SAINT LOUIS UNIVERSITY

This Room is Enabled with the Tegrity Lecture Capture System

Audio and DocCam Room

An Audio and Document Camera (DocCam) classroom is able to record video captured by the document camera on the podium, content shown on the classroom computer screen, and the instructor's audio. The Tegrity Toolbar lets you switch between showing the computer screen and the document camera. The Tegrity recording will show the computer screen *or* the document camera in the content frame (left window), and play the instructor's audio.

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

Record a lecture using Tegrity in an Audio and DocCam Room

Figure 1. Tegrity system tray icon

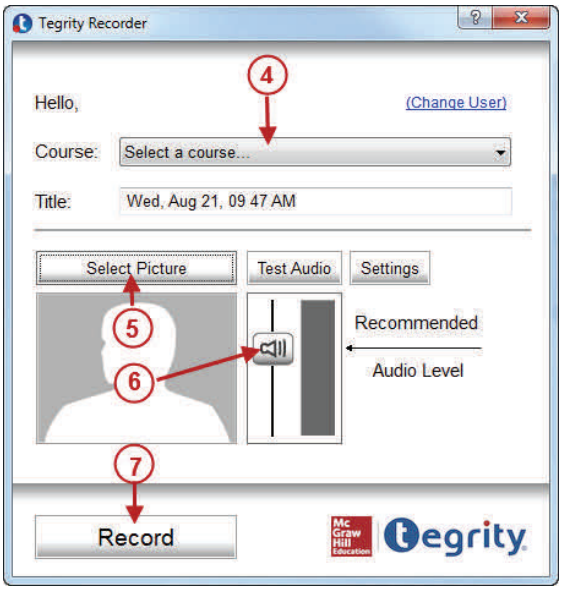

Figure 2. Tegrity Recorder window

Figure 3. Expanded Tegrity Toolbar

Figure 4. Video Source selection icons

1. Turn on the classroom A/V system and document camera.

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. Click "**Select Picture**" (⑤) to choose an image to display in the instructor video frame or leave the frame blank.

6. Adjust the audio level by sliding the speaker button (⑥). Test the audio recording device by clicking the "**Test Audio**" button.

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. To start **recording the document camera**:

- Click on the Tegrity Toolbar to expand the toolbar.
- Then click to view the video source options.
- Choose the **document camera icon**, circled in Figure 4.

Video captured by the document camera will display on the computer screen, the projector screen, and be recorded by Tegrity.

9. To stop showing the document camera click again.

10. When you have finished the lecture, **click** on the Tegrity Toolbar to **stop recording**.

11. 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.

12. 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.

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.