

ACADEMIC TECHNOLOGY SUPPORT



Tegrity:

*Getting Started with
Lecture Capture*

(Last updated: 2/23/15)



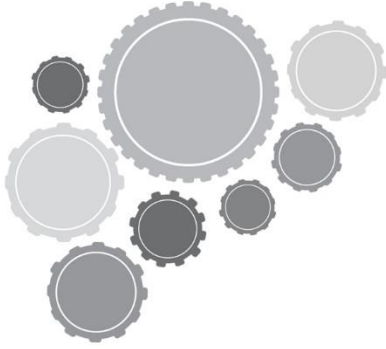
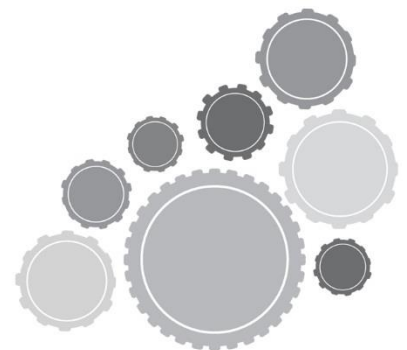


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Overview

The Offices of eLearning and Information Technology have been working with instructors to offer lecture capture through Tegrity. This is a new tool that, if used properly, can help you both you and your students in your courses. Tegrity lecture capture technology allows instructors to record lecture content (audio, video, and a PC screen) for their classes and then make those recordings available 24/7 online for students to study.

But it doesn't just put a recording online, it also indexes topics and creates a kind of table of contents for easy navigation during playback, it captures words on the screen so that you can search for terms inside of presentations, and it extracts URLs so that you can easily find web resources that are referenced during the lecture. In addition to all this, Tegrity puts the lecture inside a custom player that allows you to speed up or slow down playback. You can also download the lecture to your hard drive, add bookmarks and notes (which can be exported), receive inquiries directly from students, and more. The entire goal in using Tegrity is to enhance and improve the student experience in learning the content of a course by providing them with additional study tools.

Want to know what the end product looks like?

[See examples of a real lectures captured in Tegrity.](http://www.tegrity.com/showcase)

(URL: <http://www.tegrity.com/showcase>)

(You may be prompted to download a plugin depending on what browser you are using. If this happens then install the plugin and reload the page.)

Objectives

When faced with the challenge of recording lecture content and integrating said content into a course, instructors will be able to:

- assess the relative advantages and disadvantages of the Tegrity lecture capture technology;
- understand the device requirements for creating recordings;
- access the Tegrity system through D2L;
- download the required Tegrity software (recorder + plugins) to their device(s);
- record lecture content [including audio, video (optional), and a PC screen];
- manage lecture content inside Tegrity courses;
- direct students to Tegrity content as well as instructional materials on how to use Tegrity; and
- locate additional Tegrity support when needed.



Should You Use Tegrity?

Yes!

Well, wait a second...

You ought to first understand the purposes for which Tegrity is being used by ETSU, and then determine whether or not your needs will be met by the technology. Tegrity lecture capture is being used primarily as a means to archive *recent* lecture content from in-class meetings for review by students after a class. Tegrity can be used to record and distribute supplemental lecture content outside of a typical class setting, but this is not its primary purpose at ETSU. In its current implementation, Tegrity is not designed to be a permanent archive for all lecture content—recordings stored in Tegrity will be automatically removed at the end of each year. This is especially important to note for instructors who teach online courses, as they often use the same lecture videos for quite some time and may not desire that all their content be forcibly removed. If you are unsure about whether or not Tegrity would work for you then you can contact Daniel Gibson of ATS to discuss the range of available solutions. (gibsondv@etsu.edu | 439-8244)

What Are the Requirements?

You need to know whether or not your classroom is equipped with the necessary hardware to create Tegrity recordings. Creating Tegrity recordings requires:

- a computer which has the Tegrity Recorder application installed, and is connected to the internet;
- a computer-connected microphone; and optionally
- a computer-connected video camera.



There are over 200 multimedia classrooms maintained by OIT at ETSU, but most of these classrooms are not equipped with microphones and cameras. The Office of Information Technology is working to have microphones installed in every multimedia classroom on campus, but there is currently no deadline for when that will happen. If you are unsure as to whether or not your classroom has the right equipment, or if you would like to request that a microphone be installed, then you should contact the OIT help desk (oithelp@etsu.edu).

If you want to use a personal device or your office workstation to record supplemental content then you can [download the Tegrity Recorder](#) [(for free) see p. 4] yourself and [procure a microphone and webcam](#) (URL: <https://help.tegrity.com/info-recording-peripheral-compatibility.html>) if necessary. Many laptops created within the last several years are already equipped with these devices, but desktops will vary. There is also a [mobile app for Tegrity](#) (URL: <http://www.tegrity.com/product/mobile>) which allows you to record content, but the features are more limited.



Accessing Tegrity

Tegrity has its own web-based system, but it connects to D2L in order to integrate with ETSU username and course information.

1. Login to D2L (<http://elearn.etsu.edu/>) and navigate to a course for which you want to create lecture recordings

If your course is using the course default navbar and theme then you should see navigation options that look like Figure 1 below. (If your course is not displaying the default navbar shown below then you can find instructions on how to set your navbar to the default in the appendix of this document—[How to Apply the Default Navbar & Theme in D2L.](#))



Figure 1

2. Within either the Course Tools or A to Z link groups you will find a Tegrity link. (See Figure 2) Click on this link.

This is the link that both you and your students will use to access Tegrity recordings. D2L will automatically let the Tegrity system know which course(s) you are in, who you are, and what your role in the course is. Upon loading the Tegrity course page, students will see it from a student perspective and you will see it from an instructor perspective.



Figure 2

At this point you may see a message stating that the Tegrity web site has been blocked by a pop-up blocker. If this happens, you should also see a link that says 'Click here to open your Tegrity sessions list'. (See [Figure 3](#)).

3. If you receive the message below, go ahead and click on the link.

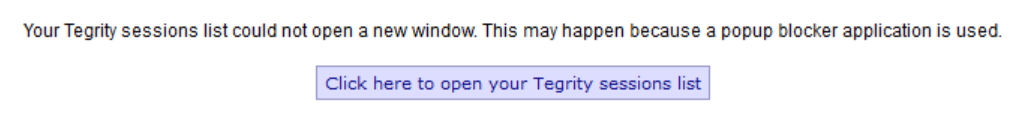


Figure 3



After being redirected from your D2L course, you should then be taken to your course page inside the Tegrity system.



Figure 4

Downloading the Tegrity Recorder (Windows & Mac)

Before you can do much else with Tegrity you will need to initiate a recording, and to initiate a recording you will first need to have the Tegrity recorder downloaded on your computer. You can download this application right from your Tegrity course page. On your course page in Tegrity (accessed through D2L), you should notice a large blue button which reads “Star a Recording” (See Figure 5).



Figure 5

I. Click on the ‘Start a Recording’ button

Tegrity will try to open the Tegrity Recorder application on your computer. If it is not installed then you will be presented with a screen that prompts you to download and install the recorder application. (Note [Figure 6](#). — The example message below was taken from a Windows machine, and so you the file being downloaded is an .exe file, but if you are using a Mac computer then you will be prompted to download the appropriate .pkg or .dmg file.)



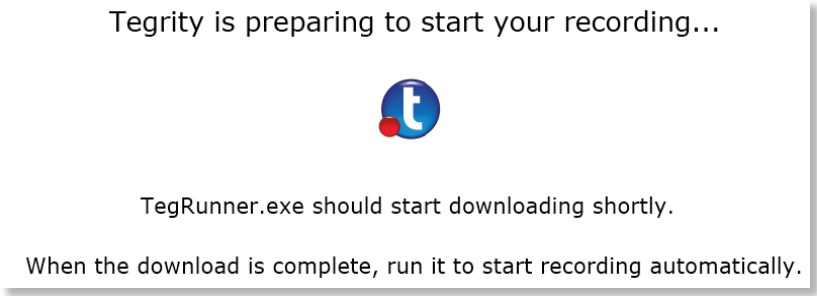


Figure 6

2. Once the TegRunner file is finished downloading, run it to install the Tegrity recorder

It should only take a couple of minutes to both download and install the file. (You may have to go to your 'Downloads' folder to find the setup file depending on which browser you are using.) When the installer is finished, the Tegrity Recorder application should start immediately. (See Figure 7.)

