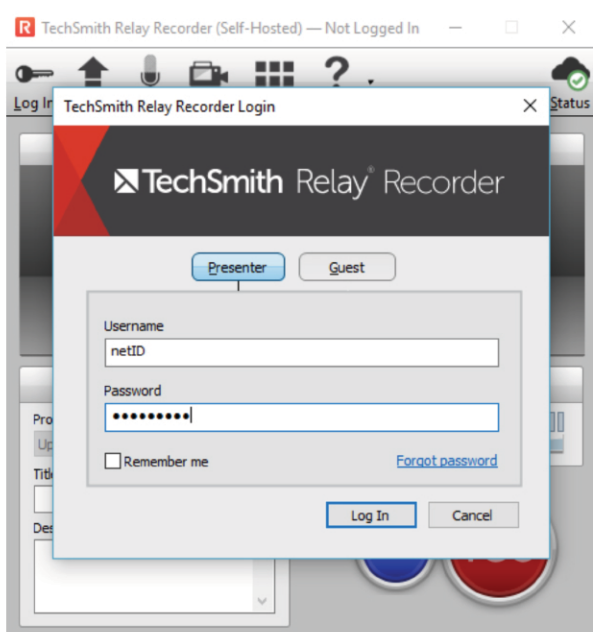# UTHSC Teaching and Learning Center

Relay: Creating and Uploading Screen Recordings

This tutorial will provide information on using Relay to create and upload screen recordings to UTHSC TV.

Getting Started

To begin using Relay, click the Start button and select TechSmith then **Relay** from the list of available programs or on the App tray on your mac.

Logging In

Login to Relay as a Presenter using your UTHSC NetID and password.

Recording Window

After logging into Relay, you will be directed to the Recording Window. Be sure to provide a title and brief description for the screen recording.

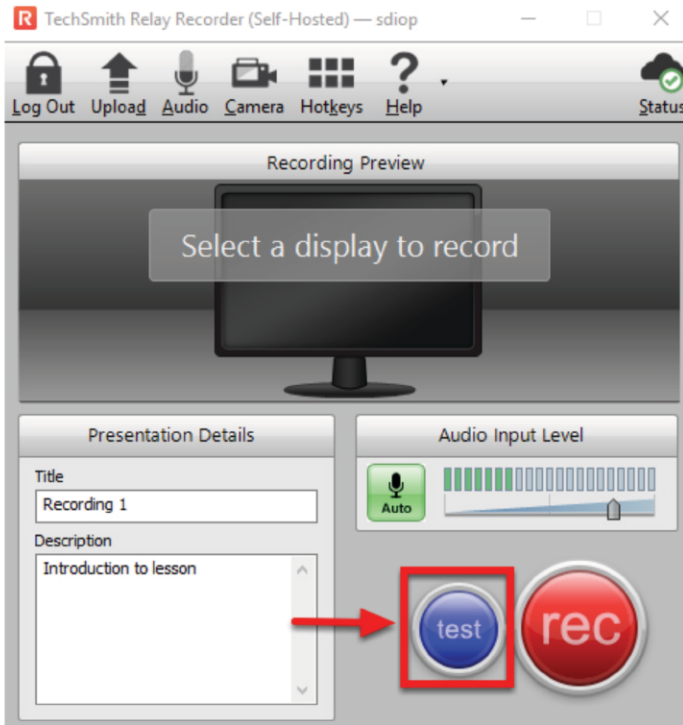## Audio Input Level

The audio input level can be set to automatically adjust during the recording by clicking the Auto icon

Testing

Click the blue **test** button to record a test clip. The test recording will be deleted once it has been viewed and cannot be uploaded to UTHSC TV or saved within Relay.
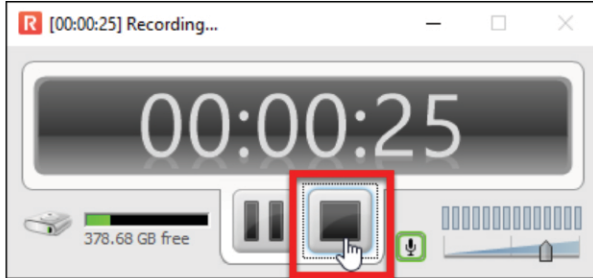
Recording Your Video

Click the red **rec** button to create a screen recording which can be uploaded to UTHSC TV.

