

Camtasia Relay

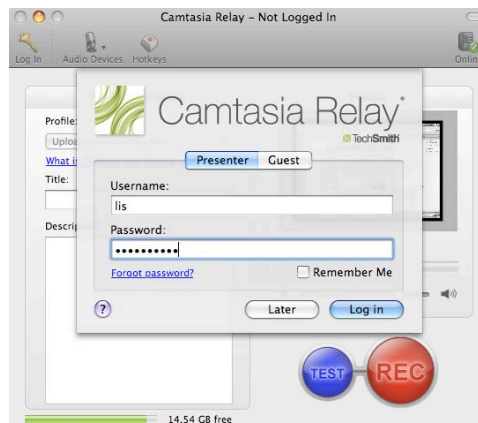
What is Camtasia Relay?

Camtasia Relay allows you to record any activities on your computer screen, such as a PowerPoint or webpage presentation. At the end of the recording, Camtasia Relay can generate a video file sent to iTunes U or NJVid for students to playback and review.

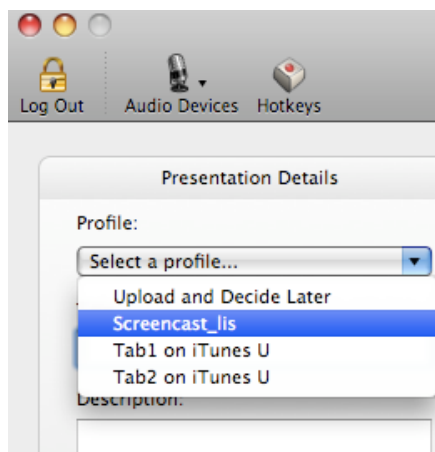
You will need an account to access the Camtasia Relay server to use Camtasia Relay. To request an account, please register for our workshop (Camtasia Relay with NJVid) at <http://oit.montclair.edu/tsc/training> or contact Shunfa Li at LiS@montclair.edu for a 1-on-1 training session.

To Record a Presentation or Computer Screen:

- 1) Launch **Camtasia Relay**
- 2) Login with your username and password



- 3) Select a **Profile** for a publishing destination



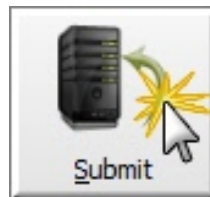
- 4) Enter a presentation title and description
- 5) Click the **record** button. The recorder will be minimized to the **Task Bar** (Windows) or **Dock** (Mac).



- 6) Give your presentation. Camtasia Relay records your voice and everything on your screen (headset with a microphone is recommended).
- 7) Once you finish the recording, open the minimized recorder on the **Task Bar** (Windows) or **Dock** (Mac), and click on the **Stop** button
- 8) Click on the **Play** button to review your recording
- 9) If needed, click **Trimming** to set trim points to cut out extra video at the beginning and end of the presentation



- 10) Click the **Submit** button



The presentation will be uploaded to the Camtasia Relay server if you are connected to the Internet. You will receive an email when your presentation is published. If you are not connected to the Internet, the recording automatically starts uploading when you connect to the Internet.