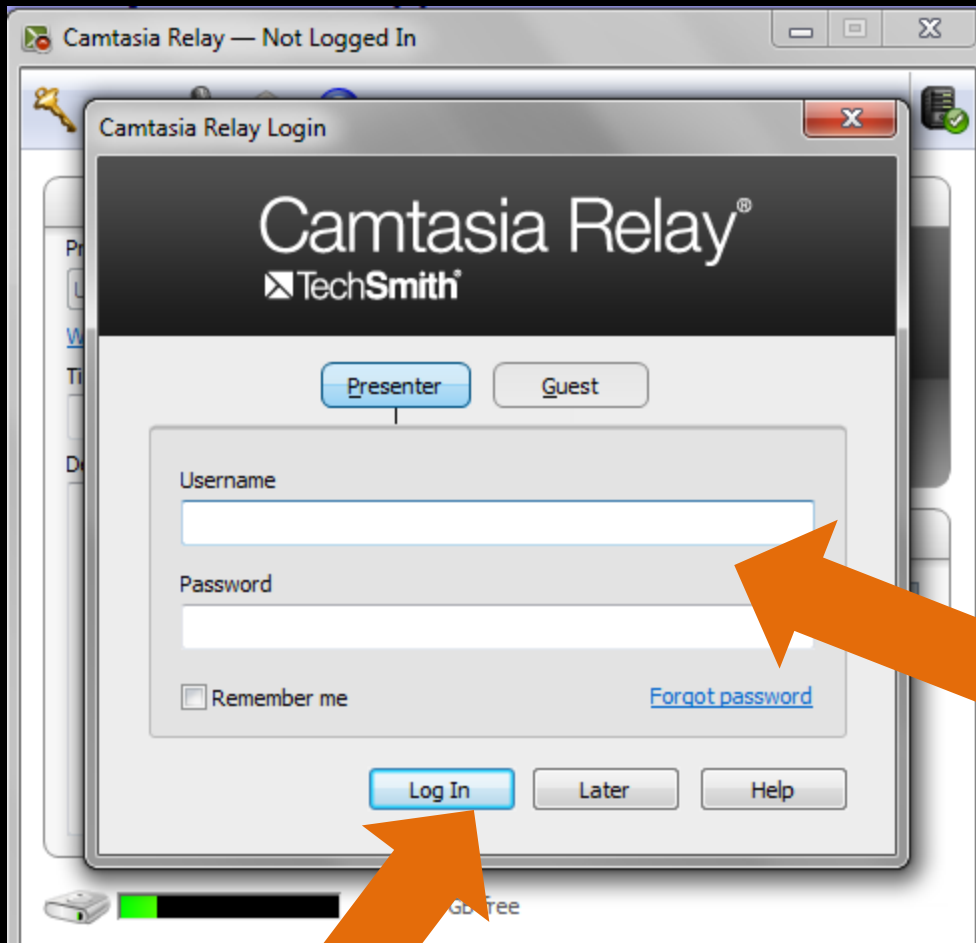# Camtasia Relay/Moodle Applications

CAMTASIA RELAY RECORDER
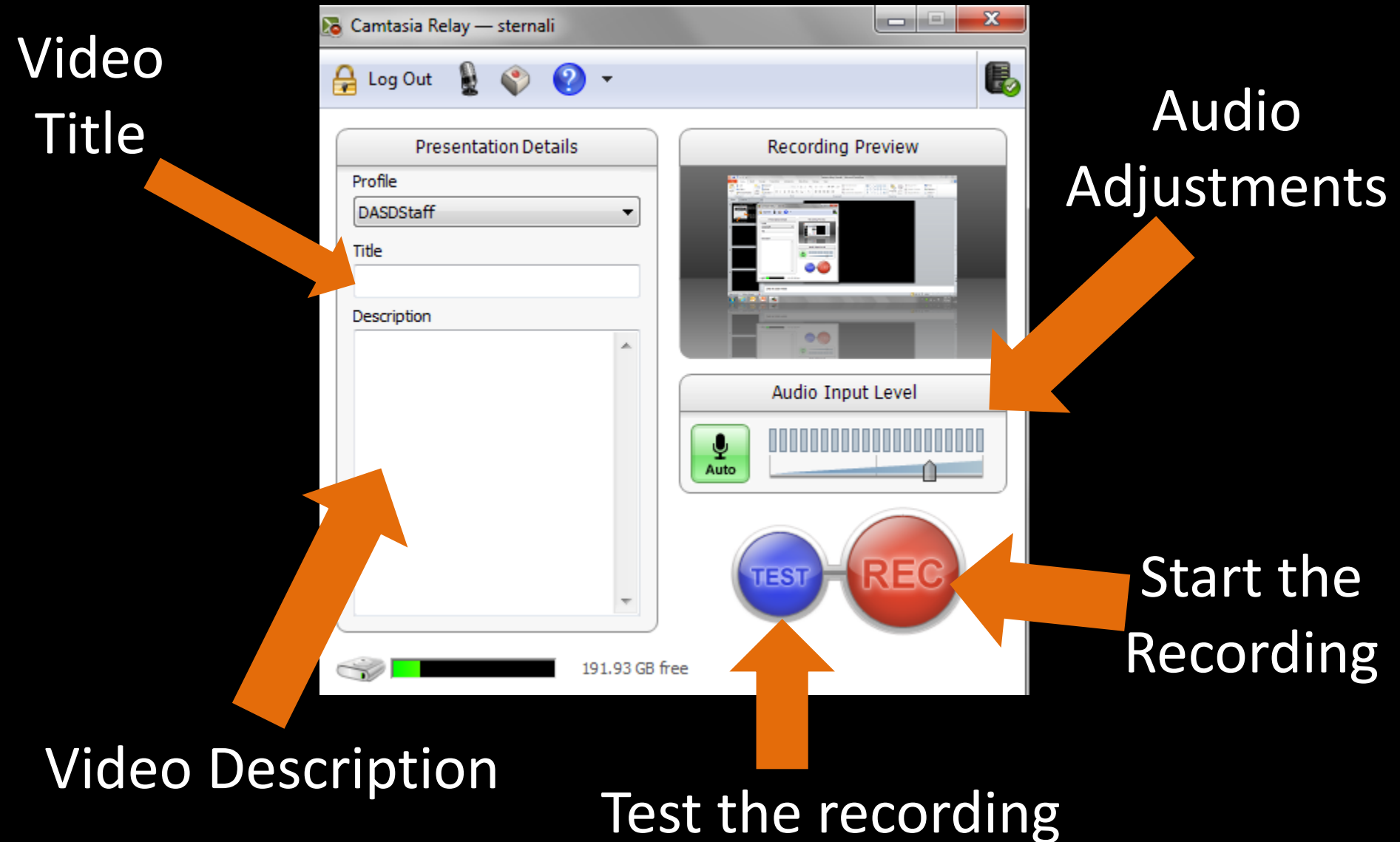

