How To Re-Upload or Re-Publish a Recording

Option 1: Publish a Recording from your BlackBoard Course

Step 1.
Go into your BlackBoard course and click Tegrity Classes button. This will bring up a new page with a list of this course’s recordings.

Step 2.
Click on Course Tasks and then select Upload Recording

Step 3.
In the new pop up window, double check that the correct course is selected. Then click Browse and navigate to the recording on your computer.

Step 4.
When you have selected the recording you want to upload, click Select Folder and then click Upload Recording.
**Option 2: Publish a Recording from the Tegrity Web Site**

**Step 1.**
Go to [und.tegrity.com](http://und.tegrity.com) and log in with your BlackBoard username and password. Then choose the corresponding BlackBoard course.

**Step 2.**
Click on **Course Tasks** and then select **Upload Recording**

**Step 3.**
In the new pop up window, double check that the correct course is selected. Then click **Browse** and navigate to the recording on your computer.

**Step 4.**
When you have selected the recording you want to upload, click **Select Folder** and then click **Upload Recording**.
Option 3: Publish a Recording from the Tegrity Recorder

Step 1.

In the system tray of your computer (located in the bottom right of your screen) right click on the Tegrity icon and select **Upload Recording**.

Step 2.

In the new pop up window, double check that the correct course is selected. Then click **Browse** and navigate to the recording on your computer.

Step 3.

When you have selected the recording you want to upload, click **Select Folder** and then click **Upload Recording**.