



Campus 2.0 Student's Guide

Version 2.0



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ABOUT THIS GUIDE

This guide is intended for students who want to use Tegrity Campus to access class sessions, access supplementary content and links, and record additional content for the classes in which they are enrolled. Students are assumed to be familiar with their institution's Course Management System and to have experience using personal computers.



INTRODUCTION

As you work with Tegrity, a Help button appears in most of the screens. If you are unsure of the best way to take advantage of a screen's features, or require further information, click **Help**.

When you click **Help**, information that is relevant to the screen you are working in appears.



GETTING STARTED

Using Tegrity Campus

Tegrity Campus provides lists of courses and class recordings that you can access from the Internet. You can replay all or part of class recordings and view additional content provided by your instructor or fellow students.

When you access Tegrity Campus from a course page in your Course Management System, the first Tegrity page you see is a list of class recordings for that course (Figure 2).

When you access Tegrity Campus directly, the first Tegrity page you see is a list of all of your courses (Figure 1).

Accessing Tegrity Campus

To access Tegrity Campus from your Course Management System:

1. Log into your Course Management System 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 (Figure 2) appears. You can now access class recordings (refer to *Viewing the Class Recordings for a Course* on page 5).

To access Tegrity Campus directly:

1. Open a browser window.
2. Enter the address or name of your Tegrity server in the navigation pane. Contact your Tegrity support personnel if you do not have this information. The *My Courses* page appears.

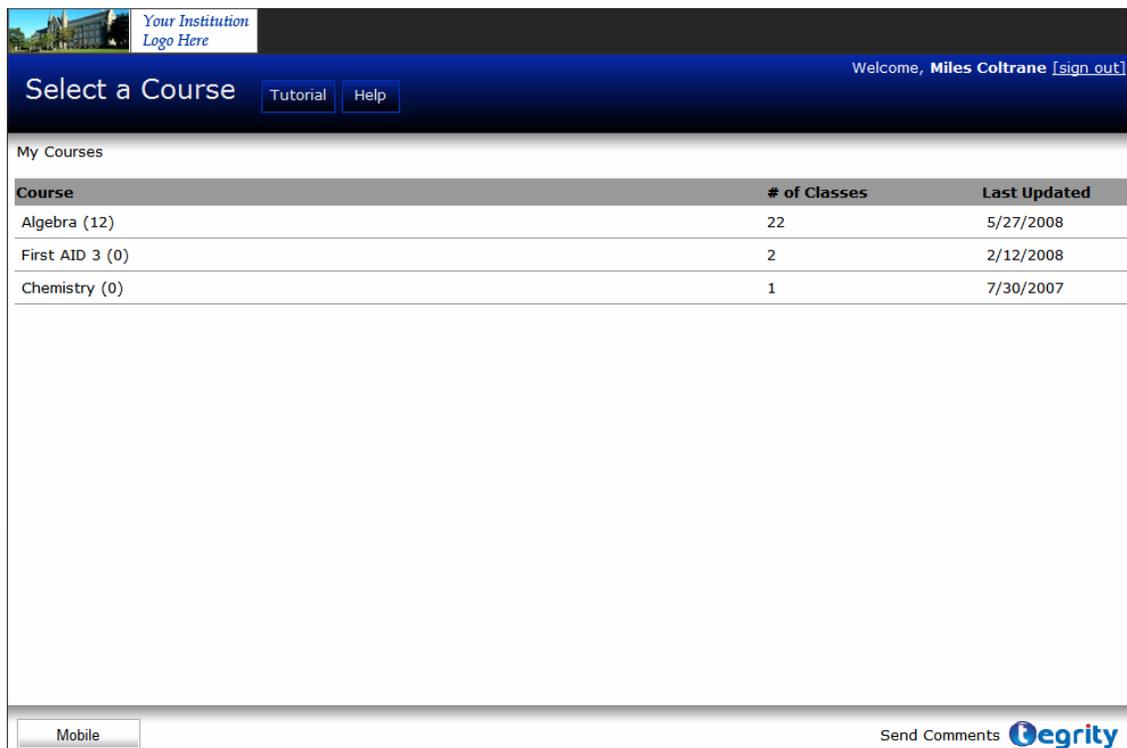


Figure 1: My Courses Page

The *My Courses* page displays the following information:

Table 1: My Courses Page Columns

Column Name	Information Displayed
Course	The title of the course followed by the number of class recordings that you have not viewed.
# of Classes	The total number of class recordings available for viewing.
Last Updated	The last date your instructor updated the class recording.

3. Click the name of a course to view the class recordings for the course (Figure 2). You can now access class recordings (refer to *Viewing the Class Recordings for a Course* on page 5).



ACCESSING RECORDINGS AND ADDITIONAL CONTENT

Tegrity enables you to easily find and view your class recordings. When you view a class, you can quickly navigate through the recording using the Search feature or Chapters Index (a series of screen images for each new screen displayed in the instructor's presentation).

Viewing the Class Recordings for a Course

Tegrity enables you to view the list of class recordings for your courses.

To view a list of the class recordings available for a course:

- In your Course Management System, click the **Tegrity** link or button next to your course listing.

-Or-

From the *My Courses* page (Figure 1), click a course. The *Class Recordings* page (Figure 2) appears with the *Classes* tab selected and showing a list of the course's class recordings.

Figure 2: Class Recordings Page

For some courses, the following additional tabs are available:

- **Additional Content** – For more information, refer to *Viewing Additional Content* on page 9.
- **Student Recordings** – For more information, refer to *Viewing Student Recordings* on page 18.
- **Scheduled Live Classes** – For more information, refer to *Viewing Your Scheduled Live Classes* on page 16.

The class recording list displays the following information:

Table 2: Class Recordings Columns

Column Name	Information Displayed
Classes	The title of the class.
Recorded	The date on which the class was recorded.
Duration	The duration of the class recording (in minutes and seconds).
Download	Click  to download the class recording to your computer.
Status	A message describing the status of the class recording.

Navigating through your Class Recordings List

When your class recordings list is too long to be displayed in its entirety on your screen, drag the scroll bar to view additional class recordings.

Viewing a Class Recording Online

To view a class recording online:

1. From the *Class Recordings* page (Figure 2), click the class name. Thumbnail images of the chapter index entries and the titles of the chapters appear below the class name, as shown in the following figure.

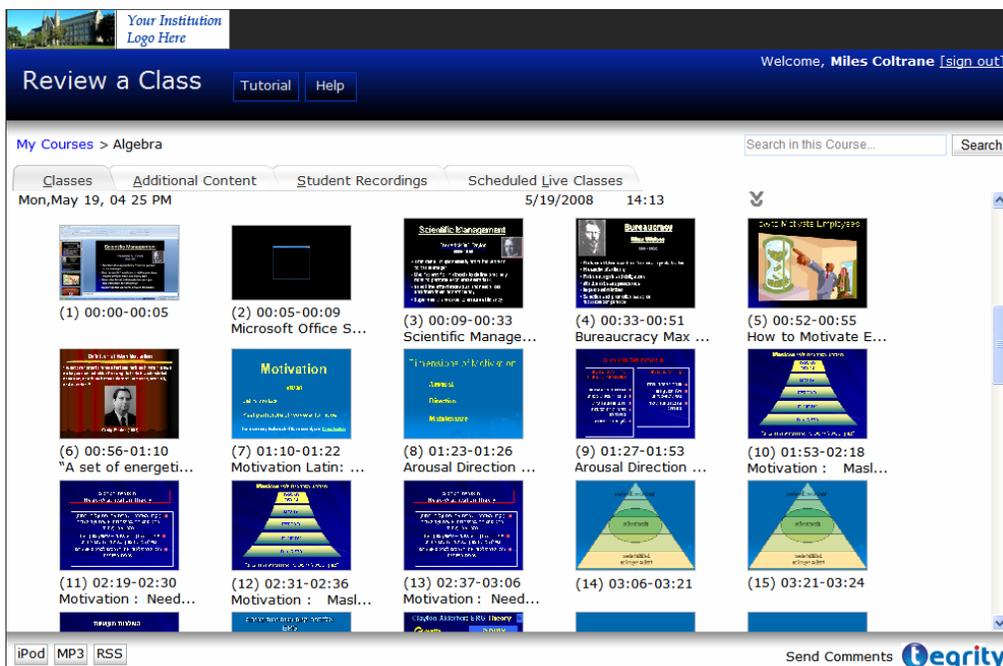


Figure 3: Class Recordings Page – Class Selected

2. To select a starting point for viewing, hover your mouse over the chapter index entries to view enlarged index entries.
3. Click the first index entry to view the recording from the beginning.

- Or -

Click any other index entry to view the recording from that starting point.

The *class recording* is played starting from the selected chapter.

