

CAMTASIA RELAY

Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistEd@sac.edu

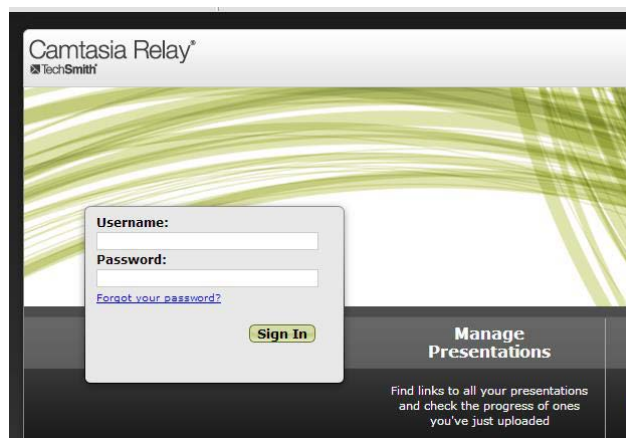
Camtasia Relay is a simple video creation program that allows users to record video from a web cam, capture their computer screen, and record their voice. Relay can be used to add captions, trim the start and finish, create the recording, and export the file to a server for playback.

Camtasia Relay is not a video editing program, though the start and end of the recording can be trimmed. Once the captions have been added and the video has been produced, the captions cannot be edited. If a video editing program is needed, DE recommended Camtasia Studio.

Relay has two software components: the recording (capture) software, which is downloaded, installed, and stored on the computer being used (District or personal); and the web-based video creation software that creates the recording and sends the video file to a storage or playback server.



Camtasia Relay Recorder



Camtasia Relay Video Creation Software

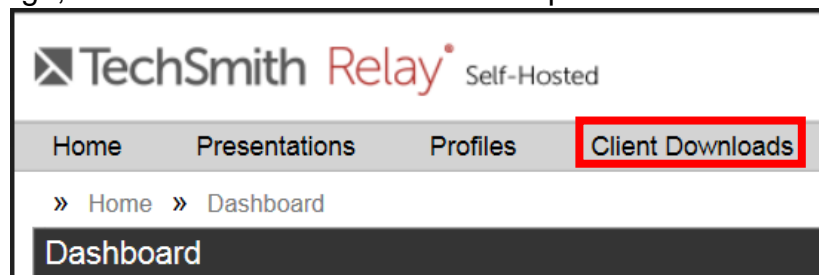
DOWNLOAD CAMTASIA RELAY

IMPORTANT: If a previous version of Camtasia Relay has been installed, it must be uninstalled prior to downloading the new version.

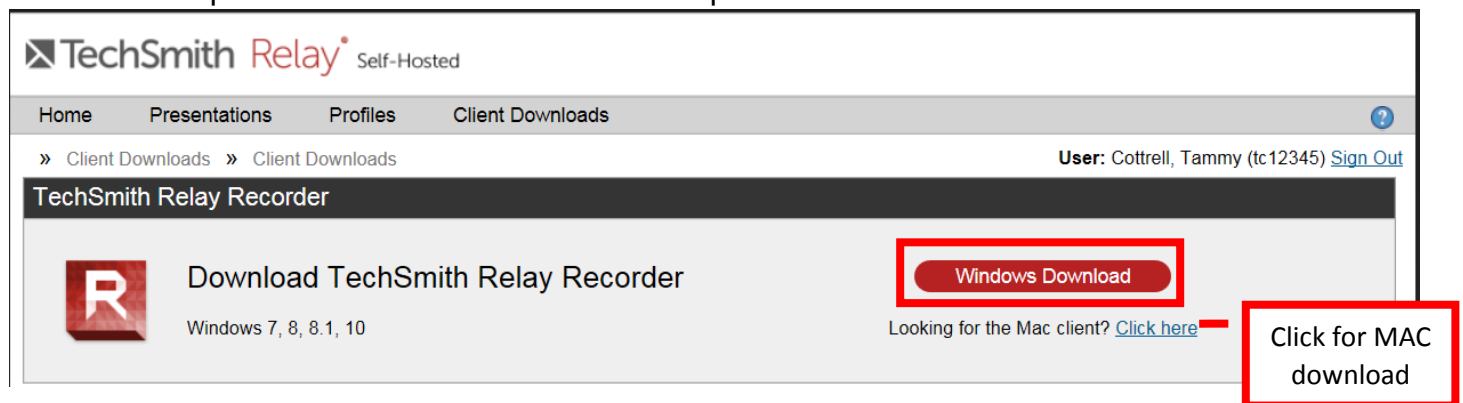
Open a web browser, enter <https://tsrelay.sac.edu/relay/> in the address window. On the log in page for the Username and Password fields, enter the Web Advisor User ID and password, then click the **Sign In** button.



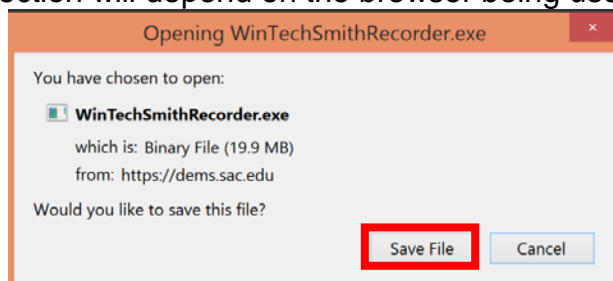
On the Relay home page, click **Client Downloads** on the top menu.



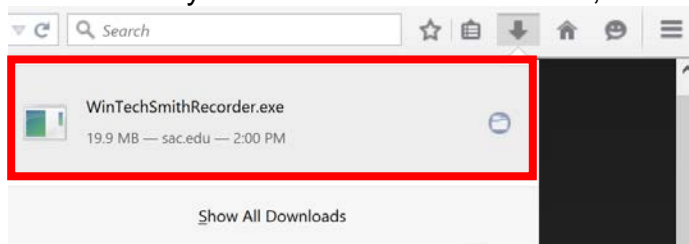
On the download page, click the **Windows Download** button located toward the upper right of the page. For MAC users, click the link next to **Looking for the MAC Client?** Follow the prompts on the screen to complete the download and installation process for the Client.



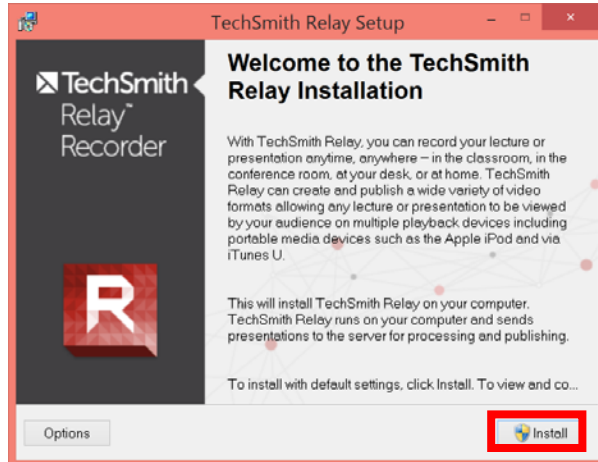
A pop up box should appear for the selected download. Click the “Save File” or “Run” button to continue (selection will depend on the browser being used – Firefox was used in this example).



The file WinCamtasiaRelay.exe should be downloaded, double click run the file.

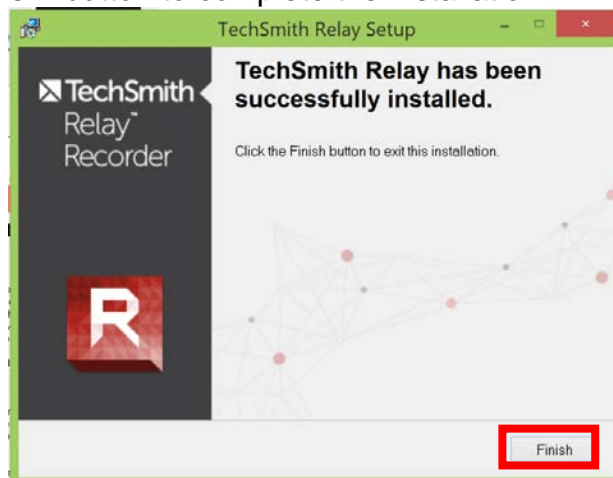


The installation wizard should automatically start. Click the “Install” button to start the installation process.



