DISCLAIMER

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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, you can access the following Help options:

- **Online Help** – Displays information that is relevant to the screen in which you are working.
- **What’s new** – Provides information about new features.
- **Get Support** – Opens a form for contacting your institution’s Tegrity help desk.
- **Run Diagnostics** – Runs a diagnostic test to confirm Tegrity recordings can be played back on your computer.

To access Help:

- From the Help tab select one of the Help options. The selected Help page appears.
- OR –
  1. From the Quick Links area located on the My Tegrity (Figure 2) and Class Recordings (Figure 4) pages, click Help. A Help page appears with links to the Help options.
  2. Click one of the Help options. The selected Help page 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 4).

When you access Tegrity Campus directly, the first Tegrity page you see is a list of all of your courses (Figure 2).

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 4) appears. You can now access class recordings (refer to Viewing the Class Recordings for a Course on page 8).

To access Tegrity Campus directly:

1. Open a browser window.
2. Enter the address or name of your institution’s Tegrity service in the navigation pane. Contact your Tegrity support personnel if you do not have this information. The Tegrity Login page appears.
3. Enter your user name and password.
4. Click **Login**. The *My Tegrity* page appears.
The *My Tegrity* page displays the following information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>The title of the course followed by the number of class recordings that you have not viewed.</td>
</tr>
<tr>
<td># of Classes</td>
<td>The total number of class recordings available for viewing.</td>
</tr>
<tr>
<td>Last Updated</td>
<td>The last date your instructor updated the class recording.</td>
</tr>
</tbody>
</table>

In addition, the *My Tegrity* page displays links to Tegrity Tutorials which provide additional training and tips for using Tegrity Campus’s features.

5. Click the name of a course to view the class recordings for the course (Figure 4). You can now access class recordings (refer to *Viewing the Class Recordings for a Course* on page 8).

**Quick Links**

In addition, the *My Tegrity* page (Figure 2) and the *Class Recordings* page (Figure 4) provide quick links to:

- **Bookmarks**, which enables you to add bookmarks to a class recording (refer to *Creating Bookmarks in a Recording* on page 59).
- **Help**, which include links to online help, user guides, tutorials, and additional support for using the Tegrity Campus application.
- **Let Tegrity Know!**, which enables you to send a comment to Tegrity support.
- **Latest Updates**, which are links to the last recordings that were uploaded for courses in which you are enrolled.

![Quick Links](image)
The Tegrity menu bar provides access to the following Tegrity features:

Table 2: Menu Bar

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="In Class" /></td>
<td>Enables you to create bookmarks while you are recording a class (refer to Creating Bookmarks while Recording a Class on page 60).</td>
</tr>
<tr>
<td><img src="image" alt="Tests" /></td>
<td>Enables you to take online exams (refer to Taking Online Exams Using Tegrity on page 55). This button only appears if online testing is enabled.</td>
</tr>
<tr>
<td><img src="image" alt="Help" /></td>
<td>Provides access to Online Help, Docs &amp; Tutorials, Knowledge Base, and Support.</td>
</tr>
</tbody>
</table>

The following toolbar buttons provide access to various Tegrity applications and subscriptions to media update services.

Table 3: Toolbar Buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Facebook" /></td>
<td>Provides access to the Tegrity application for Facebook.</td>
</tr>
<tr>
<td><img src="image" alt="iPhone" /></td>
<td>Provides access to the Tegrity application for your iPhone.</td>
</tr>
<tr>
<td><img src="image" alt="Mobile" /></td>
<td>Provides access to the Tegrity application from your mobile phone.</td>
</tr>
<tr>
<td><img src="image" alt="Podcasts" /></td>
<td>Enables you to subscribe to enhanced audio podcasts or video podcasts for your courses (refer to Subscribing to Media Updates on page 22).</td>
</tr>
<tr>
<td><img src="image" alt="RSS" /></td>
<td>Enables you to subscribe to RSS feeds for your courses (refer to Subscribing to Media Updates on page 22).</td>
</tr>
<tr>
<td><img src="image" alt="MP3" /></td>
<td>Enables you to subscribe to MP3 podcasts for your courses (refer to Subscribing to Media Updates on page 22).</td>
</tr>
</tbody>
</table>
Navigation Buttons

The navigation buttons (◀ and ▶) provide quick access to previously viewed pages. This is especially useful when working with your search results since it enables you to quickly return to your search results after selecting a specific class recording to play (refer to Searching Class Recordings on page 29).

To access the previous page you viewed:

1. Click ◀. The previous page you viewed appears.
2. Click ◀ to return to the referring page.

Tegrity Connect Icon

The Tegrity Connect icon (ู่) indicates if there are other students in your courses who are currently online. Tegrity Connect enables you to participate in real-time course discussions as well as have a private (one-on-one) discussion with an online user. For more information, refer to Connecting with other Tegrity Users on page 17.
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 -

  In the My Tegrity page (Figure 2), click a course. The Class Recordings page (Figure 4) appears with the Classes tab selected and showing a list of the course’s class recordings.
For some courses, the following additional tabs are available:

- **Additional Content** – For more information, refer to *Viewing Additional Content* on page 19.
- **Student Recordings** – For more information, refer to *Viewing Student Recordings* on page 28.
- **Scheduled Live Classes** – For more information, refer to *Viewing Your Scheduled Live Classes* on page 26.

The class recording list displays the following information:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes</td>
<td>The title of the class.</td>
</tr>
<tr>
<td>Recorded</td>
<td>The date on which the class was recorded.</td>
</tr>
<tr>
<td>Duration</td>
<td>The duration of the class recording (in minutes and seconds).</td>
</tr>
<tr>
<td>Download</td>
<td>Click ✉️ to download the class recording to your computer.</td>
</tr>
<tr>
<td>Column Name</td>
<td>Information Displayed</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Status</td>
<td>If there is at least one active bookmark in the recording created by the current user, a ⭐ appears in this column. If the bookmark is inactive, a 🌟 appears in this column. (For more information about bookmarks, refer to Creating Bookmarks in a Recording on page 59.) Otherwise, if a status exists for this session (e.g., Not Published, Available Soon) then the status appears.</td>
</tr>
</tbody>
</table>

**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**

You can view a class recording from the Class Recordings page.

**Tip:** The Latest Classes area in the Class Recordings (Figure 4) or My Tegrity (Figure 2) pages display the names of the last two classes that were uploaded. To view these classes, click the link for the class you want to view.

**To view a class recording online:**

1. In the Class Recordings page (Figure 4), click the class name. Thumbnail images of the chapter index entries and the titles of the chapters appear below the class name. The icon to the left of the class title indicates whether the thumbnails are shown (📖) or hidden (▷).
If you stopped a recording while it is playing, the next time you access the same recording, a new thumbnail image appears before the other chapter thumbnail images. This new thumbnail image enables you to resume your playback from where you left off during the previous playback session.

**Note:** The Resume thumbnail image only appears if you previously viewed this recording and stopped it at some point before the end of the recording.
2. To select a starting point for viewing:
   a. Hover your mouse over the chapter index entries to view enlarged index entries.
   b. Click the first chapter index entry (indicated by a (1) under the thumbnail image) 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.

![Image: Class Recording Playback Window](image)

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.

An indication in the lower left corner displays the current playback time and the length of the recording (in the format hh:mm:ss/hh:mm:ss). This is followed by an icon, which provides an indication of the network connection status.

![Image: Recording Time and Network Connection Status Icon](image)
A problematic playback may indicate a problem with the network connection such as not enough bandwidth or a disruption in your network connection. Tegrity provides you with a method to help diagnose the problem. Click the network connection status icon to view additional details about the network status. You can click Test my computer to obtain additional information about your network connection.

![Network Status](image)

Figure 9: Network Status Details

During playback, the following playback controls are available:

