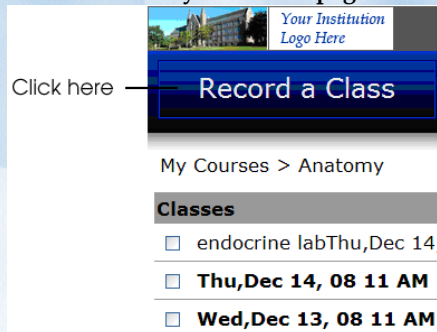


1. **Log into your Course Management System and navigate to the course you would like to record. Click the Tegrity link or button located in your course page.**

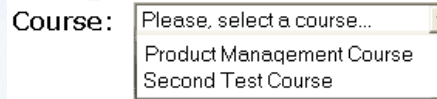
The Tegrity Class Recordings page appears. The classes you recorded for this course appear on this page. The most recent recordings appear at the top of the list.



2. **Click Record a Class.**

The Tegrity Recorder dialog box appears.

3. **From the Course drop-down list, select the course to which this class belongs.**



Tegrity inserts the date and time into the Recording Title field. It is recommended to type a more meaningful title.

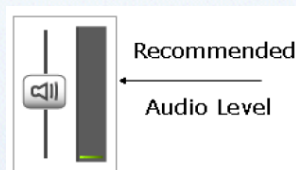
4. **Type a title you prefer.**

Recording Title:

**Note:** You cannot use the following characters in the title: \ / : \* ? % " < > | & ; ' You can include commas, hyphens, and periods as needed in your titles.

5. **To verify that the microphone is ready for recording, speak aloud—in a normal speaking voice—and note the reading of the volume scale.**

To raise or lower the recorded volume, move the volume control up or down.



Your speaking voice should register near the middle of the scale.

The audio level should register green (or yellow) on the scale. If the audio level registers red, your voice may sound distorted when played back.

When you are satisfied that the microphone is working, and your normal speaking voice registers in the green area of the volume scale, you are ready to record.

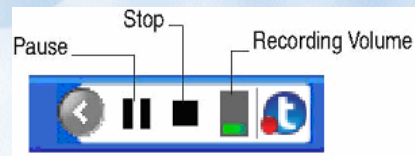


## Recording Your Class Session

6. **Click the Record button.**
7. **Read the information in the dialog box that appears and click OK.**  
The dialog box closes and the screen becomes dark for a moment.
8. **Wait for the recording control icons to appear in the taskbar.**

The following icons appear:

- **Pause**—Temporarily stops the recording. Click to pause; click again to resume.
- **Stop**—Ends the recording session after you click Yes in a confirmation dialog box.
- **Recording Volume**—Indicates the recorded audio level.



9. **Begin presenting the class material.**  
Conduct your class as usual. You can open and use almost any windows-based application as needed. For example, you can use PowerPoint, browse the Internet, use Excel or Internet Explorer. Your interactions with these applications are recorded simultaneously with your lecture.
10. **When you finish recording your lecture, click the Stop icon on the taskbar.**  
A Tegrity Recorder dialog box asks you to confirm that you want to end the recording.
11. **To end the recording, select the required option, as described below, and click Yes.**

Upload the recording to the Tegrity Server from your computer. The recording is uploaded in the background when your computer is online, and does not affect computer performance.

Lets you preview your recording before you upload it.

Erases the recording.

After you select the action you want, click Yes.

To cancel and resume recording, click No.

