# Table of Contents

Chapter 1: Introduction to Tegrity
- The Tegrity Solution ................................................................. 1-2
- Tegrity Implementation ............................................................ 1-4
- Tegrity 6 Features and Benefits ................................................ 1-6
- Tegrity Software Suite ............................................................ 1-10
  - Tegrity Server Software ....................................................... 1-11
  - Tegrity Instructor Software ................................................ 1-12
  - Tegrity Notes Software ....................................................... 1-13
- Summary .................................................................................. 1-14
- Review Questions .................................................................... 1-15

Chapter 2: Creating a Simple Recording ......................................... 2-1
- Checklist of Steps to Create a Simple Recording ....................... 2-2
- Preparing for Tegrity Recording ............................................... 2-3
  - Launching the Tegrity Recording Software ............................ 2-4
  - Cleaning the Whiteboard ...................................................... 2-4
  - Camera Adjustment Wizard .................................................. 2-5
  - Selecting Blank Presentations or Existing Presentations .......... 2-10
  - Tegrity Recording Setup Options .......................................... 2-11
- Starting the Tegrity Recording .................................................. 2-15
  - Tegrity Session Touch Panel ............................................... 2-16
  - Annotations Toolbar .......................................................... 2-17
- Ending a Tegrity Recording ....................................................... 2-18
- Viewing the Tegrity Recording .................................................. 2-19
- Summary .................................................................................. 2-21
- Review Questions .................................................................... 2-22
Chapter 3: Using Advanced Features of Tegrity Recording ............... 3-1
  Tegrity Button Options ........................................................................ 3-2
  Using Screen Recording with Other Applications ....................... 3-3
    Capturing Screen Recordings ......................................................... 3-4
    Screen Recording Brackets .......................................................... 3-6
    The Tegrity Screen Recording Toolbar ....................................... 3-7
  Inserting Slides into Your Tegrity Recording .............................. 3-8
  Using Video Annotations ................................................................. 3-9
    Adjusting the Camera .................................................................. 3-9
    Using Video Annotations ............................................................. 3-10
  Pausing and Resuming Tegrity Recordings ................................. 3-16
  Tegrity Recording Settings (Current Session) ............................ 3-17
    Tegrity Software Settings ............................................................ 3-18
    Options Within Tegrity Software Settings ................................ 3-19
    Viewer Settings ........................................................................... 3-28
  Tegrity Menu Options Added to PowerPoint .............................. 3-32
    Inserting Quizzes ........................................................................ 3-33
    Tegrity Options (Global Settings) ................................................. 3-40
    Upload Last Recording ................................................................. 3-55
    Help ................................................................................................ 3-56
  Summary .......................................................................................... 3-57
  Review Questions ............................................................................ 3-58

Chapter 4: Supporting Tegrity Notes Users .................................. 4-1
  Tegrity Notes Overview ............................................................... 4-2
  Tegrity Notes Flow ......................................................................... 4-3
  Tegrity Notes Features and Benefits ............................................. 4-4
  Tegrity Notes Platforms ................................................................. 4-5
  Tegrity Notes Flow ......................................................................... 4-6
  Configuring Tegrity Notes ............................................................. 4-7
  Summary .......................................................................................... 4-8
  Review Questions ............................................................................ 4-9
## Table of Contents

Chapter 5: Using Tegrity Live ............................................................. 5-1  
  Introduction to Tegrity Live .............................................................. 5-2  
  Tegrity Live Features ....................................................................... 5-3  
  Enabling Tegrity Live ....................................................................... 5-4  
  Configuring Audio/Video Support for Tegrity Live ....................... 5-6  
  Creating and Managing a Tegrity Live Session ............................ 5-7  
    Announce Tegrity Live Session .................................................... 5-8  
    Tegrity Recording Setup Configuration ....................................... 5-9  
    Start the Tegrity Live Session .................................................... 5-10  
    Students Enter Tegrity Live Session ......................................... 5-11  
  Tegrity Live User Interface ............................................................ 5-14  
    Viewing Participant List .............................................................. 5-15  
    Using the Chat Feature .............................................................. 5-16  
    Using Annotations ...................................................................... 5-17  
    Assigning Voice Over IP Permissions ........................................ 5-18  
    Using Instructor Whiteboard Sharing ......................................... 5-21  
    Using Instructor Application Sharing ......................................... 5-22  
  Stopping and Publishing the Tegrity Live Session ...................... 5-25  
  Using Polls .................................................................................... 5-27  
    Creating Polls through Template Files ....................................... 5-28  
    Editing Hotspot Properties .......................................................... 5-29  
    Taking and Viewing Poll Results ............................................... 5-30  
  Summary ....................................................................................... 5-31  
  Review Questions ......................................................................... 5-32
Chapter 6: Using Tegrity WebCast .......................................................... 6-1
  Introduction to Tegrity WebCast ....................................................... 6-2
  Enabling Tegrity WebCast ............................................................... 6-3
  Configuring Audio/Video Support for Tegrity WebCast ................. 6-5
  Creating and Managing a Tegrity WebCast Session ...................... 6-6
    Announce Tegrity WebCast Session ............................................. 6-7
    Tegrity Recording Setup Configuration ........................................ 6-8
    Start the Tegrity WebCast Session ............................................. 6-9
    Students Enter Tegrity WebCast Session .................................. 6-10
    Tegrity WebCast Interface .......................................................... 6-13
    Stopping and Publishing the Tegrity WebCast Session ............. 6-14
  Summary ....................................................................................... 6-16
  Review Questions ......................................................................... 6-17

Chapter 7: Using Tegrity NetConnect .................................................... 7-1
  Tegrity NetConnect Overview ......................................................... 7-2
  NetConnect Key Benefits ............................................................ 7-3
  NetConnect Typical Scenarios ...................................................... 7-4
  Unique Features of NetConnect .................................................. 7-6
  NetConnect Connection Media ..................................................... 7-7
  NetConnect Connections ............................................................. 7-8
  Configuring Tegrity Options for NetConnect .............................. 7-10
  Using Windows XP Remote Desktop ............................................ 7-11
    Enabling Remote Desktop ....................................................... 7-12
    Using Tegrity NetConnect with Remote Desktop ..................... 7-14
  Using NetConnect with VNC ......................................................... 7-17
  Tegrity NetConnect Toolbar ........................................................ 7-19
  Using NetConnect Annotations ................................................... 7-20
  Summary ....................................................................................... 7-22
  Review Questions ......................................................................... 7-23
## Table of Contents

**Chapter 8: Using Tegrity Editor**
- Using Tegrity Editor .......................................................... 8-2
- Selecting a Recording to Edit .......................................... 8-3
- File Options through Tegrity Editor ................................. 8-4
- Edit Options through Tegrity Editor ................................. 8-5
  - Undo ..................................................................................... 8-6
  - Cut ........................................................................................ 8-6
  - Url ......................................................................................... 8-7
  - Bookmark ........................................................................... 8-12
  - InterPointer ......................................................................... 8-14
  - Annotation ........................................................................... 8-15
  - Closed Captions ............................................................... 8-19
  - Clear Annotations .............................................................. 8-22
  - Screen Recording ............................................................... 8-23
  - Audio Dubbing ..................................................................... 8-25
  - Import Video Clip .................................................................. 8-26
  - Transition ............................................................................. 8-27
  - Customize Web Page ......................................................... 8-28
- Restoring Your Original Recording .................................... 8-30
- Summary ................................................................................ 8-31
- Review Questions ................................................................... 8-32

**Chapter 9: Using the Tegrity Experience**
- Client Requirements ........................................................... 9-2
- Accessing Tegrity Recordings ............................................. 9-3
- Accessing the Tegrity Experience for the First Time .......... 9-4
  - First Time User Help .......................................................... 9-5
  - Browser Test .......................................................................... 9-6
  - Windows Media Player Streaming Test ............................ 9-7
- Viewing Tegrity Recordings ................................................. 9-8
- Tegrity Experience ............................................................... 9-9
- Summary ................................................................................ 9-10
- Review Questions ................................................................... 9-11
Tegrity 6 User’s Guide

Appendix A: Answers to Review Questions
Appendix B: Glossary
Appendix C: New Features in Tegrity 6
Appendix D: Using Marker Capture
Appendix E: Using the CD Image Utility
CHAPTER 1:  
INTRODUCTION TO TEGRITY

This chapter covers the following objectives:

- Know what the Tegrity Solution is used for
- Understand the Level 1 and Level 2 implementations for the Tegrity Solution
- Know the features and benefits of the Tegrity Solution
- Be able to list and describe the software within the Tegrity software suite
The Tegrity Solution allows users to create engaging and effective multimedia sessions in both recorded and live Tegrity formats with a minimum of preparation time and no post production editing. Instructors can teach in their own style and at their own pace using prepared Power Point slides, documents, three dimensional objects, Video/DVD input or a whiteboard with annotations.

Students benefit from being able to review sessions prior to exams, revisit areas of the lecture for added comprehension and experience a full classroom environment in distance learning with Instructor video, annotations, audio, and additional advanced Tegrity features. The simple browser based interface allows students to view recordings without having to have high speed connections. Tegrity also gives Institutions the option to create CD ROM content for enhanced distribution options.
Tegrity Student Notes and the Tegrity Pen provide students with the opportunity to take notes during a Tegrity classroom recording or while reviewing a Tegrity recording. The notes can be taken using the Tegrity Pen (using any paper), on a Tablet PC, or a laptop/desktop computer. The notes are automatically synchronized with Tegrity recordings, which allows for playback from any selected note or for review of the entire presentation with additional note taking. Tegrity Student Notes and the Tegrity Pen complete the circle and make Tegrity a truly complete solution.

Tegrity offers a complete solution for multimedia in learning, enabling institutions to recruit and retain more satisfied students. At the heart of the Tegrity Solution is the Tegrity Instructor Software.
Tegrity Implementation

Tegrity is implemented in a two-tiered approach. In Level 1, teaching goes online and in Level 2, student notes become active.

In Level 1, the instructor creates content and students take notes. The features that Tegrity provides at Level 1 include:

- Unmatched learning experience for students
- Ability to create content in any physical environment (classroom, office, home)
- Support for any teaching style (instructors teach naturally at a whiteboard, LCD tablet, Tablet PC, or office PC)
- Can use any media content (write, draw over PPT slides, whiteboard, screen recording, instructional video, high-resolution snapshots)
- Support for different elearning paradigms (on-demand, live or blended learning delivery)
- Optional editing capability for polishing, adding interactivity to recordings
In Level 2, the student views and is able to add to notes that are seamless integrated with Tegrity recordings. The features that Tegrity provides at Level 2 include:

- Notes are automatically synchronized with recorded lectures
- Unique learning experience for students makes study more effective
- Practical solution doesn’t change natural behavior
- Ability to use Tegrity Pen, Tablet PC, or laptop/desktop computer for taking notes
Tegrity 6 Features and Benefits

The following list summarizes the features of Tegrity 6.

**Instructor ease-of-use ensures easier enterprise-wide deployment**
Instructors can create and deliver multimedia content on their own, without support or production staff.
Simplified control panel and toolbar make it easy to get started with minimal training.
Users can start simple with just a microphone and a mouse, and grow to use more features at their own speed.

**Dynamic instructor interaction with media creates more engaging results**
Animated instructor writing, drawing, pointing, underlining and highlighting over all capture modes.
Writing, drawing, pointing and highlighting on Tablet PC or LCD tablet.
Writing, drawing and pointing and on dry-erase whiteboard.
Enhanced drawing tools allow instructors to create and manipulate annotations (lasso, move, etc.), and insert and move pre-defined geometric images (triangles, circles and rectangles).

**Multiple Media Capture Modes accommodate natural teaching styles and eliminates production**
Seamless media changes – Instructor can switch between capture modes on the fly, allowing spontaneous teaching.
CAPTURE MODE 1 – PowerPoint slides with transitions.
CAPTURE MODE 2 – Annotate video (from document camera, DV Cam, VHS/DVD player) and take high-resolution snapshots on the fly.
CAPTURE MODE 3 – Screen recordings of software application at high frame rate (now 1024x768).
CAPTURE MODE 4 – Insert empty page at any time for whiteboarding.
CAPTURE MODE 5 – NetConnect to record from remote computer desktop (multi-platform).
**Video Integration options provide flexibility in setup and quality**

Instructor video and voice (Windows Media & QuickTime) in synch with all media capture modes

Supports any webcam

Supports PCI Analog Video input

Supports DV and USB2 Video

Single capture card with 4 S-Video inputs on Cart/TCS

High quality audio-only option by instructor or student choice

Easily convert VHS tapes or any video to streaming format with a visual thumbnail index

**No post-production required after the session**

Automatic encoding, synching and visual indexing from all capture modes

Works with Tegrity Editor for optional editing – includes audio dubbing, cut segments, re-indexing, closed captions, URL list, URL launch, and more

Optional distribution of copy-protected download, PPT slides with annotations, and print-friendly version

**Powerful Server SW**

Manages switchover from multiple encoders and players and automatically resizes for display, creating a seamless experience for the learner.

Aggregates content and distributes simultaneously to multiple viewers in Tegrity Live sessions including chat and VoIP.

Handles multiplex communication at various connection speeds, ensuring the best quality experience over any bandwidth.

Provides tools for managing content repository and copy protection
Tegrity’s On-demand Learning Experience
Delivers browser-based learning experience with no special plug-ins
On-demand recordings simultaneously encoded at three streaming speeds – from 28.8K to broadband
Easy-to-use navigation with thumbnail index, slider, keyword search, optional closed captioning
Convenient URL and email links
Download printable slides with instructor notes
Cross-platform compatibility for PC or Mac
Compliant with industry standards – IMS / SCORM / AICC
Meets Section 508 guidelines for learners with disabilities

Tegrity’s Live Learning Experience
Interact with remote students during class using Voice over IP (VoIP),
Public and private chat
Live student polling with instant results presented graphically
Share instructor applications–Instructors can stream a Windows application, annotate, and then hand over “the podium” to a remote student to speak, control and annotate over the same application
Instructor and student annotations - Using a mouse or pen-based USB device (e.g. graphics tablet), a student can write, draw, highlight and annotate over different types of media presented by the instructor (slides, snapshots from video, empty “whiteboard” pages). Annotations automatically saved in the archived recording.
Tegrity Notes makes study more efficient and effective
Notes synchronized with lecture recording automatically
Handwritten or typed notes using Tegrity Pen, Tablet PC or laptop
Students choose when to search, review, revise and activate the lecture replay
Add bookmarks for prioritization and search
Navigate from student notes or Tegrity lecture recording
Students can annotate on instructor slides
Offline capture and review does NOT require a network in the classroom
Keyword search with ink-to-text conversion on Tablet PC
Works with audio-only recordings created with digital voice recorder in the classroom

More hardware options than any other solution
On every PC- Tegrity Instructor software automatically senses a wide variety of HW configurations and peripherals including: Desktop PCs, laptops, Tablet PCs and Wacom LCD tablets, graphics tablets and web cams.
Tegrity Tablet PC Briefcase (turnkey solution)
Tegrity Cart (turnkey solution)
Tegrity Capture Station (turnkey solution)
Tegrity Software Suite

The Tegrity Solution is made up of the following software suite:

- Tegrity Server software
- Tegrity Instructor software
  - Tegrity Recording
  - Tegrity Live
  - Tegrity Editor
  - Tegrity NetConnect
- Tegrity Notes software

The following sections provide an introduction to Tegrity software.
Tegrity Server Software

Tegrity Server software efficiently streams and synchronizes all channels of information that comprise Tegrity-format recordings and live sessions. It is installed on your server or the Tegrity Online hosting service.

The key features of Tegrity Server software include:

- Manages switchover from multiple encoders and players and automatically resizes for display, creating a seamless experience for the learner
- Aggregates content and distributes simultaneously to multiple viewers in Tegrity Live sessions including chat and VoIP
- Handles multiplex communication at various connection speeds, ensuring the best quality experience over any bandwidth
- Provides tools for managing content repository and copy protection
Tegrity Instructor Software

Tegrity Instructor software captures and integrates rich media content seamlessly, including PowerPoint slides, instructor audio/video, instructional video with high-resolution snapshots and software screen recording; and all modes can include dynamic writing, drawing and pointing with an LCD Tablet or Tablet PC. Flexible setup options include turnkey systems or leveraging your existing facilities and presentation equipment. E-learning can be delivered via your Tegrity server in on-demand and live scenarios.

The specific components within Tegrity Instructor software are described in the following table:

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tegrity Recording</td>
<td>Allows instructor to create recordings with instructor video and annotations with existing or new presentations.</td>
</tr>
<tr>
<td>Tegrity Live</td>
<td>Allows instructors to stream live content and provides support for Voice over IP and Instructor Whiteboard Sharing and Instructor Application sharing.</td>
</tr>
<tr>
<td>Tegrity Editor</td>
<td>Optional feature that allows post-production editing of Tegrity recordings.</td>
</tr>
<tr>
<td>Tegrity NetConnect</td>
<td>Optional feature that allows instructor to connect to any computer using Windows, Macintosh, Unix, or Linux operating systems to create Tegrity recordings.</td>
</tr>
</tbody>
</table>
Tegrity Notes Software

Tegrity enables instructors to create and deliver effective multimedia instruction by teaching naturally and annotating PowerPoint, video, screen recordings or simply writing and drawing on empty pages.

Most students take notes on paper. Even if the student is using a laptop or PDA, these notes are “isolated” from the instructor presentation. With Tegrity Notes, a student’s notes are seamlessly linked to instructor’s lecture that is captured by Tegrity Instructor software. This creates a unique, combined experience that makes learning extremely effective and efficient.

After class, a student can highlight any note, click play and watch the relevant lecture section from that point. The student’s notes highlight in sequence while the lecture plays and the student can revise the notes as he/she gains new perspective. Note taking hence moves from a rote record of a lecture and an attempt at memorization to a higher-level of analysis, evaluation and learning.

The instructor recording is delivered via a regular browser and includes the instructor's audio/video combined with their animated writing, drawing, pointing, and highlighting over PowerPoint slides, over any computer application or a secondary instructional video source.

The benefits of using Tegrity Notes include:

- No network required in classroom
- No need to be present at the start of class for notes to be synchronized
- Notes can be naturally handwritten on Tablet PC, or with a Tegrity Pen on paper, or typed on notebook or desktop PC
- Notes are automatically synchronized to the instructors presentation
- Students can take notes in classroom or while watching online (through Tegrity Live)
- Students may start with blank page or download instructor slides in advance and annotate them
Summary

In this chapter, you learned about:

- What the Tegrity Solution is used for
- The Level 1 and Level 2 implementations for the Tegrity Solution
- The features and benefits of the Tegrity Solution
- The software within the Tegrity software suite
Chapter 1-Introduction to Tegrity

Review Questions

1. Describe what the Tegrity Solution is.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

2. What is the difference between Level 1 and Level 2 in Tegrity implementation?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

3. True or False. Tegrity Editor is a required software component to create and publish Tegrity recordings.
CHAPTER 2:
CREATING A SIMPLE RECORDING

This chapter covers the following objectives:

- List the steps to create a simple recording with Tegrity Recording
- Know how to configure the options for a Tegrity recording
- Be able to start a Tegrity Recording session and understand the basic recording options
- Know how to end a Tegrity Recording session and define the options that can be used when you end a session
- Be able to play back and view a Tegrity Recording session
Checklist of Steps to Create a Simple Recording

1. Launch Tegrity Recording software.
2. Clean the whiteboard and run Camera Adjustment Wizard (use this step only if you are planning to use the whiteboard support option).
3. Choose blank or existing presentation.
4. Select Tegrity Recording options.
   a. Select recording title
   b. Preview and adjust video on instructor camera
   c. Perform A/V test
   d. Define Session Info
   e. Click Start button
5. From the Tegrity Session Touch Panel, select Start.
6. Record your session.
7. End your session by clicking End on the Tegrity Touch Panel.
8. From the Tegrity Software dialog box, choose the option you want to use to save your presentation:
   - Upload Now
   - Upload Later
   - Record Again
   - Delete Recording
   - Create Later

Each of these options are covered in greater detail within this chapter.
Preparing for Tegrity Recording

In this section you will learn how to prepare for the Tegrity recording process. The steps to prepare for the Tegrity Recording include:

- Launching the Tegrity Recording software
- Reminder to clean the whiteboard and run the Camera Adjustment Wizard (optional)
- If you will use a blank presentation or an existing presentation
- Configuring the recording setup options

Each of these steps is covered in greater detail in the following subsections.
Launching the Tegrity Recording Software

You can launch the Tegrity Recording software using one of the following options:

- Click on the Tegrity Recording Icon on your desktop
- Start ➢ All Programs ➢ Tegrity Recording
- Start ➢ All Programs ➢ Tegrity Software ➢ Tegrity Recording
- Double click on the Tegrity icon located in your system tray
- Double click on the Tegrity floating ion on your desktop

The Tegrity Software dialog box will appear.

