

# Using the iSchool Camtasia Relay Server and Recorder

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## What is Camtasia Relay?

Camtasia Relay allows users to easily create screencast videos using a combination of a recorder tool and an encoding server. Students will use the iSchool owned Camtasia Relay server after recording to encode presentations for courses or other projects.

Install the recorder tool on your computer and you can:

- Record video and audio of onscreen action
- Publish and share it with others via the web (Screencast.com or the UW Student web space).

Camtasia Relay can encode presentations in multiple formats and allows significant recording time (lengths vary, but 1-2 hours is not unusual-just be sure you have storage space for such a large file!). Relay allows for encoding for mobile devices such as iPhone, iPod, Android or Windows Mobile. The iSchool Camtasia Relay server encodes one presentation at a time and presentations are queued for encoding on a first come, first served basis. Watch the first :40 seconds of [Getting Started with Camtasia Relay](#) to see how this system works.

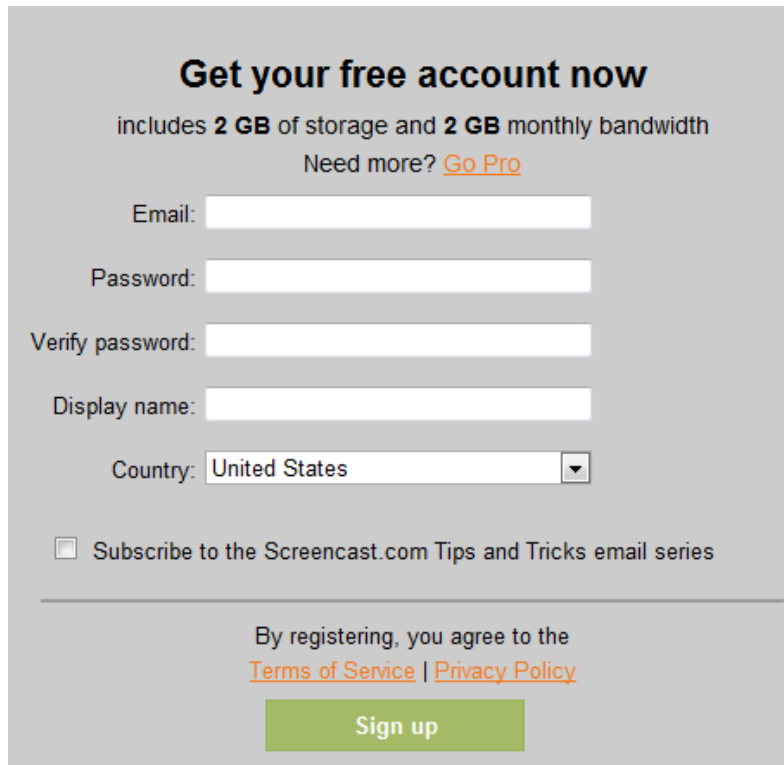
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## Screencast.com Account Setup

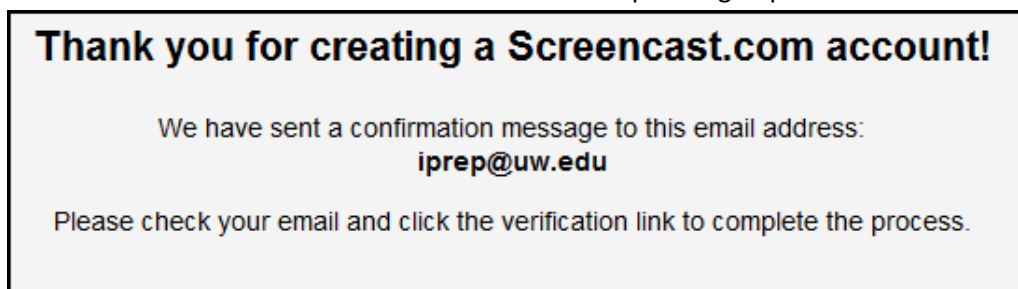
Students may already have a free account with TechSmith, especially if they have gone through the Tech Orientation workshops.