**Table 5: Playback Controls**

<table>
<thead>
<tr>
<th>Tegrity Buttons</th>
<th>Use</th>
</tr>
</thead>
</table>
| ![Pause and Play](image) | **Pause and Play:** These icons alternate depending on your action:  
  - Click ![Pause](image) to pause the class recording. The button changes to a Play button (![Play](image)).  
  - Click ![Play](image) to continue viewing the class recording. The icon changes to a Pause button (![Pause](image)). |
| ![Previous](image) | **Previous:** Click ![Previous](image) to return to the previous chapter (or to the beginning of the class recording). |
| ![Next](image) | **Next:** Click ![Next](image) to advance to the next chapter (or to the end of the class recording). |
| ![Volume](image) | **Volume:** Move the slider to change the volume.  
  - To raise the volume, move the slider to the right.  
  - To lower the volume, move the slider to the left. |
<p>| <img src="image" alt="Playing Speed" /> | <strong>Playing Speed:</strong> 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, twice (2x) the class recording speed. The speed is displayed to the right of the slider. |
| <img src="image" alt="Smart Slider" /> | <strong>Smart Slider</strong> – Hover over the slider to see thumbnail images of the corresponding chapter. Drag the slider to jump directly to a specific point. Markers on the slider indicate bookmarks created for the recording (refer to Creating Bookmarks in a Recording on page 59). |</p>
<table>
<thead>
<tr>
<th>Tegrity Buttons</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Display Chapter Index" /></td>
<td><strong>Display Chapter Index:</strong> Click to display the chapter index in the Tegrity Viewer (Figure 7). You can use the displayed index entries to move to a different part of the recording.</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td><strong>Print:</strong> Click to print the current Web page.</td>
</tr>
<tr>
<td><img src="image" alt="Download" /></td>
<td><strong>Download:</strong> Click to download the class recording you are currently viewing to your computer.</td>
</tr>
<tr>
<td><img src="image" alt="View Full Screen" /></td>
<td><strong>View Full Screen:</strong> 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.</td>
</tr>
<tr>
<td><img src="image" alt="Help" /></td>
<td><strong>Help:</strong> Click to open Tegrity online help or the tutorial.</td>
</tr>
<tr>
<td><img src="image" alt="Tegrity Connect" /></td>
<td><strong>Tegrity Connect</strong> – Click to display a list of other students in your courses who are currently online. Tegrity Connect enables you to participate in real-time course discussions as well as have a private (one-on-one) discussion with an online user. For more information, refer to Connecting with other Tegrity Users on page 17.</td>
</tr>
</tbody>
</table>

**Attending a Webcast Recording**

Your instructor can webcast class recordings. This enables you to view the recording in real-time as the instructor is recording. You may also communicate with your instructor and other students attending the webcast recording online via Tegrity Connect. To learn more about Tegrity Connect, refer to Connecting with other Tegrity Users on page 17.

**To attend a webcast recording:**

1. Login to Tegrity a few minutes prior to the scheduled class time. A notification appears informing you of the webcasted recording. On the My Tegrity page, the course currently being webcasted appears in blue with the text “Live Now” in the Last Updated column.
In the page of the course currently being webcasted, the webcasted recording appears in blue with the text “Live Now” in the Recorded column.

2. Click the title of the webcasted recording. The recording opens in an expanded view displaying a single thumbnail “Live Now. Click to join”.
3. Click the thumbnail to join the webcasted recording. The Webcast Playback page appears.

The webcast playback page is similar to a regular recording playback page but some of the playback controls are disabled. However, as with any recording, you may adjust the volume, create bookmarks, or communicate with your instructor and other students using Tegrity Connect.
Connecting with other Tegrity Users

While viewing a recording, you can have discussions with other online students who are in your course. For example, if you do not understand something that is discussed in the course, you can open a discussion with other online students by asking, “Did you understand that?” with a link to the content. You can also view a list of other students in your courses who are currently online.

The Tegrity Connect icon appears in the lower right corner of the Class Recording Playback window (Figure 7). The number in the upper right corner of the icon indicates the number of other students in your course who are currently online. When you click the icon, the Tegrity Connect window appears.

![Figure 14: Tegrity Connect Window](image.png)

The Tegrity Connect window contains the following areas:

- The **Discussion** area (the left pane of the Tegrity Connect window) displays group discussions for the selected courses and your private discussions. A tab appears under this area for each discussion you view. Click the tab under this area to select the course or person whose discussion you want to see. You can participate in a discussion by clicking the desired tab and entering your text in the area below this pane.

- The **Who is Online?** area displays a list of all online Tegrity users enrolled in your courses. The list is organized by course.

- The **Course Discussion** area lists the courses to which you are registered.
You can choose to appear online or offline. When your status is online, your name appears in other online students’ Who is Online? area. Other online users can initiate a private discussion with you. When your status is offline, you can view the group discussion taking place, but your name does not appear in the Who is Online? area, and no one can initiate a private discussion with you. If you are already having a private discussion with someone on the list, you can change your status to offline and still continue your private discussion.

When someone tries to initiate a private discussion with you, you receive an audio notification and the Tegrity Connect icon ( ) blinks. A new tab appears under the Discussion area with the name of the person trying to connect with you.

The course discussions in Tegrity Connect are persistent, so you can view the various discussion threads even if you join the discussion after it already started. Private discussions (one-on-one) are not persistent and will be deleted once both users close the discussion tab or log off.

To connect with other Tegrity users:

1. Click to view a list of other Tegrity users in your courses who are currently online. The Tegrity Connect window appears (Figure 14).

2. In the Course Discussion area, click the course for which you want to connect with other Tegrity users. A tab appears under the Discussion area with the name of the course. The pane displays any ongoing discussion for that course.

