



Tegrity Recorder Instructions for Mac Users

As an instructor, you follow a simple workflow for each course you record on Tegrity:

Installing the Tegrity Recorder Application on Your Mac:

When you access Tegrity Campus for the first time from your Mac, you must install *Tegrity Recorder*.

To install Tegrity Recorder on your Mac:

1. Log into Tegrity Campus. The **Download Recorder** button appears in the upper left corner of the *Course Management* page.

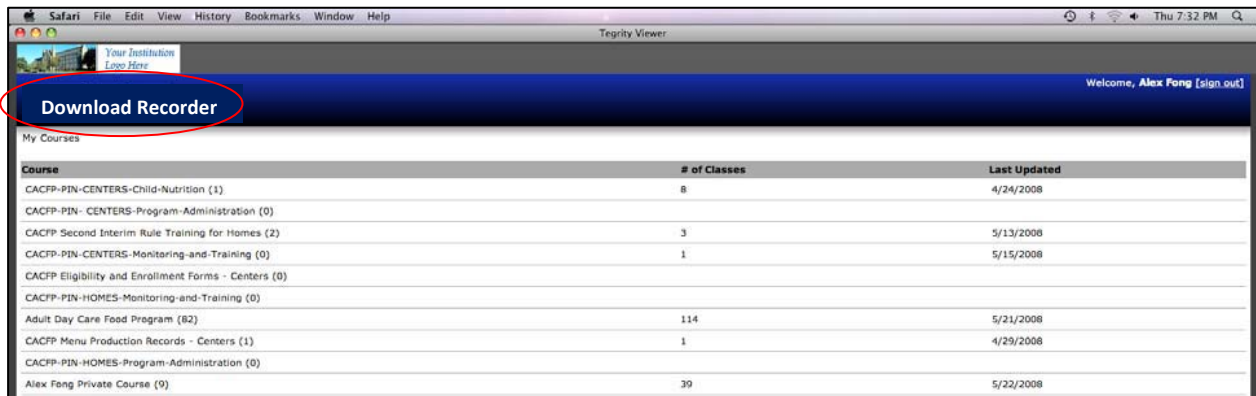


Figure 1: Course Management Page – Download Recorder Option (Mac)

2. Click **Download Recorder**. The *Download Mac Recorder* web page appears.

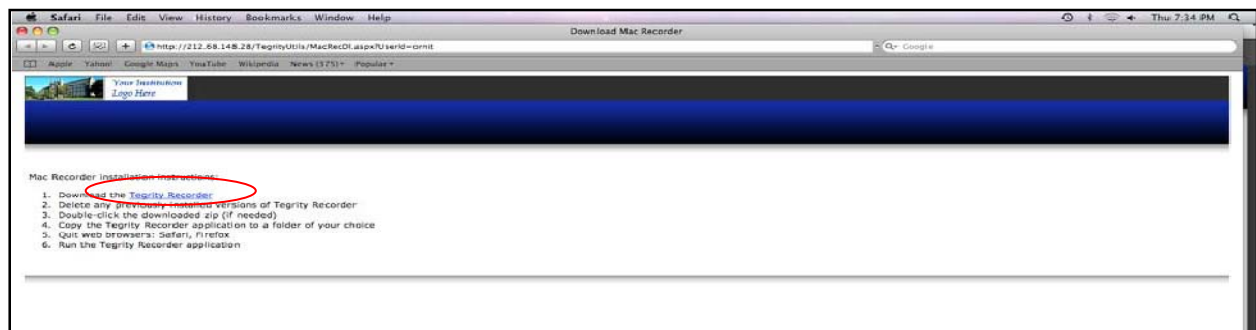


Figure 2: Download Mac Recorder Page



2. Click **Tegrity Recorder** to download the Tegrity application. The *Downloads* list appears with a message box that enables you to download the Tegrity application.

