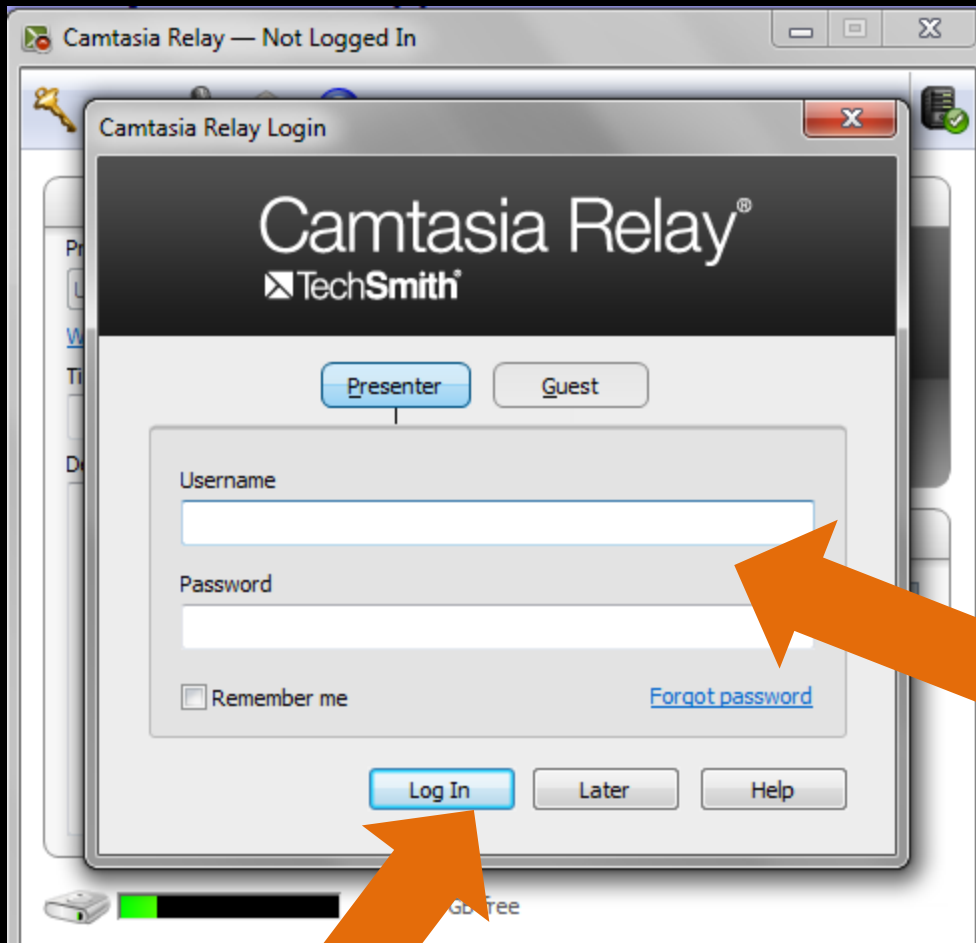


# Camtasia Relay/Moodle Applications

# CAMTASIA RELAY RECORDER

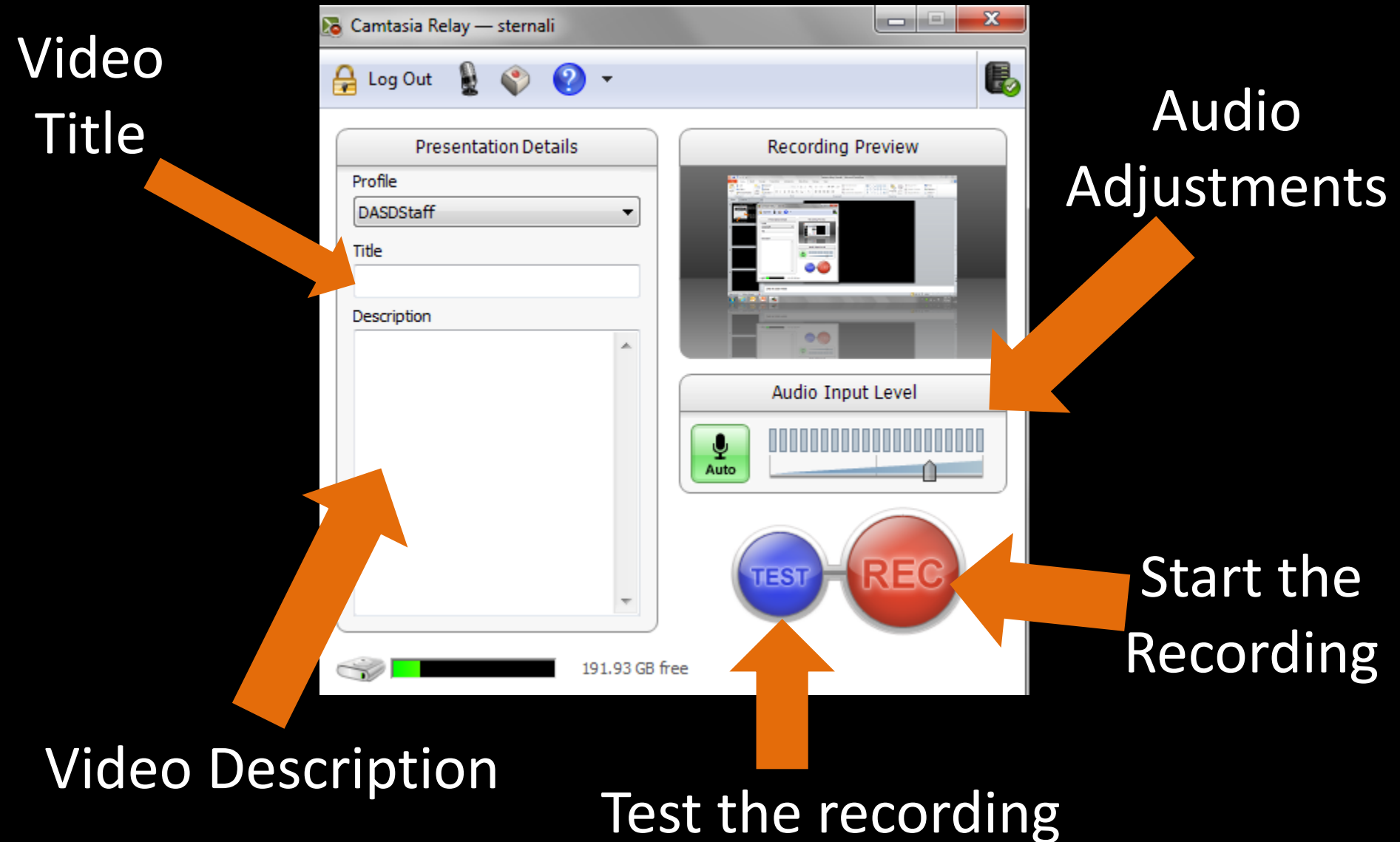


Keep the blue option selected at Presenter

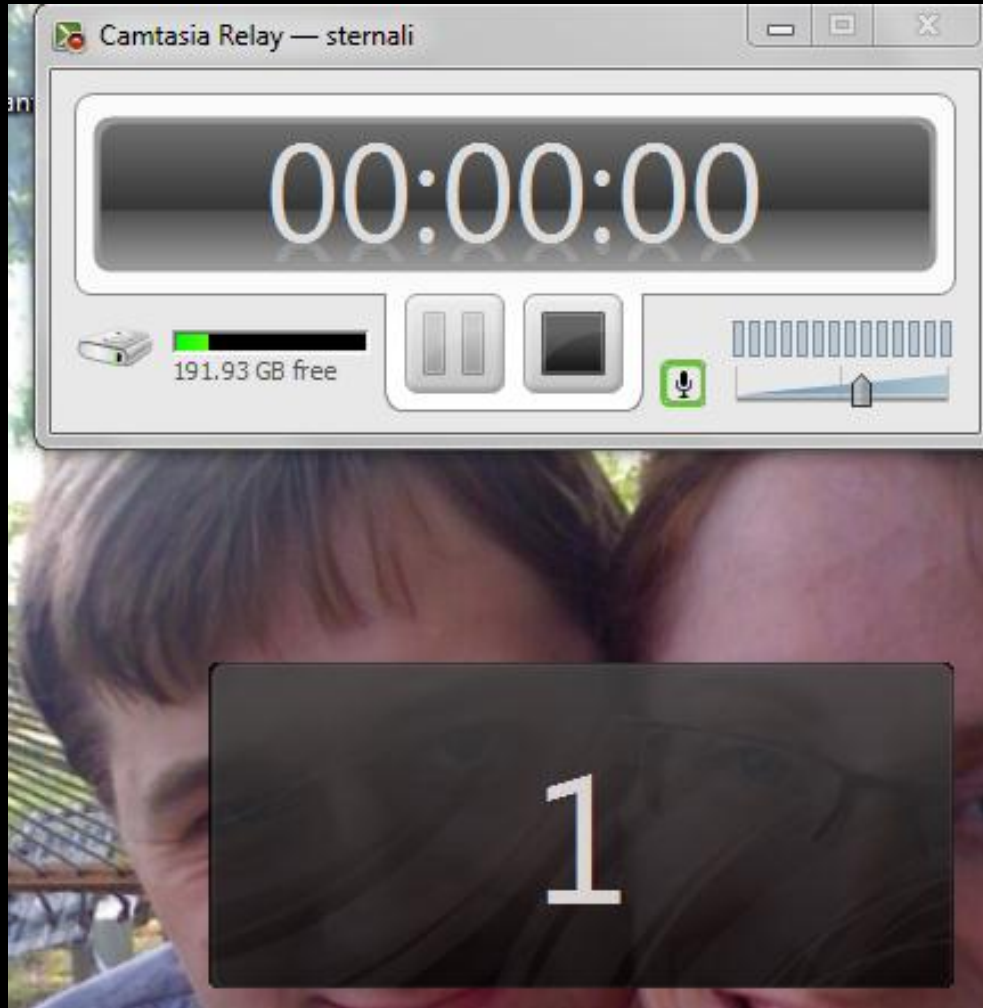
Log in with your district username and password

