Tegrity
Tegrity is a lecture recording application. It records class time and course content for students to watch live, or review on-demand.

Setting up Tegrity
Before you can use Tegrity, instructors must send Mike Phillips their course CRN number or XLS number. These can be found in Blackboard under Content Collection. Also include the room number they are teaching in. Office rooms and laptops are fine as well. Also provide whether they need a microphone and/or a webcam.

Once Tegrity is set up, a link will appear for a single sign on for students on Blackboard.

Starting Tegrity
1. Use the Tegrity Icon in the tool bar to open the program.
2. Log in with your IPFW credentials.
3. Check Instructor Video to use webcam.
   Note: The webcam and mic settings should already be set up for you. If you have any issues, call the Help Desk.
4. You can choose an image to be your avatar.
5. Under Course, select the course you will be recording for.
6. Once you are ready to begin the lecture, press OK.

Using Tegrity
- Choose from the cam/monitor icons to toggle between which is being displayed as full screen.

Stopping and Uploading Videos

Stopping a Recording
Once you are finished recording, press the Stop button.

You will get a pop-up asking about what to do with your recorded lecture. Choose Upload to Background. You don’t have to stay logged in for it to finish. It won’t be interrupted, even if

You can pause recordings to exclude certain moments. Press Pause again to continue recording.
- There are also highlighter and whiteboard options.
Uploaded Recordings
You can get to the recorded videos through Blackboard OR ipfw.tegrity.com and use your IPFW credentials to log in.

Viewing Recordings
Click on a video to open up clip from the recording. Click on one of them to view the entire video.

You will be brought to a different page.

Students may comment buy instructors won’t see immediately. Students can also mark specific points in the lecture that are unclear so that instructors may better explain.

Editing Recordings
Move a Recording
To move a recording,
1. Select the lecture with the checkbox.
2. Click on Recording Tasks.
3. Always choose to Copy a lecture.
4. Select a place to move the selected lecture to.
5. Click Copy Recording.

Closed Captioning
Closed Captioning is only available to be used by students with disability. This request must also be coordinated with Services of Students with Disability.

To get CC,
1. Select the lecture you’d like with the checkbox.
2. Click Recording Tasks > Request Caption > Continue.

Mike Phillips will be notified to Approve or Disapprove this request.

Sharing a Video
To share a video,
1. Check the video you’d like to share.
2. Click Recording Tasks > Share Recording.
3. Uncheck Do Not Allow Anon Users.
4. Copy and send URL.