successfully. Within a few minutes you should receive a text message on your cell phone containing a link to log into the Tegrity Campus server.



## MANAGING CLASS RECORDINGS AND ADDITIONAL CONTENT

Tegrity enables you to manage your class recordings after they have been uploaded. You can:

- Copy, move, delete, or rename recordings.
- Perform edits, such as making cuts, changing chapter titles, and adding closed-captions, links, and annotations.
- Create a CD or DVD of Class Recordings.

### Selecting a Class from the Course Management Page

To select a class recording:

1. Click the course name in the *Course Management* page. The *Class Recordings* page (Figure 2) appears.
2. Each class that appears on your *Class Recordings* page (Figure 2) has a checkbox beside its name. Select the checkbox next to the required class recording.



Figure 63: Class Recording Checkbox

Once the class recording is selected, you can perform an action on the class, as required.

## Copying a Class Recording

You can copy a class recording from one course to another. This is useful when the same class is relevant for different courses.

### To copy a class recording to another course:

1. In the *Class Recordings* page (Figure 2), select the checkbox next to the class recording you want to copy (Figure 64).



Figure 64: Class Recordings Page Displaying Class Recordings Checkbox

2. From the *Actions* drop-down list, select **Copy**. A dialog box appears.
3. Search for the course to which you want to copy the class recording. Select the course and click **OK**. A copy of the class recording appears in the class list of the course that you selected.

## Moving a Class Recording

Moving a class recording deletes it from the class list of one course and adds it to the class list of another course.

### To move a class recording to another course:

1. In the *Class Recordings* page, select the checkbox next to the class recording you want to move (Figure 64).
2. From the *Actions* drop-down list, select **Move**. A dialog box appears.
3. Search for the course to which you want to move the class recording. Select the course and click **OK**. The class recording now appears in the class list of the course that you specified. The class recording is removed from the class list of the original course.

## Deleting a Class Recording

### To delete a class recording:

1. In the *Class Recordings* page (Figure 2), select the checkbox next to the class recording you want to delete (Figure 64).
2. From the *Actions* drop-down list, select **Delete**. A dialog box appears.
3. Click **OK**. The selected class recording is deleted.

## Renaming a Class Recording

### To rename a class recording:

1. In the *Class Recordings* page (Figure 2), select the checkbox next to the class recording you want to rename (Figure 64).
2. From the *Actions* drop-down list, select **Rename**. A dialog box appears.
3. Type a new title for the class recording.
4. Click **OK**. The class recording appears with the new title you specified.

## Editing a Class Recording

You can edit your class recording using the editing functions from the *Actions* drop-down list.

### To edit a class recording:

1. In the *Class Recordings* page (Figure 2) select the checkbox next to the class recording you want to edit (Figure 64).
2. From the *Actions* drop-down list, select **Edit**. The *Tegrity Class Editor* appears with the *Actions* drop-down list in the lower left corner of the window.

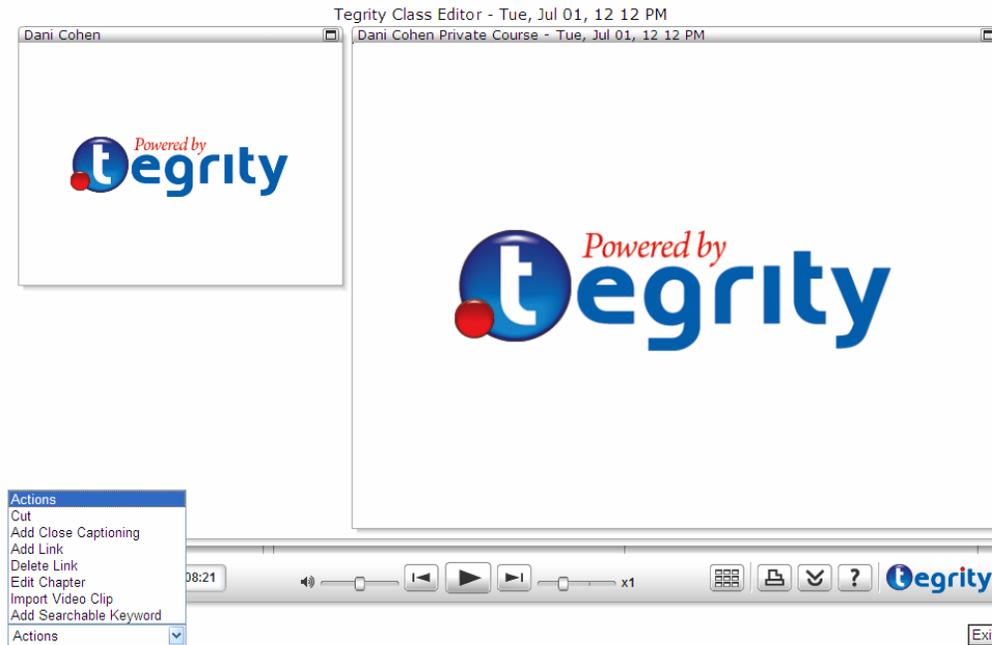


Figure 65: The Tegrity Class Editor

## Cutting Segments from a Class Recording

Tegrity enables you to delete content from a class recording by cutting segments.

### To cut a segment from a class recording:

1. Select the class recording for editing (refer to *Editing a Class Recording* on page 61).
2. From the *Actions* drop-down list, select **Cut**. The class recording begins to play and the *From* and *To* buttons appear in the lower left corner of the window (Figure 66).

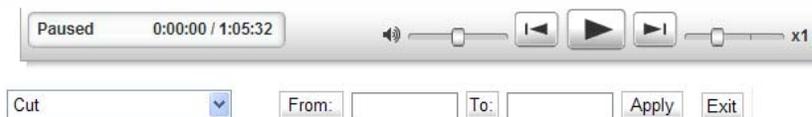


Figure 66: The Cut Segment Controls

3. Watch the playback of the class recording and when you want to begin deleting content, click **From**. The starting time of the deletion appears in the *From* text box.
4. When you want stop deleting content, click **To**. The ending time of the deletion appears in the *To* text box.
5. Click **Apply**. The section of the class recording you specified is deleted from the class recording.