Cleaning the Whiteboard

If you are working with a whiteboard, you will need to verify that the whiteboard is clean and that the camera is properly adjusted to capture the whiteboard. After you clean the whiteboard, ensure that the Camera Adjustment Wizard option is checked and click the OK button.

If you are using a whiteboard, you will have five seconds to check the Camera Adjustment Wizard option. If you do not take any action during this time, the software will automatically default to the LCD option.

If you are using a LCD Touch Panel, you would click the Working without whiteboard interaction option and you would not need to clean the whiteboard or use the camera adjustment wizard.
Camera Adjustment Wizard

The Camera Adjustment Wizard is used to guide you through the process of adjusting your camera, so that it can accurately capture information from your whiteboard. The wizard you see will depend on the camera you are using, the CNB 310 camera or the Howard NCK 41CV camera, both of which are covered in the following sections.

Tegrity Camera - CNB 310 Camera

(camera on Tegrity carts purchased after June 2004)

The following steps are used to adjust your camera:

1. When the Tegrity Software dialog box appears, uncheck Working without whiteboard interaction (default selection) and select Camera adjustment wizard and click the OK button.

2. The Tegrity Camera Adjustment dialog box will appear.
3. Within the Tegrity Camera Adjustment dialog box click the Guided Mode button. The Guided Mode dialog box will appear.

4. Manually, using the adjustment knob located on the camera mounting unit, adjust the camera until the box on the Guided Mode dialog box lines up and turns from red to green.

5. After your camera is aligned, click the OK button. You will see a series of patterns as the camera completes its auto-adjustment. When the camera auto-adjustment is complete you will be prompted to select whether you want to create a blank presentation or if you are using an existing presentation.
Tegrity Camera - Howard NCK 41CV

(camera on Tegrity carts purchased before June 2004)

The Howard Camera has three rings that are used to calibrate the camera. They include:

- Outer ring for focus
- Middle ring for zoom
- Inner ring unscrews the lens
There are two parts to the Camera Adjustment Wizard: Zoom and Focus.

The first screen in the wizard is used to get the correct size or zoom. The four big arrows at the corners of the screen are represented backwards and upside down in the gray box. The gray box in the center of the screen represents what the Tegrity Camera can see. Using the middle ring on the Tegrity Camera, align the red arrows inside the Adjust Camera Window with each of the four corners. Get the white edge of the arrows as close to the edge as possible without going outside of the box.

Because your projector is positioned lower than the whiteboard, the Tegrity Camera will not be perfectly square to the whiteboard. Although the arrows will not align perfectly because of this, try to align the top two arrows as close as possible to the upper corners. Once you are done with the Zoom screen, click the Next Step button.
On the Focus screen, turn the outside ring until the focus meter shows a percentage above 90%. The ideal setting for the focus meter is between 94% and 97%.

When you are done click the OK button. The Tegrity Camera is now correctly calibrated.
Selecting Blank Presentations or Existing Presentations

With Tegrity Instructor software, you can choose to create a blank presentation or you can open an existing PowerPoint presentation. Once you make your selection, click the OK button.

The Tegrity Recording dialog box will appear which will allow you to define the pre-recording options.

If you are using an existing presentation, you should copy it to the local hard disk before you start the Tegrity Recording software. If you open a presentation from a floppy disk or a CD, you will have problems saving the recording.

If you have an existing PowerPoint presentation opened prior to starting Tegrity Recording, Tegrity will automatically use the open presentation and you will not see the dialog box asking you if you want to create a blank presentation or use an existing presentation. In addition, Tegrity will use the title of your PowerPoint file as the session title by default.
Chapter 2: Creating a Simple Recording

Tegrity Recording Setup Options

The Tegrity Recording Setup dialog box allows you to:

- Specify the recording title
- Preview and adjust video on instructor camera
- Test microphone input (check volume)
- Perform an A/V test
- Define Session Info
- Change session settings (Covered in Chapter 3, “Using Advanced Features of Tegrity Recording”)
- Click Start and continue to launch Tegrity software

Each of these options is covered in the following sections.


Recording Title

The Recording Title is the name of the recording. This field is required to be filled in before you can start a recording. This title will be displayed on the opening page when the student opens the recording. You should make the title as descriptive as possible.

You should define a standard naming convention for your recording titles to make it easier for instructors, students, and administrators to access your recordings.

Check Video on Instructor Camera

The Audio & Video Preview box allows you to preview what the Instructor Camera is capturing. During the recording, you won’t see the instructor video. You should ensure that the Instructor Camera is properly positioned prior to starting the recording.
Microphone Input (A/V Test)

The A/V test is used to configure your microphone settings prior to starting a recording. Ensure that your microphone is turned on and click the A/V Test button. During the A/V test, you should test the microphone using your normal speaking voice. The microphone recording bar will show you what range you are in. You want to be in the middle of the bar. If your recording is too low (in the lower bars) or too high (in the red zone) then you may have poor audio quality in your recording. If this is the case, you can adjust the audio through your microphone or through the Volume slider in the Tegrity dialog box.

The following steps are used for an A/V Test:

1. Turn on your microphone
2. Speak in your normal voice to test the audio
3. Make any necessary adjustments
4. Click the A/V Test button
5. The Testing Microphone and Camera dialog box will appear.
7. Click the Stop button
8. Your audio test will automatically play back for you
9. Click the Exit button

If the A/V test is of good quality, continue with the other pre-recording options.

Tips for ensuring good audio include:

- It is important that you use your normal teaching/lecturing voice during the A/V Test. It is a common error for people to speak more quietly during the A/V Test than they do while making the recording.
- Make sure your wireless microphone does not have a low battery. If the battery is low, it can cause poor audio quality.
- Place the wireless microphone at the top of your shirt. It is a common mistake to place it too low, which can result in poor audio.
**Session Info**

The Session Info button brings up the Session Info dialog box. This dialog box allows you to configure:

- Course
- Instructor
- Comments

This information is displayed at the beginning of the recording when it is played back through the Tegrity Experience.

You are not required to fill out session information. Session info can also be defined through the Tegrity Editor.

The Settings button allows you to configure Advanced Tegrity Settings. This option is covered in greater detail in Chapter 3, “Using Advanced Features of Tegrity Recording”.

**Click Start**

The Start button does not actually start the recording. It takes you to the Tegrity Touch Panel. If you are using whiteboard capture as opposed the LCD Touch Panel capture, this gives you time to walk to the whiteboard before you start recording.

The Tegrity Session will now display the Tegrity Session Touch Panel.
Starting the Tegrity Recording

The Tegrity Session Touch Panel appears, which allows you to Start the recording or Cancel out of the recording process.

Once you start the Tegrity Recording, the following options will appear:

- Tegrity Session Touch Panel
- Annotations toolbar

These options are covered in the following subsections.
The Tegrity Session Touch Panel has four options. Each of these options is defined in the following table.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Next Button Icon" /></td>
<td>Next Button</td>
<td>This button is used to display the next slide within the presentation. This button is disabled if you are on the last slide of the presentation or when your presentation has only one slide.</td>
</tr>
<tr>
<td><img src="image" alt="Previous Button Icon" /></td>
<td>Previous Button</td>
<td>This button is used to display the previous slide within the presentation. This button is disabled if you are on the first slide of the presentation.</td>
</tr>
<tr>
<td><img src="image" alt="Tegrity Button Icon" /></td>
<td>Tegrity Button</td>
<td>This button allows you to perform additional tasks during the recording. The functions that are included are screen recorder, marker capture, insert new slide, video annotations, pause recording, and cancel. Each of these options is covered in greater detail in Chapter 3.</td>
</tr>
</tbody>
</table>
Chapter 2: Creating a Simple Recording

End Button

This button is used to stop the Tegrity Recording session.
Annotations Toolbar

After you click the Start button, you should see the Annotations Toolbar within 1-2 seconds. Once you see the Annotations Toolbar, the recording will have started and you can begin your lecture.

The Annotations Toolbar allows you to add interactive annotations to your presentation. The annotation options defined in the following table:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description and Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pen</td>
<td>Black, Blue, Red, or Green pen for annotations</td>
</tr>
<tr>
<td>Highlighter</td>
<td>Highlighter for annotations</td>
</tr>
<tr>
<td>Eraser</td>
<td>Eraser for erasing selected annotations</td>
</tr>
<tr>
<td>Interpointer</td>
<td>Interpointer used to display a yellow hand during the recording</td>
</tr>
<tr>
<td>Mouse Pointer</td>
<td>Use mouse pointer</td>
</tr>
<tr>
<td>Marker</td>
<td>Thin, medium, or thick marker for annotations, highlighter, or eraser</td>
</tr>
<tr>
<td>Clear</td>
<td>Clear annotations</td>
</tr>
</tbody>
</table>
The Annotations Toolbar can be expanded for more options through Tegrity Options, by selecting Enable advanced annotations. This option is covered in Chapter 3.
Ending a Tegrity Recording

When your recording is complete, click the End button on the Tegrity Touch Panel. You will then see a confirmation dialog box asking you if you are sure you want to stop. Click OK to end the recording or Cancel to continue the recording.

The Tegrity Software dialog box will remind you to turn off your microphone and then select from the options shown in the following table.

<table>
<thead>
<tr>
<th>Options for Ending the Recording</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload Now</td>
<td>Uploads the recording to the web server according to the server settings. This process can be lengthy depending on the recording size and options and connection settings that have been defined.</td>
</tr>
<tr>
<td>Upload Later</td>
<td>Saves the sessions to the local hard drive but does not upload the recording to the web server. The recording will then need to be uploaded at a later time using the Tegrity Editor or the Batch Upload Tool. The Tegrity Editor is covered in Chapter 8,&quot;Using Tegrity Editor&quot;.</td>
</tr>
<tr>
<td>Process Later</td>
<td>Saves the raw media of the session, but does not process the session or upload the session to the web server. This option is used when you have limited time between recording sessions. The sessions will be processed later using the editor or</td>
</tr>
</tbody>
</table>
Chapter 2: Creating a Simple Recording

the Tegrity batch Operations tool

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>Deletes the current recording session.</td>
</tr>
<tr>
<td>Help</td>
<td>Displays the help file associated with the options for ending the recording.</td>
</tr>
</tbody>
</table>
Viewing the Tegrity Recording

If you choose the Upload Now or Upload Later option when you completed your recording, you will automatically have the option to preview your session.
Chapter 2: Creating a Simple Recording

If you click the Yes button to preview your recording you will see a browser dialog box appear:

You will need to select connection speed at which you will view the recording (the options you see here are dependant on your server settings. Server Settings are covered in Chapter 3.

Once the recording starts you can use the following options:

- Index, which allows you to see all of the slides or index points that were created throughout the recording
- Play button
- Volume control
- Editor button (which takes you to Tegrity Editor)
- Printer friendly page button
- Maximize button (when Screen Recording segments are available)
- Help button

Chapter 9, “Using the Tegrity Experience” covers the Tegrity Experience in more detail.
Summary

In this chapter, you learned about:

- The steps needed to create a simple recording
- What steps were needed to prepare for a Tegrity recording
- How to launch the Tegrity Recording software
- How to run the Camera Adjustment Wizard
- How to use a blank or existing presentation
- What the pre-recording configuration options are
- How to start the Tegrity recording
- What options are on the Session touch panel
- How to use the Annotations toolbar
- The options for ending a Tegrity recording
- How to view the Tegrity recording
Review Questions

1. True or False. You need to run the Camera Adjustment Wizard if you are working with the whiteboard but not if you are working with a LCD Touch Screen.

2. List two ways you can launch the Tegrity Recording software:

   ____________________________________________________
   ____________________________________________________

3. When you start the Tegrity recording, you don’t see the option to create a blank presentation or to open an existing presentation, explain why.

   ____________________________________________________
   ____________________________________________________

4. Which of the following options are configured through Session Info in the Pre-Recording configuration dialog box? Choose all that apply.
   A. Course
   B. Instructor
   C. Date
   D. Comments

5. What is the purpose of the Tegrity button on the Tegrity Session Touch Panel?

   ____________________________________________________
   ____________________________________________________

6. What is the difference between using the Upload Now and the Upload Later options?

   ____________________________________________________
   ____________________________________________________
CHAPTER 3:

USING ADVANCED FEATURES OF TEGRITY RECORDING

This chapter covers the following objectives:

- Be able to use screen recording to record Windows applications
- Know why and how you would use Marker Capture to save annotations made to your slides
- Know how to insert a new slide into a Tegrity Recording
- Know how to use the Tegrity document camera
- Be able to pause and resume a Tegrity Recording
- Understand how to configure the advanced Tegrity options through Session Info
- Be able to list the Tegrity options that are available through PowerPoint
- Be able to create quizzes using Tegrity pre-defined quiz templates
- Know what the four pre-defined quiz templates are and how they are accessed
- Understand what properties are associated with a hotspot and how they are implemented
- Know how to create a customized hotspot to use with a quiz or as an interactive learning option
- Be able to configure global Tegrity Software options
Tegrity Button Options

When you start a Tegrity recording, the Tegrity button allows you to control the content that is included within the Tegrity recording. When you click the Tegrity button from the Tegrity Virtual Touch Panel, you see the following options:

- Screen Recorder
- Marker Capture (covered in Appendix D)
- Insert New Slide
- Video Annotations (or Document Camera if you are using a Tegrity cart without a LCD Panel- whiteboard only)
- Pause Recording
- Cancel

Each of these options is covered in greater detail in the following sections.
Chapter 3: Using Advanced Features of Tegrity Recording

Using Screen Recording with Other Applications

The Screen Recorder is a powerful utility that allows you to record Windows based applications, annotate over them and cursor movements from within a Windows application. The screen recording is then added to your web session recordings in order to enhance the learning experience. The Tegrity Experience will display the recorded screen actions in the appropriate time during the session.

You would typically use screen recordings to:

- Show web sites
- Teach applications
- Demonstrate product features within a Windows application
- Visually explain complex procedures within a Windows application

In the following sections you will learn how to capture screen recordings and what options are available from the Screen Recording toolbar.

You can configure your screen recording settings through Tegrity Options to size the recording area to 640x480 or 1024x768. This setting is covered in the Tegrity Options-Global Setting section of this chapter.
Capturing Screen Recordings

Tegrity makes the process of capturing screen actions very easy. Before you begin recording the session, you should open all of the applications that you will want to access during your presentation.

Capturing Screen Recordings - Application Was Opened Ahead of Time

The following steps are used to capture screen recordings:

1. Start the recording process.
2. Select the Tegrity button from the Tegrity Session Touch Panel.
3. Select Screen Recorder
4. The Windows Application Touch Panel will appear. The panel will display up to six applications that are currently open. You can select a single application or you can toggle between multiple applications during your screen recording.
5. Select the application you want to record.
6. The application will open within the Tegrity Recording session. The yellow corner brackets will indicate the area is being recorded.
7. Use the Tegrity Screen Recording Toolbar (covered on the next page) to control your screen recording.
8. Click the Return To PowerPoint button when you are done.
Capturing Screen Recordings - Application Was Not Opened Ahead of Time

1. Start the recording process.
2. Select the Tegrity button from the Tegrity Session Touch Panel.
3. Select Screen Recorder
4. Within the Windows Application Touch Panel, you will see No Active Applications listed. To open a new application, click the Windows button to toggle to the Windows taskbar. Open the application you want to record.
5. The application will open within the Tegrity Recording session. The yellow corner brackets will indicate what is being recorded.
6. Use the Tegrity Screen Recording Toolbar (covered on the next page) to control your screen recording.
7. Click the Return To PowerPoint button when you are done.
Screen Recording Brackets

When screen recording is enabled, the recording area will be bracketed. The following brackets indicate the mode you are in.

- Yellow blinking brackets indicate that screen recording is started and that the screen recording is recording.
- Yellow non-blinking brackets indicate that screen recording is started but that the screen recording is not recording. For example, you may see this option if you are using screen recording and you switch to a complicated graphic intensive application or website which generates extremely low frame rate, the brackets may go from blinking to non-blinking.
- Orange non-blinking brackets indicate that screen recording was not started. You need to manually start screen recording.
Chapter 3: Using Advanced Features of Tegrity Recording

The Tegrity Screen Recording Toolbar

When you start recording, The Tegrity Screen Recording toolbar appears. The options on this toolbar are:

<table>
<thead>
<tr>
<th>ICON</th>
<th>DESCRIPTION AND FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Pen</td>
<td><strong>Black, Blue, Red, or Green Pen for Annotations</strong></td>
</tr>
<tr>
<td>Blue Pen</td>
<td><strong>Highlighter for Annotations</strong></td>
</tr>
<tr>
<td>Red Pen</td>
<td><strong>Use Mouse Pointer</strong></td>
</tr>
<tr>
<td>Green Pen</td>
<td><strong>Thin, Medium, or Thick Marker for Annotations, Highlighter, or Eraser</strong></td>
</tr>
<tr>
<td>All</td>
<td><strong>Clear All Annotations</strong></td>
</tr>
<tr>
<td>Screen</td>
<td><strong>If Selected Screen Recording is active, if not selected screen recording is stopped and stays in screen recording mode</strong></td>
</tr>
<tr>
<td>Stop</td>
<td><strong>Stop the screen recording and return to PowerPoint</strong></td>
</tr>
</tbody>
</table>

The bottom right corner of the toolbar displays the time of the current screen recording.
Inserting Slides into Your Tegrity Recording

The following steps are used to add a slide to your Tegrity Recording.

1. Start the recording process.
2. Select the Tegrity button from the Tegrity Virtual Touch Panel.
3. Select Insert New Slide. You can select from the following options:
   - Blank
   - Lines
   - Grid
   - Table
4. Continue with your recording.

You can change the default templates for new slides. This is covered in the Tegrity Options (Global Settings)- PowerPoint Options section within this chapter.
Using Video Annotations

Depending on your Tegrity configuration, the Tegrity Virtual Touch Panel will show an option for Video Annotations or Document Camera. If you are using a Tegrity cart without a Wacom Touch Panel screen (which means you are using a physical whiteboard for annotation) then you will see the Document Camera option. All other Tegrity configurations will use Video Annotations. Each of these options is covered in the following subsections.

Adjusting the Camera

Before taking pictures with the Document Camera, adjust it to get the best picture possible. Because the camera has a gooseneck, you can move it around until you get to the best angle for your picture. To focus the camera, use the outer ring on the camera lens. Use the buttons on the camera base to adjust the brightness of the image.
Using Video Annotations

Video Annotations allows you to integrate project illustrations, photographs, video clips and 3D models into your Tegrity recordings. Once an object is projected on the whiteboard from the video annotations camera, the image, as well as any annotations made on the whiteboard, can be captured. The images that are captured become part of the presentation.

In the following sections you will learn about:

- Starting Video Annotations
- How to use the Snap feature
- How the video from the video annotations camera will be displayed through the Tegrity Experience
- How to use the DVD/VCR option

Whenever the video annotations camera is active, the instructor camera will automatically become inactive. If you are using a whiteboard camera it will also be inactive.
Starting Video Annotations

The following steps are used to start video annotation:

1. Start the Tegrity Recording.
2. From the Tegrity Session Touch Panel, select the Tegrity button.
4. The video that is captured from the document camera will appear and you will see a Touch Panel with options to Snap, Restore Video, or Close.

   Snıp
   Restore Video
   Close

5. If you capture data without using the Snap option, you will only see streaming video. If you wish to annotate a picture from the video, you will use the Snap option, which is covered in the next section.
Using the Snap Feature

The Snap option is used to make annotations on images captured by the document camera. This captures the data from the document camera and creates a new PowerPoint slide. You can then make annotations to the slide.

Once the video annotations camera is active, you can snap a picture by clicking Snap on the Document Camera Touch Panel.

Once the image has been snapped, it will be displayed on the right-hand side of the screen. The video stream from the video annotations camera will be displayed on the left-hand side on the screen. The Annotations toolbar will only be active if you have snapped an image. The snap image can then have annotations added through the Annotations toolbar.
Using the DVD/VCR Option

In addition to capturing video from the document camera, you can also capture video from a DVD/VCR player. This option is only available if you are using a Tegrity cart. The following steps are used to capture video:

1. Start the Tegrity Recording.
2. From the Tegrity Session Touch Panel, select the Tegrity button.
3. Select Video Annotations. The Video Annotations submenu will appear. Select DVD/VCR.
4. The video that is captured from the DVD/VCR will appear and you will see a Touch Panel with options to Snap, Restore Video, or Close.

Directions for Annotating Video

- Click Snap to capture a still frame
- Video will continue to play in this box
- Annotate the snapshot using the toolbar
- Click Restore to restore video to full size

Note: The Virtual Touch Panel can only be activated with the pen or mouse.