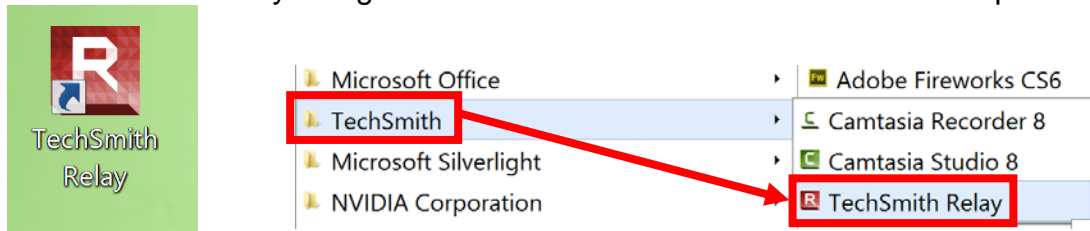
An administrative warning may appear. Click “Allow” to permit set up wizard to install Relay on the machine.

Click the “Finish” button to complete the installation.

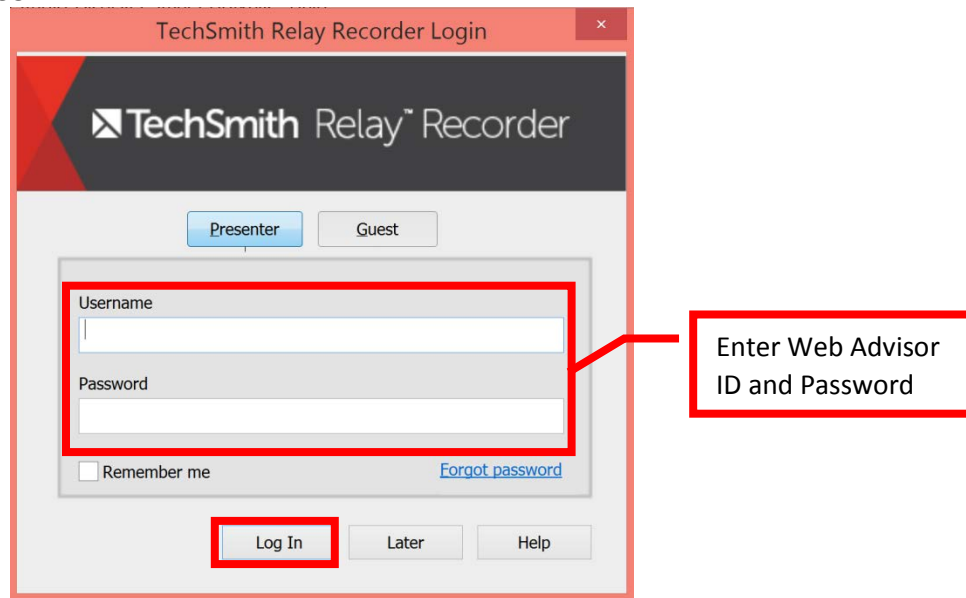


SETTING UP THE RELAY RECORDER

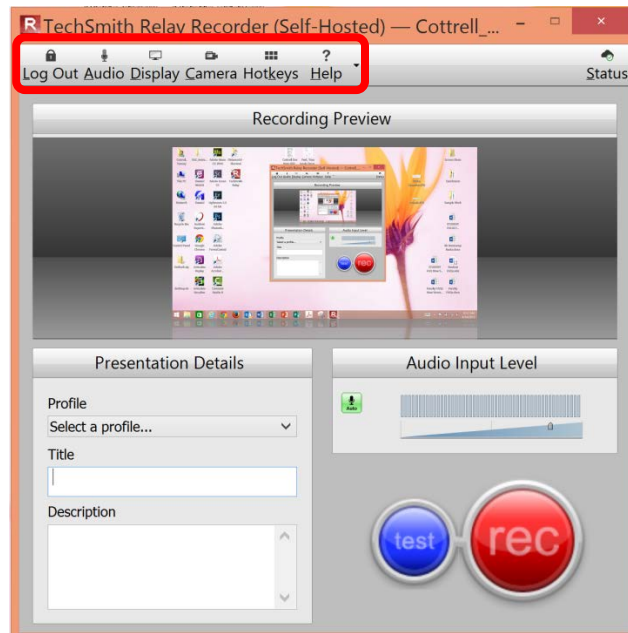
The Relay recorder will automatically open after installed. If previously installed, the recorder can be opened from the start menu or by using the shortcut that was created on the desktop.



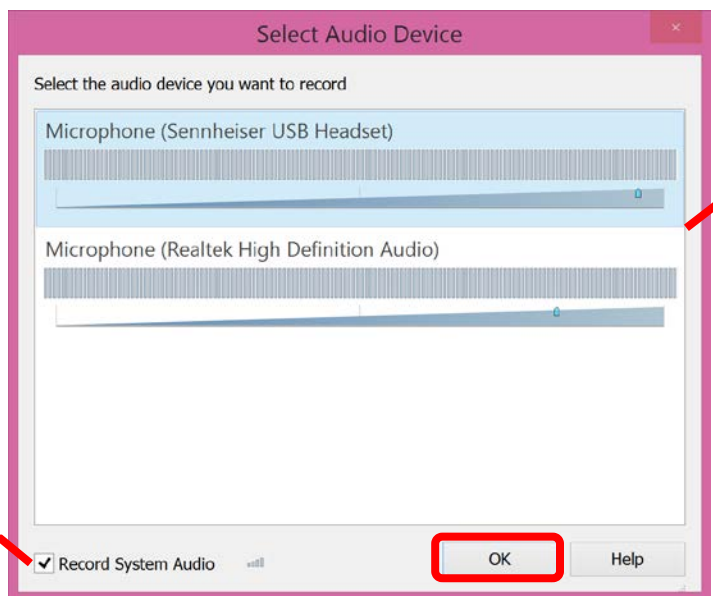
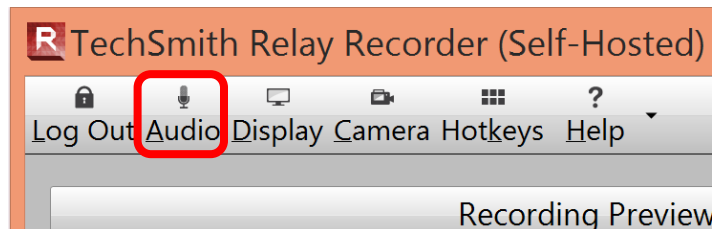
Enter the Web Advisor ID and password in the appropriate fields. Click the “Log In” button to complete the process.



The Relay recording home screen allows the use to select the settings for the audio input, computer monitor display(s), the camera, set hot keys, record, title the video, enter a video description, and determine the destination of the video. There is also a built in Help feature.

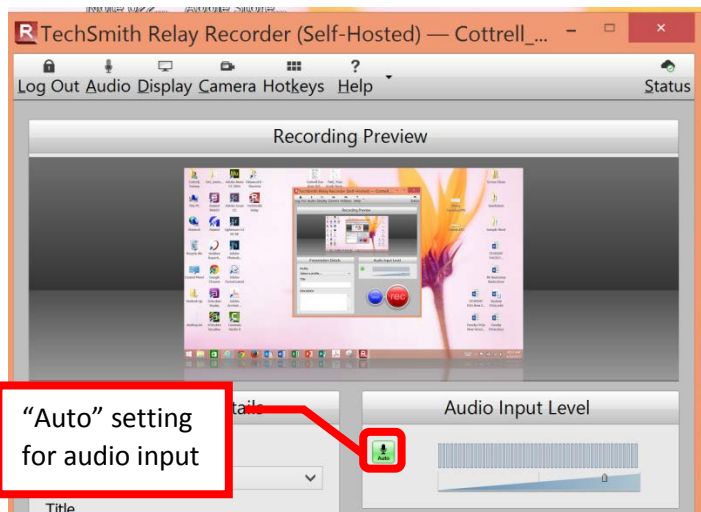


To select the audio input, click the “Audio” button on the top tool bar. A pop up box will display all of the available audio input devices. Click on the device to be used. The selected device will be highlighted. If the system sounds of the computer should be recorded, click the “Record System Audio” check box to select (or deselect if not being used). Use of a headset or a table top microphone is recommended for recording, as they usually provide a better audio quality. Once the audio input is selected, click the “OK” button located at the bottom of the screen. The audio recording (volume) level can be configured in the “Audio Input Level” section of the recording screen. It is recommended that the “Auto” setting be used. If the audio microphone icon to the left of the box is green, then the auto setting is selected. To manually select the level, click the desired level on the slide bar.