## Adding Closed Captions to a Class Recording

You can display closed captions with your class recording. The text keeps pace with the viewer's progress through the recorded session.

Tegrity Campus supports the use of *.txt* and *.srt* closed caption files.

### To add closed captions to a class recording:

1. Select the class recording for editing (refer to *Editing a Class Recording* on page 61).
2. From the *Actions* drop-down list, select **Add Close Captioning**. The class recording begins to play, displaying the *Add Close Captioning* controls in the lower left corner of the window (Figure 66).



Figure 67: Add Close Captioning Controls

3. Browse to the desired close caption file and click **Apply**. The closed caption text appears in the upper left corner of the *Class Recording* window during playback (Figure 67).



Figure 68: Tegrity Class Recording with Closed Caption

## Adding Links for Specific Time Periods

You can add web links to be displayed during specific time periods in a class recording.

For information on adding links that are displayed for every class (refer to *Defining Links for All Class Recordings* on page 36).

### To add a link for a specific time period:

1. Select the class recording for editing (refer to *Editing a Class Recording* on page 61).
2. From the *Actions* drop-down list, select **Add Link**. The *Add Link* controls appear.



Figure 69: Add Link Controls

3. Click **Set Link**. The *Add Link* dialog box appears.

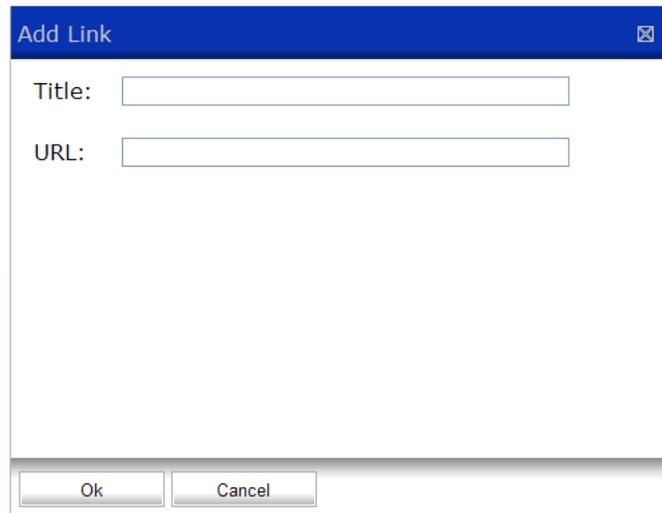


Figure 70: Add Link Dialog Box

4. Enter the description for the link in the *Title* field.
5. Enter the web address for the link in the *URL* field.
6. Click **OK**. The *Tegrity Class Editor* window reappears.
7. Play the class recording and click **From** to set the beginning time for display of the link.
8. Click **To** to set the ending time for display of the link.
9. Click **Apply**.

## Deleting Links

### To delete a link:

1. Select the class recording for editing (refer to *Editing a Class Recording* on page 61).
2. From the *Actions* drop-down list, select **Delete Link**. The *Delete Links* controls appear.



Figure 71: Delete Link Controls

3. Select the link you want to delete from the drop-down list and click **Apply**.

## Editing Chapter Information

You can change a chapter title or add or delete searchable keywords associated with the chapter.

### To edit chapter information:

1. Select the class recording for editing (refer to *Editing a Class Recording* on page 61).
2. From the *Actions* drop-down list, select **Edit Chapter**. The *Edit Chapter* controls appear.



Figure 72: Edit Chapter Controls

3. Select the chapter you want to edit from the *Chapter* drop-down list.
4. Click **Edit**. The *Edit Chapter* dialog box appears.

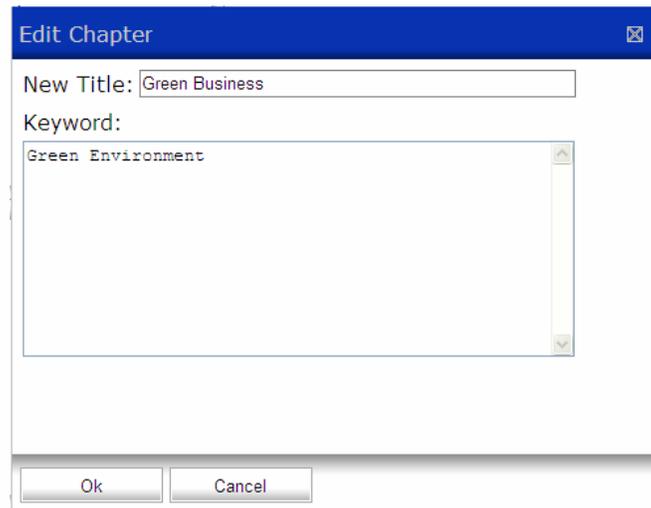


Figure 73: Edit Chapter Dialog Box

5. To change the chapter title, enter the new title in the *New Title* text box.
6. To add one or more keywords, type the keywords in the *Keyword* text box. Separate multiple keywords with a space.
7. To delete an existing keyword, select the keyword and press **Delete** on your keyboard.
8. Click **Apply**. The title and keywords are updated according to your input.

## Adding Video to a Recording

You can import *asf* format video clips to include in your class recording.

### To add video to a recording:

1. Select the class recording for which you want to add a video (refer to *Editing a Class Recording* on page 61).
2. From the *Actions* drop-down list, select **Import Video Clip**. The *Import Video* controls appear.