1. To sign up for a **new account**, go to <http://screencast.com/>:
  - a. Each free account is allowed (2 GB) on the TechSmith Screencast server. Students can also choose to pay a small fee for more space should they need it later on.
  - b. Use an email address you are comfortable with and provide a good display name (no spaces allowed).
  - c. You will use this account information later when setting up your Camtasia Relay accounts.



The screenshot shows the 'Get your free account now' sign-up form on the Screencast.com website. The form includes fields for Email, Password, Verify password, Display name, and a Country dropdown menu (set to United States). Below these fields is a checkbox for 'Subscribe to the Screencast.com Tips and Tricks email series'. At the bottom, there is a link to 'Terms of Service | Privacy Policy' and a green 'Sign up' button.

2. Click **Sign up**.
3. You will need to visit the email account inbox to complete sign up:



4. Once you complete the sign up you are ready to work with Camtasia Relay.

## Related Resources

Videos: [Getting started with Screencast](#)

Print: [Screencast New Users Handbook](#) [pdf]

## Camtasia Relay Profile Accounts Setup

All students have access to set publishing profiles when using the iSchool Camtasia Relay server. A profile is a group of settings that determine how a presentation is recorded, processed, and presented. Completing the one-time setup of the user accounts associated with each profile assures that publishing will take place automatically when you finish recording and submit to the server.

1. Log in to the iSchool Camtasia Relay user management page with your UW NetID and password:  
<http://camtasia.ischool.uw.edu/Relay/Welcome.aspx>
  - a. Notice that on the home page the first time you log in there are several “Actions Necessary” to complete your account.
2. Click on the first Profile link for **Screencast.com**. You will be taken to the Publish Account Setup page.
  - a. Only enter information for an existing account. See the **Screencast Account Setup** section if you don’t have an account.
    - Provide a title for the publish account instance. To keep the title unique, put your initials or your name somewhere within it. Our Relay server does not allow identical titles across profiles.
    - Enter your email (account name) and Screencast.com account password.
    - Enter a folder name.
      - The folder will be created the first time you record and publish a presentation to the Screencast profile. If you do not add any folders, all presentations are published to a default Camtasia Relay folder.
  - b. **Save** to complete the Screencast publishing profile.

Publish Account Setup

**Screencast.com**

UW Faculty

UW Students

UW WebFiles

UW Staff

UW Courses

New Account for Screencast.com

Title: \*

iLearn Screencast Account

☒ This is the default account for this publish destination

☐ Use account information from default account

Email: \*

ilearn@uw.edu

Password: \*

.....

Commenting:

Disable commenting

Folder:

Save Save and Add

\* required

3. To create additional Screencast.com folders with other publishing profiles:
  - a. Click the tab with the name of the publish destination [**Screencast.com**] to create a new account/folder combination.
  - b. Choose **Use account information from default account** if you want to publish using the same email address and Screencast.com password. This allows you to just enter a new folder name.
  - c. Click Save when done.

## Related Resources

Videos: [Tour of the Camtasia Relay Website](#) ; [Add Account Information to Profiles in Camtasia Relay](#)

4. Complete the profile setup for **UW Students** profiles (see image).
  - a. It requires you to provide a *unique title* for the profile, check the box for “*This is the default account for this publish destination*” and enter your **UW NetID** and **UW password**.
  - b. Click Save when done.

The screenshot shows the 'Publish Account Setup' window. On the left, a sidebar lists account types: Screencast.com, Presentations on iLearn acco..., UW Faculty, **UW Students** (selected), UW WebFiles, and UW Staff. The main area is titled 'New Account for UW Students'. It contains the following fields and options:

- Title:** (required) with a text input field containing 'Dante Presentations'.
- ☒ This is the default account for this publish destination
- ☐ Use account information from default account
- Username:** (required) with a text input field containing 'YOUR UW NETID'.
- Password:** (required) with a text input field containing '.....'.
- Appended path:** with a text input field.
- URL:** with a text input field.
- Output path:** with a text input field.
- Output URL:** with a text input field.

