



TEGRITY INSTRUCTOR WORKFLOW (PART 5)

Editing your Recording

Editing a Class Recording

You can edit your class recording using the editing functions:

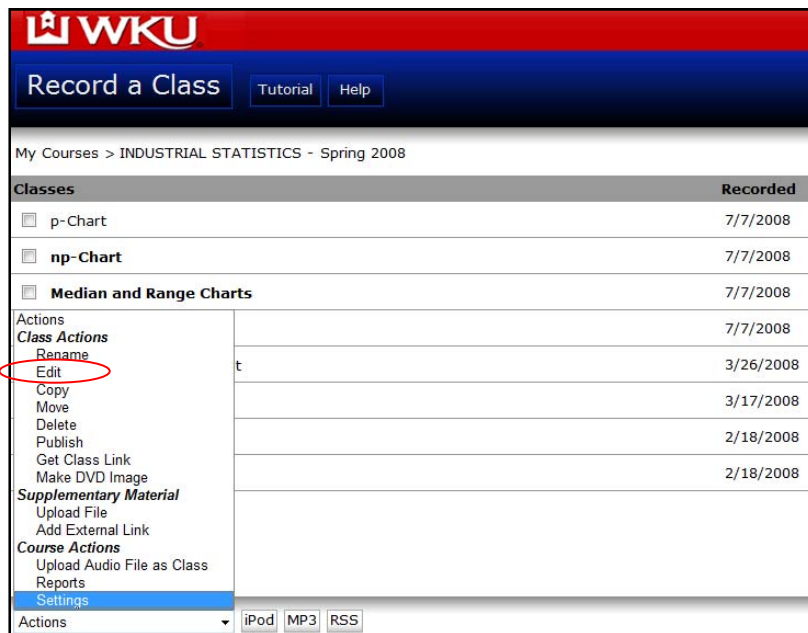


Figure 1: Settings

1. In the *Class Recordings* page, select the checkbox next to the class recording you want to edit.
2. From the *Actions* drop-down list, select **Edit** (Figure 1).

Cutting Segments from a Class Recording

Tegrity enables you to delete content from a class recording by cutting segments.

To cut a segment from a class recording:

1. Select the class recording for editing.
2. From the *Actions* drop-down list, select **Cut** (Figure 1). The class recording begins to play and the **From** and **To** buttons appear in the lower left corner of the window (Figure 2).

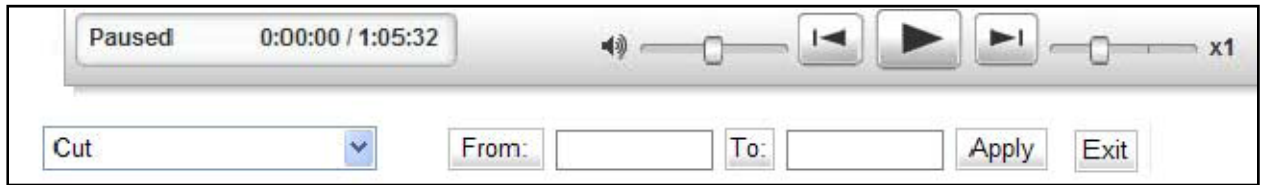


Figure 2: The Cut Segment Controls

3. Watch the playback of the class recording and when you want to begin deleting content, click **From**. The starting time of the deletion appears in the *From* text box.
4. When you want stop deleting content, click **To**. The ending time of the deletion appears in the *To* text box.
5. Click **Apply**. The section of the class recording you specified is deleted from the class recording.

To add closed captions to a class recording:

1. Select the class recording for editing.
2. From the *Actions* drop-down list, select **Add Close Captioning** (Figure 1). The class recording begins to play, displaying the *Add Close Captioning* controls in the lower left corner of the window (Figure 3).



Figure 3: Add Close Captioning Controls

3. Browse to the desired close caption file and click **Apply**. The closed caption text appears in the upper left corner of the *Class Recording* window during playback (Figure 4).



Figure 4: Tegrity Class Recording with Closed Caption 1: The Tegrity Class Editor