



TEGRITY INSTRUCTOR WORKFLOW (PART 2)

Manage the distribution of class recordings

MANAGING CLASS RECORDINGS

Tegrity enables you to manage your class recordings after they have been uploaded. You can: Copy, move, delete, or rename recordings.

1. Selecting a Class from Blackboard

1. Click the course name in Blackboard page (Figure 1).

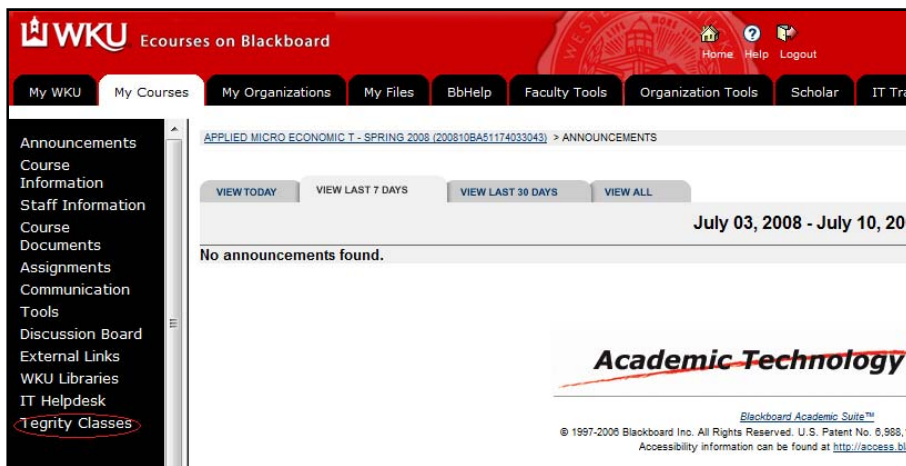


Figure 1: Blackboard Page with Tegrity Button

2. The *Class Recordings* page (Figure 2) appears name. Select the checkbox next to the required class recording.



Figure 2: Class Recording Checkbox

Once the class recording is selected, you can perform an action on the class, as required.

2. Copying a Class Recording

You can copy a class recording from one course to another.

1. In the *Class Recordings* page (Figure 2), select the checkbox next to the class recording you want to copy.
2. From the *Actions* drop-down list (Figure 3), select **Copy**. A dialog box appears.

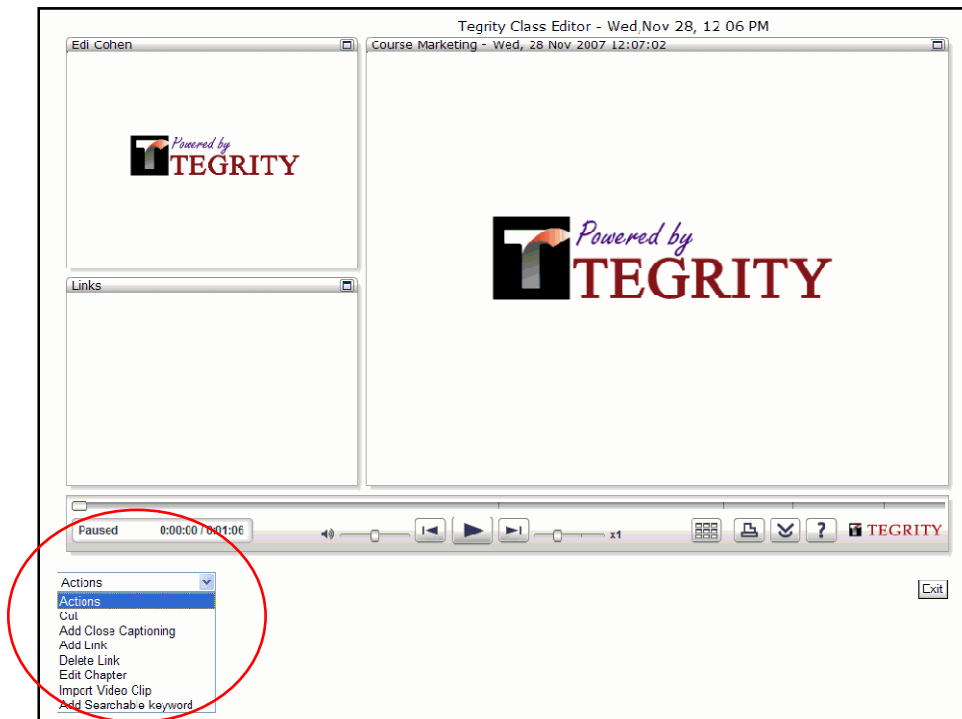


Figure 3: The Tegrity Class Editor

3. Search for the course to which you want to copy the class recording. Select the course and

click **OK**. A copy of the class recording appears in the class list of the course that you selected.

3. Moving a Class Recording

Moving a class recording deletes it from the class list of one course and adds it to the class list:

1. In the *Class Recordings* page, select the checkbox next to the class recording you want to move .
2. From the *Actions* drop-down list (Figure 3), select **Move**. A dialog box appears.
3. Search for the course to which you want to move the class recording. Select the course and click **OK**. The class recording now appears in the class list of the course that you specified. The class recording is removed from the class list of the original course.

4. Deleting a Class Recording

1. In the *Class Recordings* page (Figure 2), select the checkbox next to the class recording you want to delete.
2. From the *Actions* drop-down list, select **Delete** (Figure 3). A dialog box appears.
3. Click **OK**. The selected class recording is deleted.

5. Renaming a Class Recording

1. In the *Class Recordings* page (Figure 2), select the checkbox next to the class recording you want to rename .
2. From the *Actions* drop-down list, select **Rename** (Figure 3). A dialog box appears.
3. Type a new title for the class recording.
4. Click **OK**. The class recording appears with the new title you specified.