

Succeed Training

Using the TechSmith Relay Portable Recorder

TechSmith Relay is the software used at the University of Stirling to record lectures and present them to students through the Listen Again service. TechSmith Relay is installed on computers in all the teaching spaces and a guide to using it exists on the IS web site:

http://www.stir.ac.uk/media/schools/is/documents/succeeddocuments/using_camtaasia_relay.pdf

There is also, however, a portable version of this software called the 'TechSmith Relay Portable Recorder'. This may be used when you are recording on a computer not linked to the University of Stirling network. The software application runs from a USB stick and, providing the recording is not too large to fit in the memory space available, the recording is saved to the USB memory stick too. When the USB is plugged into a machine connected to the University of Stirling network again then the recording is uploaded to the TechSmith Relay server for processing in the usual way. This allows recordings to be made more easily at home or on the move and then added to the Listen Again page for that module later.

This guide assumes familiarity with using TechSmith Relay on campus.

Downloading the TechSmith Relay Portable Recorder Software

To download the TechSmith Relay Portable Recorder, insert a USB memory device into your computer and then follow these steps:

1. Open a web browser and visit <https://shinnel.ad.stir.ac.uk/relay/>.
2. Login using your University of Stirling network username and password.
3. Click on the Client Downloads link within the TechSmith Recorders panel (Figure 1).

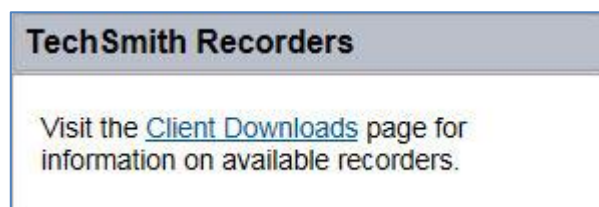


Figure 1 – The Client Downloads link

4. A web page displaying a range of TechSmith Relay Recorders is shown. Click the **Download Portable Recorder** button (Figure 2).



Figure 2 - The Download Portable Recorder button

5. An *Internet Explorer* window will appear. Click **Save as** (Figure 3).

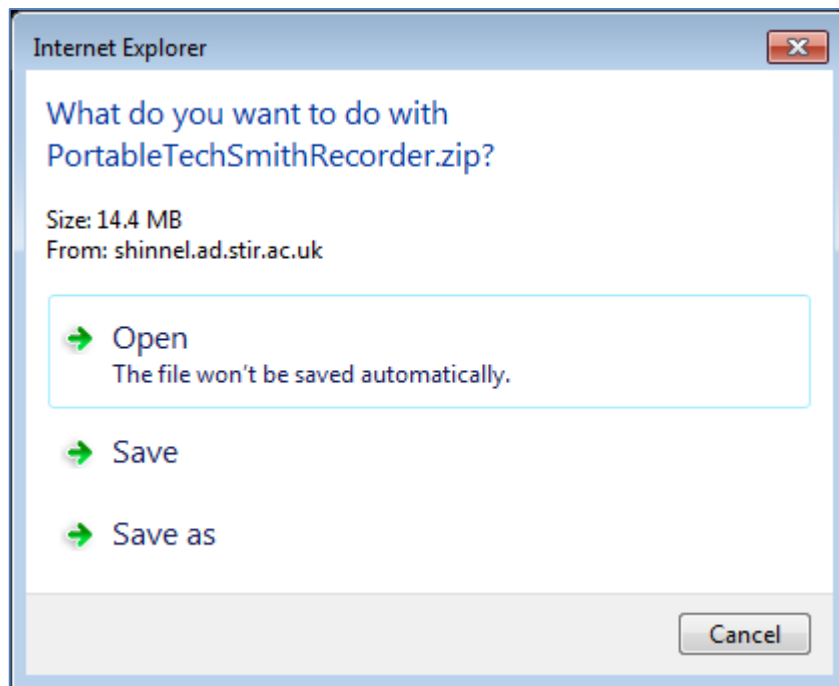


Figure 3 - The Internet Explorer window

6. A *Save As* dialogue box appears. Navigate to the drive representing the USB stick you wish to save the TechSmith Relay Portable Recorder on and click **Save**. Figure 4 shows an example of this where the inserted USB drive is the E drive.

