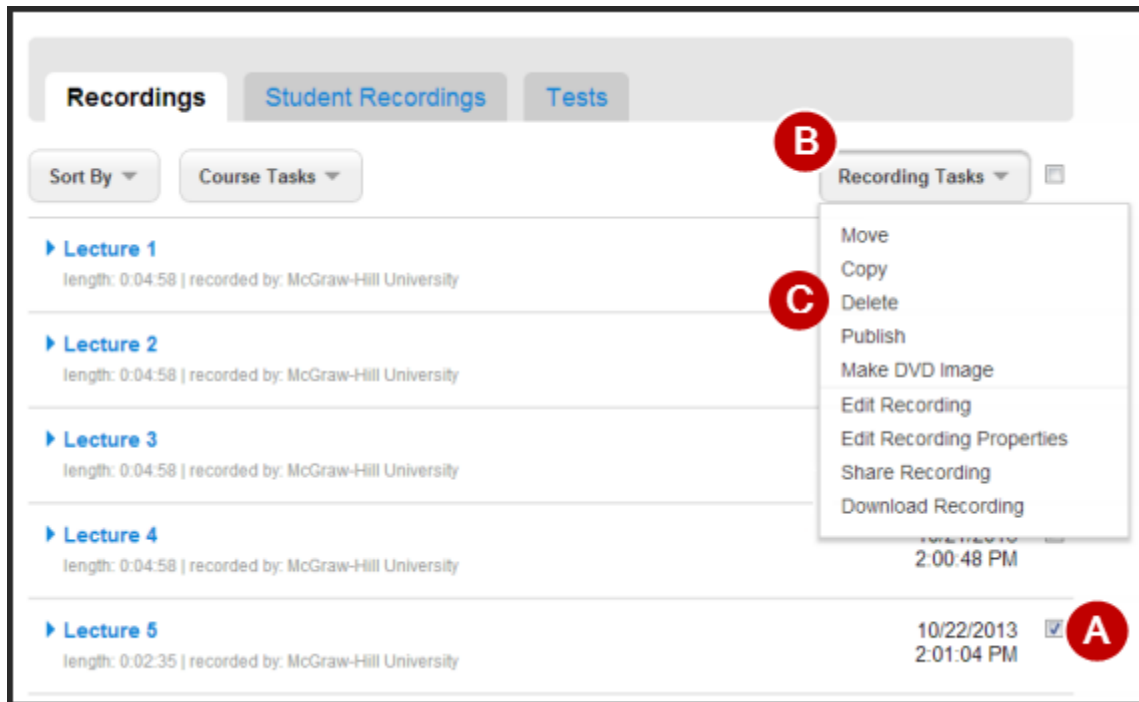


How to Delete Old Tegrity Recordings That Are No Longer Needed

This can be done by clicking on **Tegrity Classes** on the course menu within a Blackboard course. On the Tegrity window that opens, click the check box to the right of the recording you need to delete (A), go under the **Recording Tasks** menu above the check boxes (B) and select **Delete** (C). This will help ensure space for future recordings.



When prompted, confirm that you would like to delete the previously selected recording(s).

How to Back-Up Your Tegrity Recordings for Archiving

Instructors can download a copy of their sessions as many times as they need to. Downloading a copy of the session allows instructors/students to view Tegrity sessions without the use of an Internet connection. They can do this by selecting the **"Make DVD Image"** option.

As an instructor, you want your students to have the ability to soak up as much of the material as possible. Because Tegrity makes it simple to burn DVD copies of your recordings, your lectures can be shown even when an internet connection is not available.

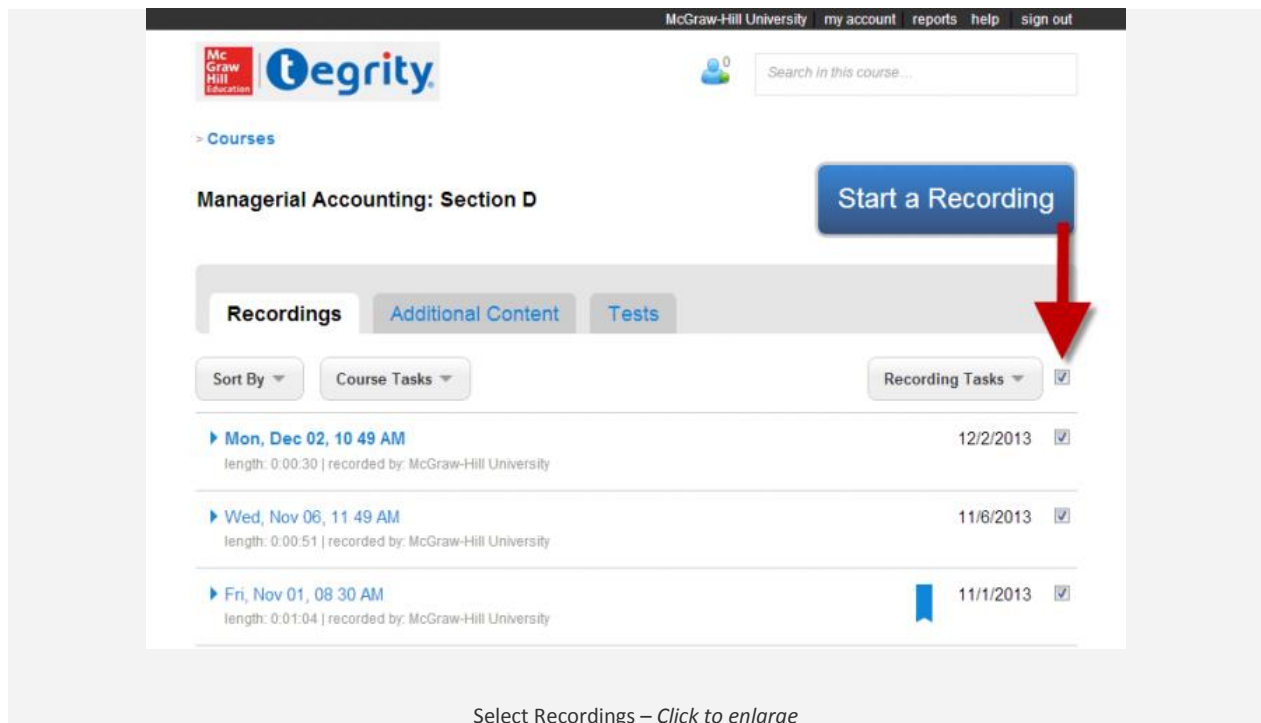
Please note: The DVD will not run on a household DVD player as it relies on a Web Browser to run the HTML index.

Here's how:

Creating a DVD Image

Click on the course where the desired recording is located.

Click on the check boxes to the right of each recording you want included in the DVD image. Click on the check box to the right of the Recordings Tasks button to select all recordings.

