

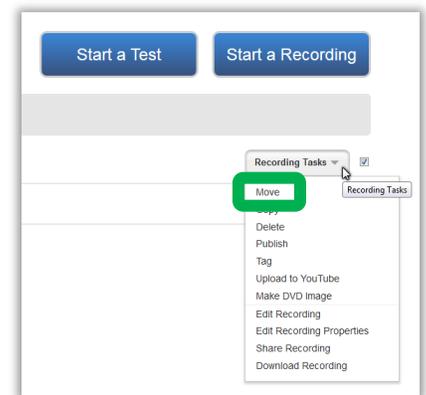
Managing Recorded Content in Tegrity

Move vs. Copy

At this time, UCA does not pay for unlimited Tegrity storage space for recordings. Because of this, it is important that instructors understand how to manage created recordings.

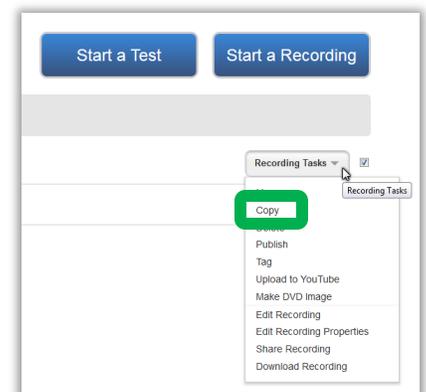
When a course is complete, recordings should be removed from the course. If the course is being taught again during the next term, it is easy to **MOVE** the recordings to the next course.

To move one or more recordings, select the checkboxes next to each recording then hover over the Recording Tasks button and select Move.



This will open a window to select to which course the recording(s) will move. Select the course and then choose the big blue Move Recordings button.

If a recording is being used in multiple courses during a term, you may wish to **COPY** the recording. To do this, follow the same process as above, except this time select Copy instead of Move.

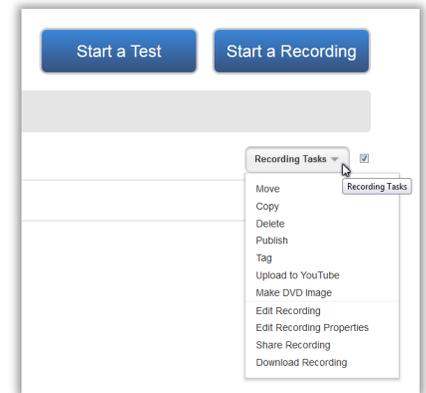


Note: Please use the Move function instead of Copy when moving a recording to a new term.

Managing Recorded Content in Tegrity

Deleting vs. Exporting Content

If there are recordings in your course you do not intend to use again, feel free to delete them. To Delete one or more recordings, select the checkboxes next to each recording then hover over the Recording Tasks button and select Delete.

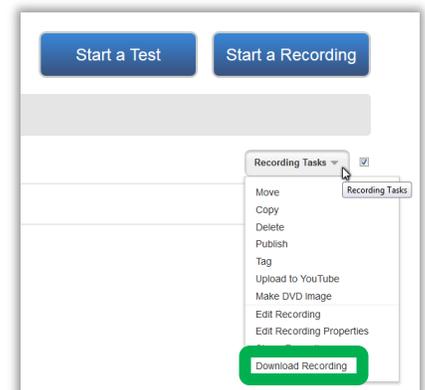


Recordings to Consider Deleting:

- Old lectures not being reused in a future term
- Test proctoring sessions
- Student recordings

If you plan on using a recording again in a future term beyond the upcoming or need to back-up a test proctoring session or student recording for record keeping purposes, we suggest you export them to an external media (CD/DVD, flash drive, external hard drive, etc.) to preserve it.

To export one or more recordings, select the checkboxes next to each recording then hover over the Recording Tasks button and select Download Recording.



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In the new window, click the blue Download button and it will prompt you to save the file to your computer. Typically the file is saved in your Downloads folder. Find the file in this folder and move it to the external location of your choice.

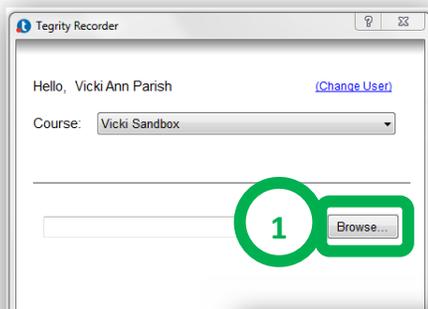
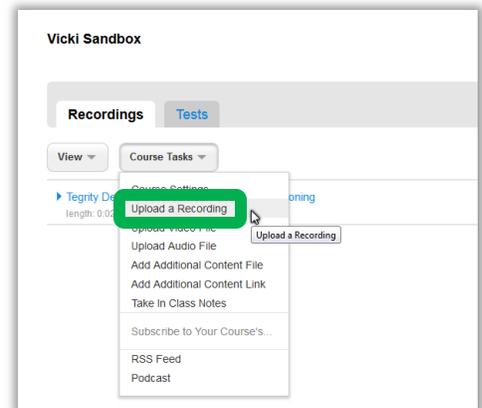


Once the recording(s) has been successfully exported and backed up onto your external media, follow the steps on the previous page to delete the recording(s) out of Tegrity.

Managing Recorded Content in Tegrity

Uploading Exported Content

To re-upload the recording(s) that you previously exported onto external media, access Tegrity in the new course where the recording(s) are to be made available to students. Once in Tegrity, hover over the Course Tasks button and select the Upload a Recording button.



This will open the Tegrity Recorder where you can (1) Browse to find the recording folder on your external media. (2) Select the folder (do not go “in” the folder) and click the (3) Select Folder button.



Then click the (4) Upload Recording button to begin the process. The

recorder will then upload the recording to the course.

Important: Maintain Internet connection while the recording is uploading, just like when uploading a new recording. When the red and white ball stops spinning on the Tegrity icon in the taskbar, it is finished uploading to Tegrity servers.