Recording Canvas Conferences Using TechSmith Relay

When you are creating a new conference in Canvas, you can choose to record your conference to view at a later date. Recordings are only saved in Canvas for 14 days. If you would like to keep the recorded conference longer than 14 days, you can record it using TechSmith Relay.

Things to Consider in TechSmith Relay–

- Disable audio by clicking on the Auto button (If button is green the audio is enabled)
- Click on the Audio button
- Drag the microphone level to the left
- Ensure that Record System Audio is checked

This is to ensure that nothing besides the conference audio is being recorded.
• Due to disabling the audio, Relay will prompt you with the following message after 45 seconds of recording. Check Don’t Show This Again and click Continue.

• Close down anything that may pop up on your screen during the recording, such as email, instant messaging, etc.

• After the conference recording is done playing, be sure to hit Stop in Relay to finalize the recording.