Recording a Screen Capture with Camtasia Relay

Camtasia Relay is an easy to use, cross-platform software program that allows users to capture a presentation including the image on the screen, the audio and now webcam video as well. As such, Relay is typically used to produce screen captures, screencasts, and even podcasts of lectures, presentations, tutorials, etc.

While this tool is available to faculty and staff at Dartmouth, it is necessary to request a Relay account prior to using the program. To request an account, please submit a support ticket via email to help@dartmouth.edu. Once your account has been created, you will be provided with your account information and basic startup instructions. You will also be offered the opportunity to arrange a training session with a member of the Educational Technologies Group in Academic Computing.

The following instructions outline the steps for creating your first Relay recording and assume you have already received your account information and completed the basic startup instructions.

Preparing your Computer for Lecture Day
Since Camtasia Relay is just one of many programs running on your computer at any one time, it is important to respect the following recommendations, particularly if you will be bringing your own laptop into the lecture hall:

What to Bring:
- Laptop power cord
- VGA display adaptor appropriate for your computer
- USB drive or external hard-drive with backup course materials in case of laptop failure. (highly recommended)

Order of Operations in Laptop Setup (before class)
- Shutdown your computer before bringing it to class
- Connect your laptop to the display, microphone, etc.
- Start your computer.
- Continue to Recording Setup for remaining setup instructions.

Note: It is highly recommended that if you arrange to meet with someone from Classroom Technology Services prior to the first class meeting for an orientation to the technology in the lecture hall in which your class will be held. CTS can be contacted via
- Email: classroom.scheduling@dartmouth.edu
- Phone: 646-2302.
Recording Setup

1. Open Camtasia Relay.
   - On a Mac, Locate the podium icon in the dock
     or
     - Open Finder>Applications and search for Camtasia Relay.
   - On a PC, Locate the podium icon on the desktop
     or
     - Go to Start>Programs and select Camtasia Relay.

2. Select Presenter on the login screen.
   
   Note: It is necessary to request an account in order to use Relay.

3. Enter your NetID.
   (Example: d12345b)

4. Enter your NetID password.
   
   Note: This is the same password you use to access Blitz or Blackboard.

5. Click Log in.

6. Under presentation details,
   a. Select the Dartmouth Default Profile from the dropdown menu. (Required)
   b. Enter a Title for the recording. (Recommended)
   c. Enter a Description for the recording. (Optional)
7. Click Audio.
8. From the resulting menu, select the **microphone** you will be using to record the audio. Click **[OK]** to confirm selection.

![Select Audio Device](image)

**Note:** If the microphone you are using does not appear in the list, make sure the microphone is connected to and detectible by the computer.

9. If a WebCam is available and capturing it is desirable, select Camera.

**Note:** This feature may not be available on the classroom computers.

![Select Camera](image)

10. In the resulting window, select the camera you want to record.

**Note:** The default is Do not record camera.
11. Run a quick audio and video check by: (Recommended)
   o Speaking clearly into the microphone.
   o Adjust the volume using the slider. The green bars indicate projection volume.

   **Note:** Volume is the only adjustment that can be made to the quality of the preview. It is suggested your computer volume be set to mid-point and not loudest. This will give you greater flexibility in adjusting the sound quality.

12. Click the **Play** button in the preview window to review the test recording.

   **Note:** You should hear the audio as well see anything that was projected on the screen at the time of the test.

13. Click **Close** when finished the preview.

   **Congratulations! You are now ready to start your recording.**
**Recording with Relay**

1. Complete **Recording Setup**.

2. Check your **Microphone**.
   - Turned on/un-mute the microphone.
   - If using a wireless lapel mic,
     - Make sure the microphone is securely attached and clear of interference such as hair, falling under the shirt collar, etc.
     - If the microphone requires a battery, make sure the batteries are new or fully recharged prior to event start.

3. Click **Record** or use **shortcut keys**.
   **Note:** Use the Record shortcut to restart a paused recording.

4. **Pause for 3 seconds** until Relay begins.
   **Note:** Relay provides a 3 second countdown prior to starting the recording.

5. **Begin** your presentation.

   **Helpful Tips:**
   - If a public event, make sure the audience is aware that the event is being recorded.
   - Talk naturally but try not to speak too quickly to avoid word clipping in the recording.
   - When interacting with the computer screen try to make mouse movements smooth and precise.
   - If taking questions, repeat the question so those watching the recording can follow the progression of the discussion.
   - If using a wireless mic stay within range of the receiver. Moving outside of the receiver range will result in a loss of audio for the remainder of the recording.
   **Note:** The distance will vary depending upon the microphone.

6. **Stop/Pause** the Recording using the shortcut keys or the control panel minimized/displayed in the dock.
Note: If any portion of the event should not be recorded (for example group break out sessions, class breaks, private sharings), it is recommended that you pause the recording. Relay recordings cannot be edited except to trim the beginning and end.

Congratulations on your first recording! Just one step left: Trimming and Publishing.
Trimming and Publishing the Relay Recording

1. Click Play in the preview window to review your recording. (Recommended)
2. Use the slider to adjust the audio level for the recording.
3. Click Trimming to remove the “noise” and lead-in/lead-out information.

• To trim the beginning,
  a. Click and drag the triangular playhead to the location on the timeline where you’d like the recording to start.
  b. Click the Set Presentation Start button.
     Note: This area will be highlighted indicating it will be trimmed from the recording once submitted.

• To trim the end,
  c. Click and drag the triangular playhead to the location on the timeline where you’d like the recording to end.
  d. Click the Set Presentation End button.
     Note: This area will be highlighted indicating it will be trimmed from the recording once submitted.

4. To finish,
  • Click Submit to send your recording to the server.
    Note: You will receive an email confirming that the recording has been processed and is available on the server. Processing time will vary depending on how many users are publishing to the server at once.
  • Click Discard to delete the unprocessed recording.
    Note: Once you click Discard the recording cannot be retrieved.

Important: If you Quit Relay without Submitting the recording will be lost.

Congratulations! Once you have received the email confirmation you can view and manage your Relay recordings at [http://relaymanager.dartmouth.edu/](http://relaymanager.dartmouth.edu/).