HOW-TO GUIDE FOR TECHSMITH RELAY

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INTRODUCTION TO TECHSMITH RELAY

Techsmith Relay is a lecture capture tool that records what appears on a designated screen and any audio directed at a designated microphone. TechSmith Relay can be downloaded to a personal computer or be used in MSU classrooms.

In this How-To Guide, you can find step-by-step instructions for all of TechSmith Relay’s tools, processes, and features broken into the following categories:

• Pre-Recording and Recording
• Post-Recording (includes add-on features such as quizzing, analytics, and closed captioning)
• Post-Recording Sharing and Organization (including adding to Brightspace)
• Importing External Media
• Additional Resources (Best Practices, Technical Help, and Video Tutorials)

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TECHSMITH RELAY ACCOUNT SETUP & NEW RECORDER DOWNLOAD (Steps 1-2)

Special Notice: Note that you will no longer be able to create recordings using the old relay recorder. Although it may appear to be working and looks the same, it will not upload the recording and any recording done with the old recorder will be lost. If you see the words “self-hosted” at the top of the recorder, you are using the old recorder.

- **STEP #1:** Go to https://montana.techsmithrelay.com and click on sign in.

- **STEP #2:** Enter MSU NetID and Password when prompted.
TECHSMITH RELAY ACCOUNT SETUP & NEW RECORDER DOWNLOAD (Steps 3-5)

- **STEP #3:** Click on Create.

- **STEP #4:** Select Download Recorders.

- **STEP #5:** Select either Mac or PC for download.
1 – Open the WinTechSmithRec.exe file from the downloads folder.

2 – Click Run

3 – Click on install and follow the installation process

1 – Click on the zip file to open folder for installation, may appear in the downloads folder in taskbar.

2 – Open folder TechSmithRecorder

3 – Click on TechSmithInstaller.pkg

4 – Follow the installation process that appears
ACCESSING TECHSMITH RELAY RECORDER

TWO OPTIONS:

**Option 1 – RELAY ICON** located in Applications or in your taskbar for MAC, located in All Programs for Windows or as a desktop shortcut. Note that you will need to still log-in to connect to your account NetID and password.

**Option 2 – WEB LINK**: Go to https://montana.techsmithrelay.com, sign in with your montana.edu email address, NetID & Password, then select Create and Launch Desktop Recorder.
PRE-RECORDING INTERFACE

(1) Allows for staying logged in for an extended period of time. (2) Create Hotkeys for playing, pausing, and stopping recorder from a keyboard without recording over the interface.

Allow to enter a descriptive title and description. Option to generate captioning but can be added after.

Allows you to do a test run and see how your audio and video are working.

Turns on webcam to record person speaking.

Indicates sound levels, for good quality, stay within the green zone and avoid the red zone.

Starts recording what is on screen previewed above.
Note that creating and using Hotkeys through settings allows for playing, pausing, and stopping the recorder from a keyboard without having to bring up and record over the interface. See next pages for creating Hotkeys on Windows and Mac.
INTERFACE – Creating Hotkeys for Windows to Control Recorder from a Keyboard

- **STEP #1:** Click on Settings

- **STEP #2:** Check the boxes for which keys you want to use, including the Letter or Number option. Once these are set, you should be able to control the recorder without bringing up the interface.

- **STEP #3:** Click on OK when done. Repeat for the Stop Hotkey if needed.
INTERFACE – Creating Hotkeys for Mac to Control Recorder from a Keyboard

➤ **STEP #1:** Click on Settings

➤ **STEP #2:** The Hotkey for Recording/Pausing for Mac users defaults to Command+Shift+R, **note that the up arrow equals the shift button.** Likewise, the Hotkey for stopping from the keyboard defaults to Command+Shift+S. Note you can also create your own Hotkeys by clicking on the X, then clicking on the record option that appears, then type in your sequence of keys.