3. To participate in the group discussion, type your text in the lower left pane and click Send or press Enter.

4. To initiate a private discussion with an online viewer, click the name of the viewer in the Who is Online? area. A tab appears under the Discussion area with the name of the online user you selected. The Discussion area displays your discussion.

5. When someone tries to initiate a private discussion with you, you receive an audio notification and the Tegrity Connect icon ( ) blinks. To respond to this invite, click the tab under the Discussion area with the name of the online user and type your text in the lower left pane and click Send or press Enter.

6. To change your status, select Online or Offline from the drop-down list.
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 4), 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 hyperlinks.

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 (Figure 4), 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.

![Download Class Dialog Box](image)

Figure 16: 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 17).

![File Download - Security Warning](image)

Figure 17: Example of a Security Dialog Box
4. Click **Run**. The class recording is downloaded. Once download is complete, the following dialog box appears.

![figure 18: example of a security dialog box](image)

Figure 18: Example of a Security Dialog Box

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

![figure 19: extracting tegrity recording dialog box](image)

Figure 19: 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 Media Updates

Tegrity enables you to subscribe to a number of media update services, including:

- Video Podcasts (M4V).
- Enhanced Audio Podcasts.
- RSS Feeds.
- MP3 Podcasts.

To subscribe to media updates:

1. Click 🌐.
   - OR – Click 📣.
   - OR – Click 📢.
   The Subscribe to Podcasts, RSS or MP3 feeds dialog box appears.

2. Select the course for which you want to subscribe to media updates.
3. Click the media update service to which you want to subscribe.
4. If you select RSS or MP3, follow the on screen instructions.
5. Click OK. You receive a message indicating whether your subscription was successful.

Note: Subscribe buttons that appear without underlined text reflect that this delivery method is not available for the selected course.
Viewing a Class Recording on Your Mobile Phone

To view class recordings on a mobile phone:

1. In the Class Recordings page (Figure 4), click . The Mobile Support dialog box appears.

![Mobile Support Dialog Box](image)

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 Tegrity Campus.

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. In the Class Recordings page (Figure 4), select a class and click RSS. The Subscribe to RSS feed dialog box appears.
2. Follow the on-screen instructions.

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

### Adding a Tegrity Link to Your Facebook Account

You can add a Tegrity link in your Facebook account, enabling you to access your Tegrity Campus courses from within Facebook.

**To add a Tegrity link to your Facebook account:**

1. In the *Class Recordings* page (Figure 4), click 📌. The *Subscribe to Facebook* dialog box appears.
2. Click **Subscribe**.

3. If you are not currently logged into Facebook, the Facebook login page appears. Login to Facebook using your Facebook account username and password.

4. Facebook’s **Allow Access** dialog box appears. Click **Allow**.

5. Click **Bookmark Tegrity Campus** to enable future access to Tegrity Campus from within Facebook. The Tegrity Campus application link appears in your Facebook applications list.

6. To access Tegrity Campus from within Facebook, click **Applications -> Tegrity Campus**. The **Tegrity Campus Application** page opens in Facebook.

7. Click **My Tegrity**.
Viewing Your Scheduled Live Classes

Tegrity enables you to join live classes that your instructor scheduled.

Navigating Your Scheduled Live Classes List

To view your scheduled live classes list:

- In the Class Recordings page (Figure 4), 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 25: 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 (Figure 25), click Join.
   –OR–
   Click Join at the bottom of any Tegrity page.

   The Live Class Lobby page appears.

   ![Figure 26: 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 8).
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 with the name of the student who created the recording.

**To view student recordings:**

- In the *Class Recordings* page (Figure 4), select the **Student Recordings** tab. The *Student Recordings* page has the same format as the *Class Recordings* page with the addition of a column, which displays the name of the student who created the recording. For information on viewing student recordings, refer to *Viewing a Class Recording Online* on page 10.

![Figure 27: Student Recordings Page](image-url)
SEARCHING CLASS RECORDINGS

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

- Search all class recordings as well as all additional content uploaded by the instructor and all bookmarks to which you have access.
- Search within a single class recording, including all bookmarks to which you have access.

Searching for Specific Content within a Course

To search for specific content within a course:

1. In the Class Recordings page (Figure 4), type a key word or phrase in the Search field.

   ![Figure 28: Class Recordings Page Search Field](image)

2. Click Search. Tegrity Campus searches all the class recordings, additional content including additional content uploaded by the instructor such as Word, Excel, and PowerPoint documents, and student recordings. It displays the results of the search, as shown in the following figure.

