TechSmith Relay

Get TechSmith Relay

- Request an account through http://its.sdsu.edu/course-capture/.
- Once your account is ready, go to https://capture.sdsu.edu/relay/ and login.
- Download and install the software.

Manage Your Recordings

- Go to https://capture.sdsu.edu/relay/ and login.
- Select “Presentations” and then “Presentations List”. You can choose to view a list of Completed, Processing, or Failed recordings by clicking the drop-down menu above the list. You can search for recordings by entering keywords in the box with the magnifying glass.

NOTE: Recordings cannot be renamed.

Create a Recording

Select Audio Input

- Before you record, you should select your audio input by clicking on the “Audio” icon.
- Make sure your Audio Input Level is moving to make sure your audio is being received.

TIP: Use headphones with a microphone to eliminate background noise.

Test and Record

- Press the blue button to test your recording and audio.
- Press the red button to record.

TIP: Everything on your desktop gets included in the recording unless you are on full screen, so be careful.

Start and Stop using Hot Keys

When you click “rec,” a timer opens and you have 3 seconds before recording begins. You can create “hot keys” to record/pause and stop recording. To create your own hot keys, press the “Hot Keys” icon.
Start and Stop using the Relay Icon

If you didn’t create hot keys, you may find it hard to stop the recording. Find the Relay icon to re-open the recording window if it disappears and press the square button to stop recording. You can trim this part of the video later.

Replay and/or Discard Video

Replay your video by pressing the single forward facing arrow. Press “Discard” to throw it away.

Trim Beginning and/or End

- Click the “Trimming” button.
- Use the marker to designate the location of your trim and select either “Set presentation start” or “Set presentation end”.

Submit Video

NOTE: Once submitted, you cannot delete or rename the video.

- Select a “profile”. ITS recommends “Flash + Mobile.”
- Enter a title (required) and description (optional) that will make sense to you later when you look through your list of recordings.
- Click the “Submit” button. This places your recording on the server. You will receive an email message that includes links to the recordings when processing is complete.
- Make sure the file has been uploaded successfully before powering down your computer or putting it to sleep.

Add Link to Blackboard

There are two ways to get the link to your recording into a Blackboard course: from your Presentation List and from the email sent to you once your recording is published.

Find the link in your Presentation List

1. Go to https://capture.sdsu.edu/relay/ and login.
2. Select “Presentations” and then “Presentations List”.
3. Select the desired presentation.
4. Click on the “View” link on the right.
5. When the new window opens with the video, copy the URL from the address bar.
6. Open your Blackboard course and navigate to the content area where you want to provide the link.
7. Click “Build Content” and then “URL”.
8. Fill in a Name and the URL (including https://).
9. Select “Open in New Window”.
10. Click “Submit”.
Repeat these steps for different video sizes (if applicable).

Find the link sent to you via email

1. Find the email sent to you from TechSmith Relay.
2. Click on the “View” link on the right.
3. When the new window opens with the video, copy the URL from the address bar.
4. Open your Blackboard course and navigate to the content area where you want to provide the link.
5. Click “Build Content” and then “URL”.
6. Fill in a Name and the URL (including https://).
7. Select “Open in New Window”.
8. Click “Submit”.
Repeat these steps for different video sizes (if applicable).

Use the TechSmith Relay PowerPoint Add-in (Windows Only)

Please see the following: [https://www.techsmith.com/techsmith-relay-powerpoint-add-in.html](https://www.techsmith.com/techsmith-relay-powerpoint-add-in.html)

More Help

- A built-in help tool can be accessed by clicking the “Help” icon.

Video Tutorials

- Installing Relay: [http://tinyurl.com/jcp7emk](http://tinyurl.com/jcp7emk)
- Recording (SDSU version): [http://screencast.com/t/vK5teTvI8Ic](http://screencast.com/t/vK5teTvI8Ic)
- Adding Link to Blackboard: [http://tinyurl.com/gpecc8w](http://tinyurl.com/gpecc8w)