➤ **STEP #3:** Click on Okay when done.
RECORDING STEPS – Starting, Stopping, and Pausing

- **STEP #1**: Launch your recorder if needed via the Relay Icon or through the link for your account: [https://montana.techsmithrelay.com](https://montana.techsmithrelay.com)

- **STEP #2**: Apply pre-recording settings for selecting a screen to record and video headshot overlay (optional).

- **STEP #3**: Hit the record button to start recording your screen and audio.

- **STEP #4**: Stop the recording for post-recording editing and preparation for uploading or pause if needed.

Note that creating and using Hotkeys through settings allows for playing, pausing, and stopping the recorder from a keyboard without having to bring up and record over the interface. See prior page for creating Hotkeys.
POST-RECORDING INTERFACE

Additional opportunity to enter descriptive title with length added and description.

Hover over this area to preview recording.

Use the Trimming tool to edit the front end and back end.
POST-RECORDING STEPS – Previewing, Trimming, and Submitting

- **STEP #1**: To preview your recording, hover over this location.

- **STEP #2**: Enter a descriptive title, i.e. course, topic. The more descriptive the better for locating and organizing your recordings.

- **STEP #3**: Click on the trimming button to edit the front end and back end.
POST RECORDING STEPS – Trimming for MAC

- **STEP #3(b):** Slide the end of the yellow trimming bar to the portion at the front and back of the recording to be cut out.

- **STEP #3(c):** Once you are done setting the portions to be trimmed, click on Trim.

- **STEP #4:** Click Submit when you are done trimming.
STEP #1: Click on Trimming. TechSmith Relay is limited on how much editing that you can do, but it does allow for editing the front end and back end.
POST RECORDING STEPS – Trimming for WINDOWS

➤ **STEP #2 (a):** Slide the marker over to the point in the recording that you want trimmed on the front end.

➤ **STEP #2 (b):** Click on the front end trim button. Repeat steps for the back end trim.

➤ **STEP #3:** Click on Submit when done. Note that clicking on the red X will reset the trimming that has been put on.
POST RECORDING STEPS – Editing

Why Use Recorded Lectures?

STEP #1: Click on Edit Video to remove portions of the recording.
POST RECORDING STEPS – Editing

Choose to either create and edit a copy of this video or edit the original. Don’t forget to publish when you’re done!

*Note: Republishing the original will cause all captions, quizzes, and analytics to be lost.*

**STEP #2:** You have the option to edit a copy which keeps the original recording available.

Or, you can edit the original, meaning any changes that are saved and published are permanent.
POST RECORDING STEPS – Editing

STEP #3: Drag the marker to the point on the timeline where you want to start removing a part of the recording.

Alternatively, pressing play and pausing will place the marker at points in the recording to make edits.
POST RECORDING STEPS – Editing

Clicking on UNDO will remove any unwanted changes.

**STEP #4:** Once the point on the timeline for editing is identified, slide the green or red markers to select a section to be removed, green will select a section before the point on the timeline, red will select a section after the point on the timeline. The section highlighted in blue will be what is removed.

**STEP #5:** Click Cut to remove the section. *Note that editing can also take place at the beginning and end of the recording.
STEP #7: Click PUBLISH for the edits to take effect. *Note that it may take time to process the changes. Clicking on Save & Exit will allow for saving edits to come back later to make more edits or changes to the previous edits, **but the viewer will not be able to see the edits until they are published.**

When returning to a saved edit, click on the red bar on the timeline to make changes.

This option allows you to revert back to the recording prior to the editing.
INTERFACE FOR POST-RECORDING ADD-ON FEATURES

IN-VIDEO QUIZZING to add checks on understanding.

DOWNLOAD MP4 FILE TO COMPUTER
Download copy of file directly to your computer.

ANALYTICS, with viewer tracking including completion stats

CLOSED CAPTIONING
Ability to set captions after the recording.
POST-RECORDING FEATURES – In-Video Quizzing

- **STEP #1:** Start by clicking on Quizzing.

- **STEP #2:** Then select add questions to open up the quiz tool.
POST-RECORDING FEATURES – In-Video Quizzing

- **STEP #3:** Click on the timeline where you want the question to appear or play through the recording and pause at that point.

- **STEP #4:** Once you identified a place for the questions, then select add new question.
POST-RECORDING FEATURES – In-Video Quizzing

- **STEP #5:** Select question type. It will default to Multiple Choice, but you can select different question types by clicking on the drop down arrow next to the right of Multiple Choice. To delete a question, click on the X that appears to the right.

- **STEP #6:** Type in question wording here.

- **STEP #7:** Add answer choices and select correct answer.

- **STEP #8 (a):** (Optional) Add feedback for incorrect answers with the option to jump students to point in recording related to the question.
POST-RECORDING FEATURES – In-Video Quizzing

**STEP #8 (b):** When giving feedback, there is an option that can take the viewer back to a point in the recording that relates to the question or to a URL link. Note that a box to put in a time in the recording will appear after selecting Jump In Time.

Click on the Q to edit questions

**DON’T FORGET TO HIT SAVE WHEN YOU ARE DONE**
POST-RECORDING FEATURES – In-Video Quizzing View Results

View quiz results, edit, and remove quiz.

The results provide a summary of overall results, by individual viewer, and by question.
Special Notice for Linking TechSmith In-Video Quizzes to Brightspace Gradebook: (1) You do not have to create a grade item if you are not planning on recording the grades from the In-Video Quizzes (2) TechSmith Quizzing allows students to have multiple attempts at a quiz. Brightspace will not record the highest grade, only the most recent grade for those attempts. Please adjust accordingly or you can manually enter the highest grade from the attempts by viewing TechSmith’s Quiz results.

➢ **STEP #1**: Start by clicking on the link to the recording in Brightspace.
POST-RECORDING FEATURES – Linking In-Video Quizzing with Brightspace Gradebook

- **STEP #2**: Go to Activity Details located below how the recording appears in Brightspace. Note you may need to scroll down if you are using a smaller laptop screen.
POST-RECORDING FEATURES –
Linking In-Video Quizzing with Brightspace Gradebook

STEP #3: Click on the plus sign below Assessment to add a grade item in the gradebook to link the in-video quiz to.

STEP #4: Enter a title for in-video quiz grade item. Select other settings if needed. Hit create and then save below Assessment.
POST-RECORDING FEATURES - Generating Closed Captioning

- **STEP #1**: Open up your recording and click on Closed Captioning.

- **STEP #2**: Click on Generate Captions to create automatic captions. This may take several minutes. Note that you can also add captions manually.
POST-RECORDING FEATURES - Editing Closed Captioning

- **STEP #3:** Once it is done adding captions, click on Edit Captions. You will get a notice in your email when it is done processing.
POST-RECORDING FEATURES - Editing Closed Captioning

- **STEP #4:** Hit play and pause over the captioning that needs to be edited within each darker gray box.

- **STEP #5:** Click within the textbox to edit captions.

- **STEP #6:** When you are done editing, either click Publish or Save & Exit to return to finish incomplete editing.
POST-RECORDING FEATURES – Analytics Viewer Tracking

Analytics shows who viewed the recording completely or partially and the overall completion rate.