Relay Recorder captures all of the action on a single display. If your computer has multiple monitors or is connected to a projector, you'll need to specify which display to record.

Stopping the Recording

Stop the recording from the Relay Recorder (this may be on a separate monitor or minimized to the taskbar or dock)

Preview Your Recording

After you stop recording your presentation, it opens in the Relay Review Window (Windows version shown here):
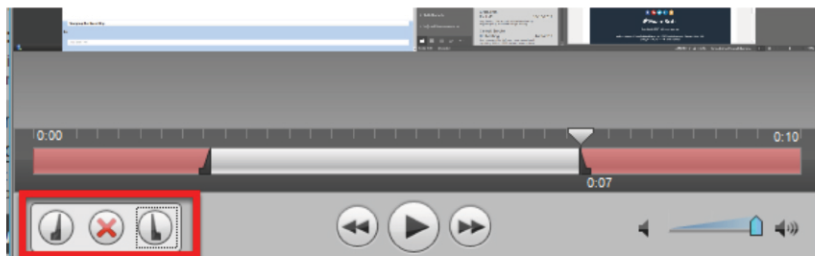
Trim the Recording

From the video preview, click **Trimming** to access the trimming tools.

With the Relay Recorder, you can lightly edit your video by removing extra footage at the beginning or end of the recording. Trim your presentation to remove any extra audio and video you do not want in your published video.
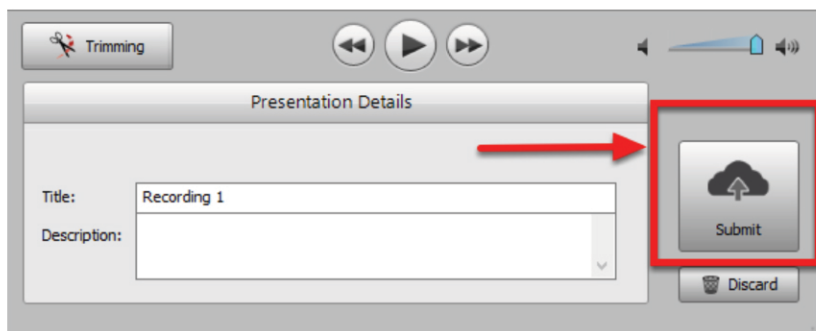
Editing Recording

Set the playback marker to the desired location within the recording and click the **Presentation Start** or **Presentation End** option. This will edit out portions from the beginning or end of the

recording that are not needed. Selecting the red **X** will cancel the editing/trimming process.
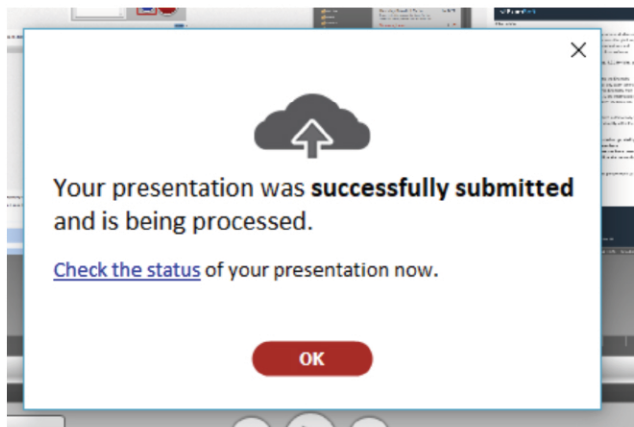
Submit Your Recording

After you've had a chance to preview and/or trim your recording, as well as finalize the video title and description, click **Submit** to send the video to UTHSC TV.

Confirmation

You will receive a confirmation that the recording has been submitted for upload to the selected location.

Note that your video may not be ready for viewing right away. You'll receive an email when your video has been processed and is ready for viewing.