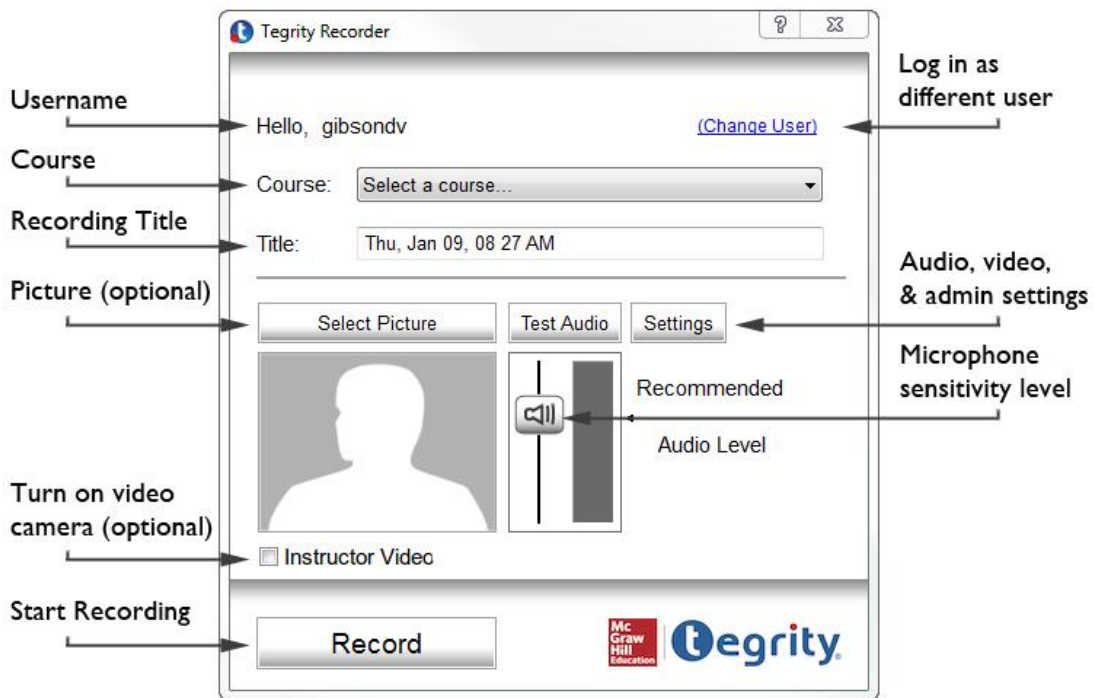


Figure 7

Setting Up the Tegrity Recorder



Before you start recording you will want to check the settings and options which are available in the Tegrity Recorder to ensure that you are capturing the right information, and, in the case of the microphone, at the right level. Look to the legend provided in [Figure 7](#) (if needed) to step through the following process.

1. Select the course to which you want to add a recording

The Tegrity Recorder will automatically provide you with a list of courses in this dropdown menu. If this is the first course for which you are employing Tegrity then you may only see a couple of courses in the list. This is because Tegrity does not create a listing for any of your courses until you click on the Tegrity link from your D2L course page. When you do this a connection is created between your D2L course and Tegrity which allows you to create new content for that course inside the Tegrity system.

The Private Course Option

By default you will have an option called “[username] Private Course”. This is a course within Tegrity which only you have access to. If you want to do some recording tests or pre-record lectures for a course that doesn’t yet exist in D2L then you can use this private course option. You can later delete or move recordings from that private course.

2. Add a title to your recording (optional)

By default, the Tegrity recorder will list the date and time of the recording as the title. You can use this if you like, or you can type in a unique title of your choice. Whatever you decide, you can choose to change the title.

3. Ensure that you have selected proper audio settings

Tegrity requires that you have a microphone connected to your device. If you do not have a connected microphone then Tegrity will not allow you to create a recording. If Tegrity is not automatically detecting a microphone that you know is, in fact, connected to your device, then you may want to click on the *Settings* button and select your microphone from the “Default audio source:” dropdown menu.

Once your audio device is connected and detected, use the volume slider to adjust the microphone sensitivity level. Ideally you want to see the levels in the middle-to-high range (below the red).

