



## TechSmith Relay

TechSmith Relay (Camtasia) is a program which enables lecturers to record their lectures in video format. This video is stored in the university's Media Library and can be linked to Blackboard modules, Mahara pages etc or the link can be emailed to students. Lecturers can record the videos at their desk prior to a class or can choose to run TechSmith Relay during a live lecture.

This is of benefit to both staff and students in that:

- Students can view the video and come prepared to participate in tutorials
- Students who miss a class can view the video
- Remote students are catered for, especially those in different time zones
- There is less dependence on video conferencing
- The video remains available to students so they can review as part of their exam preparation
- The video is streamed so that students using mobile devices are able to view the video

### Setting up

You may require the assistance of your local ICT support if you do not have sufficient permissions to install software.

If you do and are using Windows 7 or Windows 10, you should click on Start-All Programs and go to Microsoft System Centre and select Software Centre from Configuration Manager. TechSmith Relay should be listed and you should be able to install the software from there.

You can also navigate to <https://camtasia.uhi.ac.uk/relay> and download and install the program onto your desktop. You don't need to log in at this stage.

### Equipment

If you are recording from your desktop, you will need a microphone and, if you have a webcam with combined microphone, that will be sufficient. A lapel microphone is pretty good at picking up narration. If you do need to purchase a microphone at this point, it is worth investing in a good quality one.

If you are recording a live lecture, a lapel microphone would tether you to the desk so an alternative would be to source a room microphone which can be moved around or a radio microphone.

Headphones or earphones are also useful especially if you are working in a shared office.

When you record your screencast, you can have a small picture-in-picture image of yourself in a corner of the screen, usually in the bottom right corner of the picture so it is worth bearing that in mind when preparing your presentation. You can choose not to use your webcam image.

If you are recording a lecture in a classroom situation, it might be best not to record your own image and use the presentation and audio only, although it would be possible to use an external webcam on a tripod.

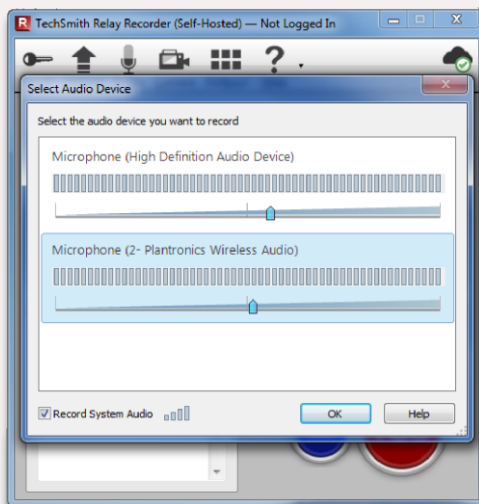


## Running the program

**Note:** When the recording has been made, it is submitted to your Personal category in the Media Library.

If you have never used the Media Library, please log onto <https://stream.uhi.ac.uk> so that your account is created in preparation for the file transfer.

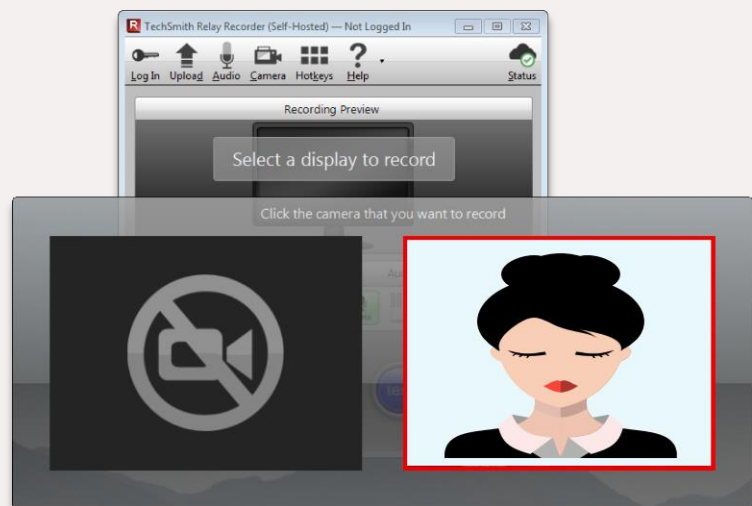
It's worth collating your prepared presentation or lecture notes together with any files, images, audio, or websites you intend to refer to as part of the lecture. Having installed the software, run it and use your usual credentials to log in.



Click on 'Audio' to check that the program has identified your microphone correctly. You may find that you have an in-built microphone (laptops) and an integrated microphone with your webcam. In that case, running a test is the best way to establish which gives better quality.