Keep the blue option selected at Presenter
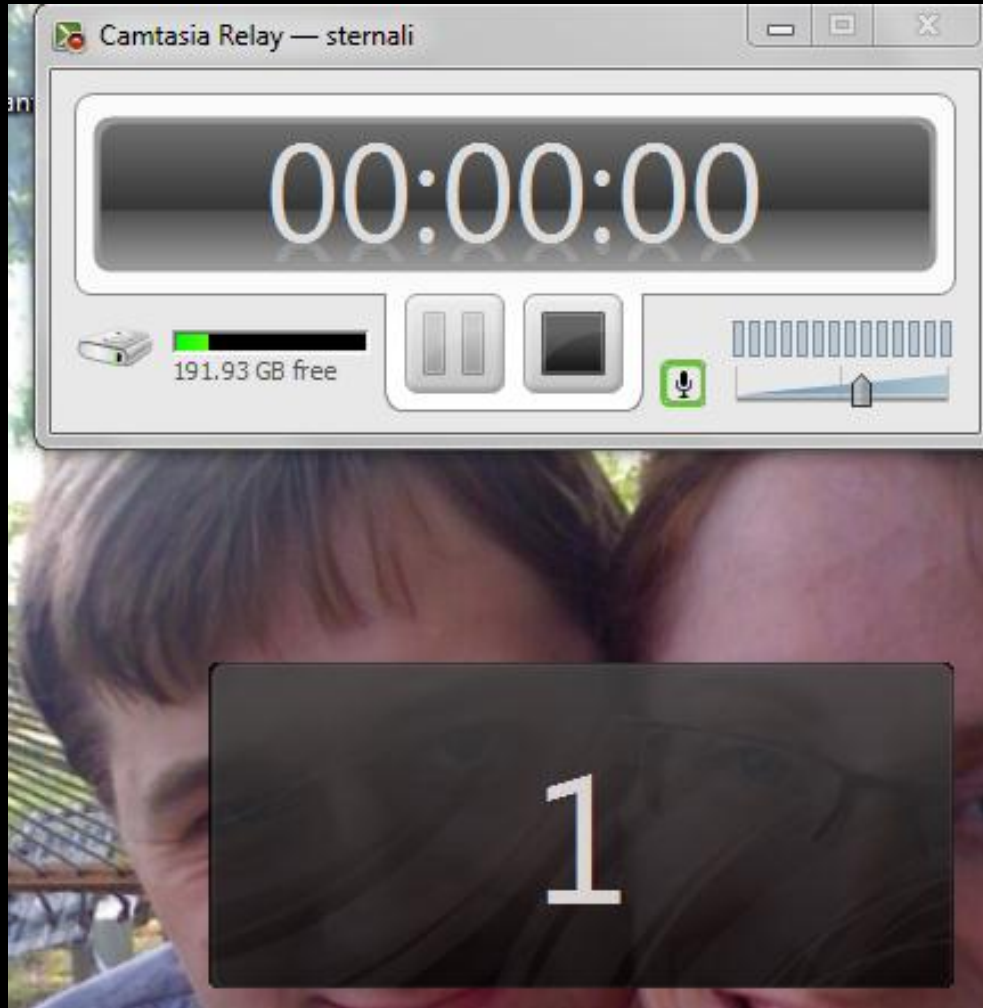
Log in with your district username and password

