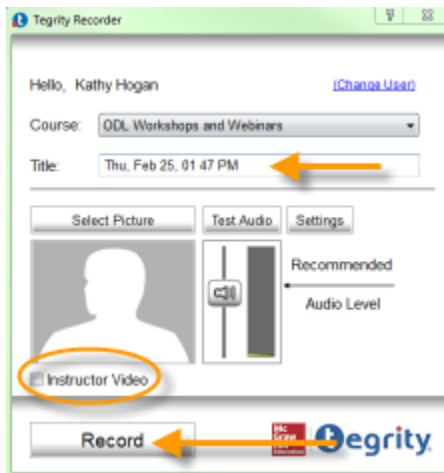# Tegrity – How to Create a Recording

To create a recording in Tegrity first go to your course in Blackboard and click the link called **Tegrity or Tegrity Classes.**

When you open Tegrity you will see a button in the upper right side that says **Start a Recording.** Click that. If a window comes up that asks to launch application select it. You will then see a window similar to the one below.

Change the Title to something that makes sense for the assignment.

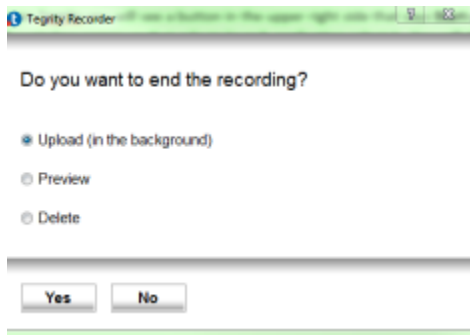Click the Instructor Video box to show the video of you.

If you are showing a PowerPoint you will have to have that ready to go.

Click the **Record** button.   The window will go away and you will now see your desktop. Tegrity is recording whatever you see. If you are wanting to go through a PowerPoint then pull up your Powerpoint, put it in slideshow view and start talking through it. You can also use any other application you have on your computer for example Excel or Word.

Once you are done click the stop button on the bar in the lower right corner of your screen. It will look like this: I have circled the stop button in yellow.

You will then see a screen like this:

Click **Yes** to upload the video

*****Important: Do not turn off your computer immediately. The video recorded on your computer and needs to upload via the internet to Tegrity. This generally takes about 30 minutes. If you turn your computer off before the video uploads it will not upload your video. This is very important.