

# 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.

Recordings Student Recordings Tests	
Sort By 👻 Course Tasks 👻	B Recording Tasks 🔻
Lecture 1     Iength: 0:04:58   recorded by: McGraw-Hill University	Copy Delete
Lecture 2     Iength: 0:04:58   recorded by: McGraw-Hill University	Publish Make DVD Image Edit Recording
Lecture 3     Iength: 0.04:58   recorded by: McGraw-Hill University	Edit Recording Properties Share Recording Download Recording
Lecture 4     Iength: 0:04:58   recorded by: McGraw-Hill University	2:00:48 PM
Lecture 5     Iength: 0:02:35   recorded by: McGraw-Hill University	10/22/2013 Z:01:04 PM

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.

> Courses	
Managerial Accounting: Section D	Start a Recording
Recordings Additional Content	Tests
Sort By * Course Tasks *	Recording Tasks *
Mon, Dec 02, 10 49 AM length: 0.00.30   recorded by: McGraw-Hill University	12/2/2013
Ved, Nov 06, 11 49 AM length: 0.00:51   recorded by: McGraw-Hill University	11/6/2013
Fri, Nov 01, 08 30 AM length: 0:01:04   recorded by: McGraw-Hill University	11/1/2013

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

Recording Tasks 🔻
Move
Сору
Delete
Publish
Make DVD Image
To edit a recording or its properties please select only one recording at a time.
Edit Recording
Edit Recording Properties
Share Recording
Download Recording

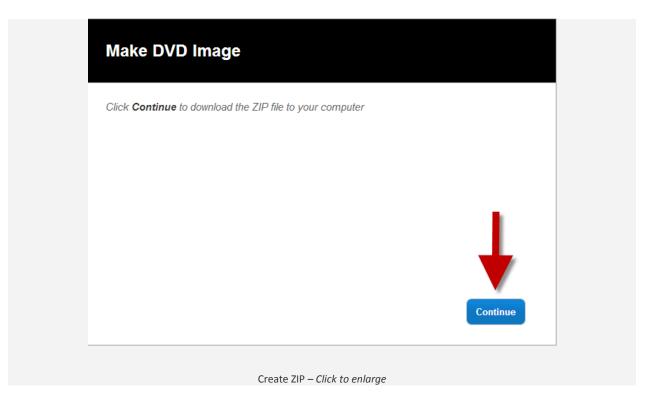
From the Recording Tasks menu, click on Make DVD Image.

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

Tegrity DVD Ima downloaded to yo	ge Builder will package the selected recordings into a single ZIP file to be our computer.
This process ma	y take some time to create the ZIP file and may result in a big file to download
Click Continue	to start the process.
	Cancel 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.

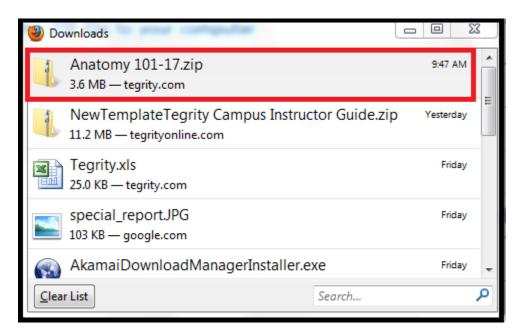


You'll need to save the file to your computer. When the box pops up asking you to save or open the file, select **Save**.

Opening Anatomy 101	-17.zip	
You have chosen to	open	
🚮 Anatomy 101-	17.zip	
	mpressed (zipped) Folder	
from: http://w	ainhouse.tegrity.com	
What should Firefox	do with this file?	
Open with	Windows Explorer (default)	
Save File		
Do this <u>a</u> utor	matically for files like this from now on.	
	OK Cancel	

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.

O v 🚺 « Download	s 🕨 Anatomy 101-17	۶.	<b>▼ <del>4</del>9 Se</b>	arch Anatomy 101-17	م ٢
Organize 🔻 🛛 Extract all f	ïles				•
Favorites E Desktop Downloads Recent Places Libraries Documents Music	_Player	App_Themes	images	Tue, Jul 27, 08 28 AM2E7BCF0F-122 e7bcf0F-12f0-4df d-a277-5cacf04	Autorun
<ul> <li>J Music</li> <li>■ Pictures</li> <li>■ Videos</li> <li>II Computer</li> <li>A Network</li> </ul>	chapters	GradientImage	index	LogoBorder	PlayerFuncs
10 items					

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.

