Campus Student's Guide

For PC and Mac Users

July 25, 2010

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About This Guide

This guide is intended for students who want to use Tegrity Campus to access class sessions, access supplementary content and links, and record additional content for the classes in which they are enrolled. Students are assumed to be familiar with their institution's Course Management System and to have experience using personal computers.

1

INTRODUCTION

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, you can access the following Help options:

- **Online Help** – Displays information that is relevant to the screen in which you are working.
- **What's new** – Provides information about new features.
- **Get Support** – Opens a form for contacting your institution's Tegrity help desk.
- **Run Diagnostics** – Runs a diagnostic test to confirm Tegrity recordings can be played back on your computer.

To access Help:

- From the **Help** tab select one of the Help options. The selected Help page appears.

–OR–

1. From the *Quick Links* area located on the *My Tegrity* (Figure 2) and *Class Recordings* (Figure 4) pages**, c**lick **Help**. A Help page appears with links to the Help options.
2. Click one of the Help options. The selected Help page appears.

2

GETTING STARTED

Using Tegrity Campus

Tegrity Campus provides lists of courses and class recordings that you can access from the Internet. You can replay all or part of class recordings and view additional content provided by your instructor or fellow students.

When you access Tegrity Campus from a course page in your Course Management System, the first Tegrity page you see is a list of class recordings for that course (Figure 4).

When you access Tegrity Campus directly, the first Tegrity page you see is a list of all of your courses (Figure 2).

Accessing Tegrity Campus

To access Tegrity Campus 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 (Figure 4) appears. You can now access class recordings (refer to *Viewing the Class Recordings for a Course* on page 8).

To access Tegrity Campus directly:

1. Open a browser window.
2. Enter the address or name of your institution's Tegrity service in the navigation pane. Contact your Tegrity support personnel if you do not have this information. The *Tegrity Login* page appears.

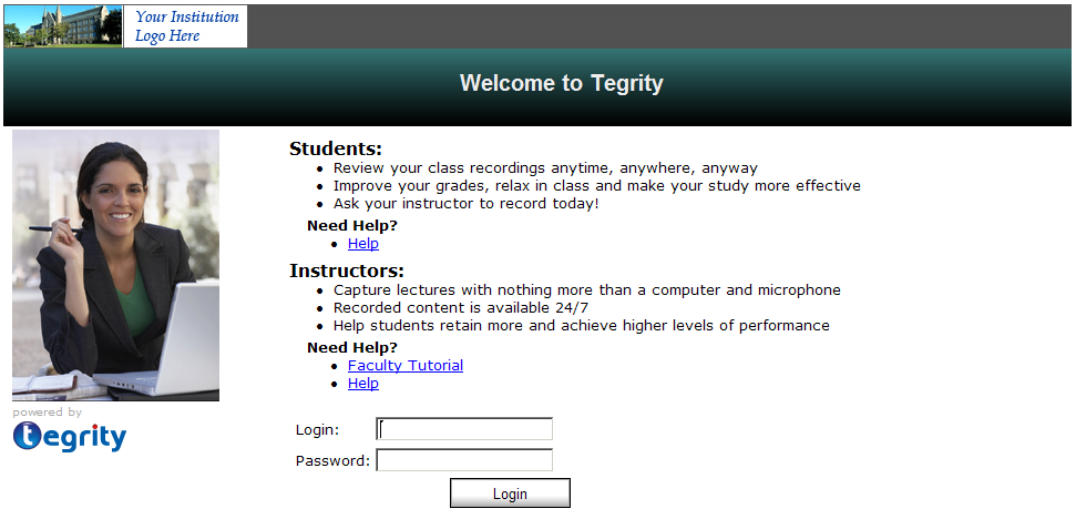


Figure 1: Tegrity Login Page

3. Enter your user name and password.
4. Click **Login**. The *My Tegrity* page appears.

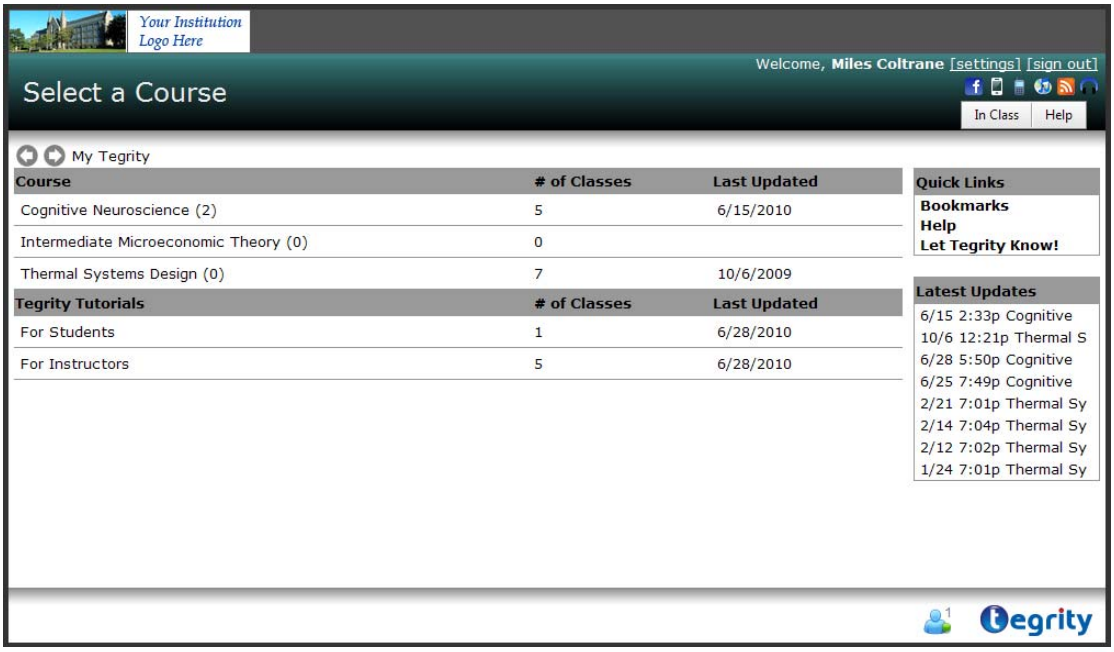


Figure 2: My Tegrity Page

The *My Tegrity* page displays the following information:

Table 1: My Tegrity Page Information

Name	Information Displayed
Course	The title of the course followed by the number of class recordings that you have not viewed.
# of Classes	The total number of class recordings available for viewing.
Last Updated	The last date your instructor updated the class recording.

In addition, the *My Tegrity* page displays links to Tegrity Tutorials which provide additional training and tips for using Tegrity Campus's features.

5. Click the name of a course to view the class recordings for the course (Figure 4). You can now access class recordings (refer to *Viewing the Class Recordings for a Course* on page 8).

Quick Links

In addition, the *My Tegrity* page (Figure 2) and the *Class Recordings* page (Figure 4) provide quick links to:

- **Bookmarks**, which enables you to add bookmarks to a class recording (refer to *Creating Bookmarks in a Recording* on page 59).
- **Help,** which include links to online help, user guides, tutorials, and additional support for using the Tegrity Campus application.
- **Let Tegrity Know!,** which enables you to send a comment to Tegrity support.
- **Latest Updates,** which are links to the last recordings that were uploaded for courses in which you are enrolled.

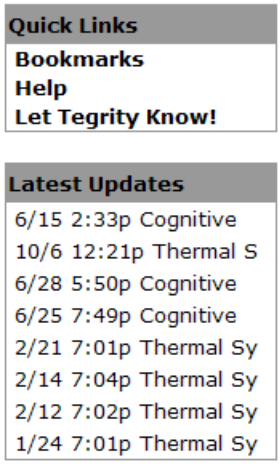


Figure 3: Quick Links

Menu Bar

The Tegrity menu bar provides access to the following Tegrity features:

Table 2: Menu Bar

Button	Description
In Class	Enables you to create bookmarks while you are recording a class (refer to *Creating Bookmarks while Recording a* Class on page 60).
Tests	Enables you to take online exams (refer to *Taking Online Exams Using Tegrity* on page 55). This button only appears if online testing is enabled.
Help	Provides access to *Online Help*, *Docs & Tutorials*, *Knowledge Base*, and *Support*.

Toolbar Buttons

The following toolbar buttons provide access to various Tegrity applications and subscriptions to media update services.

Table 3: Toolbar Buttons

Button	Description
	Provides access to the Tegrity application for Facebook.
	Provides access to the Tegrity application for your iPhone.
	Provides access to the Tegrity application from your mobile phone.
	Enables you to subscribe to enhanced audio podcasts or video podcasts for your courses (refer to *Subscribing to Media Updates* on page 22).
	Enables you to subscribe to RSS feeds for your courses (refer to *Subscribing to Media Updates* on page 22).
	Enables you to subscribe to MP3 podcasts for your courses (refer to *Subscribing to Media Updates* on page 22.

Navigation Buttons

The navigation buttons (and) provide quick access to previously viewed pages. This is especially useful when working with your search results since it enables you to quickly return to your search results after selecting a specific class recording to play (refer to *Searching Class Recordings* on page 29).

To access the previous page you viewed:

1. Click . The previous page you viewed appears.
2. Click to return to the referring page.

Tegrity Connect Icon

The Tegrity Connect icon ( ) indicates if there are other students in your courses who are currently online. Tegrity Connect enables you to participate in real-time course discussions as well as have a private (one-on-one) discussion with an online user. For more information, refer to *Connecting with other Tegrity Users* on page 17.

3

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 Search feature or Chapters Index (a series of screen images for each new screen displayed in the instructor's presentation).

Viewing the Class Recordings for a Course

Tegrity enables you to view the list of class recordings for 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 next to your course listing.

  –OR–

  In the *My Tegrity* page (Figure 2), click a course. The *Class Recordings* page (Figure 4) appears with the Classes tab selected and showing a list of the course's class recordings.

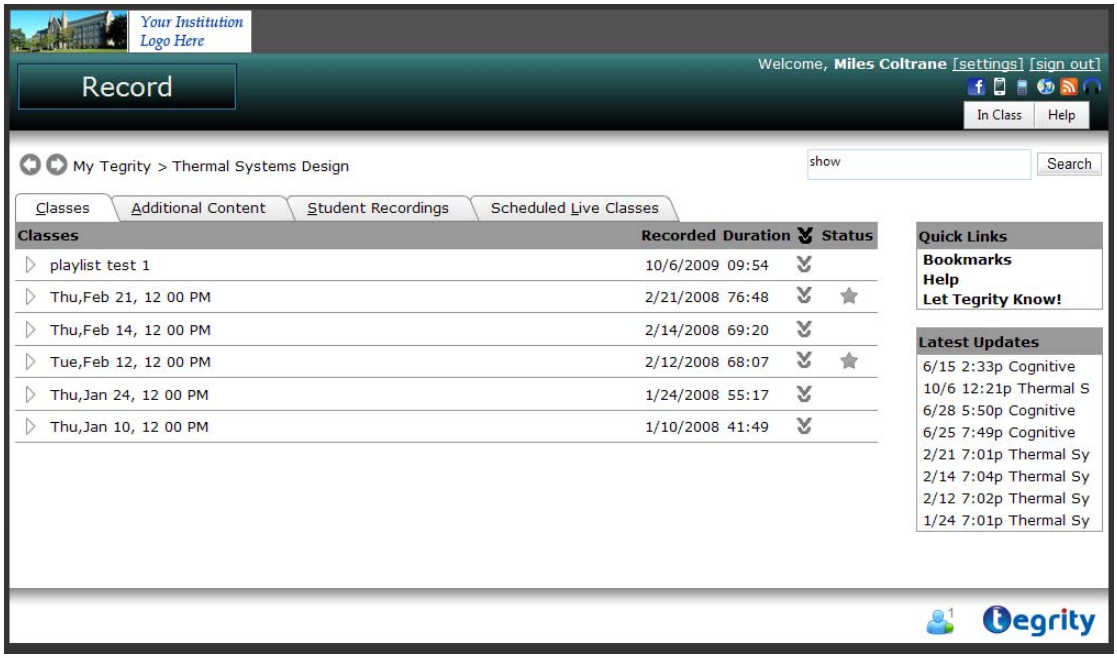


Figure 4: Class Recordings Page

For some courses, the following additional tabs are available:

- **Additional Content** – For more information, refer to *Viewing Additional Content* on page 19.
- **Student Recordings** – For more information, refer to *Viewing Student Recordings* on page 28.
- **Scheduled Live Classes** – For more information, refer to *Viewing Your Scheduled Live Classes* on page 26.

The class recording list displays the following information:

Table 4: Class Recordings Columns

Column Name	Information Displayed
Classes	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).
⌄⌄	Click ⌄⌄ to download the class recording to your computer.

Column Name	Information Displayed
Status	If there is at least one active bookmark in the recording created by the current user, a ★ appears in this column. If the bookmark is inactive, a ☆ appears in this column. (For more information about bookmarks, refer to *Creating Bookmarks in a Recording* on page 59.) Otherwise, if a status exists for this session (e.g., Not Published, Available Soon) then the status appears.

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

You can view a class recording from the Class Recordings page.

Tip: The *Latest Classes* area in the *Class Recordings* (Figure 4) or *My Tegrity* (Figure 2) pages display the names of the last two classes that were uploaded. To view these classes, click the link for the class you want to view.

To view a class recording online:

1. In the *Class Recordings* page (Figure 4), click the class name. Thumbnail images of the chapter index entries and the titles of the chapters appear below the class name. The icon to the left of the class title indicates whether the thumbnails are shown (◢) or hidden (▷).

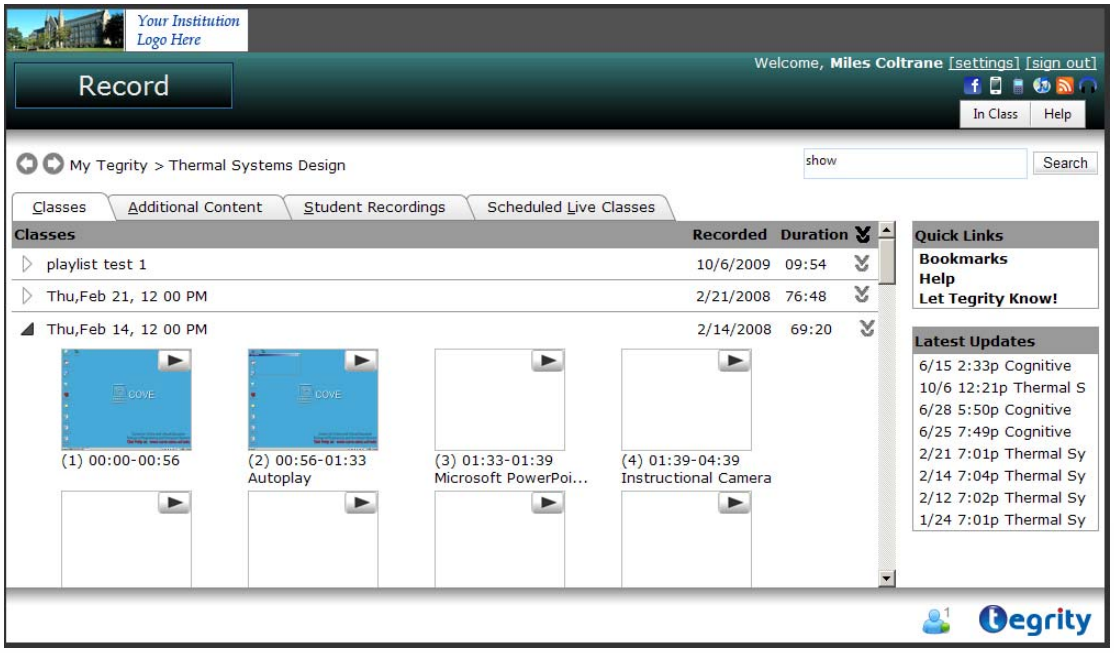


Figure 5: Class Recordings Page – Class Selected

If you stopped a recording while it is playing, the next time you access the same recording, a new thumbnail image appears before the other chapter thumbnail images. This new thumbnail image enables you to resume your playback from where you left off during the previous playback session.