   **Note:** If your institution integrates with Gale, an additional tab will appear with search results from the Gale database.
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.

Tip: Click the navigation buttons to return to your search results after viewing a class recording that was selected from the Search Results page.

**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 *Class Recording Playback* window (Figure 7), as shown in the following figure.

![Tegrity Viewer Search Field](image.png)

Figure 30: Tegrity Viewer Search Field

2. Click **Search**. Search results appear in the main window.
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 37.

**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 4).
3. Click **Record**. The Tegrity Recorder window appears (Figure 32). 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.
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 *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 32).

![](image)

**Figure 33: 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.

When you upload your recording, it is only available to your instructor and yourself. It appears in your Student Recordings page (Figure 27) with the status *Not Published*. If your instructor publishes the recording, it appears on everyone’s *Student Recordings* page with your name as the student who created the recording. The *status* column is blank.
If you are recording using a PC with a minimum of a Dual Core CPU and 1.5 GB of RAM, then your recording is processed and uploaded in real time. The advantage of this is that your recording is quickly available for viewing.

**To record your content:**

1. Start Tegrity Recorder and click **Record** (see *Starting Tegrity Recorder* on page 32). 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 34: Tegrity Recording Toolbar](image)

3. As you speak, the volume indicator (ưởng) shows the volume level at which the audio is being recorded. For information about the recommended audio level, see *Adjusting the Recording Audio Level* on page 34. If no audio is detected, the volume indicator changes to (بون) and flashes.

4. During the recording process, use the Tegrity Recording toolbar buttons to pause (שמח), resume (סובב), or stop (.basename) the recording. When you pause the recording, the pause button changes to (שמח) and flashes.

5. Click (.basename) to stop the recording. The *End Recording* dialog box appears.

   ![Figure 35: End Recording Dialog Box](image)

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 *Tegrity: Recording completed* balloon tip appears.
Preview — The Recording successfully created dialog box appears.

i. 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 10).

ii. When you finish viewing the recording, close the browser window.

iii. 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 page.

Figure 38: My Tegrity Page – Download Recorder Option (Mac)
2. Click **Download Recorder**. The *Download Mac Recorder* web page appears.

![Download Mac Recorder Page](image)

3. Click **Tegrity Recorder Installation** to download the Tegrity application. The *Downloads* list appears with a message box that enables you to download the Tegrity application.

![Download Tegrity Application (Mac)](image)

4. Click **Download**. The *Download Manager* dialog box appears showing the download progress of the Tegrity Recorder.
5. Double-click the downloaded zip (if needed).
6. Follow the instructions of the *Installation Wizard*.
7. Exit your web browser (Safari, Firefox).
8. Run the Tegrity Recorder.
9. 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 41: Install Tegrity Plugin (Mac)](image)

---

**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 page (Figure 38). When an update is available, the Download Recorder button appears on the page.

2. Click **Download Recorder**. The Download Mac Recorder page appears (Figure 39).

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 37).

**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 4).
The *Tegrity Recorder* dialog box appears.

![Tegrity Recorder Dialog Box (Mac)](image)

Figure 42: Tegrity Recorder 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 *Set Volume*. 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 record instructor video, check *Use Camera*.

6. From the camera drop-down list, select the camera you would like to use as the instructor video.

   **Note:** The camera selected to be used as the instructor video will also be used during the recording as the instructional video.

7. To change your photo, drag the new image into the image frame next to your name.

8. To start recording, do one of the following:
   - Click **Record a Class** in the *Tegrity Recorder* dialog box,
   - OR–
   - Select **File > Record**, as shown in the following figure.
Recording begins and the *Tegrity Recorder Toolbar* appears in the lower right corner of the screen. If you selected to use a camera in the recording, a camera icon will appear in the toolbar.

9. During the recording process, use the Tegrity Recording toolbar buttons to pause (\(\text{II}\)), resume (\(\text{I}\)), or stop (\(\text{III}\)) the recording.

10. If you are using a camera in the recording, click \(\text{Monitor} \) to display the video from the selected camera. While the video from the camera is displayed, the icon \(\text{Camera} \) will appear in the toolbar. Click \(\text{Close Monitor} \) to close the video display.

11. Click \(\text{Stop} \) to stop the recording. The *End Recording* dialog box appears.

12. 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 recording is uploaded in the background as long as your computer is turned on.
To check the upload progress:

- Select **File > Show Uploads**. The *Uploads* dialog box appears, displaying the upload progress. If you close this dialog box, uploading continues in the background.

![Uploads Dialog Box (Mac)](image-url)
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 34). The expanded Tegrity Recording toolbar appears in the system tray at the bottom of your screen when recording a class.