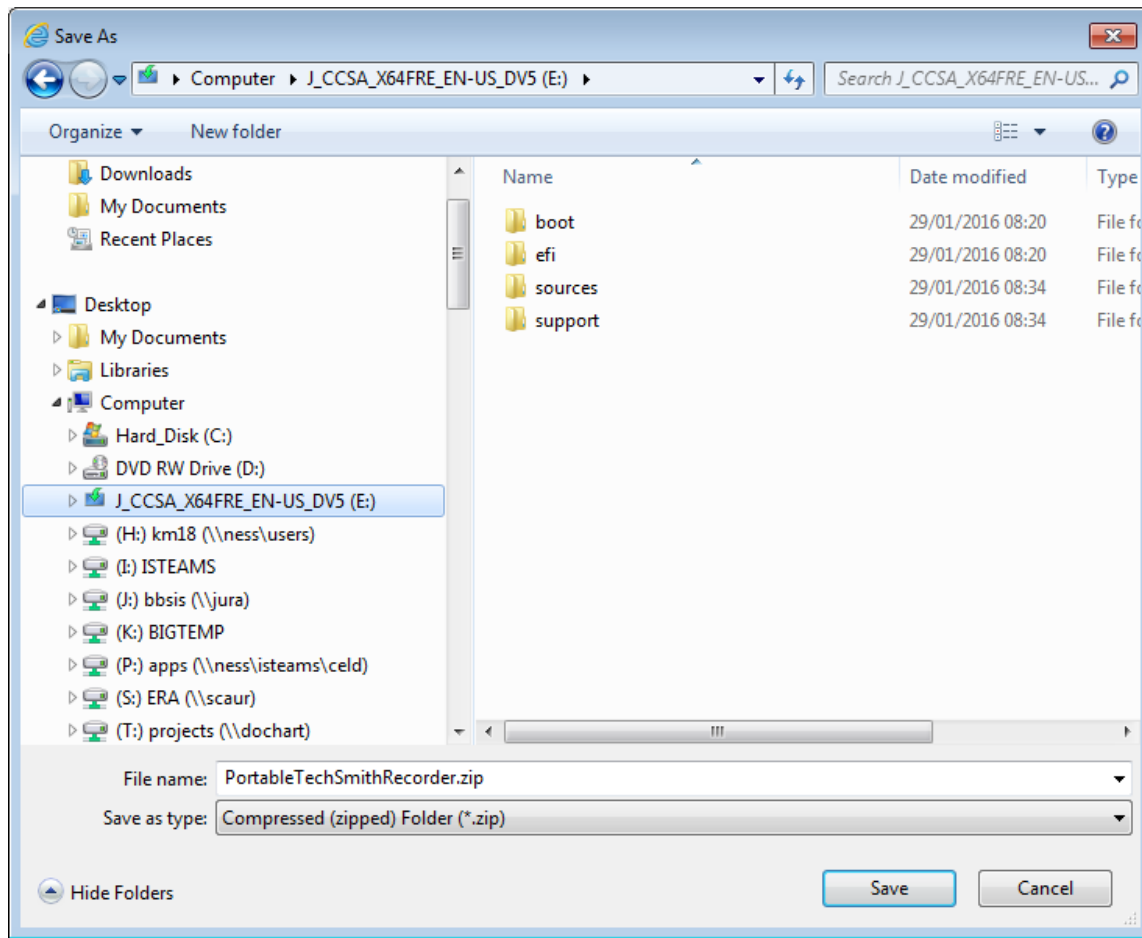


Figure 4 - Saving to the USB drive

7. The saved file is entitled **PortableTechSmithRelay.zip**. This zip file contains other files and folders, including the **TechSmith Relay.exe** file which needs to be run to start the software.
8. Open a window showing the contents of the USB stick or click **Open Folder** on *The Portable TechSmithRecorder.zip download has completed* message bar at the bottom of the screen. Then right click on the **PortableTechSmithRelay.zip** file and select **Extract All** (Figure 5).

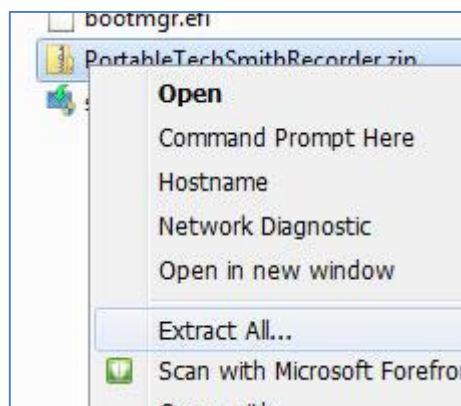


Figure 5 - Extracting the .zip file #1

9. Select a destination (on the USB stick itself) to extract all the files to and then click **Extract**. The default option, shown in Figure 6, is for a **PortableTechSmithRelay** folder to be created, in which all the unzipped files will be placed. This is the recommended option.