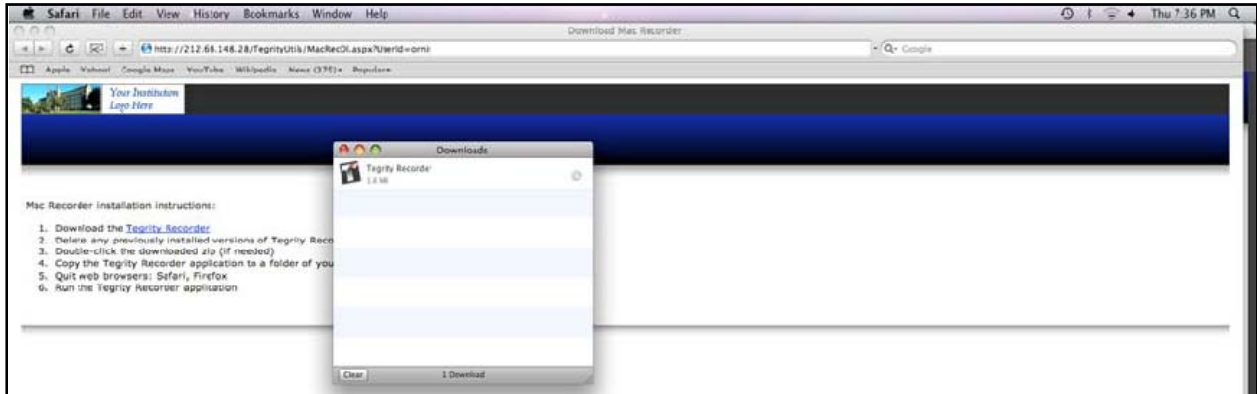


Figure 3: Download Tegrity Application (Mac)

4. Click **Download**. The *Download Manager* dialog box appears showing the download progress of the Tegrity Recorder.
5. Copy the Tegrity Recorder application to a folder of your choice.
6. Exit your web browser (Safari, Firefox).
7. Run the Tegrity Recorder application.
8. If the Tegrity Recorder Plugin is not installed on the computer and not all browsers were closed, click **Install Plugin** (shown in the following figure) to install the Plugin.

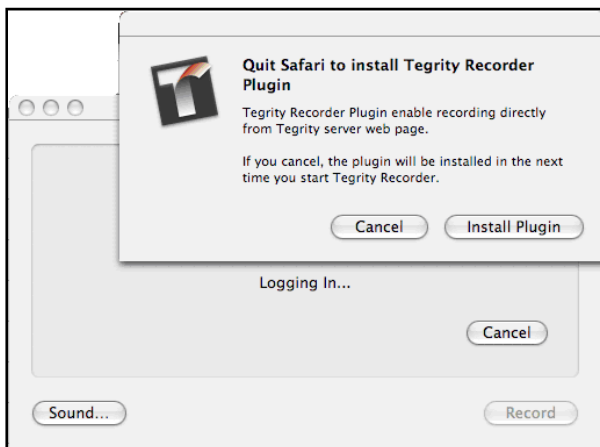


Figure 4: Install Tegrity Plugin (Mac)



Updating the Tegrity Recorder Application on Your Mac

Tegrity automatically notifies you when Tegrity Recorder updates are available and whether an update is critical.

To update the Tegrity Recorder application on your Mac:

1. Login to Tegrity Campus *Course Management* page. When an update is available, the **Download Recorder** button appears on the page.
2. Click **Download Recorder**. The *Download Mac Recorder* page appears.
3. If the update is not critical, a **Not Now** button appears at the end of the list of instructions. You can bypass the update by clicking **Not Now**. The *Download Mac Recorder* page closes.
4. Delete previous versions of the Mac recorder.
5. Follow the instructions for downloading the Mac.

Recording Classes on Your Mac

To record and upload classes on your Mac:

1. Start the *Tegrity Recorder Application* in one of the following ways:
Run the Tegrity Recorder Application locally.
-Or-
Click **Record a Class** on the *Class Recordings* page (Figure 1).
The *Record* dialog box appears.

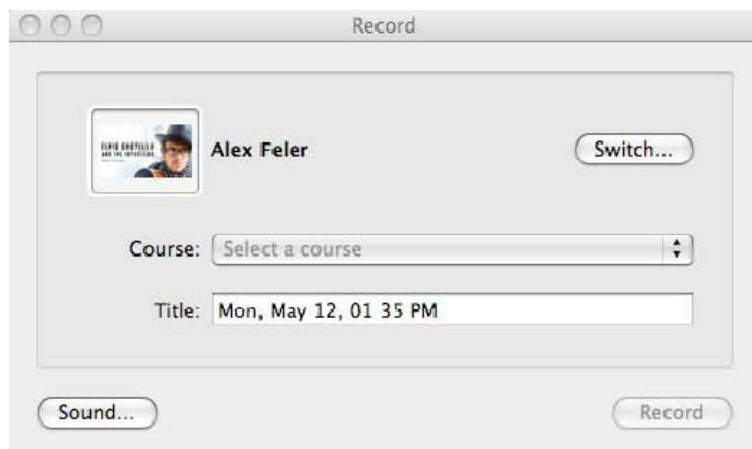


Figure 5: Record Dialog Box (Mac)

2. Select a course from the *Course* drop-down list.
3. If you want to give the class session a name, type the session name in the *Title* text box. The default title for a class session is the date and starting time of the recording.



