Recording and Publishing a Lecture using Camtasia Relay 3

1. Double click the Camtasia Relay Icon on the Desktop.

2. Log in as a Presenter using your UConnect username and password. Click on Log in.

3. Select USQ Lecture Recording as your profile.

4. Double click the Camtasia Relay Icon on the Desktop.

5. Add a descriptive title for the Lecture. Add a description to help when retrieving the presentation.

   - Click on the Microphone Icon and check the audio level. Audio should be in the green level (max yellow level) when you speak. Adjust the audio slider if necessary. Do a Test recording to ensure the recording is working. Press Record and the recording will start after a visual countdown.

/over...
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1. Check that the Profile, Title and Description of your presentation is correct. Click on Submit.

2. A confirmation dialog box opens. Click on OK.

3. An email will be sent to your email inbox advising the presentation is ready, with a link to the repository. The header of the email displays similar to the example below:

   Camtasia Relay Authors... Presentation Published.

4. Use Trimming to remove extra video at the beginning and end of the recording.

5. To stop recording click on the stop button. You can also pause a recording.