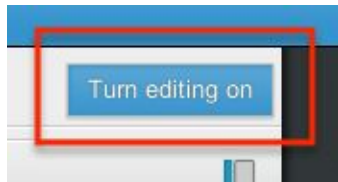# Getting Started with Tegrity
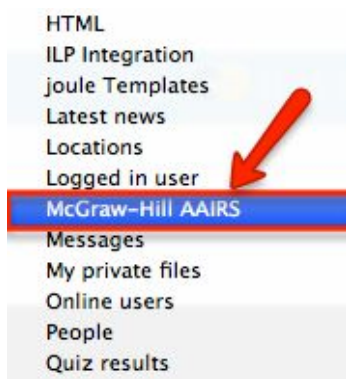
Enabling Tegrity in your Course (PC and Mac)

1. Log into the Moodle course where you would like to feature a Tegrity video.
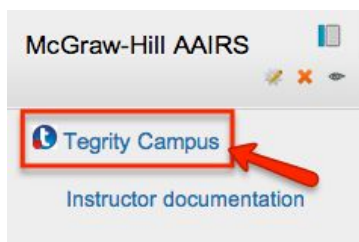
2. Click **Turn editing on**.

3. On the bottom of the right-hand sidebar, there is a drop-down menu to **Add a block**.
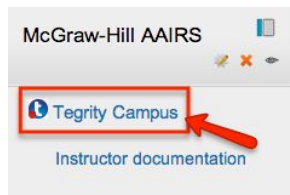
4. Select **McGraw-Hill AAIRS** from the menu.

5. When your page refreshes, the **McGraw-Hill AAIRS** block will appear at the bottom right corner of your course. The **Tegrity Campus** link is where you go to record and manage your videos.
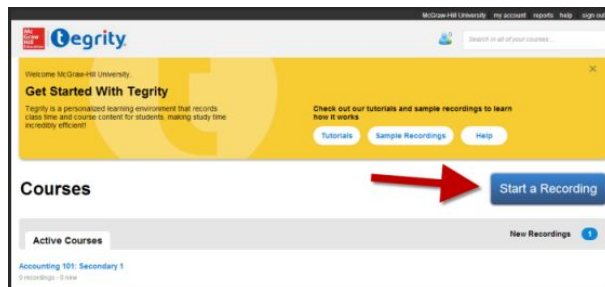
Recording a Tegrity Video (Mac)

Tegrity will record everything you see on your screen. Before you access the Tegrity Recorder, prepare your desktop for your video (this could be opening up an excel spreadsheet or pulling up a PowerPoint presentation).
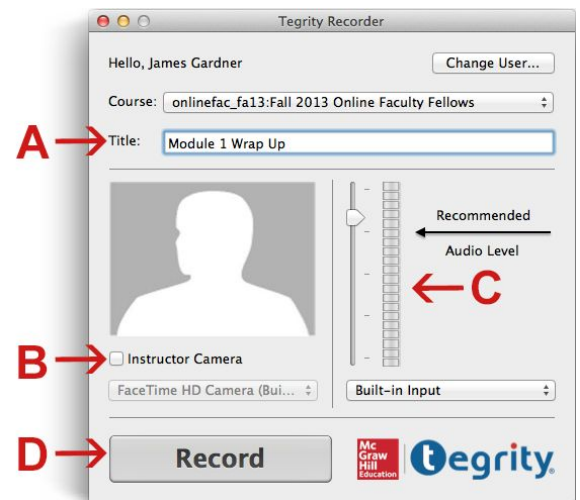
1. Once you have your desktop ready, select the **Tegrity Campus** link in the bottom right corner of your course.

2. Select **Start a Recording**, located on the right-hand side. (If you have not yet downloaded the Tegrity Recorder, you will be prompted to. Follow the instructions and then return to this step).

3. A box entitled **Tegrity Recorder** will appear.
   a. Type in a title for your video in the space provided.
   b. If you have a webcam, Check the box enabling **Instructor Video**(recommended)
   c. Adjust the audio level to make sure it is loud enough.
   d. Click **Record** when you're ready to begin.

