How To Copy a Recording

Step 1.

A) Go into your BlackBoard course and click Tegrity Classes.

B) Or, Go to und.tegrity.com and log in with your BlackBoard username and password.

Choose the corresponding BlackBoard course you want to copy a recording from.

Step 2.

Put a checkmark next to the recording you want to copy.

Step 3.

Click Recording Tasks and select Copy.
Step 4.
A new window will pop up with a list of courses for you to copy recordings into.

Step 5.
Select the course you want to copy the recording into and click **Copy Recording(s)**

Step 6.
A confirmation window will pop up. Click **OK** when you are done.

The recording will now be in both locations.