IMPORTANT NOTICE

© Copyright 2008 Tegrity™, Inc.
# TABLE OF CONTENTS

About This Guide ................................................................................................................................... 1

Chapter 1. Introduction ....................................................................................................................... 2

What is Tegrity? ...................................................................................................................................... 2

Tegrity Instructor Workflow .................................................................................................................. 2

Tegrity Online Help............................................................................................................................... 2

Chapter 2. Accessing Tegrity Campus............................................................................................. 3

Chapter 3. Recording a Class ............................................................................................................. 6

Starting Tegrity Recorder ..................................................................................................................... 6

Recording with Tegrity Recorder ......................................................................................................... 8

Entering the Instructor’s Name ............................................................................................................. 8

Selecting the Name of your Course .................................................................................................... 8

Naming the Class Recording ................................................................................................................ 9

Adjusting the Recording Audio Level................................................................................................ 9

Recording Classes .............................................................................................................................. 10

Tegrity Recorder Instructions for Mac Users.................................................................................... 12

Installing the Tegrity Recorder Application on Your Mac ................................................................. 12

Updating the Tegrity Recorder Application on Your Mac ................................................................. 14

Recording Classes on Your Mac ......................................................................................................... 15

Uploading an Audio File as a Class .................................................................................................. 17

Presenting Classes in Real Time with Tegrity Live ......................................................................... 18

Scheduling Live Classes.................................................................................................................... 18

Adjusting Tegrity Live Settings ......................................................................................................... 19

Installing Tegrity Live ........................................................................................................................ 21

Starting Live Classes ......................................................................................................................... 22

Chapter 4. Using The Advanced Recording Features ................................................................ 25
Adding Annotations During a Class Recording ................................................................. 25
Using the Tegrity Instructor Pen ........................................................................................ 27
  Installing Batteries in the Tegrity Pen Reader ................................................................. 27
  Installing Batteries in the Tegrity Instructor Pen ............................................................. 27
  Replacing the Ink Cartridge in the Tegrity Instructor Pen .............................................. 28
  Preparations for Recording with the Tegrity Instructor Pen ........................................ 29
  Using the Tegrity Instructor Pen During Class ................................................................. 29
Capturing Video from a Video Source ................................................................................ 31

Chapter 5. Configuring Course Settings ............................................................................. 33
  Viewing and Modifying Course Settings ......................................................................... 33
  Selecting a Publishing Option ......................................................................................... 34
  Selecting Delivery Options ............................................................................................. 35
  Allowing Students to Record ........................................................................................... 35
  Disabling Student Printing ............................................................................................... 36
  Defining Links for All Class Recordings ......................................................................... 36
  Publishing Class Recordings for Use with iTunes U ....................................................... 37
  Restoring Default Settings .............................................................................................. 37

Chapter 6. Configuring the Tegrity Recorder .................................................................... 38
  Selecting a Picture ......................................................................................................... 38
  Using Instructor Video in the Class Recording ............................................................... 39
  Configuring Recorder Audio and Video Settings ............................................................ 40
    Selecting the Audio Source ............................................................................................ 40
    Selecting the Video Settings .......................................................................................... 41
    Selecting a Different Audio Source For Different Video Sources ............................ 41
    Testing Your Audio and Video Capabilities ................................................................. 42
    Enabling Enhanced Recording Mode ........................................................................... 44
    Enabling Multimedia Room Mode .............................................................................. 45
    Displaying the Minute Counter on Your Screen ......................................................... 45
  Managing Your Course Uploads ...................................................................................... 46

Chapter 7. Accessing Recordings and Additional Content ............................................. 47
  Viewing the Class Recordings for a Course ..................................................................... 47
    Navigating through your Class Recordings List .......................................................... 48
  Viewing a Class Recording Online ................................................................................ 48
  Searching Class Recordings ........................................................................................... 51
  Searching for Specific Content in All Class Recordings ............................................... 51
### Chapter 8. Managing Class Recordings and Additional Content .......................... 59

- Selecting a Class from the Course Management Page ........................................... 59
- Copying a Class Recording ....................................................................................... 60
- Moving a Class Recording ......................................................................................... 60
- Deleting a Class Recording ....................................................................................... 61
- Renaming a Class Recording ...................................................................................... 61
- Editing a Class Recording ......................................................................................... 61
  - Cutting Segments from a Class Recording .............................................................. 62
  - Adding Closed Captions to a Class Recording ....................................................... 63
  - Adding Links for Specific Time Periods ................................................................. 63
  - Deleting Links ........................................................................................................ 64
- Editing Chapter Information ..................................................................................... 65
- Adding Video to a Recording .................................................................................... 66
- Adding a Searchable Keyword .................................................................................. 66
- Manually Controlling Publication of Class Recordings ............................................ 67
  - Manually Publish a Class Recording ..................................................................... 67
  - Manually Publish a Recording at a Future Date .................................................. 68
  - Manually Hide a Recording at a Future Date ....................................................... 69
- Providing Direct Links to Class Recordings .............................................................. 69
- Creating Additional Content .................................................................................... 70
  - Uploading Files ...................................................................................................... 70
  - Uploading External Links ...................................................................................... 70
- Deleting Additional Content .................................................................................... 71
- Creating a CD or DVD of Class Recordings .............................................................. 71

