# Table of Contents

1  ABOUT THIS GUIDE .................................................................................................................................3  
   1.1 WHO SHOULD USE IT.........................................................................................................................3  
   1.2 TYPOGRAPHICAL CONVENTIONS .................................................................................................4  
2  INTRODUCTION.....................................................................................................................................5  
   2.1 PURPOSE ........................................................................................................................................5  
   2.2 SYSTEM REQUIREMENTS ..................................................................................................................5  
   2.3 BEFORE INSTALLATION, VIEWING AND RECORDING ...............................................................6  
   2.4 SCOPE ..........................................................................................................................................6  
   2.5 SYSTEM ORGANIZATION ................................................................................................................7  
3  INSTALLING, STARTING AND STOPPING THE SYSTEM .................................................................8  
   3.1 PRE-INSTALLATION STEPS .............................................................................................................8  
   3.2 INSTALLING THE SOFTWARE .........................................................................................................11  
4  STEP BY STEP INSTRUCTIONS FOR USING TEGRITY............................................................24  
   4.1 LOGGING INTO THE TEGRITY SYSTEM .........................................................................................25  
   4.2 RECORDING A CLASS PRESENTATION .........................................................................................31
1 About this guide

This document is divided into the following chapters:

- Chapter 1, “About this Guide”.

- Chapter 2, “Introduction” gives an overview of the system and steps to take before beginning.

- Chapter 3, “Installing, Starting and Stopping the System”, explains how to get started.

- Chapter 4, “Step by Step Instructions for using Tegrity”, provides detailed instructions for using the Tegrity system to record and view classroom lectures.

1.1 Who Should Use It

This guide is intended for Windows PC users accessing and/or creating Tegrity Campus 2.0 lectures through the University of Louisville BlackBoard system.

This guide assumes that you have some basic knowledge of the BlackBoard System and Internet Explorer.
1.2 Typographical Conventions

This document uses the following typographical conventions:

- Command and option names appear in bold type in definitions and examples. The names of directories, files, machines, partitions, and volumes also appear in bold.

- Variable information appears in italic type. This includes user-supplied information on command lines.

- Screen output and code samples appear in monospace type.

In addition, the following symbols appear in command syntax definitions.

- Square brackets [ ] surround optional items.

- Angle brackets < > surround user-supplied values.

- Percentage sign % represents the regular command shell prompt.

- Pipe symbol | separates mutually exclusive values for an argument.
2 Introduction

2.1 Purpose

The purpose of this document is to provide step-by-step instructions for the installation and use of Tegrity Campus 2.0 web-based software for the capture of classroom lectures.

- Tegrity Campus 2.0 is a software application which allows faculty to automatically capture, index and store every class. Faculty can incorporate on-demand learning into existing course curricula while students receive the added benefit of having access to every class session via computer, iPod or a variety of other mobile devices. Between class sessions students can replay key portions of lecture material, thereby reinforcing lessons learned and making them better prepared for in-class discussion.

- The intended audience of this software is University of Louisville faculty using the BlackBoard system for class curricula and maintenance.

2.2 System Requirements

Prior to beginning use of Tegrity 2.0 campus, be sure to verify that your PC meets the following minimum system requirements.

- Operating Systems
  - Windows XP Service Pack 2, Windows Vista

- Hardware
  - Pentium 4 processor or better
  - Memory: 512MB (Windows XP Service Pack 2) or 1 GB (Windows Vista)
  - 800x600 minimum video resolution
  - 16-bit color
  - 4 GB of free hard disk space
  - Microphone for recording
• Software
  o Windows Internet Explorer 7.0

### 2.3 Before Installation, Viewing and Recording

Before installing, viewing or Recording lectures in the Tegrity 2.0 campus software, be sure to:

- Enable Active X controls in Internet Explorer.
- Enable pop-ups in Internet Explorer.
- Login to Internet Explorer as an ‘administrator’.
- Contact Information Technology Media Support at to request any additional hardware needed such as microphones.

### 2.4 Scope

Tegrity Campus 2.0 allows you to capture class lectures and presentations for recall later by students.

- Tegrity 2.0 disk allows you to capture class lectures and presentations in two ways:
  - On-screen capture of presentations without audio
  - On-screen capture of presentations with audio

- Once you have authenticated into the Black Board system using your University of Louisville ULInk user ID and password to access Tegrity Campus 2.0 features, it is recommended that you always use Internet Explorer if you are operating a Windows-based PC.
2.5 System Organization

Describe the system and the software to which this document applies, including, as applicable:

- Tegrity 2.0 software installation
- Tegrity 2.0 recorder
3 Installing, Starting and Stopping the System

3.1 Pre-Installation Steps

1. Right Click on the Internet Explorer Icon.
2. Click Run as Administrator to open the Internet Explorer.

**Note:** In order to successfully install the Tegrity Recorder software you will be required to Run Internet Explorer as an administrator. By completing this step now, you will prevent installation issues later.

3. Click **Tools** from the Internet Explorer menu bar.
4. From the Tools drop down menu, select **Pop Up Blocker**.
5. From the PopUp Blocker drop down menu, select **Turn Off Pop Up Blocker**.
6. At the **Pop-Up Blocker Window** you will see a message which states, ‘Are you sure you want to turn off Internet Explorer’s pop-up blocker?’.