Tegrity Recording version 6 only supports recording of video from the DVD/VCR option, which allow the user to do commentary over the playing video. Audio support will be included in future releases of Tegrity Recording software.
Pausing and Resuming Tegrity Recordings

Once you have started a Tegrity recording, you can pause the recording at anytime. Pausing the recording will stop the recording process until you manually resume it. While the recording is paused, no audio or video is captured.

To pause the recording, you select the Tegrity icon, then select the Pause Recording option.

Once the session is paused and the Pause/Stop touch panel is displayed.

After the session is paused, you can select:
- Resume Tegrity Session
- Stop Tegrity Session

Once you resume the session, you can continue your recording.
The Tegrity Settings can be accessed from the Tegrity Recording options dialog box. When you configure settings through the Tegrity Recording dialog box, they will be applied to the current recording only. Click the Settings button to access the Tegrity Advanced Settings dialog box.
The settings that can be configured include:

- The session type that you want to use: Recording, Webcast, or Live
- The folder that will be used to store the recording

The Tegrity Software Settings and the Viewer Settings are covered in greater detail in the following sections.

It is important to note that when you configure Tegrity settings through the Settings button of the Tegrity Recording dialog box, the settings are changed only for the current session. The Tegrity Options section of this chapter covers how to define global settings that will be applied to all recordings.
Options Within Tegrity Software Settings

There are several advanced settings that can be configured through the Tegrity Software settings. These options include:

- A/V Settings
- PowerPoint Options
- Screen Recording
- Speech to Text

Each of these options is covered in detail in the following sections.
A/V Settings are used to customize your audio and video settings. You can configure:

- Streaming profiles
- Selecting the source for the instructor video
- Video settings

These options are covered in more detail in the following sections.

If your computer has a 3Ghz or faster CPU, the bottom of the A/V Settings dialog box will have an active option to Use Windows Media 9 Codec. This option will use a Media 9 Codec (as opposed to the default Media 7 Codec). Using a Media 9 Codec will result in a higher quality instructor recording. Media 9 Codecs are more processor intensive than Media 7 Codecs.
Select Streaming Profiles

The Streaming Profiles are used to configure the audio and video streams that will be captured during the Tegrity recording. This allows you to adjust the recording session based on the bandwidth that will be used by the client viewer connection. Lower bandwidth will result in a lower Audio/Video quality streaming, but the content still remains in high quality.

As an instructor you would normally use the default settings. However you can edit the Streaming Profiles according to the expected connection speeds of the viewers. If you are creating a Tegrity recoding, for each video input (the instructor camera and the document camera) you use one audio only stream profile (this option is set by default and can’t be de-selected) and up to two additional audio/video stream profiles. If you are using Tegrity WebCast or Tegrity Live, then you can select one audio or video stream that will be used during a synchronous session.

You can edit the streaming profiles through the following steps:

1. Select the For Recording checkbox of the streams that you want to create in your recording.
2. Next to the selected check boxes, select a streaming profile from the drop-down menus:
   - Audio stream: Tegrity provides one Audio stream profile of 28 Kbps.
   - Video/Audio stream 1 and Video/Audio stream 2: Tegrity provides five Video/Audio profiles to choose from: 28 Kbps, 56 Kbps, 100Kbps, 200Kbps or 300Kbps. A faster speed results in better quality video and a larger file size.

You can enter profiles for two Video/Audio streams. Typically you select one setting for viewers that have slow modem connections (for example 28 Kbps) and another setting for viewers that have high-speed connections (for example 100 Kbps).
Selecting Source for Instructor Video

The dialog box you see for Select Source for Instructor Video is dependant on your configuration. The following options are supported:

- Tegrity Cart or Capture Station with a Hauppauge video card
- Tegrity Cart or Capture Station with a ProVideo video card
- Tablet PC or desktop computer

The following dialog boxes show the three options:

Select Source from Tegrity Cart or Capture Station with a Hauppauge video card

Select Source from Tegrity Cart or Capture Station with a ProVideo video card

Select Source from Tablet PC or desktop computer
Chapter 3: Using Advanced Features of Tegrity Recording

If you have multiple video devices defined, the Select Source for Instructor video option will allow you to select the video option that will be used for the instructor camera and the video option that will be used for the video annotations camera.

There are three configuration options that will define how this is configured:

- If you have no camera the options to select video will be disabled.
- If you only have one camera installed, you can use the same camera for instructor and annotate video (on a desktop and Tablet PC configuration only). In this case the instructor must manually position the camera depending on what mode they are using.
- If you have two cameras (on a desktop and Tablet PC configuration only), you use this option to select which camera will be used to capture the instructor video and which camera will be used for video annotation.

It is recommended that if you use annotate video mode, you reposition the camera before you switch back to instructor mode so you can see the position of the video camera before you close the annotate video window and return to the normal Tegrity recording.

**Video Settings**

If you click the Video Settings button in through A\V Settings, you can configure the video settings for your video input. The screen you see here will be based on the video device you are using.
PowerPoint Options

The PowerPoint options include Graphic type for slides:

- Auto-select (PNG/JPEG): Specifies the file type that will be used to save the presentation. With auto-select, the Tegrity system tries to reduce graphic files into PNG format. If it is unable to save a file as PNG, it is saved as a JPEG file.

- JPEG: Will only save the slides in the JPEG format. This creates larger files; which will result in higher quality images and slides.

 JPEG (Joint Photographic Experts group is the name of a standard for saving image files. JPEG is typically associated with graphic images and photographs. With JPEG files, the user typically has to choose between smaller file sizes and lesser quality images or larger file sizes and higher quality images. PNG (Portable Network Graphics) is a newer standard that uses an improved compression algorithm.
Screen Recording

The Screen Recorder is a powerful utility that allows you to record videos of screen actions and cursor movements that are added to Tegrity recordings. You can record from almost any application.

The following options are provided:

- **Enable Screen Recorder**: Select this checkbox to enable the Screen Recorder functionality.

- **Automatic start**: Select this check box to start the recording automatically when the instructor displays the external application on the screen. If this check box is cleared, the instructor will need to press Start Recording on the Screen Recorder toolbar in order to initiate the application recording.

- **Follow active application**: Select this check box to automatically relocate the recording region to the active external application window. If this check box is cleared, the recording region will appear in its default location, which is the center of the screen. To preview the default recording region, press Preview. You can move the application to the recording region, and/or resize it to fit the recording region. The Preview button is active only when the Follow active application check box is not selected.
- Resize active application to fit recorded area: When the external application is displayed, it is automatically resized to the exact size of the recording region.
- Use screen Codec 9 (No Mac support): Allows you to use a screen Codec 9 during application screen recording. Codec 9 offers better support for complex graphics and web site access, but Mac users will not be supported and during the screen recording Mac users will advance to the next slide.
- Recording Area: Allows you to select if the recording area will be 640x480 or 1024x768. If you select 1024x768 you will automatically use Codec 9.

Some applications such as DOS prompts will not start automatically during screen recording. If an application starts with red brackets then you will need to manually start the screen recording by selecting Start in the Screen Recording toolbar.
Speech to Text

The Speech to Text option is used to convert speech to text only for the purposes of creating a file that can be used to search the recording for key words. It does not convert speech to text for the purpose of closed captioning.

The options that can be configured for speech to text conversion include:

- Enable speech to text conversion (for search): Select this check box to convert the instructor’s speech into written text. This enables the viewer to search the recording for specific topics.

- Profile field: Tegrity software systems use profiles to learn voice qualities of different users. There is a default profile, but personal profiles provide the optimal translation tool. Use the drop-down arrow to select your personal profile when using this tool.

- Train button: Press this button to activate a wizard that trains the system to recognize an individual’s voice pattern. The wizard also repairs any unique voice qualities that make it difficult for the system to recognize words. You must use the New Profile button to enter a new profile.

- New Profile button: Press this button to enter a new profile. Once the profile is registered, you must press Train in order to teach the system how to read your voice.

- Vocabulary button: Press this button to introduce new words into the system.

When you enable the Speech to Text option, it will add a significant amount of time to the processing of your recording.
Viewer Settings

Viewer settings are used to configure the Tegrity Experience that the end user uses to view Tegrity recordings.

From the main Viewer Settings, you can configure:

- Enable streaming to viewers (checked by default)
- Enable download to viewers (checked by default)
- Enable Netscape and Macintosh support (this option is unchecked by default, the option will only be active if QuickTime is installed)
- Enable student notes (not checked by default)
- Protect recording with a password (not enabled by default)
- LMS Standard compatibility

The Advanced Viewer settings that can be configured for Tegrity Recording software include:

- Links
- Transitions

Each of these options is covered in the following subsections.
Chapter 3: Using Advanced Features of Tegrity Recording

Protect Recording and LMS Standard Compatibility

Protect recording with password allows you to use passwords to protect your current Tegrity sessions from unwanted access. Whenever a viewer accesses a session through the Tegrity Experience, or an instructor opens the session in the Tegrity Editor, they will be prompted for the password. Select this checkbox if you want to define a password for your recording.

Tegrity recordings are compatible with the most common web-based Learning Management Systems (LMS is typically used in corporate environments and educational environments typically use Content Management Systems-CMS). LMS Standard Compatibility allows you to select the standard that you use.

- None: Select None if you are not using an LMS, or using an LMS that is not compatible with either SCORM or AICC. If you are not sure whether your LMS is using one of these standards select None. You can always change this later using the Tegrity Editor.
- AICC: Select AICC if you are using an AICC (Aviation Industry CBT Committee) compliant system.
- SCORM: Select SCORM if you are using a SCORM (Shareable Courseware Object Reference Model) compliant system.

You can get more information on the AICC standard from http://www.aicc.org and more information on the SCORM standard from http://www.adlnet.org/.
**Links**

Tegrity software allows you to add customized links to your recording. These links appear underneath the picture or video in the upper left panel of your presentation. Viewers may click these links at any time when viewing the recording. These are static links that will appear on every Tegrity recording, for example, your institution’s web site.

The options that can be configured for links include:

- **Custom links**: Custom links are links whose parameters (displayed text and URL) are customizable by the user. Use the three fields listed below to define custom links:
  - **Displayed text**: Enter the text to be displayed in the Tegrity Experience.
  - **Link type**: Enter the type of link (for instance, mailto: for E-mail or http: for web sites).
  - **URL**: Enter the URL of the link destination.

- **Predefined links**: Predefined links are links whose parameters are stored in the system. The user cannot alter these parameters. Enter a link by selecting a check box from the list of predefined links.

- **Browser Test URL**: The Browser test URL field displays the URL of a web page that initiates a procedure to check your browser for compatibility with Tegrity software. The default link should not be changed.

<table>
<thead>
<tr>
<th>Custom links</th>
<th>Link type</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tegrity website</td>
<td>http</td>
<td><a href="http://www.tegrity.com">http://www.tegrity.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Predefined links</th>
<th>Browser Test URL</th>
</tr>
</thead>
</table>
Transitions

The Slide Transitions option allows you to select the transitions between slides in your recording. A transition is a special effect used to introduce a slide during a slide show. For example, a slide can come into view from the left of the screen, or from the bottom.

Tegrity Software supports the following slide transitions: None, Left, Right, Down, Up, Blinds Horizontal, Blinds, Vertical, Box In, Box Out, Checkerboard Across, Checkerboard Down, Cover Left-Down, Cover Left-Up, Cover, Right-Down, Cover Right-Up, Split Horizontal In, Split Horizontal Out, Split Vertical In, Split Vertical Out.

The following options can be configured for slide transitions:

- **None**: Select this option to cancel all transitions that have been defined in PowerPoint for this session.
- **Use Transition from PowerPoint** (default selection): Select this option if you want to keep transitions that you have defined in PowerPoint.
- **Select transition**: Select this option if you want to define one transition to be used for all slides, and then choose the required transition from the list.
Tegrity Menu Options Added to PowerPoint

Tegrity software easily integrates with PowerPoint. After the Tegrity Instructor software has been installed you will notice a Tegrity option on the PowerPoint toolbar.

The Tegrity options include:

- Launch Tegrity Recording (covered in Chapter 2)
- Launch Tegrity WebCast (covered in Chapter 6)
- Launch Tegrity Live (covered in Chapter 5)
- Insert Poll/Quiz Templates
- Create Hotspot
- Edit Hotspot
- Options
- Upload Last Recording
- Help

Each of these options is covered in the following sections.
Inserting Quizzes

If you want to use a quiz in your Tegrity recording, you should create the quiz and add it to your PowerPoint presentation before you start the recording. You can create quizzes through pre-defined templates or by creating hotspots.

Using quizzes offers the following benefits:

- Allows you to review what was covered in each section
- Used to self-test without penalty
- Helps learners identify what key concepts are
- Gives learners feedback on how well they comprehended subject matter

A hotspot is a specific area on your slide that will be active in the Tegrity Experience. Hotspots enable the instructor to create quizzes. For example, in a multiple-choice quiz, whenever a viewer clicks an answer, a popup message will appear to inform her whether the answer is right or wrong.

When a user is on a hotspot, the cursor changes from a pointer to a pointing hand. When a hotspot is clicked, the intended operation is performed. You can define various properties of the hotspot. For example, you can define that the session will not continue until the viewer clicks the hotspot, or that the session will continue immediately after the viewer clicks it. You can also define the feedback text that will appear in the popup window.

The easiest way to insert a quiz is to use a pre-defined Tegrity Quiz template. You can also create your own customized templates.

Polls are used through Tegrity Live and are covered in Chapter 5.
Using Templates

Tegrity provides you with four predefined templates for creating hotspot slides. By default, the following templates are included:

<table>
<thead>
<tr>
<th>TEMPLATE</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES/NO</td>
<td><img src="image" alt="Yes/No Example" /></td>
</tr>
<tr>
<td>HOTSPOT</td>
<td><img src="image" alt="Hotspot Example" /></td>
</tr>
<tr>
<td>TRUE/FALSE</td>
<td><img src="image" alt="True/False Example" /></td>
</tr>
<tr>
<td>MULTIPLE CHOICE</td>
<td><img src="image" alt="Multiple Choice Example" /></td>
</tr>
</tbody>
</table>

In order to use a Quiz slide from a template, you will need to complete the following steps:

1. Use a Quiz template to insert a slide.
2. Edit the text used by the quiz slide.
3. If necessary, edit the hotspot properties used by the answers.
4. Randomize the answers.

Each of these steps are covered in greater detail in the following sections.
Inserting a Quiz Slide from a Template

To access a predefined template, you take the following steps:

1. From the PowerPoint Tegrity menu, select Tegrity ➢ Insert Quiz/Poll Templates.

2. The Slide Finder Dialog box opens:

3. From the List of Favorites tab, from the Files list, select Tegrity Quiz Templates.

4. Click the Display button to access the Tegrity templates.

5. Select the quiz template you want to use, and click Insert.

6. Click the Close button to return to your PowerPoint presentation.

Each question and option within a quiz template is made up of two parts:

- Text box, which contains the text for the question or the option
- Hot spot, which is the area of the quiz that is responsive to mouse movement or clicks

This is important when you are editing a quiz because you will need to select whether you are editing the text or the hotspot as shown in the following sections.
Editing a Quiz Slide Created From a Template

Once you have inserted a quiz slide using a template, the next step is to customize the quiz slide through the following steps:

1. Replace the text for the question. Questions are not associated with a hotspot, so you only need to click on the box and replace the text.

2. Replace the text for the options using the following steps:
   a. Right-click your mouse on the option box and select Order ➤ Send to Back (this option sends the hotspot box to the back and brings the text box to the front of the grouping order).

   ![Image of text box options]

   b. Click on the text box and edit the text for your option.

   ![Image of multiple choice question]

   c. Repeat Step 2 for other options associated with the question.

💡 When you are editing the hotspots, they will appear in pink text boxes. This is only for editing and will not be displayed on the student viewer.
# Editing Quiz HotSpot Properties

Each hotspot has an associated set of properties. It is optional whether you edit hotspot properties. You can configure the following options:

<table>
<thead>
<tr>
<th>OPTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WAIT FOR STUDENT CLICK</strong></td>
<td>PAUSES THE SESSION UNTIL THE USER CLICKS ON ONE OF THE HOTSPOTS.</td>
</tr>
<tr>
<td><strong>FEEDBACK UPON MOUSE CLICK</strong></td>
<td>ALLOWS YOU TO SPECIFY THE TEXT THAT WILL BE DISPLAYED AS A POPUP BOX WHEN THE USER CLICKS ON THE HOTSPOT.</td>
</tr>
<tr>
<td><strong>CONTINUE PLAYBACK UPON CLICK</strong></td>
<td>MOVES TO THE NEXT SLIDE WITHIN THE SESSION WHEN THE USER CLICKS THE HOTSPOT. THIS OPTION IS ONLY ACTIVE IF YOU SELECTED THE <strong>WAIT FOR STUDENT CLICK</strong> OPTION.</td>
</tr>
<tr>
<td><strong>HYPERLINK TO</strong></td>
<td>USED TO SPECIFY A LINK THAT SHOULD BE ACCESSED WITH A USER CLICKS ON THE HOTSPOT.</td>
</tr>
</tbody>
</table>

You would take the following steps to edit the properties of a hotspot:

1. If you changed the order of your boxes to edit the text, right-click on the text box and select Order ➤ Send to Back.
2. Right-click the hotspot and select Edit Hotspot.
3. The Tegrity Hotspot Properties dialog box will appear.

![Tegrity Hotspot Properties Dialog Box]

4. Edit the hotspot properties as desired and click the OK button.

**Randomizing Quiz Options**

By default, the quiz template will always have the correct answer at the top of the option list. You will need to move the text and the hotspot boxes in a randomized order if you want to change the order in which the correct answer appears.
Using Hotspots

Hotspots can also be used to create customized quizzes or be used to create an interactive experience when viewing a slide. For example, you could create a quiz with a diagram and using a hotspot, test a learner to identify a specific object within the diagram. As an interactive learning option, you could have the learner position the mouse over different parts of the diagram to identify each individual part.

The following steps are used to insert a hotspot into a slide:

1. Select the slide that you prepared in PowerPoint that will use a hotspot.
2. Select Tegrity ➢ Create Hotspot.
3. The Slide Type selection dialog box opens.
4. Select Quiz slide and click the OK button.
5. The Tegrity Hotspot Properties dialog box opens, which was covered in the previous section. Make your selections and click the OK button.
6. A pink colored hotspot box will appear. Resize this box to whatever size and shape you want to use for your hotspot.
7. Repeat steps 2-6 to create any additional hotspots.

If you created a slide with several hotspots, refrain from using the Continue playback upon click option, since the session will continue immediately after the first click, and will not allow the viewer to click other hotspots on this slide. Instead, use a Continue Hotspot that the viewer will click when they have completed the slide. Create a Continue Hotspot and assign it the Continue playback upon click option.
Tegrity Options (Global Settings)

Tegrity Options are used to configure the Tegrity software. Whatever you configure will be applied to all recordings. Some of the Tegrity options can also be applied through the Tegrity Recording dialog box through the Settings button (note that the settings through Settings will only be applied to the current recording). The Tegrity options that can be configured include:

- Tegrity Software
  - General Options
  - A/V Settings *
  - Improve Recording
  - Local Disk Settings
  - Server Settings
  - PowerPoint Options
  - Profiles Database
  - Screen Recording
  - Speech to Text *
  - NetConnect
  - Whiteboard Interaction
Chapter 3: Using Advanced Features of Tegrity Recording

• Viewer Settings
  • Customize Viewer
  • Links *
  • Transition *

(* indicates this was covered in Tegrity Recording Settings- current session section of this chapter)
Through Tegrity Software you can select the mode that will be launched when you click on the floating Tegrity icon: Recording, Webcast, or Live.

Enable advanced annotations allows you to use an expanded annotations toolbar.

The options that will appear on the expanded toolbar include:

- **Line** is used to add a line annotation.
- **Ellipse** is used to add a circular annotation.
- **Rectangle** is used to add a rectangular annotation.
- **Selection Tool** is used to select an annotation.

All of the other options appear on the basic annotations toolbar.
General Options

The options that can be configured through Tegrity Software – General options include:

- **Automatically Check for Tegrity Software Updates**: Specifies that the system will automatically check to see if there are Tegrity software updates. Change this setting if you do not want to get notification of software updates.

- **Automatically Display Tegrity News**: Specifies that the system automatically displays news from Tegrity. Change this setting if you do not want Tegrity news to be displayed.

- **Touch Panel Setup**
  - **Sound effects on**: Specifies that the sounds provided by Tegrity Software are played with each touch and capture action. Change this setting if you do not want to hear sounds.
  - **Starting Position**: Specifies on which side of the whiteboard the touch panel appears.

- **Document camera video format** (NTSC or PAL)

- **Whiteboard camera COM port** (only appears if you are using a Tegrity Camera CNB 301 (see Appendix D, “Using Marker Capture” for information on using whiteboard capture): Allows you to select the COM port that the whiteboard camera is attached to.
Improve Recording

The Improve Recording options can refine the recording by running a post recording process. The improvements that are performed by this process can be:

- Automatic removal of extraneous graphic data that may have been captured from the white board such as dust, minor imperfections in the board, and other “noise”.
- Removing unnecessary bookmarks created during the recording.
- Creating bookmarks after the whiteboard was cleared, if they were not already created.
- Creating printable slides based on the bookmarks.

The Improve Recording Dialog box consists of the following:

- Improve recording: Select this check box to automatically clean up recordings each time you create a Tegrity recording. If this check box is cleared, recordings will not be improved automatically. However, you can manually clean up recordings with the Tegrity Editor.
- Keep backup of original recording: Select this check box to automatically back up every recording that undergoes the improve recording process before the process begins. A folder by the same name, with the .bak extension, is saved to the local disk.
- Clear annotations left on the board from previous slide (will only appear if you are using Tegrity cart with whiteboard annotations): Used to remove annotations from a slide whenever you advance to a new slide.
Local Disk Settings

Local Disk Settings is used to select the folder in which you will save recordings before uploading to the server. Enter the path in the field provided, or use the Browse button to select the folder and enter the path automatically. By default all Tegrity recording are configured to be saved under My Documents > Recordings.
Server Settings

The Server Settings dialog box is used to define settings of the server. You can save your recordings to a Tegrity server or to your local network. If you are using Tegrity Hosting Services, you will get a file from Tegrity that will configure these options for you.

The options that can be configured include:

- **Use TOL server check box**: Tegrity offers a hosting service to clients who don’t want to use their own server. When this check box is selected, there is no need to enter any more information in this dialog box.

- **Destination Subfolder**: Enter the subfolder on the server that the recording is uploaded or WebCast to.

- **Server Settings**: Enter the upload settings for your Tegrity recording:
  - **Web server**: Enter IP address or DNS name of Tegrity server.
  - **Domain**: Enter the Windows domain where the user account is registered. Using this option you can specify a user account that doesn’t have global access to the network but can upload to the Tegrity server. In most cases this field will be left empty. This field is used when the Instructor software and the Tegrity Server are located on different networks.
Chapter 3: Using Advanced Features of Tegrity Recording

- User Name: In order to upload to the server, you need to enter an account user name that is authorized to upload to the Tegrity server.

- Password: Enter the password of the user with the proper permissions to access the Tegrity server.

- Test button: Press this button to test that the connection to the server is valid. If the connection is valid, you’ll get “Connection is OK” message. For any other message, which indicates a problem with the connection to the server, please refer to the Tegrity 6 Administrator’s Guide.
PowerPoint Options

The Graphic type for slides Auto-select of JPEG is the same option that was set through Tegrity General Settings (which was covered earlier in this chapter).

The PowerPoint templates option allows you to customize the backgrounds that can be selected when you use the Insert new slide option from the Tegrity Session Touch Panel. By default Tegrity software uses:

C:\Program Files\Tegrity\tmcs\PptTemplates\English\Backgrounds.ppt

The default file Backgrounds.ppt contains slide templates for Blank, Lines, Grid, and Table. You can copy this file to a new file, make edits to the file to use different backgrounds such as branded slides or darker grids, etc.
Profiles Database

Tegrity software allows administrators to create different profiles (for example a separate profile for each instructor with settings relating to where recordings will be stored or session information) which are then stored in an external database.

For more information on profiles, see the Tegrity Administrator’s Guide, Version 6.
Screen Recording

The Enable Screen Recording options are the same as the options that were set through Tegrity General Settings (which was covered earlier in this chapter).

The Recording Area is a new option that allows you to define what the recording area will be when you use screen recording. You can configure the recording area for:

- 640x480
- 1024x768

The Disable graphics hardware acceleration while running Tegrity software option is enabled by default. If you graphics hardware uses hardware acceleration Tegrity turns this setting off only for the duration of the Tegrity recording. This feature is re-enabled at the end of your recording. By disabling this option during Tegrity recordings, Tegrity software provides a higher quality recording.
NetConnect

Tegrity NetConnect allows the instructor to use a network connection to connect to their remote computer and capture content from their computer. This feature can be used with PC, Macintosh, or a Unix/Linux computer via a dedicated crossover Ethernet cable or through the network.

The options that can be configured for NetConnect include:

- Automatically detect changes: This option automates the creation of bookmarks within your Tegrity recording.

- Detect network connection and auto start Tegrity Software: Used if you are connecting to NetConnect through a crossover cable. If you select this option, the Tegrity software will automatically start when the crossover cable is connected from the remote computer to the computer that is running the Tegrity software.

- Select NetConnect network interface: If you are using a crossover cable, the computer that is running the Tegrity software will have two network cards installed. Select NetConnect network interface allows you to select the network card that will be used by NetConnect.

For more information about how to use Tegrity NetConnect to record your guest speakers’ lecture or recording sessions on Macintosh or Unix/Linux computer, please refer to the Tegrity Administrator’s Guide, Version 6.
Whiteboard Interaction

If you are working with a whiteboard camera, you can configure whiteboard interaction settings. If you are not using a whiteboard camera, these options will be inactive. The whiteboard interaction settings that can be defined include:

- **Whiteboard interaction**: This allows you to specify if you will use whiteboard interaction. If you uncheck this option you will not be prompted to select whether you are using whiteboard interaction when you start your Tegrity recordings.

- **Work without whiteboard annotations**: If you check this option the camera will not capture your annotations written on a whiteboard, less resources will be used by CPU and the projected image won’t blink.

- **InterPointer**: Allows you to select if you will use an Interpointer.

- **Touch panel**: Active by default and can’t be disabled if whiteboard interaction is selected.

- **Disable auto blink**: Turns off the auto blink feature. Disabling this option may cause problems with properly detecting your annotations.

- **Hide PowerPoint background**: Hides the PowerPoint background so that annotations can be more easily recognized by Tegrity software.
Customize Viewer

The Customize Viewer option allows you to configure the look and feel of the Tegrity Experience. You can configure the following options:

- **Use custom logo in upper left:** Select the check box to replace the default branding logo in the upper left with a custom still picture. This picture will be displayed in place of the instructor’s video when it is not being shown (i.e. before the instructor video starts playing, during a screen recording, or in Audio only mode). Image displays the name of the image file. You can insert .gif or .jpg images. If the image is not compatible with the default size, it will be resized in the browser. You can change or preview the image through the respective buttons.

- **Use custom logo in lower left:** Select the check box to customize your institution’s branding logo. Image selects the image that displays on the left side of the home page. You can use any .gif or .jpeg file. In order to fit the file into the given frame, the file should be either the same size, or smaller, than the default file. You can change or preview the image through the respective buttons. The URL field allows you to enter any legal URL. The URL will be invoked when a viewer points the cursor and clicks the mouse on the logo. The Tool Tip enables the instructor to enter text that will create a tool tip for the logo.
• Colors: You can specify the colors used in the viewer. Click the color picker to the right of one of the following options. Select the color and click OK. Click Reset next to the desired option to use the default color for that option. You can set colors for Background (background of Tegrity Experience), Links (links to URLs or e-mail addresses that are displayed in Tegrity Experience), Highlighted Links (text the user sees when they position their mouse over a link in the Tegrity Experience), Permanent Links (static links for bandwidth and download selection), and Highlighted Permanent Links (text the user sees when they position their mouse over a permanent link).
Upload Last Recording

The Upload Last Recording option is used to specify the server settings and the destination subfolder that will be used when your recording is uploaded to the server.

Normally these options will be configured by your network administrator and you will use the default settings that have been defined.

The settings for the Upload to Web Server dialog box are covered in the Tegrity 6 Administrator’s Guide.
The Help option provides online help for using the Tegrity Instructor software. You can access the following options through Tegrity ➤ Help:

- Tegrity Contents and Index
- Tegrity on the Web
- Training (takes you to the Tegrity website and displays training information)
- Support (takes you to the Tegrity website and displays support information)
- Check for Tegrity Software Updates
- Send Error Report(s) to Tegrity (only active if an error has been logged)
- About Tegrity (displays copyright information about the Tegrity software)
Summary

In this chapter, you learned about:

- How to use screen recording with Windows applications
- How and why you would use Marker Capture
- How to insert a new slide into your recording
- How to use the Tegrity document camera
- How to pause and resume a Tegrity Recording
- How to configure the advanced Tegrity Recording options
- The Tegrity options that are available through PowerPoint
- How to create quizzes using Tegrity pre-defined quiz templates
- What the four pre-defined quiz templates are and how they are accessed
- The properties that are associated with a hotspot and how they are implemented
- How to create a customized hotspot to use with a quiz or as an interactive learning option
Review Questions

1. List five tasks that can be completed from the Tegrity button from the Tegrity Touch Session Panel.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Which of the following buttons would you use if you were recording a Windows application and you wanted to stop the recording and return to your PowerPoint presentation?

A. 

B. 

C. 

D. 

3. True or False. When you create a Tegrity recording, all of the annotations that are made to the PowerPoint slides are automatically saved to the recording.

4. True or False. When you use the Document Camera, you can only annotate the document camera image if you have used the Snap option.
5. You have students that access your recordings through slow dial-up connections and through high speed Internet connections. Which Tegrity Advanced General Setting should you verify is properly configured for this scenario?

_________________________________________________

6. You want to add several links to your presentation to websites you have identified as having additional information about your lecture. Which Tegrity Advanced Setting should you configure?

_________________________________________________

7. List the four types of quiz template files that can be used to create customized quiz slides.

_________________________________________________

_________________________________________________

_________________________________________________

_________________________________________________

8. What are the two parts that make up a quiz and answer option within a quiz template?

_________________________________________________

_________________________________________________


_________________________________________________

_________________________________________________
CHAPTER 4:
SUPPORTING TEGRITY NOTES USERS

This chapter covers the following objectives:

- Be able to describe why you would use Tegrity Notes
- List the features and benefits of Tegrity Notes
- Be able to list the three client platforms that are supported for Tegrity Notes
- Be able to configure Tegrity Instructor software to support Tegrity Notes

📖 Tegrity Notes is available only for Tegrity Campus Agreement Level 2 customers.

📖 Tegrity Notes is covered in greater detail in the Tegrity Notes User’s Guide.
Tegrity Notes Overview

Tegrity enables instructors to create and deliver effective multimedia instruction by teaching naturally and annotating PowerPoint, video, screen recordings or simply writing and drawing on empty pages.

Most students take notes on paper. Even if the student is using a laptop or PDA, these notes are “isolated” from the instructor presentation. With Tegrity Notes, a student’s notes are seamlessly linked to the instructor’s lecture that is captured by Tegrity Instructor software. This creates a unique, combined experience that makes learning extremely effective and efficient.

After class, a student can highlight any note, click play and watch the relevant lecture section from that point. The student’s notes highlight in sequence while the lecture plays and the student can revise the notes as he/she gains new perspective. Note taking hence moves from a rote record of a lecture and an attempt at memorization to a higher-level of analysis, evaluation and learning.

The instructor recording is delivered via a regular browser and includes the instructor's audio/video combined with their animated writing, drawing, pointing, and highlighting over PowerPoint slides, over any computer application or a secondary instructional video source.

The benefits of using Tegrity Notes include:

- No network required in classroom
- No need to be present at the start of class for notes to be synchronized
- Notes can be naturally handwritten on Tablet PC, or with a Tegrity Pen on paper, or typed on notebook or desktop PC
- Notes are automatically synchronized to the instructors presentation
- Students can take notes in classroom or while watching online (through Tegrity Live)
- Students may start with blank page or download instructor slides in advance and annotate them
Tegrity Notes Flow

With Tegrity Notes, students take handwritten or typed notes in the classroom (or through a remote connection) that are synchronized and blended with the instructor recording. When the student studies later from this unified experience, they use their notes to bring the instructor’s lecture back to explain again and revise their notes as needed.

The process for using Tegrity Notes is as follows:

1. Tegrity records the lecture from the instructor.
2. Students take notes through the Tegrity Pen, Tablet PC, or from a laptop.
3. The Tegrity Experience synchronizes the instructor recording with the student notes.
4. The student can use their browser to replay the lecture with video and dynamic content.
5. The student can review and revise their notes at any time.
## Tegrity Notes Features and Benefits

<table>
<thead>
<tr>
<th>Feature</th>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synchronized notes</td>
<td>Students can take notes naturally and Tegrity will automatically synchronize and link them with the lecture recording.</td>
</tr>
<tr>
<td>PowerPoint based Notes template</td>
<td>Students can easily take notes through Tegrity PowerPoint based Notes templates. The template files can be blank or embedded in the instructor slides.</td>
</tr>
<tr>
<td>Multiple learning and study modes</td>
<td>The student can use Tegrity Notes after the class to review the material. They can review their notes while simultaneously reviewing the instructor’s presentation. The study modes include: Review and edit, synchronized note-taking, and combined study experience.</td>
</tr>
<tr>
<td>Note-taking toolbar</td>
<td>Tegrity uses a simple interface with a toolbar which facilitates student note taking.</td>
</tr>
<tr>
<td>Typed or handwritten notes</td>
<td>Ability to easily take notes through a Tegrity Pen, Tablet PC, or a laptop.</td>
</tr>
<tr>
<td>Bookmarks with search</td>
<td>Option to easily insert red flag bookmarks to mark important points and to search on bookmarks for quick reference.</td>
</tr>
<tr>
<td>Lecture playback with dynamic multimedia</td>
<td>Engaging learning and study experience includes instructors annotating PowerPoint slides, video, screen recordings, or a whiteboard.</td>
</tr>
<tr>
<td>Browser-based delivery of lecture recording</td>
<td>Easy access to lecture playback from dialup or broadband connections.</td>
</tr>
<tr>
<td>Multiple navigation capabilities - from student notes side or instructor recording side</td>
<td>Enables students to recall and to think in their preferred learning modes (audio, visual, text, symbolic.) Use slider, thumbnail index, keyword search, or just select any note and press play.</td>
</tr>
<tr>
<td>Any time note revision and synchronization</td>
<td>Notes synched at the relevant spot they are written, enabling further clarification and understanding of concepts presented. Can be revised at any time.</td>
</tr>
<tr>
<td>Keyword search with Ink-to-text conversion</td>
<td>Students search on keywords and easily find written phrases in their notes.</td>
</tr>
</tbody>
</table>

---
Tegrity Notes Platforms

Tegrity Notes can be used with the following platforms:

- Tegrity Pen
- Tablet PC
- Laptop (desktop computer)
**Tegrity Notes Flow**

Tegrity Notes is very flexible in how it is used. It supports the following options:

- The instructor can prepare a PowerPoint presentation before class that is distributed to the students or the instructor can work with a blank presentation during class.

- The instructor can choose to pre-import the Tegrity Notes into the PowerPoint presentation for the students, or the students can import Tegrity Notes into the PowerPoint after they have downloaded it to their computer.
  - Benefit of instructor importing the Tegrity Notes into PowerPoint is that the students have one less option to configure
  - Benefit of students importing the Tegrity Notes into PowerPoint is that the students have more control over how Notes will be displayed (the size of the notes area, the notes template that will be used, and whether a new presentation is created or the presentation is appended to an existing presentation)

- Students can take notes in a live classroom session while the instructor is creating the recording or after class is over by accessing a recording that was made at an earlier time.
Configuring Tegrity Notes

Before you can use Tegrity Notes, you must enable Tegrity Notes support in the Tegrity Instructor software through the following steps:

1. From PowerPoint select Tegrity ➤ Options.
2. Select View Settings. From the Viewer Settings dialog box, check the Enable Student notes option.

Once you have enabled Tegrity Notes support, the process for creating a recording is the same as creating a normal Tegrity recording (covered in Chapter 2, “Creating a Simple Recording and Chapter 3, “Using Advanced Features of Tegrity Recording”).

If you do not check the option to Enable student notes you can use Tegrity Editor to enable Notes support. Tegrity Editor is covered in Chapter 8, “Using Tegrity Editor”.

If you do not check the option to Enable student notes you can use Tegrity Editor to enable Notes support. Tegrity Editor is covered in Chapter 8, “Using Tegrity Editor”.
Summary

In this chapter, you learned about:

- Why you would use Tegrity Notes
- The features and benefits of Tegrity Notes
- The three client platforms that are supported for Tegrity Notes
- How to configure Tegrity Instructor software to support Tegrity Notes
Review Questions

1. List the three platforms that can be used for Tegrity Notes clients:

2. Where in Tegrity Options do you configure support to Enable student notes?
   A. General Options
   B. A/V Settings
   C. Student Notes Settings
   D. Viewer Settings

3. True or False. Students can continue to take notes while reviewing the session at a later time.
CHAPTER 5:

USING TEGRITY LIVE

This chapter covers the following objectives:

- List the main features and benefits of using Tegrity Live
- Know how to enable and configure Tegrity Live options
- Be able create and manage a Tegrity Live session
- Be able to grant voice over IP permissions to students
- Be able to use the Instructor Application Sharing feature of Tegrity Live
- Be able to use the Instructor Whiteboard Sharing feature of Tegrity Live
- Know how to stop and publish a Tegrity Live session
- Understand how the Poll feature works and how to create a poll using Poll Templates
Introduction to Tegrity Live

Tegrity Live is a powerful (optional) addition to the Tegrity solution. It is an interactive, synchronous e-learning mode for educational institutions. Tegrity Live allows an instructor to teach and interact with remote students from inside or outside of the classroom. Every live session is automatically archived on your Tegrity server for on-demand access with no postproduction required.

Tegrity Live can be used for:

- Introductory sessions – An initial get together to set up expectations and grading policies
- Virtual office hours – Group discussions to exchange ideas and different views
- Institution wide meetings – Interactive discussions of topics important to all of the geographically dispersed population
- Online review sessions – Address all interested participants on what to expect for the upcoming quiz or test
- Live online courses – Conduct live courses and capture interactions for later review
- Guest Speakers – Broadcast the speaker’s important ideas as well as participants’ interactions and record and serve for review
- Virtual tours – Take your online class on virtual tour together to point out relevant areas of interest.
Tegrity Live Features

Tegrity Live extends the Tegrity solution by offering the following features during the live session:

- Enhanced Voice over IP (VoIP) capability for two-way communication between instructors and students, with no limit to the number of concurrent speakers.
- Instructors can initiate student polls to stimulate response and gauge understanding of points. Results are displayed as high quality graphs or charts.
- Text chat for student/teacher interaction - Participants and instructor can send text messages (either private messages or messages can be viewed by entire class). All chat history is saved for recorded playback.
- Participant list shows instructor and students who is present in the online class
  - Speaker indication shows who is speaking at any given moment
  - Raise hand indication shows who wants to speak/ask question
  - Instructor can remove students if needed
- Support for Instructor Application Sharing, which allows instructors to stream and share applications while conducting a Tegrity Live session. Remote viewers can interact with the shared application.
- Support for Instructor Whiteboard Sharing, which allows instructors to share their whiteboard with students during the Tegrity Live session.
- Tegrity Server software ensures streaming efficiency from your server or the Tegrity Online hosting service. Aggregates content and distributes simultaneously to multiple viewers; and handles multiplex communication at various connection speeds, ensuring the best quality experience from 28.8 dialup to broadband.
- Students can participate using any Windows-based PC with Web access in Tegrity Live audio-only sessions. Requires only HTTP protocol, with no need to setup or open ports on a firewall.
Enabling Tegrity Live

By default Tegrity Live is not enabled through Tegrity software. Prior to using Tegrity Live, you need to configure your Tegrity Server options to support the use of Tegrity Live. The following steps are used to configure Tegrity Live support:

1. Start Microsoft PowerPoint.
3. Within Server Settings you need to configure:

- Destination Subfolder allows the instructor to upload the session to a subfolder located on the Tegrity server. For example, if this is a Math class and there is a subfolder for Math sessions, then the instructor will indicate in this dialog box that the session needs to be uploaded to the Math subfolder.

- Web server (IP address or DNS name of web server that will host Tegrity Live sessions, this server must have the Tegrity Server software installed)

- Domain (domain name where the Tegrity Server is installed) In most cases this field will be empty.

- UserName (Windows user name that has permissions to run Tegrity Live settings)

- Password (password for the username that was specified)

4. When you are done configuring the server settings, click the Test button to verify that the server settings provide a valid connection.

5. Click the OK button.
Configuring Audio/Video Support for Tegrity Live

You can control the options that are presented to a student for audio/video streams. The options you can choose to stream are:

- Audio (28Kbps)
- Low bandwidth video (28Kbps)
- High bandwidth video (100Kbps)

You can only use one audio/video stream per session with Tegrity Live. If you choose a higher stream than the bandwidth will support on the student end, they may not be able to access your live session. It is recommended that you leave the stream set at Audio (28Kbps) which is the default option. If your students all have high bandwidth connections and you want to stream video, you can configure the audio/visual support through the following steps:

1. Start Microsoft PowerPoint.
2. Select Tegrity ➤ Options. The Tegrity Options dialog box will appear. From Tegrity Software, select A/V Settings.
3. Using the for WebCast/Live radio buttons, select the streaming profile you want to use. If you want your archived Tegrity recordings to support multiple bandwidth options, you should also select Recording options.
Creating and Managing a Tegrity Live Session

The following steps are used to create and manage a Tegrity Live session:

1. Determine the date and the time for the Tegrity Live session. Send out a notice to the attendees that include when the session will be held and the web address that will be used to host your Tegrity Live session.