Note: The *Resume* thumbnail image only appears if you previously viewed this recording and stopped it at some point before the end of the recording.

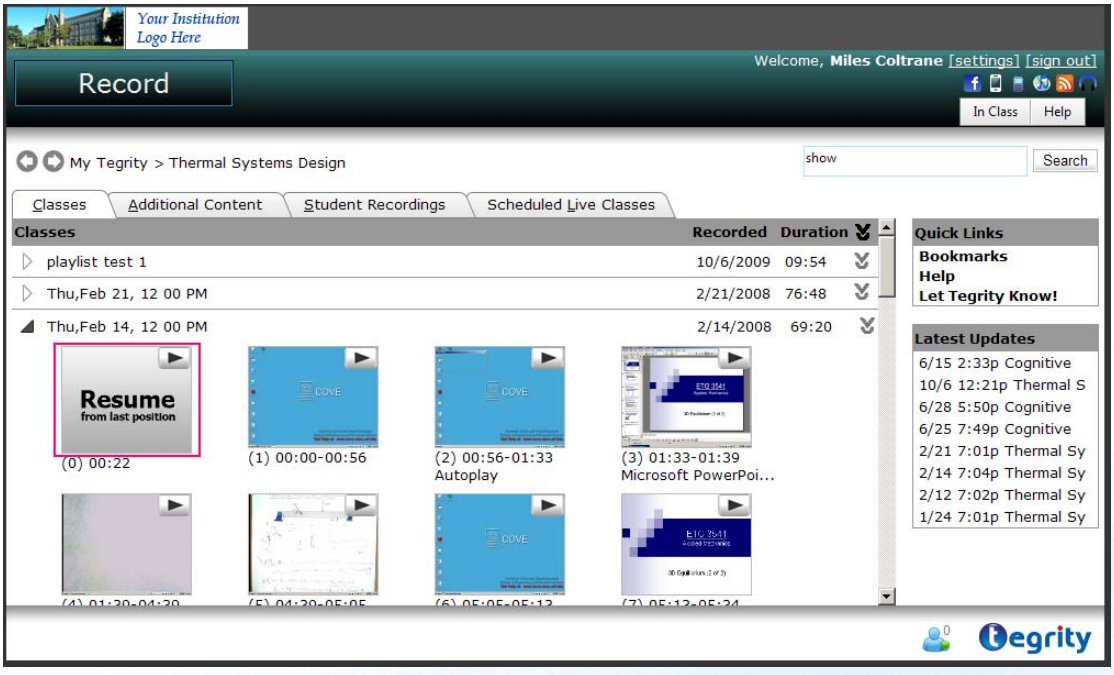


Figure 6: Class Recordings Page – Resume Playback

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 chapter index entry (indicated by a (1) under the thumbnail image) 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.

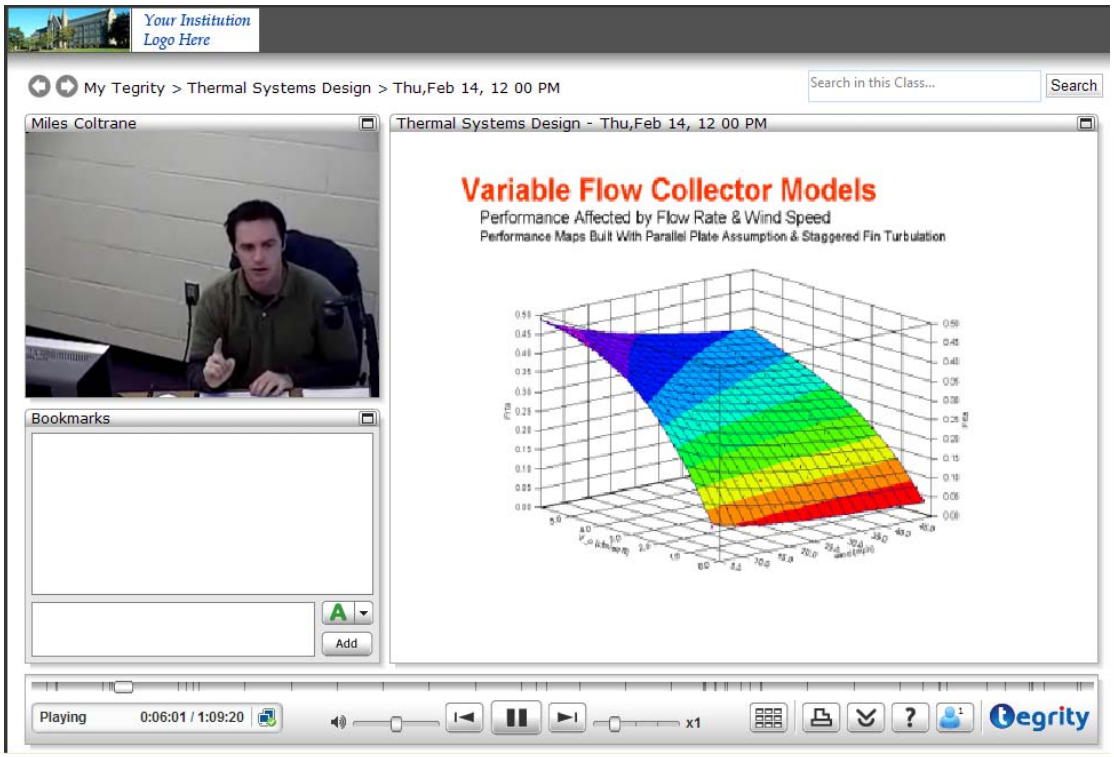


Figure 7: Class Recording Playback Window

Within the *Course Recording Playback* window, you can view all or part of a class recording. The class recording continues to play as long as you have not paused or stopped the class recording.

An indication in the lower left corner displays the current playback time and the length of the recording (in the format hh:mm:ss/hh:mm:ss). This is followed by an icon, which provides an indication of the network connection status.

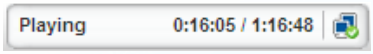


Figure 8: Recording Time and Network Connection Status Icon

A problematic playback may indicate a problem with the network connection such as not enough bandwidth or a disruption in your network connection. Tegrity provides you with a method to help diagnose the problem. Click the network connection status icon to view additional details about the network status. You can click **Test my computer** to obtain additional information about your network connection.

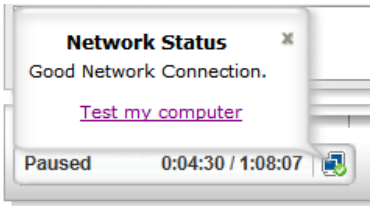


Figure 9: Network Status Details

During playback, the following playback controls are available:

Table 5: Playback Controls

Tegrity Buttons	Use
	Pause and Play: These icons alternate depending on your action: • Click to pause the class recording. The button changes to a Play button ( ). • Click to continue viewing the class recording. The icon changes to a Pause button ( ).
	Previous: Click to return to the previous chapter (or to the beginning of the class recording).
	Next: Click to advance to the next chapter (or to the end of the class recording)
	Volume: Move the slider to change the volume. • To raise the volume, move the slider to the right. • To lower the volume, move the slider to the left.
	Playing Speed: 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, twice (2x) the class recording speed. The speed is displayed to the right of the slider.
	Smart Slider – Hover over the slider to see thumbnail images of the corresponding chapter. Drag the slider to jump directly to a specific point. Markers on the slider indicate bookmarks created for the recording (refer to *Creating Bookmarks in a Recording* on page 59).

Tegrity Buttons	Use
	Display Chapter Index: Click to display the chapter index in the Tegrity Viewer (Figure 7). You can use the displayed index entries to move to a different part of the recording.
	Print: Click to print the current Web page.
	Download: Click to download the class recording you are currently viewing to your computer.
	View Full Screen: The Maximize icon appears in the upper right corner of each video frame and links list. Click the icon of the frame you want to view in full screen.
	Help: Click to open Tegrity online help or the tutorial.
	Tegrity Connect – Click to display a list of other students in your courses who are currently online. Tegrity Connect enables you to participate in real-time course discussions as well as have a private (one-on-one) discussion with an online user. For more information, refer to *Connecting with other Tegrity Users* on page 17.

Attending a Webcast Recording

Your instructor can webcast class recordings. This enables you to view the recording in real-time as the instructor is recording. You may also communicate with your instructor and other students attending the webcast recording online via Tegrity Connect. To learn more about Tegrity Connect, refer to *Connecting with other Tegrity Users* on page 17.

To attend a webcast recording:

1. Login to Tegrity a few minutes prior to the scheduled class time. A notification appears informing you of the webcasted recording.
   On the *My Tegrity* page, the course currently being webcasted appears in blue with the text "Live Now" in the Last Updated column.

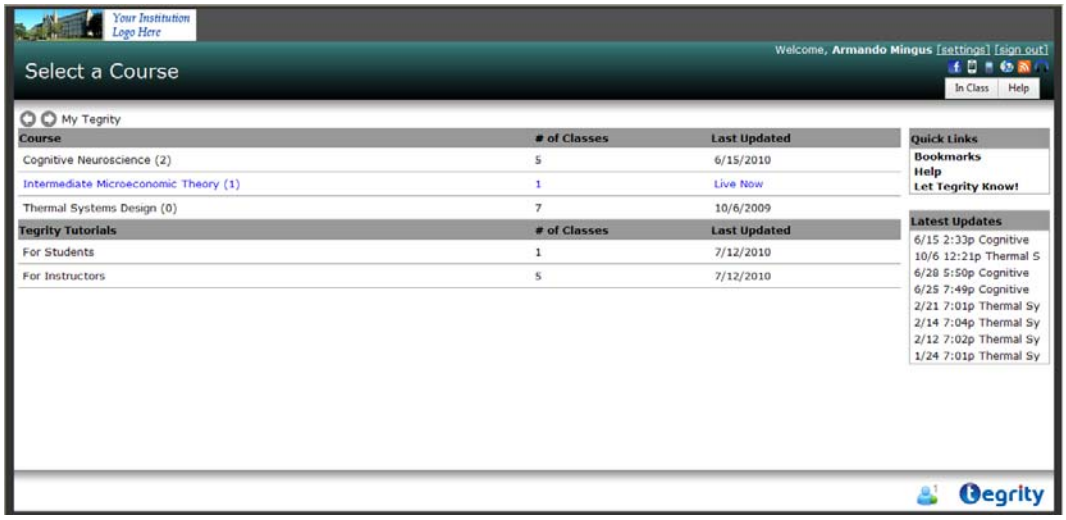


Figure 10: My Tegrity Page - Live Now

In the page of the course currently being webcasted, the webcasted recording appears in blue with the text "Live Now" in the *Recorded* column.

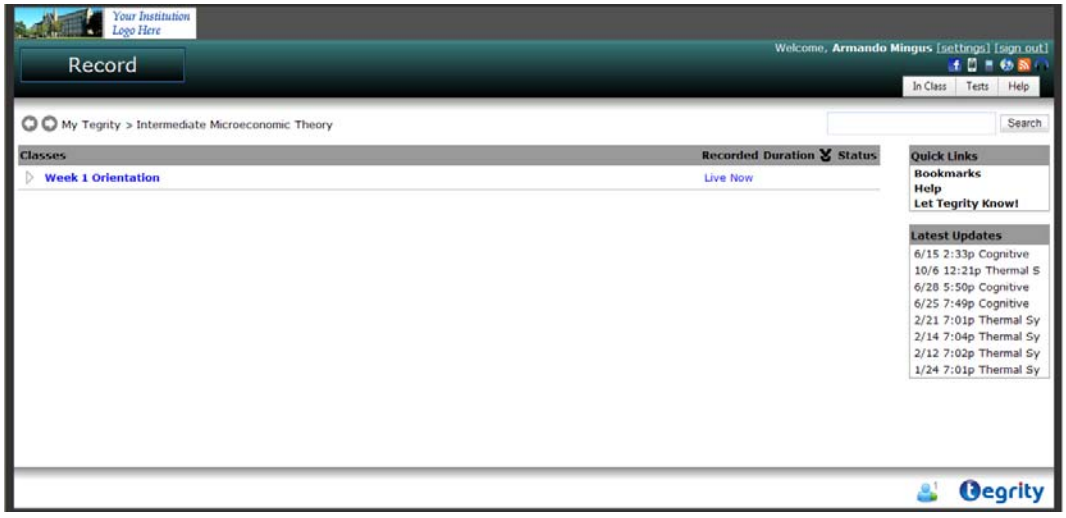


Figure 11: Course Page – Live Now

2. Click the title of the webcasted recording. The recording opens in an expanded view displaying a single thumbnail "Live Now. Click to join".

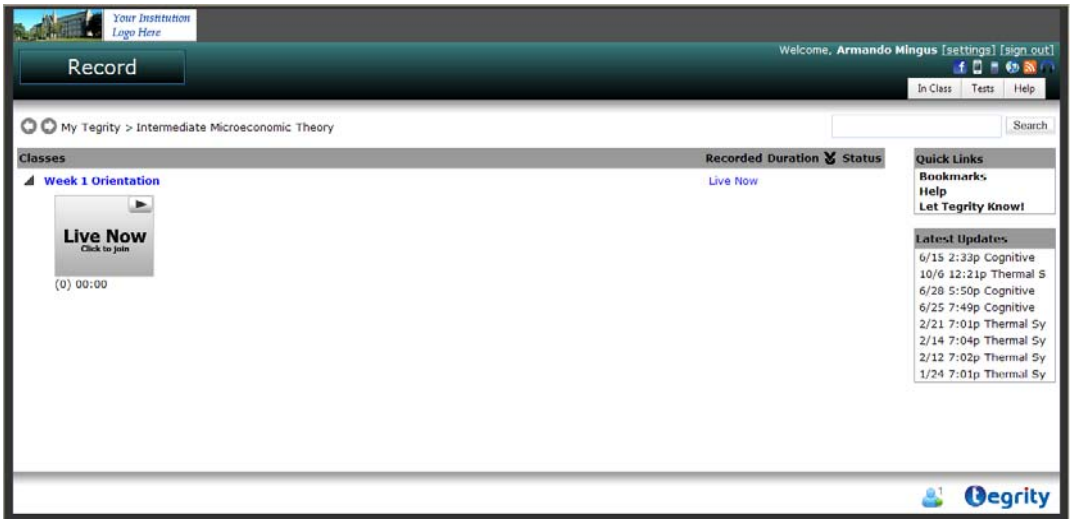


Figure 12: Thumbnail – Live Now Click to Join

3. Click the thumbnail to join the webcasted recording. The Webcast Playback page appears.

Figure 13: Webcast Playback Page

The webcast playback page is similar to a regular recording playback page but some of the playback controls are disabled. However, as with any recording, you may adjust the volume, create bookmarks, or communicate with your instructor and other students using Tegrity Connect.