4. Select a picture or turn on instructor video (optional)

You are not required to display a picture or live video, but it is a helpful option. You can click on the *Select Picture* button and upload a still picture of yourself if you desire, or, if the Tegrity Recorder detects that you have a video camera connected, you can click on the *Instructor Video* checkbox. After you do this you should see the video feed pop up in the small preview window. If, for some reason, Tegrity is not detecting your video capture device then you can click on the *Settings* button and then select from all available video capture devices which are being detected by Tegrity.

Recording Content

1. From the Tegrity Recorder application, click Record





Figure 8

Once you click on the *Record* button from the Tegrity Recorder application (See Figure 8), you will be prompted with one or more screens before the recording actually begins. If you have multiple display outputs sending information from your computer then you will first be asked to choose which monitor you want to capture.

2. Select the monitor which you want to capture (Conditional)



Figure 9

Use the arrows to change the selected monitor, and then click on the *Record this Monitor* button to make your choice.

3. Acknowledge the Tegrity Recording Toolbar notification

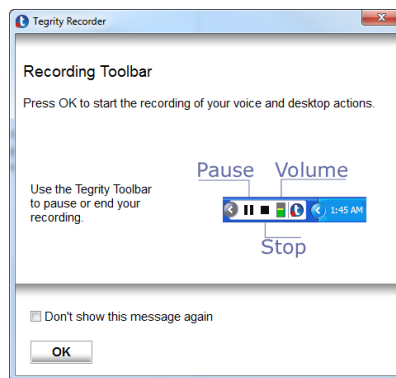


Figure 10



Tegrity will alert you to the fact that there will be a toolbar along the bottom of the screen when the recording process starts. The toolbar is pretty straightforward (pause, stop, volume, etc.), but the message box will break everything down for you and let you know what to expect. You have to click on the *OK* button to acknowledge this message and start the recording.

If you don't want to see this message every time you hit *Record* then you can click on the checkbox at the bottom of the message box which says, "Don't show this message again".

1. Record your lecture

Once the recording begins, your computer screen will be captured, along with audio and video (if you have turned on video). You can pause and restart the recording at any point in time.

2. When you are done recording, hit the stop button



Figure 11

3. Decide what you want to do with your recording

After hitting the stop button you will be asked to take action by deciding what to do with the recording. Tegrity actually stores the initial recording file on your device's local hard drive. When you stop recording, your default choice will be to *Upload (in the background)*. This means that Tegrity will upload your recording to the web server so that it can be made available in your Tegrity course. This feature is helpful if you need to create recordings while disconnected from the internet. Once you have an internet connection Tegrity will upload all your recordings to the Tegrity server.

You also have other options for your recordings:



Figure 12



How long does it take to upload?

Recordings in Tegrity typically take 10 minutes per hour of recording. You may experience quicker or slower upload times depending on your bandwidth and your computer's performance.

Starting a Recording Quickly

Windows:

After you've completed the initial setup for the Tegrity Recorder (all steps in this guide up until now), you will find that there is a small Tegrity icon in either your system tray (Windows). If you right-click on this icon then you will see the *Start Recording* option. If you want to start your recording more quickly (and who doesn't?) then you can simply click on this button in the future to bring up the Tegrity recorder and start recording. This allows you to skip navigating through D2L. Those steps were required the first time to get everything set up, but you do not have to repeat them for subsequent recordings.

You may be asked to log in after starting a recording from your desktop—just provide your ETSU username and password.

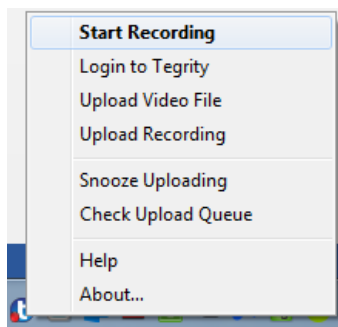


Figure 13

Mac:

To create a recording after you've been through the initial setup steps, simply start the Tegrity Recorder application from either Launchpad or your Applications folder.



Managing Recordings in Your Tegrity Course(s)

Once you have created and uploaded one or more recordings to a course in Tegrity, you can take several actions with that file from within the Tegrity system. You can copy or move recordings to and from courses. You can delete recordings. You can upload them to YouTube or download them to your hard drive. Or you can edit out portions of your recordings. To do all of this, you must first:

I. Go to one of your Tegrity course pages

Earlier in this guide we went through process of navigating to the Tegrity site by first going to D2L. However, you can actually go straight to Tegrity by going to the following URL: <http://etsu.tegrity.com>. (See [Figure 14](#)) Use your ETSU login to access this system—same as with D2L.

