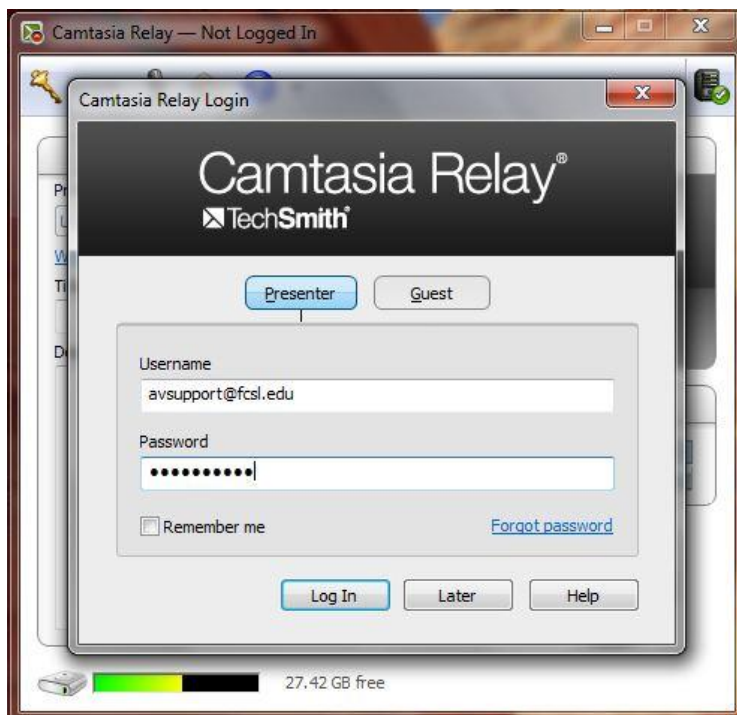


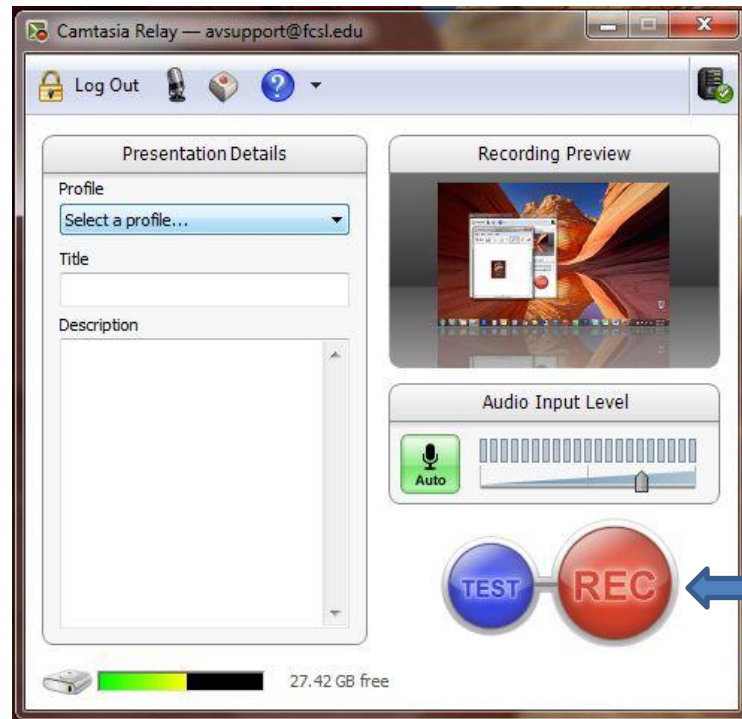
Using Camtasia Relay for Lecture Capture



Double Click the Camtasia Relay icon to launch the recorder.



Login to the recorder using your **full FCSL email address** and password.



Click **REC** to start the recording.



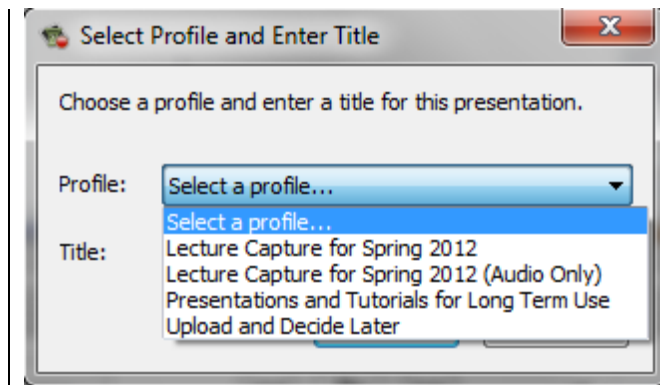
Click **STOP** to end the recording.



Click **SUBMIT** to publish the recording.



Enter a title for your presentation.