Name	Date modified	Туре	Size
🌗 _Player	2/10/2014 11:37 AM	File folder	
퉬 App_Themes	2/10/2014 11:37 AM	File folder	
FriJan100255PM5CB5AB0D-6963-4DFB5c	2/10/2014 11:38 AM	File folder	
퉬 Images	2/10/2014 11:38 AM	File folder	
🐌 Javascript	2/10/2014 11:38 AM	File folder	
퉬 Thu, Jan 09, 01 26 PME398F433-83e398f4	2/10/2014 11:38 AM	File folder	
🕌 Thu, Jan 09, 01 39 PME57F54D3-96e57f54	2/10/2014 11:38 AM	File folder	
Autorun.inf	2/10/2014 11:38 AM	Setup Information	1 KB
📀 index.html	2/10/2014 11:37 AM	Chrome HTML Do	16 KB
🔄 Logo.jpeg	2/10/2014 11:37 AM	JPEG image	5 KB

Extracted DVD image

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

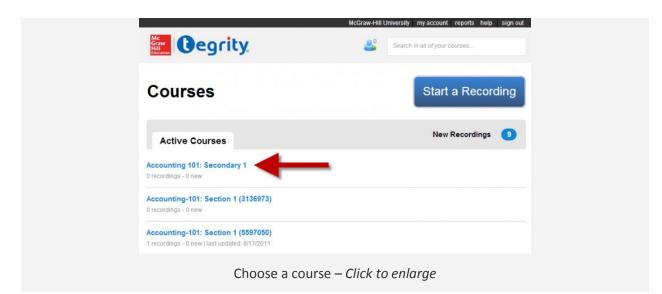
Tegrity allows users to upload Tegrity recordings that were previously created or downloaded using the **Download Recording** option. This feature allows users to re-purpose recordings that the user no longer has access to in the Tegrity service.

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).

A	Course Tasks 🔻
0	Course Settings
B	Upload a Recording
Τl	Upload Video File
l	Upload Audio File
A	Add Additional Content File
A	Add Additional Content Link
1	Take In Class Notes
\$	Start a Test
\$	Subscribe to Your Course's
F	RSS Feed
F	Podcast
F	Enhanced Podcast

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

Tegrity Recorder  Hello, McGraw-Hill University  Course: Managerial Accounting: Section D  C
C:\ProgramData\Tegrity\recordings\Fri, Nov 01, 08 Browse
Upload Recording
Choose a Recording – Click to enlarge

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)**.

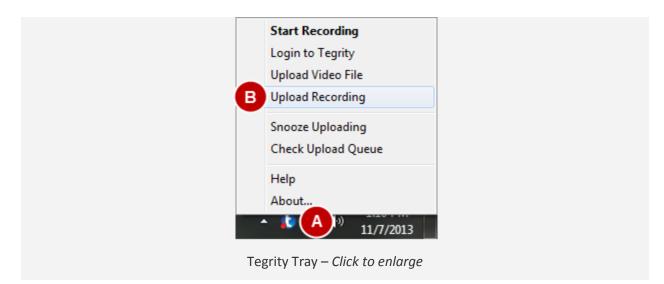
#### Notes:

- 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.

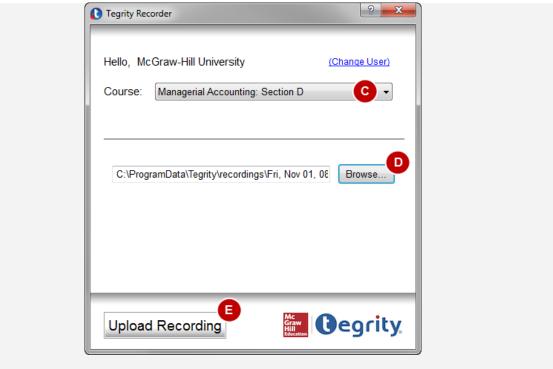
## Method 2:

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.



Choose a Recording – *Click to enlarge* 

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**:

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

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

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

How to Upload a Recording to Tegrity at https://help.tegrity.com/how-to-upload-a-recording-pc.html

How to Delete a Recording at https://help.tegrity.com/how-to-delete-a-recording.html