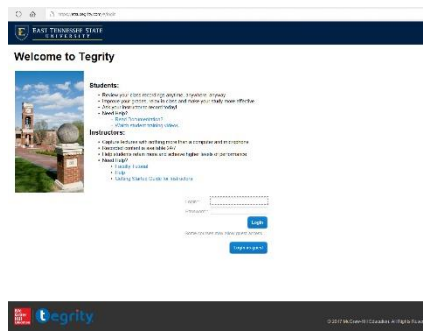


Figure 14

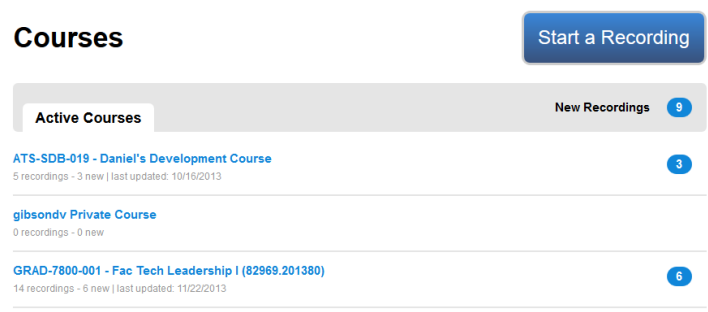


Figure 15

Upon logging into the Tegrity system you will be taken to your courses home page. From here you will see a list of all active Tegrity courses. As mentioned earlier, these courses have been created in Tegrity based on whether or not you have clicked on the *Tegrity* link from within a specific D2L course. From this page, click on the course which contains the recording(s) you want to manage.



Once you click on a course you will see the list of recordings that you have uploaded for that course. As you upload new lecture content it will show up in this list and be sorted by date, starting with the most recent content. You can also choose to sort the list by title or duration using the *Sort By* dropdown menu.

Of Special Note: If your recording is in the progress of uploading to Tegrity, it will appear in the list, but will say “Available Soon”.

2. Select the recording(s) you want to edit or manage and then choose a task from the Recording Tasks dropdown (see Figure 16)

To select a recording, click one or more checkboxes to the right of the recording name (1), then click on the *Recording Tasks* dropdown button (2), and lastly select a task (3).

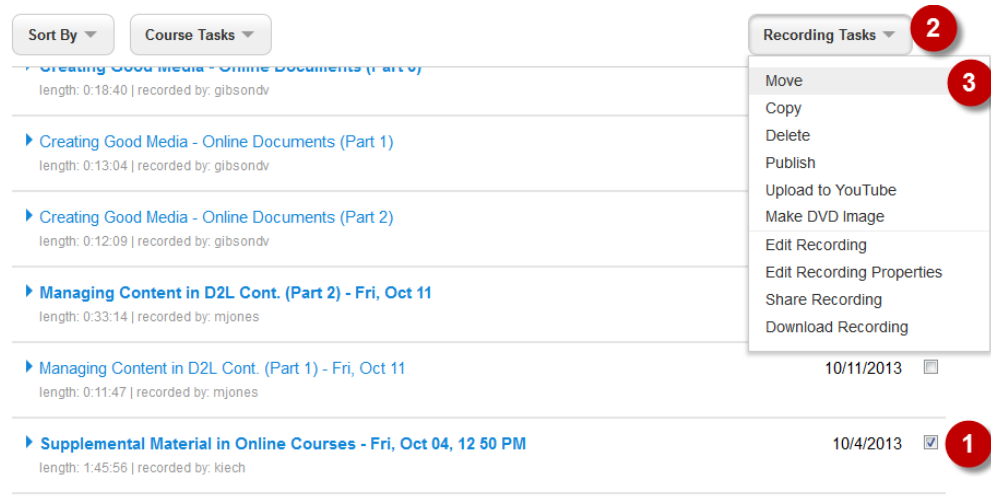
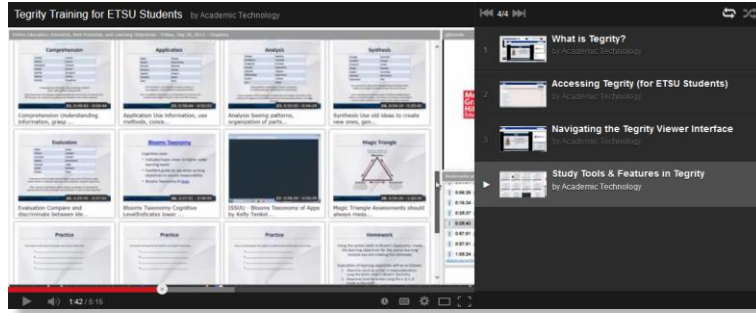


