How To Delete 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 delete a recording from.

Step 2.

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

Step 3.

Click Recording Tasks and select Delete.
Step 4.
A new window will pop up confirming that you want to delete the recording. Click **Delete** if this is correct, or **Cancel** if you have changed your mind.

![Delete window](image)

Step 5.
A confirmation window will pop up. Click **OK** when you are done. The recording is now deleted.

![Confirmation window](image)