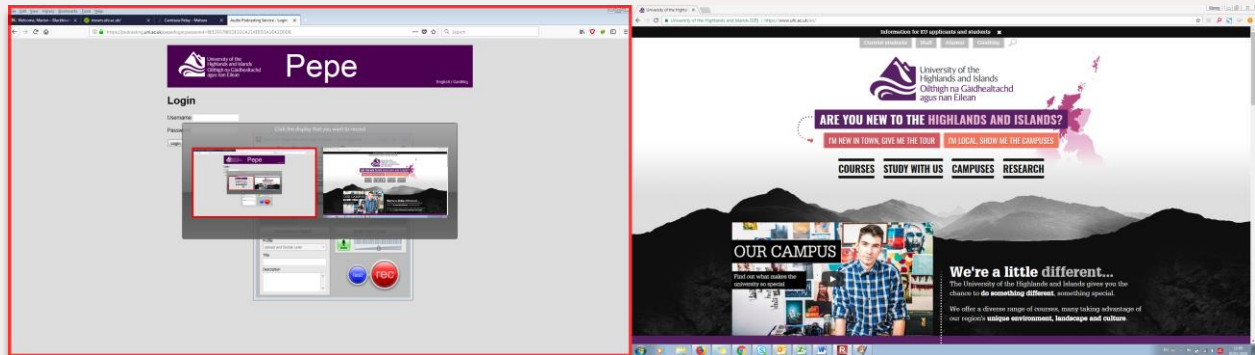
Note the tick box which controls whether sounds as computer beeps, keyboard and mouse clicks are recorded. You may wish to switch these off.

Click on 'Camera' to select your webcam or to switch the webcam picture off altogether. While you are doing that, you will see your own image so that you have a chance to reposition the camera if required.





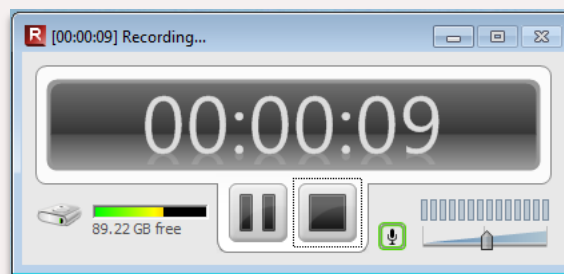
Click on 'Display' if you have more than one screen attached to your computer to select the one you wish to record.



Enter a title for the lecture and a description.

The blue 'test' button enables you to do just that but doesn't publish to the Media Player. When you are ready to go, click the red 'rec' button. It will countdown three seconds before starting to record.

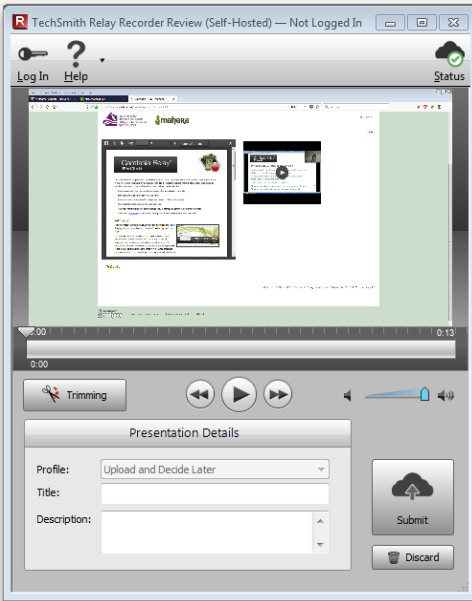
Whilst recording, this toolbar will be available and you can pause if you need to draw breath or are interrupted. The square black button stops the recording when you are finished.



### Finalising the recording

When you have stopped the recording, the video is displayed and you can run it through to check for quality etc. If you are not satisfied with the video, you can use the 'Discard' button. If you wish to publish to the Media Library, use the 'Submit' button.

It is not possible to edit the video but you can 'top and tail', ie remove any false start at the beginning or any runover at the end.



To trim the video, use the 'Trimming' button which changes in appearance to the following:



Using either the 'Play' button or the Playhead, position the Playhead on the correct starting position on the timeline. Press the button on the left 'Start presentation' to indicate the starting point – the timeline will turn red up to that point.

Move the Playhead to the end point and click the 'End presentation' button on the right and the timeline after that point will turn red.

The red X is to remove these markers if they are not correctly positioned.

Clicking on 'Submit' will submit the video, permanently discarding the pieces marked red.

### Accessing the recording

The video will be placed in your 'Personal' category in the Media Library and you will be sent an email when it is finished encoding and is then available for use. The email will contain the direct link to the video and the embed code for placing on a Mahara or other web page (instructions on this page:

<https://mahara.uhi.ac.uk/view/view.php?t=fliWN7xMgha6dczPAO8E>). When you click on the link to your video in the email received from the Media Library, you will probably have to log in.

If you wish to place the video in a Blackboard module, you should use the Medial mashup (instructions <https://mahara.uhi.ac.uk/view/view.php?t=fliWN7xMgha6dczPAO8E>).

It is also possible to email a different link to other people which enables them to view the video without logging in. Instructions are in the document 'Privacy and the Media Library' which is also available at the previous link.