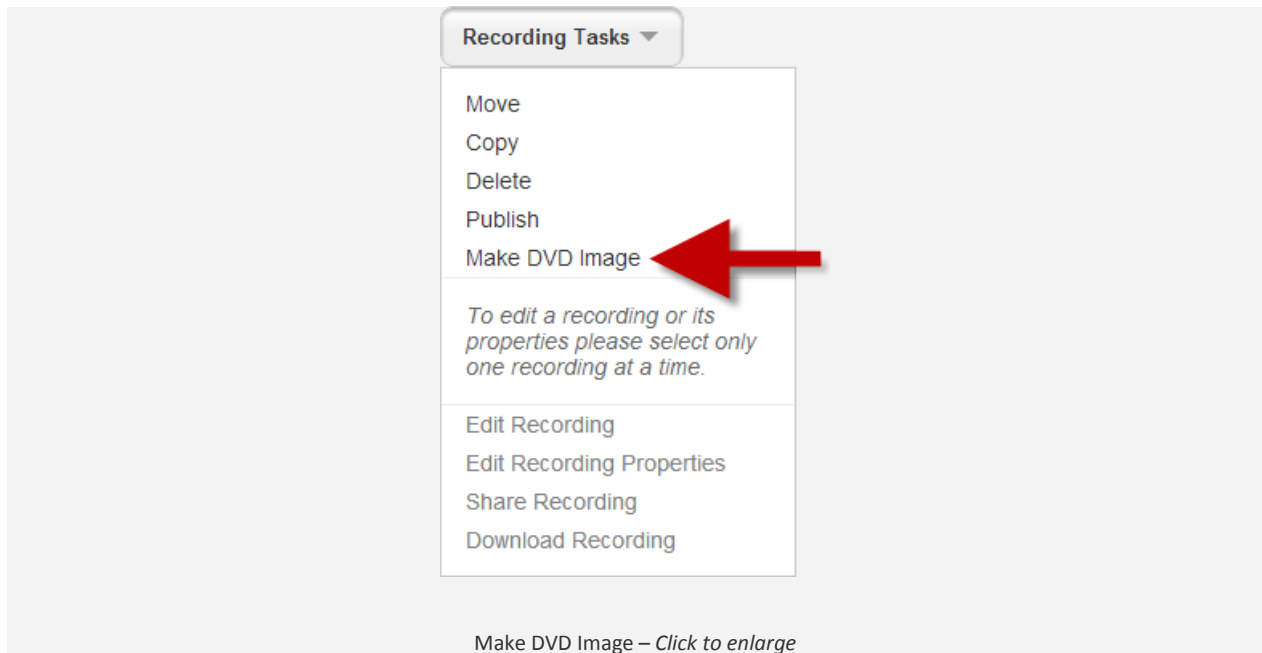


The screenshot shows the Tegrity interface for a course titled "Managerial Accounting: Section D". At the top, there is a navigation bar with "McGraw-Hill University", "my account", "reports", "help", and "sign out". The Tegrity logo is on the left, and a search bar is on the right. Below the course title, there is a "Start a Recording" button. A red arrow points from this button to the "Recording Tasks" button in the "Recordings" tab. The "Recordings" tab is active, and there are three recording entries listed. Each entry has a check box to its right, and the "Recording Tasks" button also has a check box. The recording entries are:

Recording Date	Length	Recorded by	Recording Date	Selected
Mon, Dec 02, 10 49 AM	0:00:30	McGraw-Hill University	12/2/2013	<input checked="" type="checkbox"/>
Wed, Nov 06, 11 49 AM	0:00:51	McGraw-Hill University	11/6/2013	<input checked="" type="checkbox"/>
Fri, Nov 01, 08 30 AM	0:01:04	McGraw-Hill University	11/1/2013	<input checked="" type="checkbox"/>

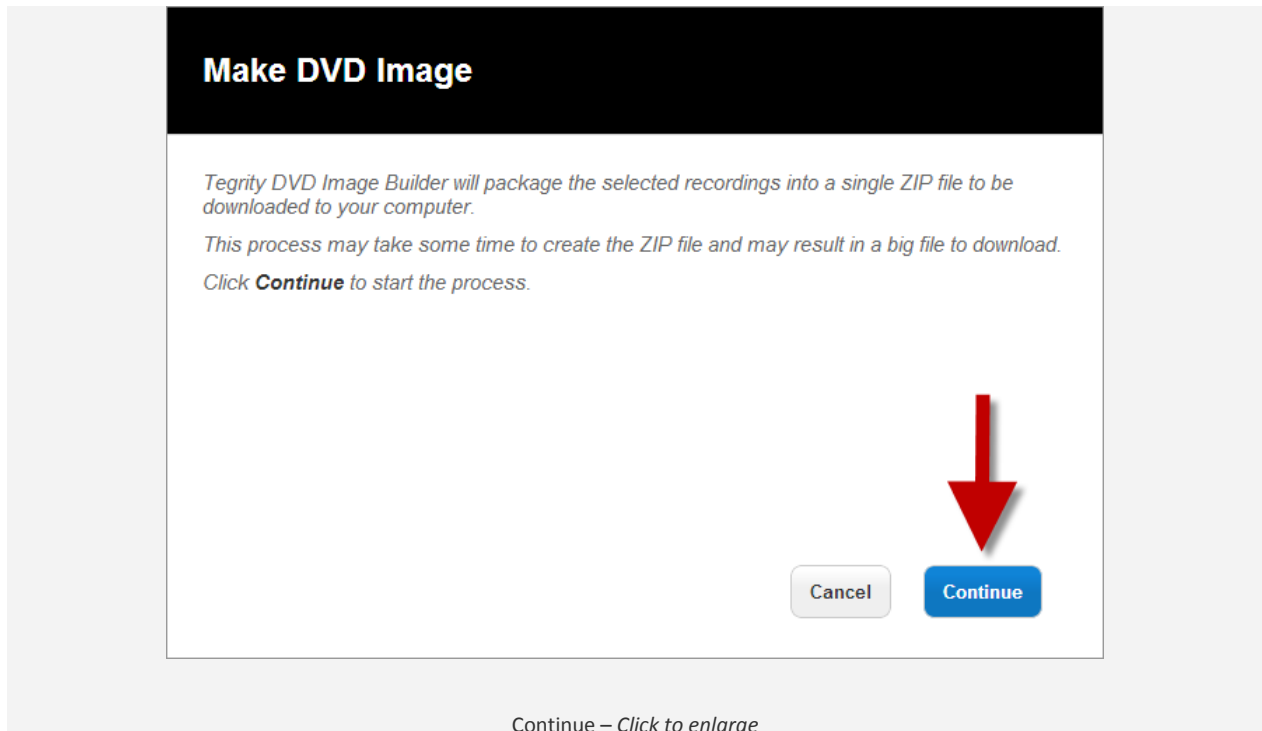
At the bottom of the screenshot, there is a caption: "Select Recordings – Click to enlarge".

Once you've selected the recordings, click on the **Recording Tasks** button.



From the Recording Tasks menu, click on **Make DVD Image**.

A box will appear, asking you to create a ZIP file. Select **Continue**.



Note: Depending on the size of the recordings, it may take several minutes to compress the recordings.