Clicking on Analytics allows you to see who viewed the recording.
POST-RECORDING ORGANIZATION AND SHARING – Embedding in Brightspace

**STEP #1:** Under the content where you want the recording to appear, select existing activities.

**STEP #2:** Click on the TechSmith Relay Option at the bottom.
POST-RECORDING ORGANIZATION AND SHARING – Embedding in Brightspace

(OPTIONAL) Add all recordings from a folder

STEP 3: Click on Add Media next to the thumbnail shot of your recording or you may need to open a folder if you added the recording to a folder. Note you can also add an entire folder of recordings as well.
POST-RECORDING FEATURES –
Linking In-Video Quizzing with Brightspace Gradebook

Special Notice for Linking TechSmith In-Video Quizzes to Brightspace Gradebook: (1) You do not have to create a grade item if you are not planning on recording the grades from the In-Video Quizzes (2) TechSmith Quizzing allows students to have multiple attempts at a quiz. Brightspace will not record the highest grade, only the most recent grade for those attempts. Please adjust accordingly or you can manually enter the highest grade from the attempts by viewing TechSmith’s Quiz results.

➢ **STEP #1:** Start by clicking on the link to the recording in Brightspace.
POST-RECORDING FEATURES – Linking In-Video Quizzing with Brightspace Gradebook

- **STEP #2:** Go to Activity Details located below how the recording appears in Brightspace. Note you may need to scroll down if you are using a smaller laptop screen.
POST-RECORDING FEATURES – Linking In-Video Quizzing with Brightspace Gradebook

- **STEP #3:** Click on the plus sign below Assessment to add a grade item in the gradebook to link the in-video quiz to.

- **STEP #4:** Enter a title for in-video quiz grade item. Select other settings if needed. Hit create and then save below Assessment.
POST-RECORDING ORGANIZING AND SHARING – Organizing Your Recordings

- **STEP #1:** When in your account, click create.
- **STEP #2:** Then select New Folder, insert name and click create.
POST-RECORDING FEATURES ORGANIZATION AND SHARING - Moving Files to Folders

- **STEP #1**: Hover over the left bottom corner of thumbnail image of the recording where two rows of dots appear. Hold your cursor there until it turns into a hand to grab the file.

- **STEP #2**: A blue box with a dashed line will appear around the folders. Hold down your left mouse key and drag the file to the folder. This may take a few tries to get it.
POST-RECORDING FEATURES ORGANIZATION AND SHARING – Creating and Sharing with Groups

- **STEP #1:** Start by going to My Groups.

- **STEP #2:** Next, click on New Group.
POST-RECORDING FEATURES ORGANIZATION AND SHARING – Creating and Sharing with Groups

- **STEP #3**: Add a group name and set privacy level for those accessing the group’s recording.

- **STEP #4**: Next, add members to the group.

Nothing's been shared to this group yet.
POST-RECORDING FEATURES ORGANIZATION AND SHARING – Creating and Sharing with Groups

➢ **STEP #5:** Click on Add a Member.

➢ **STEP #4:** Enter email address of people you want to join the group, set their roles and hit add.
**ADDING EXTERNAL VIDEOS TO ADD IN-VIDEO QUIZZING & TRACKING**

- **STEP #1:** Go to the start page of your account and begin by clicking on create.

- **STEP #2(a):** Select Upload for MP4 or image files saved to your computer and drag/drop or upload those files to the box that appears.

- **STEP #2 (b):** Select Import from YouTube to paste a link to a video from there.
ADDITIONAL RESOURCES

(1.) Best Practices for Lecture Capture:

(2.) Additional Uses for Lecture Capture:
http://www.montana.edu/facultyexcellence/TLResources/documents/OTHER%20USES%20FOR%20SCREEN%20CAPTURE.pdf

(3.) Downloading and Installing TechSmith Relay Recorder (Video/Written Tutorial):

(4.) Making Your First Video (Video/Written Tutorial):

(5.) Engaging Your Viewers with Quizzing (Video/Written Tutorial):

(6.) Organizing Your Library (Video/Written Tutorial):
https://www.techsmith.com/tutorial-techsmith-relay-organizing-your-library.html
TECHNICAL SUPPORT:

- Accessing Files
- Downloading the Recorder
- Brightspace Integration

Contact: msutechsmith@montana.edu

SUPPORT FOR HOW-TO USE THE TOOL AND BEST PRACTICES:

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