2. Before the Tegrity Live session begins, complete the Tegrity Recording Setup options for Tegrity Live.

3. Start the Tegrity Live session.

4. It is recommended that you have a 10 minute window where students can enter the Tegrity Live session before you start your presentation.

5. When the session is finished, stop the recording and publish the recording.

Each of these steps is covered in greater detail within this chapter.
Announce Tegrity Live Session

Determine the date and the time for the Tegrity Live session. Send out a notice to the attendees that includes when the session will be held and the web address that will be used to host your Tegrity Live session.

The session web address includes:

http://ipaddress of Tegrity Server/Tegrity/Path to Tegrity Live Session

For example, if the IP address of the Tegrity Server was 207.5.36.222 and the recording was going to be created in a folder called /Tegrity/Biology/Lecture1, then the session web address would be as follows:

http://207.5.36.222/Tegrity/Biology/Lecture1

The student would use this link to access the Tegrity Live session at the specified time.
Chapter 5: Using Tegrity Live

Tegrity Recording Setup Configuration

Before the Tegrity Live session begins, complete the Tegrity Recording Setup configuration for Tegrity Live.

The following steps are used to complete the Tegrity Recording Setup configuration.

1. 5-10 minutes before scheduled session, launch Tegrity Live through either of the following options:
   - Use the Tegrity Live icon on the desktop
   - Start ➢ All Programs ➢ Tegrity Software ➢ Tegrity Live
   - Within your PowerPoint presentation select Tegrity ➢ Launch Tegrity Live

2. Choose whether you will use whiteboard interaction. (This is true only when using Tegrity that has Whiteboard interaction enabled)

3. Configure the options in the Recording Setup window. These options are the same as you would use in a normal Tegrity recording and include:
   - Recording title
   - Preview and adjust video on instructor camera
   - Test microphone input (check volume- should be in the green zone)
   - Perform A/V test (10-20 seconds, will auto playback)
   - Complete Session Info (course, instructor, comments)
   - Click Start

4. If you are using an existing PowerPoint presentation, your slides will be automatically imported into the Tegrity session.

5. The Tegrity Live session dialog box will appear. Start the session and allow students to access the Tegrity Live session.
Start the Tegrity Live Session

You start the Tegrity Live session and begin the recording process when you click the Start option on the Tegrity Session Touch Panel.

At this point you would pause to give students time to enter the Tegrity Live session.
Students Enter Tegrity Live Session

There should be a 10 minute window where students can enter the Tegrity Live session before you start your presentation.

The following steps are used by the student to enter the Tegrity Live session:

1. The student opens their web browser and specifies the web address for the Tegrity Live session that was supplied by the instructor.

2. The Tegrity Sessions dialog box will appear. Select the Tegrity Live session you want to access.
3. If you are accessing a Tegrity Live session for the first time, depending on how your security settings have been defined, you may see a Security Warning dialog box. Check the box for Always trust content from Tegrity Inc. and click the Yes button.

4. The student browser window will open.
5. Once the session is active, the student clicks on the connection speed they will use to enter the Tegrity Live session.

6. The Attendee Details dialog box will appear. Specify the logon name that will be used to identify you on the instructor’s participant list and click the OK button. The attendee can choose any name they want.
Once the Tegrity Live session is started, the instructor will see the Tegrity Live interface which includes the following features:

- Tegrity Session Touch Panel (same options that are used with Tegrity recordings)
- Participants List
- Chat Dialog Box
- Annotations Toolbar

These features are covered in more detail in the following sections.
Viewing Participant List

The instructor can see what students have entered the Tegrity Live session through the Participants list that is displayed in the upper right hand corner of the Tegrity Live software. The following table defines the icons that are displayed through the Participant List.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Instructor Icon" /></td>
<td>Represents the instructor. It will display the name that was specified in Session Info. If this was left blank, then it will display Instructor.</td>
</tr>
<tr>
<td><img src="image" alt="Student Icon" /></td>
<td>Student wearing a red shirt indicates the student is a participant but has no voice permissions.</td>
</tr>
<tr>
<td><img src="image" alt="Hand Icon" /></td>
<td>Student has raised their hand and is requesting voice permissions.</td>
</tr>
<tr>
<td><img src="image" alt="Green Shirt Icon" /></td>
<td>Student wearing a green shirt indicates the student is a participant and has voice permissions, but is not speaking.</td>
</tr>
</tbody>
</table>
Student wearing a green shirt with a dialog bubble indicates the student is a participant and has voice permissions and is speaking.

Voice over IP permissions is covered in the “Assigning Voice Over IP Permissions” section of this chapter.
Using the Chat Feature

Tegrity Live supports chat between:

- The instructor and a student (private or sent to all)
- The student and the instructor (private or sent to all)

To use chat, the instructor or the student types in a chat message and selects whether it will be sent to all users or a specific user (student can send a private message to the instructor or to all). The chat message will be displayed in the chat dialog field. You can use the slider to scroll through the chat session.
Using Annotations

The Tegrity Live toolbar allows the instructor to make annotations to the PowerPoint presentation, just like you would in a normal Tegrity recording. The annotation toolbar is at the bottom of the Tegrity Live screen and includes the options defined in the following table:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description and Function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Erase all</td>
</tr>
<tr>
<td></td>
<td>Choose thickness for</td>
</tr>
<tr>
<td></td>
<td>annotations, highlighter,</td>
</tr>
<tr>
<td></td>
<td>or eraser</td>
</tr>
<tr>
<td></td>
<td>Blue pen for annotations</td>
</tr>
<tr>
<td></td>
<td>Red pen for annotations</td>
</tr>
<tr>
<td></td>
<td>Green pen for annotations</td>
</tr>
<tr>
<td></td>
<td>Black pen for annotations</td>
</tr>
<tr>
<td></td>
<td>Highlighter for</td>
</tr>
<tr>
<td></td>
<td>annotations</td>
</tr>
<tr>
<td></td>
<td>Erase specified</td>
</tr>
<tr>
<td></td>
<td>annotations</td>
</tr>
<tr>
<td></td>
<td>Use hand pointer</td>
</tr>
</tbody>
</table>
Assigning Voice Over IP Permissions

During a Tegrity Live presentation, the instructor has the option of assigning voice over IP permissions to participants. If the instructor grants voice over IP permissions, then the participant can speak, use whiteboard sharing, or application sharing. If the instructor does not grant voice over IP permissions then the participant is in view only mode (with the exception of being able to chat).

The participant can request voice over IP permissions by using the raise hand option. The instructor can also grant voice over IP permissions to any user at any time.

Requesting Voice Over IP Permissions

A participant can request voice over IP permissions from the instructor by raising their hand. The student icon will change to a raised hand on the instructor participant list, and the instructor will have the option of granting the voice over IP permissions.
Granting Voice Over IP Permissions

The instructor can grant voice over IP permissions through Allow Voice or Add Voice. When you use the Allow Voice option, voice is enabled for whatever user you have selected and disabled for any users who currently have voice over IP permissions. If you use the Add Voice option, then any user who has voice over IP permissions will retain their permissions and the user who has been selected will also have voice over IP permissions.

**Allow Voice**

![Participants List]

To allow voice, you highlight the appropriate user in the Participant List and click the Allow Voice button. The Reset button is used to disallow voice over IP permission.
Add Voice

To add voice, you right-click the user you want to add voice to and select Add Voice from the pop-up menu. You can selectively remove voice through the same process by selecting the Remove Voice option.

Removing a Participant

You can selectively remove participants from your Tegrity Live session by right-clicking on the user and selecting Remove Participant from the pop-up menu.
Using Instructor Whiteboard Sharing

Whiteboard sharing allows a participant to annotate over the Tegrity Live presentation. Once a participant is granted voice over IP permissions, the Tegrity Live Student Annotation Toolbar becomes active.

The options that can be selected from the Tegrity Live Student Annotation Toolbar include:

- Black, Red, Blue, or Green annotations pen
- Pointer
- Eraser (Selective)
- Eraser (All)
- Yellow highlighter
- 1pt, 2pt, or 3pt for pen, eraser, or highlighter
Using Instructor Application Sharing

Instructor application sharing allows a participant to share an application during the Tegrity Live presentation. When a participant is using application sharing, they share control of the application (mouse and keyboard access) with the instructor and any other user who has voice over IP permissions. Instructor application sharing is similar to screen recording in the recording mode, but with sharing capabilities.

The following steps are used with Instructor application sharing:

1. The instructor starts a Tegrity Live session.
2. Students join the Tegrity Live session.
3. The instructor launches the application that will be shared.
4. The instructor grants the student who will use Instructor application sharing VOIP permissions.
5. Once a student has been granted voice over IP permissions they will be able to share the mouse and keyboard with the instructor computer. The student’s annotation toolbar will be grayed out while they are in application sharing mode.

In the following sections you will learn how to:

- Support student annotations over applications
- Toggle between applications and PowerPoint
Supporting Student Annotations Over Applications

While the student is in application sharing mode, the Tegrity Live student toolbar will be grayed out. The instructor can allow a student to annotate over the application window by taking a snapshot of the screen.

The following steps are used to support student annotations over applications:

1. The instructor starts a Tegrity Live session.
2. Students join the Tegrity Live session.
3. The instructor launches the application that will be shared.
4. The instructor grants the student who will use Instructor application sharing VOIP permissions.
5. Once a student has been granted voice over IP permissions they will be able to share the mouse and keyboard with the instructor computer. The student’s annotation toolbar will be grayed out while they are in application sharing mode.
6. Instructor creates a snapshot of the application by clicking on the Snap icon in the Tegrity Live toolbar.
7. The student’s annotation toolbar will become active and they will be able to annotate over the snapped application.
Toggling Between Applications and PowerPoint

The instructor can easily toggle between applications and the PowerPoint slides through the following steps:

1. Instructor starts application by selecting the Tegrity Touch Panel ➤ Windows Applications.
2. The Windows Applications dialog box will list all applications that are open.
3. Select the application you want to view.
4. To return to PowerPoint, click the Return to PowerPoint icon on the Tegrity Live toolbar.
Stopping and Publishing the Tegrity Live Session

When the session is finished, stop the recording and publish the recording. The following steps are used to stop and publish the Tegrity Live session.

1. Click End from the Tegrity Session Touch Panel.

2. A confirmation dialog box will appear. Select OK.
3. The Tegrity Software dialog box will appear and you can choose from the following options:

<table>
<thead>
<tr>
<th>Options for Ending the Recording</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload Now</td>
<td>Uploads the recording to the web server according to the server settings. This process can be lengthy depending on the recording size and options and connection settings that have been defined. Tegrity will also save a copy of the session on the local drive.</td>
</tr>
<tr>
<td>Upload Later</td>
<td>Saves the sessions to the local hard drive but does not upload the recording to the web server. The recording will then need to be uploaded at a later time using the Tegrity Editor or the Batch Upload Tool. The Tegrity Editor is covered in Chapter 8, &quot;Using Tegrity Editor&quot;.</td>
</tr>
<tr>
<td>Process Later</td>
<td>Saves the raw media of the session, but does not process the session or upload the session to the web server. This option is used when you have limited time between recording sessions. The sessions will be processed later using the editor or the Tegrity batch Operations tool.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the current recording</td>
</tr>
</tbody>
</table>
Using Polls

The instructor has the option of using a blank PowerPoint presentation or an existing PowerPoint presentation. If you use an existing presentation, you have the option of inserting polls and hotspots into your Tegrity Live session.

Polls are interactive slides used to get immediate summarized feedback on any topic during the Tegrity Live session. For example, you can see how many students want to participate in an additional study group or you can quiz the students on the material that has been presented.

The following sections describe how to use polls through pre-defined templates and how to edit the properties of a hotspot.

*If you want to use polls or hotspots, they must be created through your PowerPoint presentation before you start the Tegrity Live session.*
Creating Polls through Template Files

The following steps are used to insert a poll into a PowerPoint presentation:

1. Open the PowerPoint presentation that will be used.
2. Select Tegrity ➤ Insert Quiz/Poll Templates.
3. The Slide Finder dialog box appears. Select Tegrity Poll Templates and click the Display button.
4. You can select an Elections template (select from two choices) or you can select a Multiple Choice template (select from four choices). Once you make your selection click the Insert button, then the Close button.
5. The slide you added will be inserted into your presentation. In the following example, an election was added.
6. Edit the text boxes in the slide to reflect the content for your poll.
## Editing Hotspot Properties

Normally you leave hotspot properties at the default values. However, you have the option of editing the poll slide hotspot properties associated with each option within the poll.

The properties associated with Poll slide hotspots include:

- **Poll Slide properties**, define the general properties of the current slide.
  - Results chart type, allows you to specify how the results of the poll will be displayed. You can choose from pie chart (default selection), 3D pie chart, clustered columns, 3D clustered columns, clustered bars, or 3D clustered bars.
  - Chart title, title that will be displayed for the results chart.

- **Hotspot properties**, define the behavior of the hotspot.
  - Option caption, used to specify the caption that will appear next to the current option in the results chart.
  - Option color, used to specify the color that will be displayed to represent the current option in the results chart.

![Tegrity Hotspot Properties](image)
Taking and Viewing Poll Results

When a poll is accessed through a Tegrity Live session, students will be given an opportunity to select a poll option. The top of the poll slide will display how many votes the current poll has received.

When the instructor forwards to the next slide, a poll results slide will automatically be created with the poll results. Once the instructor forwards to this slide the poll will be closed and no more votes will be accepted, even if the instructor returns to the previous slide.
Summary

In this chapter, you learned about:

• The main features and benefits of using Tegrity Live
• How to enable and configure Tegrity Live options
• How to create and manage a Tegrity Live session
• Granting voice over IP permissions to students
• Using the Application Sharing feature of Tegrity Live
• Using the Whiteboard Sharing feature of Tegrity Live
• Stopping and publishing a Tegrity Live session
• How the Poll feature works and how to create a poll using Poll Templates
Review Questions

1. True or False. Tegrity Live clients are supported on the PC and Macintosh platforms.

2. On the following diagram circle the option you would use to specify the web server and user name for the Tegrity Live server.

3. True or False. The instructor must create a user account for each student that will logon to the Tegrity Live session that each user will use when they logon to the Tegrity Live session.

4. Which of the following options are granted when you enable voice over IP for a participant? Choose all that apply.
   A. Permission to speak
   B. Whiteboard sharing
   C. Ability to chat directly with other students
   D. Application sharing
5. What is the difference between Allow Voice and Add Voice when you assign voice over IP permissions in Tegrity Live?

_________________________________________________________

_________________________________________________________

_________________________________________________________

_________________________________________________________

6. What are the two templates that can be used for Tegrity Live Polls?

_________________________________________________________

_________________________________________________________
CHAPTER 6: USING TEGRITY WEBCAST

This chapter covers the following objectives:

- Learn why you would use Tegrity WebCast
- Be able to enable Tegrity WebCast
- Be able to configure Audio/Video support for Tegrity WebCast
- Be able to create and manage a Tegrity WebCast session
Introduction to Tegrity WebCast

Tegrity WebCast is a (optional) addition to the Tegrity solution. It is used to broadcast your Tegrity recordings over the Internet while they are being recorded. Tegrity WebCast differs from Tegrity Live because it does not support Voice Over IP (VOIP).
By default Tegrity WebCast is not enabled through Tegrity software. Prior to using Tegrity WebCast, you need to configure your Tegrity Server options to support the use of Tegrity WebCast. The following steps are used to configure Tegrity WebCast support:

1. Start Microsoft PowerPoint.
3. Within Server Settings you need to configure:
   - Destination Subfolder allows the instructor to upload the session to a subfolder located on the Tegrity server. For example, if this is a Math class and there is a subfolder for Math sessions, then the instructor will indicate in this dialog box that the session needs to be uploaded to the Math subfolder.
   - Web server (IP address or DNS name of web server that will host Tegrity WebCast sessions, this server must have the Tegrity Server software installed)
   - Domain (domain name where the Tegrity Server is installed) In most cases this field will be empty.
   - UserName (Windows user name that has permissions to run Tegrity WebCast settings)
   - Password (password for the username that was specified)

4. When you are done configuring the server settings, click the Test button to verify that the server settings provide a valid connection.

5. Click the OK button.
Configuring Audio/Video Support for Tegrity WebCast

You can control the options that are presented to a student for audio/video streams. The options you can choose to stream are:

- Audio (28Kbps)
- Low bandwidth video (28Kbps)
- High bandwidth video (100Kbps)

You can only use one audio/video stream per session with Tegrity WebCast. If you choose a higher stream than the bandwidth will support on the student end, they may not be able to access your WebCast session. It is recommended that you leave the stream set at Audio (28Kbps) which is the default option. If your students all have high bandwidth connections and you want to stream video, you can configure the audio/visual support through the following steps:

1. Start Microsoft PowerPoint.
2. Select Tegrity Options. The Tegrity Options dialog box will appear. From Tegrity Software, select A/V Settings.
3. Using the for WebCast/Live radio buttons, select the streaming profile you want to use.
Creating and Managing a Tegrity WebCast Session

The following steps are used to create and manage a Tegrity WebCast session:

1. Determine the date and the time for the Tegrity WebCast session. Send out a notice to the attendees that include when the session will be held and the web address that will be used to host your Tegrity WebCast session.

2. Before the Tegrity WebCast session begins, complete the Tegrity Recording Setup options for Tegrity WebCast.

3. Start the Tegrity WebCast session.

4. It is recommended that you have a 10 minute window where students can enter the Tegrity WebCast session before you start your presentation.

5. When the session is finished, stop the recording and publish the recording.

Each of these steps is covered in greater detail within this chapter.
Announce Tegrity WebCast Session

Determine the date and the time for the Tegrity WebCast session. Send out a notice to the attendees that includes when the session will be held and the web address that will be used to host your Tegrity WebCast session.

The session web address includes:

http://ipaddress of Tegrity Server/Tegrity/Path to Tegrity WebCast Session

For example, if the IP address of the Tegrity Server was 207.5.36.222 and the recording was going to be created in a folder called /Tegrity/Biology/Lecture1, then the session web address would be as follows:

http://207.5.36.222/Tegrity/Biology/Lecture1

The student would use this link to access the Tegrity WebCast session at the specified time.
**Tegrity Recording Setup Configuration**

Before the Tegrity WebCast session begins, complete the Tegrity Recording Setup configuration for Tegrity WebCast.

The following steps are used to complete the Tegrity Recording Setup configuration.

1. 5-10 minutes before scheduled session, launch Tegrity WebCast by selecting Start ➢ All Programs ➢ Tegrity Software ➢ Tegrity WebCast.

2. Choose whether you will use whiteboard interaction. (This is true only when using Tegrity that has Whiteboard interaction enabled)

3. Configure the options in the Tegrity Recording setup window. These options are the same as you would use in a normal Tegrity recording and include:
   - Recording title
   - Preview and adjust video on instructor camera
   - Test microphone input (check volume- should be in the green zone)
   - Perform A/V test (10-20 seconds, will auto playback)
   - Complete Session Info (course, instructor, comments)
   - Click Start

4. If you are using an existing PowerPoint presentation, your slides will be automatically imported into the Tegrity session.

5. The Tegrity Session dialog box will appear. Start the session and allow students to access the Tegrity WebCast session.
Start the Tegrity WebCast Session

Recording with Tegrity

Using Tegrity instructor software to record a session

You start the Tegrity WebCast session and begin the recording process when you click the Start option on the Tegrity Session Touch Panel.

At this point you would pause to give students time to enter the Tegrity WebCast session.
Students Enter Tegrity WebCast Session

There should be a 10 minute window where students can enter the Tegrity WebCast session before you start your presentation.

The following steps are used by the student to enter the Tegrity WebCast session:

1. The student opens their web browser and specifies the web address for the Tegrity WebCast session that was supplied by the instructor.

2. The Tegrity Sessions dialog box will appear. Select the Tegrity WebCast session you want to access.
3. If you are accessing a Tegrity WebCast session for the first time, depending on how your security settings have been defined, you may see a Security Warning dialog box. Check the box for Always trust content from Tegrity Inc. and click the Yes button.

4. The student browser window will open. Once the session is active, the student clicks on the connection speed they will use to enter the Tegrity WebCast session.
5. The Tegrity Experience will start and the student will be able to view the WebCast.
Once the Tegrity WebCast session is started, the instructor will see the Tegrity WebCast interface which includes the following features:

- Tegrity Session Touch Panel (same options that are used with Tegrity recordings)
- Tegrity Toolbar (same options that are used with Tegrity recordings)
Stopping and Publishing the Tegrity WebCast Session

When the session is finished, stop the recording and publish the recording. The following steps are used to stop and publish the Tegrity WebCast session.

