TEGRITY — STEP BY STEP INSTRUCTIONS

HOW TO CREATE A DIRECT LINK TO A RECORDING

1. Log into Blackboard and access the course where you want to add the recording link.

2. Click the “Tegrity Classes” link. Tegrity will launch in a new window and will display the list of recordings for that course.

   If you need to create a link to a recording from a different course, click the “Courses” link in the upper-left hand corner, and then select the appropriate course.

3. Click the check box next to the recording you want to link to.

4. Place your cursor over the “Recording Tasks” menu.

5. Click the “Share Recording” option in the drop-down menu. A window will pop up displaying a URL.

   This window also provides options for sharing your recording by embedding it or via social media. The embed option does not work in Blackboard.

6. Select the URL and copy it (CTRL+C).

7. Navigate to the content area of your Blackboard course where you want to place the link.

8. Under the “Build Content” menu, click “Web Link.”

9. Give the link a descriptive name, and paste (CTRL+V) the Tegrity URL into the URL field.

10. Click Submit.

GO BEYOND THE TEGRIETY CLASSES LINK!

One of the easiest ways to streamline the design of your course is to create direct links to relevant Tegrity recordings within the appropriate folders.

For example let’s say you want your students to watch a specific Tegrity recording during the second week of the semester. Instead of posting an announcement instructing your students to click on the “Tegrity Classes” link and then find the right recording to watch, you can just place a direct link to that recording within your “Week 2” folder along with all your other course materials for the week.

This will make for a better student experience, because instead of wasting time “hunting & gathering” for the right content, they can focus on learning the material.

WARNING:

If you move recordings between courses, your direct links will break and you will have to recreate them.

Having trouble following the instructions in this PDF? Contact the IT Help Desk at http://oit.nku.edu/help.html or by phone at (859) 572-6911.