

CREATING STUDENT RECORDINGS

Starting Tegrity Recorder

The Tegrity Recorder can be accessed through the Tegrity Component located on the *Course* page of any eCampus course that is using Tegrity.

Note: If you are using a computer on which you previously recorded content with Tegrity, a Tegrity icon appears in your system tray located at the bottom right corner of your screen. This icon enables you to easily access the Tegrity Recorder.

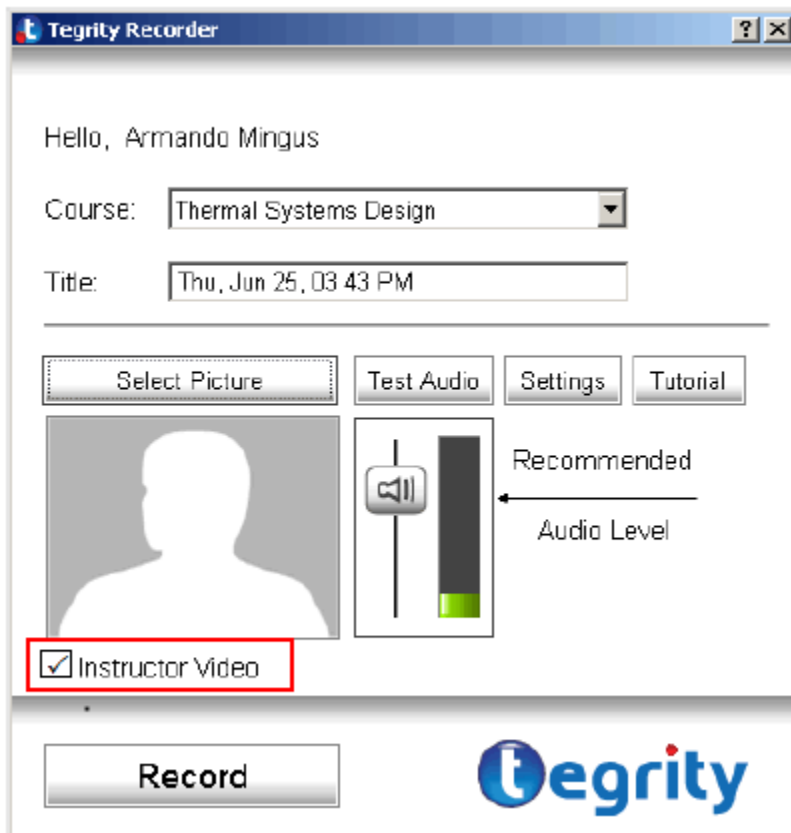
To start Tegrity Recorder from your Course Management System:

1. Log into eCampus 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** hyperlink in the upper left corner of the page.
3. Click **Record**. The *Tegrity Recorder* window appears. If this is the first time you are recording a class, the *Tegrity Recorder* icon is added to your system tray. You may be prompted to download the recorder plug-in – please allow the plug-in to install on your computer.

To start Tegrity Recorder using the Tegrity Recorder icon:

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

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



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

- Your name.

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

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

You may need to select/configure the following before recording.

Selecting the Name of Your Course

The course name for the class you want to record appears in the *Course* field. [To change the course name:](#)

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

Naming the Recording

You can define a recording title for the class, which, by default, is the date and time that the class is recorded. [To change the name of the recording:](#)

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

Adjusting the Recording Audio Level

The recording audio level received from the microphone is displayed on the audio level indicator in the *Tegrity Recorder* window. You may want to check your recording levels to ensure your audio device is working.



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.

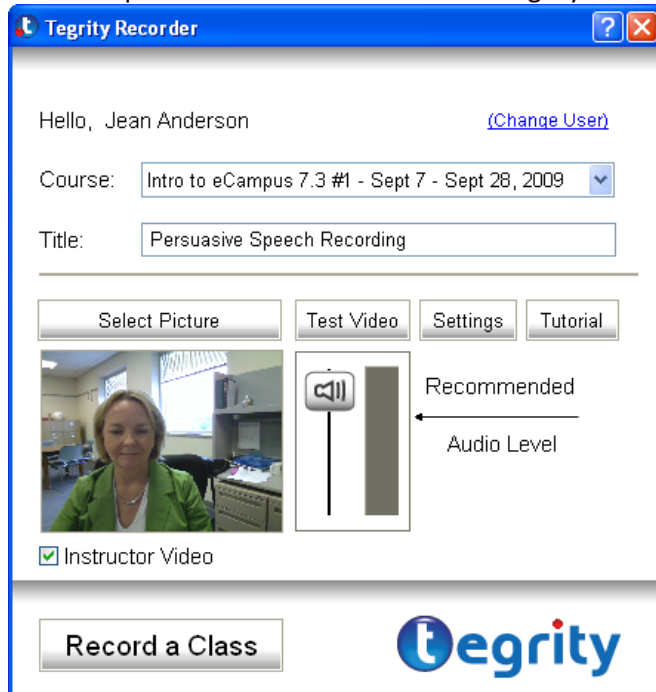
Note: If the audio level indicator is in the red area, lower the volume. If you record your class when the indicator is in the red area, your voice may sound distorted when playing back the recording.