1. Click End from the Tegrity Session Touch Panel.

2. A confirmation dialog box will appear. Select OK.
3. The Tegrity Software dialog box will appear and you can choose from the following options:

<table>
<thead>
<tr>
<th>Options for Ending the Recording</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload Now</td>
<td>Uploads the recording to the web server according to the server settings.</td>
</tr>
<tr>
<td></td>
<td>This process can be lengthy depending on the recording size and options and</td>
</tr>
<tr>
<td></td>
<td>connection settings that have been defined. Tegrity will also save a copy</td>
</tr>
<tr>
<td></td>
<td>of the session on the local drive.</td>
</tr>
<tr>
<td>Upload Later</td>
<td>Saves the sessions to the local hard drive but does not upload the recording</td>
</tr>
<tr>
<td></td>
<td>to the web server. The recording will then need to be uploaded at a later</td>
</tr>
<tr>
<td></td>
<td>time using the Tegrity Editor or the Batch Upload Tool. The Tegrity Editor</td>
</tr>
<tr>
<td></td>
<td>is covered in Chapter 8, &quot;Using Tegrity Editor&quot;.</td>
</tr>
<tr>
<td>Process Later</td>
<td>Saves the raw media of the session, but does not process the session or</td>
</tr>
<tr>
<td></td>
<td>upload the session to the web server. This option is used when you have</td>
</tr>
<tr>
<td></td>
<td>limited time between recording sessions. The sessions will be processed</td>
</tr>
<tr>
<td></td>
<td>later using the editor or the Tegrity batch Operations tool</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the current recording session.</td>
</tr>
</tbody>
</table>
Summary

In this chapter, you learned about:

• Why you would use Tegrity WebCast
• How to enable Tegrity WebCast
• How to configure Audio/Video support for Tegrity WebCast
• How to create and manage a Tegrity WebCast session
Review Questions

1. True or False. Tegrity WebCast is enabled by default.

2. Which of the following options need to be configured through Tegrity Server Settings when you are using Tegrity WebCast? Choose all that apply.
   A. Destination subfolder
   B. Web server
   C. User Name
   D. Tegrity WebCast license

3. How many concurrent Audio/Video streams are supported through Tegrity WebCast?

4. How does Tegrity WebCast differ from Tegrity Live?

5. What are the two components that are used to manage the Tegrity WebCast in the Tegrity WebCast interface?
CHAPTER 7: USING TEGRITY NETCONNECT

This chapter covers the following objectives:

- Understand the basic features of NetConnect
- Be able to list the key benefits of using NetConnect
- List the typical scenarios that NetConnect would be used in
- Understand the unique features of NetConnect
- List the two types of connection media that can be used with NetConnect
- Know how to configure Tegrity Options for NetConnect
- Be able to use NetConnect with Windows XP Remote Desktop
- Be able to use NetConnect with a VNC connection
- Know how to use annotations with NetConnect
- Understand the options that are available through the NetConnect toolbar
Tegrity NetConnect Overview

Tegrity NetConnect is a new feature of Tegrity 6 Instructor software that allows the instructor to use a network connection to connect to a PC, Mac or Unix/Linux computer, capture content from it and then use the Tegrity software to annotate dynamically on top.

📖 You can use Tegrity NetConnect with the following Tegrity setups: Portable Tegrity Cart, Tegrity Capture Station, Tegrity on Tablet PC, or Tegrity on Desktop/Notebook PC.
NetConnect Key Benefits

The Tegrity NetConnect key benefits are described in the following list:

Easily capture presentations from “walk-in” instructors.
No need to install Tegrity software on presenter’s “content” machine (e.g. notebook)
Instructor simply plugs in notebook to available Ethernet crosslink cable (not VGA cable)
The computer screen will be projected in the classroom as usual, and will be recorded as part of the session.
Unlike other solutions, the instructor can use the available LCD tablet to write and draw over their computer screen snapshots to emphasize key points and answer questions.

Instructor control and record applications from nearby or remote office PC over Internet
Saves the hassle of installation and resolves licensing issues
Keeps the Tegrity system intact, with no need to install software applications on the Tegrity PC
No need to carry laptop to class
Secure Connection technology ensures privacy

Multi-platform control and recording
Support for PC, Macintosh, and Unix/Linux computers
NetConnect Typical Scenarios

The following scenarios illustrate how you can use NetConnect:

**Guest Lecturer’s will use their personal laptop**

A guest lecturer arrives in the multimedia-equipped classroom with his PowerPoint presentation on his Windows XP (or MAC) notebook. There is a Tegrity Capture Station installed. He plugs his notebook into the Tegrity capture station using the available crosslink network cable. The room tech quickly installs Tegrity SecureConnection software (or VNC server) or enables Remote Desktop on instructor’s machine and he is ready to go. He goes to the LCD tablet, starts Tegrity and connects to his notebook to login. Now he presents as usual, controlling the application from the pen-based tablet, and Tegrity is recording the whole thing without assistance.

**Instructor wants to use a remote computer**

An instructor needs to record IT training modules on an application running on the Unix server permanently installed in another building, in a noisy, air-conditioned room not conducive to recording A/V. She uses Windows XP to Unix connection to login to the remote server from the comfort of her training room. She previously installed VNC Server on the Unix box and set the connection password. She projects what she is doing for the class and records at the same time using the Tegrity Cart setup or Tegrity Capture Station, taking periodic snapshots and drawing, pointing and annotating on top as she explains how it works. She does this with a pen-based LCD Tablet (Or Tablet PC) and Tegrity’s convenient toolbar floating right on top of the application. No separate operator is required to assist.
Instructor wants to be mobile in classroom with Tablet PC

A science instructor wants to roam the front of the classroom with a Tablet PC and annotate over document camera video snapshots projected on the large screen as he converses with students. He carries the Tablet PC in his left hand and speaks into the built-in microphone as he draws on a colorful diagram of cell anatomy. His Tablet PC is connected wirelessly to a Tegrity Capture Station PC, which in turn is connected to a document camera and projector for the class. He occasionally adjusts the book and takes a new snapshot, then walks around to make the students are engaged as he explains the lesson. Both his Tablet PC display and the Tegrity PC projected display are active, and all content is being recorded on the Tegrity PC. The content on the Instructor’s Tablet PC is being projected to the whiteboard from the Tegrity Capture Station.
Unique Features of NetConnect

The following list defines the unique features of Tegrity NetConnect.

- Additional animated annotations layer rides on top of the static snaps. Both are created during the lecture by writing and drawing on an LCD Tablet or Tablet PC. Tegrity’s annotation layer utilizes differential encoding techniques, making it extremely bandwidth-efficient.

- White boarding functionality— instructor can spontaneously insert a blank page and write and draw using a pen-based tablet

- Switch to “instructional video” on the fly and annotate hi-res snapshots

- Tegrity software supports a wide variety of peripherals and PC configurations – from a PC and microphone; to Tablet PCs; to complete turnkey Tegrity Carts.

- Using industry known applications (Remote Desktop and VNC) in order to establish a connection to any computer and OS.
NetConnect Connection Media

You can use a cross-over cable or a network connection for NetConnect.

Cross-Over Cable Connection
With a cross-over cable, you can directly connect your remote computer to the computer that has the Tegrity software installed. In order to support this configuration, you need to have a second network card installed in the computer with the Tegrity software. A cross-over cable is a special Ethernet cable that has the transmit and receive wires crossed so that two computers can be directly connected without going through an Ethernet hub. This configuration only requires one network connection.

Network Connection
With a network connection, you need to have a network connection (cable based or wireless) for the remote computer and the computer that has the Tegrity software installed. The remote computer can be anywhere on the network or over the Internet.
NetConnect Connections

Tegrity NetConnect supports a variety of connections. You can use the following configurations:

**Windows XP to Windows XP**

Ideal when you are controlling an application on a remote PC (using Remote Desktop) in your office, for example, and the remote display is not being watched by anyone (*display goes black.*). Allows the instructor to work only from the Tegrity station.

**Windows XP to any Windows-based computer**

Using Tegrity’s SecureConnection technology, only a Tegrity Instructor-installed PC can connect to your remote desktop, providing security while you enjoy the convenience of working remotely in a classroom or other facility. (Requires simple installation of Tegrity SecureConnection application on remote computer.)

**Windows XP to any Mac, Unix or Linux computer**

Requires common VNC (Virtual Network Connection) server application installed on the remote machine, and you can open any application to take snapshots, instruct and annotate.

You can find more information on NetConnect (including the Tegrity SecureConnection and VNC downloads) at http://www.tegrity.com/support/netconnect.
Depending on the connection you are using, the following table defines the software that will be used to support the connection.

<table>
<thead>
<tr>
<th>Connection</th>
<th>Software</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows XP Professional to Windows XP Professional</td>
<td>Windows XP Remote Desktop</td>
<td>This will allow the instructor to work either on the Tegrity station or his/her own computer</td>
</tr>
<tr>
<td>Windows XP Professional to any Windows platform</td>
<td>Tegrity SecureConnect</td>
<td>This will allow the instructor to work either on the Tegrity station or his/her own computer</td>
</tr>
<tr>
<td>Windows XP Professional to Macintosh, Unix, or Linux</td>
<td>VNC</td>
<td>This will allow the instructor to work either on the Tegrity station or his/her own computer</td>
</tr>
</tbody>
</table>
Configuring Tegrity Options for NetConnect

Prior to using NetConnect, you should configure the NetConnect options through Tegrity Options using the following steps:

1. Start PowerPoint and select Tegrity ➤ Options.
2. From Tegrity Software select Tegrity NetConnect.
3. Check the box for Automatically detect changes.
4. If you will use a crossover cable with NetConnect, select Detect direct connection to Tegrity system and select the network interface that will be used with the direct connection.
Using Windows XP Remote Desktop

Remote Desktop is a new tool of Windows XP Professional that allows you to take control of a remote computer’s keyboard, video, and mouse. This tool does not require that someone collaborate with you on the remote computer. While the remote computer is being accessed, it remains locked and any actions that are performed remotely will not be visible to the monitor that is attached to the remote computer.

The following list defines the features of Remote Desktop:

- Remote Desktop does not require any additional software to be installed
- Remote Desktop is only available for Windows XP Professional platforms
- The computer that is being remotely accessed will be locked while it is accessed
- In order to use Remote Desktop, it must be enabled on the remote computer (Remote Desktop is disabled by default)

In the following sections you will learn how to enable Remote Desktop and how to use Tegrity NetConnect with Remote Desktop.
Enabling Remote Desktop

The following steps are used to enable Remote Desktop on the computer that will be remotely accessed.

1. Select Start ➤ Control Panel ➤ System, then select the Remote tab. Check the Allow users to connect remotely to this computer.
2. By default, only members of the Administrators group can access a computer that has been configured to use Remote Desktop. To enable other users to access the computer remotely, click the Select Remote Users button to access the Remote Desktop Users dialog box. Specify which users can access the remote computer by selecting users through the Add or Remove buttons.

For more information about Remote Desktop, refer to Windows XP Professional Help files.
Using Tegrity NetConnect with Remote Desktop

You access a remote computer from the computer running the Tegrity Instructor software through the following steps:

1. Select Start ➔ All Programs ➔ Tegrity Software ➔ NetConnect.

2. The Tegrity NetConnect dialog box will appear. Specify the Host Name or Host IP address of the remote computer you are connection to and click the Next button.

3. If you have Remote Desktop and VNC Software installed (on the remote computer), you will see a dialog box asking you to select how you will connect. Select Remote Desktop and click the Next button.
4. The Tegrity NetConnect dialog box will appear. Specify the User Name, Password, and Domain for the user account that has access to the remote computer and click the Connect button.

5. A remote session will be established and the Tegrity NetConnect dialog box will appear. The options are similar to what you would configure for a normal Tegrity recording. Specify the Recording title and any other options and click the Start button.
6. The Tegrity NetConnect session will start and you will see the Tegrity NetConnect Toolbar displayed in the upper left hand of the screen. The Tegrity NetConnect Toolbar is covered later in this chapter.

7. When you complete the recording, click the Stop button on the Tegrity NetConnect Toolbar. You will see the Tegrity Software dialog box with the options for ending the Tegrity recording.

![Tegrity Software](image-url)
Using NetConnect with VNC

In order to use NetConnect with Virtual Network Computing (VNC), the remote computer must have VNC server software installed. The following steps are used to create a Tegrity NetConnect connection with a remote computer with VNC server software.

1. Select Start ➔ All Programs ➔ Tegrity Software ➔ NetConnect.

2. The Tegrity NetConnect dialog box will appear. Type in the Host Name or the IP address for the computer that you will connect to remotely. Click the Next button.

3. The Tegrity NetConnect dialog box will prompt you for the password that has been defined for the VNC Server remote access account. After you type in the password, click the Next button.
4. A remote session will be established and the Tegrity NetConnect dialog box will appear. The options are similar to what you would configure for a normal Tegrity recording. Specify the Recording title and any other options and click the Start button.

![Tegrity NetConnect dialog box]

5. The Tegrity NetConnect session will start and you will see the Tegrity NetConnect Toolbar displayed in the upper left hand of the screen. The Tegrity NetConnect Toolbar is covered later in this chapter.

6. When you complete the recording, click the Stop button on the Tegrity NetConnect Toolbar. You will see the Tegrity Software dialog box with the options for ending the Tegrity recording.

![Tegrity Software dialog box]
**Tegrity NetConnect Toolbar**

The Tegrity NetConnect Annotations Toolbar allows you to add interactive annotations to your presentation. The annotation options defined in the following table:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description and Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Black, Blue, Red, or Green pen" /></td>
<td>Black, Blue, Red, or Green pen for annotations</td>
</tr>
<tr>
<td><img src="image" alt="Highlighter" /></td>
<td>Highlighter for annotations</td>
</tr>
<tr>
<td><img src="image" alt="Eraser" /></td>
<td>Eraser for erasing selected annotations</td>
</tr>
<tr>
<td><img src="image" alt="Use mouse pointer" /></td>
<td>Use mouse pointer (switches to normal mode from annotations mode)</td>
</tr>
<tr>
<td><img src="image" alt="Switch to video annotations" /></td>
<td>Switches to video annotations mode</td>
</tr>
<tr>
<td><img src="image" alt="Switch to DVD/VCR mode" /></td>
<td>Switches to DVD/VCR mode (if this is supported by your hardware configuration)</td>
</tr>
<tr>
<td><img src="image" alt="Insert a new blank page" /></td>
<td>Insert a new blank page into the recording</td>
</tr>
<tr>
<td><img src="image" alt="Thin, medium, or thick marker" /></td>
<td>Thin, medium, or thick marker for annotations, highlighter, or eraser</td>
</tr>
<tr>
<td><img src="image" alt="Clear all annotations" /></td>
<td>Clear all annotations</td>
</tr>
<tr>
<td><img src="image" alt="Insert a bookmark" /></td>
<td>Insert a bookmark into the recording</td>
</tr>
<tr>
<td><img src="image" alt="End the recording" /></td>
<td>End the recording and the remote NetConnect session</td>
</tr>
<tr>
<td><img src="image" alt="Pause the recording" /></td>
<td>Pause the recording</td>
</tr>
</tbody>
</table>
Using NetConnect Annotations

When you use annotations within a NetConnect recording, you automatically snap and freeze the screen for annotations. The Tegrity software will dim the screen you are in which indicates you are in annotation mode. For example, if you were in a web page and used a pen to draw a circle around a phone number you would be in annotations mode and the screen would be displayed as dimmed out.
In order to return to normal mode, you would need to click the Use Mouse Pointer icon on the Tegrity NetConnect Toolbar.
In this chapter, you learned about:

- The basic features of NetConnect
- The key benefits of using NetConnect
- The typical scenarios that NetConnect would be used in
- The unique features of NetConnect
- Two types of connection media that can be used with NetConnect
- How to configure Tegrity Options for NetConnect
- How to use NetConnect with Windows XP Remote Desktop
- How to use NetConnect with a VNC connection
- How to use annotations with NetConnect
- The options that are available through the NetConnect toolbar
Review Questions

1. Which of the following platforms can you use NetConnect with? Choose all that apply.
   A. Windows XP
   B. Macintosh
   C. Linux
   D. Unix

2. Which option should be configured for NetConnect in Tegrity Options?

3. What should you configure in Windows XP if you want to enable Remote Desktop?

4. True or False. You can use Remote Desktop to connect to a Macintosh client.

5. What would you use the following icon for on the Tegrity NetConnect toolbar?

   ![Icon Image]
CHAPTER 8:
USING TEGRITY EDITOR

This chapter covers the following objectives:

- Be able to launch Tegrity Editor and select the correct recording that will be edited
- Know how to cut a portion of your recording
- Be able to list customized URLs through the Tegrity Experience, including customizing when the URLs will be displayed during the recording
- Know how to edit bookmarks and add bookmarks that will be displayed through the Tegrity Experience index
- Know how to add an InterPointer to your recording
- Understand how you can edit your annotations, by erasing an annotation or by recoloring an annotation
- Understand how to use and configure closed captions
- Be able to clear all annotations that have been made to a specific slide
- Know how to insert a screen recording into your Tegrity recording
- Know how to replace audio in your recording with audio dubbing
- Know how to import a video clip into your Tegrity recording
- Understand the options that can be configured through Tegrity for PowerPoint transitions
- Be able to create a customized web page for your Tegrity recording
- Know how to recover the backup recording in the event you want to revert to the pre-editing recording
Using Tegrity Editor

Once you have created a Tegrity recording, you can choose to upload the finished recording to your server; your content can be immediately available to your users. However, if you need to make corrections or would like to add additional information to your presentation, use Tegrity Editor. Tegrity Editor must be installed on the computer where you are viewing the Tegrity recording.

The following options can be used to start Tegrity Editor:

- Click the Tegrity Editor icon on the Desktop

- If you chose to view the recording after the session was recorded, click on the Edit icon from the Tegrity options within the Tegrity Experience

- Select Start ➢ All Programs ➢ Tegrity Software ➢ Tegrity Editor
Selecting a Recording to Edit

In order to create a recording, you must specify a Recording Title in the Tegrity Recording dialog box. The name you select for your Recording Title is then saved as a folder with a set of associated files that make up your recording. The default location where the recordings are saved is My Documents ➔ Recordings.

In addition to creating a folder for your recording, the Tegrity software will also create a backup of the recording. For example, if you create a recording called Test, within the Recordings folder you will see a subfolder called Test and another subfolder called Test.bak. The backup folder is used if the main folder becomes corrupt or is edited improperly.

To edit a recording, you would take the following steps:

1. Launch Tegrity Editor.
2. The Open dialog box will appear. It will open by default to the folder where your recordings have been saved.
3. Select the folder that contains the recording you want to edit.
4. Click default (default.html) and click the Open button.
5. Your recording will be displayed through the Tegrity Editor application.
### File Options through Tegrity Editor

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Allows you to select the recording you want to edit.</td>
</tr>
<tr>
<td>Save</td>
<td>Used to save the changes you have made to the recording.</td>
</tr>
<tr>
<td>Save As</td>
<td>Save as creates a new copy of the recording and allows you to save the changes you have made to the recording.</td>
</tr>
<tr>
<td>Upload</td>
<td>Used to upload the recording to the web server according to the server settings. Configuring the web server options is covered in greater detail in the Tegrity 6.0 Administrator’s Guide.</td>
</tr>
<tr>
<td>Properties</td>
<td>Allows you to edit the properties of the session including Class Info, Viewer Settings, Password, and LMS settings. These options are all covered in greater detail in Chapter 3.</td>
</tr>
</tbody>
</table>
Chapter 8: Using Tegrity Editor

| Exit | Exits the Tegrity Editor software. |
Edit Options through Tegrity Editor

The following options are available from the Edit option in Tegrity Editor:

- Undo
- Cut
- Url
- Bookmark
- InterPointer
- Annotation
- Closed Captions
- Clear Annotations
- Screen Recording
- Audio Dubbing
- Import Video Clip
- Transition
- Customize Web Page

Each of these options is covered in greater detail in the following sections.
Chapter 8: Using Tegrity Editor

Undo

The Undo option will undo the latest edit you have made. You can only undo the last action you took through Tegrity Editor.

Cut

The Cut option allows you to remove a portion of the recording. When you select Edit ➤ Cut, the Cut dialog box will appear.

You can select the Start Time and End Time manually. You can also play the recording and select Get Time to determine the Start Time and End Time for the portion of the recording that you want to delete.
The URL (Uniform Resource Locater) option allows you to list URLs within your recording, launch a URL at a designated time within the recording, or update the Default links that have been defined.