Figure 16

Helping Students Understand & Use Tegrity

There are many features of Tegrity, particularly the Tegrity viewer, which are not covered in this guide. Some of these things will be of particular interest to students. As an instructor, you need to understand how Tegrity is a benefit to the student, and you will want to provide students with instruction on how to get the most out of Tegrity. We have created a few short videos which speak to students about how to use the features of Tegrity for study. You can watch these yourselves as well as share them with your students. You can find those videos in a YouTube playlist at the following URL: <http://www.youtube.com/watch?v=-eu0T4xNMMyU&list=PLipbfNZxbdHBWrFMrfpBgrC3V-TAvI8Sa&index=1>





What Else Can Tegrity Do?

You can do quite a bit more with Tegrity than this guide mentions, including [remote proctoring](https://www.etsu.edu/academicaffairs/learning/ats/solutionsandsupport/tegrity.aspx) (URL: <http://www.etsu.edu/academicaffairs/learning/ats/solutionsandsupport/tegrity.aspx>), editing your recordings, adding third party video, managing recordings across multiple courses, downloading recordings, etc. Instructions for all of those tasks can be found on the Tegrity help site: <https://www.etsu.edu/helpdesk/teaching/tegrity-lecture-capture.php>

If you have a question or need assistance which is beyond the scope of this document then feel free to contact the ATS office. We can schedule a one-on-one training, register you for a workshop, send someone out to help you, or just give you some over-the-phone support.

You can also check the [Tegrity page of the ATS website](#), which has other training materials (documents, links, videos) and resources that may help you.

ATS Office

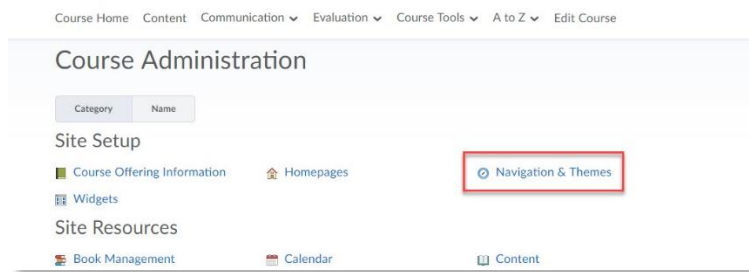
Sherrod Library, First Floor #118
439-8611
ats@etsu.edu



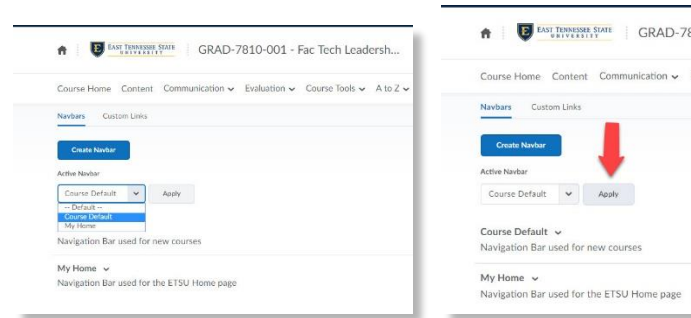
Appendix

How to Apply the Default Navbar & Theme in D2L

Navigate to your D2L course home page. In the right column you should see a *Course Administration* widget. Within that widget, the first link listed is called *Navigation & Themes*. Click on this link.



On the *Navbars* page you should see a dropdown menu under the label “Active Navbar”. Click on this dropdown menu and select the “Course Default” option. Then click the “Apply” button. (See images below.)



Your navbar should now be set to the default. If you are experiencing a problem which was not fixed by these steps then please contact ATS (ats@etsu.edu | 439-8611).