Connecting with other Tegrity Users

While viewing a recording, you can have discussions with other online students who are in your course. For example, if you do not understand something that is discussed in the course, you can open a discussion with other online students by asking, "Did you understand that?" with a link to the content. You can also view a list of other students in your courses who are currently online.

The Tegrity Connect icon appears in the lower right corner of the *Class Recording Playback* window (Figure 7). The number in the upper right corner of the icon indicates the number of other students in your course who are currently online. When you click the icon, the *Tegrity Connect* window appears.

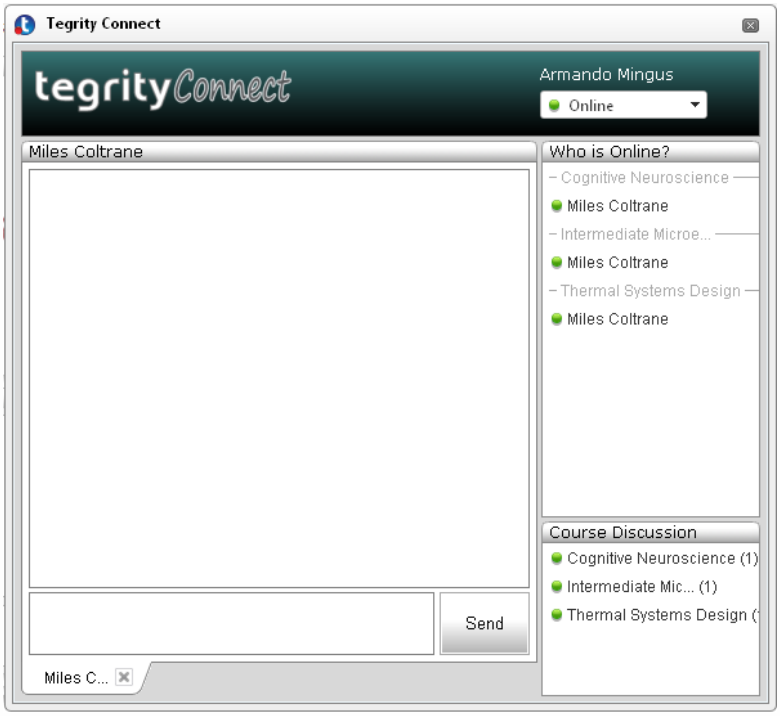


Figure 14: Tegrity Connect Window

The *Tegrity Connect* window contains the following areas:

- The *Discussion* area (the left pane of the Tegrity Connect window) displays group discussions for the selected courses and your private discussions. A tab appears under this area for each discussion you view. Click the tab under this area to select the course or person whose discussion you want to see. You can participate in a discussion by clicking the desired tab and entering your text in the area below this pane.
- The *Who is Online?* area displays a list of all online Tegrity users enrolled in your courses. The list is organized by course.
- The *Course Discussion* area lists the courses to which you are registered.

You can choose to appear *online* or *offline*. When your status is *online*, your name appears in other online students' *Who is Online?* area. Other online users can initiate a private discussion with you. When your status is *offline*, you can view the group discussion taking place, but your name does not appear in the *Who is Online?* area, and no one can initiate a private discussion with you. If you are already having a private discussion with someone on the list, you can change your status to *offline* and still continue your private discussion.

When someone tries to initiate a private discussion with you, you receive an audio notification and the Tegrity Connect icon ( ) blinks. A new tab appears under the *Discussion* area with the name of the person trying to connect with you.

The course discussions in Tegrity Connect are persistent, so you can view the various discussion threads even if you join the discussion after it already started. Private discussions (one-on-one) are not persistent and will be deleted once both users close the discussion tab or log off.

To connect with other Tegrity users:

1. Click to view a list of other Tegrity users in your courses who are currently online. The *Tegrity Connect* window appears (Figure 14).
2. In the *Course Discussion* area, click the course for which you want to connect with other Tegrity users. A tab appears under the *Discussion* area with the name of the course. The pane displays any on going discussion for that course.
3. To participate in the group discussion, type your text in the lower left pane and click **Send** or press **Enter**.
4. To initiate a private discussion with an online viewer, click the name of the viewer in the *Who is Online?* area. A tab appears under the *Discussion* area with the name of the online user you selected. The *Discussion* area displays your discussion.
5. When someone tries to initiate a private discussion with you, you receive an audio notification and the Tegrity Connect icon ( ) blinks. To respond to this invite, click the tab under the *Discussion* area with the name of the online user and type your text in the lower left pane and click **Send** or press **Enter**.
6. To change your status, select **Online** or **Offline** from the drop-down list.

Viewing Additional Content

You can view additional content that your instructor has uploaded for your course.

To view additional content for your course:

1. In the *Class Recordings* page (Figure 4), 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 appears as hyperlinks.

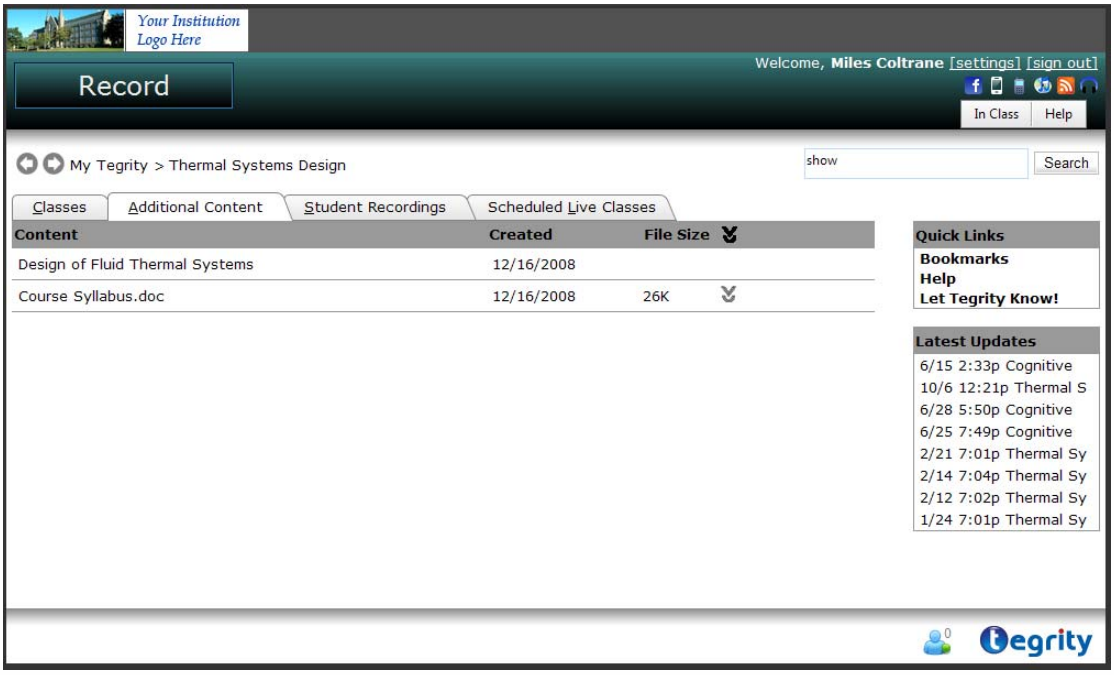


Figure 15: Additional Content

2. To view additional content that is available through an external link, click the link. The content appears in a new browser window.
3. To download a file, click . A standard Windows Download dialog box appears.

Downloading a Class Recording

To download a class recording to your computer:

1. In the *Class Recordings* page (Figure 4), click in the Download column. The *Download Class* dialog box appears displaying the course name, class name, and instructor name of the class recording you selected.

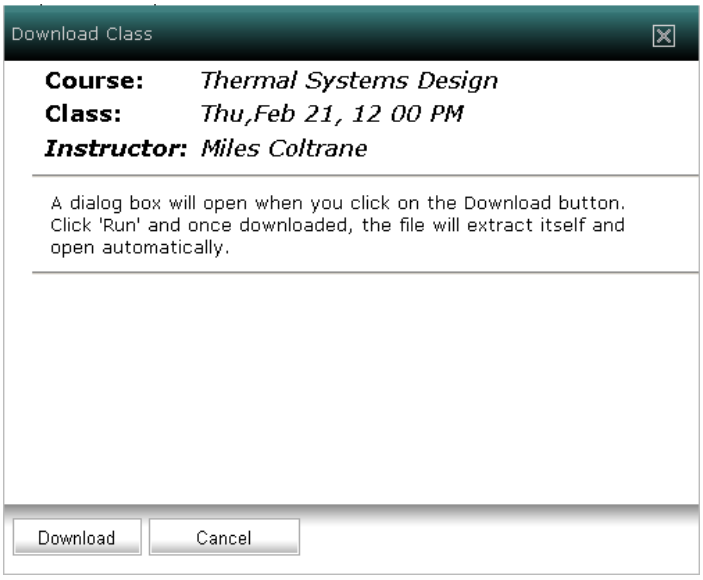


Figure 16: Download Class Dialog Box

2. Verify that this is the class recording you wish to download and click **Download**.
3. A security-related dialog box is displayed. The appearance of the dialog box differs, depending on the security defined for the server (for example, see Figure 17).

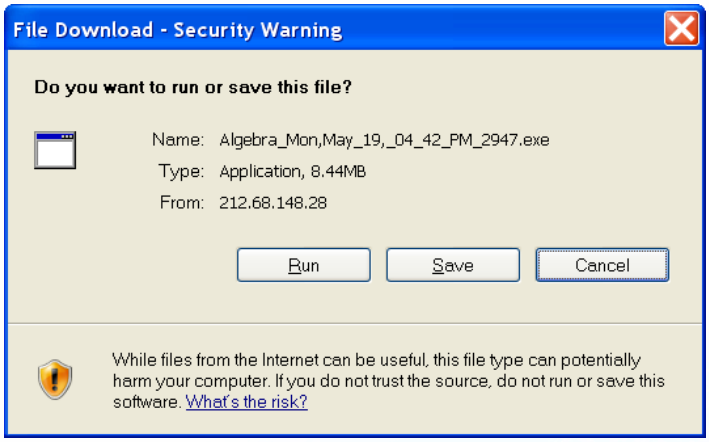


Figure 17: Example of a Security Dialog Box

4. Click **Run**. The class recording is downloaded. Once download is complete, the following dialog box appears.

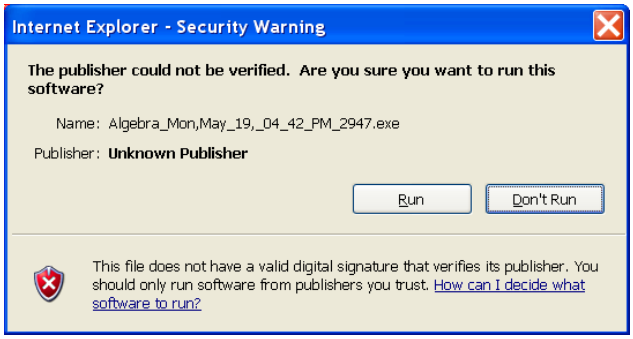


Figure 18: Example of a Security Dialog Box

5. Click **Run**. The following dialog box appears while the class recording is extracted.

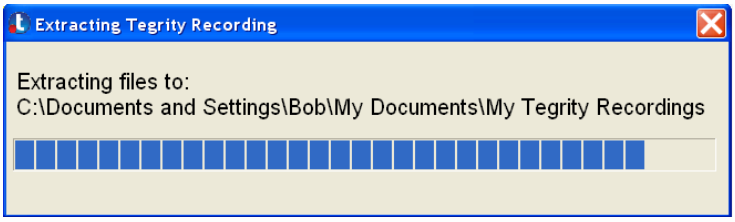


Figure 19: Extracting Tegrity Recording Dialog Box

6. The class recording is extracted to the folder `My Documents\My Tegrity Recordings`. Once all the files are extracted, a new browser window opens and the class recording begins to play.

Subscribing to Media Updates

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

- Video Podcasts (M4V).
- Enhanced Audio Podcasts.
- RSS Feeds.
- MP3 Podcasts.

To subscribe to media updates:

1. Click .

   –OR–

   Click .

   –OR–

   Click .

   The *Subscribe to Podcasts, RSS or MP3 feeds* dialog box appears.

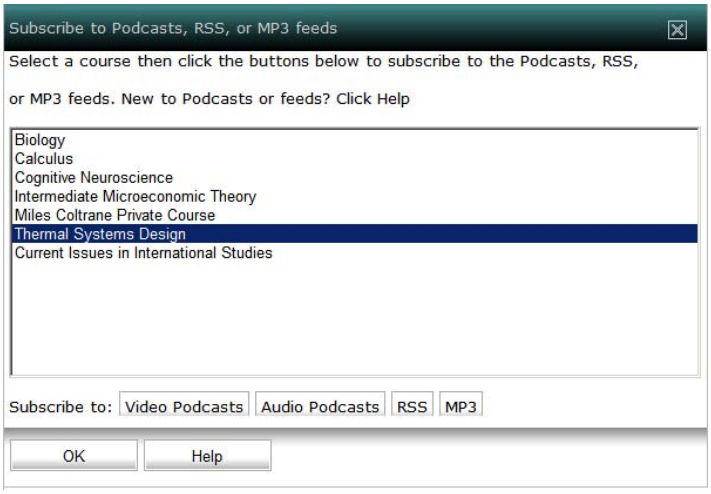


Figure 20: Subscribe to Podcasts, RSS or MP3 feeds Dialog Box

2. Select the course for which you want to subscribe to media updates.
3. Click the media update service to which you want to subscribe.
4. If you select RSS or MP3, follow the on screen instructions.
5. Click **OK**. You receive a message indicating whether your subscription was successful.

Note: Subscribe buttons that appear without underlined text reflect that this delivery method is not available for the selected course.

Viewing a Class Recording on Your Mobile Phone

To view class recordings on a mobile phone:

1. In the *Class Recordings* page (Figure 4), click . The *Mobile Support* dialog box appears.

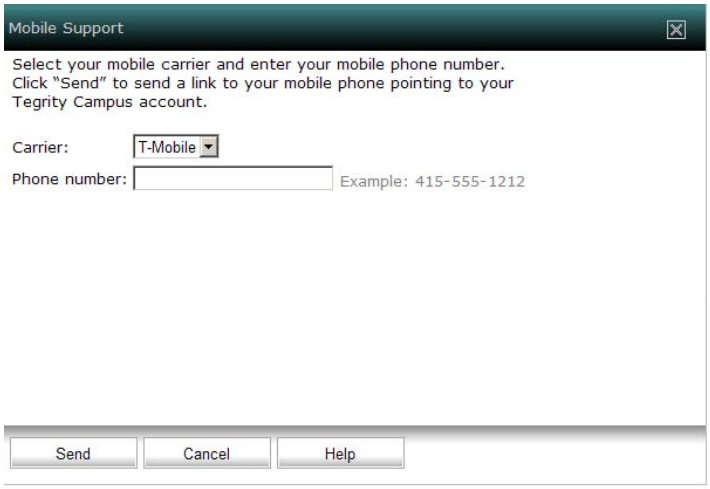


Figure 21: Mobile Support Dialog Box

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 a text message was successfully sent to your cell phone. Within a few minutes you should receive a text message on your cell phone containing a link to log into Tegrity Campus.

