Recording a Tegrity Lecture

Before you begin to record your audio lecture with Tegrity be sure to connect a microphone to your computer. If you wish to include video in your recording, you must have a camera connected to your computer.

To record a lecture begin by opening the Tegrity recorder using one of the following methods.

- **Start the Tegrity Recorder from** [http://eclips.blinn.edu](http://eclips.blinn.edu)
  
  Use your Web browser to go to [http://eclips.blinn.edu](http://eclips.blinn.edu). The Tegrity login box displays. Enter your Blinn log in information. Use the same user name and password you use to login to Blinn email.

- **To start Tegrity Recorder from your course management system:**
  
  Log into your Course Management System and navigate to the course you would like to access. Click the Tegrity link or button located in your course page.

- **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. The Tegrity login box displays. Enter your Blinn log in information. Use the same user name and password you use to login to Blinn email.

After logging into Tegrity, your Class Recordings page displays with the **Record a Class** link in the upper left corner of the page. Click the **Record a Class** link. The **Tegrity Recorder** window displays. If this is your first recording the Tegrity Recorder icon is added to your system tray in the lower right corner of your computer desktop.

Note: The first time you click the Record a Class link from your Tegrity home page, there may be a delay before the **Tegrity Recorder** window displays.

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**The Tegrity Recorder Window**

Hello, Armando Mingus

Course: **Thermal Systems Design**

Title: **Thu, Jun 2, 03 43 PM**

- **Select Picture**
- **Test Audio**
- **Settings**
- **Tutorial**

- **Instructor Video**

- **Record**

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

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

Note: Some of these settings are defined by your administrator and do not need to be changed.
When the *Tegrity Recorder* box opens, it displays an instructor name and a course name. Your name should display as the instructor. Configure the follow options.

**Select the Name of the Course You Wish to Record In**
Use the *Course* drop down list to select the name of the course you wish to create the recording for. Note: After recording a lecture for one session you may place a copy of it in additional sections of the same course. *Note: If you do not see your course in the drop-down list, make sure that your name appears in the Hello field to ensure you are identified correctly.*

If your course title does not appear in the list, you may still record by selecting your Private Course from the *Course* drop-down list. This course is only accessible to you, and has no students enrolled in it. If your course is missing from the course list, contact your Tegrity support staff to have the list updated. Once the missing course is added you can move the recording from your Private Course to the new course.

**Naming the Class Recording**
You can define a title for the recording. By default, each recording is titled with the date and time that the lecture is recorded. You should change this name to a title that reflects the content of the lecture. This helps you to locate the recording when you are ready to deliver it to the student.

To change the name of the class recording:
Select the text in the *Recording Title* field and type the name of the class recording as you want it to appear.

**Check Your Audio - 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.

![Audio Level Indicator](image)

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.*

**What if the microphone is not picking up your audio input?**
If no audio is detected, you need to configure the *Tegrity Recorder’s* Settings for recording. Click on the Settings button on the *Tegrity Recorder’s* dialog box. When the Settings dialog box opens, locate the *Default audio device* drop down list and select the name of the microphone you are using for the recording. You may have to look at the label on the microphone to know which one to select from the *Default audio device* drop down list.
Enabling Your Camera to Capture Video of You and/or Your Surroundings
If you wish to create a video of your lecture you must have a camera connected to your computer. Enable video recording by checking the *Instructor Video check box* located just below the ‘picture’ placeholder. Checking this box should 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 picture placeholder icon in the Tegrity recorder window. See example below.

If you do not see a video display, click on the Settings button on the Tegrity recorder screen. The Tegrity recorder’s settings dialog box 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 located in the lower left corner of the *Tegrity Recorder* dialog box. The *Tegrity Recorder* dialog box closes and the Tegrity Recording toolbar displays at the lower right side of your screen. You are now in recording mode. Any on-screen activity and audio is now recording. Please locate the *Tegrity Recording Toolbar* and observe the green audio input indicator on the toolbar. This audio input bar indicates that audio input is being recorded by moving up and down as the volume of your voice rises and falls. If it does not move up and down to indicate audio input – you need to end the session and check your audio input. If your audio is working, begin recording your audio and screen content (such as a PowerPoint). End the session by pressing the black square on the toolbar – this is the Stop button.

**Audio input indicator**

**To capture video during a recording**

If you are recording a video of yourself and your surroundings (not using a PowerPoint) you should have a video feed of yourself displaying full 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 ( ) located 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 are attached to your computer.

Once the toolbar is expanded, an icon appears for each video source. Click the video icon for the desired video source. Video is then recorded from the selected source. If you selected the correct source, your screen may take a few seconds to refresh and your image should appear full screen. Begin your lecture.

**Select your camera**

**I am Finished. How do I stop Recording?**

Click the small back square button on the Tegrity Recording toolbar to stop the recording. The *End Recording* dialog box displays three options for ending the recording.

![End Recording dialog box](https://example.com)
• **Upload (in the background)** — Upload the class recording to the Tegrity server from your computer. Uploading the class recording does not affect the performance of your computer. The Tegrity Recorder closes and the *Tegrity: Recording completed* balloon tip appears.

![Tegrity: Recording completed Balloon Tip](image)

• **Preview** — Preview your class recording, after which you can choose to Upload or Delete the class recording. The *Recording successfully created* dialog box appears.

• **Delete** — Selecting Delete permanently deletes the recording. It cannot be recovered. Be careful with this option.

**When will my class recording be available?**

After you choose to upload your recording it should display in your class recording list with the Status of *Available Soon*. As soon as the upload is complete the recording is available to your class.