Select a profile from the drop down list:

Lecture Capture for **current semester/year**

- publishes MP4 video & Mp3 audio.

Lecture Capture for **current semester/year (Audio Only)**

- publishes Mp3 audio.

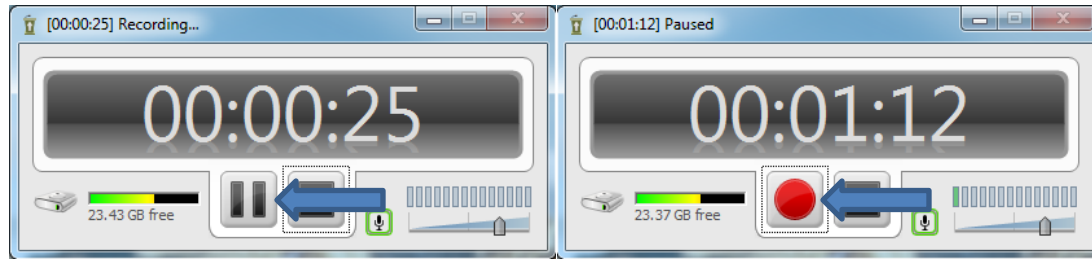
Presentations and Tutorials for Long Term Use

- use this profile for publishing presentations and tutorials that will be used for more than one semester. Publishes MP4 video & Mp3 audio.

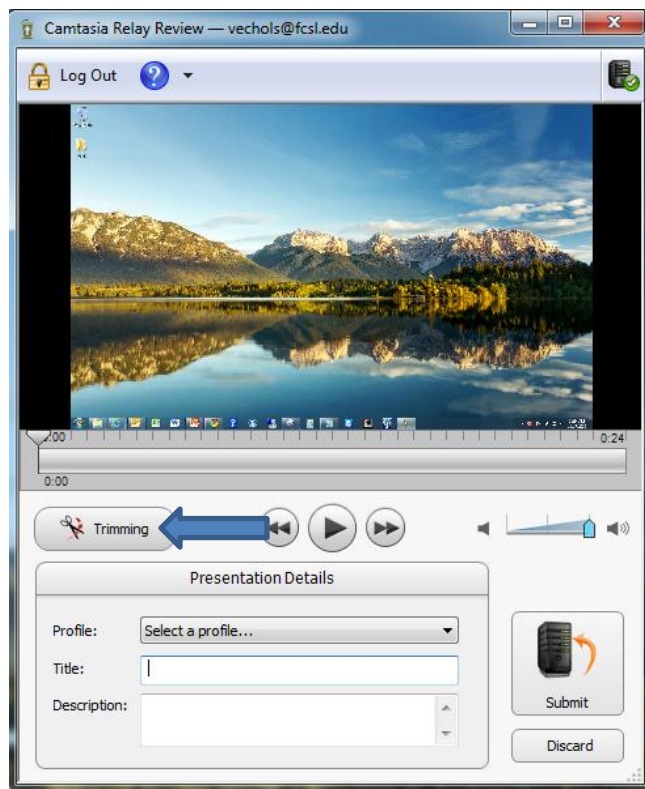
IMPORTANT: Per FCSL faculty approved podcasting policy, **all recorded materials are deleted following the close of each semester.** If you plan on using Camtasia Relay to record materials for future use, please choose the “**Presentations and Tutorials for Long Term Use**” profile when submitting your recording for publishing.

A web link to your recording will be automatically emailed to you once the system has finished processing it. This may take some time depending on the length of the material captured as well as the number of presentations that the server is currently encoding. You may forward, distribute or repost this link as needed. To access a list of your recordings or to download a copy of the Camtasia Relay recorder for use on another computer, you may login to <https://relay.fcsl.edu/Relay/> using your **full FCSL email address** and password.

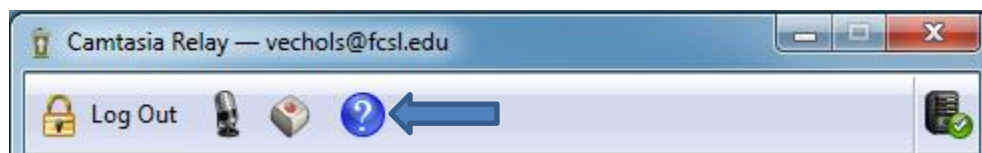
Additional Camtasia Relay Features



You may pause and resume your recording at any time by clicking the **PAUSE/RESUME** button.



You can trim the beginning and end of your recording **before submitting them** by clicking the **TRIMMING** button and setting your in/out points.



For detailed instructions on these and other Camtasia Relay features, please refer to the help topics and online video tutorials that can be accessed by clicking on the help icon located at the top of the Camtasia Relay recorder: