

# 1 Record

## Download and Record

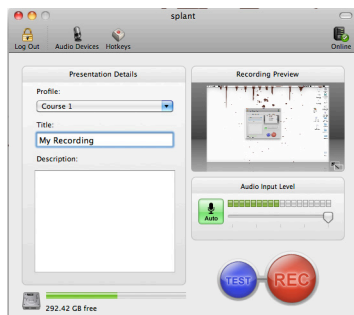
### Download

Login to your **Web Account** at <http://camtasia.tnitech.edu>  
**username:** ttu username  
**password:** relay (change it if you like)

### Download Camtasia Relay Recorder

You can download this recorder to any computer you have administrator access to.

Request your computer support staff to download or update the recorder in the classrooms you teach in.



### Record

1. Open Camtasia Relay from Programs
2. Select Profile: Course 1, 2 or 3
3. Adjust the microphone slider
4. Select Record button.

5. Pause Recording  Resume Recording 


# 2 Publish

## Stop, Trim, and Submit

### Stop Recording



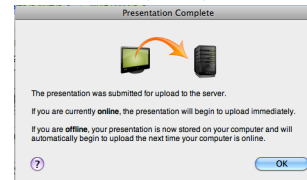
**Simple edits** to presentations can be made before submitting the presentation.

1. Select Trimming button 
2. Move the timeline indicator and select the right trimmer.
3. Move the timeline indicator and select the left or right trimming tool.
4. Cancel settings by selecting the red X.
5. Select Submit
6. A link to the recording will be sent to you by email.

### How it Works

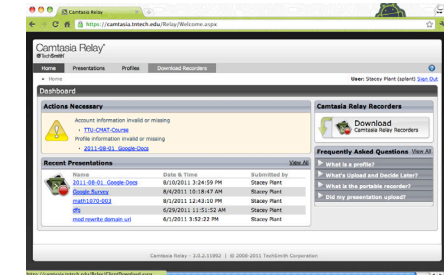
The recording resides on the computer it was created on until the file is uploaded to a server on campus.

As soon as the recording is successfully uploaded, rendered and published to a storage server, the recording is deleted from the computer it was created on.



# 3 Manage

## Manage Web Account and Files



### Web Account

Login to your **Web Account** <http://camtasia.tnitech.edu>  
**username:** ttu username  
**password:** relay (change it if you like)

### Setup Publishing

1. Select Profiles >> Publish Account Setup
2. Enter

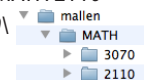
title:  
domain: ttu  
username: (ttu username)  
password: \*\*\*\*\*  
Appended path: \\(ttu username)\  
URL: (leave blank)

**IMPORTANT**  
If you change your password for your email account, you must update this information too.

### Assign Destination

1. Create custom profiles for each Course 1, 2 and 3.
2. Append the path with additional file folder name(s).

Example: Custom Profile "Course 1 - MATH 2110"  
Appended path: \\mallen\MATH\2110\



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**Camtasia Relay**  
Intro to Screen and Audio Capture