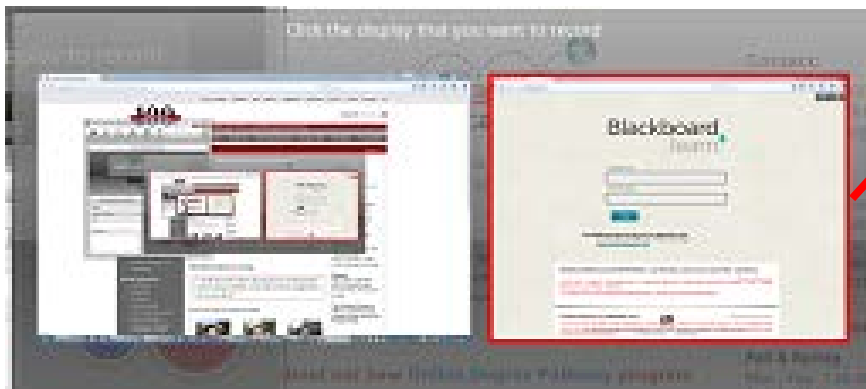
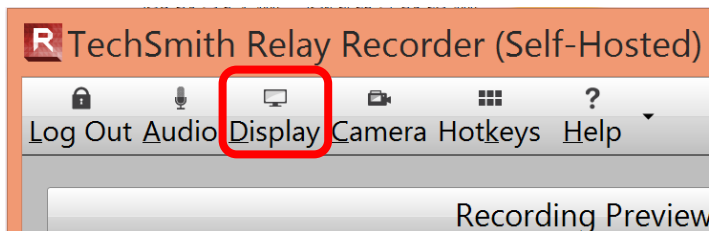
Click to select the desired audio input

Click to record the computer sounds



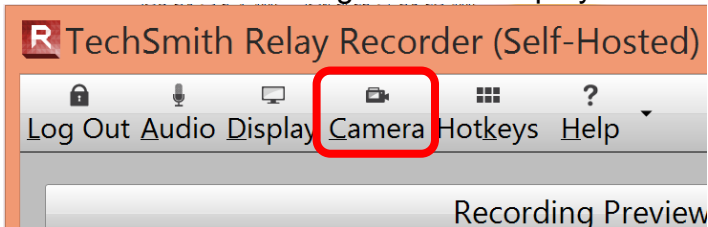
“Auto” setting for audio input

If a computer with multiple monitors is being used, the monitor to be recorded can be selected. Only one monitor can be recorded. Click the “Display” button on the top tool bar. A box with the image from both screens will appear. Click on the screen to be recorded. The selected display will be framed in red.



Click to select the desired screen

The (web) camera settings can be configured by clicking the “Camera” button on the top tool bar. On the right side of the camera window, the image from the webcam will be displayed. Click on the image to add what the camera is capturing to the recording. If no webcam image is needed, only the computer screen capture, click the “Do not record camera” image on the left side of the camera window. Once the camera option is selected, the preview window in the recorder will show what the recording will look like, and where all of the images will be displayed on the screen.

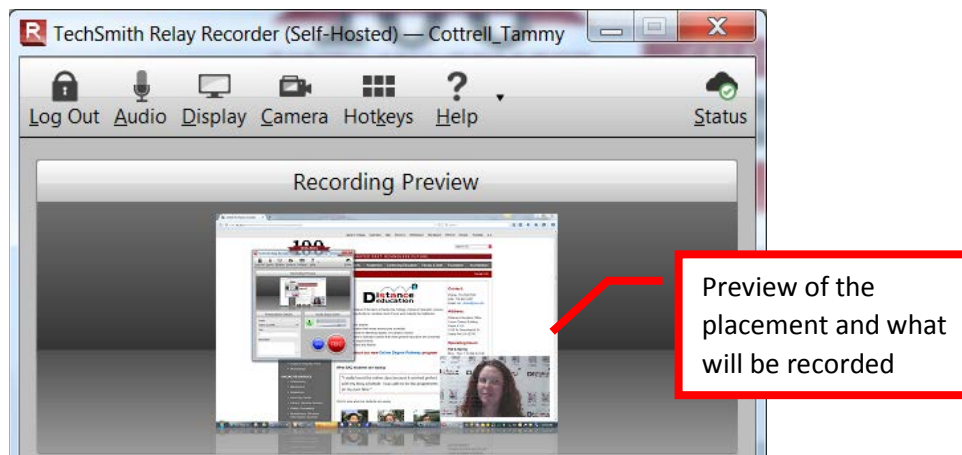


Click if no camera will be used

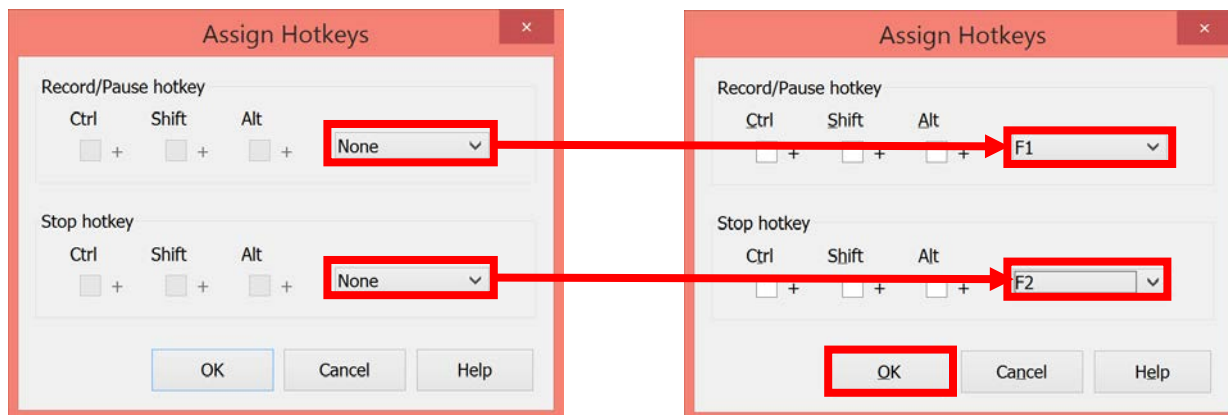
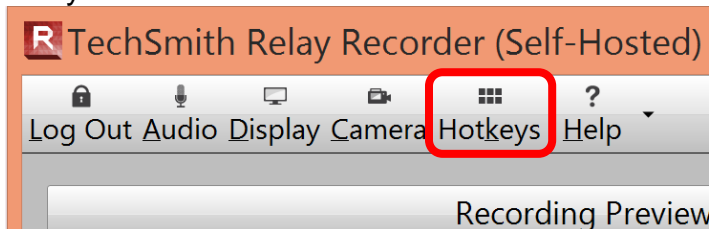
Click to select the camera

HINT: Be sure to take a close look at what the camera is capturing to ensure that there is nothing the students should not be seeing in the frame, and that the video is framed as desired. Try to select a

neutral backdrop. The Distance Education Office has a backdrop that can be borrowed (see the picture above).

