

Tegrity

To launch tegrity

- Go to WebCT www.nova.edu/webct (Prof. own login)
- GO to View
- Click on the Tegrity icon
 - If it is the first prompt other password
 - Password = webstar pin
- Under Courses
 - Everyone has a “private course” (not published only the professor can see it)
- **Click Record a class**
- Window pops-up
- Select course from drop-down menu
 - Title: default-day time they can customize to a friendly name
 - By default the camera shows...
- If a picture is wanted
 - Select picture
 - Browse select picture
 - Uncheck instructor video

Settings

Default Audio source is : sound Max HD audio Rear Input for the following classrooms

- **F-1, Hardigan, Jonas, Morris, Aud A, UPP 118, HPD 1247 and Steel auditoriums**

Default Audio source is : Logitech Mic for the following classrooms:

- **Puerto Rico and Tampa classrooms**

Morris Auditorium ONLY: Video settings: BT 878 capture 3 (USB camera)

- All other rooms - scroll down on the drop down menu (for video settings) until you see the video displayed.

(For the camera) Camera Usage: Instructor Camera

Check the enhanced recording Mode

Professor should test Audio:

- **Turn on the lavalier**
- **Talk on the microphone – make sure the green bar goes up**

Note: Once the professor hits record Audio settings they can't change the settings for audio.

Save and Close – will take you back to the previous screen

Record a class

- As soon as the toolbar shows on the desktop we have started to record.

When the professor stops Recording

- They need to **“Check upload”** on the pop-up menu
- **Press OK**
- A message will come up
- **Press “OK”** again
- **DO NOT shut down the computer**

Troubleshooting

- What do I do if an error messages appears on the screen?
 - Check the VGA grabber and check all the cables that are properly plugged
- What do I do if the camera freezes?
 - Click on settings and see if the window view moves then save and close.

General Information

- VGA- grabber icon on the monitor shows document camera, laptop, DVD/VCR connects the signal to the computer using a USB cable. It connects to the computer USB port; it always has to be on.
- Jonas, Auditorium A, WPB F-1, and WPB Hardigan ONLY: On the video card the podium camera is connected.
- Morris Auditorium, Steel Auditorium, UPP 118, Tampa, and HPD 1247: have a USB camera input in USB port
- UPP 118, HPD 1247, Puerto Rico, and Tampa do not have a VGA grabber.

Software:

- A VGA 2 USB icon allows you to get the document camera, laptop, DVD/VCR on the screen.
- The VGA 2 USB application needs to be minimized when only the computer is being used to avoid looping the image.