When Tegrity is finished creating the ZIP file, you will see another prompt. Click **continue** to download the ZIP file.

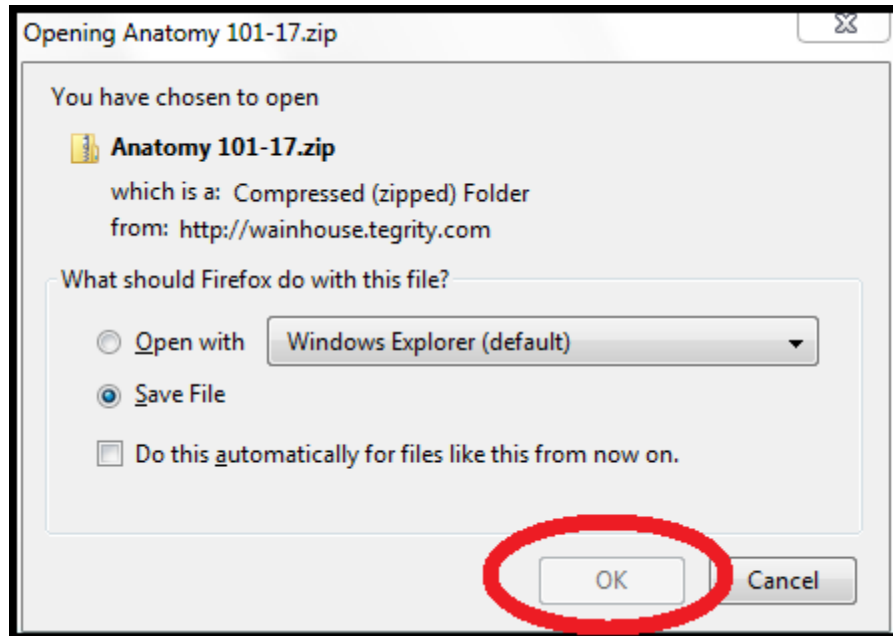
Make DVD Image

Click **Continue** to download the ZIP file to your computer



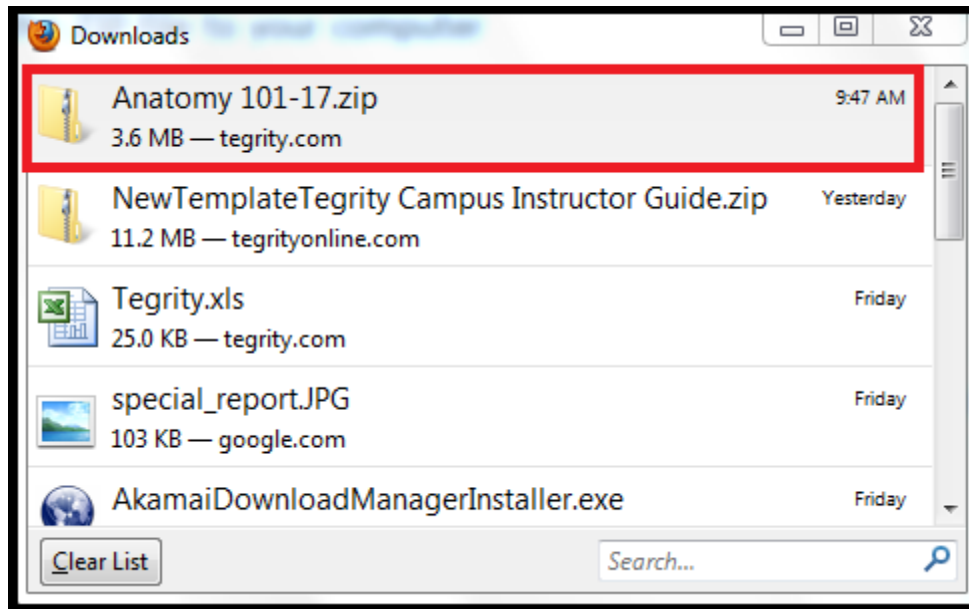
Create ZIP – Click to enlarge

You'll need to save the file to your computer. When the box pops up asking you to save or open the file, select **Save**.

