Record a Lecture Using Tegrity – Type 2

For help with technology in this room, please call AV Services at 862-2467. For more information about Lecture Capture, see http://it.unh.edu/lecturecapture/

UNH-IT Academic Technology has installed a web camera and a microphone on the ceiling in these classrooms for your use with Lecture Capture. NOTE: The camera and microphone will never be active unless you choose to activate them by connecting them to your laptop.

BEFORE CLASS, YOU NEED:

1. Your laptop and a USB cable sufficient to connect your laptop to the USB wall jack for camera and microphone (cable must be less than 15’ long)
2. Prior to the first time you use the camera and microphone in this room, you’ll need to install a driver. The driver is available for your laptop (Mac or PC) at http://it.unh.edu/lecturecapture/classroom_lecture_capture.html

BEFORE YOU BEGIN YOUR LECTURE, DO THIS:

1. INSTALL the Terratec video driver if necessary (see above)
2. CONNECT power and network cables to your laptop
3. Connect a USB cable from your laptop to the USB microphone/camera wall jack at front of room
4. TURN ON your laptop and all classroom AV desired for use
5. LOGIN to Blackboard and go to your course in Blackboard
6. CLICK “Tegrity Classes”
7. CLICK “Record a Class”
8. SELECT your course in Tegrity Recorder
9. CHOOSE “Terratec G1” as the microphone to use in Tegrity Recorder
10. CHECK audio levels in Tegrity Recorder
11. CHECK the checkbox for “Instructor Video” or “Use Camera” in Tegrity Recorder
12. CHOOSE “Composite” from the drop down menu as the camera to use in Tegrity Recorder
13. CLICK “Record a Class”
14. LECTURE as you normally would

AFTER YOU END YOUR LECTURE, DO THIS:

15. STOP the Tegrity recording
16. CLICK “Save and Upload”
17. LOG OUT of Blackboard