

Obtaining and Using the Camtasia Relay Software at Simpson College

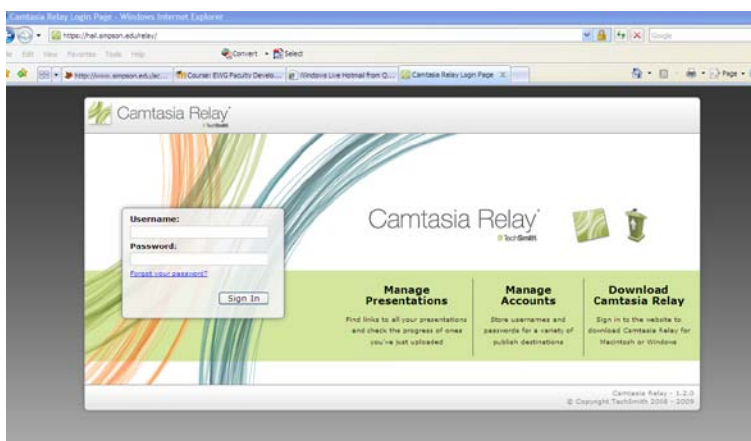
If you have questions contact:

Chuck Johnson, Academic Software Specialist 961-1866 chuck.johnson@simpson.edu

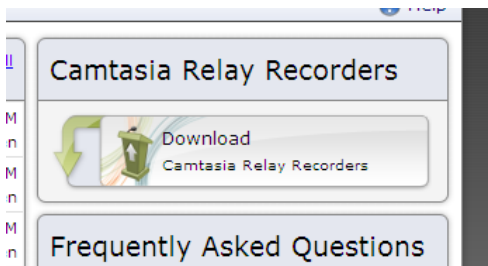
Jule Thorsen, Instructional Services 961-1844 jule.thorsen@simpson.edu

Download Camtasia Relay to your computer for use.

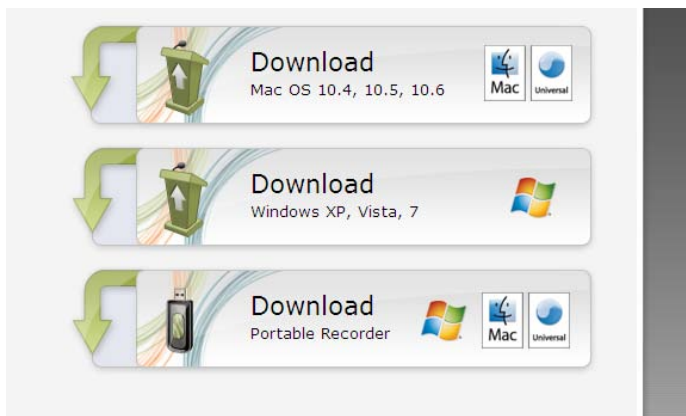
Go to <https://hail.simpson.edu/relay/>



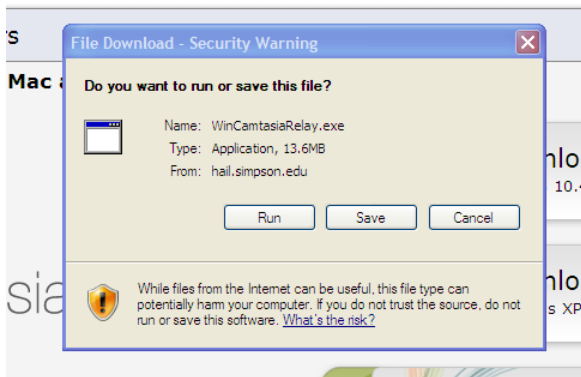
Enter your Simpson username and password and click the “Sign In” button.



Click on the Download button to be taken to links to obtain the recorder software



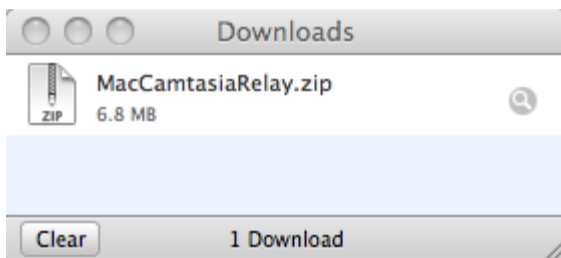
Click on the button for the applicable system that you are using, Mac or PC. We are not currently supporting the portable recorder option. You will see one of the following based upon the option you choose.



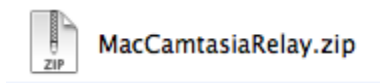
On Windows, click on Run. The software will download and install on your computer. If you wish to download the installer for use on several computers, click the Save button and save it to the location of your choice. If you save the file, you will have to run the installer by double clicking on the file and following the instructions.



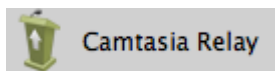
Once you have successfully downloaded the software, you will see the icon shown at left will be placed on your desktop.



On the Mac, when you click on the button to download the file, you will see something similar to the image on the left. Locate the file on your hard drive (in Safari click on the grey magnifying glass to the right of the file) on Firefox, right click or Control-Click on the file and choose "Show in Finder" to locate the file.



Firefox will automatically extract the Recorder software in the same folder as the MacCamtasiaRelay.zip file. If you use Safari, you will have to double click on the MacCamtasiaRelay.zip file to extract it.



Once you have extracted the file in Safari or located the file if you are using Firefox, move the file into the Applications folder on your Mac's Hard Drive. You can then drag the icon to your Dock to make a quickly accessible link to the software.

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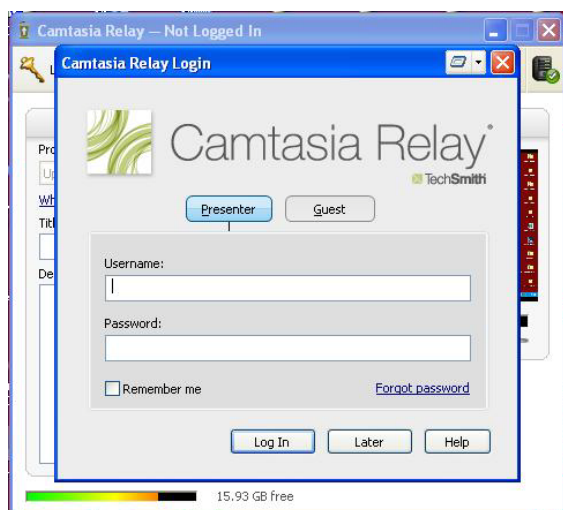
To create a Presentation

To use this software, it is assumed that you have a microphone for your computer. Most newer computers have them built in. If you are unsure, go to the Control Panel under the Start Menu (on a windows machine) and then go to “Sounds and Audio Devices” and check under the “Audio Devices” and determine if there is a built-in microphone. If there is not one, you will need to arrange to get one.

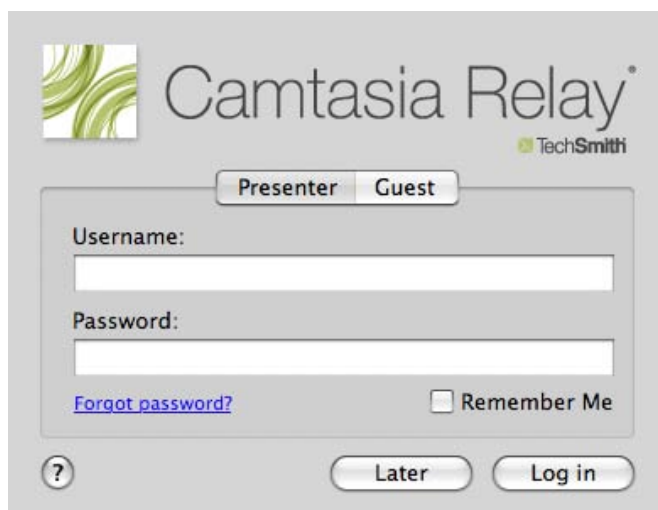
There are two ways to create presentations. One way is to click on the Camtasia Relay icon on your desktop (or in the Start menu, All Programs, Techsmith, Camtasia Relay) or Dock (or location where you saved the application) on the Mac. The other way is to start a Microsoft PowerPoint presentation and start the slide show and then Camtasia will ask you if you wish to record a presentation.

TO CREATE YOUR PRESENTATION FROM SCRATCH

You will be asked to enter your username and password to launch the application to make a recording as shown below.

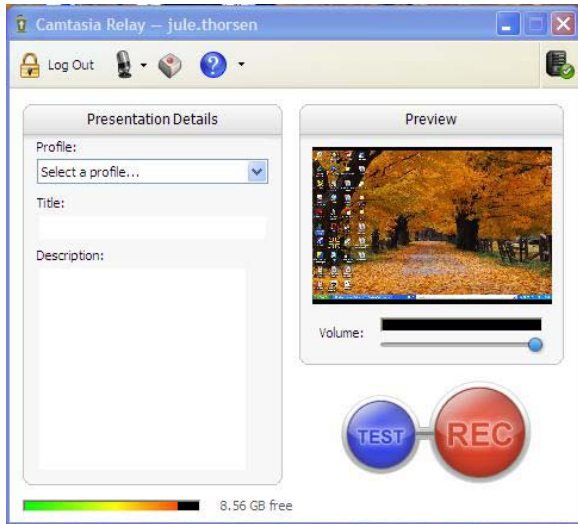


The Windows login dialog for Camtasia Relay.

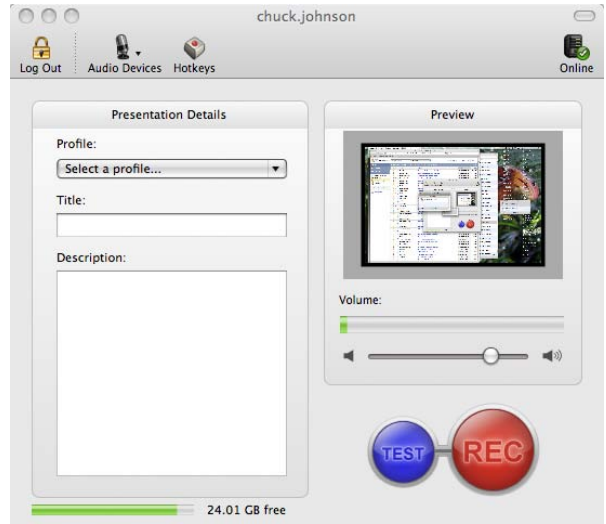


The Macintosh login dialog for Camtasia Relay.

Presentation creation template for both Windows and Macintosh computers.

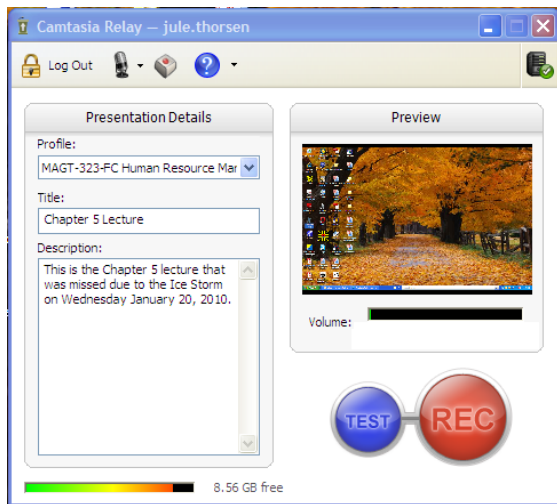


Windows

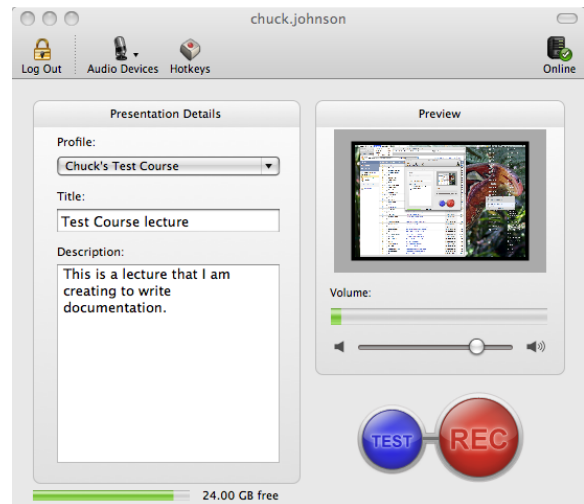


Macintosh

Select the profile (or the name of the Scholar course site) where you want the Camtasia file to be placed. Enter the title and description of the lecture in the appropriate fields as shown in the images below. If you don't enter this information, you can enter it later.



Windows



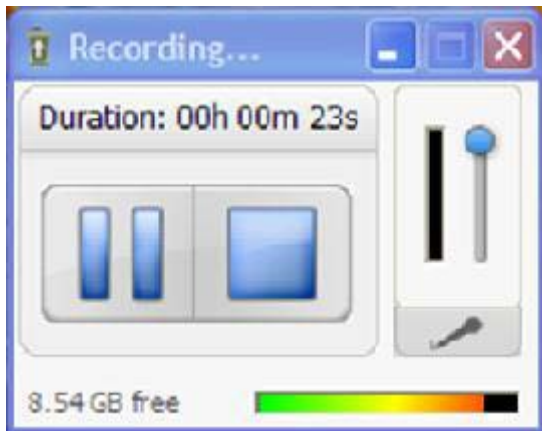
Macintosh

Once you are ready, press the red REC button and the software will start recording your voice and also capturing the image of what is on your computer screen within three seconds.



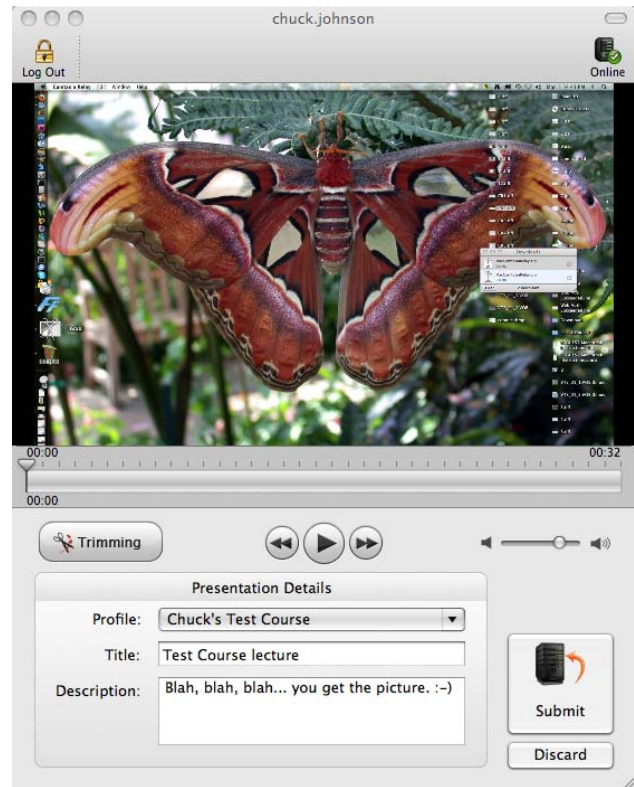
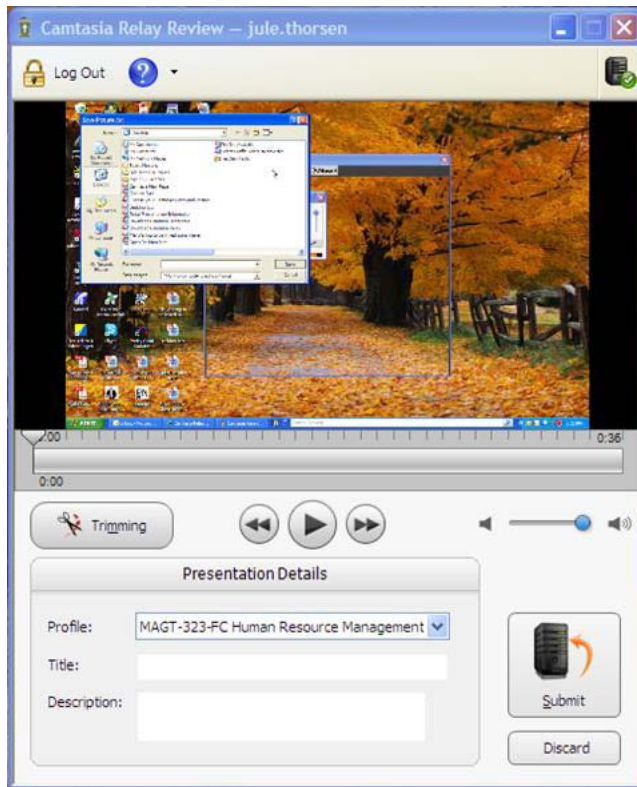
Once you are recording, whatever is on your screen is what is being recorded. You are then free to move around on your computer, the Internet etc. Once you are finished then locate the Camtasia Relay icon in your task bar (Windows) at the bottom or the Timer icon in the Dock (Mac) of your computer screen and click on it and the following image will reappear on your main screen.

When you have completed your recording and opened the Camtasia , click on the blue square (Stop button)

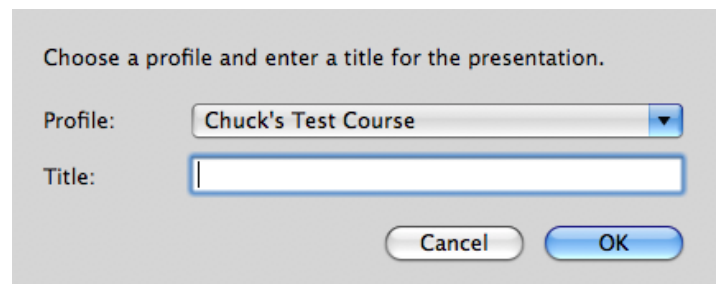


Now click on the blue square and that stops the recording feature.

