

HOW TO CAPTURE LIVE ACTIVITIES ON THE COMPUTER SCREEN USING TECHSMITH RELAY

Updated 03/18/15

TechSmith Relay allows users to quickly create and publish lectures and presentations occurring on a computer screen with an audio recording or narration. The TechSmith Relay program must be installed on your computer (please see ***How to Access to TechSmith Relay at USA*** how-to guide). You also need a microphone connected to your computer if you want to record your audio.

Running TechSmith Relay

1. Run the TechSmith Relay program on your computer.



Figure 1. TechSmith Relay program icon.

2. Log in screen is displayed. Type your South Alabama JagMail username (e.g. joesmith) and JagMail password. Click the *Log In* button.



Figure 2. Log in screen.

3. The TechSmith Relay interface is prompted. Select the profile, type the presentation title and the description.



Figure 3. TechSmith Relay interface.

4. To select and adjust the proper audio device, click the *Audio* icon on the top menu bar.

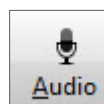


Figure 4. Audio device icon.

5. To create hot keys for starting and stopping the recording, click the *Hotkeys* icon.

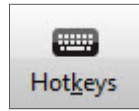


Figure 5. *Hotkeys icon.*

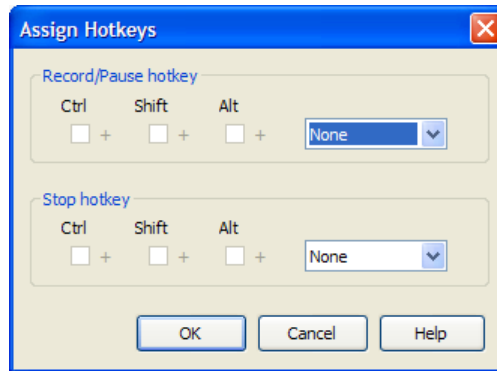


Figure 6. *Assign Hotkeys.*

6. Adjust the microphone volume if needed.

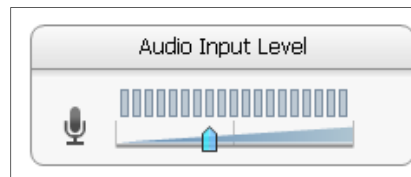


Figure 7. *Audio input level.*

Testing

Click the *Test* button to start capturing activities on the computer screen without saving and publishing the presentation. Please note that you might need to change the screen resolution if the captured content on the screen is not readable. The recommended screen resolution is 800x600.

Recording

1. Click the red *Rec* button to start the recording. You have three seconds to get ready. Once it starts, the TechSmith Relay recorder will be minimized and shown on the task bar.



Figure 8. *TechSmith Relay recorder.*

2. Use your hot keys to stop recording or click the *TechSmith Relay recorder* icon located in the task bar and then select *Stop*.
3. The TechSmith Relay Review is prompted. Click the *Play* button to view the presentation.

To trim your presentation, please see the ***How to Use the Trimming Options in TechSmith Relay*** how-to guide.

To submit your presentation, please see the ***How to Submit your Presentation to the TechSmith Relay Server*** how-to guide.

*** For further assistance, contact the Innovation in Learning Center at (251)461-1888 or visit <http://usailc.org>**