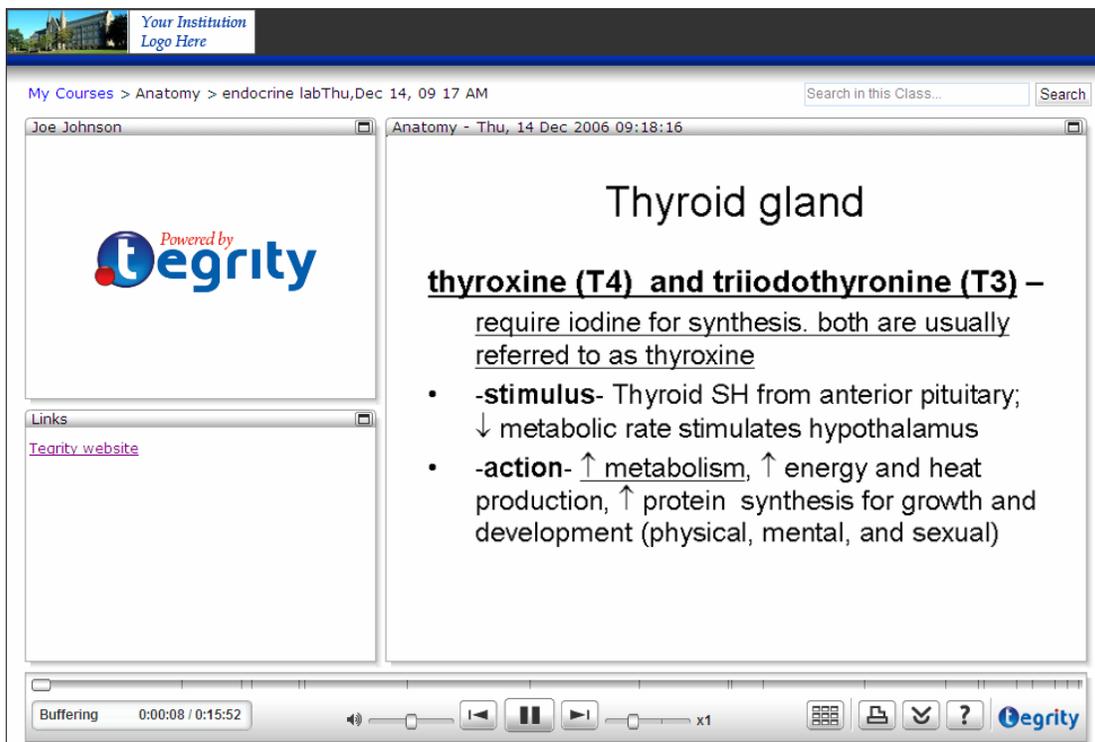


Figure 4: Class Recording Playback Window

Within the *Course Recording Playback* window, you can view all or part of a class recording. The class recording continues to play as long as you have not paused or stopped the class recording.

During playback, the following playback controls are available:

Table 3: Playback Controls

Tegrity Buttons	Use
	<p>Pause and Play: These icons alternate depending on your action:</p> <ul style="list-style-type: none"> Click  to pause the class recording. The button changes to a Play button (. Click  to continue viewing the class recording. The icon changes to a Pause button (.
	<p>Previous: Click  to return to the previous chapter (or to the beginning of the class recording).</p>
	<p>Next: Click  to advance to the next chapter (or to the end of the class recording)</p>

Tegrity Buttons	Use
	<p>Volume: Move the slider to change the volume.</p> <ul style="list-style-type: none"> To raise the volume, move the slider to the right. To lower the volume, move the slider to the left.
	<p>Playing Speed: Move the slider to increase or decrease the speed at which the class recording is played. As you move the slider to the right, the speed advances until it reaches the maximum, 150% of the class recording speed. The speed is displayed to the right of the slider.</p>
	<p>Display Chapter Index: Click to display the chapter index in the Tegrity Viewer (Figure 4). You can use the displayed index entries to move to a different part of the recording.</p>
	<p>Smart Slider: Hover over the slider to view thumbnail images of the corresponding chapter. Click the highlighted chapter to jump to the beginning of that chapter. Drag the slider to jump directly to a specific point in the recording.</p>
	<p>Print: Click to print the current Web page.</p>
	<p>Download: Click to download the class recording you are currently viewing to your computer.</p>
	<p>View Full Screen: The Maximize icon appears in the upper right corner of each video frame and links list. Click the icon of the frame you want to view in full screen.</p>
	<p>Help: Click to open Tegrity online help or the tutorial.</p>

Viewing Additional Content

You can view additional content that your instructor has uploaded for your course.

To view additional content for your course:

1. In the *Class Recordings* page (Figure 2), select the **Additional Content** tab. A list of related files and/or links appears.

Note: Files appear with a standard file name followed by their file size. Links appears as blue hyperlinks.

Your Institution
Logo Here

Welcome, **Joe Johnson** [sign out]

Record Help

My Courses > Computer Science

Search in this Course... Search

Classes Additional Content Student Recordings

Content	Created	File Size	Download
<input type="checkbox"/> Sofu Teshigahara	5/23/2008		
<input type="checkbox"/> Tegrity Virtual Appliance Overview May 29.doc	5/30/2008	1714K	⌵

iPod MP3 RSS

Send Comments Tegrity

Figure 5: Additional Content

2. To view additional content that is available through an external link, click the link. The content appears in a new browser window.
3. To download a file, click ⌵. A standard Windows Download dialog box appears.

Downloading a Class Recording

To download a class recording to your computer:

1. In the *Class Recordings* page, click ⌵ in the Download column. The *Download Class* dialog box appears displaying the course name, class name, and instructor name of the class recording you selected.

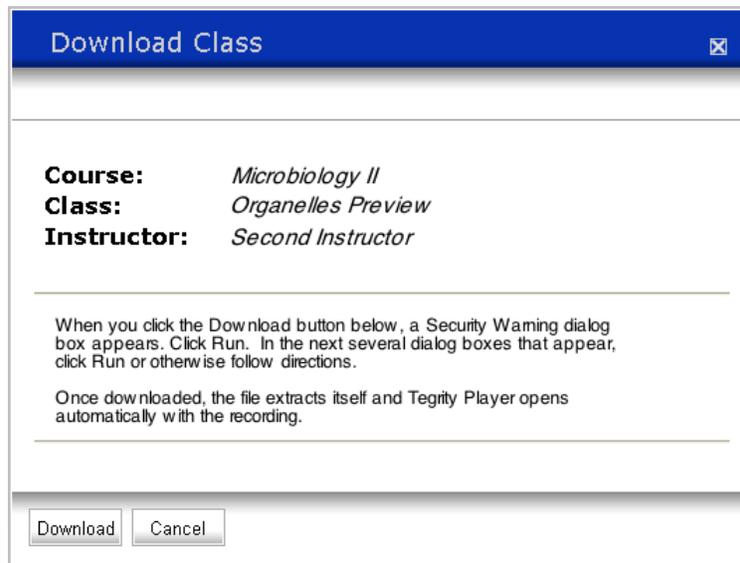


Figure 6: Download Class Dialog Box

2. Verify that this is the class recording you wish to download and click **Download**.
3. A security-related dialog box is displayed. The appearance of the dialog box differs, depending on the security defined for the server (for example, see Figure 7).

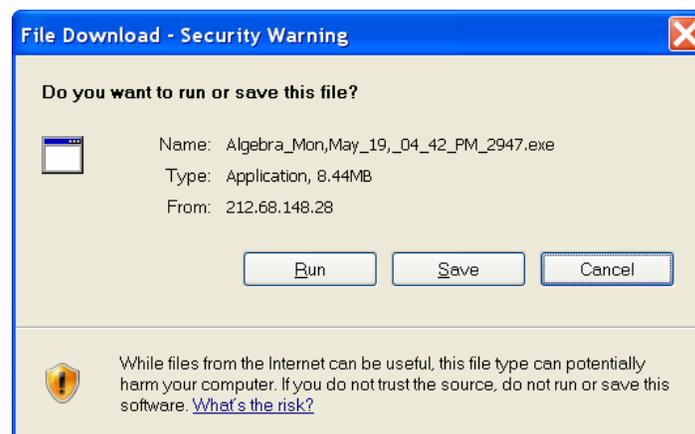


Figure 7: Example of a Security Dialog Box

4. Click **Run**. The class recording is downloaded. Once download is complete, the following dialog box appears.



Figure 8: Example of a Security Dialog Box

5. Click **Run**. The following dialog box appears while the class recording is extracted.

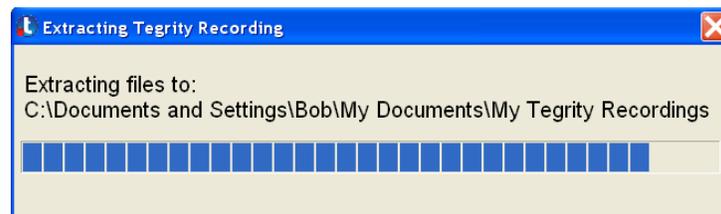


Figure 9: Extracting Tegrity Recording Dialog Box

6. The class recording is extracted to the folder `My Documents\My Tegrity Recordings`. Once all the files are extracted, a new browser window opens and the class recording begins to play.

