Camtasia Relay Recording Instructions

1. Request a Relay Account

Complete the account request form found on the faculty intranet at https://www.ep.jhu.edu/camtasia-request

You will receive an email when the account is created. The URL to the Camtasia Relay login screen is http://relay.ep.jhu.edu and you log in using your JHED Id and password.

2. Configure Microphone Headset

We recommend you use a high quality microphone headset. Microphones and headsets will be provided by the EP staff. To request a headset email Bob Armstrong at rarmst12@jhu.edu.

Select the appropriate instructions for your computer operating system to set up the microphone.

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<tr>
<th>PC (XP)</th>
<th>PC (Vista &amp; 7)</th>
<th>Mac</th>
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<tbody>
<tr>
<td>1. Connect the microphone</td>
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<tr>
<td>2. Click on control Panel –</td>
<td>2. Click on control Panel – Sound</td>
<td>2. Click on the Apple (upper left)</td>
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<td>Sounds/Audio Devices</td>
<td>Sound</td>
<td>3. Click on System Preferences – Sound</td>
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<tr>
<td>3. Click on the “Audio” tab</td>
<td>3. Click on the “Playback” tab and select Speaker Device</td>
<td>4. Choose device in “Input”</td>
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<td>4. Select device in “Sound</td>
<td>4. Click on “Recording” tab &amp;</td>
<td>5. Close window</td>
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<tr>
<td>Playback &amp; Recording</td>
<td>select microphone</td>
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<td>5. 5. Click “Apply” then “Ok”</td>
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3. Installing the Relay Recorder

1. Go to http://relay.ep.jhu.edu and log in with your JHED Id and password.
2. Click on “Download Camtasia Relay Recorders”
3. Choose and install the recorder that is appropriate for your computer. (You will need administrative privileges to your computer to install the application.)

4. To Record

1. Click on the Relay icon on your desktop or in your start menu and log-in as “presenter”.
2. Prepare your screen for recording by opening a PowerPoint presentation or other desktop application, before you start to record.
3. Make sure the “Auto” button is green. (default).
4. Under Presenter Details, select the appropriate profile for the recording.
5. Enter a recording title. Keep it short, we recommend Module#_Title.
6. Enter a recording description, if desired. This could include a brief description of date of recording, what the recording is about or other helpful reference information.
7. **Optional:** If using multiple screens, click on the “Recording Preview box” and select the screen you will capture.
8. When you are ready, click on the large red “Record” button. A countdown will begin. When it gets to 0 the recorder will minimize down to the task bar (or the dock on the Mac). **You are now recording; whatever you say or is on the screen is being captured!**
   **Note:** If you are capturing a PowerPoint presentation, click “Slide Show” to maximize the screen view.
9. To pause the recording, click on the Relay icon, and then click on the “Pause” button. To resume recording, click on the red “Record” button.
10. To end recording, click on the Relay icon, and then square “Stop” button.

**5. Reviewing/Trimming/Uploading**

1. Click the “Play” button to review the recording. Relay allows you to trim the beginning and ending of the recording.
2. To trim, click on the “Trimming” button and select the segment of the recording you would like to trim off.
3. Once satisfied with the recording, verify the title and description and click “Submit”. The recording will now be send to the Relay server to be processed. You **must** be connected to the Internet for the presentation to be sent to the server for processing. **Note:** If you are not currently connected to the Internet, the recording will start to upload once you reconnect.
4. Once processing is complete, you will receive an email with the links to the various recording formats. These links can be inserted into your online course or the Sakai site of your face-to-face course.

**Some Best Practices:**

- Conduct a test to become familiar with the tool and process.
- Plan ahead. Be sure you know what content you plan on using for the recording and review it for accuracy.
- Keep your recordings to 10-15 minute segments.
- Include an opening and closing to the recordings.
- Review final recording before submitting it for processing.
- Questions and concerns can be set to camtasiarelay@ep.jhu.edu.