WINDOWs: Create a Recording

1. Log into the Tegrity course at und.tegrity.com using your NDUS.identifier.

2. Click the Start a Recording button at the top, right of the page.

   ![Start a Recording Button]

3. The Tegrity Recorder will open in a small pop-up window. Using the drop-down menu next to Course:, select the course you would like the recording to upload to.

4. By default, the recording Title is set as the current date. You can replace the title with your choice of text.

5. The generic grey and white picture will show during the recording unless you either select a personalized picture by clicking the Select Picture button, or place a checkmark next to Instructor Video.

   - The Instructor Video option shows a feed from the webcam of the person recording instead of a static picture.

6. Click Test Audio and then Start Test to test your audio for recording. Click Close when done.
7. The **Settings** button opens a new window—use the dropdown menus to make selections and click **Save and Close** when done.

![Settings Window]

8. Once all preferences are selected, click the **Record** button to begin recording.
   - If you use more than one monitor, you will be prompted to select a monitor to record.

9. You are now recording everything visible on the screen.

10. In your Windows Taskbar, at the bottom right, are the **Tegrity Recorder** controls.

    ![Tegrity Recorder Controls]

    - The **Pause Recording** button will pause the recording and resume where you left off when you unpause.
    - **Stop the Recording** will end the entire recording and prepare it for upload to the server.

11. When you click **Stop Recording**, a pop-up will appear and ask if you would like to **Upload**, **Preview**, or **Delete** the recording.

12. Your recording will upload to the Tegrity server in the background.
   - An internet connection is required to upload.
   - Uploading a recording could take several hours to complete.