4. Tegrity will then record the following:
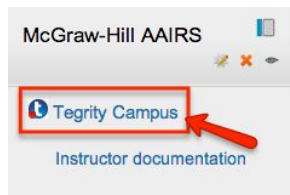   a. Your screen
   b. Your voice
   c. Your webcam

5. You'll know that Tegrity is recording because the floating Tegrity controls will appear on your screen. You can use them to pause, stop or adjust the volume of your recording. When you are finished, click **STOP**.
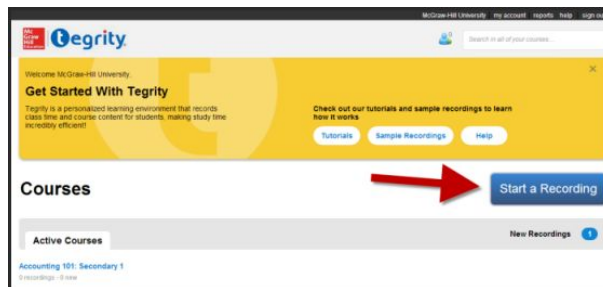
Recording a Tegrity Video (PC)

Tegrity will record everything you see on your screen. Before you access the Tegrity, prepare your desktop for your video(this could be opening up an excel spreadsheet or pulling up a PowerPoint presentation).

1. Once you have your desktop ready, select the **Tegrity Campus** link in the bottom right corner of your course.

2. Select **Start a Recording**, located on the right-hand side. (If you have not yet downloaded the Tegrity Recorder, you will be prompted to. Follow the instructions and then return to this step).
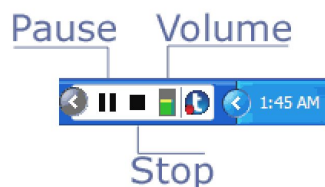

3. A box entitled **Tegrity Recorder** will appear.

4. Select the title of your course from the drop-down.

   a. Type in a title for your video in the space provided.
   b. If you are not going to use a webcam, select a photo from your computer to appear on the recording
   c. Use the **Test Audio** button (to test the strength of the microphone you're using. Following the on-screen instructions that appear, the green bar will fluctuate up and down as you speak into your microphone, indicating its strength.
   d. Check the box enabling **Instructor Video** (recommended)
   e. Click **Record** when you're ready to begin.
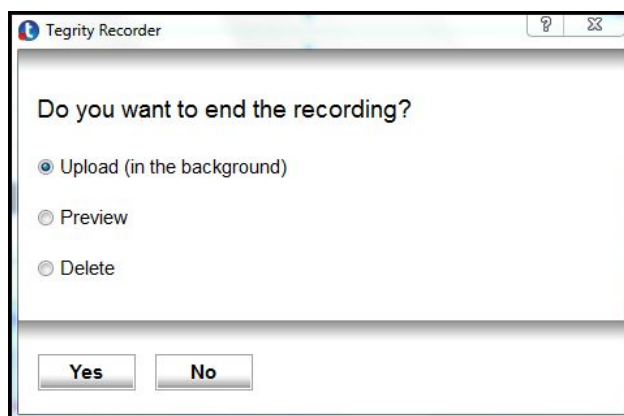

5. Tegrity will then begin to record the following:

a. Your screen
   b. Your voice
   c. Your webcam

6. You'll know that Tegrity is recording because the Tegrity controls will appear in the bottom right-hand corner of your toolbar. You can use them to pause, stop or adjust the volume of your recording.

7. When you are finished recording your video, click the stop button.

Making Your Video Available to Students (PC and Mac)

1. When you are done recording, you will be asked to select one of the following options. You may either:
   a. Upload the video.
   b. Preview the video.
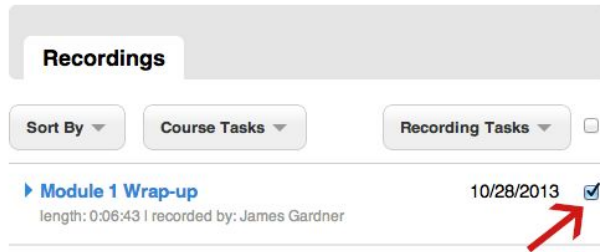   c. Delete the video.

2. Preview the video if the wish, and if you are satisfied with it, choose **Upload**.

3. You may have to refresh your browser for the new recording to appear on your list. As long as your computer is on, the file will continue to upload until it is complete on the server.
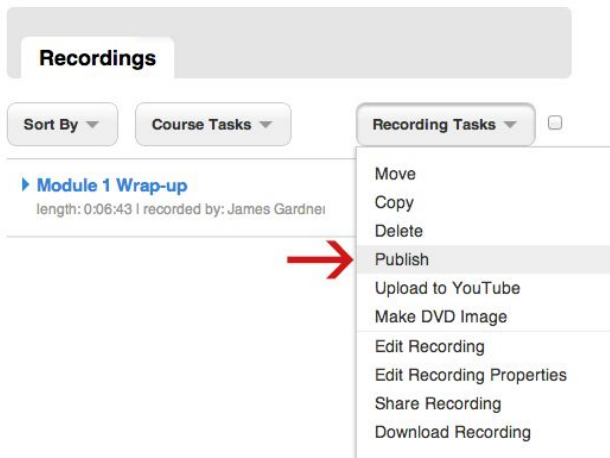
4. Once it is uploaded the video's status will move from "Available Soon" to "Not Published."
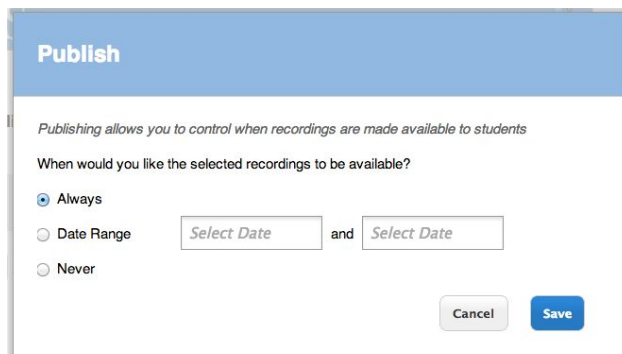

5. It is now time to publish your video. First, check the box next to the recording that you want to publish.
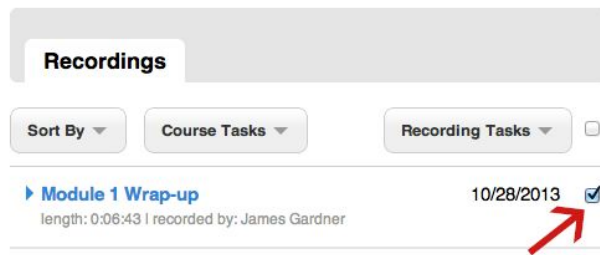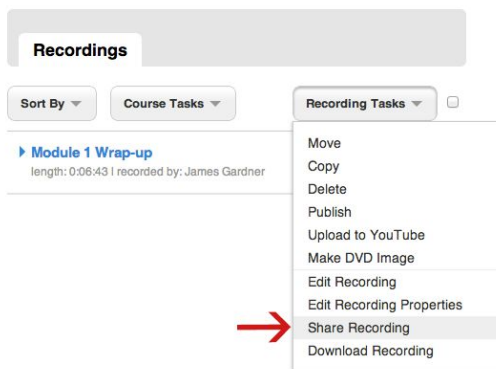

6. Then, select "Publish" from the drop-down menu.

7. Select the availability you would like students to have for the recording.
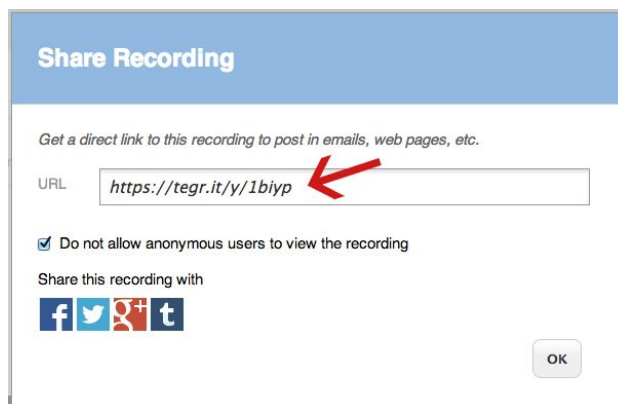
8. Your final step is to get the video's link for your students. Again, check the box next to the recording that you want to get the link to.

9. Choose **Share Recording** from the dropdown menu.

10. This will bring up a window with your videos link, which you can copy and paste into your course's Moodle page.

For more information on getting the most out of Tegrity, visit **servicedesk.simmons.edu**.