How To Obtain a URL for 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 a URL for.

Step 2.

Put a checkmark next to the recording you want a URL for.

Step 3.

Click Recording Tasks and select Share Recording.
Step 4.  
A new window will pop up with the recording information. This pop up could take a minute to load.

![Share Recording](image)

Step 5.  
Check or uncheck, “Do not allow anonymous users to view the recording” depending on who you wish to have access to the recording.

- Checked means that only people within the course have access to the recording.
- Unchecked means that anyone can access the recording.

Step 6.  
Copy the URL from the **Share Recording** window and paste it into your BlackBoard course.

Step 7.  
Click **OK** when you are done.