The list, launch, and default links options are all covered in greater detail in the following sections.
URL List

The URL List option is used to manage the list of URLs that will be displayed beneath the instructor video window in the Tegrity Experience. You manage the URL list through the following process:

1. Open the URL List by selecting Edit ➤ URL ➤ List.
2. The URL dialog box will appear.
3. The URLs that have been defined will be listed.
4. To add a URL, click the Add button.
5. The Add URL dialog box will appear.
6. Select the options you want to configure. Options include:

- **URL**: URL you want to add to the URL list.
- **Text to display**: Specifies the text that will be displayed instead of the actual URL beneath the instructor’s video.
- **Display Time**: Specifies the start and end time within the Tegrity recording that the URL will be displayed. You can use the Get Time buttons to determine the times that the URL should be displayed.
- **Media State Player**: Allows you to choose the action that will occur when the URL is accessed. You can select Pause (pauses the instructor recording until the URL is closed), Continue (which will continue to play the instructor recording while the URL is launched), or Stop (which will stop the recording and require that the user click the Play button in order to continue viewing the recording).
- **Window State**: Allows you to select how the URL window will open. You can select New Window (opens a new window in a separate browser window) or Same Window (opens the URL in the same browser window that your recording is being played in).
- **Test URL**: Launches the URL that you have specified so that you can verify that the URL is valid.
- **OK**: Incorporates any of the edits you have made through the URL dialog box to your recording.
- **Cancel**: Cancels any edits you have made through the URL dialog box.

From the URL dialog box, you can also use the following options:

- **Remove** will allow you to delete whatever URL is highlighted.
- **Edit** will allow you to edit whichever URL is selected.
URL Launch

The URL Launch option is used to specify that the specified URL should open at the specified time. The following steps are used to configure URL Launch:

1. Open the URL Launch option by selecting Edit ➤ URL ➤ Launch.
2. The URL Launch dialog box will appear.
3. Click the Add button.
4. The Add URL dialog box will appear. Configure the options for the URL that will launch. The options for configuring a launched URL are the same as the options for the List URL with the following exception. Instead of configuring a display start time and end time, you configure a start and end launch time. This allows you to control how long the URL will remain open (for example, you may use this option if you were using the URL as a part of a timed review or quiz).

The Launch URL feature may be used to connecting one Tegrity session to another. For example, the instructor may launch a new Tegrity session URL at the end of the current recording, which will automatically launch the next Tegrity session for the viewer.
URL Default Links

The Original PowerPoint slides option is used to specify whether there will be a link on the Tegrity Experience that will allow the user to download the instructor’s original PowerPoint presentation. The instructor PowerPoint slides will not include any annotations that have been made during the recording unless the instructor used Marker Capture.

Marker Capture is covered in Appendix D.
Bookmarks are automatically created based on the slides in your presentation. Tegrity Editor allows you to combine slides by topic, add or change existing headings, or to delete bookmarks. A user can use a bookmark to go to a selected part of the recording to review by topic.

To view the bookmarks in a recording, select the Index button which will display a view of all of the indexed thumbnails and their ending times.

You can select Add to subdivide existing bookmarks by topic. If one bookmark covers multiple topics, and you want to split them out to create additional bookmarks, select the Add button. Listen to your recording and add the ending time for the new topic.

You can also remove a bookmark. If you have several bookmarks that have the same title and topic then you may want to limit the title to show up only once in your drop-down list. Remove all of the bookmarks except the last one in the sequence. You are not removing the slide and its contents from the recording, just the index bookmark. The start and end times on the last bookmark in the sequence will show the beginning time of the first bookmark that was removed, plus the ending time for the last one in the sequence.

If you had titles in your original Power Point slides, Tegrity will automatically name each bookmark based on the given title name. When an application is recorded using the Tegrity Screen recording feature, Tegrity automatically assigns the application name to the bookmark. Edit an existing bookmark by giving it a topic name. Add titles to bookmarks that will show up in the drop-down window. If you need to edit names you have set up in your media player, first deselect Add bookmarks to the media player list and then Apply the changes. You can then make your changes to the list and then select the Add bookmarks to the media player list to complete the sequence.
The following steps are used to edit your bookmarks:

1. Open the Bookmarks by selecting Edit ➤ Bookmark.
2. The Bookmarks dialog box will appear:

![Bookmarks dialog box]

3. You can edit an existing bookmark by selecting the bookmark and clicking the Edit button. You can edit the name of the bookmark. This option is especially useful if you have a blank bookmark or if you want to give a screen recording a more descriptive name (rather than just the application name).

![Edit bookmark dialog box]

4. You can add a new bookmark by clicking the Add button. This allows you to select the name of the bookmark and the time within the presentation that the bookmark should be ended.

![Add bookmark dialog box]
InterPointer

An InterPointer is a cursor (yellow hand) that appears during your recording and is used to enhance instructor’s ability to interact with the content, and helps student to focus on the important parts in the presentation. You would add an InterPointer to your recording through the following steps:

1. Launch the Tegrity Editor software and open the recording you want to edit. The session will automatically play.
2. Select Edit ➤ InterPointer.
3. The InterPointer dialog box will appear.

![InterPointer dialog box]

4. When you get to the point where you want to add the InterPointer, position and left click (and keep clicked) your mouse in the area you want the InterPointer to appear. Slowly move your mouse in the area where the InterPointer will appear within the recording. When you are done with the insertion, release the left button on your mouse.
5. The InterPointer dialog box will display a time entry that indicates that your InterPointer was added to the recording.

![InterPointer dialog box with time entry]

6. Repeat steps 5-6 to add any additional InterPointers to your recording.
7. You can remove any of the InterPointers you have added to your recording by selecting the addition and clicking the Remove button.
8. When you are done editing your InterPointers, click the OK button to have your edits added to the recording. You can also click the Cancel button to cancel any actions that were done through the InterPointer dialog box.
Annotation

You can edit the annotations that you make through your recordings. Annotations can be edited to:

- Erase an annotation that was made
- Recolor an annotation

These options are covered in more detail in the following sections.
Erasing an Annotation

The following steps are used to erase an annotation within your recording:

1. Launch the Tegrity Editor software and open the recording you want to edit. The session will automatically play.

2. When you get to the point where you want to erase the annotation, press the Pause button.

3. Select Edit ➤ Annotation.

4. The Annotation dialog box will appear.

5. Within the recording window, click and drag your mouse over the area you want to edit. You will see a dashed box over the area you selected.

6. Within the Annotations dialog box, click the Erase button.

7. When you are done removing annotations, click the OK button and your changes will be saved to the Tegrity recording.
Recoloring an Annotation

The following steps are used to recolor an annotation within your recording:

1. Launch the Tegrity Editor software and open the recording you want to edit. The session will automatically play.
2. When you get to the point where you want to recolor the annotation, press the Pause button.
3. Select Edit ➔ Annotation.
4. The Annotation dialog box will appear.
5. Within the recording window, left click and drag your mouse over the area you want to edit. You will see a dashed box over the area you selected.

6. Within the Annotations dialog box, click the Recolor button.

7. The Select Color dialog box will appear. Select the new color for your annotation and click the OK button.

7. When you are done recoloring your annotations, click the OK button and your changes will be saved to the Tegrity recording.
Closed Captions

Closed captions are used to provide a text script for your presentation. Closed captions are created through a two-part process:

1. You need to add the text that will be displayed for closed captioning.
2. You must set the time that the closed caption text will be displayed within the recording.

Before you add closed captioning to your recording, you should determine what text will be used for closed captioning and determine the times within the recording that the closed captioning dialog boxes should appear. These options are covered in the following sections.
Adding Text for Closed Captioning

1. Launch the Tegrity Editor software and open the recording you want to edit.
2. Select Edit ➤ Closed Captions.
3. The Closed Captions dialog box will appear.

![Closed Captions Dialog Box]

4. Click the Add Text button.
5. The Add Closed Caption dialog box will appear. Type in the text you wish to add. You can add up to 106 characters per text box (if you use over 106 characters you will see a warning dialog box that lets you know your text will be truncated). When you are done, click the OK button.

![Add Closed Caption Dialog Box]

6. Continue to add as many closed caption text boxes as you need. If you need to go back and edit a text box you have already created, then highlight the text you want to edit, and click the edit button.

After you have entered all of the text for your closed captions, the next step will be to set the time that each text box should be displayed.
Specifying the Time for the Closed Captioning Text to be Displayed

Once you have entered all of your text for closed captioning, you can specify the times that the text will be displayed. You should try to synchronize your text with the audio and presentation materials as closely as possible.

If you have a single closed caption dialog box per bookmark, you can easily specify the time through the following process:

1. Select the slide or bookmark within the recording that will correspond to the closed captioning.
2. Within the Closed Captions dialog box, highlight the text for the closed caption.
3. Click the Set Time button.
4. You will see the text move to the right side of the Closed Captions dialog box. By default the software will automatically use the current time from the recording and set the end time to correspond with the end of the slide.
5. To edit the text or change the start time and the end time for displaying the closed captioning, click the Edit button.
6. The Add Closed Caption dialog box will appear.

7. You can edit the time and/or the text. To edit the time, specify the hour, minute, second in the following format: HH:MM:SS. You can use the Get Time buttons to help you determine what the time is within the recording that you want to configure.
8. When you are done adding your closed captions, click the OK button and the changes will be integrated into your recording.
Clear Annotations

The Clear Annotations option allows you to clear all annotations from a specific slide within your recording. To clear all annotations you would take the following steps:

1. Launch the Tegrity Editor software and open the recording you want to edit.
2. Click the Index button and highlight the slide that has the annotations you wish to remove.
5. Click the Add button
6. You will see the Start and End time for the slide that will have the annotations removed.
7. Click the OK button to integrate the changes into your recording.
Screen Recording

Screen recordings are used, while recording a Tegrity session, to capture audio and application information. For example, you could use screen recording to record a demonstration of an application or show a web site. The Screen Recording feature in the Editor allows you to replace the original Screen Recording that you’ve created while recording a Tegrity session or add a new one if necessary. In order to delete an existing screen recording segment please use the Editor’s Bookmark options (covered in the Bookmarks section earlier in this chapter) and delete the Screen Recording Bookmark.

The following steps are used to create a screen recording:

1. Open the application which you want to record using Tegrity Screen Recording
2. Launch the Tegrity Editor software and open the recording you want to edit.
3. Select Edit ➤ Screen Recording.
4. The Screen Recording dialog box will appear.

4. Set the Screen Recording Start Time to the time within the recording where the screen recording will be inserted. You can use the Set Time button to help you determine the correct time.
5. Turn on your microphone and test your voice volume. You can adjust the voice volume through the Volume slider.
6. Configure the settings for your screen recording. The settings that can be configured include Automatic start, Follow active application, and Resize active application to fit recorded area.
7. Before you start the screen recording, you should click the Preview button. You will see four blinking corners that indicate the area of the screen that will be recorded. Switch to your application that will be recorded and confirm that it is properly sized to fit within the recording area.

8. Verify that your application that you will record is highlighted in the Select application field.

9. To start the screen recording, click the Start button.

10. The yellow brackets surrounding the application and the Screen Recording toolbar will appear. You can make annotations to your screen recording. When you are done, click the Stop button to end your recording. The screen recording will then be automatically inserted into your Tegrity recording.
Audio Dubbing

Audio dubbing is used to replace audio within your recording. You can replace part or all of your audio. You would use the following steps to replace your audio:

1. Launch the Tegrity Editor software and open the recording you want to edit.
2. Select Edit ➔ Audio Dubbing.
3. The Audio Dubbing dialog box will appear.

4. Turn on your microphone and speak in your normal voice to test the volume level.
5. Access the point within your recording where you want the audio dubbed over.
6. Click the Record button to start the audio dubbing process. When you are done, click the Stop button. Your changes will automatically be integrated into the recording. If you don’t want the changes added, you should click the Cancel button.

Audio dubbing can be used when you want to convert a Tegrity recording to different language.
Import Video Clip

Import video clip gives you the option to add video clips to your Tegrity recording. The following file types can be added through the import option: .asf, .avi, .wma, .wmv, and .wm.

You would import a video clip through the following steps:

1. Launch the Tegrity Editor software and open the recording you want to edit.
2. Select Edit ➤ Import Video.
3. The Import Video dialog box will appear.
4. Use the browse button to select your video clip.
5. Specify the Start Time for the video clip to be inserted. You should leave at least five second window from the start of the recording, any other videos, screen recordings, and the end of the session. If you paused the recording where you want to insert the video clip, you can use the Get Time button to determine the exact time the video clip should be added.
6. Click the OK button to integrate the video clip that was added with your recording.
Transition specifies how transitions will be applied to your PowerPoint presentation. You can configure transitions for:

- No transition
- Transition from PowerPoint (default setting)
- Use transition (which allows you to select from Tegrity’s transition list)

The following steps are used to configure transitions:

1. Launch the Tegrity Editor software and open the recording you want to edit.
2. Select Edit ➤ Transition.
3. The Transition dialog box will appear.
4. Select the transition you want to use and click the OK button.
5. Click the OK button to save your changes to the Tegrity recording.
Customize Web Page

The Customize Web Page option allows you to configure the properties of your web page that will be viewed through the Tegrity Experience. You can configure the following options:

- The logo (320x240 .gif or .jpg file) that will appear in the upper left hand of the screen when the instructor video is not shown
- The logo (108x38 .gif or .jpg file) that will appear in the lower left hand of the screen
- URL that will be launched if the lower left hand logo is clicked
- Tool tip, which will display a tip when a mouse pointer is positioned over the lower left hand logo
- The colors that will be used by your web page
  - Background
  - Links
  - Highlighted links
  - Permanent links
  - Highlighted permanent links
- Browser test which is used to test the browser compatibility for the computer that will be running the Tegrity Experience
The following steps are used to customize your web page:

1. Launch the Tegrity Editor software and open the recording you want to edit.
2. Select Edit ➤ Customize Web Page.
3. The Customize Web Page dialog box will appear.
4. Make any edits you in order to customize your web page and click the OK button to save your changes to the recording.
Restoring Your Original Recording

In the event that you need to restore your recording to the pre-edited version, Tegrity makes a backup of your recording. The following steps are used to replace the edited recording with the original backed up recording. In this example, you will learn how to restore a recording that was named Test.

1. Access the folder that contains your recording. Delete the folder that contains your recording, in this example, the Test folder.
2. Right-click the backup folder, in this example, Test.bak and rename it to the original folder name, Test.
3. Launch Tegrity Editor and open the Test recording.
4. The Tegrity Software dialog box will appear. Confirm that the Keep backup of original recording option selected and click the OK button.

5. A new backup folder will be created.
Summary

In this chapter, you learned about:

- Launching Tegrity Editor and selecting the recording that will be edited
- Editing your recording by cutting a portion of the recording
- How to customize the URLs that are displayed through the Tegrity Experience
- Editing your bookmarks that are displayed in the index through the Tegrity Experience
- How to add an InterPointer to your recording
- How to edit your annotations by erasing an annotation that was made or by recoloring an annotation
- How to add closed captions to your recording
- Clearing annotations that have been made to a slide during a recording
- Being able to insert a screen recording into your Tegrity recording
- How to dub over your audio with audio dubbing
- How to import a video clip into your Tegrity recording
- Customizing the transitions that occur in PowerPoint between slides
- Customizing the web page that will be displayed through the Tegrity Experience
- How to recover the backup recording if you wanted to restore your recording to the pre-edited state
Review Questions

1. You need to edit a recording called Test. Which of the following options should you select to open within Tegrity Editor?
   A. Test subfolder
   B. default.html
   C. test.html
   D. Tegrity.html

2. Which option would you configure through Tegrity Editor if you wanted your students to be able to download a copy of your original PowerPoint slides through the Tegrity Experience?
   A. URL Default Links
   B. Bookmark
   C. PowerPoint Options
   D. Customize Web Page

3. What two edits can you make to annotations through Tegrity Editor?
   _______________________________________
   _______________________________________

4. What two steps need to be completed to use closed captions?
   _______________________________________
   _______________________________________

5. What two file type extensions can you use when you add a logo to your customized web page?
   _______________________________________
   _______________________________________
CHAPTER 9:

USING THE TEGRITY EXPERIENCE

This chapter covers the following objectives:

- List the minimum client requirements for Tegrity Experience
- Know how to access Tegrity recordings
- Know how to use the Tegrity Browser Test
- Be able to view Tegrity recordings
- Be able to identify the components within the Tegrity Experience
Client Requirements

The Tegrity Experience is supported on PC and Macintosh platforms. The browser does not require any special plug-ins (only Windows Media or QuickTime). The following list specifies the system requirements for the PC and Macintosh platforms.

**PC Requirements**

- Pentium II or higher
- 64 MB memory
- Win 95 or higher
- Internet Explorer 4.01 (SP1) or higher
- Netscape 6.2 or higher
- Windows Media Player 5.2 or higher
- Microsoft Virtual Machine or Sun Java

**Macintosh Requirements**

**Mac OS 8.6+**

- Power Mac and higher 64MB Ram
- Netscape 6.2+
- QuickTime 6+
- Windows Media Player 7 for Mac (only if session has video clips or screen recordings)
- MRJ 2.2+

**Mac OS X+**

- QuickTime 6+
- Netscape 6.2+
- Windows Media Player for OS X (only if session has video clips or screen recordings)
Accessing Tegrity Recordings

When you access the folder where the Tegrity recordings are stored, you will see the Tegrity Sessions Listing. Click on the recording you want to view.

If you are using Blackboard or WebCT, then you will see a different dialog box listing the Tegrity recordings.
Accessing the Tegrity Experience for the First Time

The first time you access the Tegrity Experience, you can test your browser for compatibility by clicking on First time user? Click here.
First Time User Help

The First Time User Help includes the following information:

- Test your browser and components
- Get started
- Common issues for first time viewers
- Troubleshooting

To test your browser, click the Test my browser link.
Browser Test

The Browser Test window will open and verify if your browser meets the following requirements:

- Windows 95 or higher
- Internet Explorer 4.01 or higher or Netscape 6.2 or higher
- Microsoft or Sun 1.3 or higher Java Virtual Machine
- 800 x 600 screen resolution with 16 bit color depth
- Windows Media Player 5.2 or higher

If all of the components are available, click the Yes option to start the Windows Media Player Streaming Test.
Windows Media Player Streaming Test

The Windows Media Player Streaming Test will connect you to a sample video and audio clip that will allow you to test whether you can view video and hear audio properly. Once you have completed the test and verified that the video and audio is supported by your computer, click the Yes button.

You will see a confirmation screen that verifies that you have completed all of the compatibility tests and that you are ready to view Tegrity sessions.
Viewing Tegrity Recordings

Once you have selected the Tegrity recording you want to view, you must choose your connection speed. The connection speeds you can select from are based on the settings that were defined when the recording was created. You would choose from available connection speeds based on the speed of your connection.

If you are viewing a session from your local hard drive, Tegrity will automatically choose the highest connection speed available and begin playing it for you at that speed.
The Tegrity Experience has the following elements:

- Video from instructor camera, document camera, or DVD/VHS input
- Dropdown index of bookmarks
- List of URL’s or e-mail links
- Customized logo
- Content from recordings with annotations
- Tegrity Experience toolbar

The Tegrity Experience toolbar has the following options:
Summary

In this chapter, you learned about:

- The minimum client requirements for Tegrity Experience
- How to access Tegrity recordings
- How to use the Tegrity Browser Test
- How to view Tegrity recordings
- The components within the Tegrity Experience
Review Questions

1. What is the minimum amount of memory that a Windows client requires to support Tegrity Experience?

2. True or False. You can view the Tegrity Experience from a PC or a Macintosh client.

3. What determines what connections speeds the viewer can choose from when they start a Tegrity recording?

4. Where would you click on the Tegrity Experience toolbar to toggle to Full Screen mode?
APPENDIX A:
ANSWERS TO REVIEW QUESTIONS

Chapter 1

1. Describe what the Tegrity Solution is.

   The Tegrity Solution allows users to create engaging and effective multimedia sessions in both recorded and live Tegrity formats with a minimum of preparation time and no post production editing. Instructors can teach in their own style and at their own pace using prepared Power Point slides, documents, three dimensional objects, Video/DVD input or a whiteboard with annotations.

2. What is the difference between Level 1 and Level 2 in Tegrity implementation?

   Tegrity is implemented in a two-tiered approach. In Level 1, teaching goes online and in Level 2, student notes become active.

3. True or False. Tegrity Editor is a required software component to create and publish Tegrity recordings.

   False. Tegrity Editor is an optional feature that allows post-production editing of Tegrity recordings.
Chapter 2 Review Questions

1. True or False. You need to run the Camera Adjustment Wizard if you are working with the whiteboard but not if you are working with a LCD Touch Screen.
   
