



TEGRITY INSTRUCTOR WORKFLOW (PART 4)

Manually Managing your Publishing

1. The Tegrity Class Editor Manually Controlling Publication of Class Recordings

By default, class recordings are published as soon as they are uploaded. This is controlled by the *Automatically publish classes after upload* option in the *Class Recording Settings* page (Figure 1).

If you deactivate the *Automatically publish classes after upload* setting, you will need to publish each class recording manually. When you publish a class recording manually, you choose when the class recording is published and how long it is available for students to view.

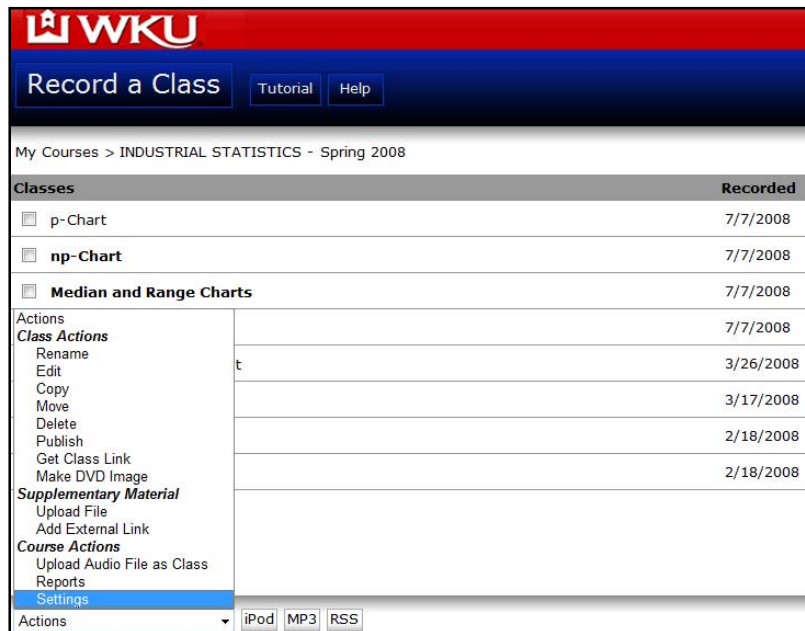


Figure 1: Settings page

You can also specify a future date for hiding class recordings. Recordings that you have hidden are no longer available to students.

Publishing a class recording at a later date affects only the student view. Class recordings are always visible to you, the instructor, even if they have not been published.

2. Manually Publish a Class Recording

To manually publish a class recording:

1. In the *Class Recordings* page, from the *Actions* drop-down list, select **Settings**. The *Settings* page appears (Figure 1).
2. Uncheck the **Automatically publish classes after upload** checkbox.
3. Click **OK**.
4. In the *Class Recordings* page, select the checkbox next to the class recording you want to publish. In your *Class Recordings* page, *Not Published* appears in the right-hand column for your recording when it has not been published.
5. From the *Actions* drop-down list, select **Publish**. The *Publish details* dialog box appears.
6. Select the **Publish** checkbox.
7. Click **OK**.

3. Manually Publish a Recording at a Future Date

To publish a class recording at a future date:

1. Check the **Enable Auto Publish** checkbox.
2. In the calendar that appears, navigate to the month in which you want to publish the class recording.
3. Click the day on which you want to publish the class recording.
4. Click **OK**. The class recording is published on the selected date.

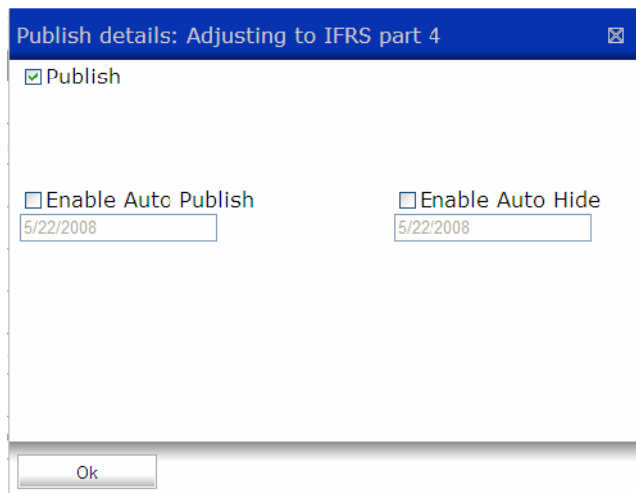


Figure 2: Publish Details Dialog Box

4. Manually Hide a Recording at a Future Date

To automatically hide the class recording on a specific date:

1. Select the **Enable Auto Hide** checkbox.
2. In the calendar that appears, navigate to the month in which you want to hide the class recording.
3. Click the day on which you want to hide the class.
4. Click **OK**. The class recording is hidden from the view of students starting on the date selected.

5. Providing Direct Links to Class Recordings

You can send a class recording link to anyone to whom you want to give access. This might include students not currently enrolled in your class, colleagues, and so on. In addition, you can post these direct links to your recordings on your blog, webpage, or send it by email.

To provide a direct link to a class recording:

1. In the *Class Recordings* page, select the checkbox next to the name of the class recording for which you want to provide a link.
2. From the *Actions* drop-down list, select **Get Class Link**. The *Direct Link to Session* dialog box appears (Figure 3).

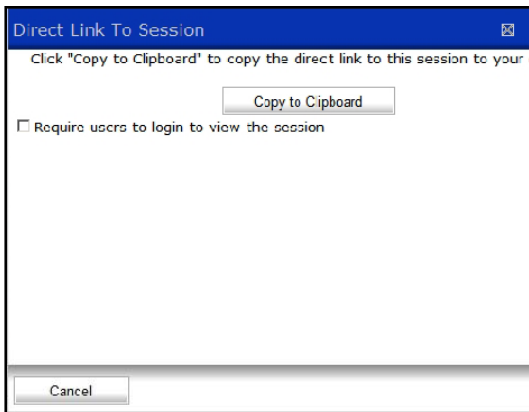


Figure 3: Direct Link to Session Dialog Box

4. Click **Copy to Clipboard** to send the link to your clipboard.
5. Paste the link it into emails or embedding it in a web page to provide access to others.