If you are not able to record audio your microphone must be selected in the Settings for this recording. Click on the Settings button. In the Default audio device drop down list select the microphone you are using.

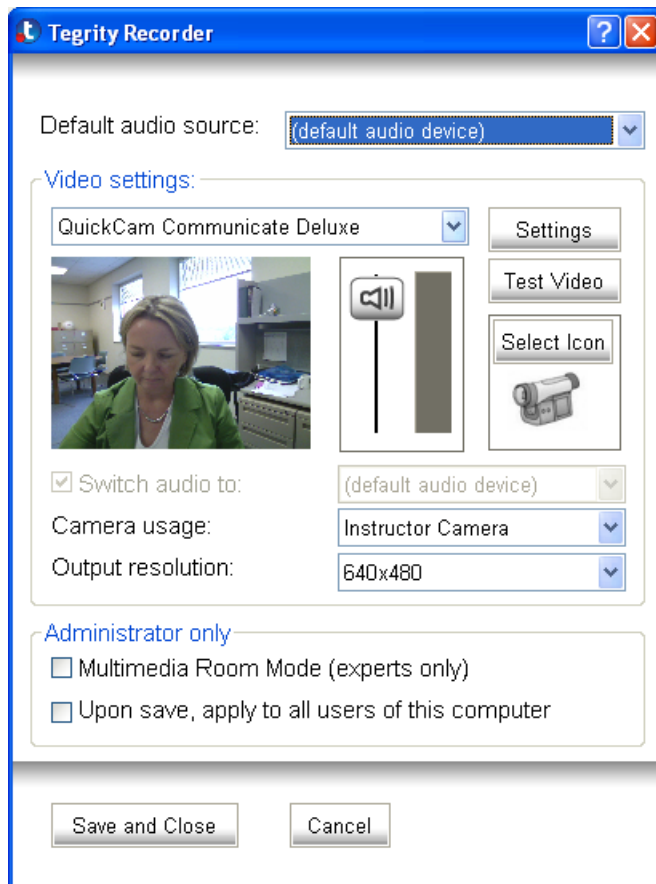
Enabling Your Camera to Capture Video of You and/or Your Surroundings

Check the Instructor Video check box to activate the video camera connected to your computer. After checking the Instructor Video checkbox you should see a video display feed from your computer's

camera replace the silhouette icon in the Tegrity recorder window.





If you do not see a video display, click on the Settings button on the Tegrity recorder screen. A new Tegrity recorder window displays. From the Video Settings drop down list select the name of your video camera. Then click the **Save and Close** button.



Recording with Tegrity Recorder

You are now ready to record. Click on the Record a Class button. The Tegrity Recording toolbar displays at the lower right side of your screen. Please observe the green bar on the toolbar. This is the Audio bar and it indicates that audio input is being recorded. It should move up and down to indicate the volume of your voice as you speak. If it does not move – you need to end this session and check your audio input. End the session by pressing the black square on the toolbar – this is the Stop button.



If you are recording only a video of yourself and your surroundings (not using a PowerPoint) you should have a video feed of yourself displaying on screen as your recording starts. If this does not happen you need to make one more selection on the Tegrity toolbar. You must first expand the toolbar by clicking the arrow button on the left end of the toolbar.  Tegrity Campus adds a video camera icon () to the expanded Tegrity Recording toolbar when one or more video sources is attached to your computer.



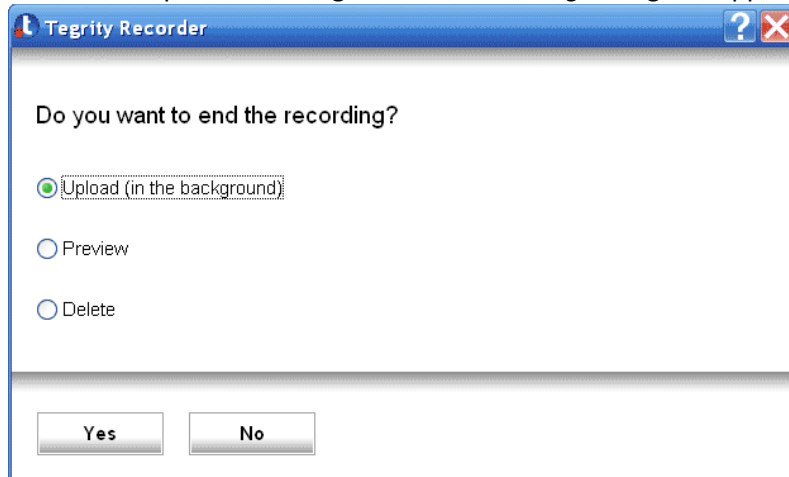
To capture video during a recording:

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



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

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



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

- **Upload (in the background)** — Upload the recording to the Tegrity server from your computer. **Choose this option to upload your recording so your instructor may view it.** Uploading the recording does not affect the performance of your computer. The Tegrity Recorder closes and the *Tegrity: Recording completed* balloon tip appears in the lower right corner of your desktop window.
- You may choose to **Preview** your recording before upload – in that case click the Preview radio button. After previewing your recording you will be prompted to either upload the recording or delete it. If you do not like your recording you may delete it and start a new recording.
- If you choose the **Delete** radio button your recording is permanently deleted. You may start a new recording.