![Figure 48: Expanded Tegrity Toolbar](image)

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

![Figure 49: Expanded Tegrity Recording Toolbar Displaying Annotation Controls](image)
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 6: Annotation Control Options

<table>
<thead>
<tr>
<th>Control with Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annotation Pen</strong></td>
<td>Enables you to select what your cursor draws as you move it. The functions from left to right are:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Pen</strong> – Draw free-form as you would with a pen.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Rectangle</strong> – Draw a rectangle.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Ellipse</strong> – Draw an ellipse.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Line</strong> – Draw a line.</td>
</tr>
<tr>
<td><strong>Line Width</strong></td>
<td>Enables you to select line width.</td>
</tr>
<tr>
<td><strong>Color</strong></td>
<td>Enables you to select line color.</td>
</tr>
<tr>
<td><strong>Lasso</strong></td>
<td>Enables you to select one or more annotations that you want to erase by encircling them with a closed loop.</td>
</tr>
<tr>
<td><strong>Eraser</strong></td>
<td>Erases annotations selected with the Lasso.</td>
</tr>
<tr>
<td><strong>Erase All</strong></td>
<td>Erases all annotations.</td>
</tr>
</tbody>
</table>

4. If you want to insert a new slide into your presentation for your annotations:
   a. In the expanded Tegrity Recording toolbar, click \( \text{\textbullet} \). The following page template options appear above the expanded Tegrity Recording toolbar:

   ![Expanded Tegrity Recording Toolbar Displaying Slide Options](image)

   Figure 50: 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 51). This enables you to return to the last page you inserted and modify its content.

![Figure 51: Expanded Tegrity Recording Toolbar Displaying Inserted Slide](image)

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 ((record, camera)) to the expanded Tegrity Recording toolbar when one or more video sources is attached to your computer.

![Figure 52: Expanded Tegrity Recording Toolbar with Video Camera Icon](image)

**To capture video during a recording:**

1. Click (record button) in the expanded Tegrity Recording toolbar. An icon appears for each video source (Figure 53).

![Figure 53: Expanded Tegrity Recording Toolbar with the Video Icons](image)

2. Click the video icon for the desired video source. Video is recorded from the selected source.
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 32).
2. Click **Select Picture**. The *Select Picture* dialog box appears.
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.

**To delete a picture:**

1. Start the Tegrity Recorder (refer to *Starting Tegrity Recorder* on page 32).
2. Click **Select Picture**. The *Select Picture* dialog box appears (Figure 55).
3. Click **Delete Picture**. The picture reverts to the default image in the *Tegrity Recorder* 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.
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 selected instructor picture appears. To replace this picture, refer to Selecting a Picture on page 46.

**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 Recorder Settings dialog box appears (Figure 57).

![Recorder Settings Dialog Box](image)

**Figure 57: Recorder 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 Recorder Settings dialog box appears (Figure 57).

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 Recorder Settings dialog box appears (Figure 57).
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. By default, the instructor video capture output resolution is the same for all cameras even if you are using a hi-definition camera. If you are using a hi-definition camera, you can define a different resolution for the video capture output resolution. To define a different output resolution for your video camera, select the correct output resolution from the Output resolution drop-down list.
6. Repeat steps 2-5 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 microphone.

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

1. In the Tegrity Recorder window, click Settings. The Recorder Settings dialog box appears (Figure 57).
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 56), click Test Audio. A Test Audio dialog box appears.

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 34).
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 56), click **Test Video**.  
   -OR–
   
   In the *Tegrity Recorder* window (Figure 56), click **Settings**. The *Settings* dialog box appears (Figure 57). Click **Test Video**.  
   
   The *Test Video* dialog box appears.

![Test Video Dialog Box](image)

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.
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 \( \times \) 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 34).

8. If you want to repeat the test, click Start Test again.

**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.
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. A progress bar indicates the progress of the upload.
- **Waiting** – The upload process has been delayed.

**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. In 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.
Taking Online Exams Using Tegrity

If your course exams are taken online, you may be asked by your instructor to use Tegrity to proctor the online exam process.

Note: To take an online exam, you must connect a video camera to your computer.

Taking Online Exams

To take an online exam with Tegrity:

1. Before beginning your online exam, login to Tegrity.
2. Navigate to the course for which you are about to take an exam.
3. From the Tests tab, click Start New Test.

The Testing Policies dialog box for your institution and for the specific course may appear at this time.
4. Read the policies and click **Accept** to continue. The *Tegrity Recorder Proctoring Mode* dialog box appears.