Receiving Notification of Course Updates (RSS)

You can receive notification that new class recordings have been published and are available for you to view by subscribing to the RSS feed for your class.

To subscribe to an RSS feed:

1. In the *Class Recordings* page (Figure 4), select a class and click **RSS**. The *Subscribe to RSS feed* dialog box appears.

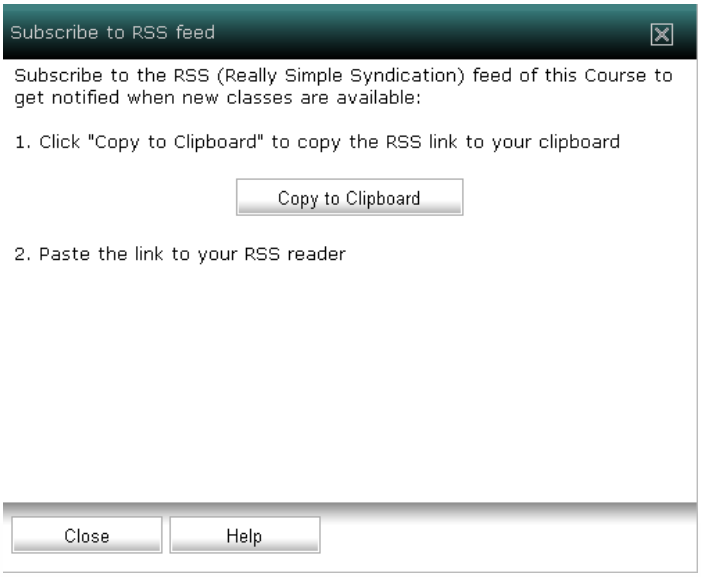


Figure 22: Subscribe to RSS feed Dialog Box

2. Follow the on-screen instructions.

Note: Refer to your RSS aggregator application documentation for additional information on subscribing to and reading RSS feeds.

Adding a Tegrity Link to Your Facebook Account

You can add a Tegrity link in your Facebook account, enabling you to access your Tegrity Campus courses from within Facebook.

To add a Tegrity link to your Facebook account:

1. In the *Class Recordings* page (Figure 4), click . The *Subscribe to Facebook* dialog box appears.

Figure 23: Subscribe to Facebook Dialog Box

2. Click **Subscribe**.
3. If you are not currently logged into Facebook, the Facebook login page appears. Login to Facebook using your Facebook account username and password.
4. Facebook's *Allow Access* dialog box appears. Click **Allow**.

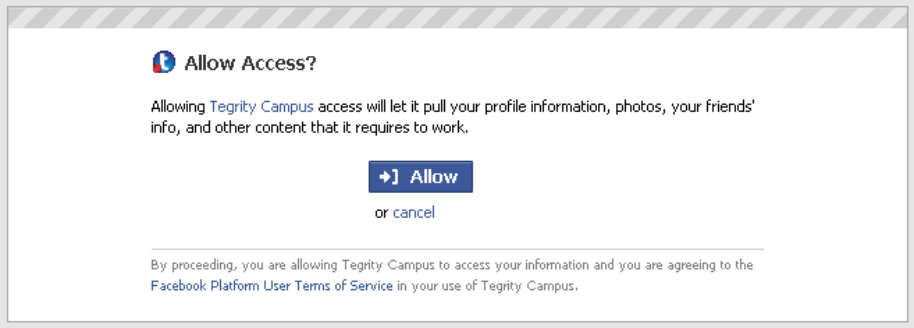


Figure 24: Facebook's Allow Access Dialog Box

The *Tegrity Campus Application* page opens in Facebook.

5. Click *Bookmark Tegrity Campus* to enable future access to Tegrity Campus from within Facebook. The Tegrity Campus application link appears in your Facebook applications list.
6. To access Tegrity Campus from within Facebook, click **Applications -> Tegrity Campus**. The *Tegrity Campus Application* page opens in Facebook.
7. Click **My Tegrity**.

Viewing Your Scheduled Live Classes

Tegrity enables you to join live classes that your instructor scheduled.

Navigating Your Scheduled Live Classes List

To view your scheduled live classes list:

- In the *Class Recordings* page (Figure 4), select the **Scheduled Live Classes** tab. The *Scheduled Live Classes* page appears, showing the name and scheduled date and time for all scheduled live classes.

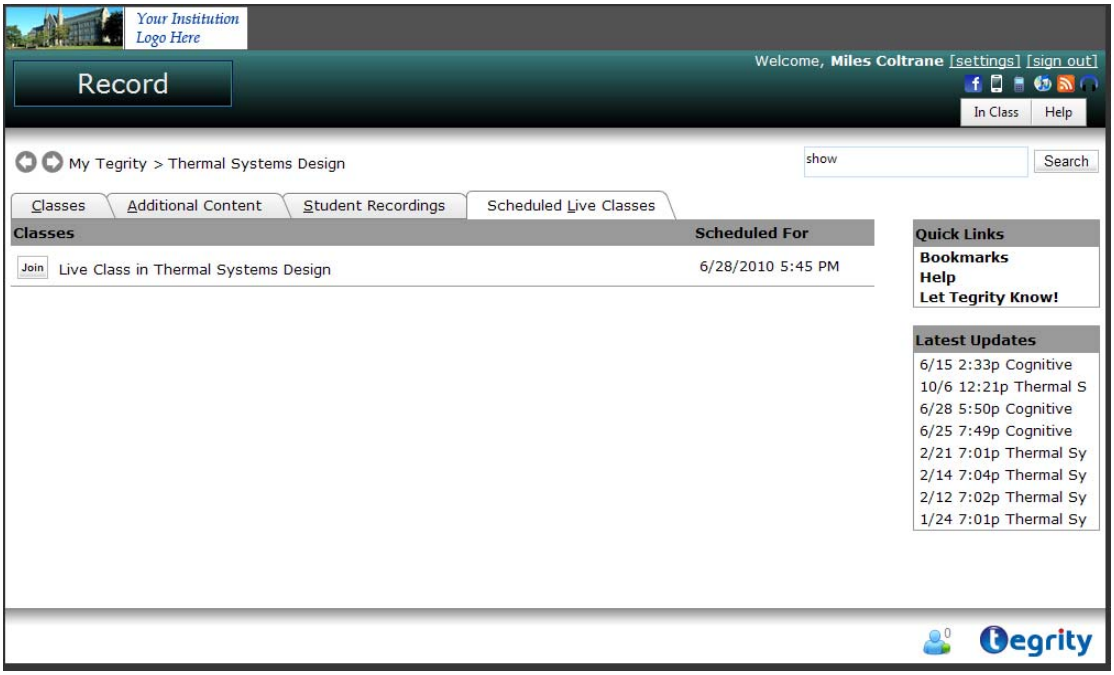


Figure 25: Scheduled Live Classes Page

Joining a Scheduled Live Class

It is recommended that you log into Tegrity Campus at least five minutes before the scheduled time of the live class. When a live class scheduled for one of your courses is about to begin, a message announcing that the class is about to begin appears at the bottom of each Tegrity page, along with a **Join** button.

To join a scheduled live class:

1. In your *Scheduled Live Classes* page (Figure 25), click **Join**.

   –OR–

   Click **Join** at the bottom of any Tegrity page.

   The *Live Class Lobby* page appears.

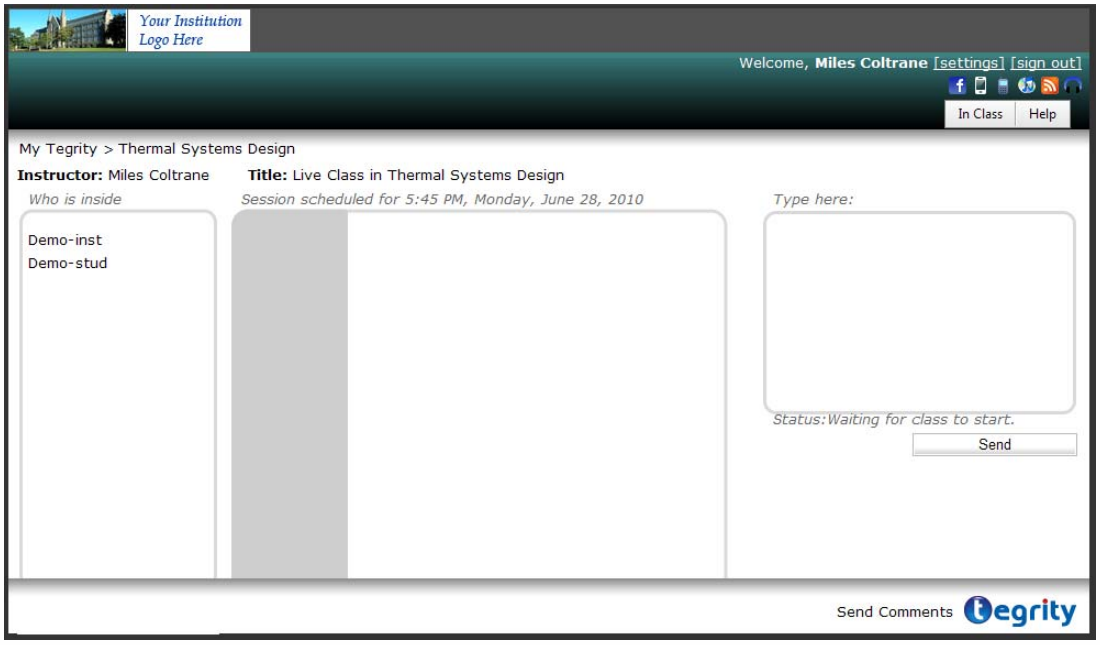


Figure 26: Live Class Lobby Page

   The *Live Class Lobby* page displays a list of students who have already joined the class. You can chat with the students while waiting for the live class to begin.

   Once the instructor starts the live class, the screen automatically switches to the Live class window.

Note: Tegrity Live classes are also recorded for later viewing just like regular Tegrity recordings. Recorded Live classes appear in the Course's Class Recordings List (refer to *Viewing the Class Recordings for a Course* on page 8).

Viewing Student Recordings

Your instructor may allow the enrolled students to record and upload content to some of the courses. Content recorded by students appears under the **Student Recordings** tab with the name of the student who created the recording.

To view student recordings:

- In the *Class Recordings* page (Figure 4), select the **Student Recordings** tab. The *Student Recordings* page has the same format as the *Class Recordings* page with the addition of a column, which displays the name of the student who created the recording. For information on viewing student recordings, refer to *Viewing a Class Recording Online* on page 10.

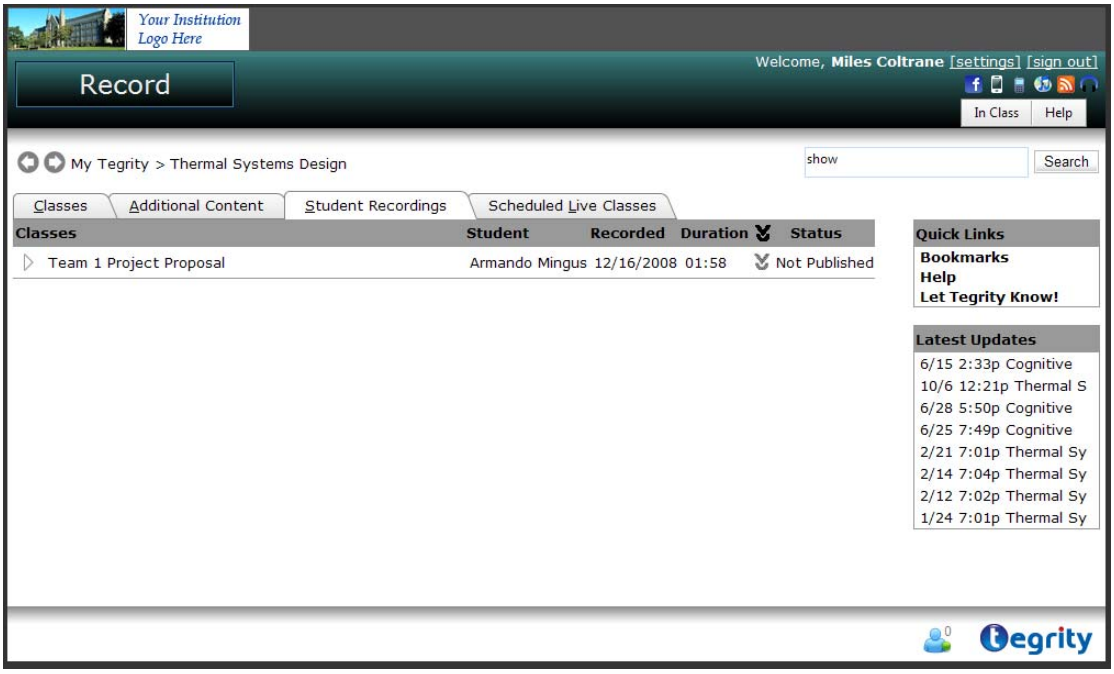


Figure 27: Student Recordings Page

4

SEARCHING CLASS RECORDINGS

You can search your courses for specific content. You can:

- Search all class recordings as well as all additional content uploaded by the instructor and all bookmarks to which you have access.
- Search within a single class recording, including all bookmarks to which you have access.

Searching for Specific Content within a Course

To search for specific content within a course:

1. In the *Class Recordings* page (Figure 4), type a key word or phrase in the *Search* field.

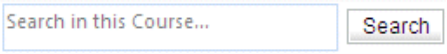


Figure 28: Class Recordings Page Search Field

2. Click **Search**. Tegrity Campus searches all the class recordings, additional content including additional content uploaded by the instructor such as Word, Excel, and PowerPoint documents, and student recordings. It displays the results of the search, as shown in the following figure.

Note: If your institution integrates with Gale, an additional tab will appear with search results from the Gale database.

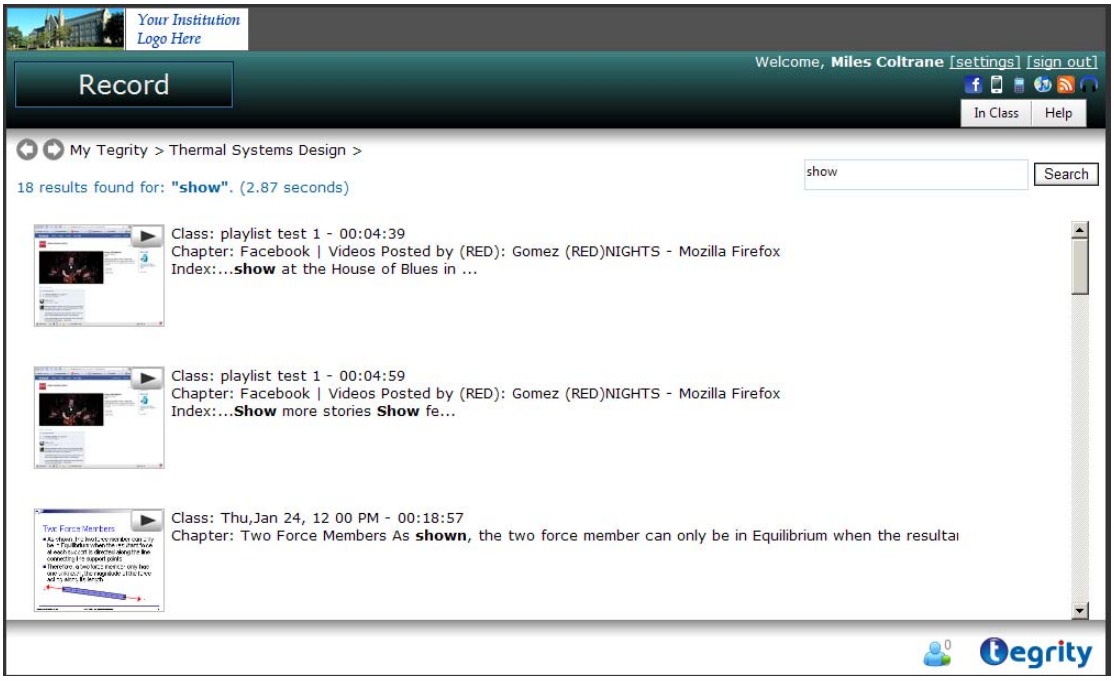


Figure 29: Search Results

3. 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.

