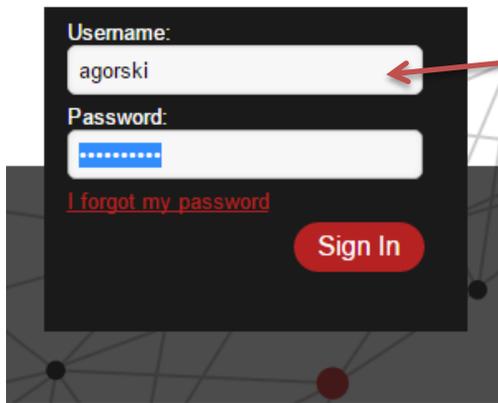


# Using CLC's Techsmith Relay

Techsmith Relay is a lecture capture solution provided by and hosted by CLC. Prior to using it for the first time, you must download the appropriate recorder which can be found on CLC's relay server, and if you are using a CLC computer, this must be done by ITS.

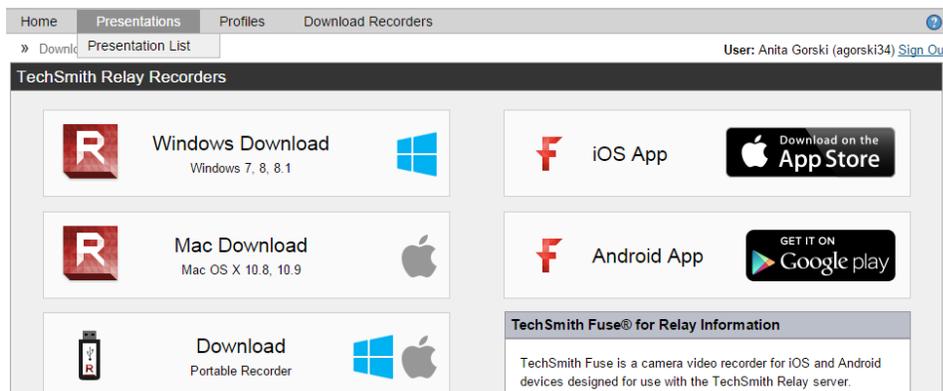
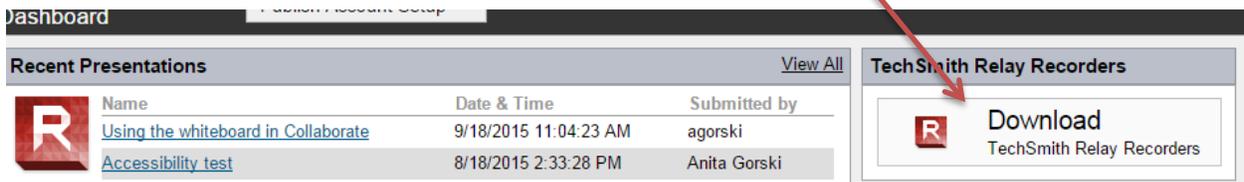
On the internet, go to the following link:

<https://relay1.clcillinois.edu/relay/>



Use your regular CLC login credentials to log into this server

Download the appropriate relay recorder from the dashboard screen:



Select the correct recorder from the options available.  
**NOTE: As of September 15, 2015 the Mac recorder is malfunctioning. It will be corrected in the very near future. In the interim, all CLC faculty members wishing to use Relay must use a Windows PC.**

# Using CLC's Techsmith Relay

Double click to install the relay recorder.



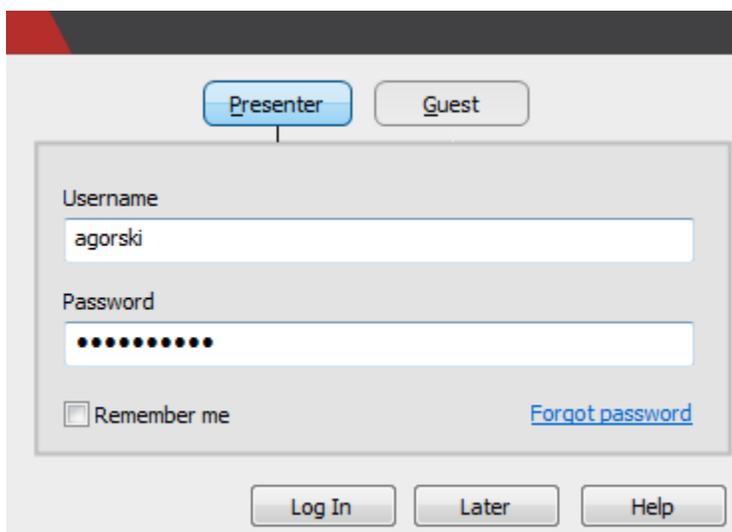
Follow the prompts for standard installation.