   True

2. List two ways you can launch the Tegrity Recording software:
   
   (Any of the following options are valid answers)
   - Click on the Tegrity Recording Icon on your desktop
   - Start ➤ All Programs ➤ Tegrity Recording
   - Start ➤ All Programs ➤ Tegrity Software ➤ Tegrity Recording
   - Double click on the Tegrity icon located in your system tray
   - Double click on the Tegrity floating icon on your desktop

3. When you start the Tegrity recording, you don’t see the option to create a blank presentation or to open an existing presentation, explain why.
   
   If you have an existing PowerPoint presentation opened prior to starting Tegrity Recording, Tegrity will automatically use the open presentation and you will not see the dialog box asking you if you want to create a blank presentation or use an existing presentation.

4. Which of the following options are configured through Session Info in the Pre-Recording configuration dialog box? Choose all that apply.
   
   A. Course
   B. Instructor
   D. Comments
5. What is the purpose of the Tegrity button on the Tegrity Session Touch Panel?

The Tegrity button allows you to perform additional tasks during the recording. The functions that are included are screen recorder, marker capture, insert new slide, video annotations, pause recording, and cancel.

6. What is the difference between using the Upload Now and the Upload Later options?

Upload Now uploads the recording to the web server according to the server settings. Upload Later saves the sessions to the local hard drive but does not upload the recording to the web server. The recording will then need to be uploaded at a later time using the Tegrity Editor or the Batch Upload Tool.
Chapter 3 Review Questions

1. List five tasks that can be completed from the Tegrity button from the Tegrity Touch Session Panel.

   (Any of the following options are valid answers)
   - Screen Recorder
   - Marker Capture
   - Insert New Slide
   - Video Annotations
   - Pause Recording
   - Cancel

2. Which of the following buttons would you use if you were recording a Windows application and you wanted to stop the recording and return to your PowerPoint presentation?

   B.

3. True or False. When you create a Tegrity recording, all of the annotations that are made to the PowerPoint slides are automatically saved to the recording.

   True

4. True or False. When you use the Document Camera, you can only annotate the document camera image if you have used the Snap option.

   True
5. You have students that access your recordings through slow dial-up connections and through high speed Internet connections. Which Tegrity Advanced General Setting should you verify is properly configured for this scenario?

   **A/V Settings**

6. You want to add several links to your presentation to websites you have identified as having additional information about your lecture. Which Tegrity Advanced Setting should you configure?

   **Links**

7. List the four types of quiz template files that can be used to create customized quiz slides.

   **Yes/No**
   **Hotspot**
   **True/False**
   **Multiple Choice**

8. What are the two parts that make up a quiz and answer option within a quiz template?

   **Text box**
   **Hot spot**


   **Hotspots are used to create customized quizzes or be used to create an interactive experience when viewing a slide. For example, you could create a quiz with a diagram and using a hotspot, test a learner to identify a specific object within the diagram. As an interactive learning option, you could have the learner position the mouse over different parts of the diagram to identify each individual part.**
Chapter 4 Review Questions

1. List the three platforms that can be used for Tegrity Notes clients:
   Tegrity Pen
   Tablet PC
   Laptop or desktop computer

2. Where in Tegrity Options do you configure support to Enable student notes?
   D. Viewer Settings

3. True or False. Students can continue to take notes while reviewing the session at a later time.
   True
Chapter 5 Review Questions

1. True or False. Tegrity Live clients are supported on the PC and Macintosh platforms.

   False. You need to use a Windows-based platform with Tegrity Live.

2. On the following diagram circle the option you would use to specify the web server and user name for the Tegrity Live server.

3. True or False. The instructor must create a user account for each student that will logon to the Tegrity Live session that each user will use when they logon to the Tegrity Live session.

   False. The student identifies themselves when they access Tegrity Live.
4. Which of the following options are granted when you enable voice over IP for a participant? Choose all that apply.
   A. Permission to speak
   B. Whiteboard sharing
   D. Application sharing

5. What is the difference between Allow Voice and Add Voice when you assign voice over IP permissions in Tegrity Live?

   The instructor can grant voice over IP permissions through Allow Voice or Add Voice. When you use the Allow Voice option, voice is enabled for whatever user you have selected and disabled for any users who currently have voice over IP permissions. If you use the Add Voice option, then any user who has voice over IP permissions will retain their permissions and the user who has been selected will also have voice over IP permissions.

6. What are the two templates that can be used for Tegrity Live Polls?

   Quiz templates
   Poll templates
Chapter 6 Review Questions

1. True or False. Tegrity WebCast is enabled by default.
   False

2. Which of the following options need to be configured through Tegrity Server Settings when you are using Tegrity WebCast? Choose all that apply.
   A. Destination subfolder
   B. Web server
   C. User Name

3. How many concurrent Audio/Video streams are supported through Tegrity WebCast?
   One

4. How does Tegrity WebCast differ from Tegrity Live?
   Tegrity WebCast is a (optional) addition to the Tegrity solution. It is used to broadcast your Tegrity recordings over the Internet while they are being recorded. Tegrity WebCast differs from Tegrity Live because it does not support Voice Over IP (VOIP).

5. What are the two components that are used to manage the Tegrity WebCast in the Tegrity WebCast interface?
   Tegrity Session Touch Panel
   Tegrity Toolbar
Chapter 7 Review Questions

1. Which of the following platforms can you use NetConnect with? Choose all that apply.
   A. Windows XP
   B. Macintosh
   C. Linux
   D. Unix

2. Which option should be configured for NetConnect in Tegrity Options?
   **Automatically detect changes**

3. What should you configure in Windows XP if you want to enable Remote Desktop?
   Select Start ➤ Control Panel ➤ System, then select the Remote tab. Check the Allow users to connect remotely to this computer.

4. True or False. You can use Remote Desktop to connect to a Macintosh client.
   False. **Remote Desktop can only be used with Windows XP Professional clients.**

5. What would you use the following icon for on the Tegrity NetConnect toolbar?
   ![Icon](image)
   To switch to video annotation mode.
Chapter 8 Review Questions

1. You need to edit a recording called Test. Which of the following options should you select to open within Tegrity Editor?
   
   B. default.html

2. Which option would you configure through Tegrity Editor if you wanted your students to be able to download a copy of your original PowerPoint slides through the Tegrity Experience?
   
   A. URL Default Links

3. What two edits can you make to annotations through Tegrity Editor?
   
   Erase
   
   Recolor

4. What two steps need to be completed to use closed captions?
   
   Add the text that will be displayed for closed captioning
   
   Set the time that the closed caption text will be displayed within the recording

5. What two file type extensions can you use when you add a logo to your customized web page?
   
   .gif
   
   .jpg
Chapter 9 Review Questions

1. What is the minimum amount of memory that a Windows client requires to support Tegrity Experience?
   
   64 MB

2. True or False. You can view the Tegrity Experience from a PC or a Macintosh client.
   
   True

3. What determines what connection speeds the viewer can choose from when they start a Tegrity recording?
   
   The connection speeds you can select from are based on the settings that were defined when the recording was created. You would choose from available connection speeds based on the speed of your connection.

4. Where would you click on the Tegrity Experience toolbar to toggle to Full Screen mode?
APPENDIX B:

GLOSSARY

The glossary contains many of the terms that are frequently used throughout the User's Guide.

Annotate

To make notations of any kind on a whiteboard or within a Tegrity recording.

Annotations

Notes and comments written on the whiteboard or within a Tegrity recording that are captured into a presentation page that contains the projected image and written notes. You use the Annotations Toolbar to create annotations.

Bookmark

Bookmarks are automatically created within Tegrity recordings, which are then organized within an index to allow you to access a specific portion of a Tegrity recording.

Camera Adjustment Wizard

If you are working with a whiteboard (as opposed to a LCD Tablet), the Camera Adjustment Wizard is used to adjust the whiteboard camera so that camera will properly capture whiteboard content.

Capture

To take a picture of the whiteboard with all annotations, and incorporate the picture into your files.

Closed Captions

Closed captions are used to provide a text script for your presentation, which can then be viewed within a Tegrity recording.
**Document Camera**

The self-standing optional video camera that you can use to project 3D objects and paper onto the whiteboard for capturing.

**Hotspots**

Used to create interactive content within a poll or a quiz within a Tegrity recording or Tegrity Live session.

**InterPointer**

A special cursor (hand) that is used within a Tegrity recording to enhance the instructor’s ability to interact with content and to help students focus on the important parts of a presentation.

**Instructor Application Sharing**

Instructor Application Sharing is used within Tegrity Live sessions to allow a participant to share the instructor’s application within the Tegrity Live session.

**Instructor Whiteboard Sharing**

Instructor Whiteboard Sharing is used within Tegrity Live sessions to allow a participant to share the instructor’s whiteboard (the instructor content through the PowerPoint presentation) and to annotate over the instructor presentation.

**Marker Capture**

The process that is used to capture annotations and save them within the PowerPoint presentation.

**NetConnect**

The software that is used to allow instructors to connect to their remote computer and to capture content from the remote computer. NetConnect can be used with Windows-based, Macintosh, Unix, and Linux computers.
**Recording**

A Tegrity session that has been captured. Tegrity recordings are then posted so students can review them.

**Session Info**

Information that is associated with a Tegrity recording. Session Info includes course name, instructor, and comments.

**Screen Recorder**

A utility that allows you to record Windows based applications and to annotate over the applications.

**Server Settings**

Used to define the settings for the server that will be used to store Tegrity content.

**Snap**

The process that is used to create a new image from video content so that you can annotate over the new image.

**Speech to Text**

The process that is used to convert speech to text for the purpose of creating a file that can be used to search a Tegrity recording for key words. It does not convert speech to text for the purpose of closed captioning.

**Tegrity Editor**

Optional component of the Tegrity Solution that allows you to do post-production editing of your Tegrity recording.

**Tegrity Experience**

The client browser that is used to view Tegrity recordings and Tegrity Live sessions.
Tegrity 6 User’s Guide

**Tegrity Live**

An optional component within the Tegrity Solution that provides an interactive, synchronous e-learning mode for educational institutions. Some of the features of Tegrity Live include text chat, support for instructor application sharing, and support for instructor whiteboard sharing.

**Tegrity Notes**

The student component of the Tegrity Solution that allows students to integrate their notes with the instructor recording.

**Tegrity Pen**

The Tegrity Pen allows a student to take handwritten notes, which are then incorporated with the instructor recording.

**Tegrity Recording**

The software that is used to create recordings.

**Tegrity WebCast**

Tegrity WebCast is a (optional) addition to the Tegrity solution. It is used to broadcast your Tegrity recordings over the Internet while they are being recorded. Tegrity WebCast differs from Tegrity Live because it does not support Voice Over IP (VOIP).

**Templates**

Pre-defined files that are used to create polls or quizzes within Tegrity recordings or Tegrity Live sessions.

**Touch Panel**

A set of buttons viewed through a LCD panel or projected onto the whiteboard that enables you to control all of Tegrity Classroom’s functionality. The panel can be moved with the mouse to anywhere on the screen. It is recommended that you put the panel on the lower left or lower right corner of the screen. Also known as the Tegrity Session Touch Panel.
Video Annotations

The software that allows you to capture content from a document camera or DVD/VCR and to annotate over that content.
APPENDIX C: NEW FEATURES OF TEGRITY 6

New Products

Tegrity Notes
New software enables students’ notes to be automatically synchronized with the Tegrity recorded lecture, creating a unified learning experience for review. Students can later bring the instructor back from any digital note to explain concepts again during study, and then revise their notes accordingly. Note-taking methods include: Tegrity Pen and paper, Tablet PC or typing on a Laptop/Desktop PC.

Tegrity Pen
A new note-taking capture method for Tegrity Notes software, the Tegrity Pen and base unit works with plain paper and does not require a laptop or Tablet PC. While the instructor teaches, students take notes by writing or drawing as usual on regular paper, and later upload their notes via USB cable to any PC with Tegrity Notes installed. The uploaded notes are automatically synchronized with the instructor's recording.

Tegrity Voice Recorder
Software enables instructors to record high quality audio from the classroom using a digital voice recorder. When the recorder is placed in a cradle, the audio is automatically converted into audio-only Tegrity sessions on the Tegrity Server, allowing students to replay it in synch with their Tegrity Notes.
New Features and Enhancements

**Share instructor applications (Tegrity Live)**
Allows instructors to stream a Windows application, do annotations, and then hand over “the podium” to a remote student so he/she can speak, control and annotate over the instructor’s application all in a Tegrity live session.

**Instructor and student annotations (Tegrity Live)**
Using a mouse or pen-based USB device (e.g. graphics tablet), a student can write, draw, highlight and annotate over different types of media presented by the instructor within the Tegrity content window (slides, snapshots from video, empty pages). All annotations are saved in the archived Tegrity recording.

**Larger Screen Recording**
Instructors can record full-motion application activity in 1024x768 resolution (formerly 640x480) and scale to play in the Tegrity Experience in two sizes: 640x480 and full screen. Student can personalize their viewing experience by resizing.

**Windows 2003 Server compatibility**
Supports Windows Server 2003 including the latest IIS and Windows Media 9 Server. (In addition to Windows 2000/NT support.)

**Campus agreement installation**
Capability for Tegrity Instructor software automatically senses a wide variety of hardware configurations and peripherals including: Desktop PCs, laptops, Tablet PCs and Wacom LCD tablets, graphics tablets and web cams.

**CDROM publishing tool**
This utility enables instructors to easily publish and distribute their recorded content on CD-ROMs with an html index landing page and first-time user wizard for learners.
Office 2003 compatibility
Tegrity Instructor software now supports Office 2003 (in addition to Office XP) on any PC.

Enhanced drawing tools for the instructor
Allows instructors the ability to create and manipulate annotations (lasso, move, etc.), and to insert and move pre-defined geometric images such as triangles, circles and rectangles.

Tegrity NetConnect
A Tegrity 6 feature of Tegrity Instructor software that allows the instructor to use a network connection to connect to a PC, Mac or Unix/Linux computer, capture content from it and then use the Tegrity software to annotate dynamically on top.

Easily capture presentations from “walk-in” instructors
No need to install Tegrity software on presenter’s “content” machine (e.g. notebook)
Instructor plugs in notebook to available Ethernet crosslink cable (not VGA cable)
The computer screen will be projected in the classroom as usual, and will be recorded as part of the session.
Unlike other solutions, the professor can use the available LCD tablet to write and draw over their computer screen snapshots to emphasize key points and answer questions.

Instructor control and record applications from nearby or remote office PC over Internet
Saves the hassle of installation and resolves licensing issues
Keeps Tegrity system intact; no need to install software applications on the Tegrity PC
No need to carry laptop to class
Secure Connection technology ensures privacy

Multi-platform control and recording
Support for PC, Mac or Unix computers)
Improved annotations for LCD Tablet (on Wacom)
Microsoft Ink quality annotations.

Upgraded Tegrity Cart turnkey solution
Integrated DVD/VCR player (HW)
Improved video quality for instructor camera, document camera, DVD/VCR player – now there are 4 parallel S-Video inputs on one capture card
Integrated software support for VHS\DVD player and document camera – The Tegrity Cart with Tegrity Instructor software now has an integrated SW interface to switch to a VHS\DVD player (in addition to switching to the document camera) for importing video on-the-fly.
More versatile, secure cart with fold-away shelves and lock protection for hardware components

Compatible with Windows Media 9 codec
Users now have an option to select WMP 9 codec in Tegrity Options to create video and audio content (instructor video, screen recording). It will improve quality of the video, but requires a faster PC (a P4 2.0 or higher.) Mac compatibility is not yet available for Windows Media 9.

Supports SCORM 1.3 standard
APPENDIX D:

USING MARKER CAPTURE

When you create a Tegrity recording, you are working with two main programs, the Tegrity recording and the PowerPoint file that is used during the recording. When you make annotations during the recording, your annotations are automatically saved to the recording without the instructor having to do anything.

However, the annotations are not saved to the PowerPoint presentation. The significance of this process is that if you are teaching a live class and you make an annotation to slide 1, when you advance to slide 2 the annotation will not be saved in PowerPoint slide (even though the annotation was saved on the recording). Through the use of Marker Capture, you can save the annotations that are made.

You would use marker capture for the following reasons:

• Allows instructor to use the previous button to return to a slide that was annotated with the annotations saved

• Allows a student who has copied the PowerPoint presentation to see any annotations that have been made

The following example illustrates why you would use Marker Capture, this example is then demonstrated in the following section:

In the first example, the instructor is explaining how a math problem is solved on slide 1. The PowerPoint slide shows the problem and the instructor uses annotations to solve the problem. The annotations are automatically saved to the Tegrity recording and will be available to the students when they’ll watch the session. The instructor advanced to slide 2 without using marker capture. A student then raises a question about slide 1. When the instructor returns to slide 1, the PowerPoint slide does not show the annotations (even though they are captured in the recording).

In the second example, the instructor is explaining how a math problem is solved on slide 1. The PowerPoint slide shows the problem and the instructor uses annotations to solve the problem. Knowing in advance that students may ask questions about that specific problem the instructor uses marker capture to save the annotations before moving to slide 2. When the instructor returns to slide 1, the PowerPoint slide will display the annotations that were saved through marker capture.
Annotations Without Marker Capture

In the following example, the instructor is working with two slides and is not using marker capture.

1. The instructor is lecturing from Slide 1 and makes annotations.

   ![Sample Without Marker Capture](image1)

   - This is an example.

2. The instructor advances to Slide 2.

   ![Sample Without Marker Capture](image2)

   Move forward one screen

3. The instructor uses the Previous button to return to Slide 1. Note that the annotations made in step 1 were not saved.

   ![Sample Without Marker Capture](image3)

   - This is an example.
Annotations With Marker Capture

In this example, the instructor is using marker capture to save the annotations to the PowerPoint presentation.

1. The instructor is lecturing from Slide 1 and makes annotations. Once the annotations are complete the instructor selects the Tegrity button and then the Marker Capture option from the Tegrity Session Touch Panel to save the annotations.

2. The instructor advances to Slide 2.

3. The instructor uses the Previous button to return to Slide 1. Note that the annotations made in step 1 were saved.
APPENDIX E: USING THE CD IMAGE UTILITY

The CD Image utility is a new feature in Tegrity 6. It is used to create a CD image of your Tegrity recording(s). When you use the CD Image utility, Tegrity adds a Start menu listing all of the recordings that can be viewed. This allows you to have a more user-friendly interface for viewing recordings as opposed to just copying the images to a CD where no interface would be provided.

The following steps are used to create a CD image.

1. Before you start the CD Image Utility, create a master folder where your images will be stored. It is recommended that you use a different folder than where you store your recordings. For example, C:\Images.
2. Select Start ➤ All Programs ➤ Tegrity Software ➤ CD Image Utility.
3. The Tegrity CD Image Utility will start. You will be prompted to select one of the following options:
   - Create New CD Image: Used to create a new image.
   - Open Existing CD Image: Used if you have created an image previously and want to add to the existing image. For example, as you create new recordings you want a CD that is cumulative of all of the recordings from the semester.
4. The Browse for Folder dialog box will appear. This dialog box is used to specify the location that will be used to store the image that is created by the CD Image Utility (for example C:\Images). Select the target directory and click Open.

5. The CD Image Folder Name will appear. This is the subfolder that will contain your image. For example, you might specify the folder as Sept 1 2004. If you specified C:\Images in the Browse for Folder dialog box, this would create a subfolder called C:\Images\Sept 1 2004. The contents of this folder will then be burned to a CD or DVD after you have completed the imaging process. Click the OK button.

7. The Tegrity Sessions (Source), shown in the top half of the dialog box, lists all of the recordings that are in the current folder. You specify the folder that contains the recording you want to add to your session by clicking the Browse button. In this example the recordings are in C:\Documents and Settings\Recordings. Click the Browse button and the Browse for Folder dialog box will appear. Specify the folder that contains your recordings and click the Open button.
8. The Tegrity Sessions (Source) fields become populated with any recordings that were listed in the source folder.

9. Select the sessions that will be included with the session and click the Add to Image button. If you want to include all of the recordings, you can use Edit ➤ Select All option.
10. The CD Image (Destination) fields, shown in the bottom half of the dialog box, become populated with any recordings that were selected in Step 9. If any recordings need to be deselected you can highlight the recording and click the Remove from Image button.

11. Repeat steps 7-10 if you wish to include recordings from other folders. At the bottom of the dialog box note the Total Image Size. The total image size should not exceed the capacity of the media that the image will be copied to (for example a CD or DVD).

12. When all of the recordings that should be included are listed in the CD Image (Destination) fields, select File ➢ Create Image to create your CD Image. You will see a status bar indicating the progress of the image. When it is done, you will see the Tegrity Software dialog box confirming that the CD image was successfully created.
13. In the Tegrity Software dialog box, click the Test button. You will see the Sessions Listing dialog box that displays all of the recordings that were copied to the session.

14. Copy the contents of the folder that was used to store the image (in this example C:\Images\Sept 1 2004) to your CD or DVD.