Tip: Click the navigation buttons to return to your search results after viewing a class recording that was selected from the *Search Results* page.

Searching for Specific Content during Playback of 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 *Class Recording Playback* window (Figure 7), as shown in the following figure.

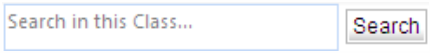


Figure 30: Tegrity Viewer Search Field

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

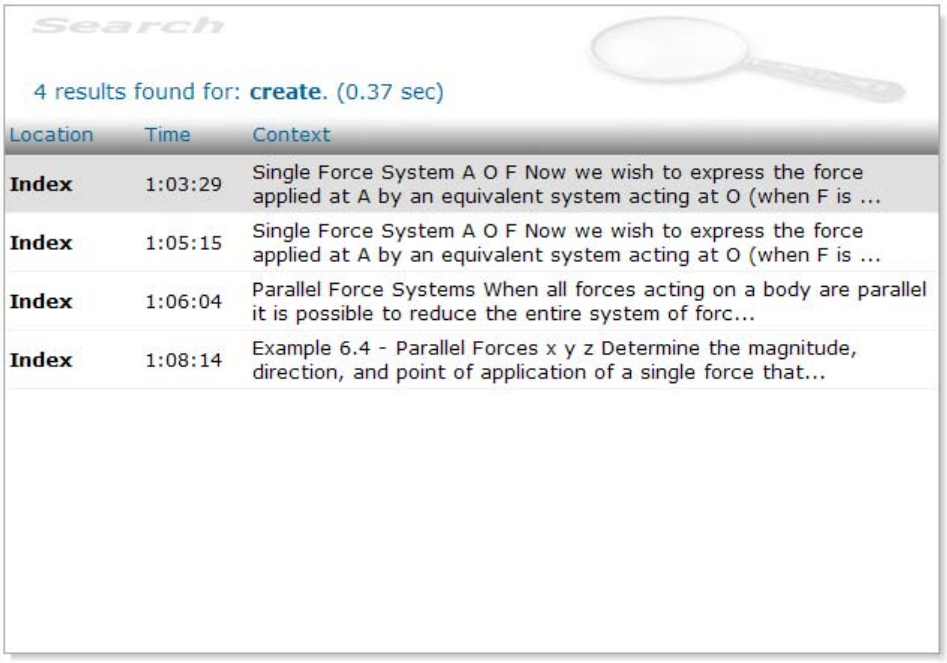


Figure 31: Class Search Results

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.

5

CREATING STUDENT RECORDINGS

Starting Tegrity Recorder

Tegrity Recorder can be accessed from the *Course Management* page. If you are a Mac user, continue with *Tegrity Recorder Instructions for Mac Users* on page 37.

Note: If you are using a computer on which you previously recorded content with Tegrity, a Tegrity icon appears in your system tray 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** button in the upper left corner of the page (Figure 4).
3. Click **Record**. The *Tegrity Recorder* window appears (Figure 32). 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: The first time you click **Record** from your computer, there is a delay before the *Tegrity Recorder* window appears while Tegrity prepares to record your class.

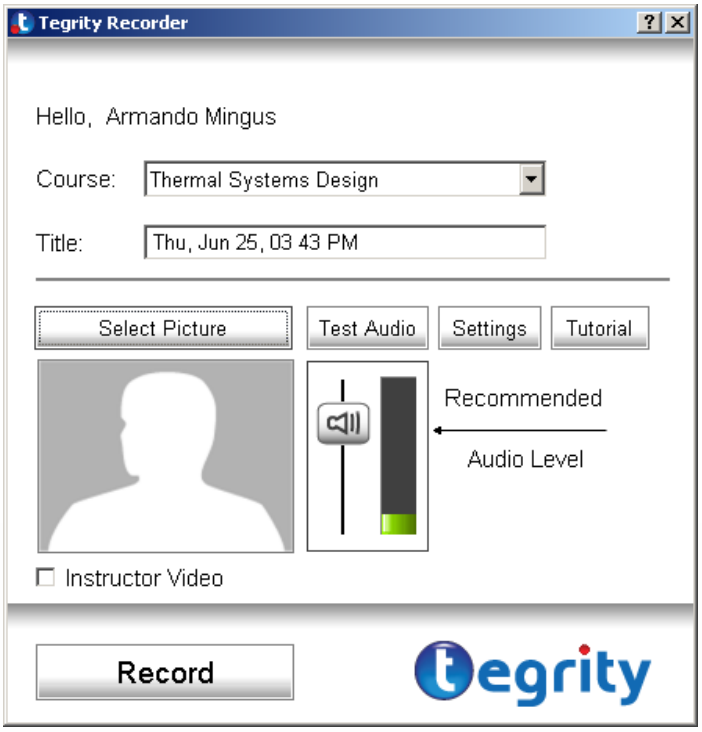


Figure 32: Tegrity Recorder Window

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

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

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

Recording with Tegrity Recorder

When *Tegrity Recorder* opens, it displays your name and a course name.

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.

Naming the Recording

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

To change the name of the recording:

- Select the text in the *Title* field and type the name of the 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 32).

Figure 33: 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 Content

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

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

When you upload your recording, it is only available to your instructor and yourself. It appears in your Student Recordings page (Figure 27) with the status *Not Published*. If your instructor publishes the recording, it appears on everyone's *Student Recordings* page with your name as the student who created the recording. The *status* column is blank.

If you are recording using a PC with a minimum of a Dual Core CPU and 1.5 GB of RAM, then your recording is processed and uploaded in real time. The advantage of this is that your recording is quickly available for viewing.

To record your content:

1. Start Tegrity Recorder and click **Record** (see *Starting Tegrity Recorder* on page 32). The first time you click **Record**, 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 34: Tegrity Recording Toolbar

3. As you speak, the volume indicator ( ) shows the volume level at which the audio is being recorded. For information about the recommended audio level, see *Adjusting the Recording Audio Level* on page 34. If no audio is detected, the volume indicator changes to and flashes.

4. During the recording process, use the Tegrity Recording toolbar buttons to pause (❚❚), resume ( ), or stop (■) the recording. When you pause the recording, the pause button changes to and flashes.

5. Click ■ to stop the recording. The *End Recording* dialog box appears.

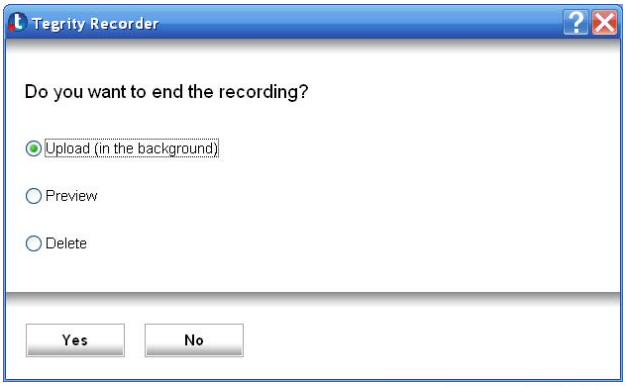


Figure 35: End Recording Dialog Box

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

   - **Upload (in the background)** — Upload the recording to the Tegrity server from your computer. Uploading the recording does not affect the performance of your computer. The Tegrity Recorder closes and the *Tegrity: Recording completed* balloon tip appears.

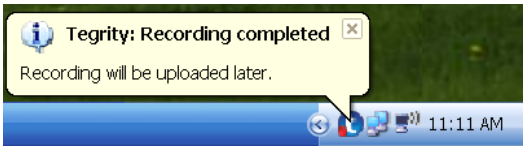


Figure 36: Tegrity: Recording completed Balloon Tip

- **Preview** — The *Recording successfully created* dialog box appears.

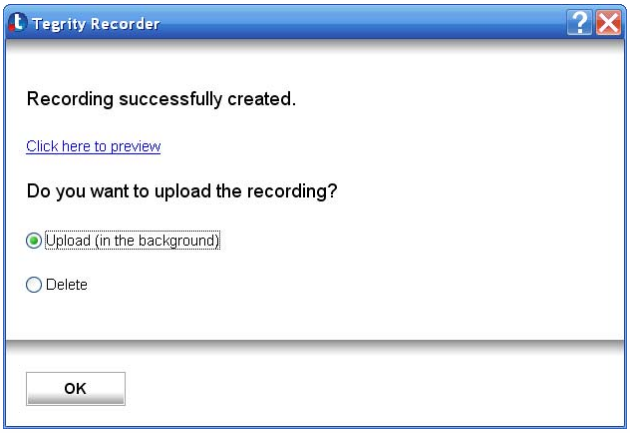


Figure 37: Recording Successfully Created Dialog Box

i. Click **Click here to preview**. A browser window opens and plays the recording in the window (refer to *Viewing a Class Recording Online* on page 10).

ii. When you finish viewing the recording, close the browser window.

iii. Select **Upload (in the background)** or **Delete** from the *Recording successfully created* dialog box.

- **Delete** — Delete the recording. The *Tegrity Recorder* closes.

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 page.

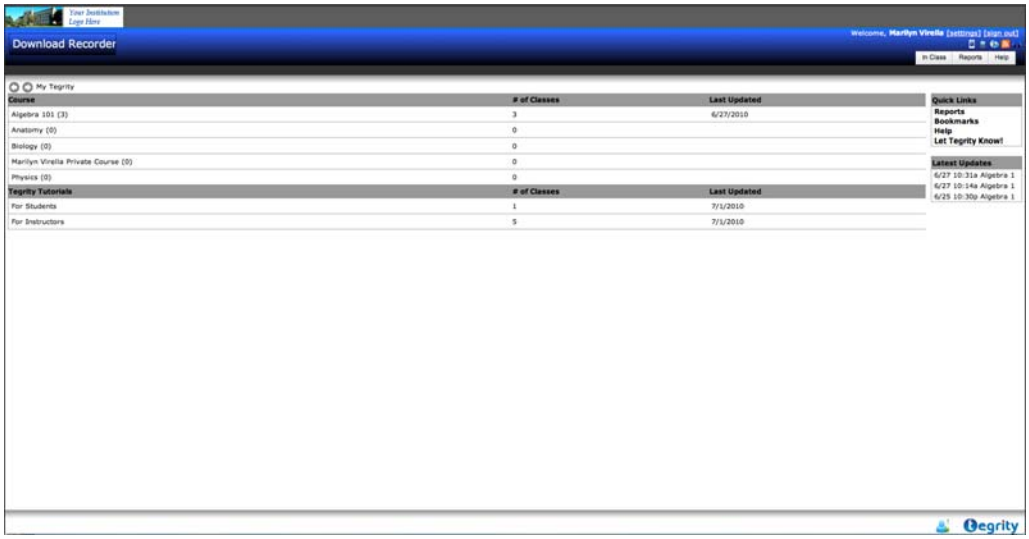


Figure 38: My Tegrity Page – Download Recorder Option (Mac)

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

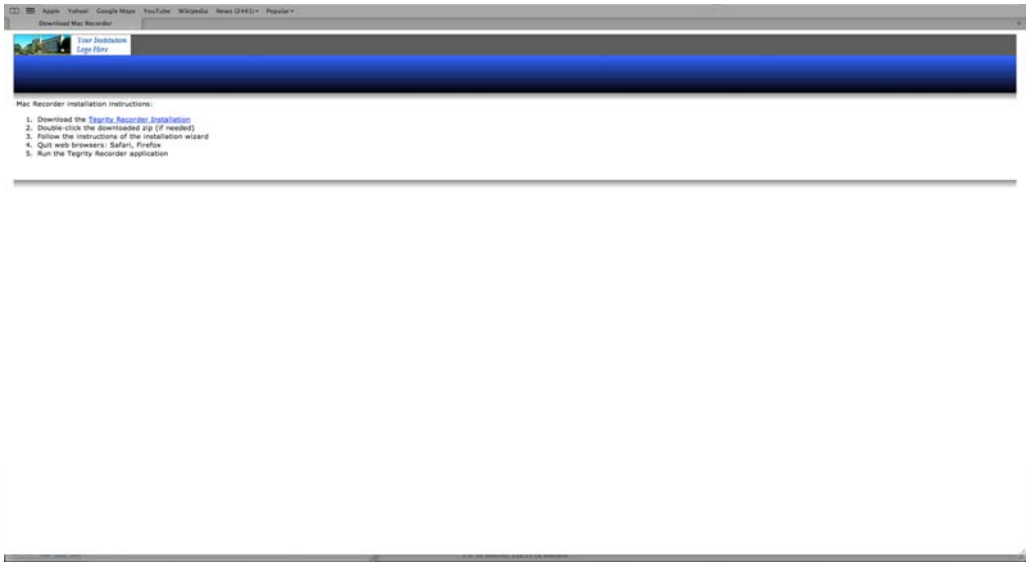


Figure 39: Download Mac Recorder Page

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

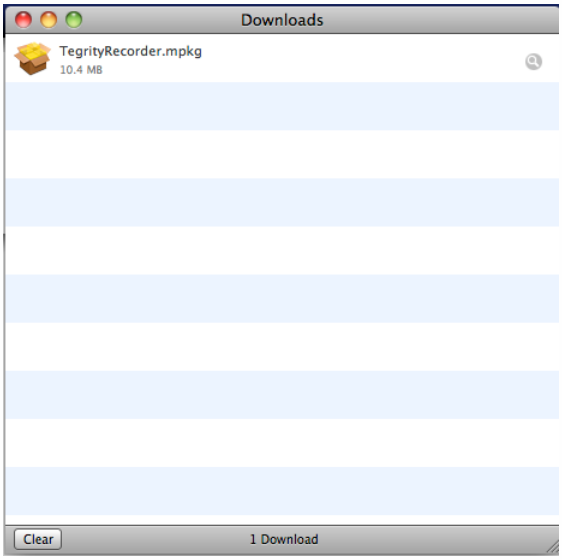


Figure 40: Download Tegrity Application (Mac)

4. Click **Download**. The *Download Manager* dialog box appears showing the download progress of the Tegrity Recorder.
5. Double-click the downloaded zip (if needed).
6. Follow the instructions of the *Installation Wizard*.
7. Exit your web browser (Safari, Firefox).
8. Run the Tegrity Recorder.

9. 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.

