Editing a Class Recording

Instructors may edit Tegrity recordings. Editing options include cutting segments from the video, add segments, importing video clips, adding searchable key words, changing the instructor picture, adding closed captioning, and removing closed captioning.

NOTE: Cutting a segment from a recording removes it permanently. To avoid losing data always create a copy of the recording before editing. See ‘How to’: Copy a recording

1. On the Class Recordings page locate the recording that you wish to edit.
2. Select the checkbox to the right of the recording’s date.
3. From the Recordings Tasks drop-down list select Edit Recording.
4. The Tegrity Recording Editor opens. View the Editing tools list to locate and click on the Cut option.
5. Playback the class recording to locate the segment you wish to delete.
6. Locate the starting time of the segment and either click the From button or enter the time code in the From text box.
7. Locate the ending time of the segment and either click the To button or enter the ending time code in the To text box.
8. Click Apply. The section of the class recording you specified in the From and To time code boxes is deleted from the class recording.

Reminder: Deletion is permanent. Before editing a recording always make a copy of the recording and edit the copy.