![Tegrity Recorder Proctoring Mode Dialog Box](image)

Figure 63: Tegrity Recorder Proctoring Mode Dialog Box

5. Select the appropriate video and audio sources, and adjust the volume as necessary.
6. Click **Next**. Video from the selected camera is displayed.
7. Hold up your student ID card and look directly into the camera.
8. Click **Take**.
9. Review the snapshot taken, making sure your face and the student ID are clearly visible. You may retake the picture by clicking **Retake**.
10. Click **Next** to continue. The *Proctoring Mode – Recording Toolbar* dialog box appears, describing the controls that are available during the test.
11. Click **Start** to begin recording. At this time you may begin taking the exam using the course’s online testing service. Video, audio, and your computer screen are recorded to ensure the integrity of the testing process.

12. When you complete the exam, from the Recording toolbar, click **Stop**.

13. Click **Yes** to stop the recording. The recording is uploaded. An *Upload Progress* dialog box appears displaying the upload progress. Do not shut down your computer or disconnect from the Internet.
Once the upload is complete, you will see an *Upload Success* message.

14. Click **Close** to complete the proctoring process.
CREATING BOOKMARKS IN A RECORDING

Bookmarks are used to highlight content in a recording. You can use bookmarks in your recording to:

- Indicate information that is unclear.
- Emphasize important information for which students should pay extra attention.
- Add additional information, including URLs.

You can create bookmarks at specific points in a recording while the class is being taught or while reviewing a playback of the recording. As a student, the bookmarks you create are private by default—available only to yourself and your instructor. Optionally, you can make the bookmarks public—available to anyone reviewing the recording. Your public bookmarks appear anonymously.

A recording’s bookmarks appear in the lower left pane during playback. Each bookmark is displayed as an icon followed by the timestamp indicating the point in the recording to which the bookmark refers, followed by a short description (refer to Table 7). Public bookmarks appear on a recording’s timeline during playback (Figure 69).

<table>
<thead>
<tr>
<th>Bookmark</th>
<th>Use it to mark…</th>
</tr>
</thead>
<tbody>
<tr>
<td>🎨 0:00:10 [Unclear]</td>
<td>Information that is unclear.</td>
</tr>
<tr>
<td>❗ 0:00:18 [Important]</td>
<td>Information that is important to review later (e.g., for a test or a final project).</td>
</tr>
<tr>
<td>🍀 0:00:24 [Empty String]</td>
<td>Information for which you can add your own comments or URL.</td>
</tr>
<tr>
<td>🚴 0:02:44 [Unclear]</td>
<td>Public bookmark created by an instructor.</td>
</tr>
</tbody>
</table>
If you click a bookmark, the playback will continue from the point to which the bookmark refers.

If a bookmark contains a URL, you can click the URL and a new page will open with the content of the URL.

Creating Bookmarks while Recording a Class

You can create bookmarks while you are recording a class using your computer, or using your mobile phone.

Creating Bookmarks Using Your Computer

To create bookmarks using your computer:
1. While recording your class, login to Tegrity Campus.
2. From the Quick Links, click Bookmarks.
   –OR–
   From the menu bar, click In Class.
   The In Class page appears.
3. To add bookmarks using your computer, click **Add Bookmarks Now**. The **New Bookmark** dialog box appears.

![New Bookmark Dialog Box](image)

**Figure 71: New Bookmark Dialog Box**

4. Click the type of bookmark you want to create.

   - To create a bookmark of type *unclear*, click ![Unclear](image) next to Unclear.
   - To create a bookmark of type *important*, click ![Important!](image) next to Important!.
   - To create a bookmark of type *comment*, click **Comment**.

   A free text field appears.
5. Enter whatever text you want and click **Add**. The bookmark is added to the recording.

6. To view the bookmarks you created for this class, click the **Bookmarks** tab at the bottom of the *New Bookmarks* dialog box (Figure 71).

### Creating Bookmarks Using your Mobile Phone

To create bookmarks using your mobile phone, you must first register your phone. You will receive a text message with a link to the Tegrity bookmarking Web application.

**Note:** You cannot create bookmarks using your mobile phone if you have no reception. If you lose reception during class, you will lose any new bookmarks you created.

#### To create bookmarks using your mobile phone:

1. While recording your class, login to Tegrity Campus.

2. From the *Quick Links*, click **Bookmarks**.
   
   –OR–

   From the menu bar, click **In Class**.

   The In Class page appears (Figure 70).