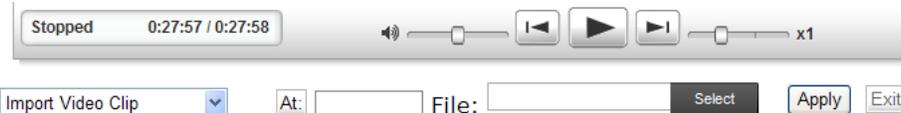


Figure 74: Import Video Controls

3. Play the recording to locate the point at which you want to insert the video clip and click **At**. The play time of the recording at the time you clicked is inserted as the start time.
4. Click **Select**. A *Choose File* dialog box appears.
5. Browse to the video file you want to insert and click **Open**. The video clip is inserted at the time you specified and becomes a chapter. The start times of all subsequent chapters are adjusted.

**Note:** You can only choose a file video clip with an *asf* file extension.

## Adding a Searchable Keyword

You can add a searchable keyword for the recording.

1. Select the class recording for which you want to add a searchable keyword (refer to *Editing a Class Recording* on page 61).
2. From the *Actions* drop-down list, select **Add Searchable keyword**. The *Add keyword* dialog box appears. All defined keywords appear in the dialog box.

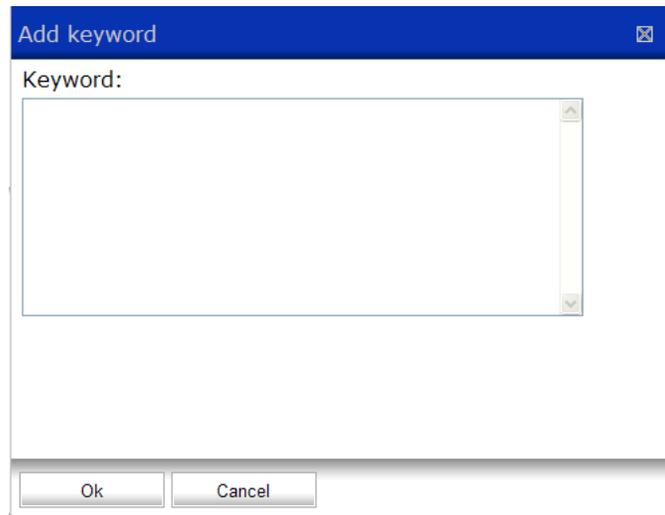


Figure 75: Add keyword Dialog Box

3. Add one or more keywords separated by spaces.
4. To delete one or more keywords, select the keywords you want to delete and press **Delete** on your keyboard.
5. Click **OK**. Your additions and/or deletions are saved.

## Manually Controlling Publication of Class Recordings

By default, class recordings are published as soon as they are uploaded. This is controlled by the *Automatically publish classes after upload* option in the *Class Recording Settings* page (Figure 42).

If you deactivate the *Automatically publish classes after upload* setting, you will need to publish each class recording manually. When you publish a class recording manually, you choose when the class recording is published and how long it is available for students to view.

You can also specify a future date for hiding class recordings. Recordings that you have hidden are no longer available to students.

**Note:** Publishing a class recording at a later date affects only the student view. Class recordings are always visible to you, the instructor, even if they have not been published.

## Manually Publish a Class Recording

### To manually publish a class recording:

1. In the *Class Recordings* page, from the *Actions* drop-down list, select **Settings**. The *Settings* page appears (Figure 42).

2. Uncheck the **Automatically publish classes after upload** checkbox.
3. Click **OK**.
4. In the *Class Recordings* page, select the checkbox next to the class recording you want to publish. In your *Class Recordings* page, *Not Published* appears in the right-hand column for your recording when it has not been published.
5. From the *Actions* drop-down list, select **Publish**. The *Publish details* dialog box appears.
6. Select the **Publish** checkbox.
7. Click **OK**.

## Manually Publish a Recording at a Future Date

### To publish a class recording at a future date:

1. Check the **Enable Auto Publish** checkbox.
2. In the calendar that appears, navigate to the month in which you want to publish the class recording.

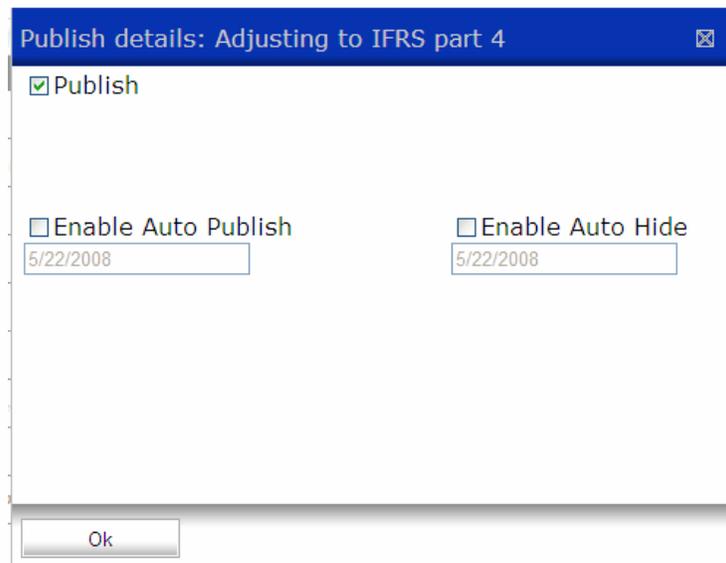


Figure 76: Publish Details Dialog Box

3. Click the day on which you want to publish the class recording.
4. Click **OK**. The class recording is published on the selected date.

# Manually Hide a Recording at a Future Date

To automatically hide the class recording on a specific date:

1. Select the **Enable Auto Hide** checkbox.
2. In the calendar that appears, navigate to the month in which you want to hide the class recording.
3. Click the day on which you want to hide the class.
4. Click **OK**. The class recording is hidden from the view of students starting on the date selected.

