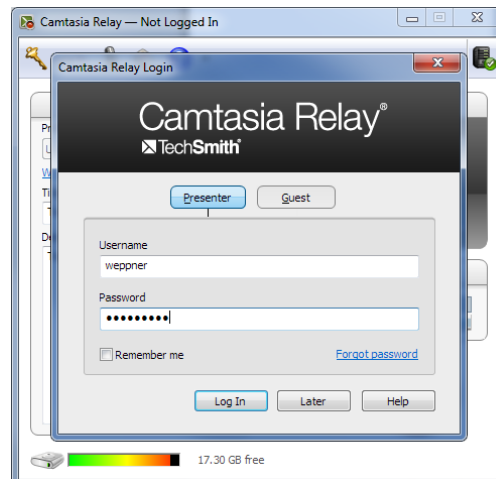# Running Relay Client 4 on a PC and performing a recording

1. Start, All Programs, TechSmith, Camtasia Relay (or icon on the desktop)
2. Log in with UConnect username and password

3. Click **Log In**
4. Ensure a Profile is chosen, USQ Lecture Recordings
5. Turn Auto function off (not green)

6. Perform and Audio level check
    a. Click on **Audio** button
    b. Ensure the active audio device is selected,
        i. Talk into the microphone at your normal speaking level
        ii. Look for green meter movement
        iii. Adjust the input level ensuring it does not go into the yellow or red
        iv. Click on the active device
    c. Ensure **Record Systems Audio** is ticked if recording of computer speaker audio is needed, otherwise un-tick this choice and in the main lecture theatres such as R113, L209, H102 etc as they record the speaker output already. Do a test recording to confirm optimal settings.
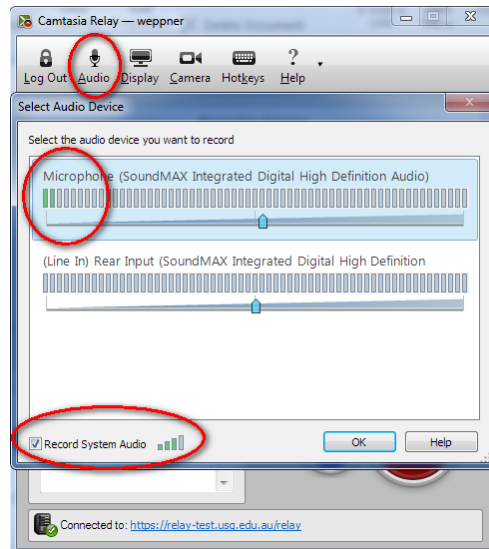
Information	**Warning:** Check batteries in the microphones in lecturer theatre and if on 2 bars or less replace with the batteries provided or loss of audio during the recording may occur and this cannot be recovered.

7. Fill in the **Title and Description**
   a. Use a unique and descriptive title with Alpha, numerical characters only

8. Select **Camera** icon to choose an installed webcam or to not record the camera input
   a. Note insertion settings of camera recording is fixed to bottom right of window
   b. The camera input will be displayed in the bottom right of the screen

9.

10. Select **Hotkeys** icon to configure hotkeys to start, pause and stop recording for professional recording
11. Perform a **test** 10 second recording each time ensuring you speak normally

12. Check the Test recording by playing to ensure audio levels are correct
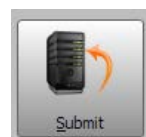13. Start the recording click on **rec** button

14. Note if the computer has two screens, choose the screen to record from **Display** icon
15. Click **stop** button
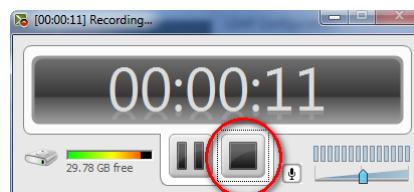
16.

17. Check the recording using the play button
18. Trim as needed using the **Trimming** buttons
19. **Submit** recording to be processed ready to use in USQStudyDesk or non-Courseware media repository

Information	**Warning:** Using the **Discard** button will permanently delete the recording and it cannot be recovered. **Warning:** Do not turn off or restart lecture room computers as this causes loss of recordings that have not completed the upload process to the server. DeepFreeze on the computers will wipe all files on a power off or restart and there is no recovery process for this.

20. Click on the link at the bottom to the window to check the recording status on the Relay server

Connected to: https://relay-test.usq.edu.au/relay
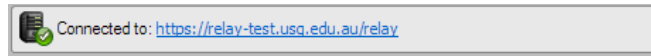
21. This can also be accessed at any time by using www.relay.usq.edu.au URL
    a. Use this website to check that your recording has uploaded and the status of the encoding process at anytime
22. Log out of Camtasia Relay

Associate a recording to a course or non-courseware

Information	**Warning:** You have one week to associate recordings to a course or non-courseware before they are cleared automatically and they cannot be recovered.

1. When the email arrives advising your presentation is available to be published
2. Click on any of the **View...** links to go to the repository (all View... links go to the same location in the media repository).

A presentation recorded at 31/05/2013 2:31:47 PM is ready for sharing and viewing.

Recordings remain available for a week. If they are not linked to a course within a week, recordings are deleted by the system.

Title: AY1001 - Recording a lecture in Relay
Description: How to record a lecture and manage it for use in a StudyDesk course.
Duration: 0:00:04

Type	Size	Link
MP4 with Smart Player (Large)	1.05 MB	View...
iPad	92.3 KB	View...
MP3 (Audio Only)	49.8 KB	View...

Automatic notification by **Camtasia Relay**
Send TechSmith your feedback.

3. Alternatively you can view, associate and manage recordings at any time using the link: https://mediarep-prd-vip.usq.edu.au/manage
4. Log into the repository with your UConnect username and password
5. Available recordings will be listed

6. Click on **Associate recording with course** on the recording to be published into a StudyDesk course
   a. Use **Publish as non-courseware** to make recordings available outside courses and to set permission for Staff, Student or Public access
7. A list of all courses you have editing rights in StudyDesk will be displayed
8. Click in the checkbox to select a course or multiple courses
9. Click on **Upload recordings**
10. Log out of repository
11. Check the recorded lectures link on the useful links block for your recording.
12. Lecture recordings link is not displayed by default
13. To show the Lecture Recordings link in a course:
    a. turn on editing
    b. edit the useful links (configuration)
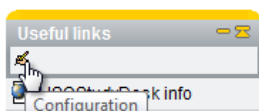
    c. tick the Useful links to display to the students

d. save changes

14. Click on the **Lecture recordings** link in the **Useful Links** block to open a window with a list of the recordings

15. Click on a recording and it is necessary to log into the media repository once with your UConnect username and password

16. If links to the recordings are to be used in topics in a course use the address of the window that opens displaying the Format type available so students can choose the file they wish to use

Managing lecture recordings in a course

1. The Recordings displayed in the Lecture Recordings Useful Link can be managed by using the link https://mediarep-prd-vip.usq.edu.au/manage

2. Click on **Manage existing recordings**
3. Click on the course to manage from the list of all courses displayed that you have editing rights in StudyDesk
4. In the management area you can change:
    a. Ordering
    b. Hidden or Visible status
        i.   Note recording cannot be deleted only hide recordings
        ii. Names or descriptions cannot be changed once associated to a course
5. Republish in a new course - all recordings from this course to another course used in migrations