3. To register your mobile phone:

   a. Click **Add Bookmarks from your mobile phone**. The *Add Bookmarks from your mobile phone* dialog box appears.
b. Select your Carrier from the Carrier drop-down list and enter your phone number.

c. Click Send SMS. You will receive a text message with a link to your personal Add Bookmarks page.

4. Save the link to your Favorite Sites on your phone so it is easy to add more bookmarks in the future.

5. Follow the link to your personal Add Bookmarks screen. The New Bookmark screen appears.

6. Tap the type of bookmark you want to create:
   - To create a bookmark of type unclear, tap Unclear.
   - To create a bookmark of type important, tap Important.
   - To create a bookmark of type comment, tap Comment.

A screen appears of the bookmark type you selected.
7. Type whatever text you want and tap **Add**. The bookmark is added to the recording.

8. To view the most recent bookmarks you created for this recording, tap **Recent Bookmarks**.

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**Creating Bookmarks while Reviewing a Recording**

To create a bookmark while reviewing a recording:

1. When you reach a point in the playback where you want to create a bookmark, select the type of bookmark to create from the type drop-down list in the **Class Recording Playback** window (Figure 7).

2. Optionally, you can add free text in the free text area.

3. Click **Add**. The bookmark you create appears in the Bookmarks list.
Activating/Deactivating a Bookmark

During playback, you can change the status of a bookmark you created from active to inactive. Active bookmarks are bookmarks that are available for you to review later, and appear in the session time line. Inactive bookmarks are bookmarks that you have already reviewed and you do not want them to appear in the session time line, but still want to retain for future reference.

To activate/deactivate a bookmark:

- During playback, in the Bookmarks list, click the bookmark type icon to toggle the status (active/inactive). The icon appears grayed out.

Viewing Content Related to a Bookmark

To view content related to a bookmark:

- In the Bookmarks list, click the bookmark whose contents you want to view. The playback continues from the point to which the bookmark refers.
Emailing Bookmarks

To email a bookmark:

1. In the Bookmarks list, point to the bookmark you want to email, and click the email icon that appears.

![Image of Bookmarks list]

Figure 80: Email Bookmark

The Email this Bookmark dialog box appears.

![Image of Email this Bookmark dialog box]

Figure 81: Email this Bookmark Dialog Box

2. In the To field, enter the email address of the person to whom you want to send the bookmark. Optionally, enter a display name in the Name field.

3. Optionally, in the From field, enter your email address and your display name.

4. Check Send me a copy to send a copy of the email to yourself.

5. Optionally, enter a message in the Personal Message area.

6. Click Send Email.
**Tweeting a Bookmark**

Using Twitter, you can send a link to a bookmark to users with a Tegrity account who are enrolled in the course for which the recording is associated.

**To tweet a bookmark:**

1. In the *Bookmarks* list, hover over the bookmark you want to tweet, and click the tweet icon that appears. A new window opens to the Twitter login page.

![Figure 82: Tweet Bookmark](image)

2. Login with your Twitter credentials.

   A link appears in Twitter that points to the content to which the bookmark refers. When you send this link in Twitter, only users with a Tegrity account who are enrolled in the course with which the recording is associated will be able to access the content.

   **Note:** The provided direct link URL is shortened for your convenience. The shortened URL is especially useful when using Twitter or instant messaging, where the number of characters allowed is limited.

**Deleting Bookmarks**

You can only delete the bookmarks you created.

**To delete a bookmark:**

1. In the *Bookmarks* list, point to the bookmark you want to delete, and click the delete icon that appears.

![Figure 83: Delete Bookmark](image)
REGISTERING FOR COURSES

Your institution can provide you with the option to register for courses online. If your institution provides this option, then you will receive an email from the instructor inviting you to register for a course.

To register for a course via an email invitation:
1. Open the email you receive from your professor.
2. Click the link that appears in the email. A *Self Registration* message appears.

![Self Registration Message](image)

3. If you have not previously registered:
   a. Click **Register**. The *Self Registration* form appears.
b. Enter the information requested in the Self Registration form.

c. Click Register. A message appears that says, To complete your registration follow the instructions sent to your e-mail address.

d. Check your email inbox and open the new email from Tegrity Registration.

e. Click the link in the email to complete the registration process. A Registration Complete message appears.

4. If you have previously registered:

a. Click Login. The Login Registration Form appears.

b. Enter your user ID and password.

c. Click Login.
5. Open your email and click the link in the email to complete the registration process. A Registration Complete message appears.

6. Click Continue. The Self Registration form appears. The course to which you registered appears in your course list.

Figure 87: Self Registration – Course List