## Providing Direct Links to Class Recordings

You can send a class recording link to anyone to whom you want to give access. This might include students not currently enrolled in your class, colleagues, and so on. In addition, you can post these direct links to your recordings on your blog, webpage, or send it by email.

To provide a direct link to a class recording:

1. In the *Class Recordings* page, select the checkbox next to the name of the class recording for which you want to provide a link.
2. From the *Actions* drop-down list, select **Get Class Link**. The *Direct Link to Session* dialog box appears.

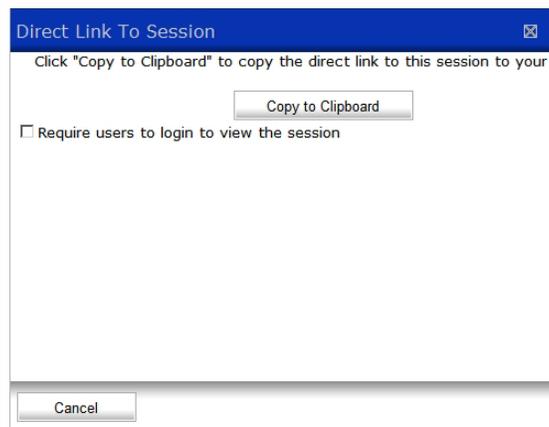


Figure 77: Direct Link to Session Dialog Box

3. If you want to restrict access to individuals who have a valid login ID for your campus systems and are enrolled in this course, check **Require users to login to view the session**.
4. Click **Copy to Clipboard** to send the link to your clipboard.
5. Paste the link it into emails or embedding it in a web page to provide access to others.

## Creating Additional Content

You can create additional content for a course. Students can view the additional content you provide. This content can be files or links.

### Uploading Files

You can upload files of any type for you or your students to view (refer to *Viewing Additional Content* on page 53). The files could be PowerPoint presentations, Word or Adobe documents, media files, and so on. Only students registered for your course have access to the uploaded files.

#### To upload files as additional content for your course:

1. In the *Class Recordings* page, select **Upload File** from the *Actions* drop-down list. The *Upload File* dialog box appears.

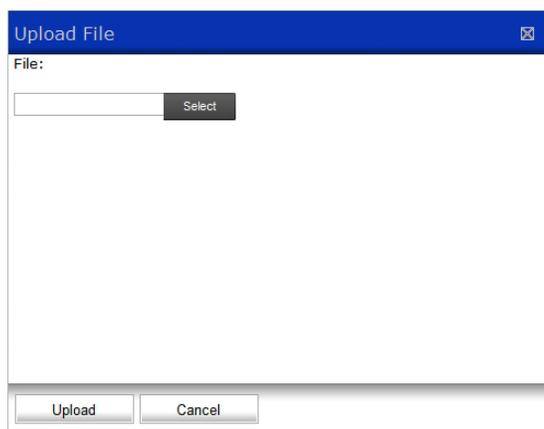


Figure 78: Upload File Dialog Box

2. Click **Upload**. A dialog box appears showing upload process. A popup message informs you when the upload is complete. The file is uploaded and can be selected from a list when the student selects the *Additional Content* tab for your course.

**Note:** Uploaded files larger than 10 MB are rejected.

### Uploading External Links

You can upload links to additional resources.

#### To upload external links to additional resources for your course:

1. In the *Course Management* page, select **Add External Link** from the *Actions* drop-down list. The *Add Link* dialog box appears.

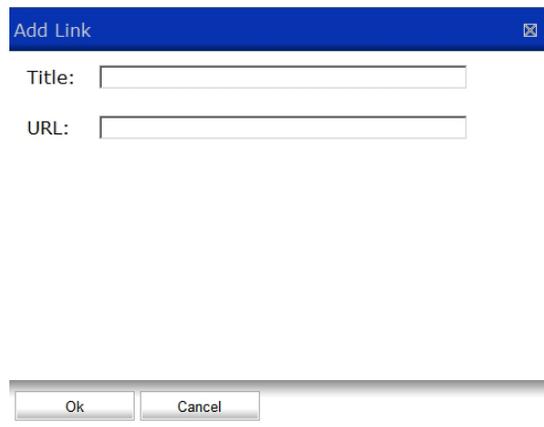


Figure 79: Add Link Dialog Box

2. In the *Title* field, enter a descriptive name for this link.
3. In the *URL* field, enter the correct URL for the link.
4. Click **Ok**. The link is uploaded and appears when the *Additional Content* tab for your course is selected.

## Deleting Additional Content

You can delete additional content you have added.

### To delete an additional file or link:

1. In the *Class Recordings* page, select the **Additional Content** tab.
2. Check the items you want to delete.
3. From the *Actions* drop-down list, select **Delete**. A warning message appears, informing you that you are about to delete the item(s).
4. Click **OK**. The selected items are deleted.

## Creating a CD or DVD of Class Recordings

### To create a CD or DVD of your class recordings:

1. In the *Class Recordings* page, select the checkbox next to the class recordings you want to record on a CD or DVD (Figure 64).
2. From the *Actions* drop-down list, select **Make CD Image**. The *Tegrity CD Builder* dialog box appears.

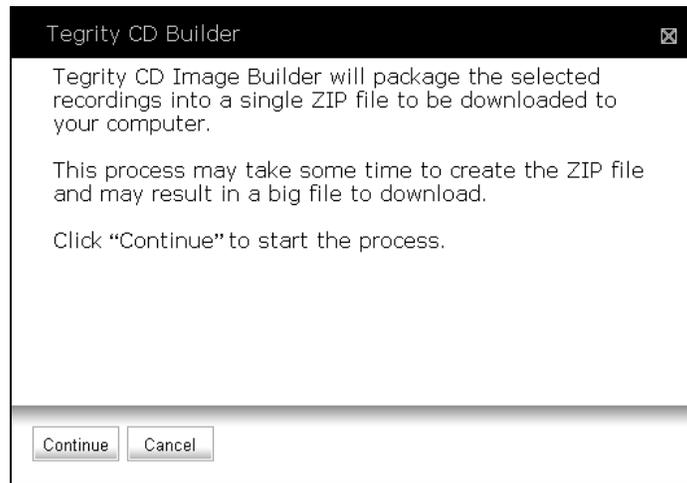


Figure 80: Tegrity CD Builder Dialog Box

3. When you are ready to record, click **Continue**. A progress dialog box appears displaying the status.
4. When the CD image is created, a dialog box appears, with the option to download the zipped file of the CD image to your computer.