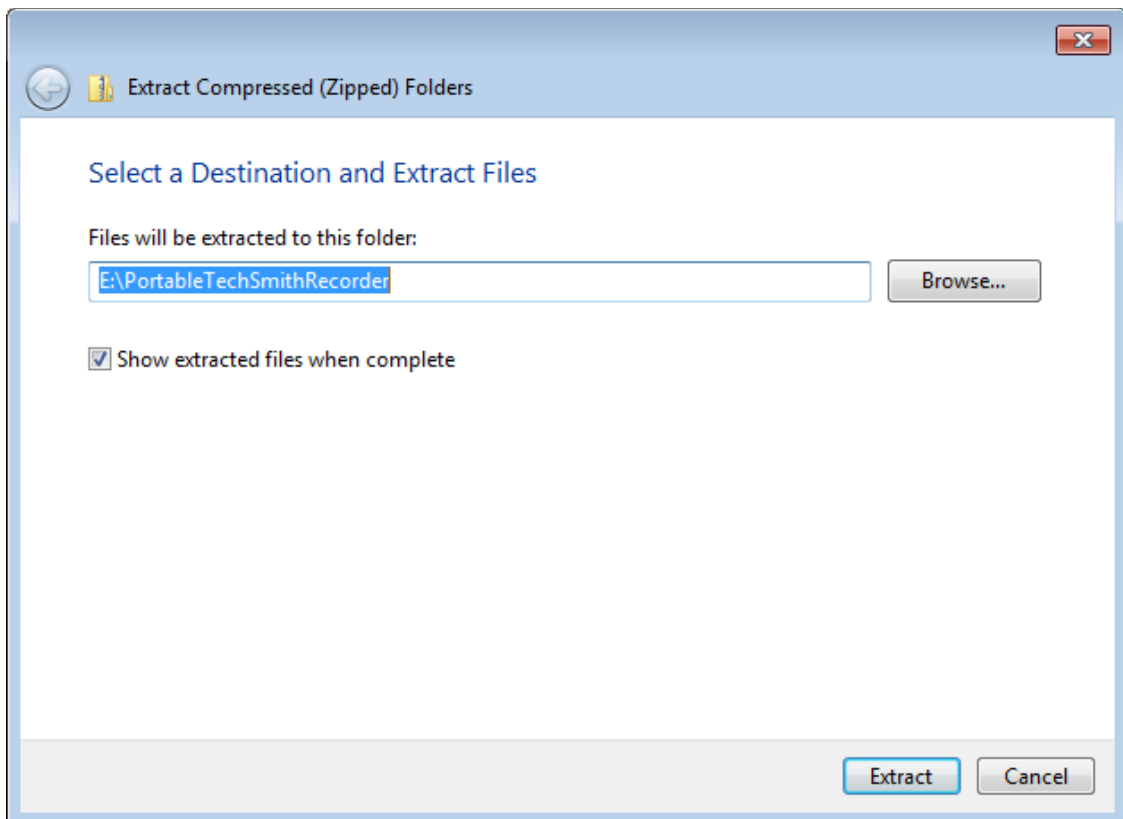


Figure 6 - Extracting the .zip file #2

10. The **PortableTechSmithRelay.zip** file is extracted (Figure 7).

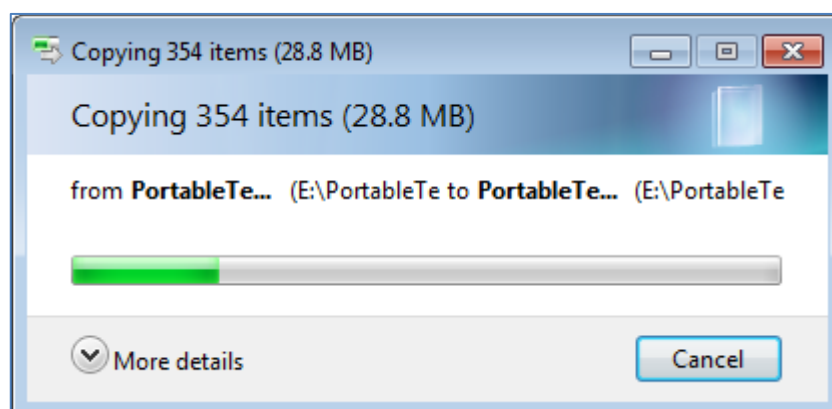


Figure 7 – Extraction of the .zip file in process

11. Once extracted, the contents of the **PortableTechSmithRelay** folder are shown. This includes the **TechSmith Relay.exe** file (Figure 8).