### Chapter 9. Generating Reports ............................................................................ 73

- Selecting a Report Type ............................................................................................ 73
Generating a Student Viewing Report ........................................................................................................ 74
Defining the Date Range of the Report .................................................................................................... 76
Generating a Student Viewing Report by Index ......................................................................................... 77
Generating a Student Downloads Report ................................................................................................. 79
Generating a Class Recordings Report .................................................................................................. 81
Exporting a Report .................................................................................................................................. 83

Chapter 10. Contacting Tegrity ............................................................................................................. 84
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.
The **Class Recordings** page appears (Figure 2). Class recordings that you have not viewed are bolded.
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 Management Page](image)

**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.

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).

![Audio Level Indicator](image)

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](image)

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](image)
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.

![Recording Upload Dialog Box](image1)

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.

![Recording Successfully Created Dialog Box](image2)

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.

![Download Mac Recorder](image1)

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.

![Download Tegrity Application (Mac)](image2)

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)](image)

---

**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.

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

7. During the recording process, use the Tegrity Recording toolbar buttons to pause (pause), resume (play), or stop (stop) the class recording.

8. Click (stop) to stop the class recording. The End Recording dialog box appears.

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.
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.
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](image)

---

---
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.

![Live Class Scheduled Dialog Box](image)

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.
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.

   ![Install Tegrity Live Dialog Box](image)

   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.
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.
2. Click the **Join** button of the scheduled class you would like to start. The *Live Class Lobby* page appears.
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>
<thead>
<tr>
<th>Control with Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annotation Pen</strong></td>
<td>Enables you to select what your cursor draws as you move it. The functions from left to right are:</td>
</tr>
<tr>
<td></td>
<td>- Pen - Draw free-from as you would with a pen.</td>
</tr>
<tr>
<td></td>
<td>- Rectangle – Draw a rectangle.</td>
</tr>
<tr>
<td></td>
<td>- Ellipse – Draw an ellipse.</td>
</tr>
<tr>
<td></td>
<td>- Line – Draw a line.</td>
</tr>
<tr>
<td><strong>Line Width</strong></td>
<td>Enables you to select line width.</td>
</tr>
<tr>
<td><strong>Color</strong></td>
<td>Enables you to select line color.</td>
</tr>
<tr>
<td><strong>Lasso</strong></td>
<td>Enables you to select one or more annotations that you want to erase by encircling them with a closed loop.</td>
</tr>
<tr>
<td><strong>Eraser</strong></td>
<td>Erases annotations selected with the Lasso.</td>
</tr>
<tr>
<td><strong>Erase All</strong></td>
<td>Erases all annotations.</td>
</tr>
</tbody>
</table>

4. If you want to insert a new slide into your presentation for your annotations:
   a. From the expanded Tegrity Recording toolbar, click ![Image](image.png). The following page template options appear above the expanded Tegrity Recording toolbar.

   ![Figure 29: Expanded Tegrity Recording Toolbar Displaying Slide Options](image.png)

   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.

![Expanded Tegrity Recording Toolbar Displaying Inserted Slide](image)

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.

![Pen Reader – Battery Compartment Cover](image)

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.
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.

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.
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.

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.

![Instructor Pen - Connected](image)

**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.

![Instructor Pen Reader - Navigation](image)

**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.

![Annotation Bar for Instructor Pen Ink](image)

**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 (入れ子) 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.
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.
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

<table>
<thead>
<tr>
<th>Delivery Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ <strong>Allow students to download classes</strong></td>
<td>When checked (default), students can download class recordings to their computers for viewing when they do not have internet access.</td>
</tr>
<tr>
<td>✔️ <strong>Enable MP3 podcasting</strong></td>
<td>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 Course Management page and from the student’s equivalent Course Management page.</td>
</tr>
<tr>
<td>✔️ <strong>Enable enhanced podcast (iPod/iTunes)</strong></td>
<td></td>
</tr>
<tr>
<td>✔️ <strong>Enable video podcast (iPod/iTunes) (more resources)</strong></td>
<td></td>
</tr>
<tr>
<td>✔️ <strong>Enable RSS support</strong></td>
<td></td>
</tr>
</tbody>
</table>

**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.
**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](image)

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.

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](image)

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.

   ![Test Audio Dialog Box](image)

   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.

   ![Test Video Dialog Box](image)

   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.
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.
Managing Your Course Uploads

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

To check the status of a class recording upload:

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

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

![Recordings in Upload Queue Dialog Box](image)

Figure 49: Recordings in Upload Queue Dialog Box

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.
- **Waiting** – The instructor has delayed the upload process.