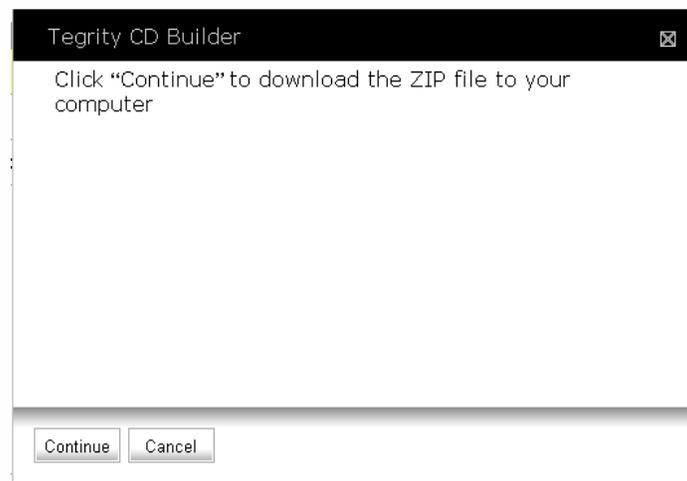


Figure 81: Tegrity CD Builder Download Option

5. Click **Continue** to download the zipped file of the CD image to your computer. A progress dialog box appears displaying the status of the download. When the download is complete, you can unzip the file and burn its contents to a CD or DVD.



# GENERATING REPORTS

Tegrity enables you to produce the following types of reports:

- Viewing Report – Shows student viewing activity.
- Viewing Report by Index – Shows the most viewed chapters in each recording.
- Download Report – Shows student download activity.
- Recording Report – Shows your class recording activity.

## Selecting a Report Type

To select a specific type of report:

1. Open the *Report Management* page by doing one of the following:

- From the *Actions* drop-down list in the *Class Recordings* page, select **Reports**.

-Or-

- In the course list of the *Course Management* page click **Reports** in the lower left corner of the screen.

The *Report Management* page appears.

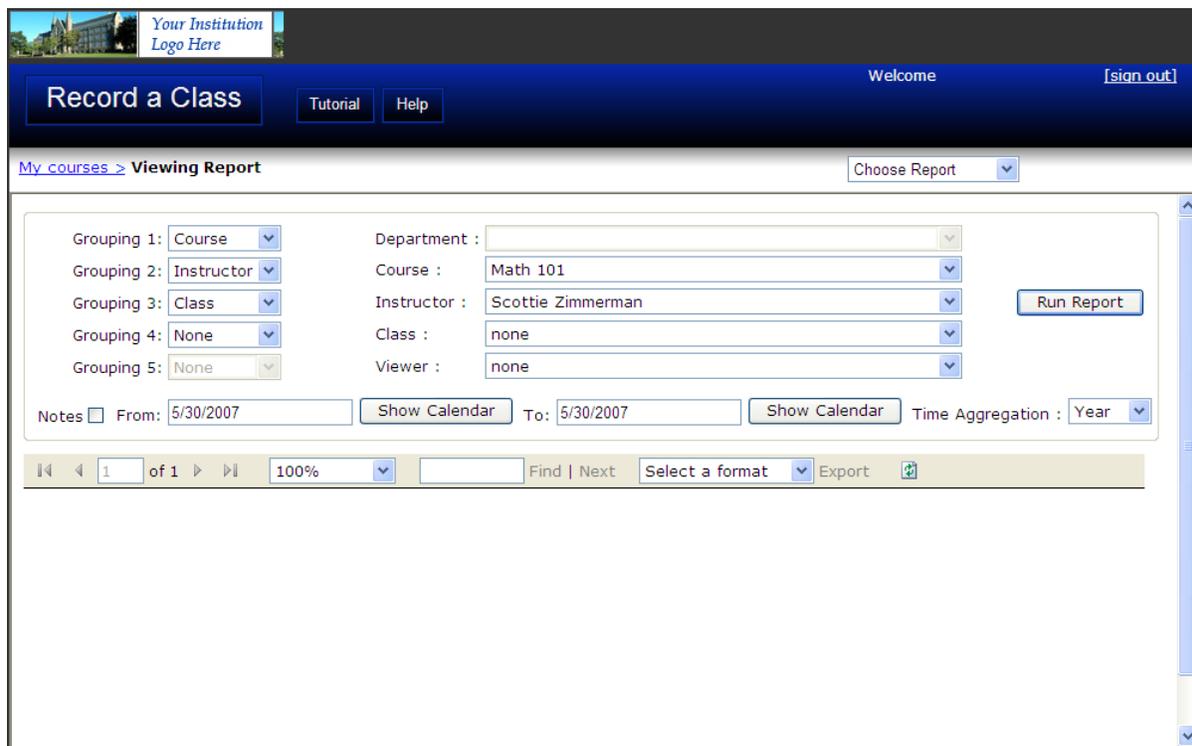


Figure 82: Report Management Page

2. From the *Choose Report* drop-down list, select the type of report to generate. Options include:
  - **Viewing Report** – Generates a report of the student viewing activity (refer to *Generating a Student Viewing Report* on page 74).
  - **Viewing Report by Index** – Generates a report of times each chapter of each of your class recordings has been viewed (refer to *Generating a Student Viewing Report by Index* on page 77).
  - **Downloading Report** – Generates a report of the student download activity (refer to *Generating a Student Downloads Report* on page 79).
  - **Recording Report** – Generates a report that keeps track of your class recordings (refer to *Generating a Class Recordings Report* on page 81).