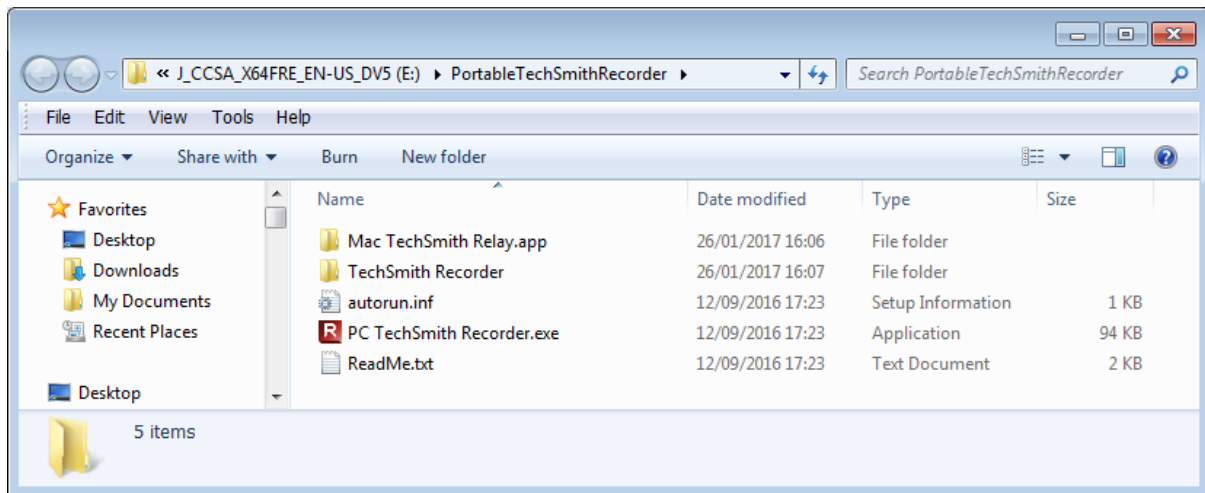


Figure 8 - The contents of the PortableTechSmithRelay folder once extracted

Making a Recording using the TechSmith Relay Recorder

To make a recording using the TechSmith Relay Portable Recorder on a computer that is not linked to the University of Stirling campus network, follow these steps:

1. Plug the USB memory stick into the machine you wish to use to make the recording.
2. Open a window on the computer to show the contents of the USB drive.
3. Navigate to the **PortableTechSmithRelay** folder (Figure) and double click the **PC Relay Recorder.exe** icon.

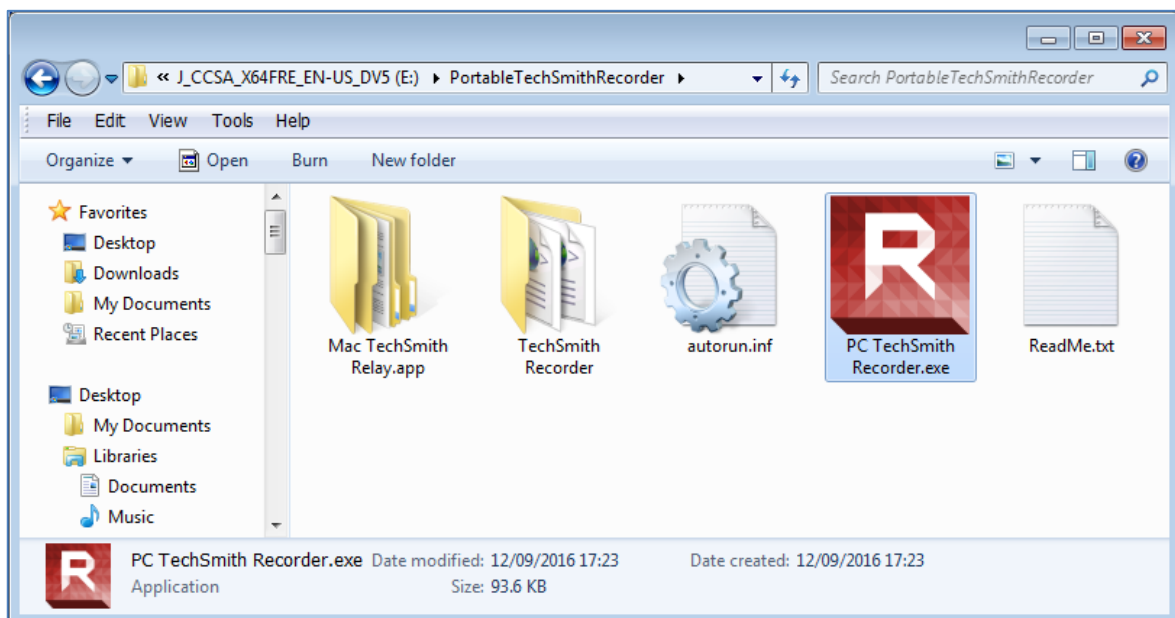


Figure 9 - The folder contents on the USB stick

4. The TechSmith Relay Portable Recorder starts (Figure).



Figure 10 - The TechSmith Portable Recorder

5. Enter the details of the recording and then make the recording in the usual way.
6. At the end click the **Stop** button to stop the recording. The Presentation Preview screen appears (Figure).

