Record a lecture using Tegrity in an Audio and Video Room

1. Turn on the classroom A/V system.
   *Note:* If the Microsoft LifeCam software is running, you must close it before Tegrity can start recording.

2. Launch the Tegrity Recorder by double-clicking the Tegrity icon in the computer system tray (Figure 1), located at the bottom right corner of the screen.

3. Log in with your SLU Net ID and password.

4. In the Tegrity Recorder window (Figure 2), in the Course dropdown (④) select the appropriate course with which the recording will be associated.

5. Adjust the audio level by sliding the speaker button (⑤). Test the audio recording device by clicking the “Test Video” button above the speaker button.

6. Check the “Instructor Video” box (⑥) to record video of the instructor via the classroom video camera.
   - Uncheck the box if you do not want to record video.
   - Click “Select Picture” to choose an image to display instead.

7. Click “Record” (⑦) to start the recording. The Tegrity Toolbar (Figure 3) will display at the bottom right corner of the screen, indicating the recording has started.

8. When you have finished the lecture, click the Tegrity Toolbar to stop recording.

9. You are prompted to confirm that you want to end the recording. Select the option “Upload (in the background)” and click “Yes.” The recording will be uploaded to the Tegrity server.

10. Log out, do not shut down the classroom computer when you are finished. Logging out of your account does not affect the automatic upload process.

For more information on Tegrity, visit http://slu.edu/capture