After the recorder has been installed:

Double click the icon to start Relay Recorder:

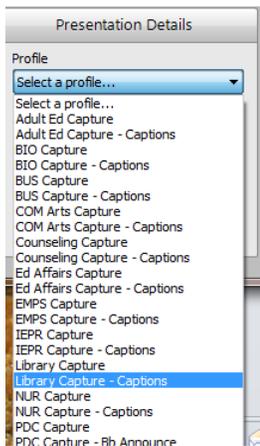


Log in using your regular CLC login credentials:



# Using CLC's Techsmith Relay

Make sure you have a microphone either built into your computer, or plug in an external microphone, then run a microphone test to ensure the quality of the recording:

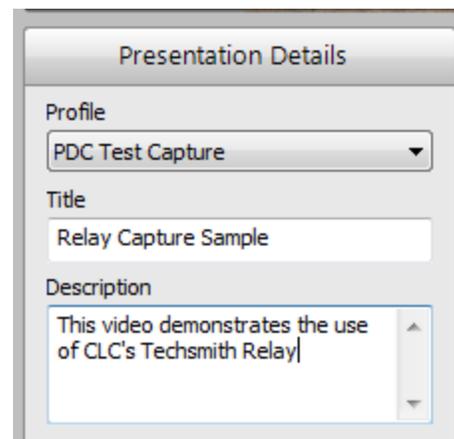


After the microphone test is complete, select the appropriate profile from the drop down menu

Give your recording a title, and (optional) a short description.

When you are ready, click Record. The small Relay menu you have been using will minimize, and your regular desktop will be visible.

All mouse movements and clicks, and everything you say will be recorded.

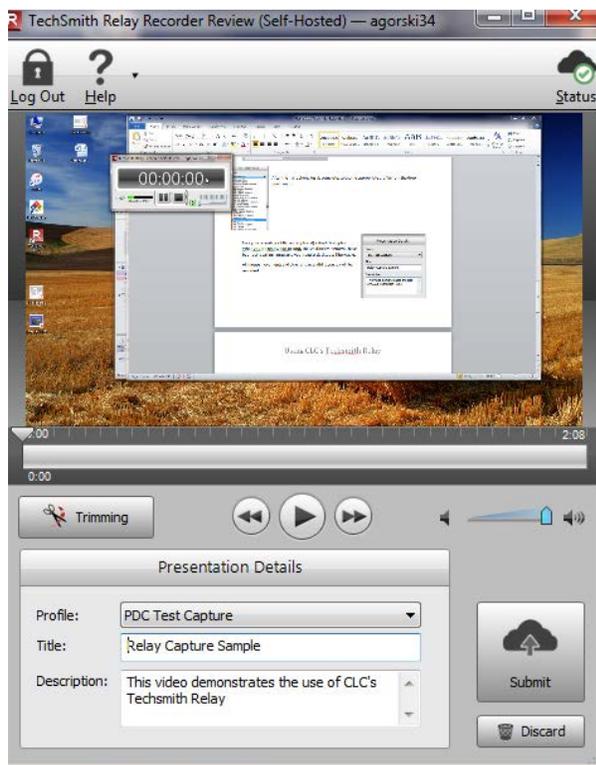


# Using CLC's Techsmith Relay

When you have completed your recording session you can choose Relay from your task bar at the bottom of the screen to press stop.



On the next menu you have the ability to trim the beginning and end of your video, leave it as is and submit for processing, or discard entirely. You do not have the ability to edit the contents of the video itself using Relay recorder, a full video editing tool is required, along with a download of the original video. This must be requested from Scott Rial in the TLETC.



Once you are satisfied with your recording, you click "submit". This will send the video to the server for processing. Depending on the length of the video, it can take anywhere from 10 minutes for a short video to several hours for a longer one. You will receive a notification in your CLC email with links to your videos when the processing is complete. These links, one for a regular video viewable on most devices, and a separate link for videos that can be viewed on an iPod/iPad/iPhone, can be shared, emailed, or inserted into Blackboard.