## Generating a Student Viewing Report

The Student Viewing report provides you and your school administrators with statistics on student viewing. The information includes:

- The name of your course.
- The viewing duration for all the class recordings in your course.

- The number of times a class recording has been viewed.

**To generate a Student Viewing report:**

1. In the *Report Management* page, use the *Report Grouping Drop-down Lists* (Figure 83), to define the grouping sequence for the report. Starting with *Grouping 1*, select groups for the report.

|             |            |
|-------------|------------|
| Grouping 1: | Course     |
| Grouping 2: | None       |
| Grouping 3: | Instructor |
| Grouping 4: | Viewer     |
| Grouping 5: | None       |

Figure 83: Report Grouping Drop-down Lists

2. Select any of the filters (Figure 84) to limit your report results.

|              |                       |
|--------------|-----------------------|
| Department : |                       |
| Course :     | Math 101              |
| Instructor : | Sam Royton            |
| Class :      | Thu, May 24, 05 33 PM |
| Viewer :     | none                  |

Figure 84: Report Filter Criteria

3. Select a date range to limit the focus of the report you generate (refer to *Defining the Date Range of the Report* on page 76).
4. Optionally, click **Notes** to display viewing data only for students in your classes who use Tegrity Notes.
5. Click **Run Report**. The report is generated and appears in the *Report Management* page below the report settings.

|                    | Total            |              | Year 2007        |              |
|--------------------|------------------|--------------|------------------|--------------|
|                    | Viewing Duration | Times Viewed | Viewing Duration | Times Viewed |
| Math 101           | 5:13:45          | 26           | 5:13:45          | 26           |
| Sam Royton         | 4:58:52          | 21           | 4:58:52          | 21           |
| Average and Median | 0:06:06          | 2            | 0:06:06          | 2            |
| Balancing Accounts | 0:08:47          | 2            | 0:08:47          | 2            |
| Math 101 Overview  | 0:03:47          | 1            | 0:03:47          | 1            |

Figure 85: Sample Student Viewing Report

6. Scroll through the pages of the report by clicking the scroll arrows or entering the page number.

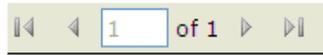


Figure 86: Report Scroll Options

7. Change the size of the report table by selecting the page size from the drop-down list.

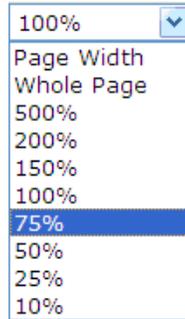


Figure 87: Report Page Size Field

8. Search for content within the report by entering a key word or phrase and clicking **Find** or **Next**.

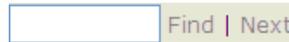


Figure 88: Report Search Field

## Defining the Date Range of the Report

You can select a date range to limit the focus of the report results that you view.

### To define the date range of a report:

1. Define the date range for the report by either:
  - Type dates in the *From* and *To* fields in mm/dd/yyyy format.
  - Or-
  - Click **Show Calendar** and select the start date in the calendar on the left, and the end date in the calendar on the right.

From:  To:

◀ May, 2008 ▶

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 27 | 28 | 29 | 30 | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |

Today: May 22, 2008

Figure 89: Report Date Range Calendars

- Optionally, from the *Time Aggregation* drop-down list, select a time period for which you want to refer to comparative results. For example, you can select calendar dates that span two years and refer to results for each year, each month for 24 months, or each week for 104 weeks.

Time Aggregation : Year ▼

Week

Month

Year

Figure 90: Time Aggregation Drop-down List

## Generating a Student Viewing Report by Index

The Student Viewing Report By Index shows the number of times each chapter of each of your class recordings has been viewed.

### To generate a Student Viewing by Index report:

- In the *Report Management* page, select **By index** from the *Viewing Report* drop-down list. The *All Courses Viewing Report by Index* page appears.

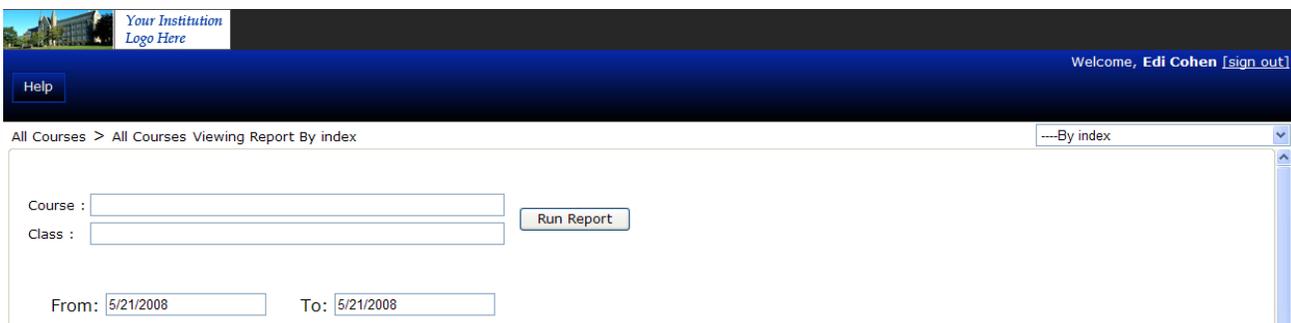


Figure 83: All Courses Viewing Report By Index Page

- In the *Course* field, enter the name of your course.

