HOW TO GUIDE FOR TECHSMITH RELAY

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HOW TO GUIDE FOR TECHSMITH RELAY: ACCOUNT SET-UP

Ø **STEP #1:** Contact the ITC Help Desk to set up an account.

ITC Help Desk
Tel: (406) 994-1777
helpdesk@montana.edu

Ø **STEP #2:** Enter 6 Digit NetID and Password.

Ø **STEP #3:** Download software to computer.
HOW TO GUIDE FOR TECHSMITH RELAY: PRE-RECORDING

**CAMERA (OPTIONAL):** Activates your computer’s camera to record you speaking as a small box that appears along with the screen that is recorded.

**RECORDING PREVIEW:** Displays an image of which screen will be recorded. If you are using dual monitors, then clicking here allows you to select the screen to be recorded.

**TEST (OPTIONAL):** Used to conduct a test run to make sure audio is working and you are recording the correct screen.
**AUDIO:** TechSmith Relay defaults to your computer’s built-in microphone but added microphones can be selected here.

**PRESENTATION DETAILS:**

**Profile:** This allows you to set closed captioning with MSU Relay Files - plus Transcription to ensure accessibility.

**Title and Description:** Add a title here as well as a description. Make sure the title and description are specific, i.e. course, unit, topic for later retrieval and for students to easily identify. Note you can also set the profile and provide a title post recording.
**HOW TO GUIDE FOR TECHSMITH RELAY: START, PAUSE, and STOP RECORDING**

- **STEP #1:** Click the record button to start recording the selected screen, a second interface will appear pictured below next to **STEP #2.**

- **STEP #2:** Pause recording if needed or click the stop button to end recording.
HOW TO GUIDE FOR TECHSMITH RELAY: POST-RECORDING

PREVIEW (Optional): View your recording prior to submission.

TRIMMING (Optional): Use for editing the front and back of the recording such as start up and closing time.

Submit recording for processing or delete it if needed.
**STEP #1:** Edit recording with trimming tool by clicking on the Trimming button.

**STEP #2:** Slide inverted arrow to each point in the recording where you want content removed before and after, then click on the buttons on either side of the red X to mark the spots for removal. See screen shot, areas shaded in pink will be removed.

**STEP #3:** Click on the red X to remove content such as start up and closing times.
HOW TO GUIDE FOR TECHSMITH RELAY: SUBMISSION

- **STEP #1:** Set profile to MSU Relay Files – plus Transcription to ensure that closed captioning is added for students with disabilities. Add specific title with course, unit, topic, and time (length of recording) in title for students.

- **STEP #2:** Click the submit button for processing and proceed to your TechSmith Relay account. It can take several minutes to process depending on length and peak processing times.
Recordings can be accessed one of two ways:

1. From a link sent to your email
2. Directly from this link: camtasia.msu.montana.edu
STEP #1: Before the recording is fully processed, TechSmith Relay provides the opportunity to preview and edit closed captioning. Click on edit captions to do this. Note that clicking release hold will process the recording’s captions as is.
HOW TO GUIDE FOR TECHSMITH RELAY: PREVIEWING AND EDITING CLOSED CAPTIONING CONT.

- **STEP #2**: Press the play button to move through the closed captioning to identify incorrect or inaccurate wording. Press pause to stop at segments that need correcting.

- **STEP #3**: Move your cursor to the enlarged darker segment box that appears above the timeline and click near the parts of the sentence that need editing. Once you are finished editing, click on the blue publish button in the top right corner.
**How to Guide for TechSmith Relay: Uploading to Brightspace**

- **STEP #1**: Click on (View) for MP4.

- **STEP #2**: Copy the link or URL for the recording that appears in the address bar after clicking on (View).

- **STEP #3**: Create a link in Brightspace where you want the recording to be located and paste URL. Note that you will not be able to upload the file as Video or Audio.
(1.) Making Your First Recording Video (3:46) and Screenshot Tutorial Below:

(2.) TechSmith Relay Website Tour Video (2:36):

(3.) Editing Captioning: