

HOW TO SAVE PRESENTATIONS TO THE TECHSMITH RELAY SERVER AND UPLOAD TO USAonline

Updated 03/17/15

Whether you have chosen to create a PowerPoint or a screencast, once you have completed your recording, you need to complete the process below in order to submit to the server.

Reviewing and Submitting the Recording

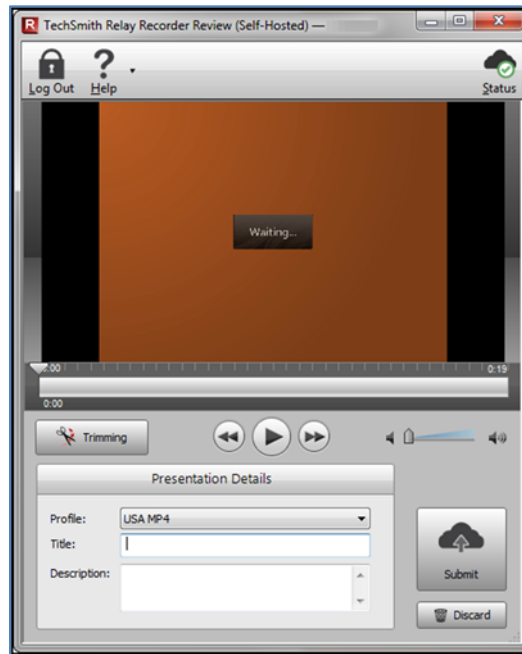


Figure 1. *TechSmith Relay Review.*

1. Make sure you are logged in to TechSmith Relay. Click *Log In*, type your username and password (the first part of your JagMail address, i.e. joesmith, and your JagMail password), and click *Log In* at the bottom of the window. The login screen will disappear.

Note: If the program is installed on a computer where you are the sole user, select the *Remember Me* checkbox to remember the login credentials.

2. Click the *Play* button if you would like to view the presentation.
3. Select a profile. Please see ***How to Access TechSmith Relay at USA*** how-to guide for more details about the TechSmith Relay profiles.

4. Type your presentation title and description.

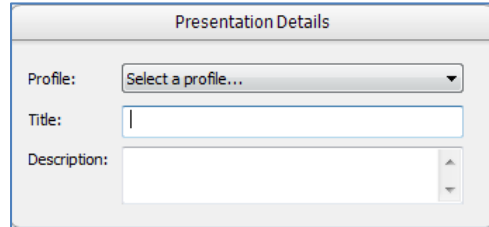


Figure 4. *Presentation details.*

5. Click the *Submit* button if you want to publish the presentation on the TechSmith Relay server or click *Discard* if you do not want the presentation to be published.

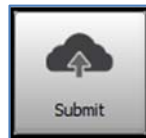


Figure 5. *Submit button.*

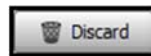


Figure 6. *Discard button.*

6. Once submitted, the presentation submitted message will be shown. Click *OK*.

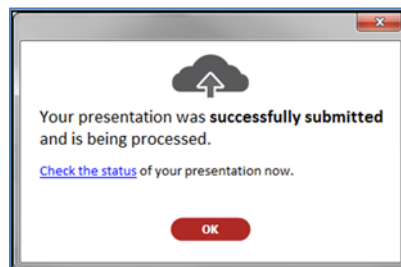


Figure 7. *Presentation submitted message.*

To see if the presentation has been published or not, go to <http://camtasia.usouthal.edu/relay>. Log in with your South Alabama Jgmail credentials to access your TechSmith Relay account on the server.

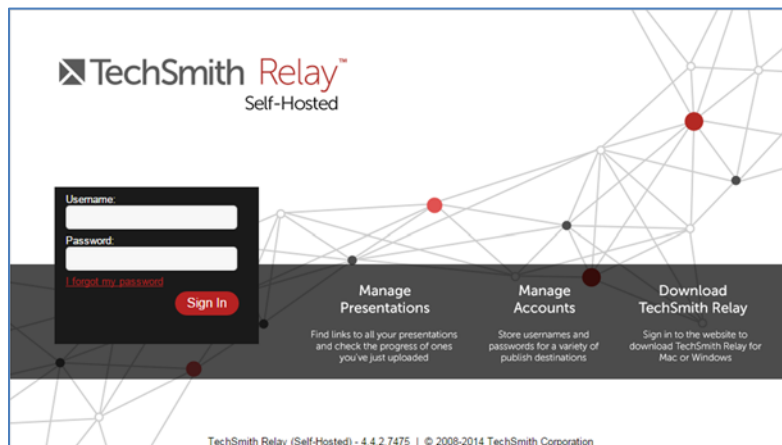


Figure 8. *TechSmith Relay home page.*

7. Select *Presentation* menu. Your presentation should be under either Processing or Completed.

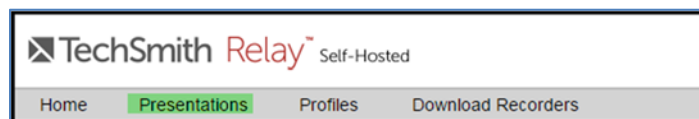


Figure 9. *Presentations tab*

When the TechSmith Relay server finishes publishing the presentation, an automated e-mail will be sent to notify you that the presentation is successfully published. The URL link will also be provided in the e-mail message. You can then use the URL to add the presentation to your course.

A presentation recorded at 3/17/2015 11:13:42 AM is ready for sharing and viewing.

Title: Test
Description: Description Not Provided.
Duration: 0:00:07

Type	Size	Link
MP4 with Smart Player (Original Size)	1.17 MB	View...

Figure 13. *Link to new or existing URL resource on server*

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