Subscribing to an Enhanced Podcast

The Tegrity course is available as an enhanced podcast. Subscribing to an enhanced podcast lets you listen to your classes on your iPod or using iTunes on your computer.

To subscribe to an Enhanced Audio Podcast:

1. On the *Class Recordings* page, select a class and click **iPod**. The *Subscribe to podcast* dialog box appears.

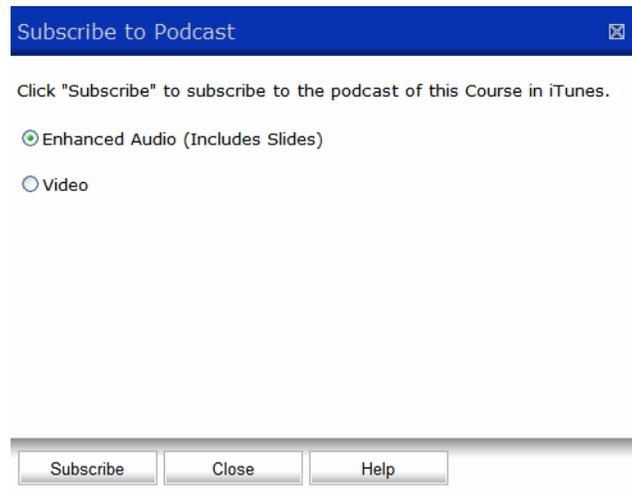


Figure 10: Subscribe to podcast Dialog Box

Note: If both Enhanced Audio Podcasts and Video Podcasts are enabled in this course, a radio button selection appears allowing you to select to which podcast you want to subscribe. Select **Enhanced Audio (Includes Slides)**.

2. Click **Subscribe**. iTunes opens and displays the podcast.

Refer to your iTunes and iPod documentation for additional information on using iTunes and synchronizing podcasts to your iPod.

Note: To subscribe to this podcast, you must have iTunes installed. You can download iTunes for free at <http://www.apple.com/iTunes/download/PM>.

Subscribing to an MP3 Podcast

The Tegrity course is available as an MP3 podcast. Subscribing to an MP3 podcast lets you listen to your classes on your MP3 player and podcasting software.

To subscribe to an MP3 podcast:

1. On the *Class Recordings* page, select a class and click **MP3**. The *Subscribe to podcast* dialog box appears.

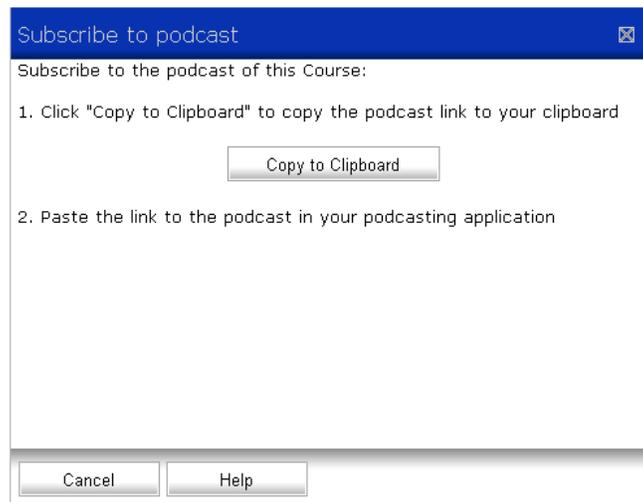


Figure 11: Subscribe to podcast

2. Follow the on-screen instructions.

Refer to your digital music player and podcasting software documentation for additional information about listening to and synchronizing your podcasts to your digital music player.

Viewing a Class Recording on your Mobile Phone

To view class recordings on a mobile phone:

1. On the *Course Management* page, click **Mobile**. The *Mobile Support* dialog box appears.

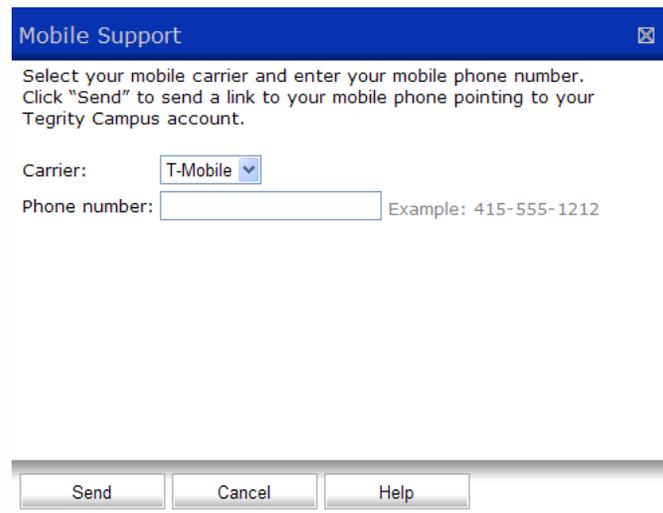


Figure 12: Mobile Support Dialog Box

2. Select your mobile carrier from the *Carrier* drop-down list.
3. In the *Phone number* field, enter your phone number.

4. Click **Send**. A message appears indicating whether a text message was successfully sent to your cell phone. Within a few minutes you should receive a text message on your cell phone containing a link to log into the Tegrity Campus server.

Receiving Notification of Course Updates (RSS)

You can receive notification that new class recordings have been published and are available for you to view by subscribing to the RSS feed for your class.

To subscribe to an RSS feed:

1. On the *Class Recordings* page, select a class and click **RSS**. The *Subscribe to RSS feed* dialog box appears.

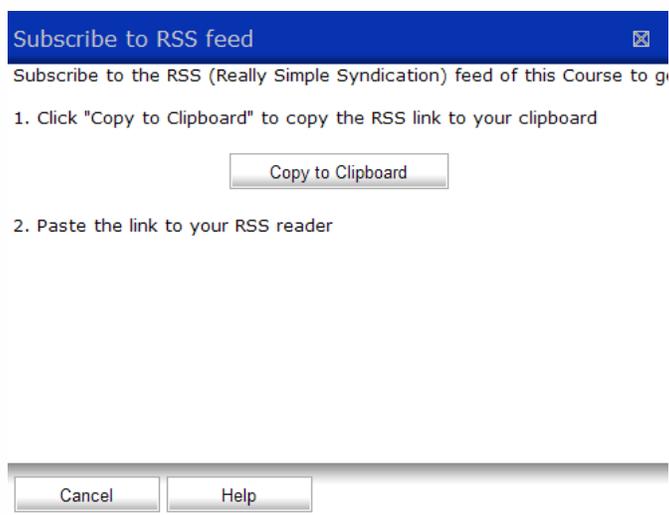


Figure 13: Subscribe to RSS feed Dialog Box

2. Follow the on-screen instructions.

Note: Refer to your RSS aggregator application documentation for additional information on subscribing to and reading RSS feeds.

Subscribing to a Video Podcast

To subscribe to a Video Podcast:

1. On the *Class Recordings* page, select a class and click **iPod**. The *Subscribe to podcast* dialog box appears.

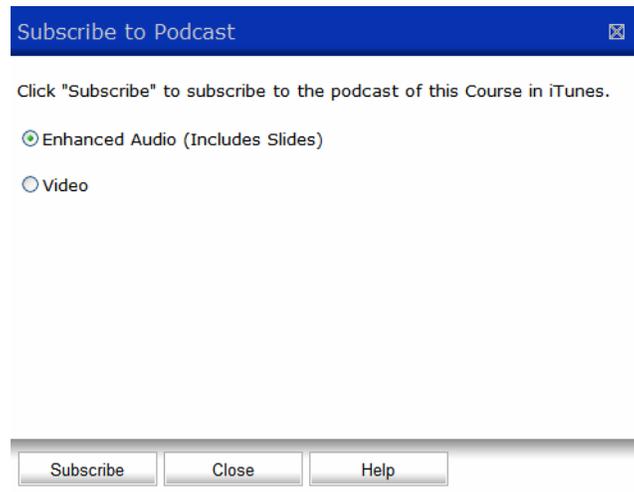


Figure 14: Subscribe to podcast Dialog Box

Note: If both Enhanced Audio Podcasts and Video Podcasts are enabled in this course, a radio button selection appears allowing you to select the type of podcast to which you want to subscribe. Select **Video Podcast**.

2. Click **Subscribe**. iTunes opens and displays the podcast.

Viewing Your Scheduled Live Classes

Tegrity enables you to join live classes which your instructor has scheduled.

Navigating Your Scheduled Live Classes List

To view your scheduled live classes list:

- On the *Class Recordings* page, select the **Scheduled Live Classes** tab. The *Scheduled Live Classes* page appears, showing the name and scheduled date and time for all scheduled live classes.

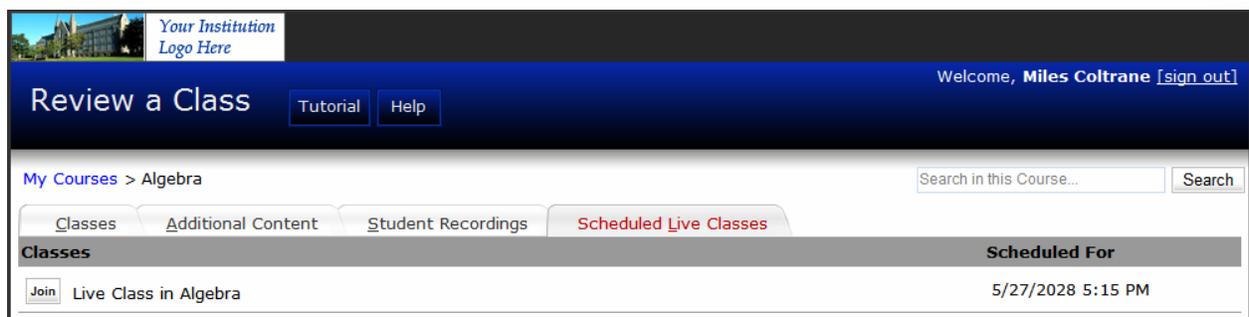


Figure 15: Scheduled Live Classes Page

Joining a Scheduled Live Class

It is recommended that you log into Tegrity Campus at least five minutes before the scheduled time of the live class. When a live class scheduled for one of your courses is about to begin, a message announcing that the class is about to begin appears at the bottom of each Tegrity page, along with a **Join** button.

To join a scheduled live class:

1. In your *Scheduled Live Classes* page, click **Join**.

-Or-

Click **Join** at the bottom of any Tegrity page.

The *Live Class Lobby* page appears.

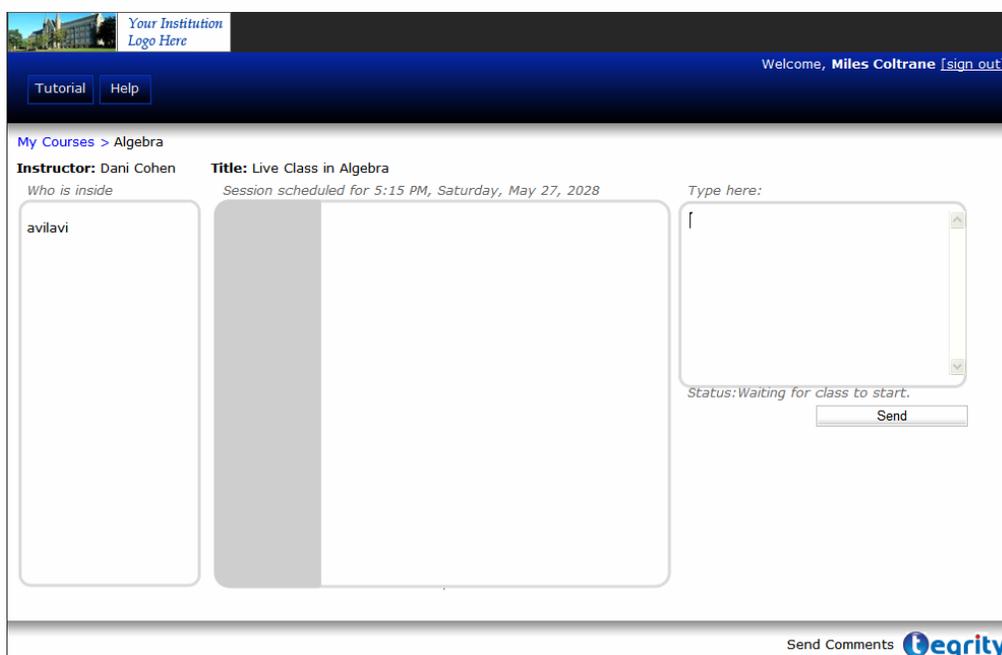


Figure 16: Live Class Lobby Page

The *Live Class Lobby* page displays a list of students who have already joined the class. You can chat with the students while waiting for the live class to begin.

Once the instructor starts the live class, the screen automatically switches to the Live class window.

Note: Tegrity Live classes are also recorded for later viewing just like regular Tegrity recordings. Recorded Live classes appear in the Course's Class Recordings List (refer to *Viewing the Class Recordings for a Course* on page 5).

Viewing Student Recordings

Your instructor may allow the enrolled students to record and upload content to some of the courses. Content recorded by students appears under the **Student Recordings** tab.

To view student recordings:

- In the *Class Recordings* page (Figure 2), select the **Student Recordings** tab. The *Student Recordings* page has the same format as the *Class Recordings* page. For information on viewing student recordings, refer to *Viewing a Class Recording Online* on page 7.



SEARCHING CLASS RECORDINGS

You can search your courses for specific content. You can:

- Search within a course.
- Search within a single class recording.

Searching for Specific Content Within a Course

To search for specific content within a course:

1. In the *Class Recordings* page (Figure 2), type a key word or phrase in the *Search* field.

A screenshot of a search interface. It features a text input field containing the word "presentation" and a button labeled "Search" to its right.

Figure 17: Class Recordings Page Search Field

2. Click **Search**. Tegrity Campus searches all the class recordings, additional content, and student recordings, and displays the results of the search, as shown in the following figure.

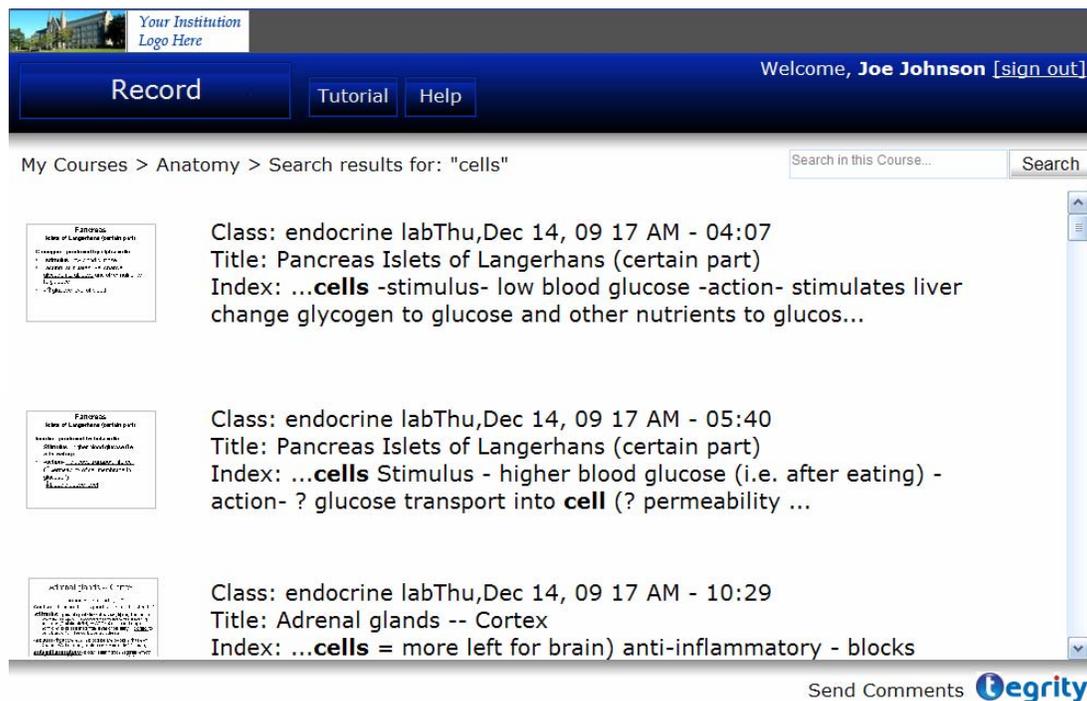


Figure 18: Search Results

3. Click the search result graphic or text to start playing the class recording from the point at which the key word or phrase was found.

Searching for Specific Content During Playback of a Class Recording

To search for content in a class recording during playback:

1. Type a keyword or phrase in the *Search* field in the upper right corner of the Tegrity Viewer (Figure 4), as shown in the following figure.

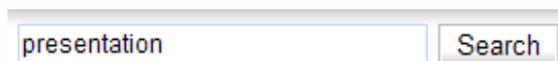


Figure 19: Tegrity Viewer Search Tab

2. Click **Search**. Search results appear in the main window.

Search



14 results found for **create**. (1.93 sec)

Location	Time	Context
Index	0:00:53	CREATE A PRESENTATION
Index	0:01:09	CREATE AN ORG CHART
Index	0:21:44	CREATE A PRESENTATION
Index	0:22:00	CREATE AN ORG CHART
Index	0:22:54	CREATE A PRESENTATION
Index	0:23:09	CREATE AN ORG CHART
Index	0:24:02	CREATE A PRESENTATION
Index	0:24:18	CREATE AN ORG CHART
Index	0:25:12	CREATE A PRESENTATION
Index	0:25:27	CREATE AN ORG CHART
Index	0:26:21	CREATE A PRESENTATION
Index	0:26:36	CREATE AN ORG CHART
Index	0:27:29	CREATE A PRESENTATION
Index	0:27:45	CREATE AN ORG CHART

Figure 20: Class Search Results

3. Double-click the required search result in the list to start playing the class recording from the point at which the key word or phrase was found.



CREATING STUDENT RECORDINGS

Starting Tegrity Recorder

Tegrity Recorder can be accessed from the *Course Management* page. If you are a Mac user, continue with *Tegrity Recorder Instructions for Mac Users* on page 27.

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 your Course Management System 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** button in the upper left corner of the page (Figure 2).
3. Click **Record**. The *Tegrity Recorder* window appears (Figure 21). If this is the first time you are recording a class, the *Tegrity Recorder* icon is added to your system tray.

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.

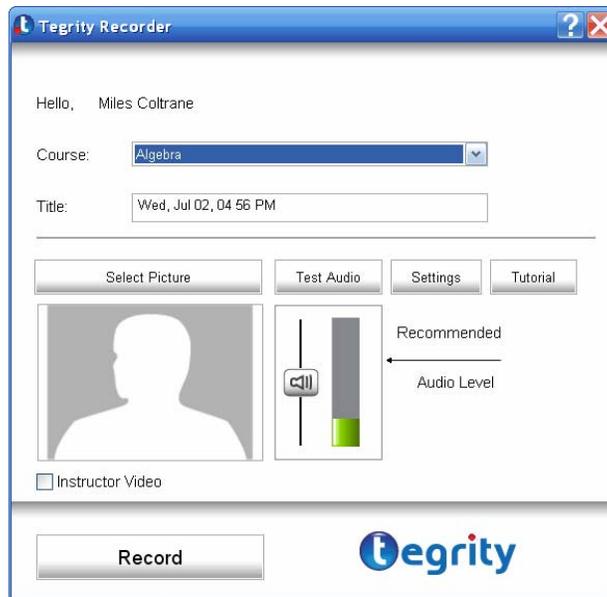


Figure 21: Tegrity Recorder Window

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.

Recording with Tegrity Recorder

When *Tegrity Recorder* opens, it displays your name and a course name.

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 *Recording 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 (Figure 21).



Figure 22: Audio Level Indicator

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.

Recording Content

Tegrity provides easy-to-use controls for recording your content. The following additional features are particularly useful for practice sessions or setup:

- Preview of a recording before uploading.
- Delete a recording.

To record your content:

1. Start Tegrity Recorder and click **Record** (see *Starting Tegrity Recorder* on page 22). The first time you click **Record**, a dialog box appears displaying information about the Tegrity Recording toolbar icons.

Note: If you have exclusive use of the computer and don't need instructions for using the toolbar icons, select the **Don't show this message again** checkbox.

2. Click **OK**. The dialog box closes and the Tegrity Recording toolbar appears at the bottom of your screen.



Figure 23: Tegrity Recording Toolbar

3. As you speak, the volume indicator (■) shows the volume level at which the class is being recorded. For information about the recommended audio level, see *Adjusting the Recording Audio Level* on page 24.
4. During the recording process, use the Tegrity Recording toolbar buttons to pause (||), resume (●), or stop (■) the recording.
5. Click ■ to stop the recording. The *End Recording* dialog box appears.



Figure 24: End Recording Dialog Box

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

- **Upload (in the background)** — Upload the recording to the Tegrity server from your computer. Uploading the recording does not affect the performance of your computer. The Tegrity Recorder closes and the *Recording Upload* dialog box appears.

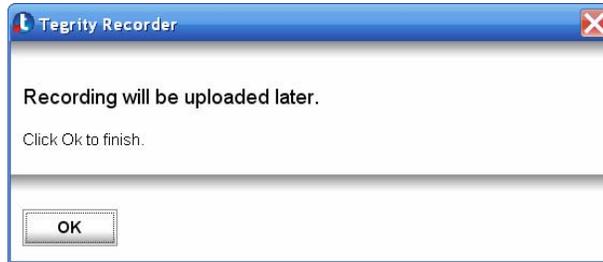


Figure 25: Recording Upload Dialog Box

- **Preview** — The *Recording successfully created* dialog box appears.

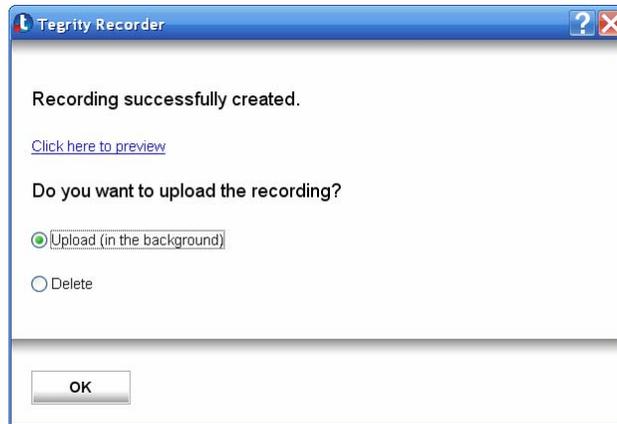


Figure 26: Recording Successfully Created Dialog Box

- Click **Click here to preview**. A browser window opens and plays the recording in the window (refer to *Viewing a Class Recording Online* on page 7).
 - When you finish viewing the recording, close the browser window.
 - Select **Upload (in the background)** or **Delete** from the *Recording successfully created* dialog box.
- **Delete** — Delete the recording. The *Tegrity Recorder* closes.

Tegrity Recorder Instructions for Mac Users

Tegrity provides easy-to-use setup, installation, and recording options for Mac users.

Installing the Tegrity Recorder Application on Your Mac

When you access Tegrity Campus for the first time from your Mac, you must install *Tegrity Recorder*.

To install Tegrity Recorder on your Mac:

1. Log into Tegrity Campus. The **Download Recorder** button appears in the upper left corner of the *Course Management* page.

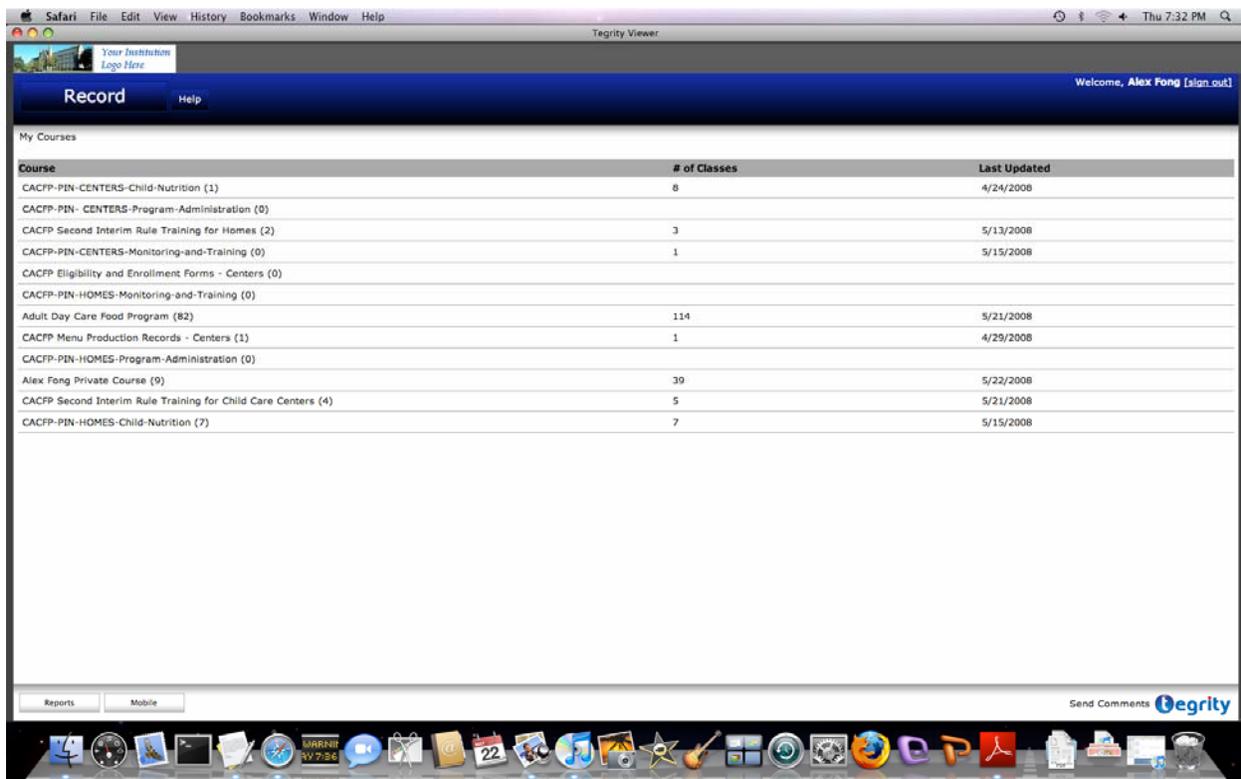


Figure 27: Course Management Page – Download Recorder Option (Mac)

2. Click **Download Recorder**. The *Download Mac Recorder* web page appears.

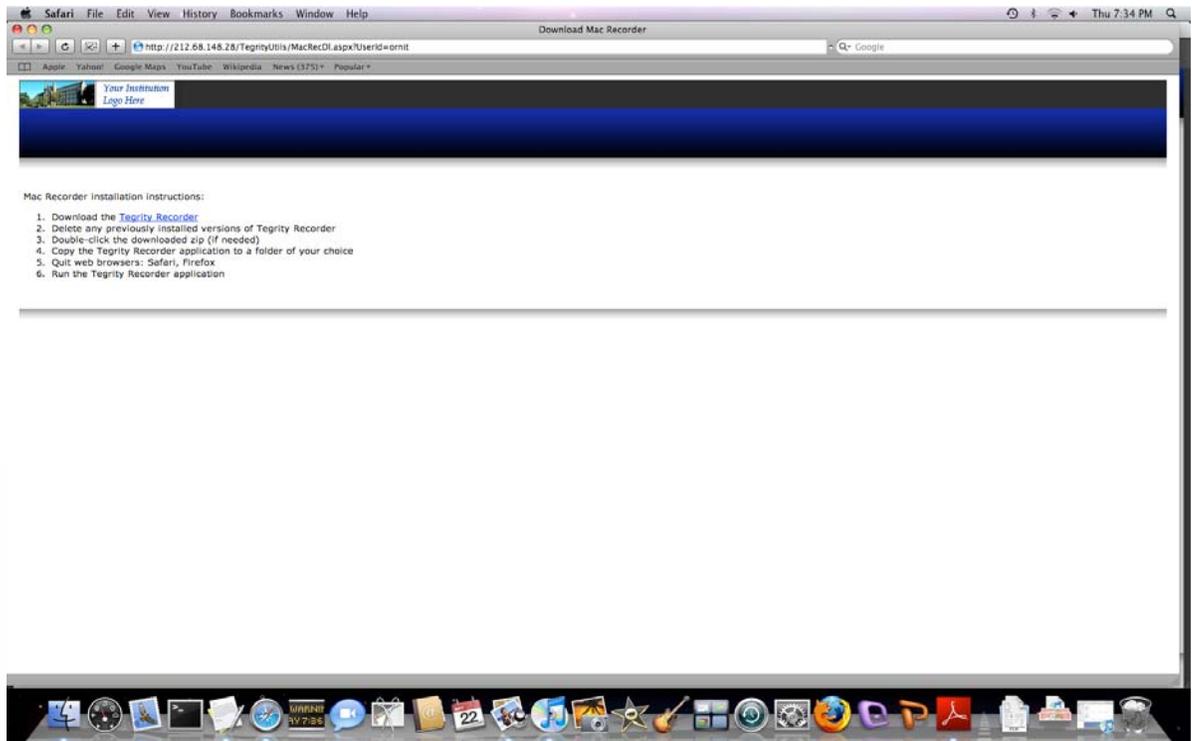


Figure 28: Download Mac Recorder Page

3. Click **Tegrity Recorder** to download the Tegrity application. The *Downloads* list appears, showing the download progress of the Tegrity Recorder.

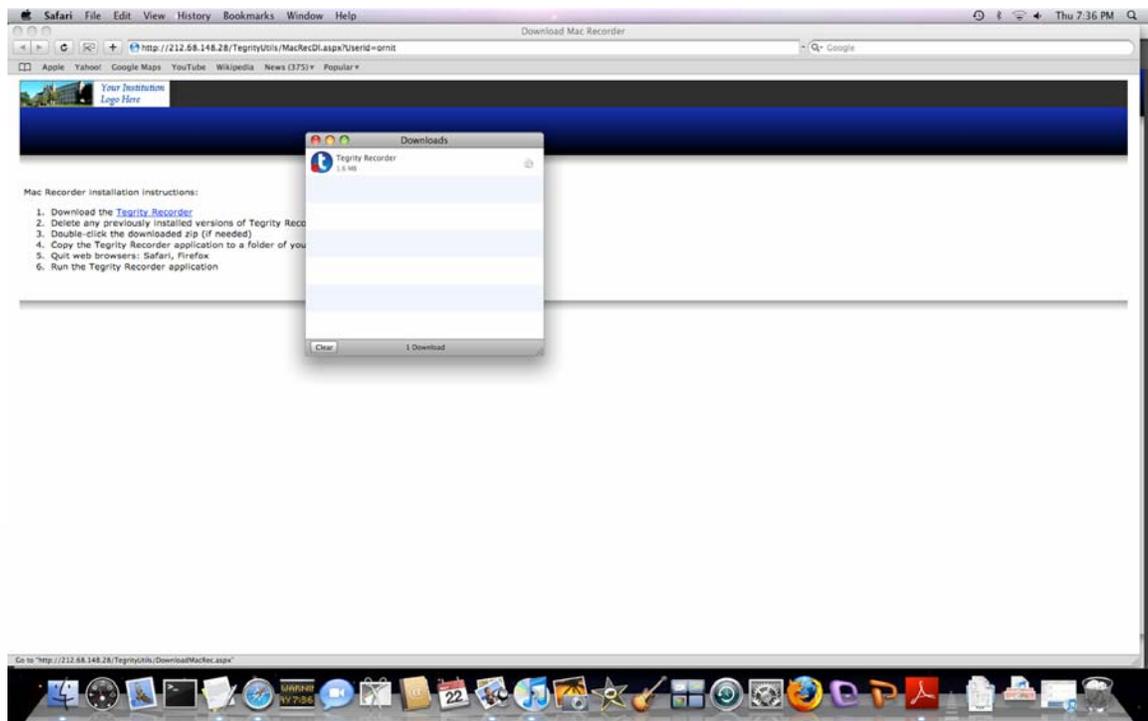


Figure 29: Download Tegrity Application (Mac)

4. Once the download is complete, copy the Tegrity Recorder application to a folder of your choice.
5. Exit your web browser (Safari, Firefox).
6. Run the Tegrity Recorder application.
7. If the Tegrity Recorder Plugin is not installed on the computer and not all browsers were closed, click **Install Plugin** (shown in the following figure) to install the Plugin.



Figure 30: Install Tegrity Plugin (Mac)

Updating the Tegrity Recorder Application on Your Mac

Tegrity automatically notifies you when Tegrity Recorder updates are available and whether an update is critical.

To update the Tegrity Recorder application on your Mac:

1. Login to Tegrity Campus *Course Management* page (Figure 27). When an update is available, the **Download Recorder** button appears on the page.
2. Click **Download Recorder**. The *Download Mac Recorder* page appears (Figure 28).
3. If the update is not critical, a **Not Now** button appears at the end of the list of instructions. You can bypass the update by clicking **Not Now**. The *Download Mac Recorder* page closes.
4. Delete previous versions of the Mac recorder.
5. Follow the instructions for downloading the Mac recorder (refer to *Installing the Tegrity Recorder Application on Your Mac* on page 27).

Recording Content on Your Mac

To record and upload content on your Mac:

1. Start the *Tegrity Recorder Application* in one of the following ways:
 - Run the Tegrity Recorder Application locally.

-Or-

- Click **Record** on the *Class Recordings* page (Figure 2).

The *Record* dialog box appears.

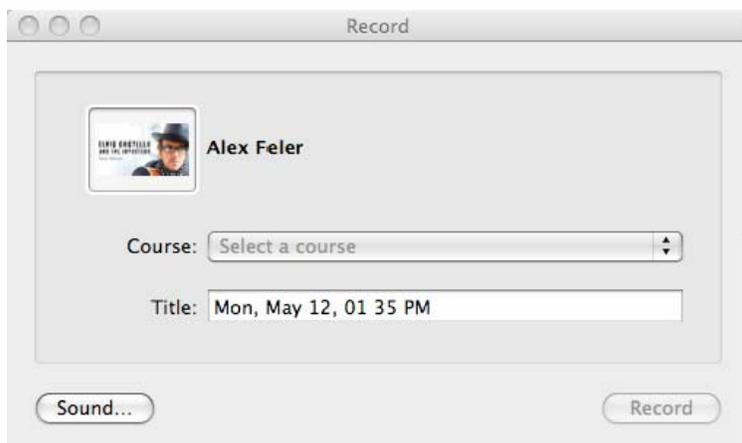


Figure 31: Record Dialog Box (Mac)

2. Select a course from the *Course* drop-down list.

3. If you want to give the class session a name, type the session name in the *Title* text box. The default title for a class session is the date and starting time of the recording.
4. To adjust the audio settings for your recording, click **Sound**. The standard Macintosh *Sound* dialog box appears. Adjust your input volume so that the input **level** stays near the center of the *Input level* display.
5. To change your photo, drag the new image into the image frame next to your name.
6. To start recording, do one of the following:

Click **Record** in the *Record* dialog box,

-Or-

Select **File > Record**, as shown in the following figure.

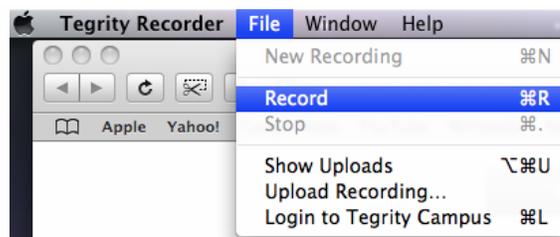


Figure 32: Tegrity Recorder File Menu (Mac)

Recording begins and the *Tegrity Recorder Toolbar* appears in the lower left corner of the screen.



Figure 33: Tegrity Recorder Toolbar (Mac)

7. During the recording process, use the Tegrity Recording toolbar buttons to pause (||), resume (●), or stop (■) the recording.
8. Click ■ to stop the recording. The *End Recording* dialog box appears.

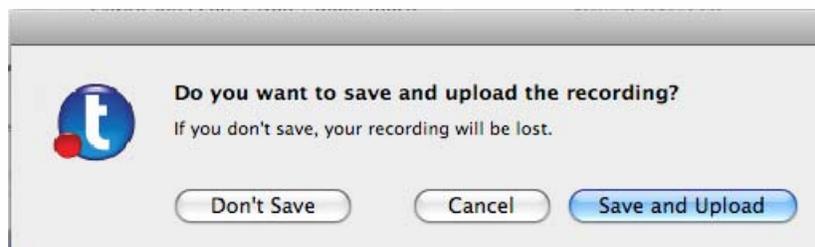


Figure 34: End Recording Dialog Box (Mac)

9. Click one of the following:

- **Don't Save** – Recording stops and your recording is not saved.
- **Cancel** – Recording resumes.
- **Save and Upload** – The recording is saved and uploading begins. The *Uploads* dialog box appears (Figure 35), displaying upload progress. Close the window when the upload is complete.

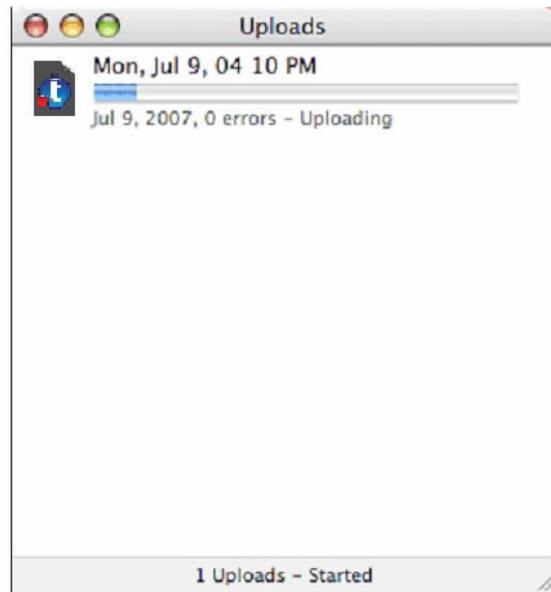


Figure 35: Uploads Dialog Box (Mac)



USING THE ADVANCED RECORDING FEATURES

Tegrity advanced recording features enable you to:

- Add handwritten annotations to a recording.
- Record from different video sources during a recording.

Adding Annotations During a Recording

You can add annotations during a recording session to an existing page in your presentation or you can add a new page to your presentation and make your annotations on this new page. These annotations are visible both during the recording and during playback.

To add annotations to your presentation during a recording:

1. Click  on the Tegrity Recording toolbar (Figure 23). The expanded Tegrity Recording toolbar appears in the system tray at the bottom of your screen when recording a class.



Figure 36: Expanded Tegrity Toolbar

2. Click  to configure and use annotation tools. The Expanded Tegrity Toolbar displays annotation controls, as shown in the figure below:

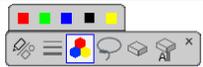


Figure 37: Expanded Tegrity Recording Toolbar Displaying Annotation Controls

3. Click any annotation control to display annotation options for that control.

The following table describes options for each control on the annotation toolbar:

Table 4: Annotation Control Options

Control with Options	Description
	<p>Annotation Pen – Enables you to select what your cursor draws as you move it. The functions from left to right are:</p> <ul style="list-style-type: none"> • Pen – Draw free-form as you would with a pen. • Rectangle – Draw a rectangle. • Ellipse – Draw an ellipse. • Line – Draw a line.
	Line Width – Enables you to select line width.
	Color – Enables you to select line color.
	Lasso – Enables you to select one or more annotations that you want to erase by encircling them with a closed loop.
	Eraser – Erases annotations selected with the Lasso.
	Erase All – Erases all annotations.

4. If you want to insert a new slide into your presentation for your annotations:
 - a. From the expanded Tegrity Recording toolbar, click . The following page template options appear above the expanded Tegrity Recording toolbar:



Figure 38: Expanded Tegrity Recording Toolbar Displaying Slide Options

- b. Click the type of slide you want to use. The new slide appears on your screen and is available for annotation.

- c. After adding a new annotation page to your presentation, the next time you add an annotation page, your most recent annotation page insertion appears as an additional page template (Figure 39). This enables you to return to the last page you inserted and modify its content.



Figure 39: Expanded Tegrity Recording Toolbar Displaying Inserted Slide

5. Select the drawing option you want and use it to create your annotations.

Capturing Video from a Video Source

If you have a document camera, DVD, VCR, or other video source attached to your computer, you can capture live video during your class presentation. To enable you to do this, Tegrity Campus adds a video camera icon (□) to the expanded Tegrity Recording toolbar when one or more video sources is attached to your computer.



Figure 40: Expanded Tegrity Recording Toolbar with Video Camera Icon

To capture video during a recording:

1. Click □ in the expanded Tegrity Recording toolbar. An icon appears for each video source (Figure 41).



Figure 41: Expanded Tegrity Recording Toolbar with the Video Icons

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



Figure 42: External Video Source Displayed During a Recording

3. To return to your desktop, click  on the expanded Tegrity Recording toolbar. The monitor icon () changes to a video camera icon () in the expanded Tegrity Recording toolbar and your desktop appears.

Configuring the Tegrity Recorder

The following sections describe how to configure the Tegrity Recorder.

Selecting a Picture

When playing back a Tegrity recording, there is space in the upper left corner for a picture, such as your picture, avatar or logo. Inserting a picture is optional and appears only when instructor video is not used.

To select a picture:

1. Start the Tegrity Recorder (refer to *Starting Tegrity Recorder* on page 22).
2. Click **Select Picture**. The *Select Picture* dialog box appears.



Figure 43: Select Picture Dialog Box

3. Browse to the picture you want to display.
4. Click **Select Picture**. The picture appears in the *Tegrity Recorder* window. During playback, the picture appears in the upper left corner of the window.

Using Instructor Video in the Recording

If you have a video camera connected to your computer, you see the following changes in the *Tegrity Recorder* window:

- The **Test Audio** button changes to **Test Video**.
- The **Instructor Video** option appears.

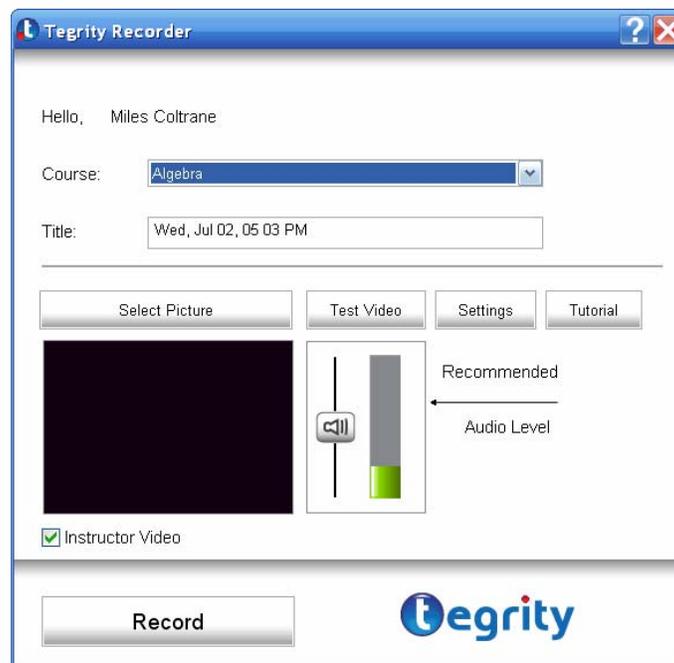


Figure 44: Tegrity Recorder Window (Video)

The first time you connect a video camera and start Tegrity Recorder, **Instructor Video** is not selected and the video camera is not activated. Subsequently, once you select this option, if the video camera is connected, the **Instructor Video** option is activated as soon as you start the Tegrity Recorder.

To use a video camera in your recording:

- Check the **Instructor Video** checkbox. The video recording appears in the *Tegrity Recorder* window and is included in your recording.

To record your class without using video:

- Uncheck the **Instructor Video** checkbox. The *Powered by Tegrity* logo appears. To replace this logo, refer to *Selecting a Picture* on page 36.

Configuring Recorder Audio and Video Settings

Tegrity enables you to easily control audio and video settings for your courses. You can:

- Select and test audio settings.
- Select and test video settings.
- Enable Enhanced Recording Mode.

To view your audio and video settings:

1. In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears (Figure 45).

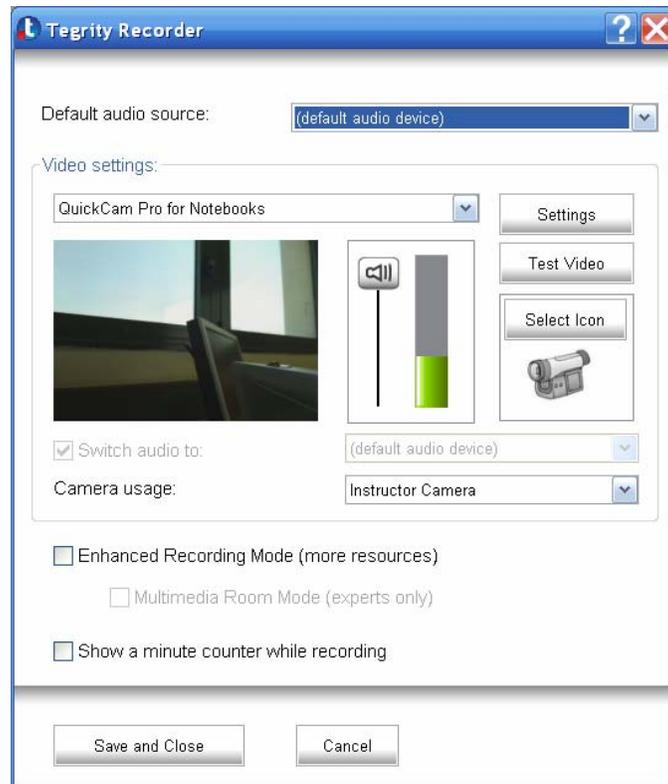


Figure 45: Settings Dialog Box

Note: If you do not have a video camera attached to your computer, the video options are unavailable.

Selecting The Audio Source

To select your audio source:

1. In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears (Figure 45).
2. From the *Default audio source* drop-down list, select an audio source.

Selecting The Video Settings

If you have more than one video source connected to your computer, select the video source you want to use. If you are using several video camera sources, assign an icon to each source to help you distinguish between them.

To select your video settings:

1. In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears (Figure 45).
2. In the *Video settings* area of the *Settings* dialog box, select the video camera to use from the *Camera Usage* drop-down list.

3. Click **Select Icon** to select an icon to help you identify your video camera. A list of icons appears.
4. Click the icon you want to assign to your video camera.
5. Repeat steps 2-4 for each video camera source that you want to use during your recording.

Selecting a Different Audio Source For Different Video Sources

If one of the video sources connected to the computer is a DVD player or a VHS player, you may want to configure the Tegrity Recorder to capture audio from a different audio source. For example, you may want to capture the audio from the DVD player instead of the instructor microphone.

To select a different audio source for a selected video source:

1. In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears (Figure 45).
2. In the *Video settings* area of the *Settings* dialog box, select the video camera to use from the *Camera Usage* drop-down list.
3. Check the **Switch Audio To** checkbox.
4. Select the required audio source from the drop-down list.

Testing Your Audio and Video Capabilities

The Tegrity recorder enables you to test audio quality without video or to test audio and video quality together.

Testing Audio Quality

To test audio quality when recording without video:

1. In the *Tegrity Recorder* window (Figure 44), click **Test Audio**. A *Test Audio* dialog box appears.

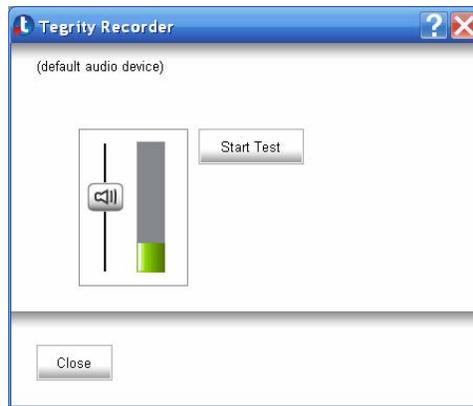


Figure 46: Test Audio Dialog Box

2. Click **Start Test**. The **Start Test** button changes to **Stop Test**.
3. In your normal speaking voice, speak into the microphone for a few seconds.
4. Click **Stop Test**. The **Play Test** button appears and the **Stop Test** button changes to **Start Test**.
5. Click **Play Test** to listen to the audio that you recorded.
6. Verify that the level and quality of your audio recording are acceptable.
7. If necessary, adjust the recording volume (see *Adjusting the Recording Audio Level* on page 24).
8. If you want to repeat the test, click **Start Test** again.

Testing Video and Audio Quality

When you record using a video source, you test video and audio quality from a single test dialog box.

Note: The following procedure should only be performed by someone who has detailed knowledge of the video camera that is being tested.

To test video and audio quality:

1. In the *Tegrity Recorder (Video)* window (Figure 44), click **Test Video**.

OR

In the *Tegrity Recorder* window (Figure 44), click **Settings**. The *Settings* dialog box appears (Figure 45). Click **Test Video**.

The *Test Video* dialog box appears.



Figure 47: Test Video Dialog Box

2. Click **Start Test**. The **Start Test** button changes to **Stop Test**.
3. Stand in front of the camera and speak into the microphone for a few seconds in your normal speaking voice.
4. Click **Stop Test**. The **Play Test** button appears and the **Stop Test** button changes to **Start Test**.
5. Click **Play Test** to view the video you recorded. The video playback appears in the *Video Camera Playback* window.



Figure 48: Video Camera Playback Window

While the video plays, you can use the control panel at the bottom to pause, play, or stop the video. You can also raise or lower the playback volume.

6. Verify that the audio volume level and quality of your video recording are acceptable. Click  to close the *Video Camera Playback* window.
7. If necessary, click **Settings** to adjust the camera settings and adjust your recording volume (see *Adjusting the Recording Audio Level* on page 24).
8. If you want to repeat the test, click **Start Test** again.

Enabling Enhanced Recording Mode

Enhanced recording mode provides an enhanced playback experience:

- The instructor video remains available throughout the recording.
- All PowerPoint slideshow animations and embedded video are captured.

To enable enhanced recording mode:

1. In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears (Figure 45).
2. Select **Enhanced Recording Mode (more options)**.

Note: Enhanced Recording mode requires additional system resources during recording and resulting recordings take up significantly more storage space. Consult your Tegrity support personnel before enabling this option.

Displaying the Minute Counter on Your Screen

The on-screen minute counter displays the current minute during a recording. At the beginning of the recording, the minute counter displays two zeroes in red (00). The minutes advance as the session progresses.

The minute counter is visible on screen only while recording. The numbers are not included in the recording and do not appear when reviewing a recording.

To show the minute counter on your screen during a recording:

1. In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears (Figure 45).
2. Check the **Show a minute counter while recording** checkbox (Figure 45).
3. Click **Save and Close**. When you start your recording the minute counter appears.

To move the minute counter during a recording:

- Click and drag the minute counter to the desired location.

Managing Your Course Uploads

All Tegrity recordings are automatically uploaded with no additional interaction necessary. However, for your convenience, you can monitor and control the upload process.

To check the status of a recording upload:

- Right-click the *Tegrity Recorder* icon and select **Check Upload Queue**. The *Recordings in Upload Queue* window appears, displaying the name and upload status of each recording submitted.

Note: Files for which the upload process is complete are not listed.

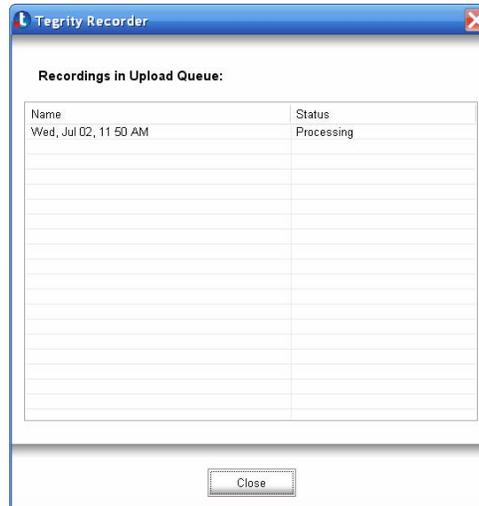


Figure 49: Recordings in Upload Queue Window

Recordings in the upload queue can have one of the following statuses:

- Processing – Tegrity is preparing the recording for upload.
- Uploading – Tegrity has started the upload process.
- Waiting – The instructor has delayed the upload process.

To delay the upload of a recording:

- Right-click the *Tegrity Recorder* icon and select **Snooze Upload**. The upload is delayed until 1:00 a.m. and the status changes to **Waiting**.

To resume uploading after Snooze:

1. Right-click the Tegrity Recorder icon.
2. From the menu that appears, notice that **Snooze Upload** is checked.
3. Click **Snooze Upload** to uncheck this option. Uploading of all recordings in the queue is resumed.