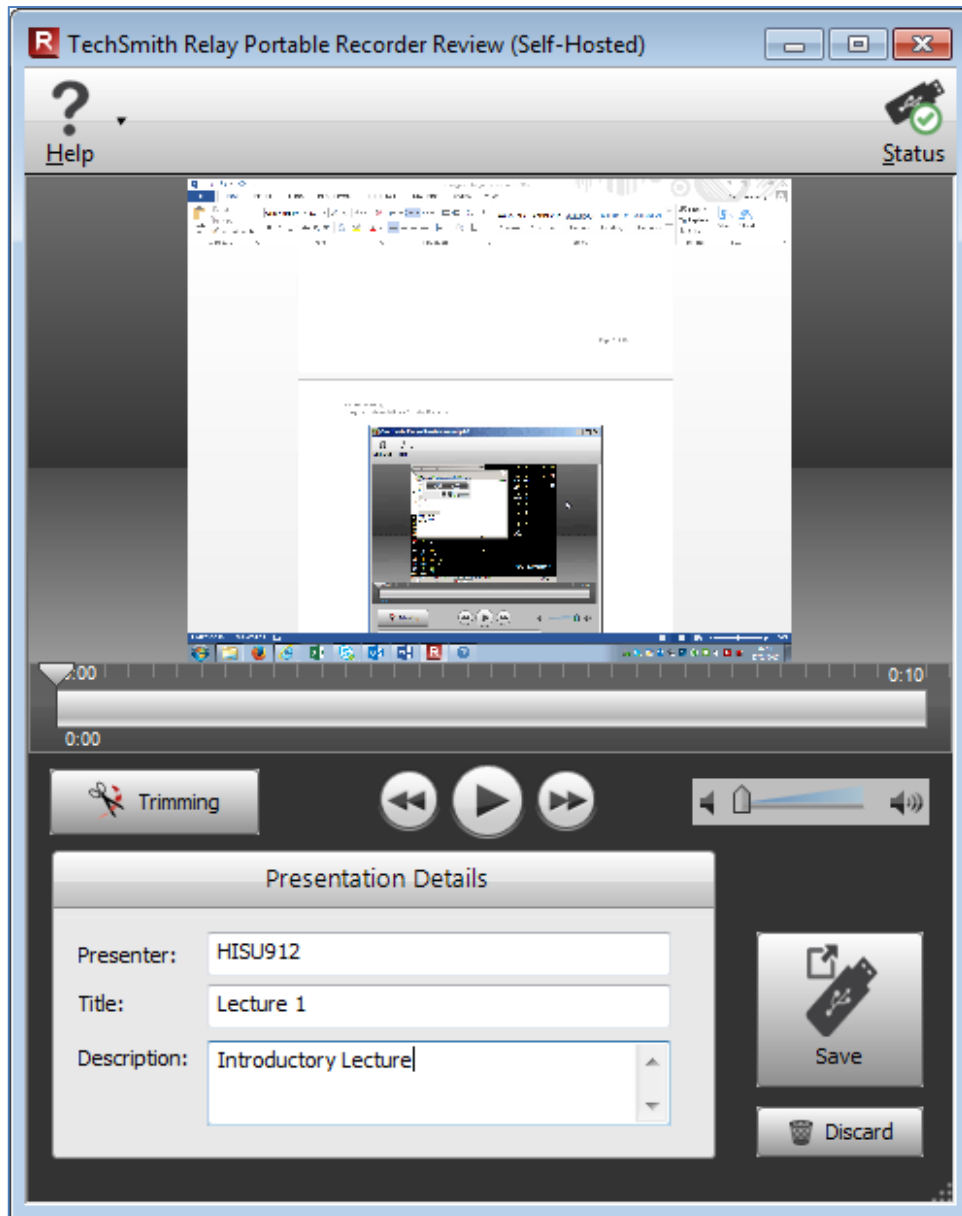


Figure 11 - The Presentation Preview

7. Click the **Save** button. The recording is saved to the memory stick and a notification appears to confirm this (Figure).

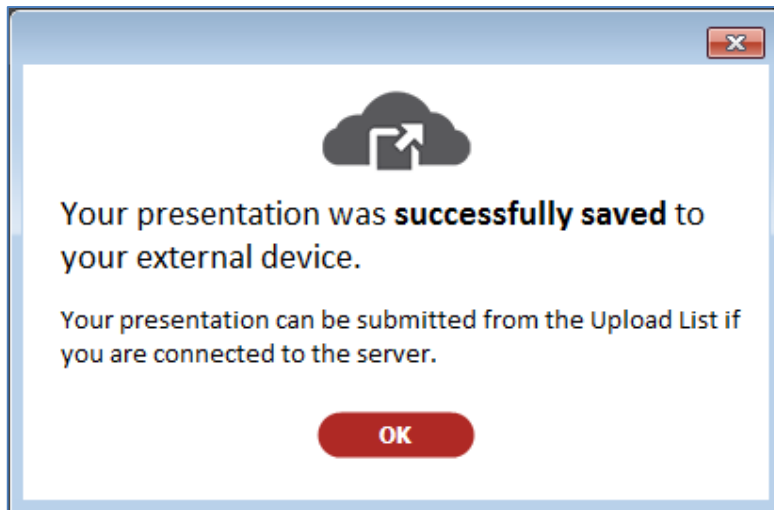


Figure 12 - The Presentation Complete message

8. Click **OK** to clear this message.
9. To make further recordings repeat steps 4 to 8.
10. When finished with the TechSmith Relay Portable Recorder, close the software and remove the USB stick from the off campus computer.

Synching the Off Campus Recording with TechSmith Relay on campus

Please note, you need to install TechSmith Relay on your on campus PC before you can sync your recording with TechSmith. You can install TechSmith Relay via Run Advertised Programs. For further information on installing TechSmith Relay please see the 'Using TechSmith (Camtasia) Relay for Lecture Capture'.

http://www.stir.ac.uk/media/schools/is/documents/succeeddocuments/using_camtasia_relay.pdf

To synch the off campus recordings with the relevant TechSmith Relay account on campus, bring the USB stick onto campus and then follow these steps:

1. Plug the USB stick into a networked machine.
2. Open a window to show the contents of the USB stick and double click on the **PC TechSmith Relay** icon.
3. TechSmith Relay starts and a message appears to notify of **Saved Presentations** (Figure 9).