Then click the Log In button

PREPARING THE RECORDER

Video Title

Audio Adjustments

Start the Recording

Test the recording

Video Description

STARTING THE RECORDING

Once the Rec. button is clicked, Camtasia Relay will perform a countdown starting at 3 which will be displayed on the screen.

The recording box with the video length counter as well as the stop and pause options will then minimize itself to the taskbar.

AFTER STOPPING THE RECORDING

Trim the video

Preview Video

Submit Video

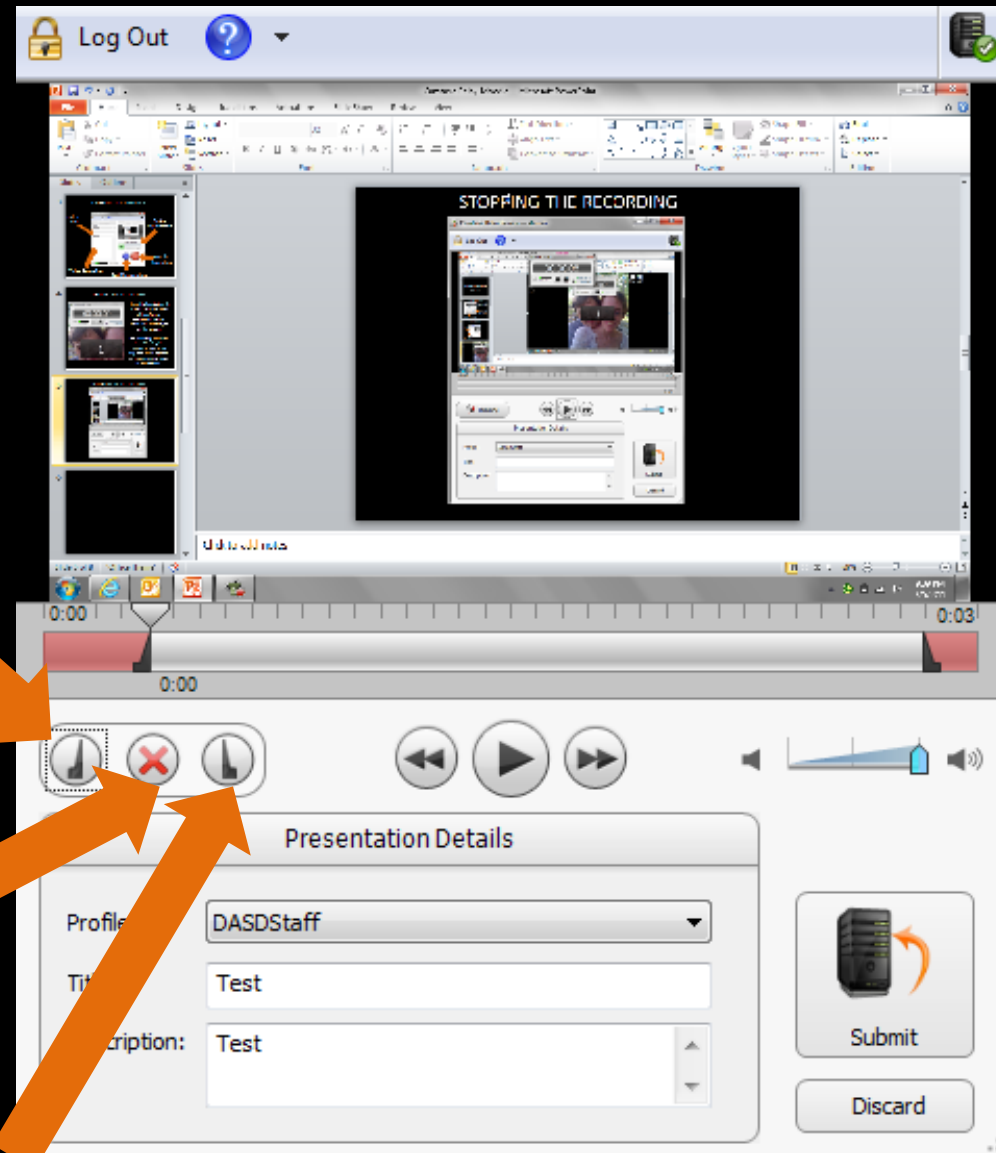Edit Title & Description

Discard Changes

TRIMMING THE RECORDING

Drag the gray arrow then click the starting point/ending point buttons to trim the video.
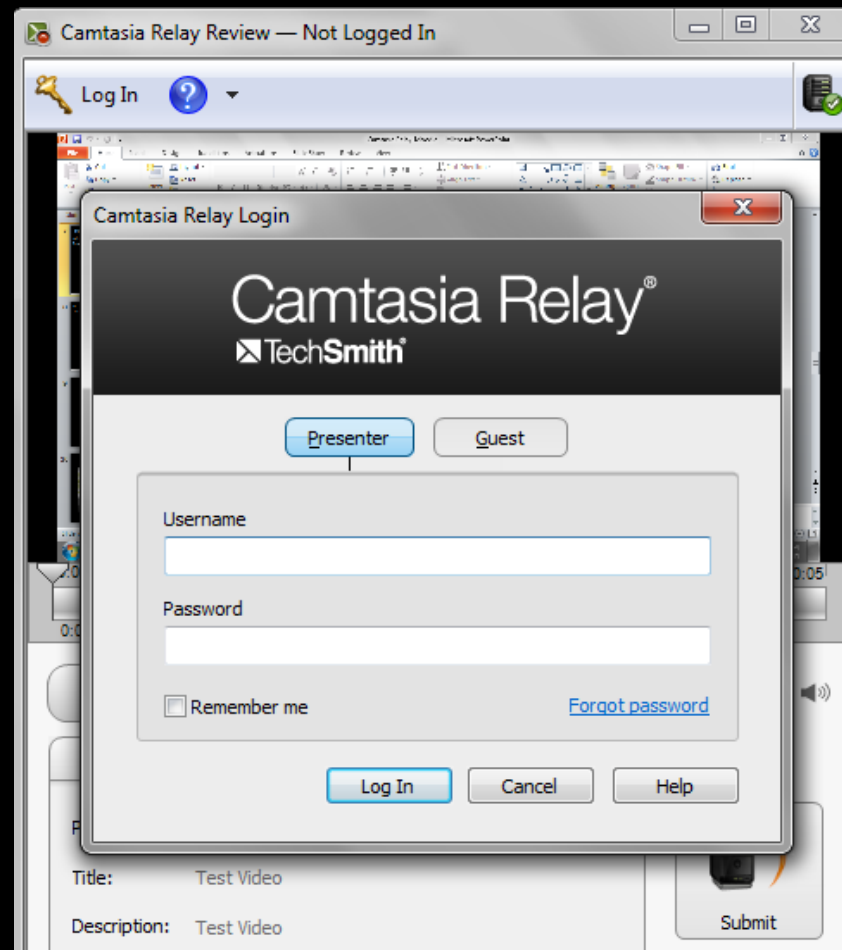
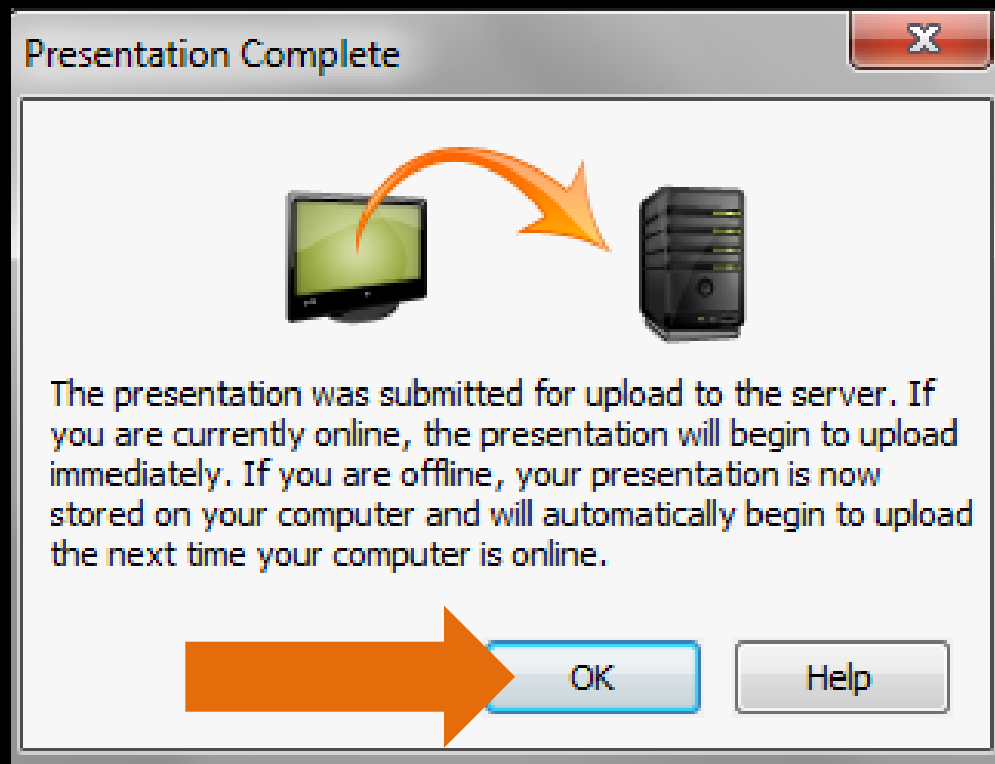

Set starting point

Cancel Trimming

Set ending point

SUBMITTING THE FINALIZED RECORDING

After clicking the Submit button, you will then be prompted to log back into Camtasia Relay.

Once logged back in, Camtasia Relay will display a message stating that your video is being uploaded to the server. You can then click the OK button.

Camtasia Relay will automatically send you an email with the link to your video.

Presentation Complete

The presentation was submitted for upload to the server. If you are currently online, the presentation will begin to upload immediately. If you are offline, your presentation is now stored on your computer and will automatically begin to upload the next time your computer is online.

OK   Help

After clicking the Ok button to the video uploading message, you will be brought back to the main recording screen. You can then click the Log Out button and close the Camtasia Relay program.
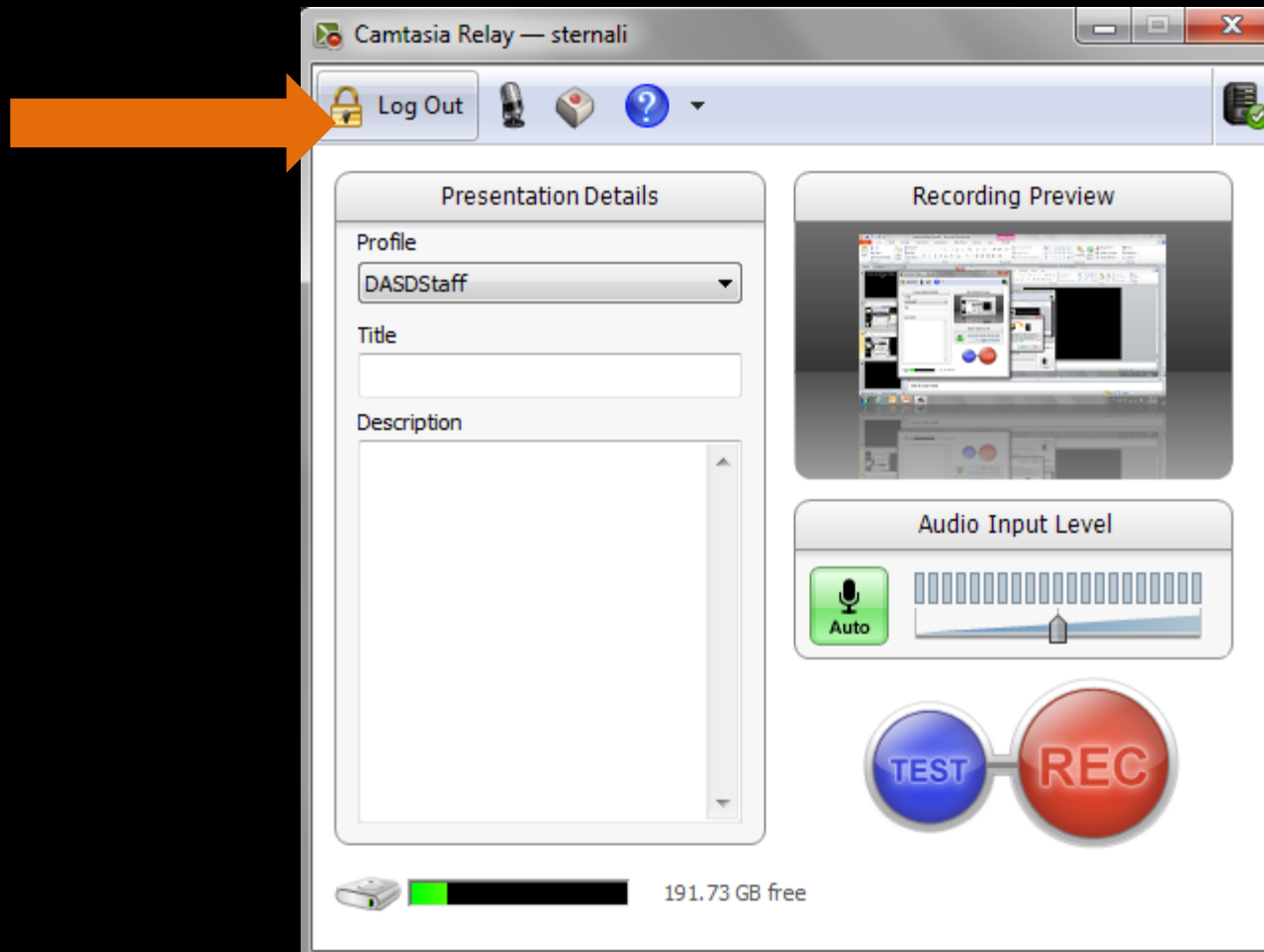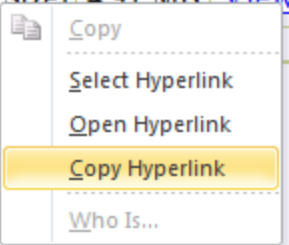
SHARING THE VIDEO LINK ON MOODLE

