

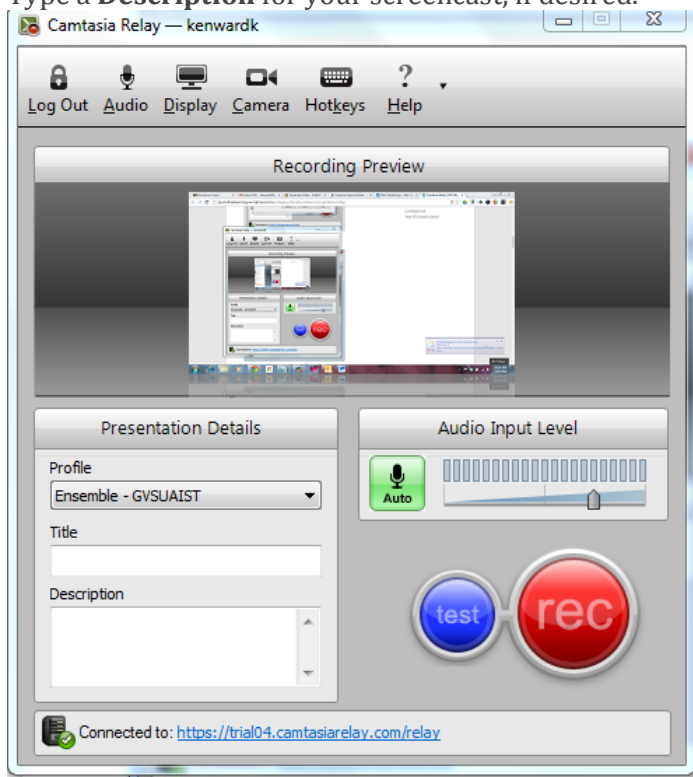
## Recording Your Screencast using Camtasia Relay

*\*This is a pilot program which requires that you have an Ensemble Video Account and Camtasia Relay account. Contact Kim Kenward for more information on these accounts at [kenwardk@gvsu.edu](mailto:kenwardk@gvsu.edu)*

1. Open the documents or programs you want to appear on your screen as you are recording (i.e. PowerPoint presentation, your Blackboard site...etc.).
2. Open/Launch **Camtasia Relay**.
3. Enter your **GVSU username** and **password**. Click **Log In**.



1. Select your **Ensemble Profile** from the dropdown arrow.  
Type a **Title** for your screencast.  
Type a **Description** for your screencast, if desired.



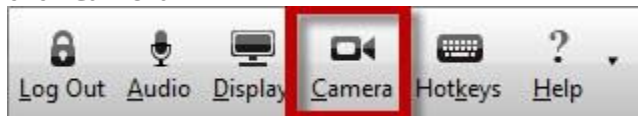
Check your audio input by clicking **Audio**.



If you have more than one audio input on your computer, be sure to select the one that you will be using for your screencast. The audio levels should automatically adjust during your recording, but you may also use the slider to boost or lower the volume of your microphone. **Note:** If you are having difficulty selecting your microphone or adjusting your volume, you may also need to select and adjust the appropriate audio input via your computer's sound manager. **We also recommend using a USB wired or wireless microphone for recording. This type of microphone will produce better quality audio than your computer's built-in microphone.**

If you are using more than one monitor display, click **Display** to select which monitor you would like to record.

If you would like to use your webcam to record video of you during the presentation, click **Camera**.



Before officially recording your screencast, click **Test** to check that your audio levels and video are indeed recording as desired.



Once you're ready to record, click the **REC** (record) button. A 3 second timer will appear, counting down the time before the recording will actually begin.

The timer will then minimize so that it does not distract from your presentation.



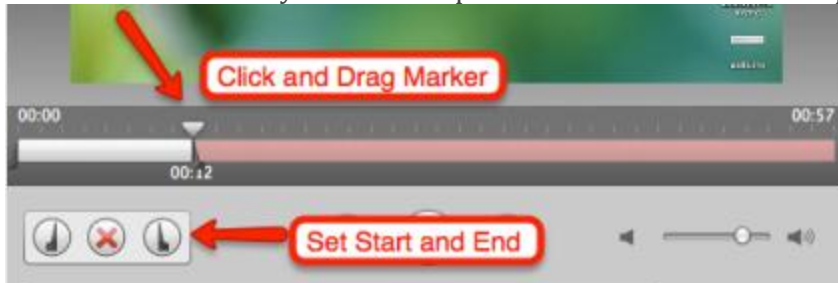
**Note:** If you are using a headset to record your screencast, you will not hear the audio through your headset during the actual recording process.

Once you have finished recording your screencast, select the **Camtasia Relay Recorder** and click the **Stop** button. It may take a few moments for Relay to finalize your recording.

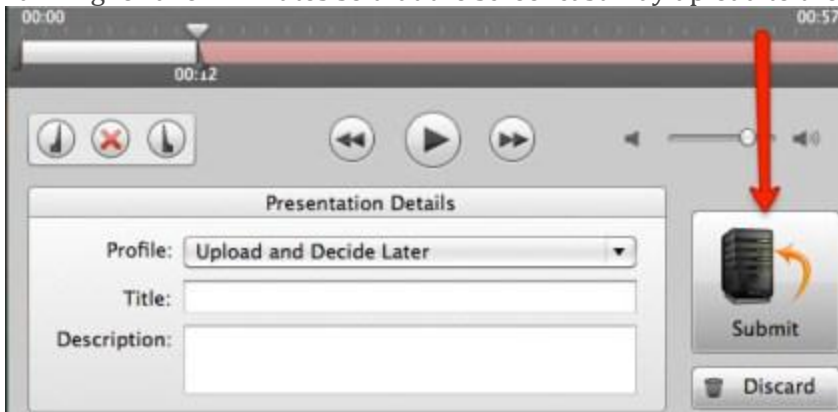


Once your screencast has finalized but before submitting it for final processing, you have the option to trim the beginning and end of your presentation.

Click the **Trimming** button. Click and drag the marker along the timeline to where you'd like the presentation to start. Click **Set presentation start**. Click and drag the marker along the timeline to where you'd like the presentation to end. Click **Set presentation end**.



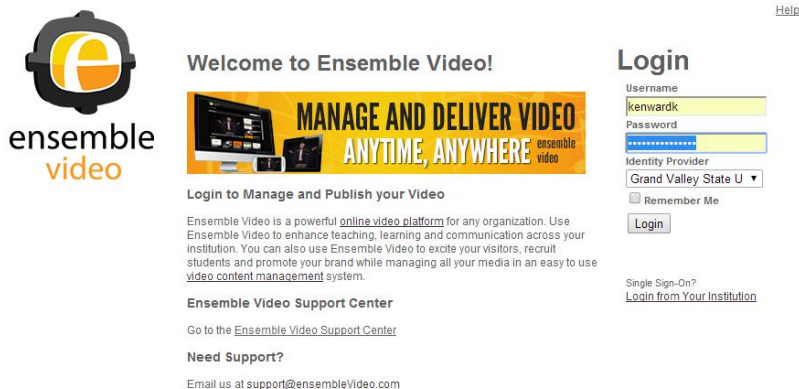
Click the **Submit** button when ready to publish your screencast and leave your computer running for a few minutes so that the screencast may upload to the Relay server.



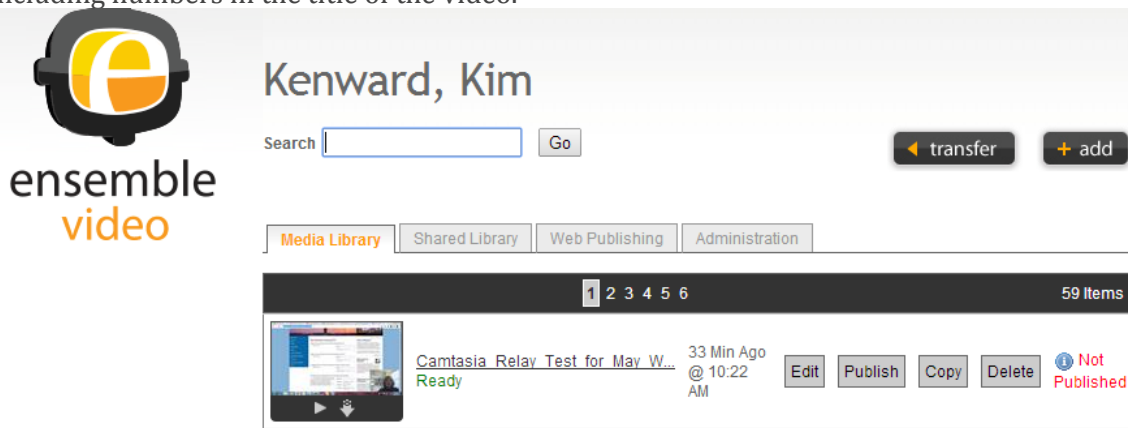
The length of time needed for processing is dependent on how long your presentation is and how many other users are requesting processing at the same time. We recommend that your videos never exceed any more than 20 minutes in length. **Tip:** For quickest processing results, break your recordings into shorter segments (20 minutes or less). Most recordings are available within several hours after being submitted. Once your screencast has finished processing, you should receive an email confirmation in your GVSU email. ***Please ignore this email message but instead, log into Ensemble Video to publish your video and then add your video to your Blackboard site.*** Ensemble video can be found at:

<https://gvsu.ensemblevideo.com/>

You will use your GVSU username/password to login into Ensemble.



You will then need to edit the title of your video. Camtasia Relay provides some additional text including numbers in the title of the video.



The screenshot shows the ensemble video interface for user Kenward, Kim. On the left is the ensemble video logo. The top navigation bar includes a search box, a 'Go' button, and 'transfer' and 'add' buttons. Below this is a tabbed interface with 'Media Library' selected. The media library shows a list of items, with the first item being 'Camtasia Relay Test for May W...' with a status of 'Ready' and a timestamp of '33 Min Ago @ 10:22 AM'. Action buttons for 'Edit', 'Publish', 'Copy', and 'Delete' are visible next to the item. A 'Not Published' status indicator is also present.

Use the edit icon, to edit the title of the video. Select continue when done editing.

**Camtasia\_Relay\_Test\_for\_May\_Workshop\_-  
\_20140321\_101933\_13**

preview

\* = required field

Enter Description

Continue

\*Title: Camtasia\_Relay\_Test\_for\_May\_Workshop\_-\_20140321\_101933\_13

Copyright:

Genre: -- Please Select --

Date Produced:

Then click “save and continue”

**IDeL May 2014 Workshops**

preview

Type: Audio/Video

Upload Your Files: Browse Files to Upload and Click “Upload”

Compress and Stream - Kenward, Kim (rtmp://media.ensemblevideo.com/grandvalley/g...)

Upload Limit: 12 GB

Drag file here.

Add file Start upload 0 b 0%

Options

☐ Generate Preview & Thumbnails ☐ Delete All Previous Images

Media

File	Size	Default	Duration	Dimensions	Bandwidth
Camtasia_Relay_Test_for_...	2 MB	<input type="radio"/>	72	1366 x 768	Regular Broadband
File Ready			Seconds		207 Kbps

Save & Continue

Select a playlist to publish to specific library, or select “save and publish” to complete the steps.

Status: Not Published

**Playlists**

**Organization: GVSU - ASIT**

**Library: Kenward, Kim**

*EDI638*  
☐ Default Category

*Faculty Testimonials*  
☐ Default Category

*Google Drive Assistance*  
☐ Default Category

*kenwardk practice course*  
☐ Default Category

*SLOAN*  
☐ Default Category

**Shared Libraries**

**Users**

SCHEDULE

Save and Publish

Once you've published your video, click "save and publish".

