How To Move a Recording

Step 1.

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

B) Or, Go to [und.tegrity.com](http://und.tegrity.com) and log in with your BlackBoard username and password.

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

Step 2.

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

Step 3.

Click **Recording Tasks** and select **Move**.
Step 4.
A new window will pop up for you to choose which course to move the recording into. Click **Move Recording(s)**.

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