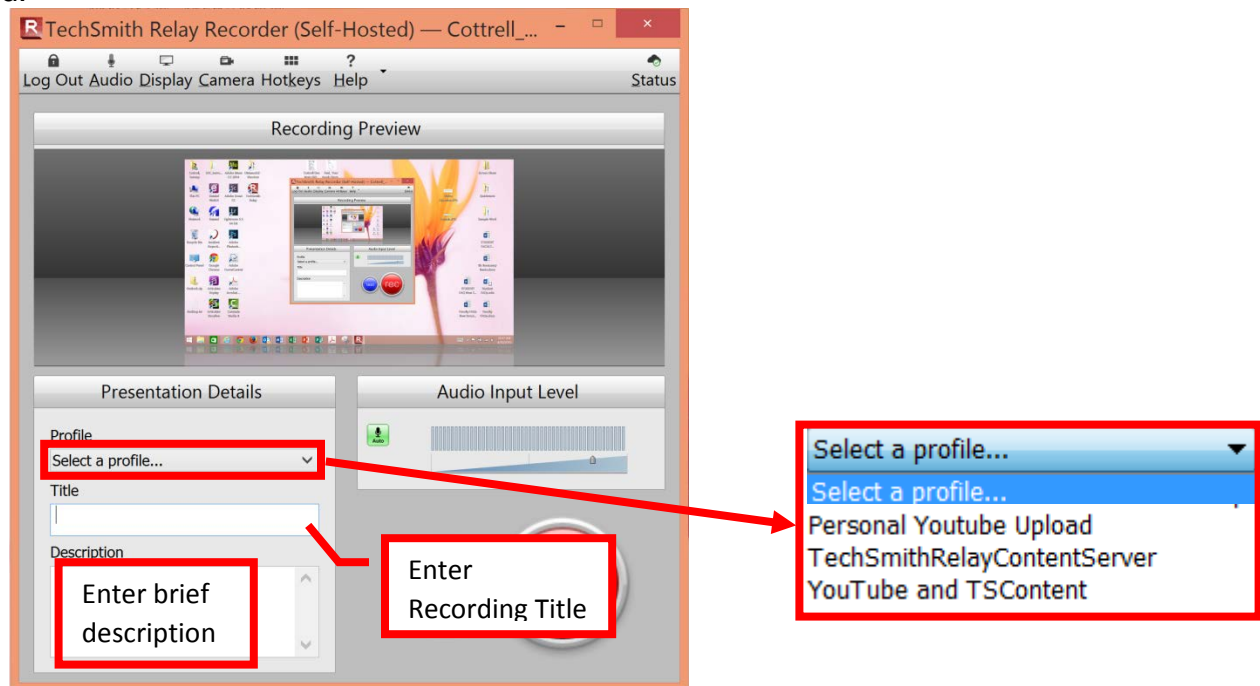


Hotkeys or keyboard shortcuts can be set up to Record / Pause and / or Stop the recorded. Hotkeys are the easiest controls to use when recording. It is recommended that F1 be set to Record / Pause, and F2 be set to Stop. Click the “Hotkeys” button on the top tool bar. In the “Assign Hotkeys” box, click the pull down menu under “Record/Pause Hotkey” and select “F1.” Next, click the pull down menu under “Stop Hotkey” and select “F2.” Click the “OK” button to save the settings.



Next set the Presentation Details. The Profile will control what type of recording is produced, and where it will be sent for storage (server). There are multiple profiles available for use. **Personal YouTube Upload** will send the video to YouTube for captioning and publishing. **TechSmith Relay Content Server** will send the video to Relay for captioning and save it to the SAC Media Server. **YouTube and TS Content** will send the video to both YouTube and Relay (saved on the SAC Media Server) for captioning and publishing. Click the pulldown menu under **Select a Profile** to choose the profile for the recording. Enter a title for the recording in the Title field. It is recommended that a naming convention be employed when titling videos. This will help to identify the videos when selecting them for publication. An example naming convention might use the course abbreviation and number, chapter or module, and a brief description (e.g. Hist101Welcome, Acctg102CH1Assets,

Eng100Unit3Diagrams). A brief description of the recording can be entered in the Description field, if desired.

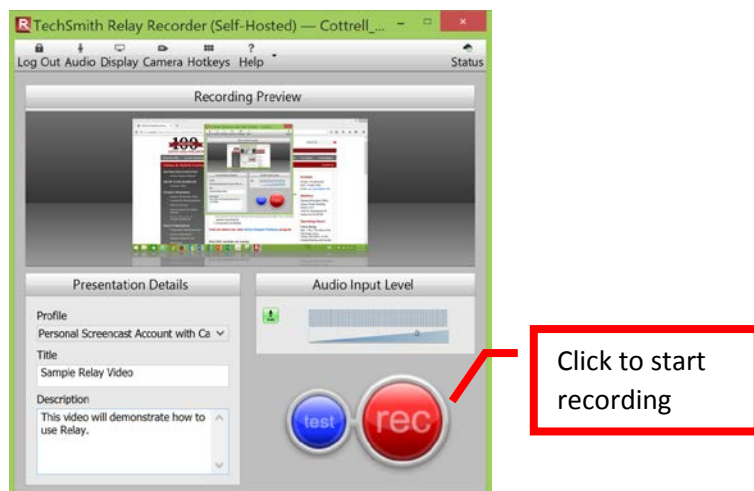


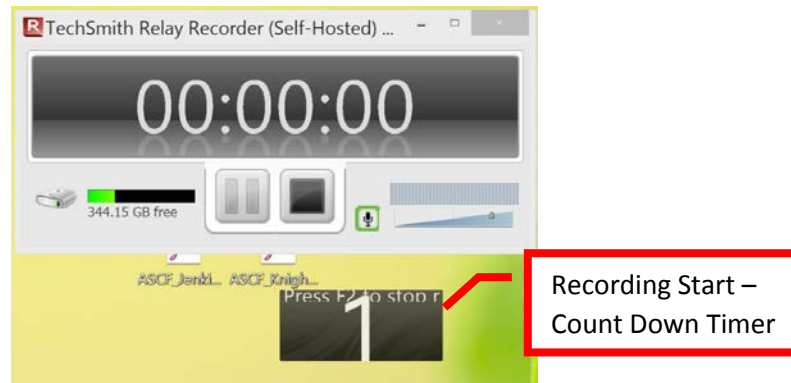
NOTE: File names should not contain any spaces or special characters.

RECORDING WITH RELAY

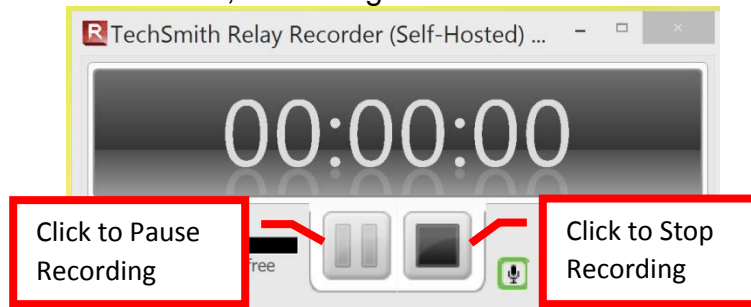
Once the recorder options have been configured, a title entered, and a profile selected, the recording can be started. Relay will capture the entire desktop and (if selected) record the webcam. Click the red **REC** button to start.

Remember students will see everything on your desktop. You may want to create folders and organize your desktop leaving only the things that you want to capture open and visible. If the webcam is being used take a look around and notice what the students will be seeing. Try to choose a neutral backdrop.