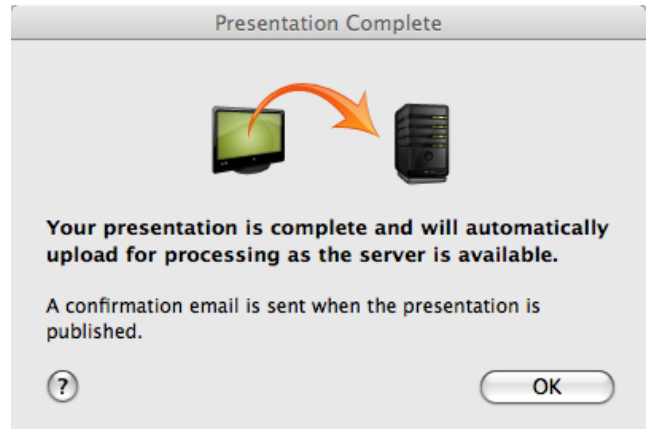
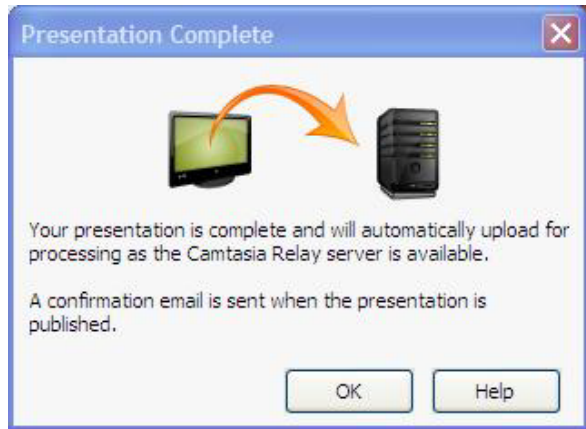
You will now see the dialog as shown below. At this point, you may watch and listen to your recording and determine if you are happy with it or wish to re-record the event. If you are satisfied, you can click on the Submit button to publish the recording to the location you specify.



If you didn't enter the Title and description earlier or in the above screen and click the Submit button, you can choose your publishing profile here as well as enter a title and click the OK button. If you wish, you can click the Cancel button and enter the information into the fields in the screens in the areas of the dialogs as shown above and submit the recordings.



Once your presentation has been uploaded to the server, you will see the dialog message as shown below which is applicable to your computer.



Once the server is done processing the file and has saved it to the location specified in the publishing profile, you will receive an e-mail alerting you that it has been completed. The message will look similar to the message shown below.

(1024x768) - Kelley Bradder

Your presentation has been published.

View the presentation: [scholar.simpson.edu/1142/Kelley_Bradder_-_Windows_Media_\(1024x768\)_-_20100129_03.08.52PM.wmv](http://scholar.simpson.edu/1142/Kelley_Bradder_-_Windows_Media_(1024x768)_-_20100129_03.08.52PM.wmv)

Presenter name: Jule Thorsen

Presenter email: jule.thorsen@simpson.edu

Title: Kelley Bradder

Description:

Created: 1/29/2010 3:02:44 PM

Presentation length: 00:01:02

Encoding: Windows Media (1024x768)

Destination: MAGT-323-FC Human Resource Management (Term 3 2010)




File size: less than 1MB

View presentation link: [scholar.simpson.edu/1142/Kelley_Bradder_-_Windows_Media_\(1024x768\)_-_20100129_03.08.52PM.wmv](http://scholar.simpson.edu/1142/Kelley_Bradder_-_Windows_Media_(1024x768)_-_20100129_03.08.52PM.wmv)

Automatic notification by Camtasia Relay

on-spam. If this is wrong, please correct the training as soon as possible.






Then you will see the video listed in your “My Files” list in Scholar.


 Kelley_Bradder_-_Windows_Media_(1024x768)_-_20100129_03.08.52PM.wmv	964.6KB	January 29 2010, 03:10 PM	Rename
 Management_323_DW_Summer_2008.docx	13.7KB	January 11 2010, 05:05 PM	Rename
 Management_323_DW_Summer_2008.pdf	49.5KB	January 11 2010, 05:05 PM	Rename

You can then “Choose” the file and place it on your Scholar Site and you will see the following icon.

Camtasia Relay



 Kelley Bradder Welcome    

 Add a res

Scholar Discussion Forum

TO CREATE YOUR PRESENTATION FROM THE POWERPOINT SLIDE SHOW ITSELF

Open the existing PowerPoint slide show. Once you do this then the following dialog box will appear:



Once you click OK then the following dialog box asks you again whether you wish to record the slide show. Once you click record, the camtasia icon will appear in your task tray at the bottom of your windows machine. When you have finished, left click the slide show and close the slide show and then close the camtasia recording and the same process will begin as previously explained above.