At the bottom right, there is a red asterisk icon with the text '\* required'. At the bottom, there are two buttons: 'Save' and 'Save and Add'.

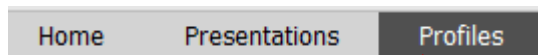
5. **NOTE:** Most students will not be able to create Publish accounts using the **UW Faculty** or **UW Staff** profiles. We can't remove the warning because faculty and staff also use this service – but you can safely ignore it. ☺



**Actions Necessary**

Account information invalid or missing

- [UW Faculty](#)
- [UW Staff](#)



6. Before moving on, click on and read the descriptions of the various encoding options available for each publishing profile.

-> Student - Flash only

-> Student - Flash, iPod/iPhone, Windows Media

The screenshot shows the 'Profile Setup' window for the 'Student - Flash only' profile. It has two tabs: 'Publish Accounts' and 'Overview'. The 'Overview' tab is selected and highlighted with a green circle. To the right of the tabs is a magnifying glass icon and the text 'Profile Overview'.

## Installing the Camtasia Relay Recorder on Your Personal Computer

Camtasia Relay recorders are already installed on the Windows and Mac sides of the lab computers at the iSchool.

On your personal computer, you will need to install the Windows or Mac version of their capture software on your computer in order to record content and publish it to the destinations set up in the **Camtasia Relay Profile Accounts Setup** section.

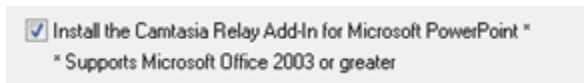
1. Browse to <http://camtasia.ischool.uw.edu/Relay/Welcome.aspx>
  - Log in with your UWNetID and UW Password if prompted with a username and password screen.

2. If you have not completed your presentation profiles information, follow the instructions in the **Camtasia Relay Profile Accounts Setup** section first.
3. Click on the **Download Camtasia Relay Recorders** button and install the recorder that works with your operating system.

- For **Windows users**, when the recorder setup screen appears click on **Options**.



- Make sure the **Install the Camtasia Relay Add-In for Microsoft PPT** box is checked. The add-in will make it easier to login, record and publish from within PowerPoint .

