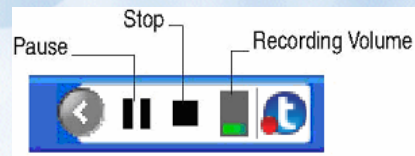


Recording Your Class Session

6. Click the Record a Class button.
7. Read the information in the dialog box that appears and click OK. The dialog box closes and the screen becomes dark for a moment.
8. Wait for the recording control icons to appear in the taskbar. The following icons appear:
 - z Pause—Temporarily stops the recording. Click to pause; click again to resume.
 - z Stop—Ends the recording session after you click Yes in a confirmation dialog box.
 - z Recording Volume—Indicates the recorded audio level.
9. Begin presenting the class material. Conduct your class as usual. You can open and use almost any windows-based application as needed. For example, you can use PowerPoint, browse the Internet, or use Excel or Internet Explorer. Your interactions with these applications are recorded simultaneously with your lecture.
10. When you **finish** recording your lecture, click the Stop icon on the taskbar. A Tegrity Recorder dialog box asks you to confirm that you want to end the recording.
11. To end the recording, select the required option, as described below, and click Yes.



Upload the recording to the Tegrity Server from your computer. The recording is uploaded in the background when your computer is online, and does not affect computer performance.

Lets you preview your recording before you upload it.

Erases the recording.

After you select the action you want, click Yes.

To cancel and resume recording, click No.