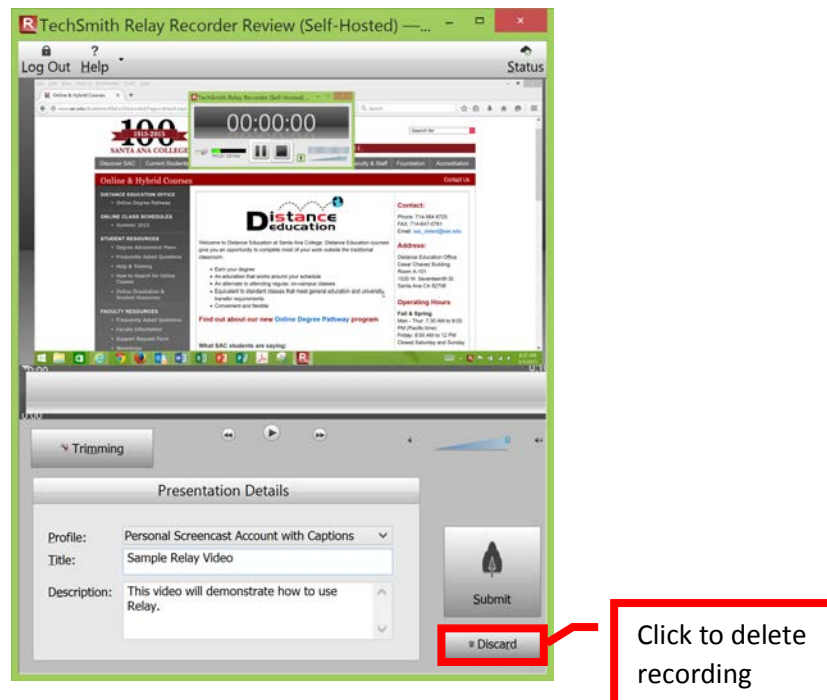


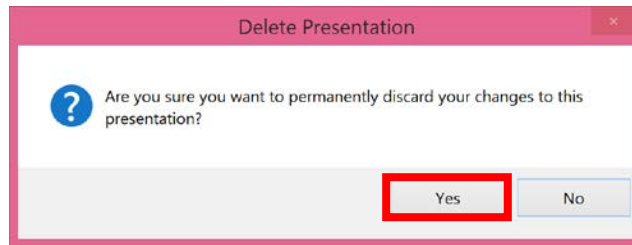
To pause the recording, press F1 and to stop the recording, press F2 (if the hotkeys were configured in the Set Up Relay section). The recording can also be paused or stopped by clicking on the “Relay” icon on the bottom tool bar, and using the recorder tools.



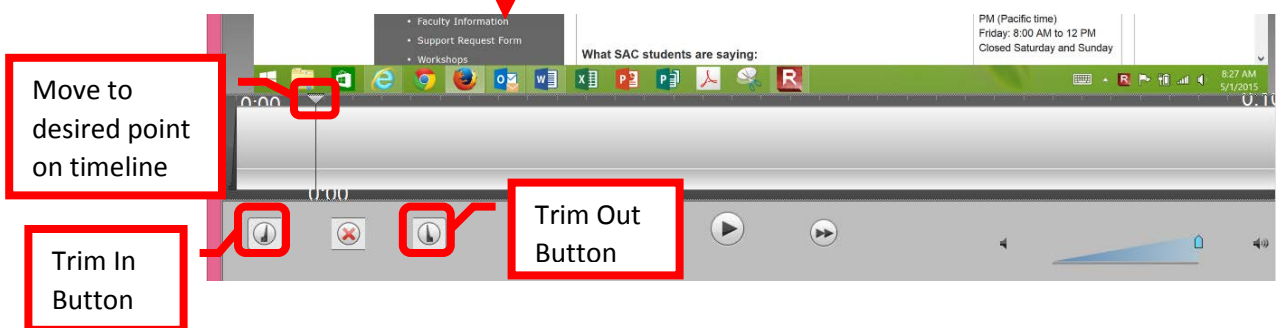
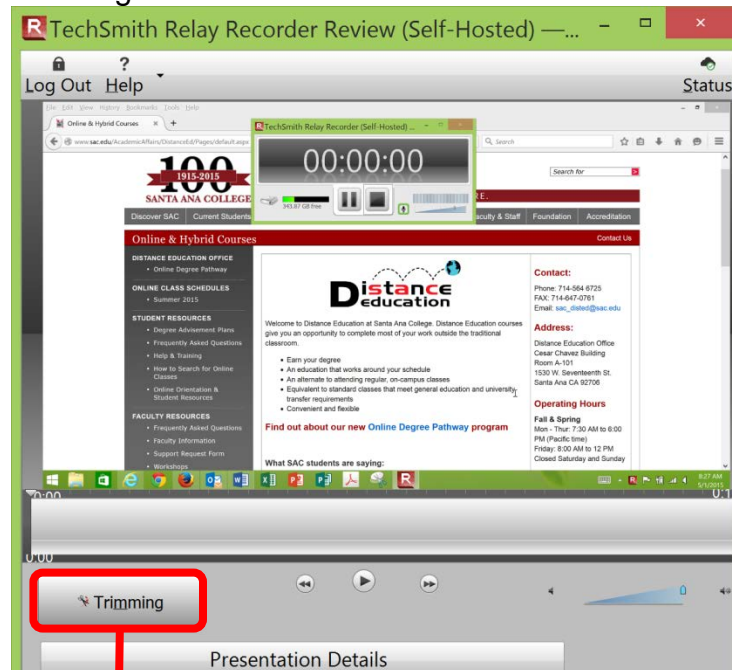
When the recording is stopped, Relay will automatically process the video and display it in the preview area. **Relay videos cannot be edited**. There is an option to trim the beginning and end, and an option to discard the recording entirely.

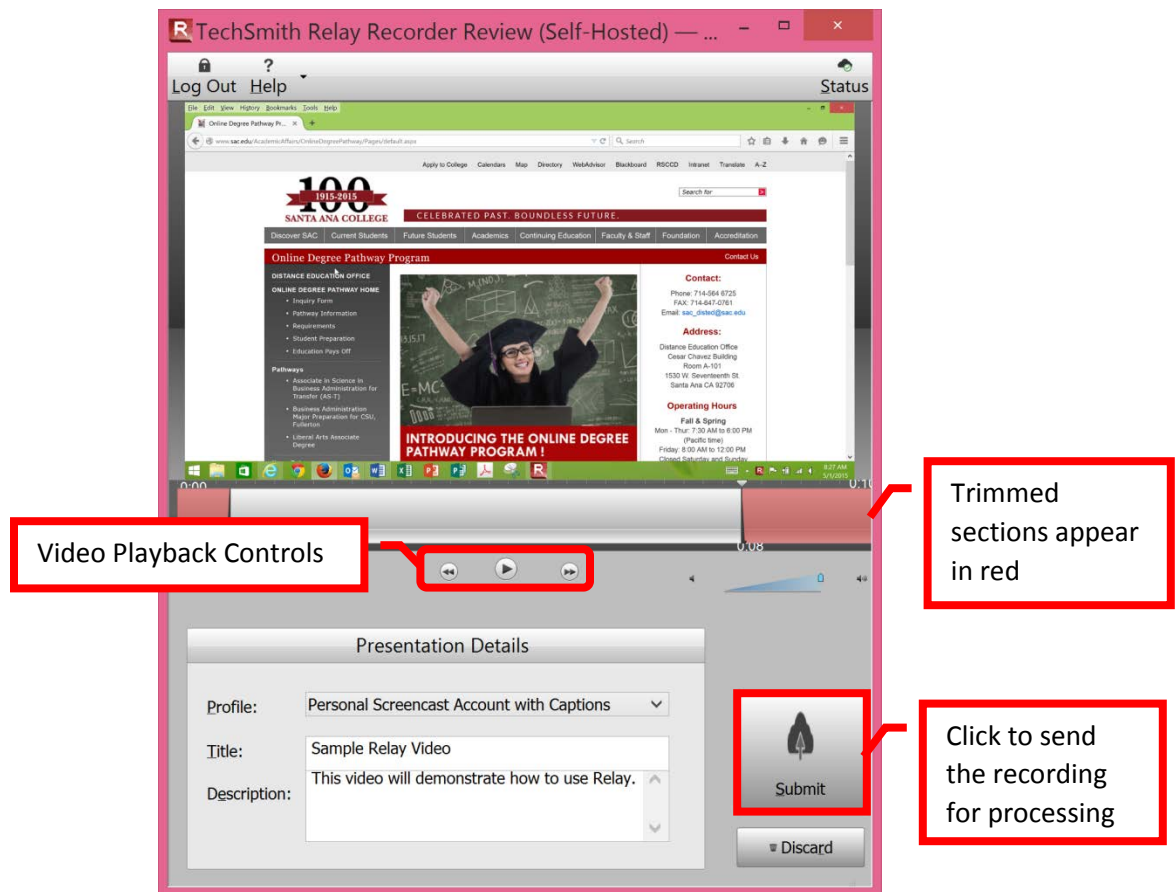
To delete the recording, click the “Discard” button located toward the lower right of the screen. A confirmation box will appear to confirm that the recording should be deleted. Click “Yes” to delete the recording.