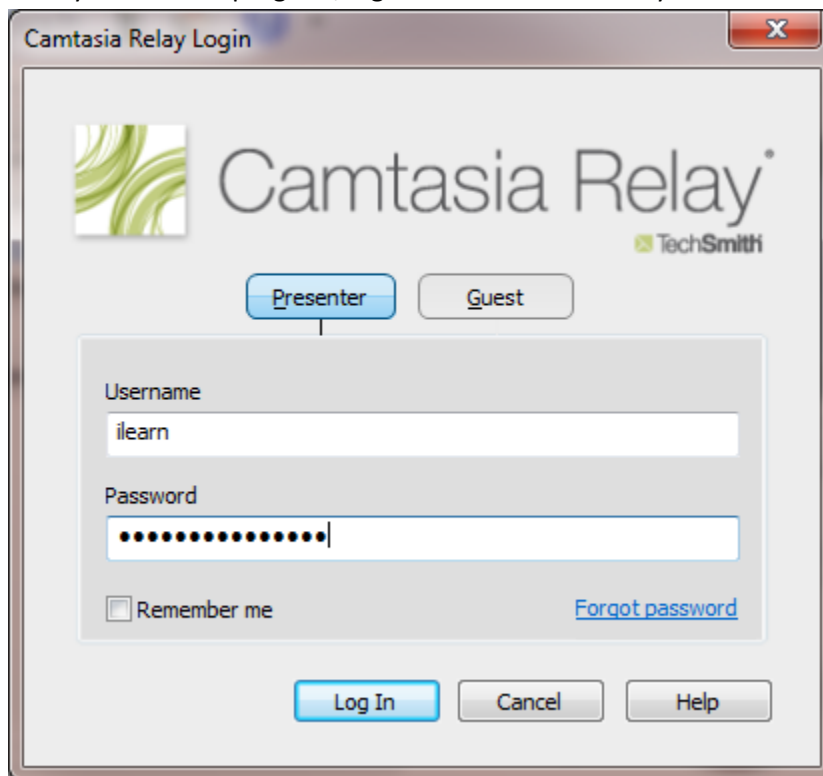


## Related Resources

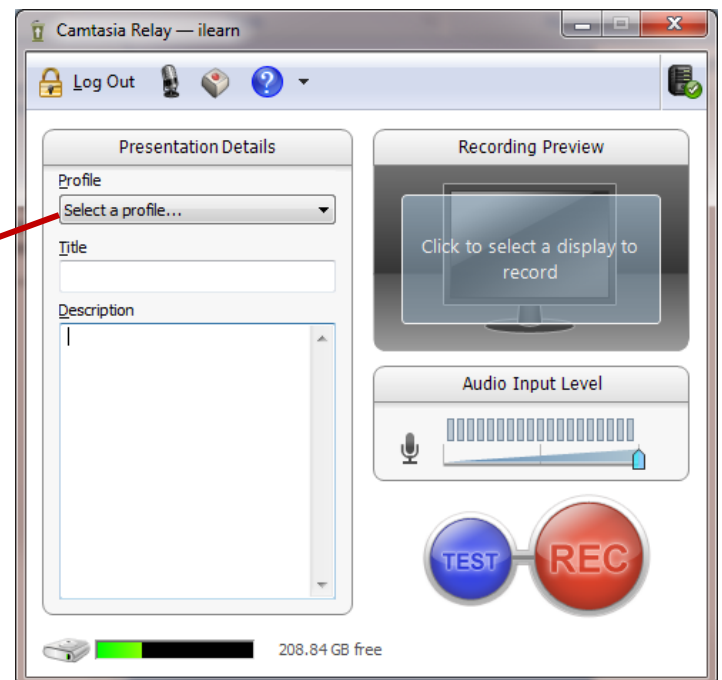
Video: [Installing and Using the Camtasia Relay Portable Recorder](#)

## Start Camtasia Relay

1. Use the Windows Search box and type in **Camtasia Relay** to find the program.
  - In the iSchool labs, the application is found at: **All Programs > Techsmith > Camtasia Relay**
2. Once you start the program, log in as a Presenter with your UW NetID and password:



3. After login, select a publishing destination and format for your recording.
  - You can only record and publish to one destination at a time.



## Related Resources

[Publishing Profile Descriptions](#): describes the file formats used for each destination.

## Record a Video to Test Your Microphone

Instructions copied from **Camtasia Relay Learning Center**: [Make a test recording](#)

1. Prepare your computer exactly as if you were presenting
  - If using a specific microphone, make sure it is connected.
2. Click the blue Test button to initiate a 10-second test recording.
  - During the test recording, speak in your presentation voice and launch your PowerPoint or Keynote presentation, or whatever will be on your screen during your recording.
3. At the conclusion of the test recording, the video opens in the Review window.
  - a. Click the Play button to review the recording.
  - b. Verify the audio is acceptable and the correct screen content was recorded.
  - c. Adjust as necessary.
4. Click Close.

## Record a Video

Details of these instructions found at the **Camtasia Relay Learning Center**: [Record a Presentation](#)

1. Open Camtasia Relay.
2. Log in *with your UW NetID and password*.
3. Select a profile and audio device.
4. Click **Record** (REC) and give your presentation as normal.
5. **Provide a SIMPLE title for your recording. The title will become part of the URL if you publish to your UW account so AVOID SPACES and KEEP IT SIMPLE!**
6. Stop the recording and click **Submit**.
7. You will receive an email at your UW email address when the presentation is ready for viewing.