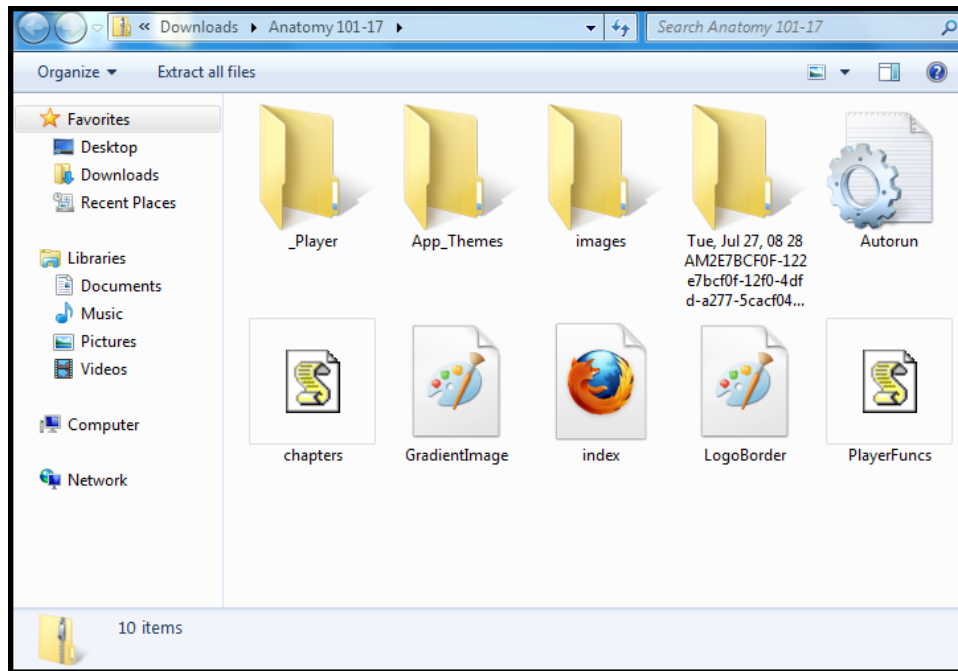


The creation of the zip file will begin and you will be able to track its progress with the status bar that appears.

Once completed, a download box like the one shown below should appear. Double click the zip file to open the folder.



Multiple files and folders will appear. To create your DVD, select all of the files and copy them into the program you will be using to create the DVD.



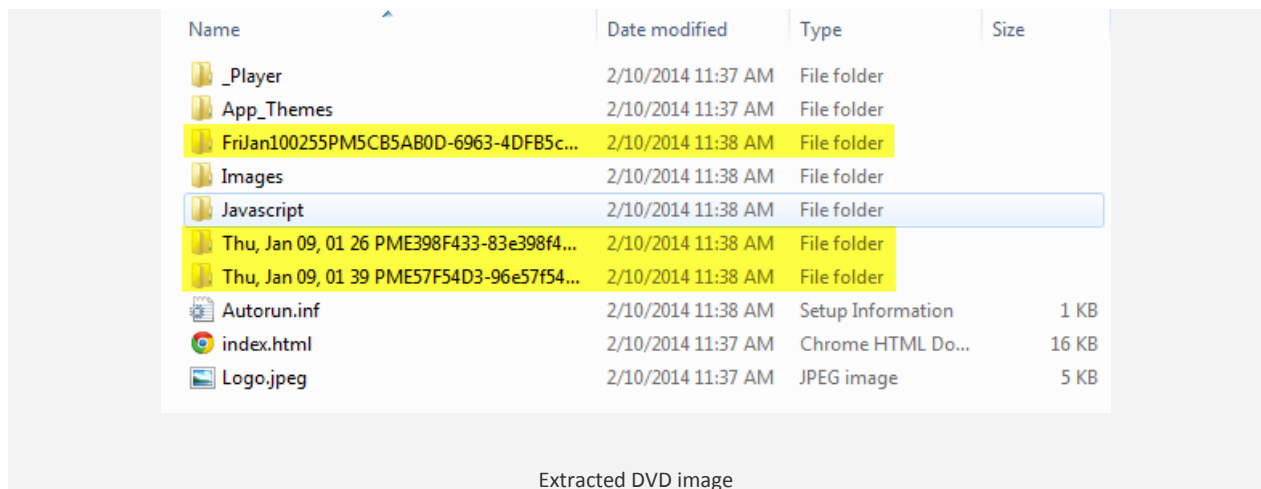
You can also re-upload recordings using this DVD image. Click [here](#) for more information.

How to Re-upload Recordings from a DVD Image

If you have previously created a DVD image of your recordings, you can use that DVD image to re-upload your recordings.

Re-upload Recordings from a DVD image

1. Extract the zip file if you have not done so already (Right-click > Extract All... > Extract).
2. In the extracted folder, you will see a folder for each recording.



Note: There will be additional files and folders in the extracted folder, you can ignore or delete them.

3. You can now re-upload each recording individually using the Tegrity tray icon or the Course Tasks button in your Tegrity course.

How to Upload a Recording to Tegrity

Tegrity allows users to upload Tegrity recordings that were previously created or downloaded using the **Download Recording** option. This feature allows users to re-purpose recordings that the user no longer has access to in the Tegrity service.

