Launching Tegrity

Log into your Connect account at connect.mheducation.com.

A Click on the name of your section.

In your section, scroll down to the bottom of the page. In the your recorded lectures box click find out more.

A In the pop-up, click start now.
Recording a Lecture

Please note: The appearance of Tegrity will vary by computer and browser.

A Click **Start a Recording**. Follow the on screen instructions to download the Tegrity recorder.

A Select the appropriate course for this lecture. It will default to the Connect course where you started.

B Title the lecture.

C **Select Picture** if you would like a static picture of you displayed during the lecture.

D Check the **Instructor Video** box if you would like to record via your webcam in addition to your screen. If you do not select a picture, or check this box, students will only see what was on your screen during the recording.

E Check the audio level. When you speak it should be around the **Recommended Audio Level**.

F Click **Record** when you are ready to start recording.
A. If you are using multiple monitors, you can use the blue arrow to select which monitor you want to be recorded.

B. Click **Record this Monitor**.

A. Click **OK** to start recording.
Once your recording starts, you will see the Tegrity Toolbar in your icon tray. Click the pause button to pause the recording.

When you are done, click the stop button.

When you click stop, you can choose to Upload the recording. This is the recommended action.

You can Preview the recording (not available when recording on a Mac).

You can Delete the recording.

Click Yes if you are ready to take the selected action.

Click No if you are not ready to stop recording.

When you choose to upload the recording, you will see it listed in Tegrity as Available Soon while the recording processes.
Once your recording has processed, it will be listed in blue.

**Recording Tasks**

Once your recording is uploaded, you can perform a number of tasks to the recording. The most commonly used ones are outlined below.

- **Select the recording you want to make changes to.**
- **Click the Recording Tasks drop-down menu.**

- **Select Move** if you need to move this recording to a different class.
- **Choose Copy** if you want to keep the recording in the current class but make a copy in another one of your courses.
- **Choose Delete** if you no longer want this recording in Tegrity.
- **Select Share Recording** if you want to send a link for this recording.
- **Click Download Recording** if you want a copy saved to your computer.
Moving a Recording

A After you select Move from the Recording Tasks menu, select the course where you would like the recording to be moved.

B Click Move Recording(s).

Copying a Recording

A After you select Copy from the Recording Tasks menu, select the course where you would like the recording to be copied.

B Click Copy Recording(s).
Deleting a Recording

A. After you select **Delete** from the Recording Tasks menu, click **Delete** to remove the recording from your course.

B. Click **Cancel** if you do not want to delete the recording.

Sharing a Recording

A. After you select **Share Recording** from the Recording Tasks menu, uncheck the box that says **Do not allow anonymous users to view the recording**. If this boxed is checked, the recording will not be accessible.

B. Copy the **URL**.

C. If you need the video to be embedded, copy the **Embed** link.

D. Click **OK**.
Remote Proctoring

To turn on remote proctoring, you will need to turn on that option for your students. Click the Course Tasks menu.

Select Course Settings.

In Course Settings, check the box next to Allow students to record.

Check the box Enable student testing (Remote Proctoring mode).

If you would like to show your course testing policy before students start the exam, check Show course testing policy when students start tests.

Type in or copy and paste your testing policy.

Click OK to save the changes to your settings.

Note: If you are using Tegrity only for Remote Proctoring, you will need to have at least one recording in that class in order for students to get to Tegrity.

Support

For Tegrity support, please visit https://help.tegrity.com/.