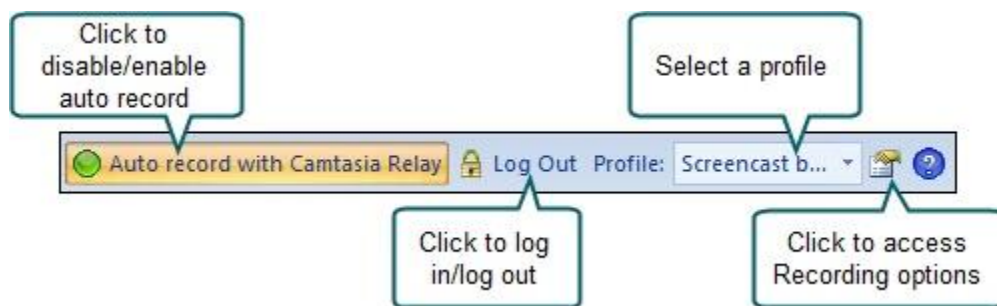
## Record a Video from within PowerPoint Using Camtasia Relay Add-In

**Windows only.** Not available in Powerpoint for Mac or the portable recorder.

- Useful if you are only recording a PPT presentation, but you can get the same result by starting the recorder and launching PPT separately.

Instructions pulled from **Camtasia Relay Learning Center**: [Record a PowerPoint Presentation](#)

1. Open PowerPoint.
  - After you install Camtasia Relay, it automatically prompts you to record when you start a PowerPoint slide show. You can change this and other default settings in the recording options. The add-in allows you to automatically start a recording each time you start a presentation, no matter how you start a presentation (clicking buttons, hotkeys, etc – see image on next page).



2. Start a slideshow.
  - A prompt asks if you want to record.
3. Verify the audio selection and level.
4. Click **Record Slide Show**.



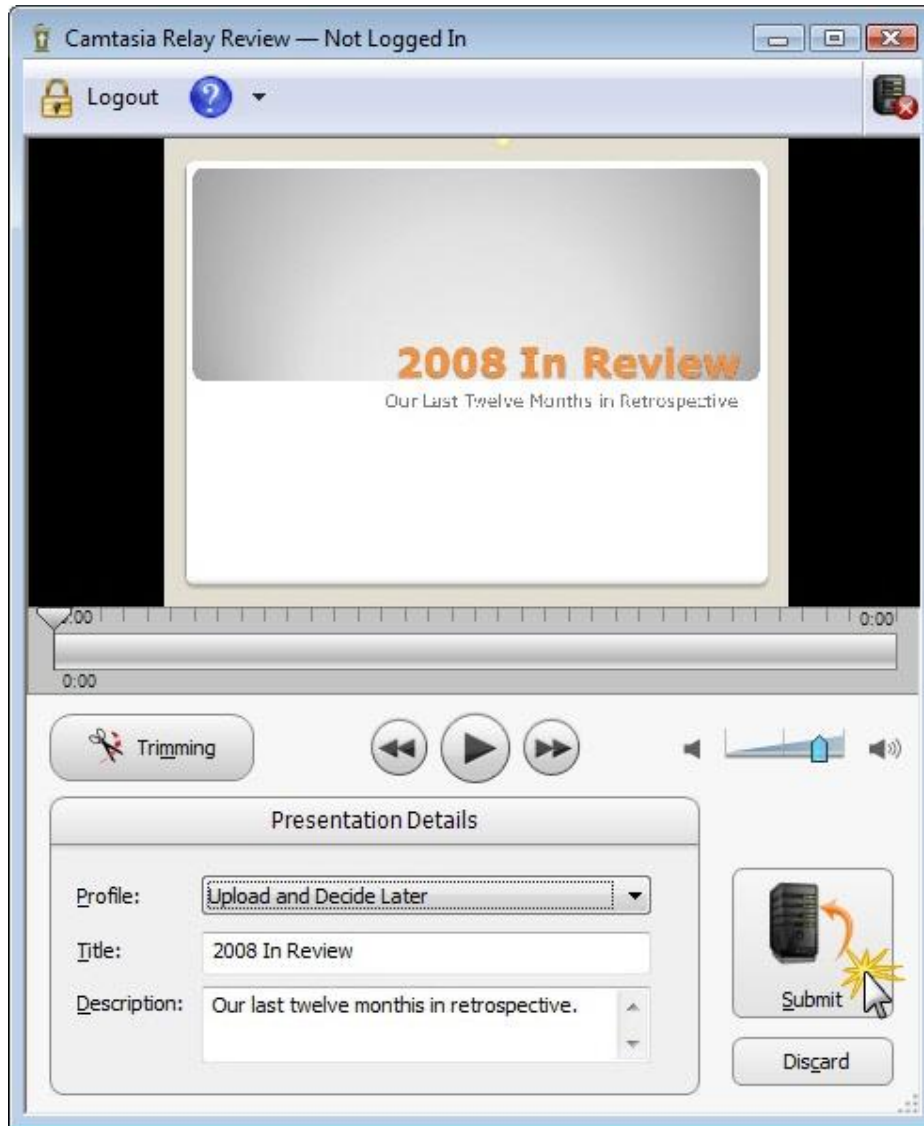
5. Give your presentation as normal.
  - When you finish the slide show, you can end the recording or continue recording.
6. When prompted, click **Stop Recording** to end the presentation.





