Overview

Camtasia Relay is a lecture capture system designed primarily to streamline the workflow of capturing a live presentation. Relay contains basic in and out point trimming, but not sophisticated editing. Relay allows the user to quickly create and publish lectures and presentations occurring on screen and an audio recording or narration. The Relay program works in conjunction with CIT’s JMUtube service to allow easy storage and access of presentations. Camtasia Relay works on both PC and Mac platforms and also includes a Portable Recorder install.

Downloading Camtasia Relay

Camtasia Relay is available for download by any JMU faculty or staff member. There is no license limit, so the Relay program can be installed on multiple computers by the same individual. In order to download Relay, follow the instructions below.

2. Select the **Sign In** option on the upper right-hand side of the screen.
3. Enter your JMU e-id and password in the **User Name** and **Password** fields and select the **login** button.

   ![Login Button]

4. Select the **Relay** tab from the main menu options.

   ![Main Menu]

5. Choose the download option for **Mac**, **Windows**, or **Portable Drive**.

   ![Download Options]

6. Run the **Installer** file saved to the computer and make sure to follow all of the instructions to complete the installation process.
Requesting a Camtasia Relay Account

In order to upload Relay presentations to JMUtube an account must be created. To request a Relay account, please contact Grover Saunders, Web Media Design Engineer for the Center for Instructional Technology, at saundebn@jmu.edu.

Running Camtasia Relay

The first step involved in using Relay is to run the program on the computer. The initial screen that appears when Relay is started is a login screen. Be sure that the Presenter button is selected, then enter your JMU e-id and password in the Username and Password fields and select Log In.

Note: If the program is installed on a computer where you are the sole user, select the Remember Me checkbox for Relay to remember the login credentials. However, if the computer is a public computer where multiple individuals will have access to the software, do not select the Remember Me option.
Creating & Publishing a Presentation

The initial phase of creating a presentation involves ensuring that the microphone and hotkeys are set up in the desired manner.

1. To set-up the microphone, select the **Microphone** button and choose the desired microphone for recording.

2. To set-up the hot-keys, select the **Hot Key Assignments** button and establish the desired hot keys for the **Record/Pause** and **Stop** features in the program, then select **OK**.

The next step is to create the Presentation Details.

1. Under the **Profile** tab, select the profile that best describes what you would like to be able to do with the finished presentation.

2. Enter a title for the presentation under the **Title** text box.

3. Enter a description of the presentation under the **Description** text box.
Prior to recording there are a couple of other minor items in the Relay menu worth pointing out.

The bar at the bottom of the menu shows how much space is open on the hard drive of the computer. While the presentation can be published from the computer to JMUtube, the presentation must initially be created on the computer.

The **Preview** window shows a preview of the desktop of the computer. It is helpful to ensure that the desired applications, windows, etc. are open and ready for use prior to the start of the recording.

Under the Preview window is a **Volume** bar. It is important to adjust the volume of the microphone to a reasonable recording level. To do so, just click on and slide the button across the bar.

The **Test** button allows for creating a short, up to 10 seconds, presentation to ensure all of your settings are in the desired order prior to creating the actual presentation.

The next phase in the creation process is to begin recording.

Select the red **Record** button or a pre-set hot key to begin recording. Camtasia Relay is now recording everything being done on screen and everything being said through the audio narration. Proceed to go through the presentation. When you are done, select the Stop option or the pre-set stop hot key.
Once the presentation is stopped, a screen will appear that will allow several final editing options.

The Play, Skip Forward 3 Seconds, Skip Back 3 Seconds, and Pause buttons all allow for reviewing the presentation.

The Trimming feature allows for setting beginning and end points for the presentation.

1. Select the Trimming button.

2. Move the play head over the desired beginning point and select the Set Presentation Start button.

3. Move the play head over the desired ending point and select the Set Presentation End button.

4. Select the Cancel Trim button to cancel any trim settings and use the entire presentation.

The Presentation Details, including the Profile, Title, and Description, can all be updated to reflect any desired changes from the original information.

The Discard button allows for deleting a presentation that one does not want to keep. If the Discard button is used, the presentation cannot be retrieved later.

The Submit button will publish the presentation.
Accessing a Published Presentation in JMUtube.

Once a presentation is submitted, it will automatically be delivered to JMUtube as long as the JMUtube as Presentation Profile was selected prior to publishing. To access the presentation, follow the steps below.


2. Click the Sign In button, then log into JMUtube using your JMU e-id and password.

   ![Login Form]

3. Select the Presentations tab.

4. Find the presentation in the list below. There are several options for presentations, including Delete, Rename, Preview, Link, and Download.

   ![Presentation Options]

Uploading a Relay Presentation to Blackboard

To post a Camtasia Relay presentation to Blackboard, follow the steps below.

1. In JMUtube, select the Presentations tab.
2. Find your presentation in the list, then right-click on the Link option.
3. Select the Copy Shortcut or Copy Link option.
4. In a Blackboard course, select Add External Link in any content area from the Control Panel.
5. Enter the Name, then right-click and Paste the link into the URL field.
6. You may also want to add a description of the presentation in the Text field.
7. Click Submit.