4. To adjust the audio settings for your recording, click **Sound**. The standard Macintosh *Sound* dialog box appears. Adjust your input volume so that the input **level** stays near the center of the *Input level* display.
5. To change your instructor photo, drag the new image into the image frame next to your name.
6. To start recording, do one of the following:
 - Click **Record** in the Record Dialog box,
 - Or-
 - Select **File > Record**, as shown in the following figure.

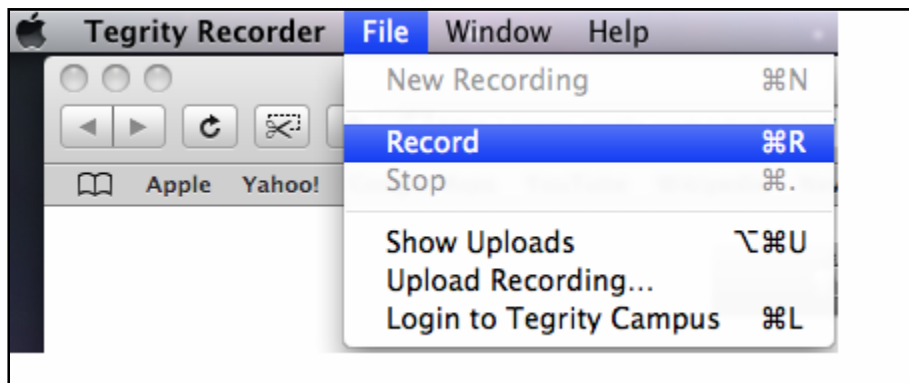


Figure 6: Tegrity Recorder File Menu (Mac)

Recording begins and the *Tegrity Recorder Toolbar* appears in the lower left corner of the screen.



Figure 7: Tegrity Recorder Toolbar (Mac)

7. During the recording process, use the Tegrity Recording toolbar buttons to pause , resume, or stop the class recording.
8. Click to stop the class recording. The *End Recording* dialog box appears.

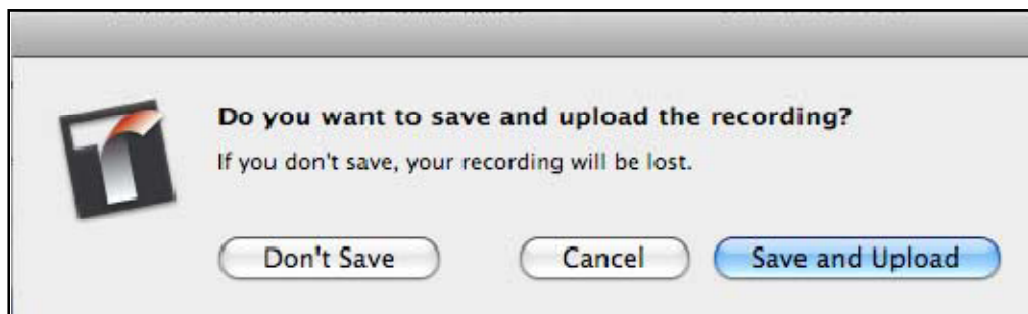


Figure 8: End Recording Dialog Box (Mac)



9. Click one of the following:

- ▶ **Don't Save** – Recording stops and your recording is not saved.
- ▶ **Cancel** – Recording resumes.
- ▶ **Save and Upload** – The recording is saved and uploading begins. The *Uploads* dialog box appears, displaying upload progress. Close the window when the upload is complete.

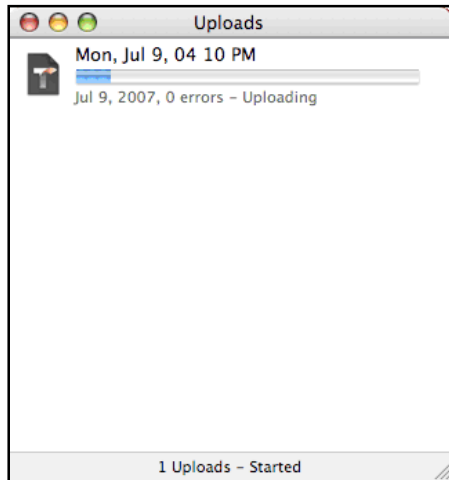


Figure 9: Uploads Dialog Box (Mac)