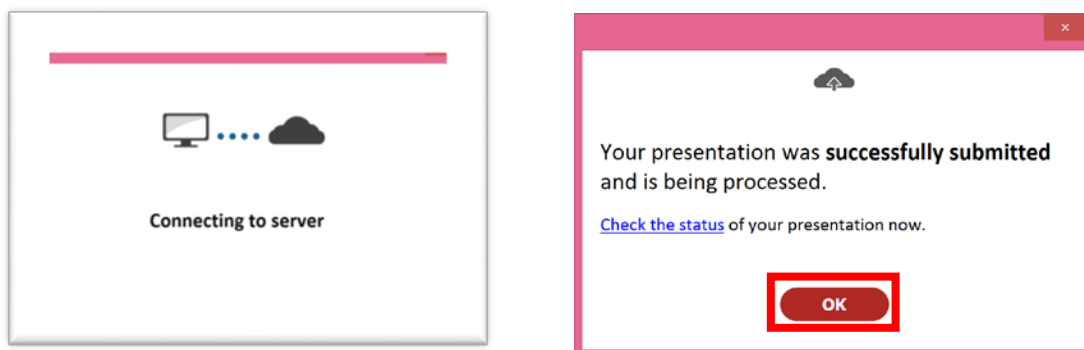


To trim the start or end of the recording, click the “Trimming” button located to the left under the preview pane. ***This is the only opportunity to edit the start / finish or “trim” the recording.*** A timeline will appear under the preview window. On the timeline, click on the triangular shaped cursor and drag it to the place on the timeline that the video should start. Click the “Trim In” icon located beneath the timeline. The selected area at the beginning of the recording will be marked red. Next, click and drag the cursor on the timeline to the point that the recording should end. Click the “Trim Out” icon located beneath the timeline. The selected area at the end of the recording will be marked red. Only the video between those points will be produced. To review the video, use the Video Playback Controls located under the timeline. Once the trimming is complete, click the “Submit” button located towards the lower right of the screen to render and save the video.





Relay will connect to the server selected in the profile and send the video for processing. A confirmation box will appear if the video was successfully sent to the server for processing. Click the "OK" button to continue. The screen will return to the Relay Recording window. Additional recordings can be made. The processing time will depend on the length of the video. Longer or larger files may take some time to complete.



To check the status of the recording and to add the captions, log onto the Relay website (a link will also appear at the bottom of the recording screen): <https://tsrelay.sac.edu/relay/>. When the video has been processed, it will automatically be "held" until the captions can be added. By law, all videos used in a course must be captioned. Click on the title of the recording to continue.

Note: For videos created using a YouTube profile (or any video that is sent to YouTube), the captions must be added, edited, and saved in YouTube. Captions done in Relay will not transfer over to YouTube, and will need to be redone in YouTube.

TechSmith Relay™ Self-Hosted

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» Home » Dashboard User: Tammy Cottrell (cottrell_tammy) [Sign Out](#)

Dashboard

Actions Necessary

Account information invalid or missing

- [Personal YouTube](#)

Presentations held for caption editing

- [Sample Relay Video](#)

TechSmith Relay Recorders

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TechSmith Relay Recorders

Frequently Asked Questions

[View All](#)

- ▶ What is a profile?
- ▶ What's Upload and Decide Later?
- ▶ What is the portable recorder?
- ▶ Did my presentation upload?

Recent Presentations

[View All](#)

Name	Date & Time	Submitted by
Sample Relay Video	5/1/2015 8:27:01 AM	Tammy Cottrell
Bb Basics for Students Tour	3/24/2014 4:11:18 PM	Tammy Cottrell

First time users may need to enable to Silverlight plug in. Follow the prompts from the browser.

https://dems.sac.edu/relay/CaptionEditor.aspx?presentationId=975

Allow dems.sac.edu to run "Silverlight"? [Learn More...](#)

Self-Hosted

Allow Now **Allow and Remember** Profiles Download Recorders

User: Tammy Cottrell (cottrell_tammy) [Sign Out](#)

Caption Editor

On the right side of the screen, Relay will display the steps required to process the video, and the progress of the recording. The first step uploads the video to the server and using speech-to-text transcribes the audio. The second step prepares the file for captioning. Relay will "pause" at the end of the second step until the user reviews, edits and completes the captions. Click the **"Edit Captions"** to continue.

Home Presentations Profiles Download Recorders

» Presentations » Presentation List User: Tammy Cottrell (cottrell_tammy) [Sign Out](#)

Presentations

Held For Captioning (2)

Search

Gettysburg Address	5/1/2015 @ 9:12 AM	Tammy Cottrell
Sample Relay Video	5/1/2015 @ 8:27 AM	Tammy Cottrell

Gettysburg Address

Submitted by: [Tammy Cottrell](#) (cottrell_tammy@sac.edu)

Recorded: 5/1/2015 at 9:12 AM

Description: An exploration of the Gettysburg Address

Computer name: sa1174008.rscod.org (204.75.251.62)

Profile: [SAC Rich Media Server - Flash with Captions](#)

Duration: 00:00:15

Resolution: 3200x1800

Captions saved by:

Captions saved at:

This presentation is being held for caption editing. Presenters or Global Caption Editors can click Edit Captions to open it in the caption editor. To skip caption editing, click Release Hold to continue processing the presentation.