7. The presentation is shown in the *Camtasia Relay Review* dialog box.

- **Provide a SIMPLE title for your recording. The title will become part of the URL if you publish to your UW account so AVOID SPACES and KEEP IT SIMPLE!**
- You can review, trim, edit Presentation Details, log in (if needed), and submit your presentation for processing.



## Related Resources

Video: [Make a test recording](#); [Making your first recording](#);

Instructions:

- [Preview and Submit a Presentation](#);
- [Trim the Presentation](#);
- [What Happens After I Submit a Presentation?](#)
- [Change Profile and Submit Presentation](#) (or, what do I do if it didn't publish properly?)

## Sharing Camtasia Relay Recordings with others

Once presentations are submitted to the Camtasia Relay server, it can take a while for the encoding process to complete. This is especially true at certain times of the quarter when many students are creating presentations. The server will queue up incoming presentations and encode them in the order they were received – one at a time! Once completed, an email will be sent to your UW email account alerting you that the presentation is ready AND will provide you with the URL for each version of your video if you chose a profile that encodes in multiple formats.

1. Copy the URL from the email and either send it via email, or post it to your webpage or to a course discussion board to share it with others. Your confirmation email will look similar to this:

A presentation recorded on 9/9/2010 3:34:10 PM is ready for sharing and viewing. If you have questions or problems, contact [ihelp@uw.edu](mailto:ihelp@uw.edu). Thanks for using Camtasia Relay!

Title: Assignment1  
Description: Assignment 1 for LIS 560. This video is a short tutorial about searching the ProQuest database.  
Duration: 0:00:03

| Type                   | Size   | Link                    |
|------------------------|--------|-------------------------|
| iPod and iPhone        | 105 KB | <a href="#">View...</a> |
| Flash (Medium)         | 663 KB | <a href="#">View...</a> |
| Windows Media (Medium) | 137 KB | <a href="#">View...</a> |

2. You can also log in to the Camtasia Relay Website directly to check the publishing progress of your presentation and find the appropriate URL: <https://camtasia.ischool.uw.edu/Relay/UserPresentations.aspx>

### Things to remember:

- You can organize/store recordings on the Screencast.com (free accounts have 2GB of storage) and point others directly to the Screencast location or embed the content in a blog or web page.
- You can organize/store recordings on your UW web server space (students have 1 GB of webspace).

## Resources and Instructions

The instructions used in this document come from the [Camtasia Relay Learning Center](#) and were modified, when necessary, to adjust for the iSchool use of the product.

[iPrep](#) is a student resource maintained by the iSchool Online Learning Team. The goal of iPrep is provide resources related to online or hybrid learning at the iSchool for students in all programs.

The iSchool Camtasia Relay server also contains instruction and FAQs related to student use of various publishing profiles.

- [Presenter Help and Resources](#): FAQs, Training Videos, Downloading Recorders. **UWNetID required.**
- Contact [ihelp@uw.edu](mailto:ihelp@uw.edu) for assistance.