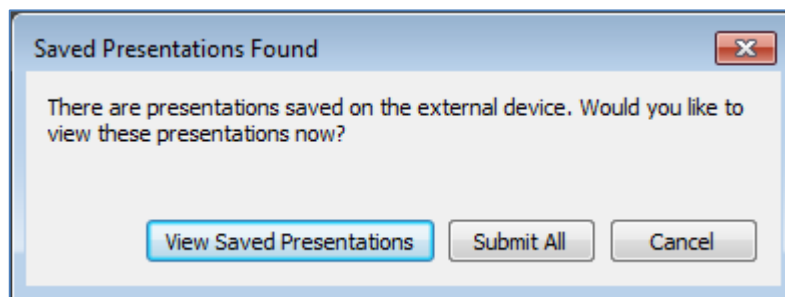


Figure 9 - Saved Presentations notification

4. Click the **View Saved Presentations** button to see them listed (Figure 10).

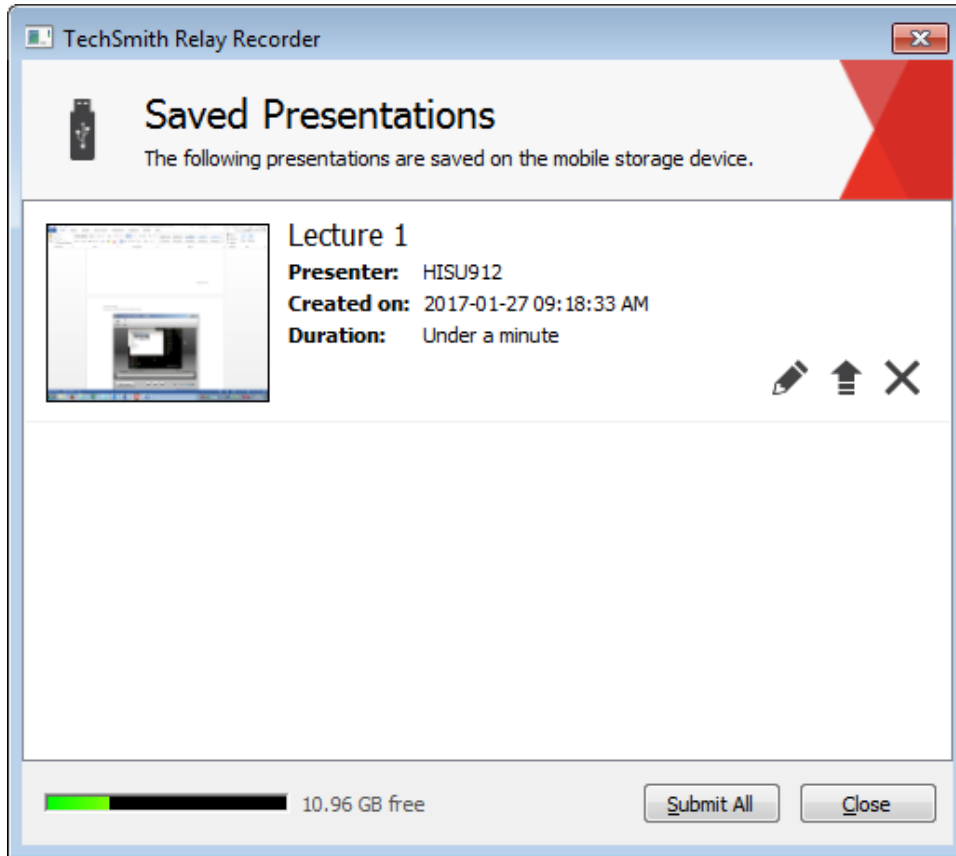


Figure 10 - The Saved Presentations List

5. Click **Submit All** to submit the saved presentations to the TechSmith Relay server. The TechSmith Relay Recorder Login window will appear. (Figure 11).



Figure 11 – The TechSmith Relay Recorder Login window

6. Enter the TechSmith Relay module login details for your module. Click **Log In**.

7. The recording is submitted and a notification appears to confirm this (Figure 12).

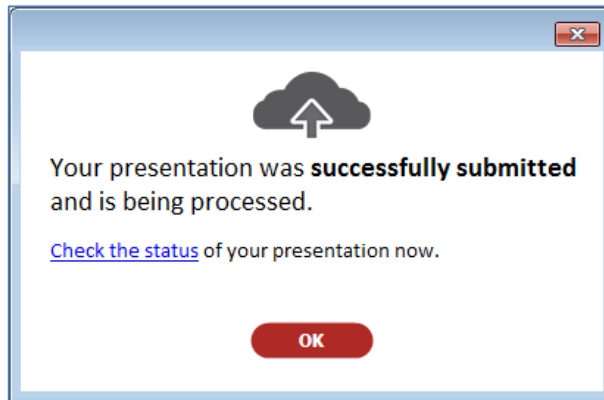


Figure 12 - Your Presentation was Successfully Published Notification

8. Click **OK** to clear this message. The presentations which were saved on the USB stick when off campus are uploaded to the TechSmith Relay server and processed in the usual way, with an email notification being sent to the person whose email address is associated with the account used for the recordings when they have been processed and are ready to be added to the relevant Listen Again page.