



TEGRITY INSTRUCTOR WORKFLOW

Configuring Course Settings

CONFIGURING COURSE SETTINGS

You can define course settings that apply to all class recordings of a specific course. These settings include:

- Publishing options – Establish when students can review class recordings.
- Download format options – Establish what devices students can use to review class recordings.
- Record content options – Allow students to record content to the course.
- Disable student printing options – Disable student printing of slides used in class recordings.
- Links definitions – Define web links that are shown on screen through an entire class recording.

1. Viewing and Modifying Course Settings

In the *Class Recordings* page (Figure 1), select **Settings** from the *Actions* drop-down list. The *Settings* page appears (Figure 1).

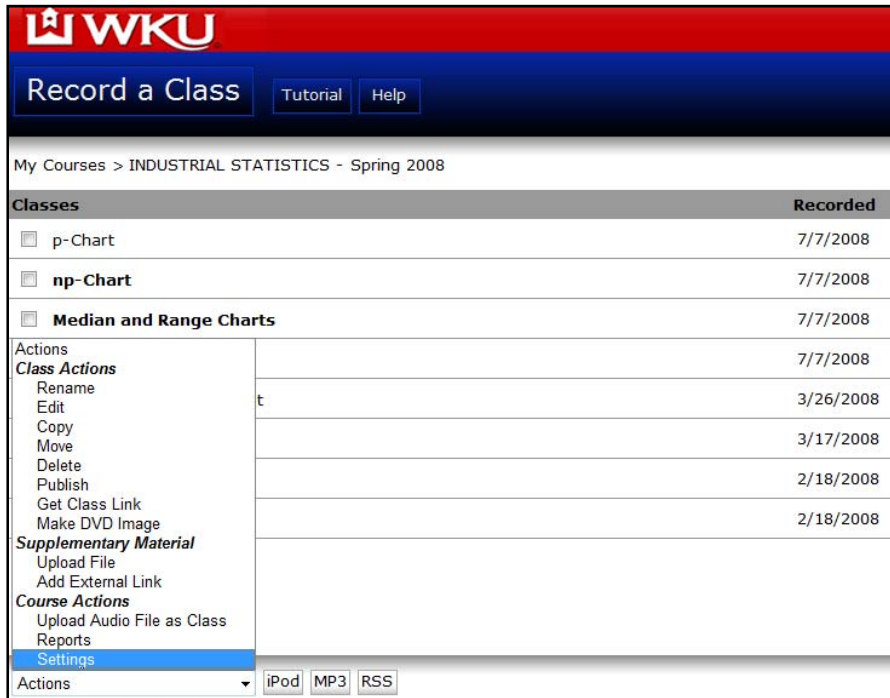


Figure 1: Class Recordings page

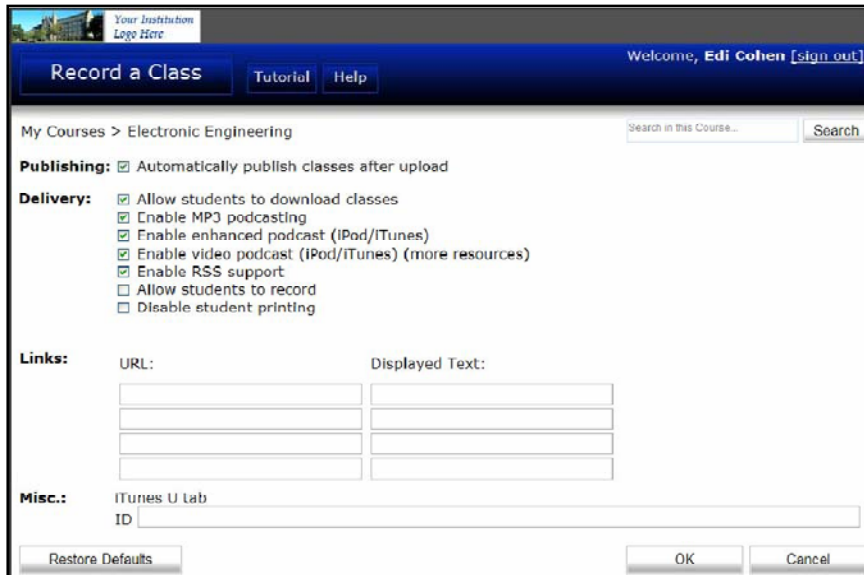


Figure 21: Settings Page

When you finish viewing and updating the Course Settings, click **OK** to save your settings.

2. Selecting a Publishing Option

You must publish a class recording so that your students can find and review the recording.

You can specify that all class recordings be published automatically, or that you want to manually control the publishing of each recording.

To specify automatic publishing of class recordings:

1. Open the *Class Recording Settings* page for your course (Figure 2).
2. In the *Publishing* field, check **Automatically publish classes after upload**. (This option is selected by default.)
3. Click **OK** to save your setting.

To specify manual publishing of class recordings:

Uncheck **Automatically publish classes after upload**. When you select **Automatically publish classes after upload**, your selection is not retroactive. Previously uploaded class recordings that have not been published are not automatically published; you must publish them manually.

3. Selecting Delivery Options

You can select the following delivery options (Table 1).

Table 1: Class Recording Delivery Options

Delivery Options	Description
<input checked="" type="checkbox"/> Allow students to download classes	When checked (default), students can download class recordings to their computers for viewing when they do not have internet access.
<input checked="" type="checkbox"/> Enable MP3 podcasting <input checked="" type="checkbox"/> Enable enhanced podcast (iPod/iTunes) <input checked="" type="checkbox"/> Enable video podcast (iPod/iTunes) (more resources) <input checked="" type="checkbox"/> Enable RSS support	When checked, delivery is available by MP3 podcast, iPod/iTunes enhanced podcasting, video podcasting, and RSS. If an option is unchecked, the associated button is removed from your <i>Course Management</i> page and from the student's equivalent <i>Course Management</i> page.

To specify delivery options for class recordings:

1. Open the *Class Recording Settings* page for your course (Figure 2).
2. Select each desired delivery option.
3. Click **OK** to save your settings.

4. Allowing Students to Record

You can allow students to record sessions to be added to your course.

To allow students to record:

1. Open the *Class Recording Settings* page for your course (Figure 2).
2. Check **Allow Students to Record**.
3. Click **OK** to save your setting.

5. Disabling Student Printing

You can prevent students from printing the slides that were included in your class recordings.

To disable student printing:

1. Open the *Class Recording Settings* page for your course (Figure 2).
2. Check **Disable Student Printing**.
3. Click **OK** to save your setting.

6. Defining Links for All Class Recordings

You can define up to four web links for display in all class recordings.

To specify Web links for display in all class recordings:

1. Open the *Settings* page for your course (Figure 2). In the *Links* section, the link to the Tegrity website appears by default. Any previously defined links for the course also appear.
2. To add or change a link:
 - a. In the *URL* field, type the URL (Web address) of the Web link to display.
 - b. In the *Displayed Text* field next to the URL, type the text to display. When you want to delete a link, delete the contents of the *URL* and *Display Text* fields.
3. Repeat step 2 to define up to four links.
4. Click **OK**.

When you change links previously defined for all class recordings, your changes affect only class recordings made after the changes.

7. Restoring Default Settings

To restore all settings to their original values:

1. Open the *Settings* page for your course (Figure 2).
2. Click **Restore Defaults**.