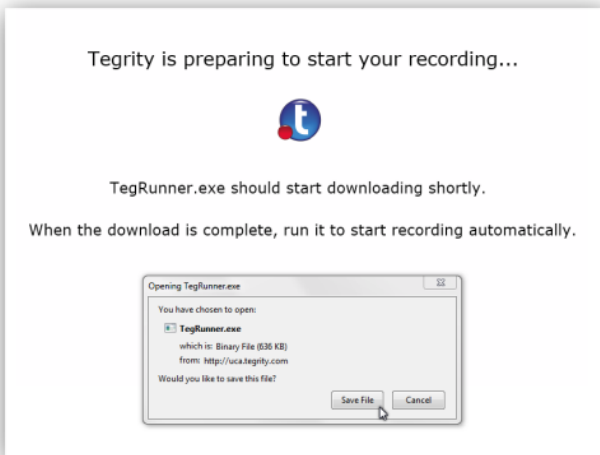
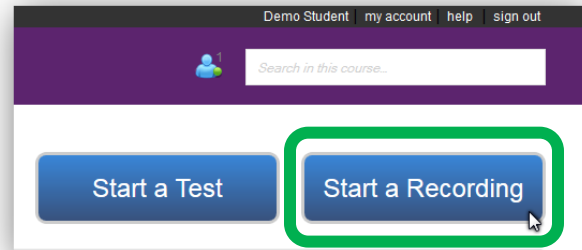


# Tegrity Instructor Recordings

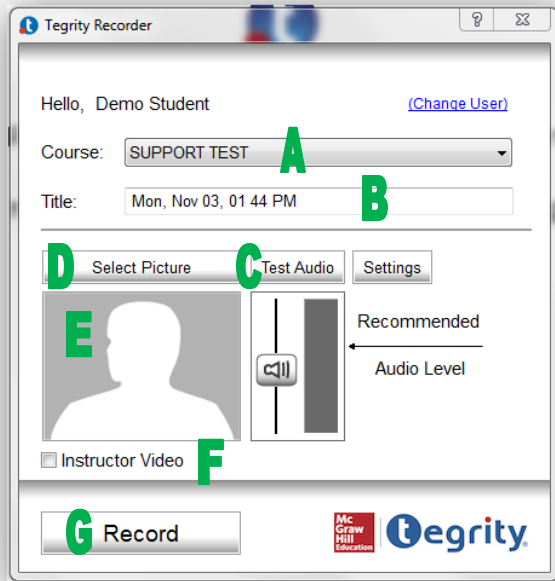
Begin recording by clicking the “big blue” Start a Recording button (top-right):



(View above is using Firefox 33.0.2.)

Next, the instructor should go through the install process to install the Tegrity Recorder (TegRunner). Depending on the browser, the process may look different.

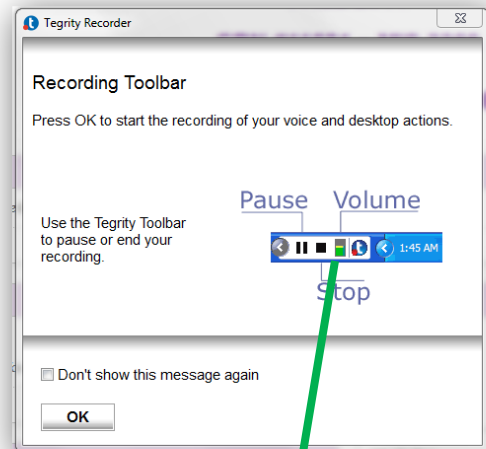
**After the installation, the screen is for setting up the audio & video equipment and recording settings:**

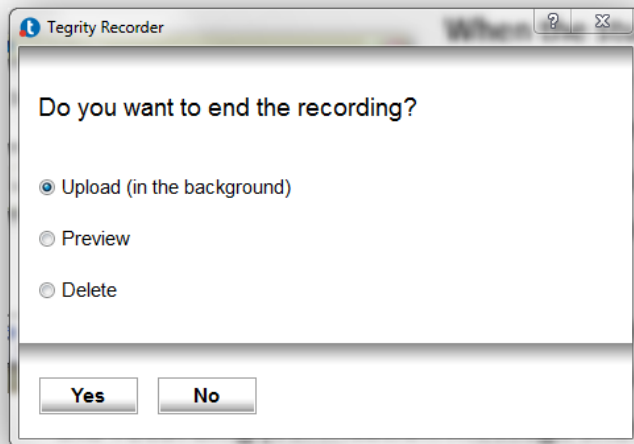


- A: Select the Course Name**
- B: Give the Recording a Title**
- C: Test Audio Equipment**
- D: Upload a Picture of the Person Recording**
- E: Preview of the Picture (D)**
- F: Replace the Picture with Live Video During Recording**
- G: Start the Recording**

**Next, Tegrity will show a screen explaining how to stop and pause the session.**

**Once the recording session begins, the recording toolbar will be available in the system tray at the bottom of the page.**





**When the instructor presses stop, he/she will see this verification message. Choosing “No” resumes the recording from a paused state.**

**Choosing “Upload” stops the recording and uploads the video to Tegrity. Important: The instructor should not loose Internet connection while the recording is uploading (red/white ball will spin until complete).**

**Selecting “Preview” allows the instructor to watch the recording before making a final decision.**

**Finally, “Delete” permanently deletes the video from Tegrity.**