3. In the *Class* field, optionally enter the name of your class recording. If you omit this field, the viewing report lists the chapter index entries for all of the class recordings in the specified course.
4. Click the *From* field to select the earliest viewing date for your report.
5. Click the *To* field to select the latest viewing date for your report.
6. Click **Run Report**. Your results appear at the bottom of the page, as shown in the following figure.

The screenshot displays a web interface for generating a viewing report. At the top, there is a header with a logo placeholder and the text "Your Institution Logo Here". A navigation bar shows "All Courses > All Courses Viewing Report By index" and a dropdown menu set to "By index". A "Help" button is visible in the top left. The main content area contains a form with the following fields: "Course" (filled with "psychology"), "Class" (empty), "From" (filled with "12/1/2007"), and "To" (filled with "5/22/2008"). A "Run Report" button is positioned to the right of the "Class" field. Below the form is a navigation bar with "1 of 1", "100%", and "Find | Next" options. The results are displayed in a table with two columns: "Chapter" and "Times Viewed".

| Chapter                      | Times Viewed |
|------------------------------|--------------|
| <b>Mon, Feb 11, 05 35 PM</b> |              |
| Start                        | 5            |
| Untitled - Paint             | 3            |
| RecordingSchedule            | 3            |
| 4                            | 3            |
| RecordingSchedule            | 3            |

Figure 84: Viewing Report By Index Page with Results

## Generating a Student Downloads Report

The Student Downloads report is a web-based usage report. It provides you and your school administrators with statistics on how many class recordings, enhanced podcasts, and MP3 files have been downloaded for a single class recording, or for an entire course.

|                           | Total             |               |                   | Year 2007         |               |                   |
|---------------------------|-------------------|---------------|-------------------|-------------------|---------------|-------------------|
|                           | Podcast Downloads | MP3 Downloads | Session Downloads | Podcast Downloads | MP3 Downloads | Session Downloads |
| Math 101                  | 4                 | 0             | 1                 | 4                 | 0             | 1                 |
| Mary Figueroa             | 4                 | 0             | 1                 | 4                 | 0             | 1                 |
| Average and Median        | 1                 | 0             | 0                 | 1                 | 0             | 0                 |
| Balancing Accounts        | 1                 | 0             | 0                 | 1                 | 0             | 0                 |
| Estimate then Do the Math | 1                 | 0             | 0                 | 1                 | 0             | 0                 |
| Math 101 Overview         | 0                 | 0             | 1                 | 0                 | 0             | 1                 |
| Multipliers               | 1                 | 0             | 0                 | 1                 | 0             | 0                 |

Figure 91: Example of a Download Report

### To generate a Student Downloads report:

1. Open the *Report Management* page by doing one of the following:
  - From the *Actions* drop-down list on the *Course Management* page, select **Reports**.-Or-
  - In the course list of the *Course Management* page click **Reports** in the lower left corner of the screen.

The *Report Management* page appears.

2. From the *Viewing Report* drop-down list, select **Downloading Report**. The *Report Management* page displays the *Downloading Report* settings.

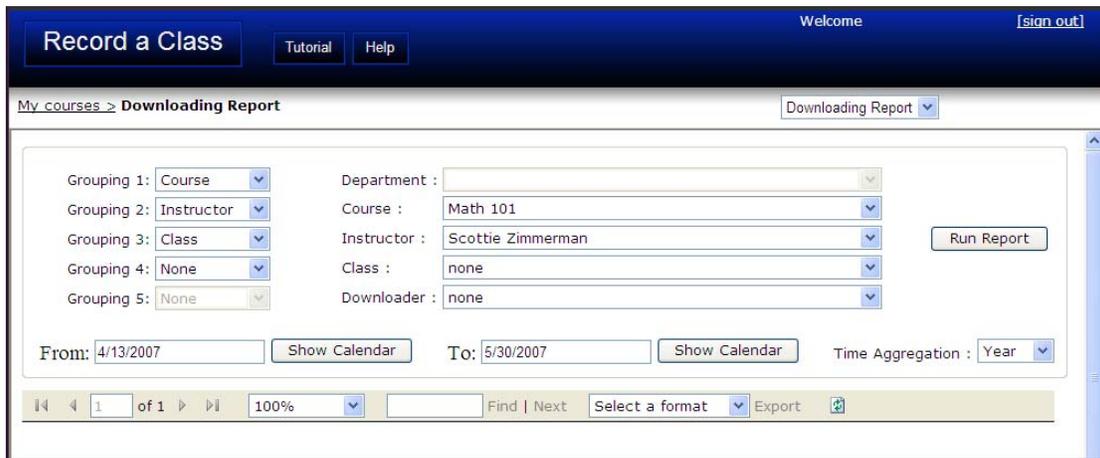


Figure 92: Downloading Report Settings

3. In the *Report Management* page, use the *Report Grouping Drop-down Lists* (Figure 83), to define the grouping for the report. Starting with *Grouping 1*, select groups for sorting the report.
4. Select from any of the report filter criteria (Figure 84) to limit your report results.
5. Select a date range to limit the focus of the report you generate (refer to *Defining the Date Range of the Report* on page 76).
6. Click **Run Report**. The report is generated and displayed in the *Report Management* page below the report settings.
7. Scroll through the pages of the report by clicking the scroll arrows or entering the page number.