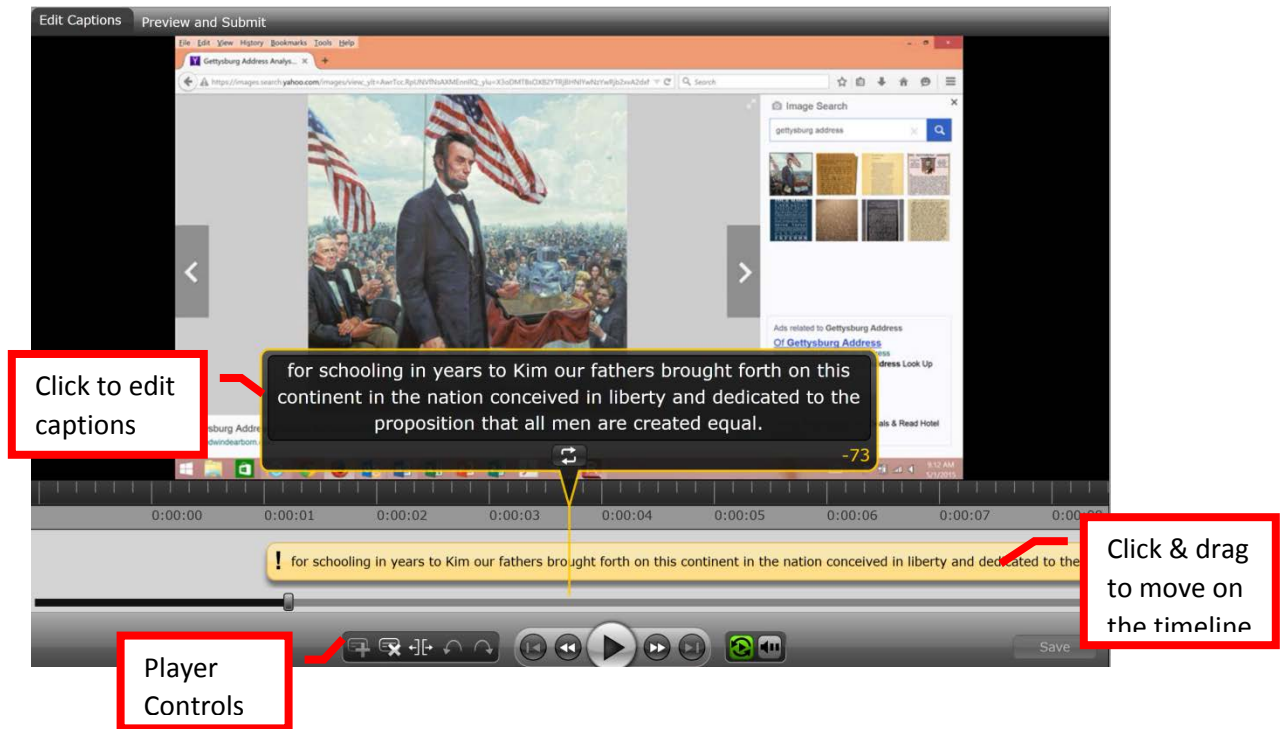
Edit Captions Release Hold

Type	Destination	Status	Progress
Speech to Text Transcription		✓ Processed	100%
Editor Video Format (WMV)		✓ Processed	100%
MP4 with Smart Player (Medium)		⌚ Pending	0%
MP4 with Smart Player (Medium)	RichMediaServer	⌚ Pending	0%


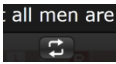
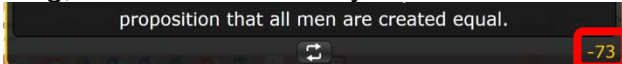


<< Page 1 of 1 >> Rows Per Page 10 Showing 1 - 2 of 2

Steps required

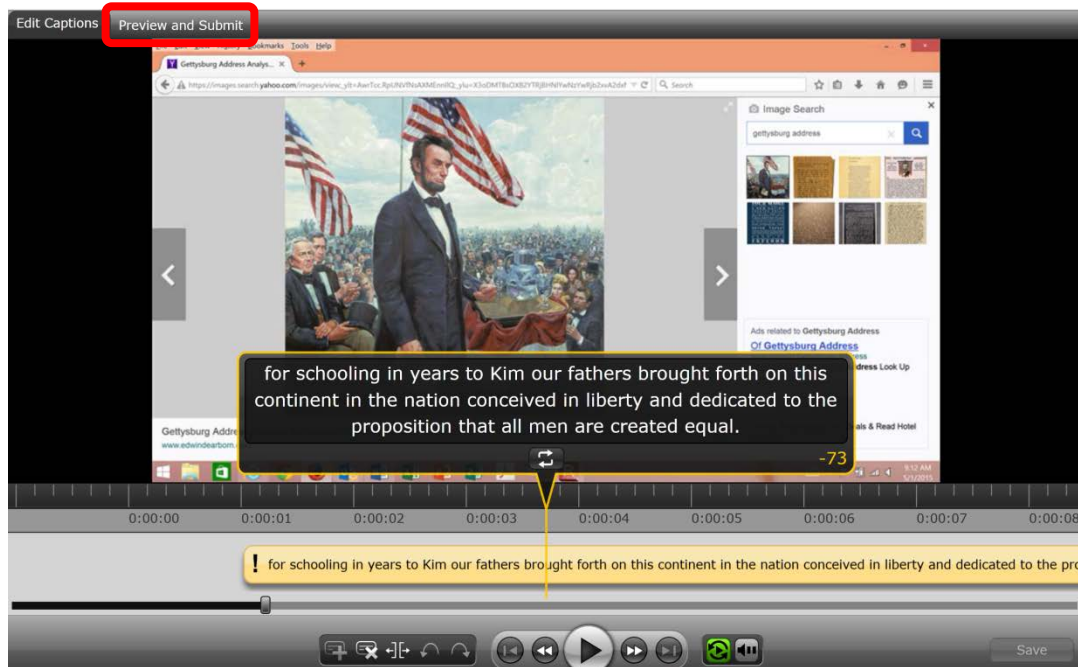
While text-to-speech technology is evolving, the captions will not be completely accurate and therefore, must be edited. Use the player controls at the bottom of the screen to play the video. Click the text bubble on the preview and type the corrections. If the caption does not line up with the audio in the video, click and drag the caption bubble beneath the preview to the appropriate place on the timeline.



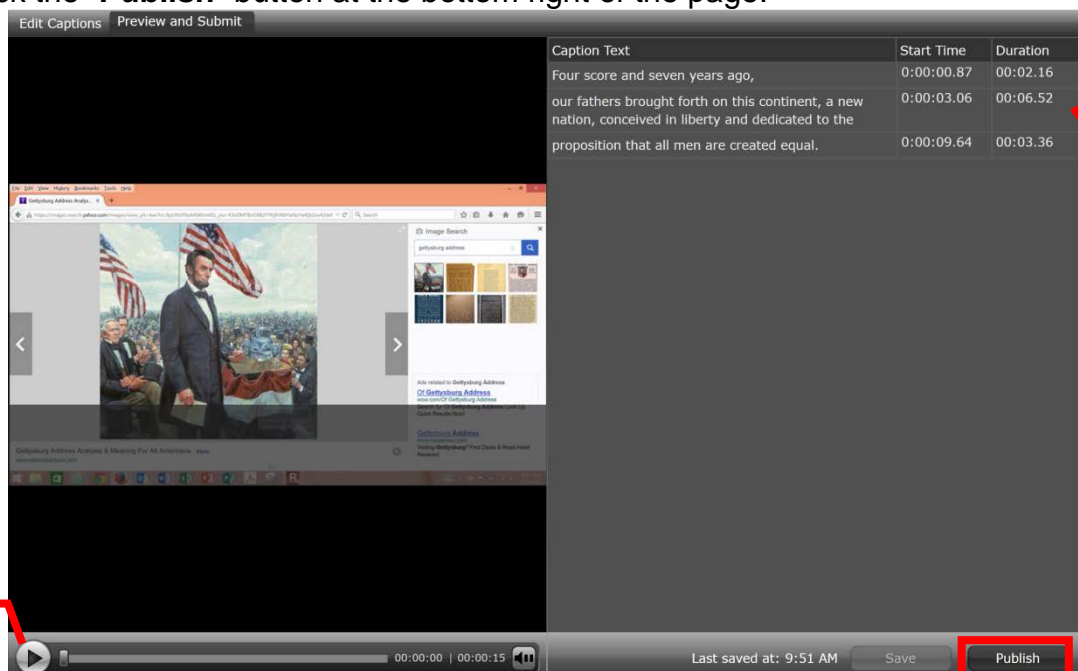
TIPS FOR CAPTIONING:

- Relay has a “continuous playback” feature automatically enabled on the captions. To stop the playback at the end of each caption, click the Continuous Playback button to disable the feature. 
- Click the “Replay” button to repeat the audio of the selected caption once. Continue to click the replay button until the entire caption has been correctly transcribed.

- The number in the lower right of the caption will show the remaining characters available to keep the caption within the compliancy guidelines. If a caption is too long, the number will be yellow and a minus sign will be displayed before it.

- Click the “Split” button, located on the playback control bar, to break the caption into smaller bubbles. 
- While captioning, click the “Save” button located towards the bottom right of the screen frequently. This will save the changes to the captions during the editing process. 

When the captioning is completed, click the **“Preview and Submit”** tab located at the top left of the screen.



The video can be reviewed using the player controls at the bottom of the screen. Additional corrections can be made in this screen, if needed, simply by clicking on the appropriate caption on the right side. If any changes are made, click the **“Save”** button at the bottom. Once the video is complete, click the **“Publish”** button at the bottom right of the page.



Relay will produce the video (MP4) file that includes a “player” which allows the captions to be turned on and off. The completed file is then sent to the storage server that was selected in the profile (the SAC Rich Media Server was used for this example). When the process is complete, a **“View”** link will appear next to the fourth step. Click the link to access the file.