**Kenward, Kim**

Search

transfer add

Media Library | Shared Library | Web Publishing | Administration

1 2 3 4 5 6

59 Items

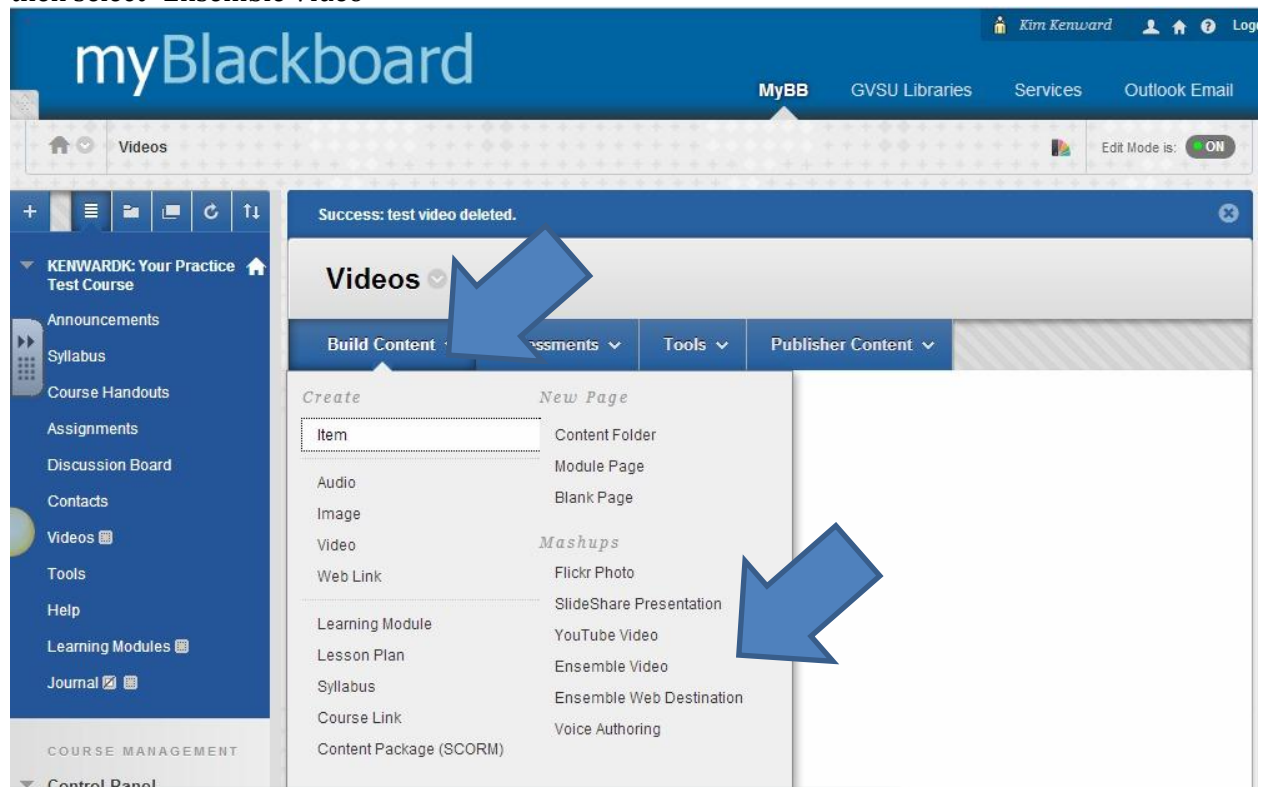
[IDeL May 2014 Workshops](#)  
Ready

1 Hour Ago  
@ 10:22 AM

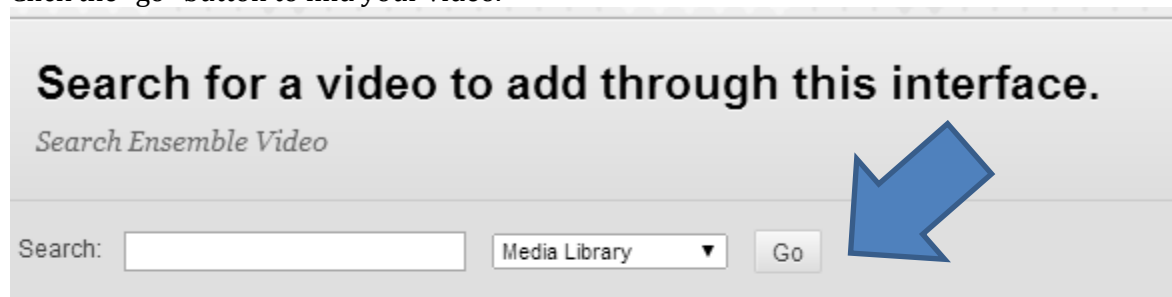
Edit Publish Copy Delete **Published**

Once your video is published in Ensemble, you can then log into Blackboard and add your video to a specific area within your course.

You will find Ensemble video under the “Build Content” toolbar. Select “Build Content” and then select “Ensemble Video”



Click the “go” button to find your video.



Use the select option and apply any settings that you wish to add the video to Blackboard.