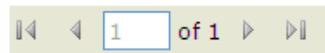


Figure 93: Report Scroll Options

8. Change the size of the report table by selecting the page size from the drop-down list.

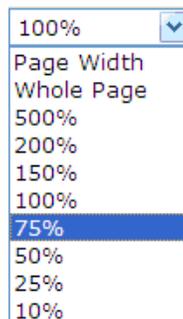


Figure 94: Report Page Size Field

9. Search for content within the report by entering a key word or phrase and clicking **Find** or **Next**.



Figure 95: Report Search Field

## Generating a Class Recordings Report

The *Class Recordings* report displays the classes you have recorded for a given course.

|               | Total              |                 | Year 2007          |                 |
|---------------|--------------------|-----------------|--------------------|-----------------|
|               | Recording Duration | # of Recordings | Recording Duration | # of Recordings |
| Math 101      | 0:20:25            | 9               | 0:20:25            | 9               |
| Mary Figueroa | 0:20:25            | 9               | 0:20:25            | 9               |

Figure 96: Example of a Class Recordings Report

### To generate a Class Recordings report:

1. Open the *Report Management* page by doing one of the following:
  - From the *Actions* drop-down list on the *Course Management* page, select **Reports**.-Or-
  - In the course list of the *Course Management* page click **Reports** in the lower left corner of the screen.The *Report Management* page appears.
2. From the *Viewing Report* drop-down list, select **Recording Report**. The *Report Management* page displays the *Recording Report* settings.

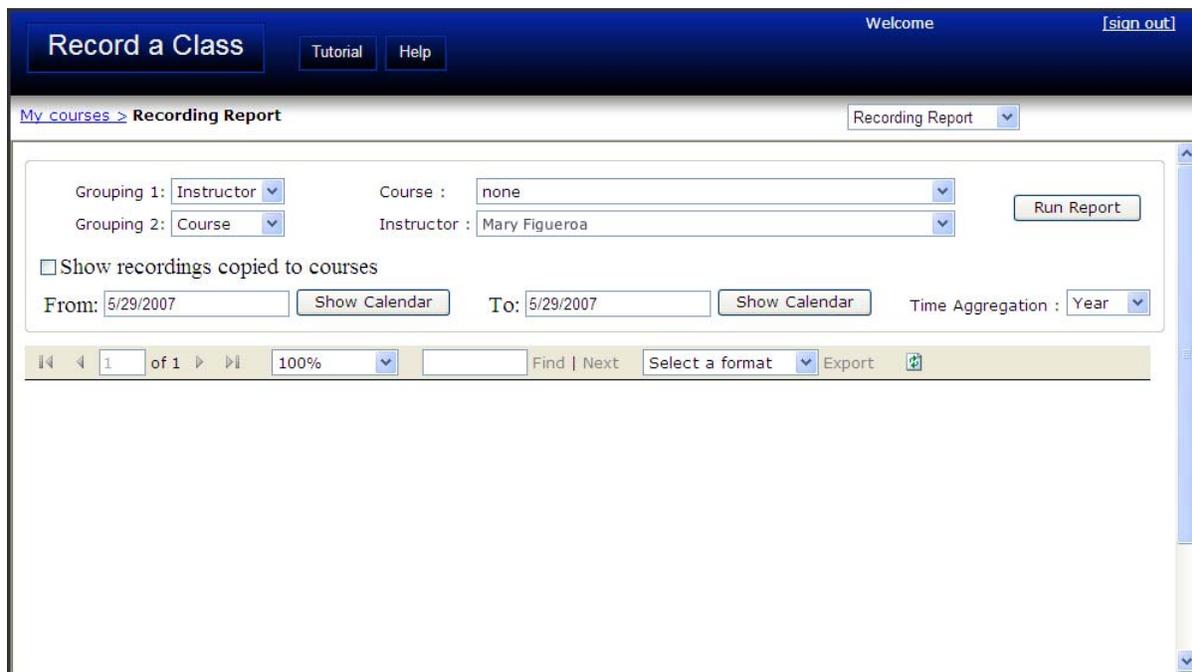


Figure 97: Recording Report Settings

3. In the *Report Management* page, use the *Report Grouping Drop-down Lists* (Figure 83), to define the grouping for the report. Starting with **Grouping 1**, select groups for sorting the report.
4. Select from any of the report filter criteria (Figure 84) to limit your report results.
5. Select a date range to limit the focus of the report you view (refer to *Defining the Date Range of the Report* on page 76).
6. Optionally, check **Show recordings copied to courses** to include in the results recordings originally recorded to a different course that were later copied or moved to this course.
7. Click **Run Report**. The report is generated and displayed in the *Report Management* page below the report settings.
8. Scroll through the pages of the report by clicking the scroll arrows or entering the page number.

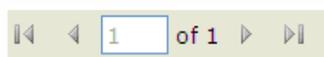


Figure 98: Report Scroll Options

9. Change the size of the report table by selecting the page size from the drop-down list.

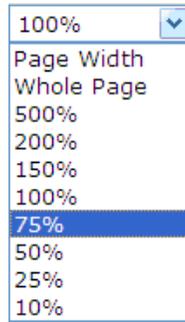


Figure 99: Report Page Size Field

10. Search for content within the report by entering a key word or phrase and clicking **Find** or **Next**.



Figure 100: Report Search Field

## Exporting a Report

When you want to share copies of a report or prepare a presentation, you can export the report information as either an Acrobat (PDF) file or an Excel spreadsheet.

**To export your report as an Excel Spreadsheet or Acrobat (PDF) document:**

- In the report, select the format you want to use from the *Select a format* drop-down list.

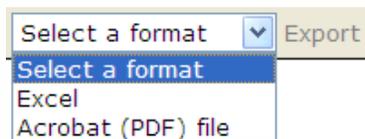


Figure 101: Select a Format Drop-down List

# CONTACTING TEGRITY

Tegrity enables you to contact Tegrity for technical or support or to send a comment.

## To contact Tegrity for technical support:

1. Right-click the *Tegrity Recorder* icon and select **About**. The *About Tegrity Recorder* window appears.



Figure 102: About Tegrity Recorder

2. Click the *Click here to access Tegrity Support* link. Follow the on-screen instructions to submit a support case.

## To send comments to Tegrity Corporation:

- Click the *Send Comments* link below the Tegrity icon in the lower right corner of your window. Your email editor opens with an email composition addressed to Tegrity.

**Note:** Do not use the Send Comments to submit requests for technical support.