TechSmith Relay Self-Hosted

Home Presentations Profiles Download Recorders

» Presentations » Presentation List

User: Tammy Cottrell (cottrell_tammy) [Sign Out](#)

Presentations Completed (1)

Search

Gettysburg Address	5/1/2015 @ 9:12 AM	Tammy Cottrell
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<< Page 1 of 1 >> Rows Per Page 10 Showing 1 - 1 of 1

Gettysburg Address

Submitted by: [Tammy Cottrell](#) (cottrell_tammy@sac.edu)
Recorded: 5/1/2015 at 9:12 AM
Description: An exploration of the Gettysburg Address

Computer name: sa1174008.rscdd.org (204.75.251.62)
Profile: [SAC Rich Media Server - Flash with Captions](#)
Duration: 00:00:15
Resolution: 3200x1800
Captions saved by: Tammy Cottrell (cottrell_tammy)
Captions saved at: 5/1/2015 at 9:51 AM

Video Source:
TechSmith Relay Recorder - Windows

Type	Destination	Status	Progress
Speech to Text Transcription		Processed	100%
Editor Video Format (WMV)		Processed	100%
MP4 with Smart Player (Medium)		Processed	100%
MP4 with Smart Player (Medium)	RichMediaServer	Processed	View...

[Resubmit](#) [Remove From List](#)

Note: Videos sent to YouTube may show as “Failed.” If a “Failed” message appears, wait and then check YouTube directly. There may be a delay of up to 1 hour for a video to be transferred to YouTube, and the “Failed” message may remain in Relay even after the video has been uploaded.

The video will open in another browser window. Copy the entire URL address from the address line of the browser. Be sure to include the http:// at the beginning.

https://rms.rscdd.edu/relay/cottrell_tammy/Gettysburg_Address/Gettysburg_Address_-_20150501_091420_6.html

Gettysburg Address Analysis & Meaning

proposition that all men are created equal.

00:11 / 00:16

Click to show / hide captions

TECH TIP: For Windows PC users – if Relay records the voice but not the screen, there may be an issue with the security software interfering with the screen capture. The following applications can cause issues: Norton Crime War, Trusteer Report, Zone Alarm, Zone Alarm Forcefield, Anti-Key Logger by SpyDex, Webroot. Other security software may cause similar issues. Check the software for an “approved,” “trusted,” “safe,” or white list and add Relay to the list. If the software does not have that option, it may be necessary to remove it from the computer.

To add the video to link to Blackboard, access Blackboard. Create a “Web Link” and paste the URL into the designated field. Remember to include the http:// at the beginning. Click “Submit.” To mimic embedding, create a thumbnail image of the video’s opening screen. Create an “Item,” and insert the picture (and any instructions) into the textbox. Link the image to the video URL.

Create Web Link

* Indicates a required field.

Cancel Submit

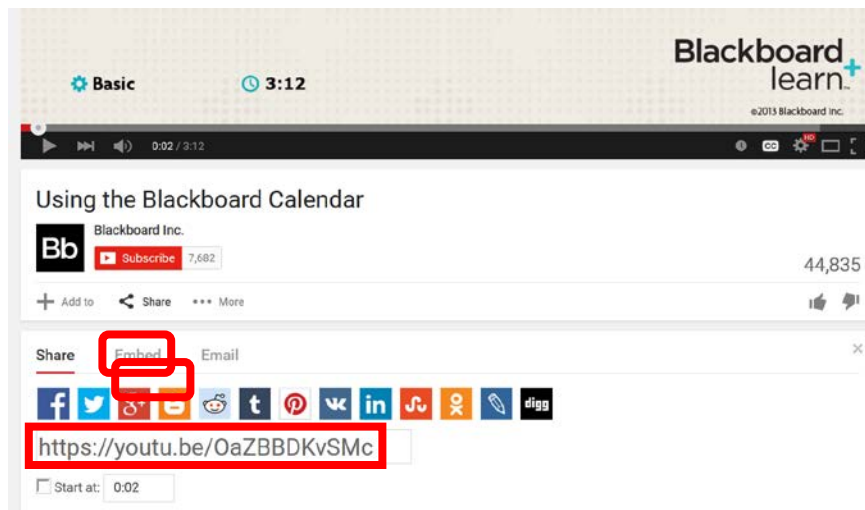
1. Web Link Information

Name The Gettysburg Address

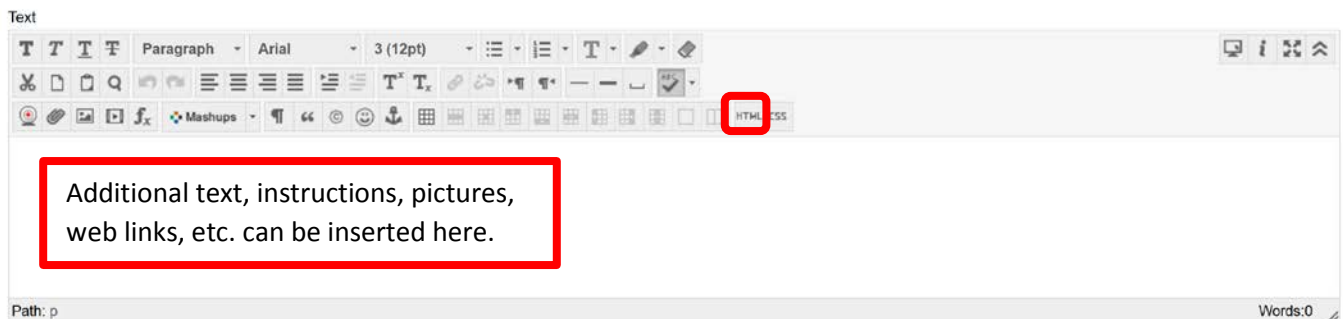
URL burg_Address_-_20150501_091420_6.html

2. Description

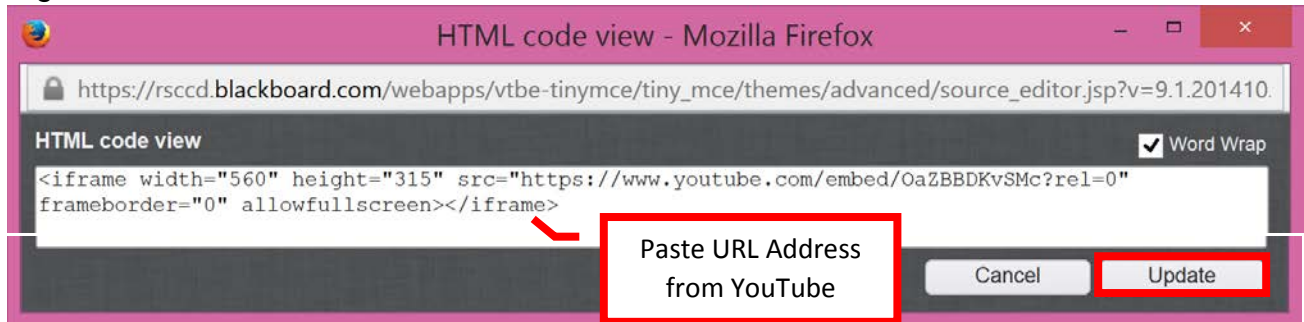
To embed a YouTube video directly into a Blackboard content item, locate the desired video in YouTube. Click the “Share” link located underneath the video. Click the “Embed” tab. Copy the URL address.



On the “Create Item” page, under Section 1, in the text box, click the “HTML” button on the tool bar.



In the HTML box, paste the URL address from YouTube. Click the “Update” button located in the bottom right of the box.



Add any additional information or instructions in the text box either above or below the embedded video. Complete the rest of the create page, then click the “Submit” button.

1. Content Information

Name: Video: Using the Calendar in Bb

Color of Name: Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Watch the following instructional video on using calendars in Blackboard. Be prepared to discuss this in class on Thursday.

Path: p

Words: 19

2. Attachments

Attach File: Browse My Computer, Browse Course

The video will be embedded into Blackboard. To play, click the thumbnail. The video will be displayed within the content item in Blackboard.