To delay the upload of a class 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. From 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.
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

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>The title of the class.</td>
</tr>
<tr>
<td>Recorded</td>
<td>The date on which the class was recorded.</td>
</tr>
<tr>
<td>Duration</td>
<td>The duration of the class recording (in minutes and seconds).</td>
</tr>
<tr>
<td>✉️</td>
<td>The download control. Click to download the class recording to your computer.</td>
</tr>
<tr>
<td>Status</td>
<td>A message describing the status of your download request appears in the last column.</td>
</tr>
</tbody>
</table>

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.
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.
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

<table>
<thead>
<tr>
<th>Tegrity Buttons</th>
<th>Use</th>
</tr>
</thead>
</table>
| ![Pause and Play](image) | **Pause and Play**: These icons alternate depending on your action:  
| ![Pause](image) | Click ![Pause](image) to pause the class recording. The button changes to a Play button ![Play](image).  
| ![Play](image) | Click ![Play](image) to continue viewing the class recording. The icon changes to a Pause button ![Pause](image).  
| ![Previous](image) | **Previous**: Click ![Previous](image) to return to the previous chapter (or to the beginning of the class recording).  
| ![Next](image) | **Next**: Click ![Next](image) to advance to the next chapter (or to the end of the class recording).  

**Thyroid gland**

**Thyroxine (T4) and triiodothyronine (T3)** – require iodine for synthesis. Both are usually referred to as thyroxine.

- **Stimulus**: Thyroid SH from anterior pituitary; metabolic rate stimulates hypothalamus.
- **Action**: ↑ metabolism, ↑ energy and heat production, ↑ protein synthesis for growth and development (physical, mental, and sexual).
### Tegrity Buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Use</th>
</tr>
</thead>
</table>
| ![Volume Slider](image) | **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 Slider](image) | **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, 150% of the class recording speed. The speed is displayed to the right of the slider. |
| ![Display Chapter Index Button](image) | **Display Chapter Index**: 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. |
| ![Smart Slider Button](image) | **Smart Slider**: Hover over the slider to see thumbnail images of the corresponding chapter. Drag the slider to jump directly to a specific point. |
| ![Print Button](image) | **Print**: Click to print the current Web page. |
| ![Download Button](image) | **Download**: Click to download the class recording you are currently viewing to your computer. |
| ![View Full Screen Button](image) | **View Full Screen**: Click to maximize the viewer to fill your screen. |
| ![Help Button](image) | **Help**: Click to open Tegrity online help or the tutorial. |

### 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.

![Search Field](image)

**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.

![Search Results](image)

**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.

![Search Tab](image)

**Figure 54: Tegrity Viewer Search Tab**

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

   ![Subscribe to podcast Dialog Box](image)

   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.
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.

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.

   ![Subscribe to podcast Dialog Box](image)

   Click "Subscribe" to subscribe to the podcast of this Course in iTunes.

   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.
To view class recordings on a mobile phone:

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

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.

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).

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.
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).
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](image)

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](image)

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

![Add Link Controls](image)

**Figure 69: Add Link Controls**

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.

![Delete Link Controls](image)

**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.

![Edit Chapter Controls](image)

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.

![Edit Chapter Dialog Box](image)

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](image)

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.
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.
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.

![Publish Details Dialog Box](image_url)
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.

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](image)

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.
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.
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.

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 by Index – Shows the most viewed chapters in each recording.
- 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.
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.

![Figure 83: Report Grouping Drop-down Lists](image)

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

![Figure 84: Report Filter Criteria](image)

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.


![Figure 85: Sample Student Viewing Report](image)
6. Scroll through the pages of the report by clicking the scroll arrows or entering the page number.

![Figure 86: Report Scroll Options](image)

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

![Figure 87: Report Page Size Field](image)

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

![Figure 88: Report Search Field](image)

**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.
2. 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.

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:

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

2. 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.

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.

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Year 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Podcast Downloads</td>
<td>MP3 Downloads</td>
</tr>
<tr>
<td>Math 101</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Mary Figueroa</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Average and Median</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Balancing Accounts</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Estimate then Do the Math</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Math 101 Overview</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Multipliers</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

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).


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

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

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Year 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recording Duration</td>
<td># of Recordings</td>
</tr>
<tr>
<td>Math 101</td>
<td>0:20:25</td>
<td>9</td>
</tr>
<tr>
<td>Mary Figueroa</td>
<td>0:20:25</td>
<td>9</td>
</tr>
</tbody>
</table>

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.

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.


8. Scroll through the pages of the report by clicking the scroll arrows or entering the page number.
9. Change the size of the report table by selecting the page size from the drop-down list.

![Figure 99: Report Page Size Field](image)

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

![Figure 100: Report Search Field](image)

### 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](image)
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.

   ![About Tegrity Recorder](image)

   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. You email editor opens with an email composition addressed to Tegrity.

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