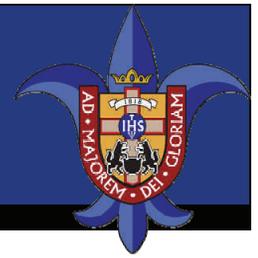


# This Room is Enabled with the Tegrity Lecture Capture System



## Audio and Video Room

An Audio and Video classroom is able to record content shown on the computer screen along with the audio and video of the instructor. The Tegrity recording will show the classroom computer screen in the content frame (left window) and play the instructor's audio at the same time. The video of the instructor will display in the instructor video frame (upper right window), or the instructor can instead choose to display a picture or leave the frame blank.

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

## Record a lecture using Tegrity in an Audio and Video Room

- Turn on the classroom A/V system.
  - \* **Note:** If the Microsoft LifeCam software is running, you must close it before Tegrity can start recording.
- 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.
- Log in with your **SLU Net ID** and **password**.
- In the Tegrity Recorder window (Figure 2), in the Course dropdown (4) select the appropriate course with which the recording will be associated.
- 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.
- 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.
- 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.
- When you have finished the lecture, **click**  on the Tegrity Toolbar to **stop recording**.
- 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.
- 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.



Figure 1. Tegrity system tray icon

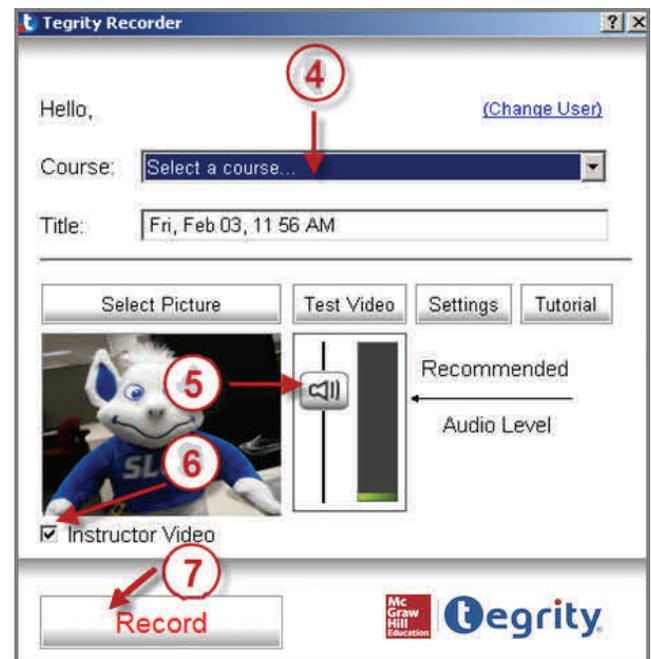


Figure 2. Tegrity Recorder window



Figure 3. Tegrity Toolbar

Lectures in this room may be recorded and made available to students. For information on copyright, intellectual property, general usage and privacy considerations, please see the University's lecture capture policies available at <http://slu.edu/capture>.