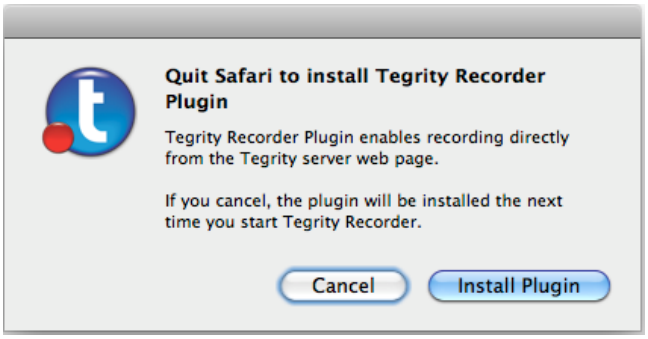


Figure 41: Install Tegrity Plugin (Mac)

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 page (Figure 38). When an update is available, the **Download Recorder** button appears on the page.
2. Click **Download Recorder**. The *Download Mac Recorder* page appears (Figure 39).
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 *Installing the Tegrity Recorder Application on Your Mac* on page 37).

Recording Content on Your Mac

To record and upload content on your Mac:

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

   –OR–

   - Click **Record** on the *Class Recordings* page (Figure 4).

The *Tegrity Recorder* dialog box appears.

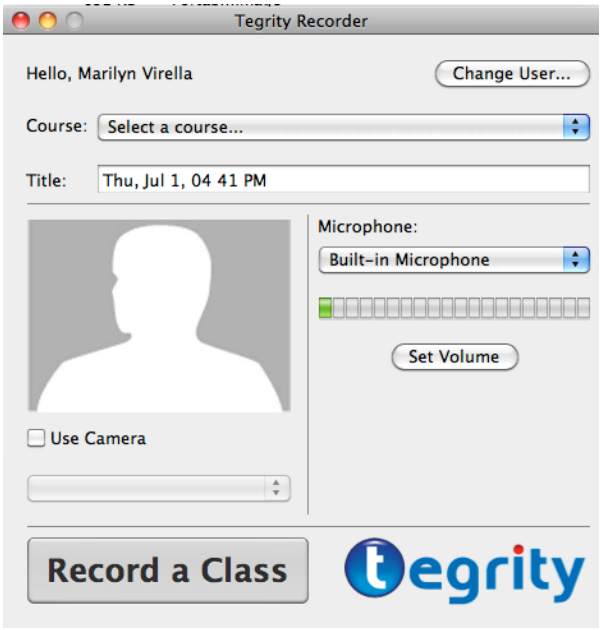


Figure 42: Tegrity Recorder Dialog Box (Mac)

2. Select a 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 **Set Volume**. 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 record instructor video, check **Use Camera**.
6. From the camera drop-down list, select the camera you would like to use as the instructor video.

Note: The camera selected to be used as the instructor video will also be used during the recording as the instructional video.

7. To change your photo, drag the new image into the image frame next to your name.
8. To start recording, do one of the following:

   Click **Record a Class** in the *Tegrity Recorder* dialog box,

   –OR–

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

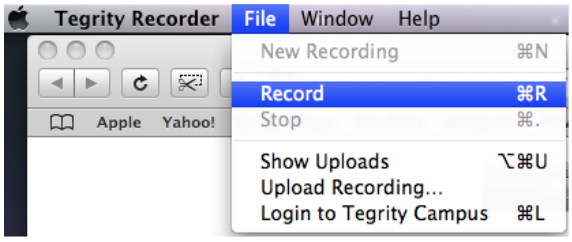


Figure 43: Tegrity Recorder File Menu (Mac)

Recording begins and the *Tegrity Recorder Toolbar* appears in the lower right corner of the screen. If you selected to use a camera in the recording, a camera icon will appear in the toolbar.

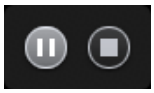


Figure 44: Tegrity Recorder Toolbar when No Camera is Used (Mac)

Figure 45: Tegrity Recorder Toolbar when a Camera is Used (Mac)

9. During the recording process, use the Tegrity Recording toolbar buttons to pause (❚❚), resume ( ), or stop (■) the recording.

10. If you are using a camera in the recording, click to display the video from the selected camera. While the video from the camera is displayed, the icon will appear in the toolbar. Click to close the video display.

11. Click ■ to stop the recording. The *End Recording* dialog box appears.

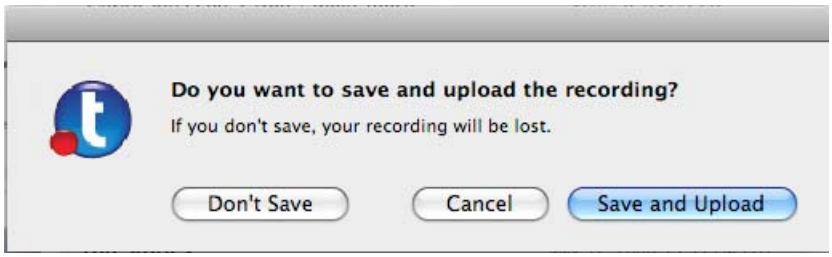


Figure 46: End Recording Dialog Box (Mac)

12. 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 recording is uploaded in the background as long as your computer is turned on.

To check the upload progress:

- Select **File > Show Uploads**. The *Uploads* dialog box appears, displaying the upload progress. If you close this dialog box, uploading continues in the background.

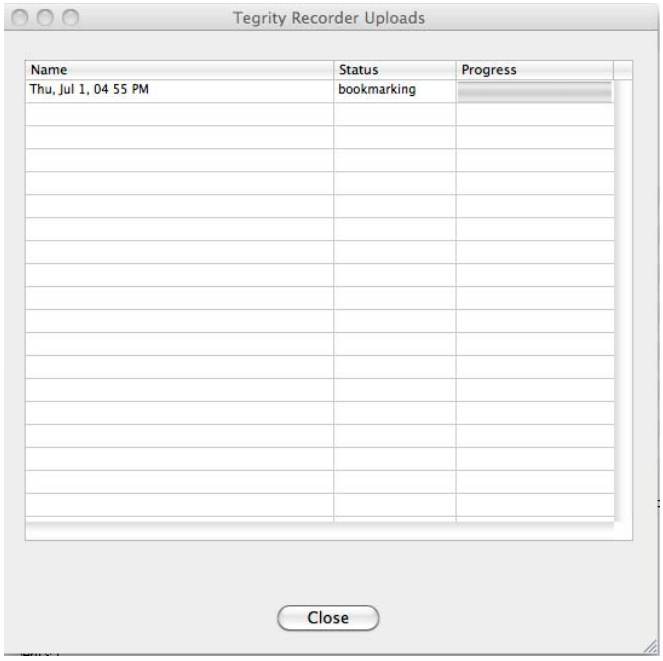


Figure 47: Uploads Dialog Box (Mac)

6

USING THE ADVANCED RECORDING FEATURES

Tegrity advanced recording features enable you to:

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

Adding Annotations during a Recording

You can add annotations during a recording session to an existing page in your presentation 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.

To add annotations to your presentation during a recording:

1. Click on the Tegrity Recording toolbar (Figure 34). The expanded Tegrity Recording toolbar appears in the system tray at the bottom of your screen when recording a class.

Figure 48: Expanded Tegrity Toolbar

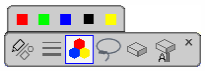
2. Click to configure and use annotation tools. The Expanded Tegrity Toolbar displays annotation controls, as shown in the figure below:

Figure 49: 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 6: Annotation Control Options

Control with Options	Description
	Annotation Pen – Enables you to select what your cursor draws as you move it. The functions from left to right are: • **Pen** – Draw free-form as you would with a pen. • **Rectangle** – Draw a rectangle. • **Ellipse** – Draw an ellipse. • **Line** – Draw a line.
	Line Width – Enables you to select line width.
	**Color** – Enables you to select line color.
	Lasso – Enables you to select one or more annotations that you want to erase by encircling them with a closed loop.
	Eraser – Erases annotations selected with the Lasso.
	Erase All – Erases all annotations.

4. If you want to insert a new slide into your presentation for your annotations:

   a. In the expanded Tegrity Recording toolbar, click . The following page template options appear above the expanded Tegrity Recording toolbar:

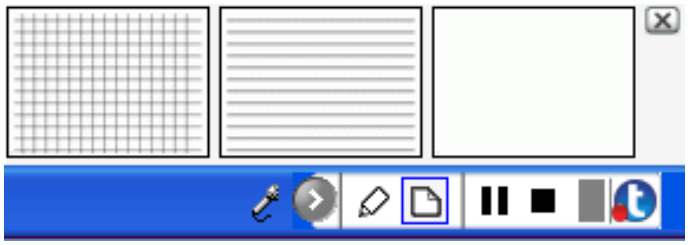


Figure 50: Expanded Tegrity Recording Toolbar Displaying Slide Options

   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 51). This enables you to return to the last page you inserted and modify its content.

Figure 51: Expanded Tegrity Recording Toolbar Displaying Inserted Slide

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

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 52: Expanded Tegrity Recording Toolbar with Video Camera Icon

To capture video during a recording:

1. Click in the expanded Tegrity Recording toolbar. An icon appears for each video source (Figure 53).

Figure 53: Expanded Tegrity Recording Toolbar with the Video Icons

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

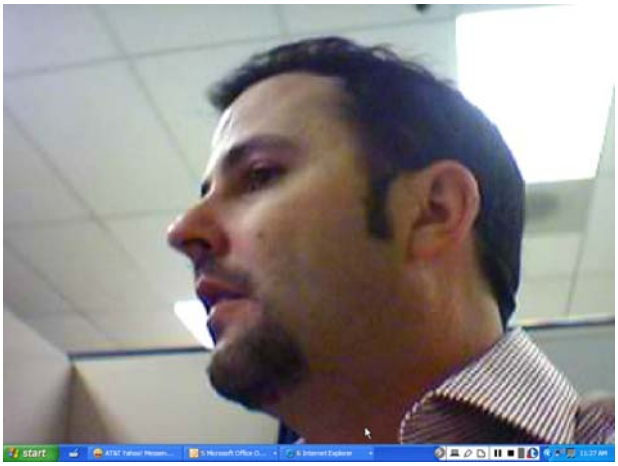


Figure 54: External Video Source Displayed During a Recording

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 the Tegrity Recorder

The following sections describe how to configure the Tegrity Recorder.

Selecting a Picture

When playing back a Tegrity recording, there is space in the upper left corner for a picture, such as your picture, avatar or 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 32).
2. Click **Select Picture**. The *Select Picture* dialog box appears.

Figure 55: 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 window.

To delete a picture:

1. Start the Tegrity Recorder (refer to *Starting Tegrity Recorder* on page 32).
2. Click **Select Picture**. The *Select Picture* dialog box appears (Figure 55).
3. Click **Delete Picture**. The picture reverts to the default image in the *Tegrity Recorder* window.

Using Instructor Video in the 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.

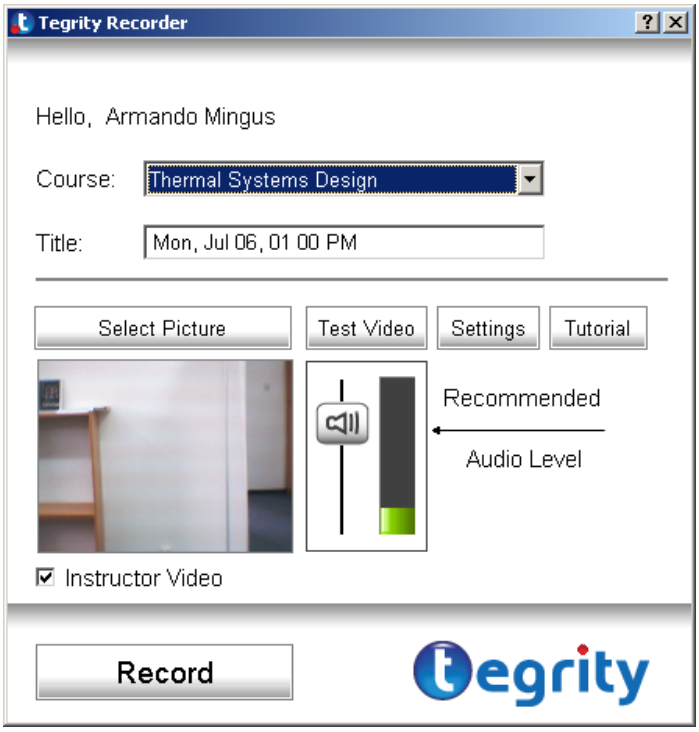


Figure 56: Tegrity Recorder Window (Video)

The first time you connect a video camera and start Tegrity Recorder, **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 recording:

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

To record your class without using video:

- Uncheck the **Instructor Video** checkbox. The selected instructor picture appears. To replace this picture, refer to *Selecting a Picture* on page 46.

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 *Recorder Settings* dialog box appears (Figure 57).

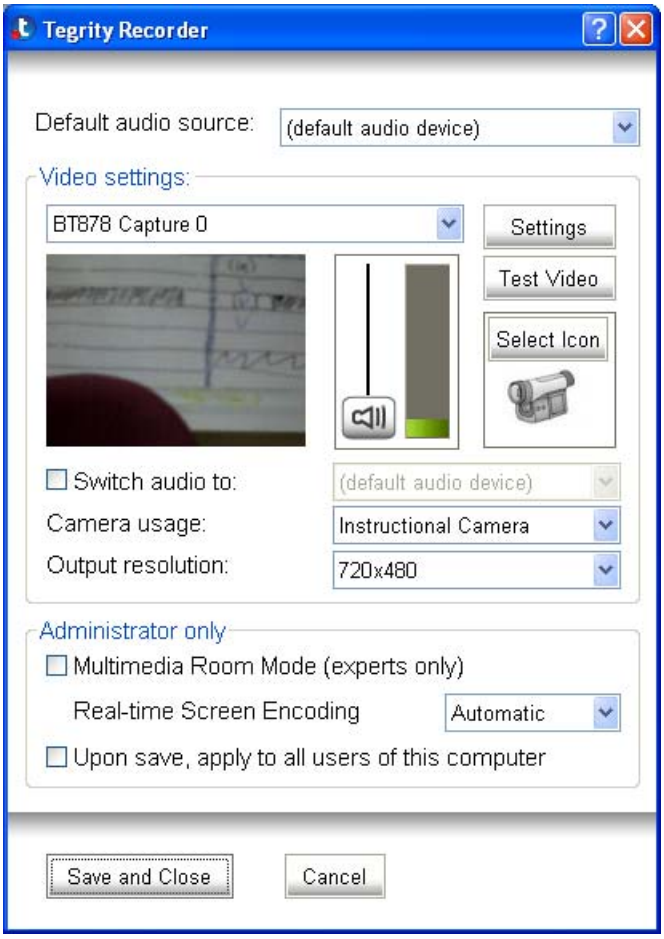


Figure 57: Recorder Settings Dialog Box

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 *Recorder Settings* dialog box appears (Figure 57).
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 *Recorder Settings* dialog box appears (Figure 57).
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. By default, the instructor video capture output resolution is the same for all cameras even if you are using a hi-definition camera. If you are using a hi-definition camera, you can define a different resolution for the video capture output resolution. To define a different output resolution for your video camera, select the correct output resolution from the *Output resolution* drop-down list.
6. Repeat steps 2-5 for each video camera source that you want to use during your 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 microphone.

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

1. In the *Tegrity Recorder* window, click **Settings**. The *Recorder Settings* dialog box appears (Figure 57).
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 the **Switch Audio To** checkbox.
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 56), click **Test Audio**. A *Test Audio* dialog box appears.

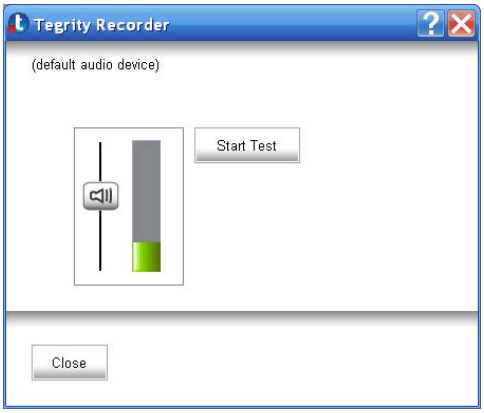


Figure 58: Test Audio Dialog Box

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 (see *Adjusting the Recording Audio Level* on page 34).
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 56), click **Test Video**.

   –OR–

   In the *Tegrity Recorder* window (Figure 56), click **Settings**. The *Settings* dialog box appears (Figure 57). Click **Test Video**.

   The *Test Video* dialog box appears.

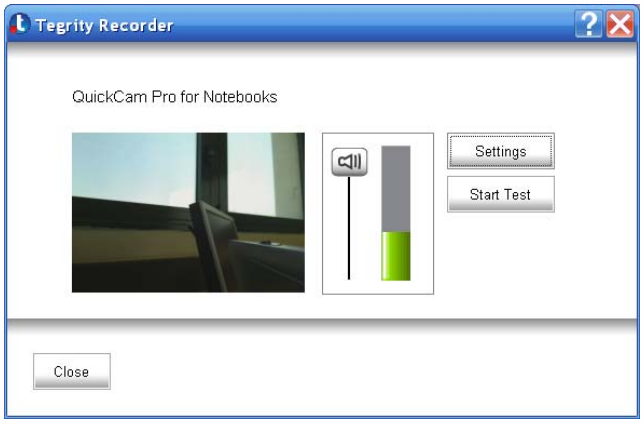


Figure 59: Test Video Dialog Box

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 60: 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 (see *Adjusting the Recording Audio Level* on page 34).
8. If you want to repeat the test, click **Start Test** again.

Managing Your Course Uploads

All Tegrity recordings are automatically uploaded with no additional interaction necessary. However, for your convenience, you can monitor and control the upload process.

To check the status of a recording upload:

- Right-click the *Tegrity Recorder* icon and select **Check Upload Queue.** The *Recordings in Upload Queue* window appears, displaying the name and upload status of each recording submitted.

Note: Files for which the upload process is complete are not listed.

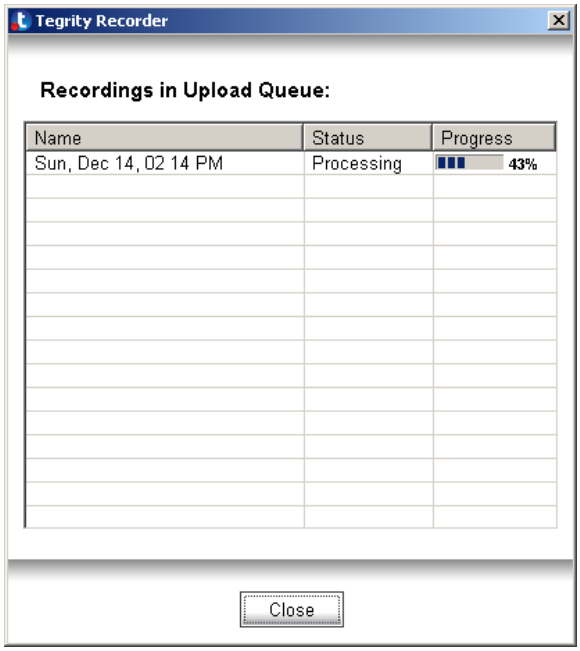


Figure 61: Recordings in Upload Queue Window

Recordings in the upload queue can have one of the following statuses:

- Processing – Tegrity is preparing the recording for upload.
- Uploading – Tegrity has started the upload process. A progress bar indicates the progress of the upload.
- Waiting – The upload process has been delayed.

To delay the upload of a recording:

- Right-click the *Tegrity Recorder* icon and select **Snooze Upload**. The upload is delayed until 1:00 a.m. and the status changes to **Waiting**.

To resume uploading after snooze:

1. Right-click the Tegrity Recorder icon.
2. In the menu that appears, notice that **Snooze Upload** is checked.
3. Click **Snooze Upload** to uncheck this option. Uploading of all recordings in the queue is resumed.

8

TAKING ONLINE EXAMS USING TEGRITY

If your course exams are taken online, you may be asked by your instructor to use Tegrity to proctor the online exam process.

Note: To take an online exam, you must connect a video camera to your computer.

Taking Online Exams

To take an online exam with Tegrity:

1. Before beginning your online exam, login to Tegrity.
2. Navigate to the course for which you are about to take an exam.
3. From the *Tests* tab, click **Start New Test**.

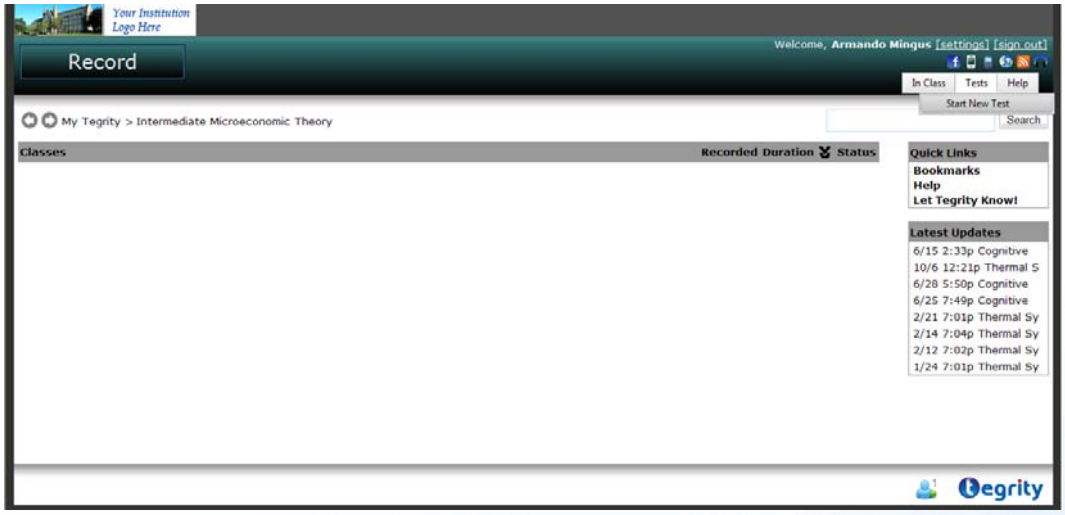


Figure 62: Test Tab – Start New Test

The *Testing Policies* dialog box for your institution and for the specific course may appear at this time.

4. Read the policies and click **Accept** to continue. The *Tegrity Recorder Proctoring Mode* dialog box appears.

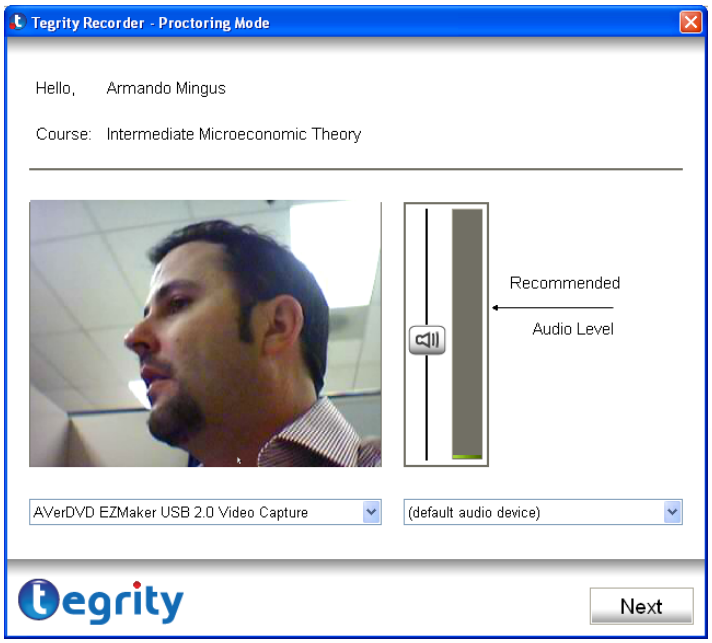


Figure 63: Tegrity Recorder Proctoring Mode Dialog Box

5. Select the appropriate video and audio sources, and adjust the volume as necessary.
6. Click **Next**. Video from the selected camera is displayed.
7. Hold up your student ID card and look directly into the camera.
8. Click **Take**.
9. Review the snapshot taken, making sure your face and the student ID are clearly visible. You may retake the picture by clicking **Retake**.
10. Click **Next** to continue. The *Proctoring Mode – Recording Toolbar* dialog box appears, describing the controls that are available during the test.

Figure 64: Proctoring Mode – Recording Toolbar Dialog Box

11. Click **Start** to begin recording. At this time you may begin taking the exam using the course's online testing service. Video, audio, and your computer screen are recorded to ensure the integrity of the testing process.
12. When you complete the exam, from the *Recording* toolbar, click **Stop**.

Figure 65: Recording Toolbar – Stop Button

An *End Recording Confirmation* dialog box appears.

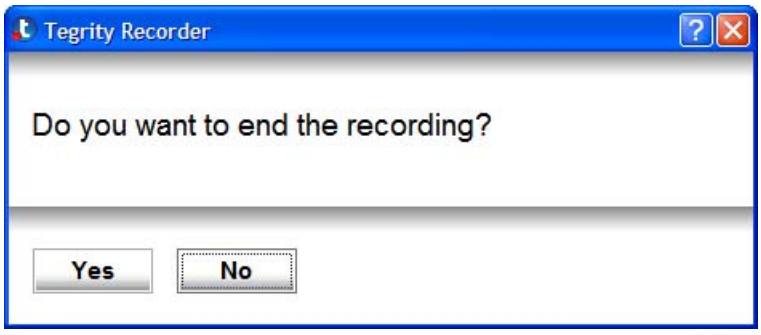


Figure 66: End Recording Confirmation Dialog Box

13. Click **Yes** to stop the recording. The recording is uploaded. An *Upload Progress* dialog box appears displaying the upload progress. Do not shut down your computer or disconnect from the Internet.

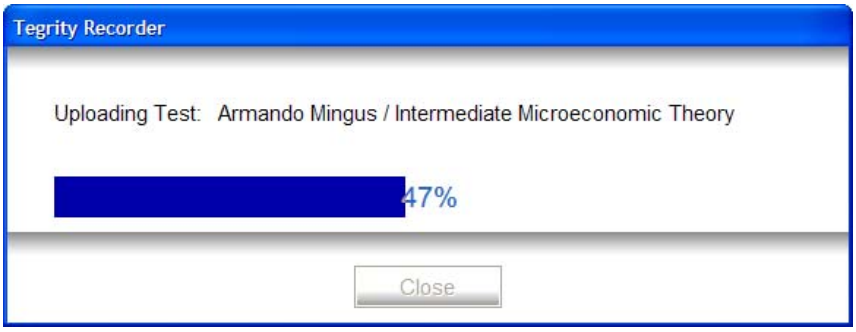


Figure 67: Upload Progress Dialog Box

Once the upload is complete, you will see an *Upload Success* message.

Figure 68:Upload Success Message

14. Click **Close** to complete the proctoring process.

7

CREATING BOOKMARKS IN A RECORDING

Bookmarks are used to highlight content in a recording. You can use bookmarks in your recording to:

- Indicate information that is unclear.
- Emphasize important information for which students should pay extra attention.
- Add additional information, including URLs.

You can create bookmarks at specific points in a recording while the class is being taught or while reviewing a playback of the recording. As a student, the bookmarks you create are private by default—available only to yourself and your instructor. Optionally, you can make the bookmarks public—available to anyone reviewing the recording. Your public bookmarks appear anonymously.

A recording's bookmarks appear in the lower left pane during playback. Each bookmark is displayed as an icon followed by the timestamp indicating the point in the recording to which the bookmark refers, followed by a short description (refer to Table 7). Public bookmarks appear on a recording's timeline during playback (Figure 69).

Table 7: Bookmark Types

Bookmark	Use it to mark…
0:00:10 [Unclear]	Information that is unclear.
0:00:18 [Important]	Information that is important to review later (e.g., for a test or a final project).
0:00:24 [Empty String]	Information for which you can add your own comments or URL.
0:02:44 [Unclear]	Public bookmark created by an instructor.

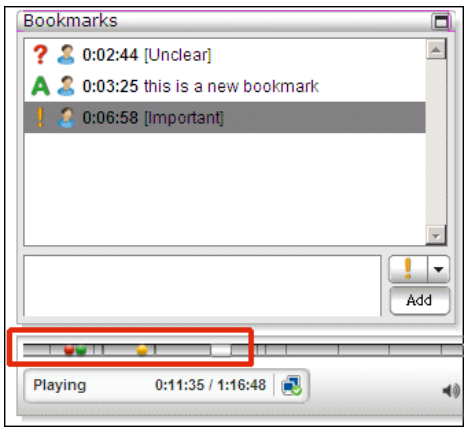


Figure 69: Bookmarks on Timeline

If you click a bookmark, the playback will continue from the point to which the bookmark refers.

If a bookmark contains a URL, you can click the URL and a new page will open with the content of the URL.

Creating Bookmarks while Recording a Class

You can create bookmarks while you are recording a class using your computer, or using your mobile phone.

Creating Bookmarks Using Your Computer

To create bookmarks using your computer:

1. While recording your class, login to Tegrity Campus.
2. From the *Quick Links*, click **Bookmarks**.

   –OR–

   From the menu bar, click **In Class**.

   The In Class page appears.

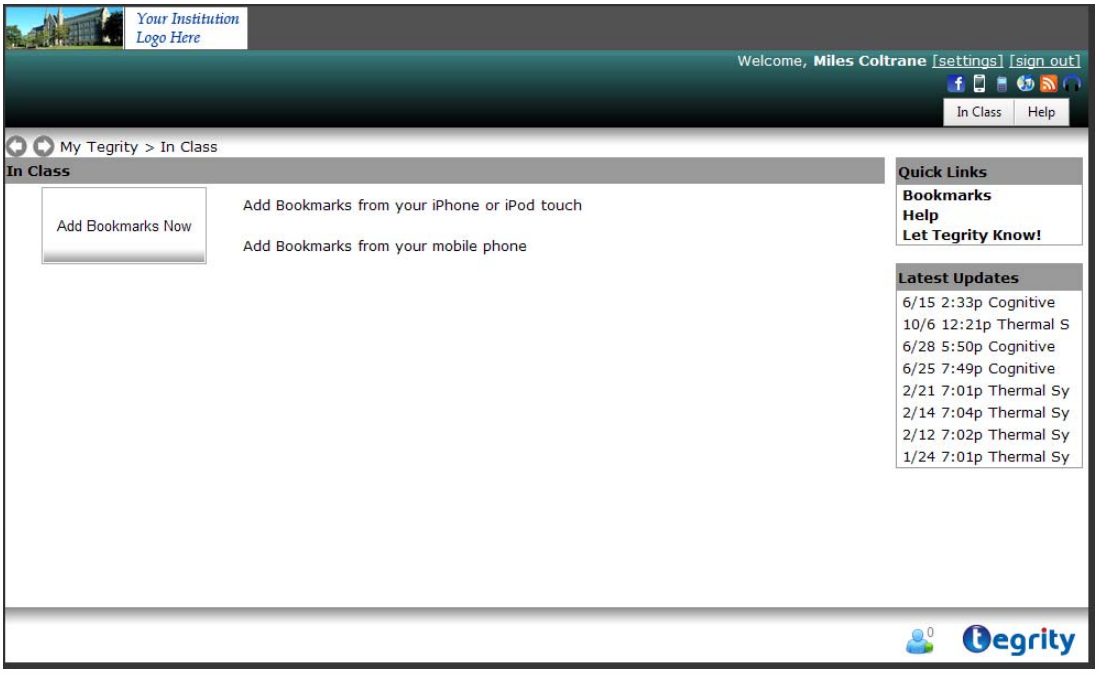


Figure 70: In Class Page

3. To add bookmarks using your computer, click **Add Bookmarks Now**. The *New Bookmark* dialog box appears.

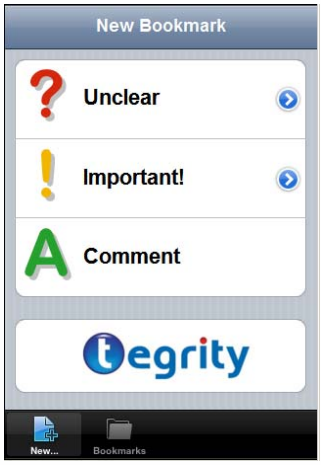


Figure 71: New Bookmark Dialog Box

4. Click the type of bookmark you want to create.

   - To create a bookmark of type *unclear*, click next to Unclear.
   - To create a bookmark of type *important*, click next to Important!.
   - To create a bookmark of type *comment*, click **Comment**.