7. Click **Yes**.

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**Note:** In order to successfully install and run Tegrity Campus 2.0 you must disable the Windows Explorer Pop-Up Blocker feature. By completing this step now, you will prevent installation and viewing issues later.

8. You have now turned off Internet Explorer’s Pop Up Blocker feature.
3.2 Installing the software

1. Open Internet Explorer.
2. In the Internet Explorer address bar, type <blackboard.louisville.edu>.
3. Click Enter.
4. At the Blackboard Academic Suite home page, click User Login.
5. At the **Blackboard @ UofL** login screen, enter your `<ULink Username>` into the User name field.

6. Next, enter your `<ULink Password>` into the password field.

7. Click **Login**.
8. At the **Blackboard Welcome** screen, select one of the courses you are teaching by clicking the name of the course in the **My Courses** panel.
9. At the Courses & Catalog page which displays your class, click Tegrity Classes located on the left navigation bar.
10. You will receive a security Information warning which states, “This page contains both secure and nonsecure items. Do you want to display the nonsecure items?” Click Yes.
11. Internet Explorer will open a new window entitled ‘Tegrity Viewer’.
12. At the Tegrity Viewer window, select ‘Record a Class’ from options menu at the top left of the screen.
You may receive a new Internet Explorer Security
After you click ‘Record a Class’ a new window will appear stating that a program is now installing.

1. Click the Information Bar at the top of this page.

2. Select Install ActiveX Control.

3. In the security warning window that appears, click Install.
11. At the **Windows User Account Control Window** you will receive a message that states, ‘Windows needs your permission to continue. If you started this action, continue.’ Click **Continue**.

12. After clicking Continue, an Internet Explorer Add-on Installer – Security Warning may appear. You will receive a message that states, ‘Do you want to install this software?’ Click **Install**.
13. At the **Internet Explorer Security Window** you will receive a message that states, ‘A website wants to open web content using this program on your computer.’ Click **Allow**.
14. A Tegrity pop up will appear. The window will state ‘Preparing for Tegrity Recording’ and display a progress bar of the Tegrity Recording software installation.
15. Next, you will receive a new pop-up Window entitled ‘Tegrity Recorder. When you receive this message, the installation is complete.
4 Step by Step Instructions for using Tegrity

The following instructions will guide you through how to use the Tegrity Campus 2.0 system including:

- Recording a class presentation
- Viewing a class presentation
4.1 Logging into the Tegrity System

1. Open Internet Explorer.
2. In the Internet Explorer address bar, type <blackboard.louisville.edu>.
3. Click Enter.
4. At the Blackboard Academic Suite home page, click User Login.
5. At the Blackboard @ UofL login screen, enter your `<ULink Username>` into the User name field.
6. Next, enter your `<Ulink Password>` into the password field.
7. Click Login.
8. At the **Blackboard Welcome** screen, select the course you wish to view or record lectures and presentations for from the My Courses panel.

**Note:** The My Course panel will normally appear in the right navigation bar located in the BlackBoard welcome screen. You may only record for classes that appear under the heading ‘Courses you are teaching’.
9. At the **Courses and Catalog** tab click on the **Tegrity Classes** menu item located in the left navigation bar.
10. You may receive an additional security window which states, ‘This page contains both secure and nonsecure items. Do you want to display the nonsecure items?’ Click Yes to continue.
11. The Tegrity Recorder window will open. You are now ready to begin your first recording.
4.2 Recording a Class Presentation

**Note:** In order to begin recording a class presentation in Tegrity, you must Login to Blackboard using your Ulink User ID and password. Steps for doing so are identified in Section 4.1, Logging into the Tegrity system.

1. From the **Course** drop down menu in the Tegrity Recorder window select the course you wish to begin recording for.

2. A new Tegrity application window will open which will show the class you have selected and any recordings already created.

![Tegrity Recorder Window](image-url)
3. Click, **Record a Class**.

**Note:** You may receive an Internet Explorer Security window stating that a website wants to open web content using the program on your computer. If you receive this message, click Allow to continue.

4. The Tegrity Recorder will open in a new pop-up window.
5. In the Course drop down menu, ensure that you have selected the course for which you intend to record.

6. Next create a <name> for your presentation by typing a Title in the Recording Title field.

   **Note:** You will not be required to create a new Title name for your presentation. The Tegrity default presentation Title, regardless of course selected, will always be the Day, Date and Time for which you created your recording.

7. Next click the **Record a Class** button.

8. You will receive a new window which states, ‘Tegrity software will begin recording your voice and desktop actions after you select the OK Button.’ Click **OK** to begin recording.
Note: You may notice a window quickly appear which states ‘Recording will start momentarily.’ This window will disappear momentarily.

9. When the recording begins, a Tegrity Toolbar, will appear in your system tray which is located in the lower right corner of your desktop.
10. Tegrity will proceed to record your voice and screen actions. When you are ready to stop recording, click the stop button located on the Tegrity Toolbar.
11. You will receive a new window which states, ‘Recording will be uploaded later. Click Ok to finish.’ **Click OK.**
12. You will be returned to the Tegrity classroom page. Your recording will appear in the list of new recordings.

Note: The status of your recording will show Available Soon until the recording is completely loaded into the Tegrity system. When the Available Soon status has cleared, your recording is available. You may double click the Title of your recording to view it.