Right click on the View hyperlink in your email from Camtasia Relay and choose the Copy Hyperlink option.

PERMANENTLY DELETING YOUR CAMTASIA RELAY VIDEOS

Click on the Start menu and in the Search Programs and Files box type the following path **filling in the USERNAME part with your username.** Once that is done press the Enter key.
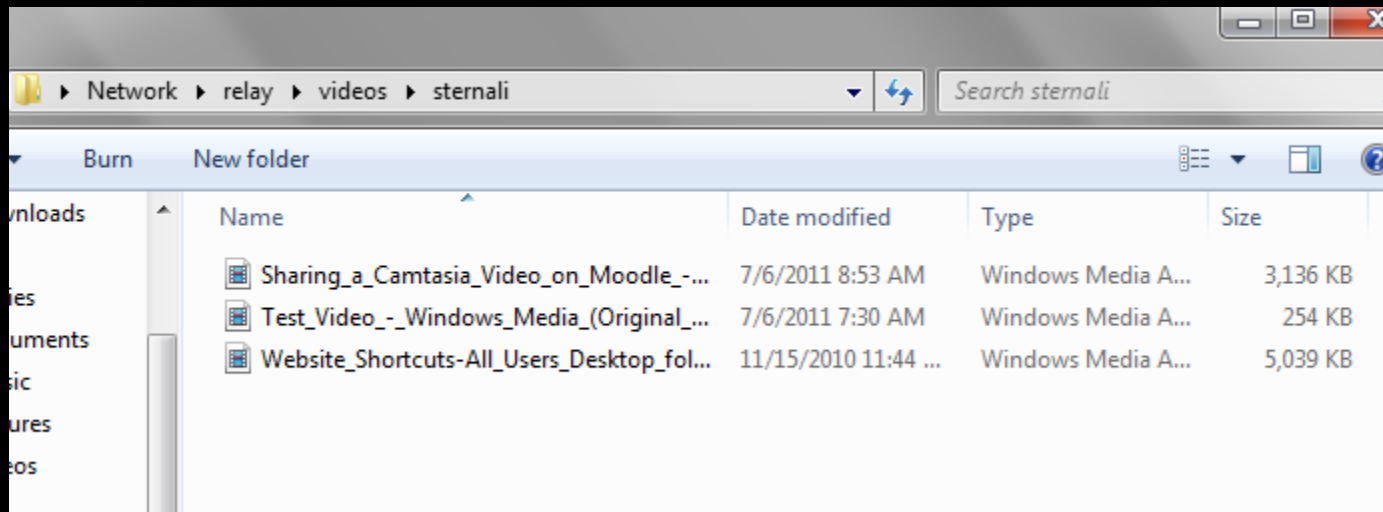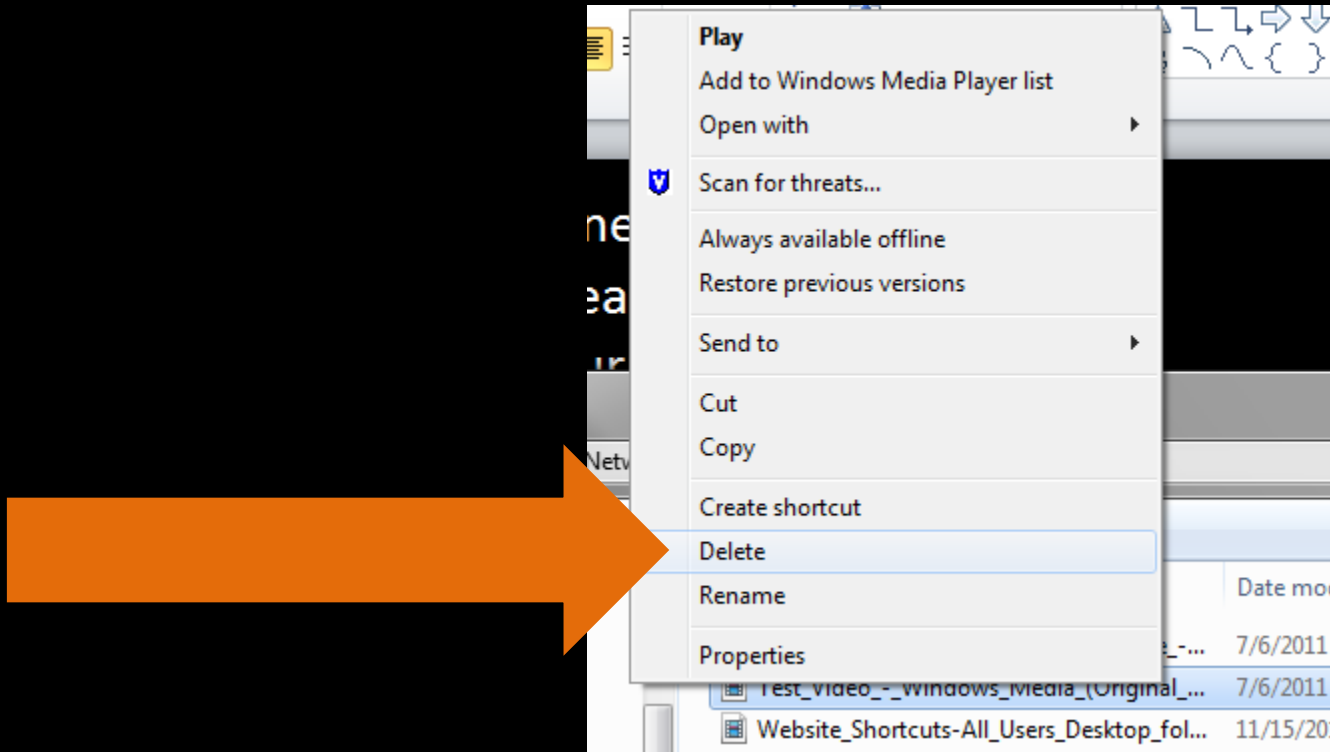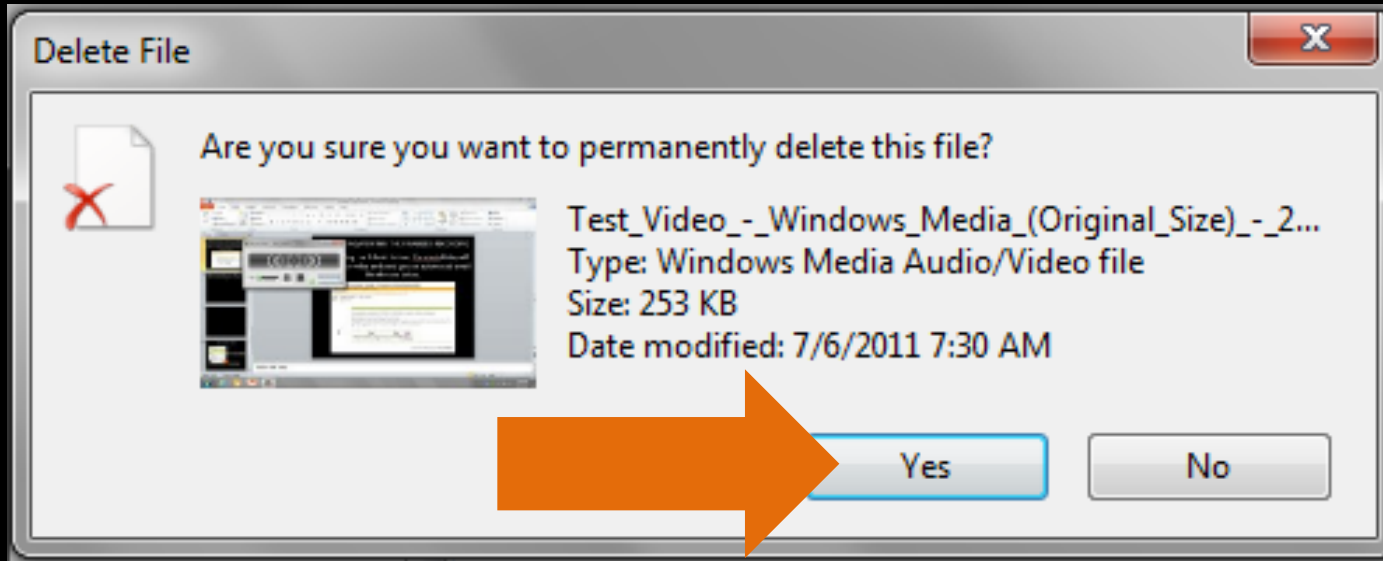
\\relay\videos\USERNAME
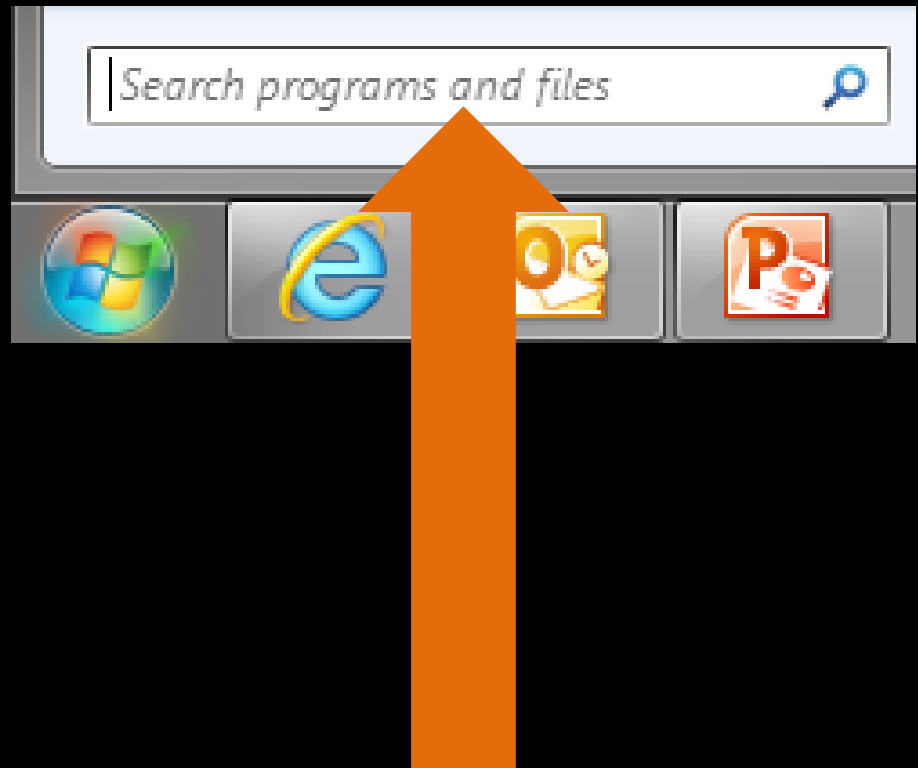
A new window will appear with a list of all your Camtasia Relay Videos.

Right click on the video you want to delete and choose the Delete option.

Click Yes to the Delete File window and your video will be **permanently** deleted.

Delete File

Are you sure you want to permanently delete this file?

Test_Video_-_Windows_Media_(Original_Size)_-_2...
Type: Windows Media Audio/Video file
Size: 253 KB
Date modified: 7/6/2011 7:30 AM

Yes   No

**Note that you will have to remove any hyperlinks, shortcuts, etc. from any files or Moodle pages that were linked to the deleted video.