Then click the Log In button

# PREPARING THE RECORDER



# 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

The screenshot shows the Camtasia Relay Review application window. The main preview area displays a video of two children, with a black box containing the number '1' overlaid. A timeline at the bottom shows a duration of 0:08. Below the timeline are playback controls, including a 'Trimming' button with a scissors icon, and buttons for previous, play, and next. To the right of the playback controls is a volume slider. Below the playback controls is a 'Presentation Details' section with fields for 'Profile' (set to 'DASDStaff'), 'Title', and 'Description'. To the right of the 'Presentation Details' section are 'Submit' and 'Discard' buttons. Four orange arrows point to specific elements: one to the 'Trimming' button, one to the preview video, one to the 'Submit' button, and one to the 'Discard' button. The text 'Trim the video' is next to the first arrow, 'Preview Video' is next to the second, 'Submit Video' is next to the third, and 'Discard Changes' is next to the fourth. The text 'Edit Title & Description' is positioned near the 'Title' and 'Description' fields.

Trim the video

Preview Video

Submit Video

Discard Changes

Edit Title & Description

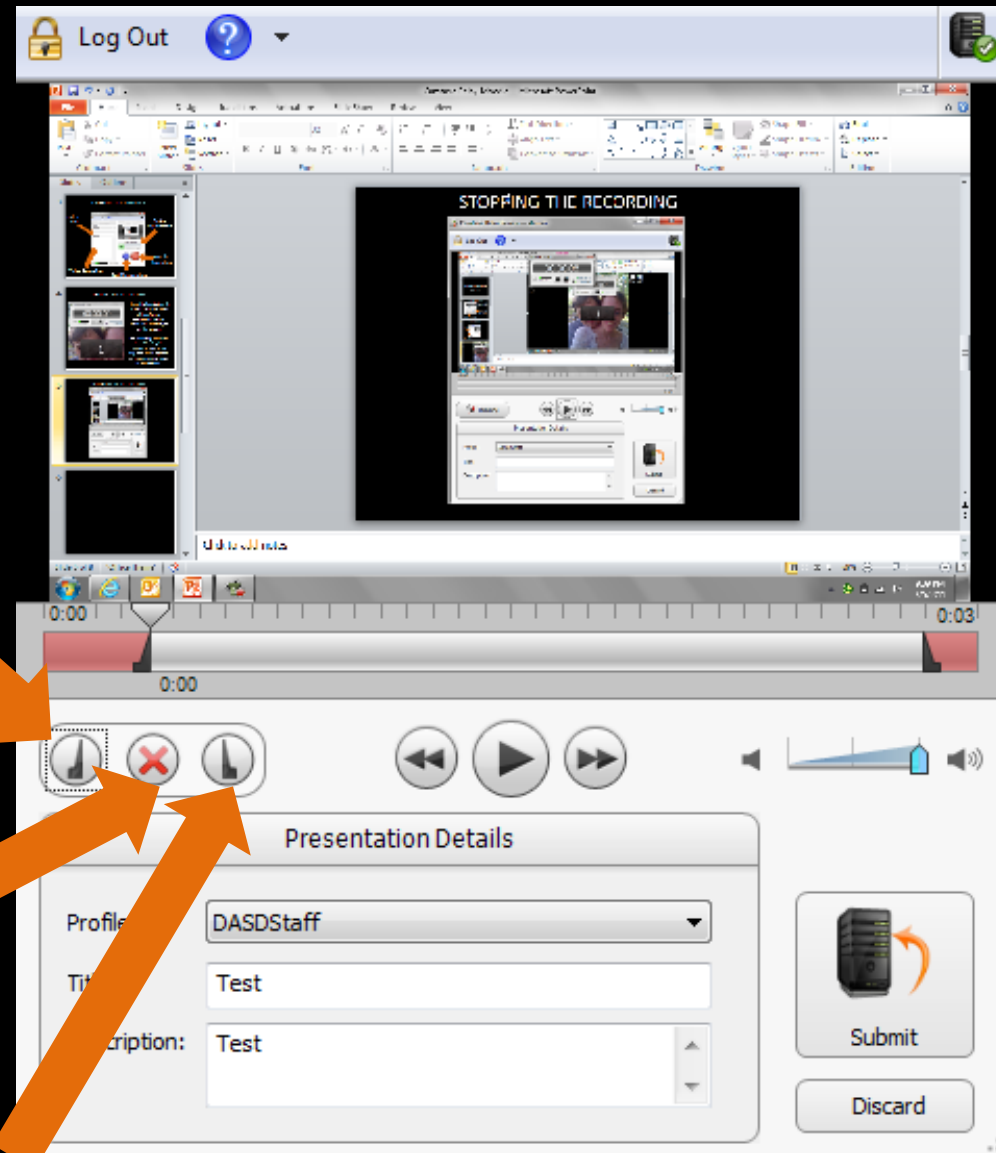
# TRIMMING THE RECORDING

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

Set starting point

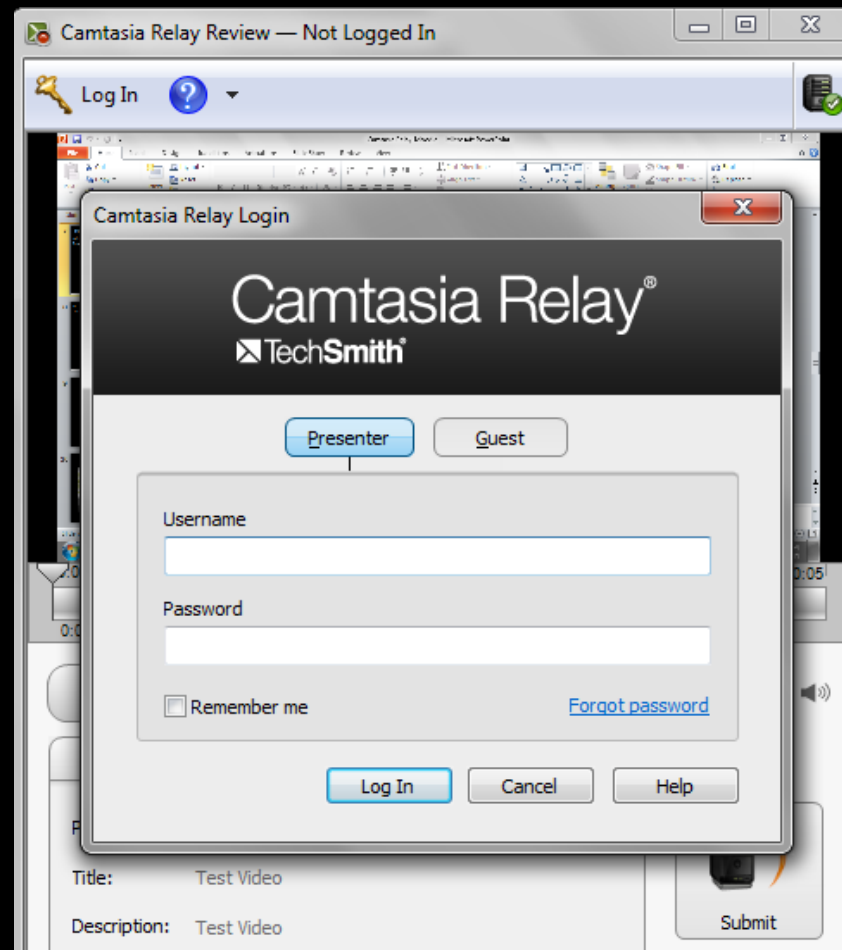
Cancel Trimming

Set ending point



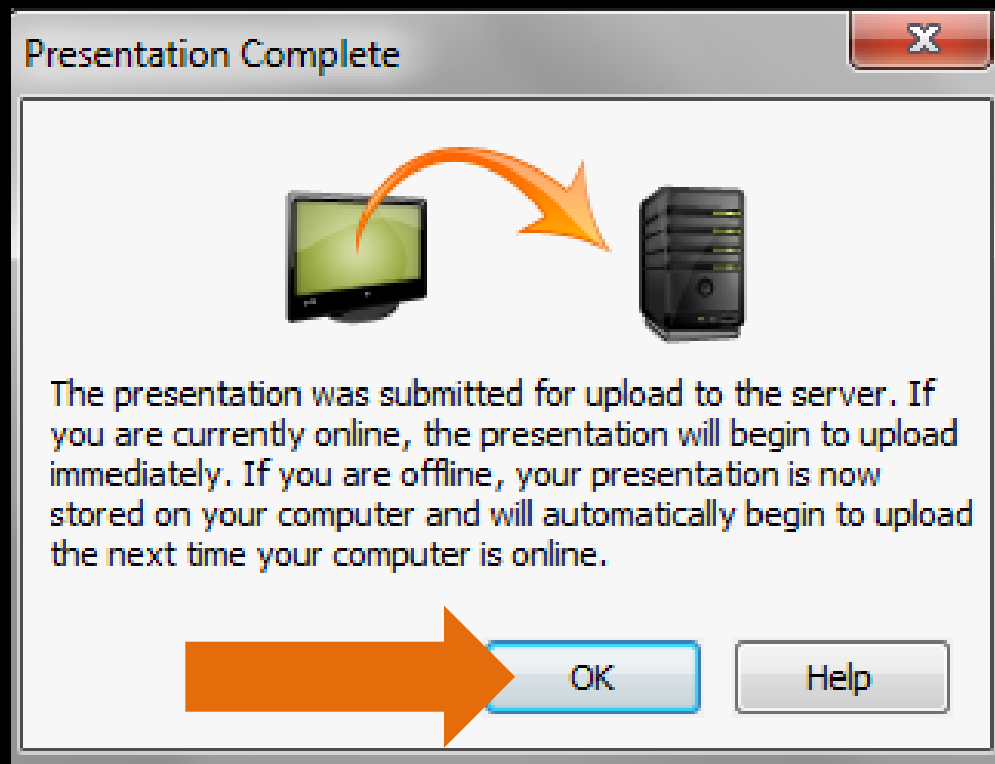
# SUBMITTING THE FINALIZED RECORDING

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



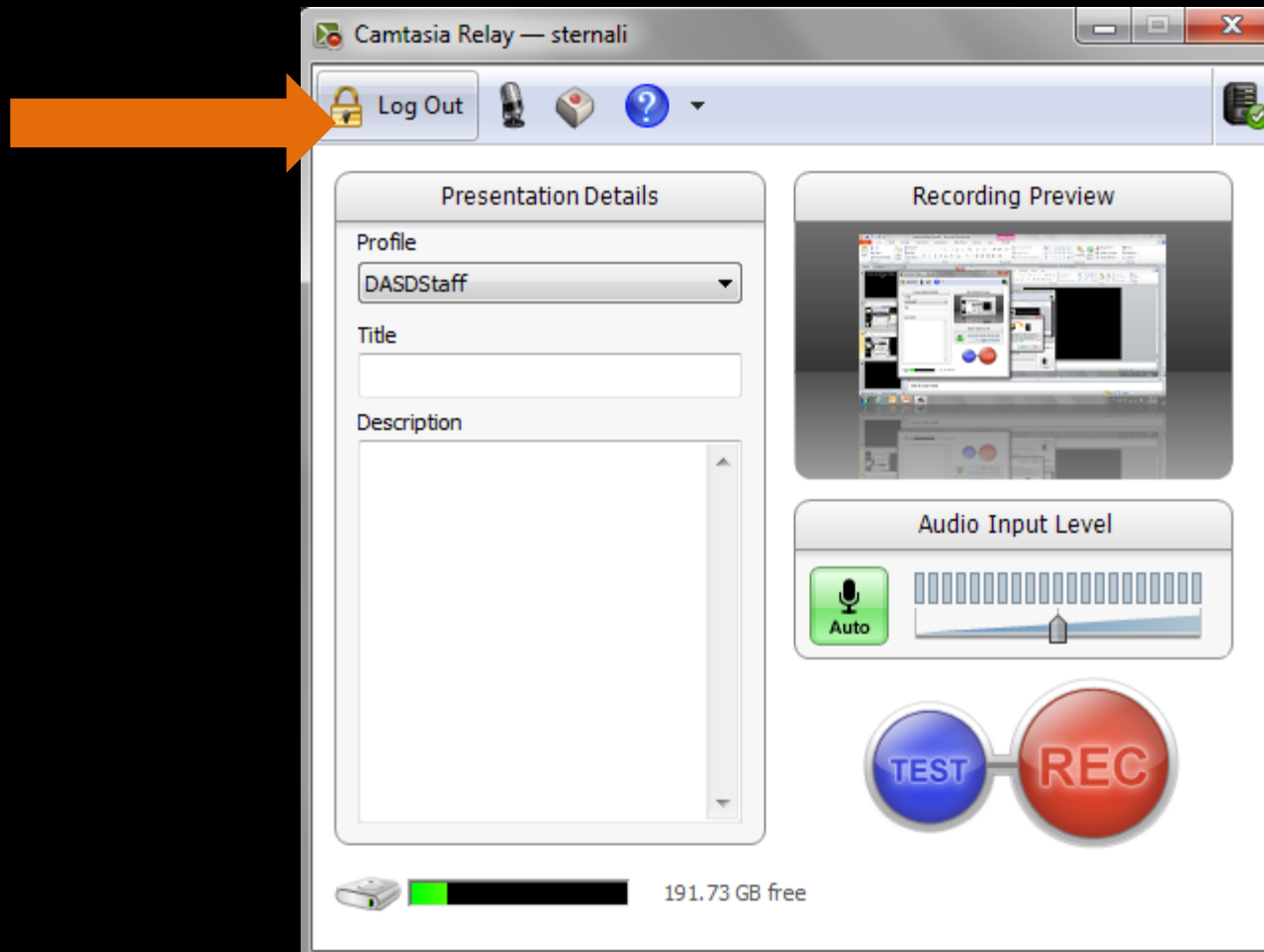
Once logged back in, Camtasia Relay will display a message stating that your video is being uploaded to the server. You can then click the OK button.

