Copy, Move, or Delete a Tegrity Class Recording

To Copy, Move, or Delete a recording you should begin by logging into Tegrity. Login via an eCampus course, or log directly into eClips by going to http://eclips.blinn.edu. When you are logged into Tegrity select the course title of the course that contains the recording(s) you wish to copy or move.

- Login to eCampus and go to the course containing the Tegrity recordings.
- Select the Tegrity component on the course page to display the recordings for the class.
- Follow the directions below to begin either the copy, move, rename, or delete video process.

- Each class recording that displays on your Class Recordings page has a checkbox after its name. Select the checkbox after the class recording you wish to work with.
- Note: To select all the class recordings on the page, select the checkbox next to the ‘Recording Tasks’ button at the top of the class recordings list. You may select all the recordings to copy or move them at once – please be careful when selecting all recordings – you wouldn’t want to accidently delete all of your recordings. This could happen if you accidently select delete from the drop down list.

- The Course Recordings list displays.
- Click on the Recording Tasks button to display the drop down list.

Move or Copy a Recording.

- Select ‘Move’ if you intend to move the items to a new course section. Once it is moved – the recording displays only in the class it is moved to.
- Select ‘Copy’ if you intend to move the items to a new course section. This keeps a copy in the current section and a copy is created in the section it is copied to.
- Select ‘Delete’ to delete the recording. Be Careful – there is no way to restore deleted recordings.
Search for the course to which you want to move or copy the class recording.

Select the course and click the Move Recordings (if moving) Copy Recordings (if copying) button.

If copying, the class recording appears in the class list of the course that you selected and a copy remains in the course of origin.

If moving, the recording moves to the selected section and no longer exists in the course of origin.

If deleting, the recording is permanently removed.

A message displays indicating the recording is queued for the task – either Move, Copy, or a Delete message.