There are two methods to upload a recording:

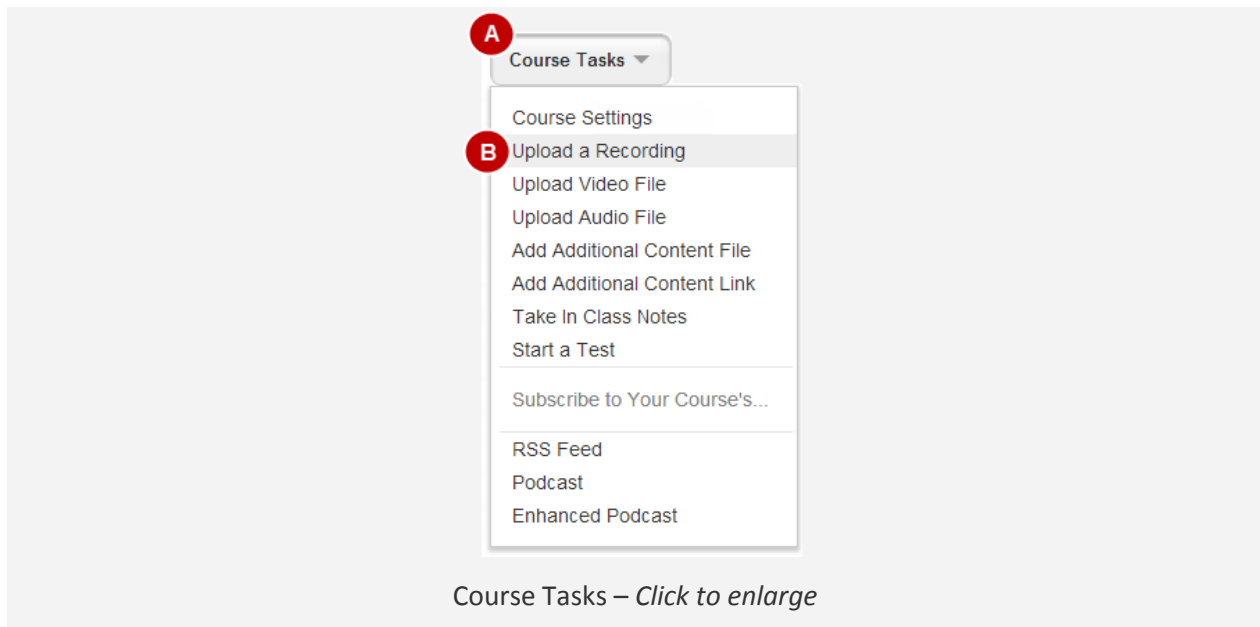
Method 1:

You can upload a recording from the Tegrity website.

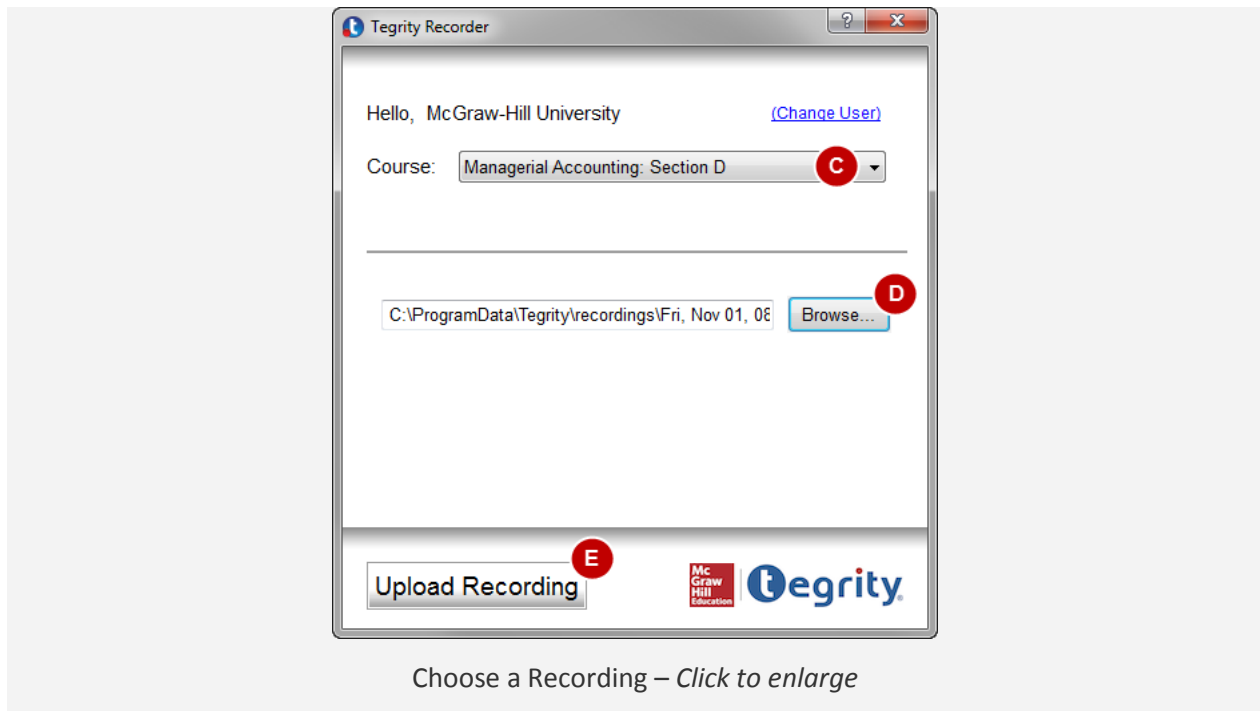
1. Select Course the recording will be uploaded to within the Tegrity Course list.



2. Click on **Course Tasks (A)** and choose **Upload a Recording (B)**.



3. The **Upload Recording** dialog window appears.



4. Check the **Course** drop-down menu (**C**) to make sure the correct course is selected.

5. Click **Browse** (**D**) to select the recording that you would like to upload.

Notes:

- Tegrity will automatically default to the **recordings** directory on your computer where the recordings that were previously created on the computer are stored.
- You can use Windows Explorer to navigate to other folders that contain Tegrity recordings (for example: Libraries > Documents > My Tegrity Recordings > Sessions)

6. Select the folder containing the desired recording and click **Upload Recording** (**E**).

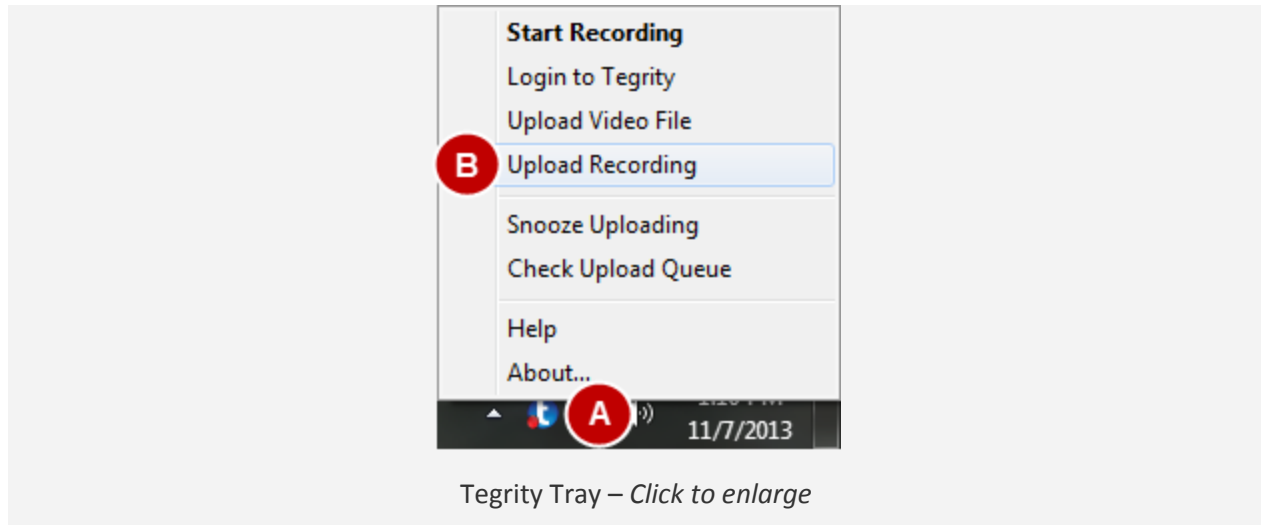
Notes:

- You must select a folder. You cannot select an executable (*.exe) or archive (zip) file. A downloaded recording must be extracted from the executable or archive file.
- You can select multiple recording folders at the same time using the Ctrl or Shift keys as appropriate.
- The Upload Recording function re-processes the recording to use the latest codecs.
- The Upload Recording function will assign a new recorded (creation) date to the recording.

Method 2:

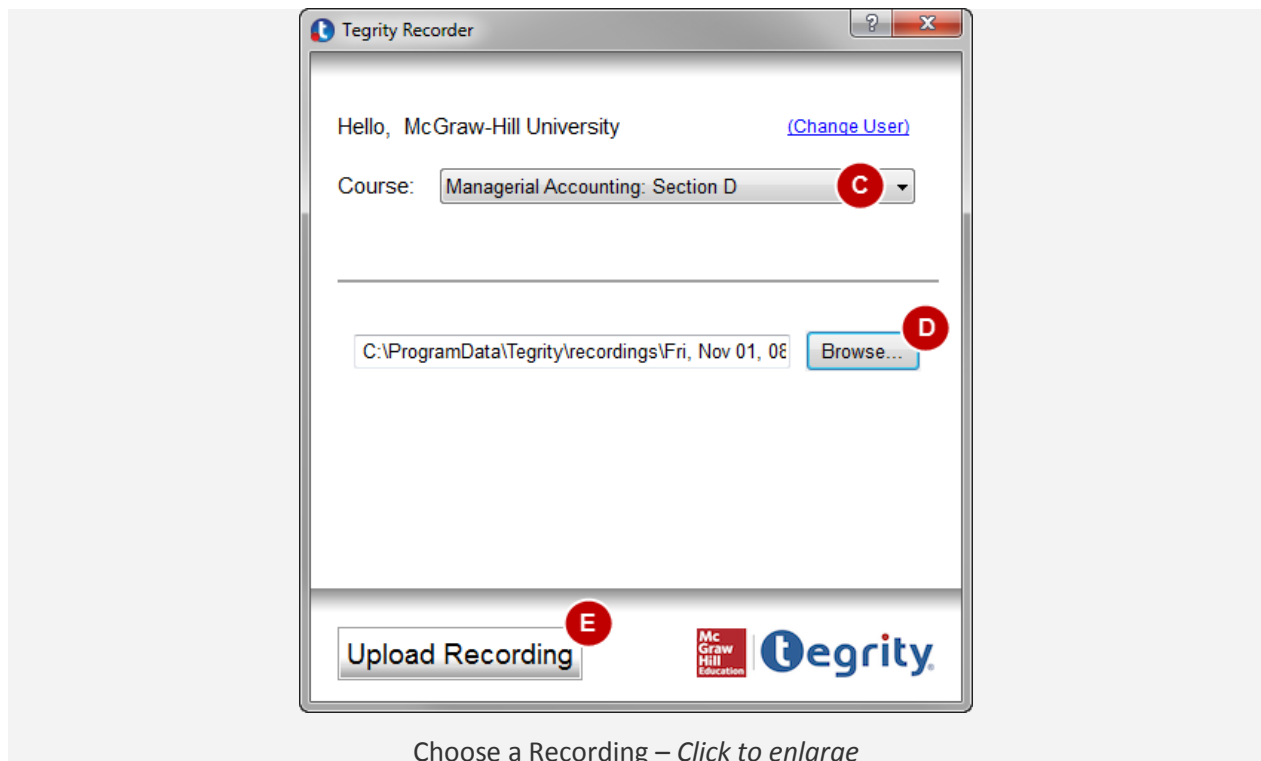
You can upload a recording from the Tegrity Recorder.

1. Right-click the Tegrity icon (A) located in the PC system tray.



2. Select the **Upload Recording** (B) option from the menu.

3. The **Upload Recording** dialog window appears.



4. Click on the **Course** drop-down menu (**C**) and select the course you would like to upload the recording to.

5. Click **Browse** (**D**) to select the recording that you would like to upload.

Notes:

- Tegrity will automatically default to the **recordings** directory on your computer where the recordings that were previously created on the computer are stored.
- You can use Windows Explorer to navigate to other folders that contain Tegrity recordings (for example: Libraries > Documents > My Tegrity Recordings > Sessions)

6. Select the folder containing the desired recording and click **Upload Recording** (**E**).

Notes:

- You must select a folder. You cannot select an executable (*.exe) or archive (zip) file. A downloaded recording must be extracted from the executable or archive file.
- You can select multiple recording folders at the same time using the Ctrl or Shift keys as appropriate.
- The Upload Recording function re-processes the recording to use the latest codecs.
- The Upload Recording function will assign a new recorded (creation) date to the recording.

References:

[Can instructors download recordings to their own backup devices?](https://help.tegrity.com/can-instructors-to-their-own-backup-devices.html) at <https://help.tegrity.com/can-instructors-to-their-own-backup-devices.html>

[How to Burn a DVD of Your Recordings](https://help.tegrity.com/how-to-burn-a-dvd-of-your-recordings.html) at <https://help.tegrity.com/how-to-burn-a-dvd-of-your-recordings.html>

[How to Re-upload Recordings from a DVD image](https://help.tegrity.com/how-to-reupload-recordings-from-a-dvd-image.html) at <https://help.tegrity.com/how-to-reupload-recordings-from-a-dvd-image.html>

[How to Upload a Recording to Tegrity](https://help.tegrity.com/how-to-upload-a-recording-pc.html) at <https://help.tegrity.com/how-to-upload-a-recording-pc.html>

[How to Delete a Recording](https://help.tegrity.com/how-to-delete-a-recording.html) at <https://help.tegrity.com/how-to-delete-a-recording.html>