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





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.



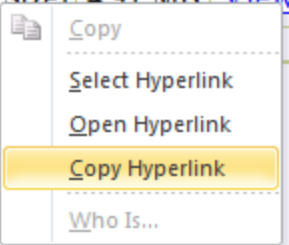
# SHARING THE VIDEO LINK ON MOODLE

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

A presentation recorded at 11/15/2010 11:34:13 AM is ready for sharing and viewing.

Title: Website Shortcuts-All Users Desktop folder  
Description: How to create shortcuts to websites and place them in the All Users Desktop folder.  
This will allow them to be used by anyone that logs into the student laptop.  
Duration: 0:01:42

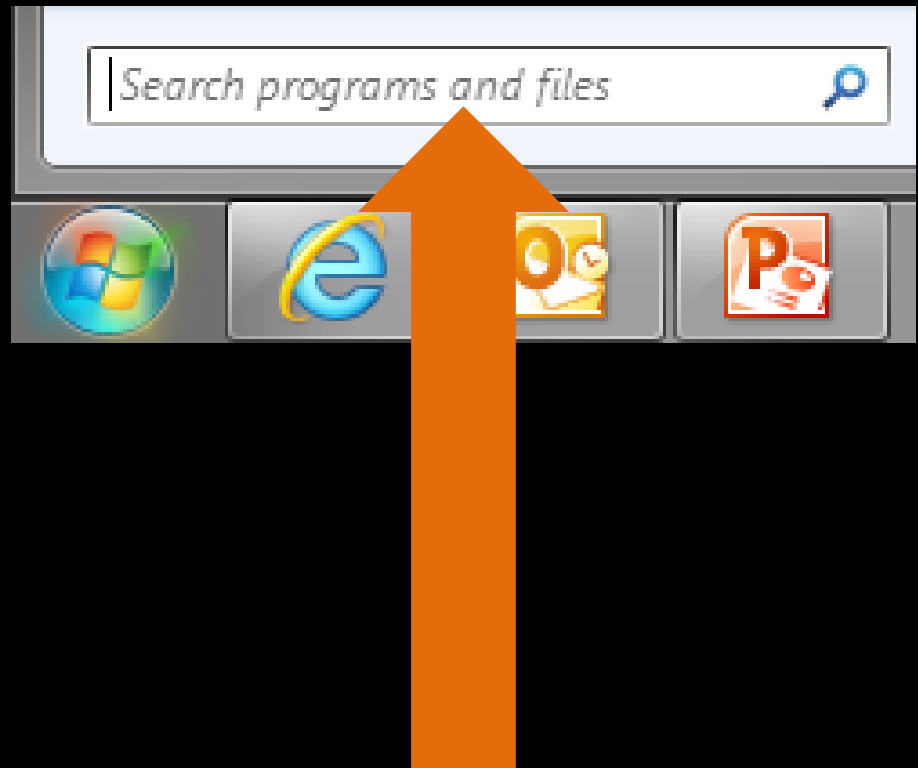
Type	Size	Link
Windows Media (Original Size)	4.91 MB	<a href="#">View...</a>



Automatic notification by Camtasia Relay

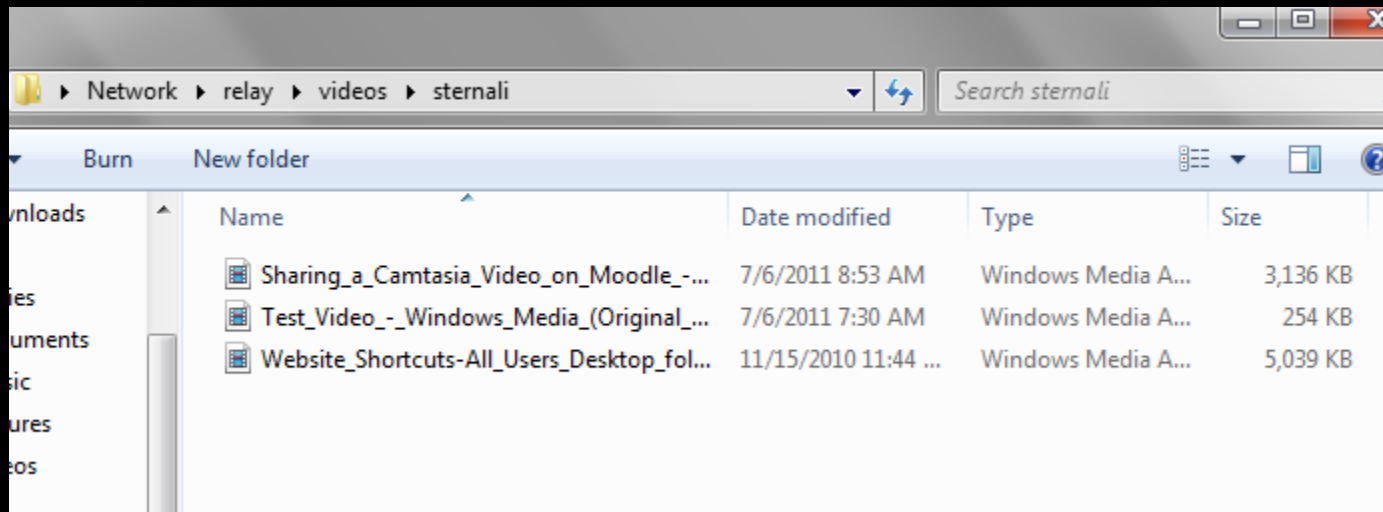
# PERMANENTLY DELETING YOUR CAMTASIA RELAY VIDEOS

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.

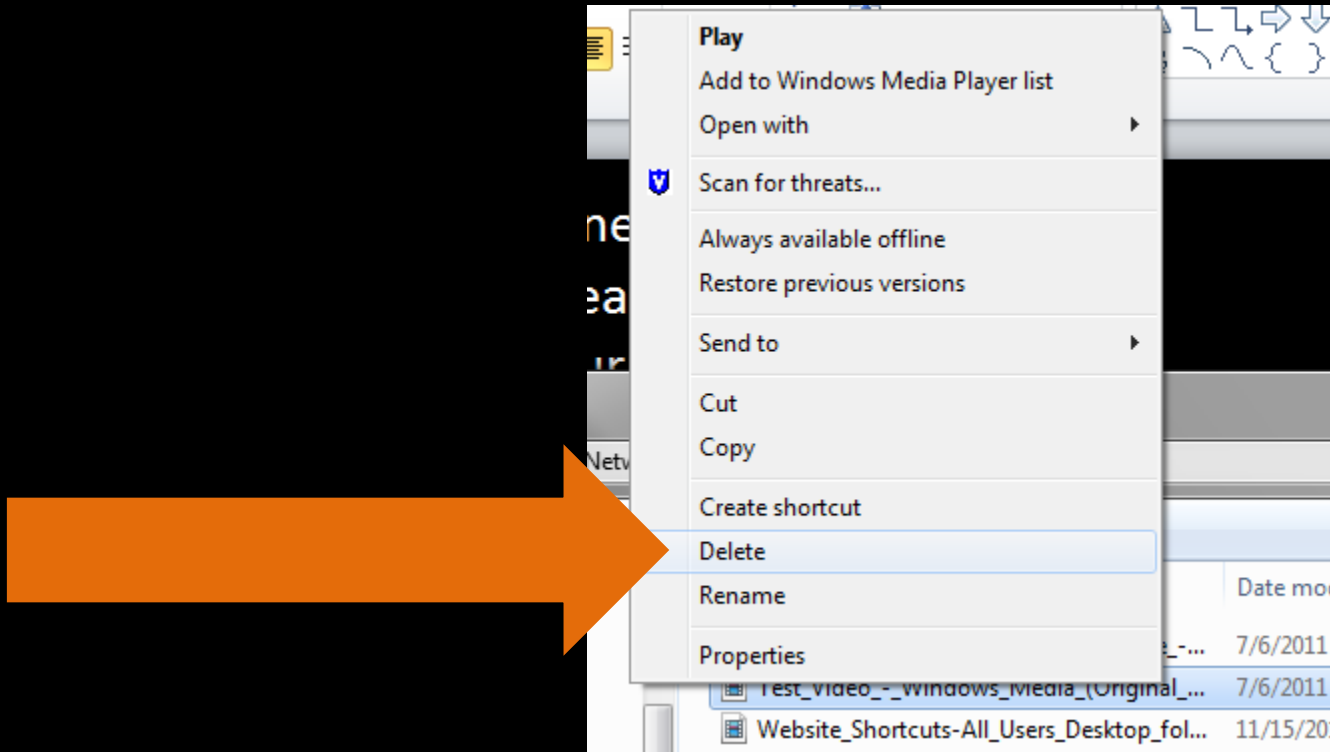


\\relay\videos\USERNAME

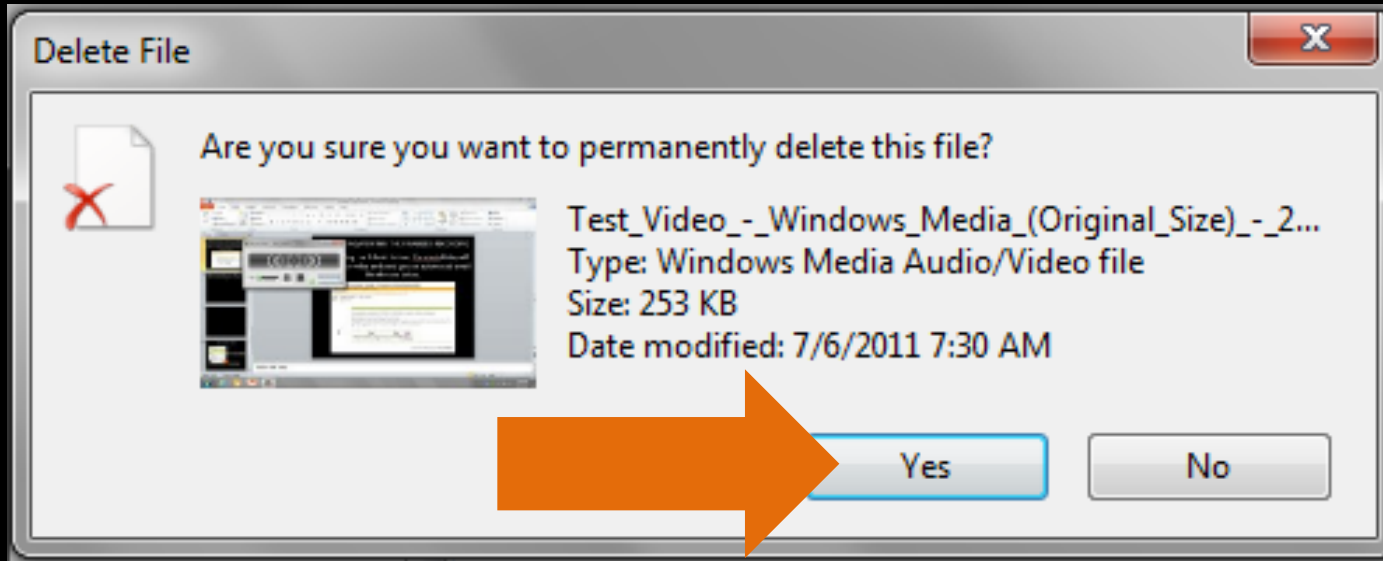
A new window will appear with a list of all your Camtasia Relay Videos.



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.



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