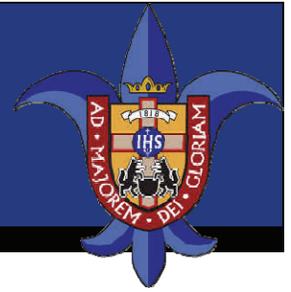


This Room is Enabled with the Tegrity Lecture Capture System



Audio-Only Room

An Audio-Only classroom is able to record content shown on the computer screen along with the instructor's audio. 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 instructor has the option to choose a picture to display in the instructor video frame (upper right window) or leave the frame blank.

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

Record a lecture using Tegrity in an Audio-Only Room

1. Turn on the classroom A/V system.
2. Launch the Tegrity Recorder by **double-clicking the Tegrity icon** in the computer system tray, 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 1), 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 above the speaker button.
7. Click "**Record**" (⑦) to start the recording. The Tegrity Toolbar (Figure 2) will display at the bottom right corner of the screen, indicating the recording has started.
8. When you have finished the lecture, **click**  on 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.

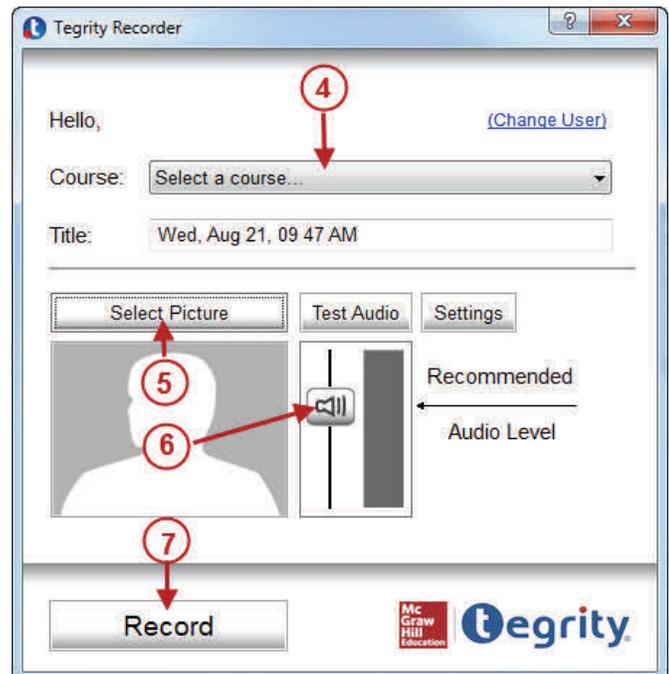


Figure 1. Tegrity Recorder window

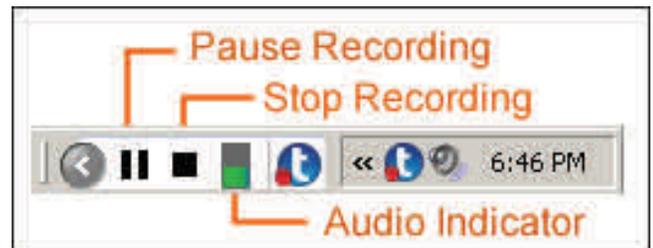


Figure 2. Tegrity Toolbar

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>.