   A free text field appears.

Figure 72: Free Text Field

5. Enter whatever text you want and click **Add**. The bookmark is added to the recording.
6. To view the bookmarks you created for this class, click the *Bookmarks* tab at the bottom of the *New Bookmarks* dialog box (Figure 71).

Creating Bookmarks Using your Mobile Phone

To create bookmarks using your mobile phone, you must first register your phone. You will receive a text message with a link to the Tegrity bookmarking Web application.

Note: You cannot create bookmarks using your mobile phone if you have no reception. If you lose reception during class, you will lose any new bookmarks you created.

To create bookmarks using your mobile phone:

1. While recording your class, login to Tegrity Campus.
2. From the *Quick Links*, click **Bookmarks**.

   –OR–

   From the menu bar, click **In Class**.

   The In Class page appears (Figure 70).
3. To register your mobile phone:
   a. Click **Add Bookmarks from your mobile phone**. The *Add Bookmarks from your mobile phone* dialog box appears.

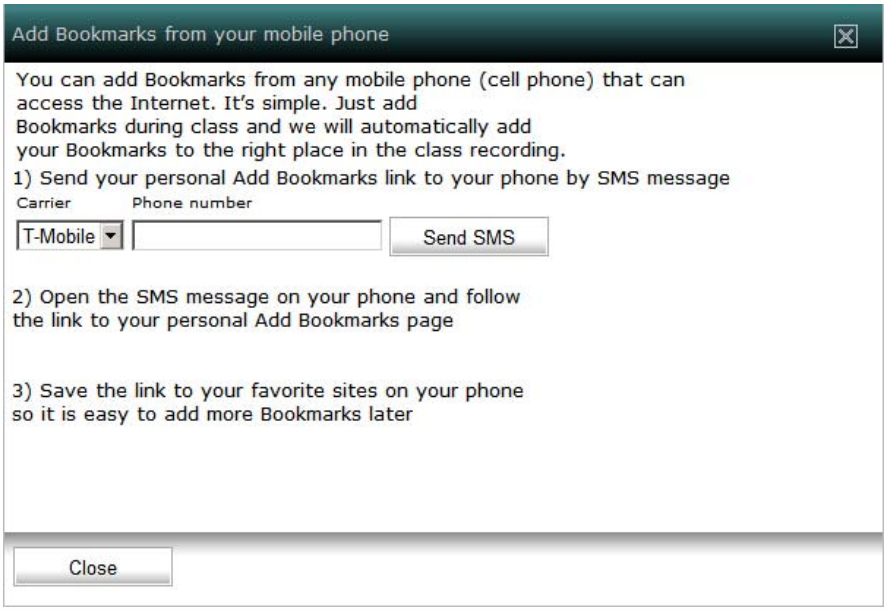


Figure 73: Add Bookmarks from your mobile phone Dialog Box

b. Select your Carrier from the Carrier drop-down list and enter your phone number.

c. Click **Send SMS**. You will receive a text message with a link to your personal *Add Bookmarks* page.

4. Save the link to your *Favorite Sites* on your phone so it is easy to add more bookmarks in the future.

5. Follow the link to your personal *Add Bookmarks* screen. The *New Bookmark* screen appears.

Figure 74: New Bookmark Screen – Mobile Phone

6. Tap the type of bookmark you want to create:

   - To create a bookmark of type *unclear*, tap **Unclear**.
   - To create a bookmark of type *important*, tap **Important**.
   - To create a bookmark of type *comment*, tap **Comment**.

   A screen appears of the bookmark type you selected.

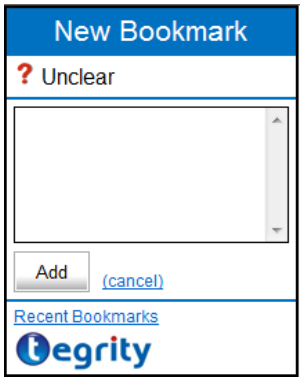


Figure 75: New Bookmark – Unclear

7. Type whatever text you want and tap **Add**. The bookmark is added to the recording.
8. To view the most recent bookmarks you created for this recording, tap **Recent Bookmarks**.

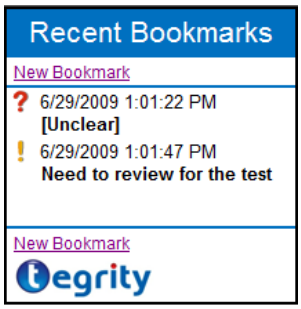


Figure 76: Recent Bookmarks – Mobile Phone

Creating Bookmarks while Reviewing a Recording

To create a bookmark while reviewing a recording:

1. When you reach a point in the playback where you want to create a bookmark, select the type of bookmark to create from the type drop-down list in the *Class Recording Playback* window (Figure 7).
2. Optionally, you can add free text in the free text area.

Figure 77: Free Text Area

3. Click **Add**. The bookmark you create appears in the Bookmarks list.

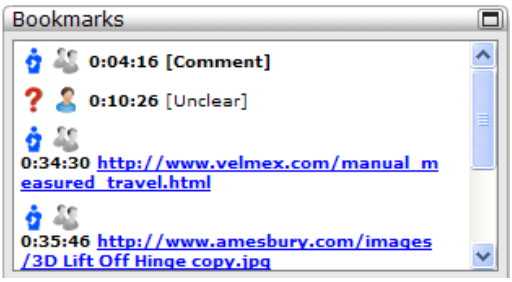


Figure 78: Bookmarks List

Activating/Deactivating a Bookmark

During playback, you can change the status of a bookmark you created from active to inactive. Active bookmarks are bookmarks that are available for you to review later, and appear in the session time line. Inactive bookmarks are bookmarks that you have already reviewed and you do not want them to appear in the session time line, but still want to retain for future reference.

To activate/deactivate a bookmark:

- During playback, in the *Bookmarks* list, click the bookmark type icon (?,!,A) to toggle the status (active/inactive). The icon appears grayed out.

Figure 79: Inactive Bookmark

Viewing Content Related to a Bookmark

To view content related to a bookmark:

- In the *Bookmarks* list, click the bookmark whose contents you want to view. The playback continues from the point to which the bookmark refers.

Emailing Bookmarks

To email a bookmark:

1. In the *Bookmarks* list, point to the bookmark you want to email, and click the email icon that appears.

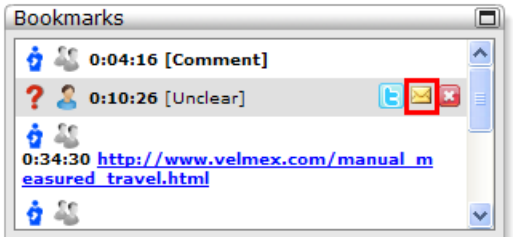


Figure 80: Email Bookmark

The *Email this Bookmark* dialog box appears.

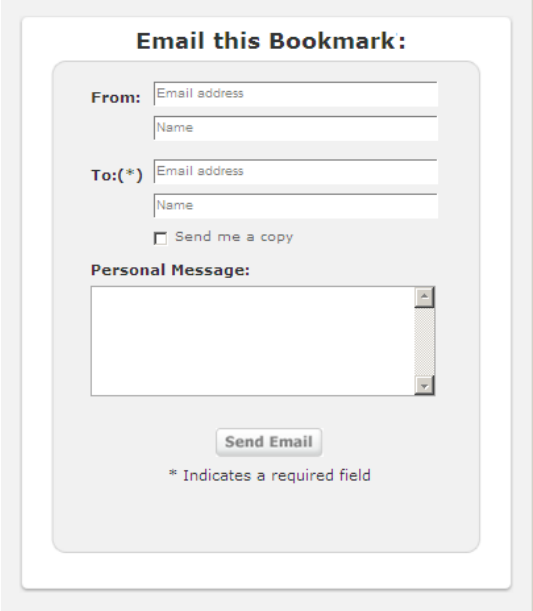


Figure 81: Email this Bookmark Dialog Box

2. In the *To* field, enter the email address of the person to whom you want to send the bookmark. Optionally, enter a display name in the Name field.
3. Optionally, in the *From* field, enter your email address and your display name.
4. Check *Send me a copy* to send a copy of the email to yourself.
5. Optionally, enter a message in the *Personal Message* area.
6. Click **Send Email**.

Tweeting a Bookmark

Using Twitter, you can send a link to a bookmark to users with a Tegrity account who are enrolled in the course for which the recording is associated.

To tweet a bookmark:

1. In the *Bookmarks* list, hover over the bookmark you want to tweet, and click the tweet icon that appears. A new window opens to the Twitter login page.

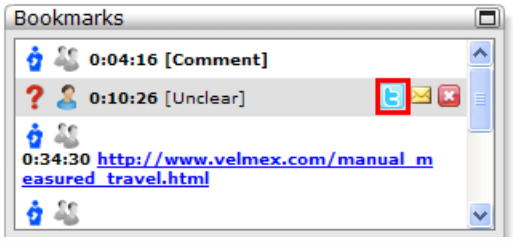


Figure 82: Tweet Bookmark

2. Login with your Twitter credentials.

   A link appears in Twitter that points to the content to which the bookmark refers. When you send this link in Twitter, only users with a Tegrity account who are enrolled in the course with which the recording is associated will be able to access the content.

Note: The provided direct link URL is shortened for your convenience. The shortened URL is especially useful when using Twitter or instant messaging, where the number of characters allowed is limited.

Deleting Bookmarks

You can only delete the bookmarks you created.

To delete a bookmark:

- In the *Bookmarks* list, point to the bookmark you want to delete, and click the delete icon that appears.

Figure 83: Delete Bookmark

8

REGISTERING FOR COURSES

Your institution can provide you with the option to register for courses online. If your institution provides this option, then you will receive an email from the instructor inviting you to register for a course.

To register for a course via an email invitation:

1. Open the email you receive from your professor.
2. Click the link that appears in the email. A *Self Registration* message appears.

Figure 84: Self Registration Message

3. If you have not previously registered:
   a. Click **Register**. The *Self Registration* form appears.

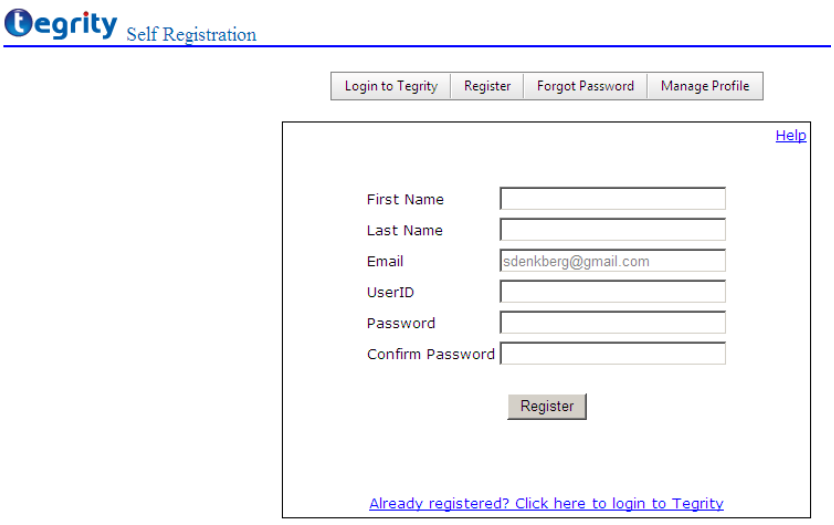


Figure 85: Self Registration Form

b. Enter the information requested in the *Self Registration* form.

c. Click **Register**. A message appears that says, *To complete your registration follow the instructions sent to your e-mail address.*

d. Check your email inbox and open the new email from *Tegrity Registration*.

e. Click the link in the email to complete the registration process. A *Registration Complete* message appears.

4. If you have previously registered:

a. Click **Login**. The *Login Registration Form* appears.

Figure 86: Login Registration Form

b. Enter your user ID and password.

c. Click **Login**.

5. Open your email and click the link in the email to complete the registration process. A *Registration Complete* message appears.
6. Click **Continue**. The *Self Registration* form appears. The course to which you registered appears in your course list.

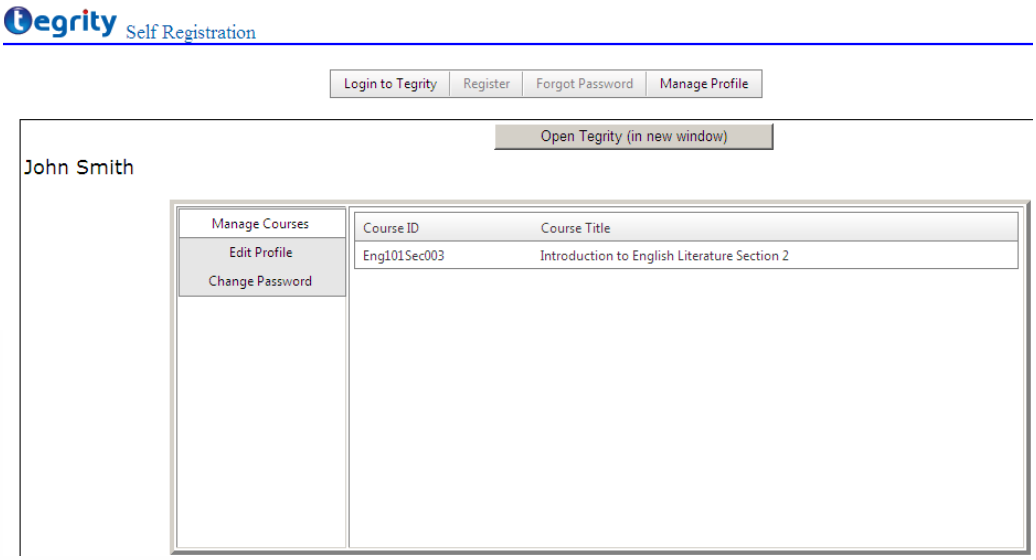


Figure 87: Self Registration – Course List