Copying, Moving, Rename, or Deleting a Class Recording

To Copy, Move, Delete, or Rename a recording you should begin by logging into Tegrity either via an eCampus course, or by logging 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 from the My Tegrity page. When you select the class – the list of recordings for the class displays. Follow the directions below to begin either the copy, move, rename, or delete process.

Select the class recording(s) you wish to copy, move, or delete:

1. Click the course name in the My Tegrity page. The Class Recordings page appears.

2. Each class recording that appears on your Class Recordings page has a checkbox beside its name. Select the checkbox in front of the class recording you wish to work with.
Once the class recording is selected, you can perform an action on the class, as required.

Note: To select all the class recordings on the page, select the checkbox next to the word Classes at the top of the class recordings list. Rarely do you need to select all the classes – so be careful – you wouldn’t want to delete all of your courses.

**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. You can also make a copy of a class recording within the course. This allows you to maintain the original copy of the class recording while editing a session or divide a long recording into several smaller recordings.

To copy a class recording to another course:

1. In the Class Recordings page, select the checkbox next to the class recording you want to copy.
2. From the Actions drop-down list, under Class Actions 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 deletes it from the class list of one course and adds it to the class list of another course.

**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.
2. From the Actions drop-down list, under Class Actions 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.
2. From the Actions drop-down list, under Class Actions select Delete. A dialog box appears.
3. Click OK. The selected class recording is deleted.

**Renaming a Class Recording**

You can rename and assign a new creation date to 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.
2. From the Actions drop-down list, under Class Actions select Rename. A dialog box appears.
3. Type a new title for the class recording.
4. Click in the creation date field and select a new creation date for the class recording.
5. Click OK. The class recording appears with the new title you specified.