



Sentrum vir Leertegnologieë
Centre for Learning Technologies
iZiko lokuFunda ezobuGcisa

HOW TO CREATE A PODCAST WITH CAMTASIA RELAY

Camtasia Relay is an easy to use software program which allows you to record your computer screen and sound. The recordings are stored on a server from which you can download the files and share it with you students.

Camtasia Relay is already installed on many of the desktop computers in the lecture halls. **All users do however need a profile to access their stored recordings.**

Contact Thys Murray (thysm@sun.ac.za, #9194) and ask him to create a profile for you.

DOWNLOAD AND INSTALL THE PROGRAM

- Download and install the program.
- Follow this link: <https://stbcamr01.stb.sun.ac.za/Relay/>
- **Log in** with your SU username and password.
- Click on **Client Downloads** in the grey ribbon below the title.
- **Download** the Windows or Mac version of the program.
- Open the **.exe** file and click on **run** and then **install**.
- Once the program is installed a shortcut will appear on your desktop.

*A portable version of the software can also be downloaded and stored on your flash drive.

HOW TO CREATE A PODCAST

- Open the program and click on **Log In** in the top right corner of the window.
- Log In with your SU credentials.
- Give your presentation a **title** and a **description** for easy retrieval later.
- Click on the record button (red) to start recording.
- When your presentation is finished, click on the **stop** button.
- To cut out the start and end of the recording click on trimming and use the sliders to indicate where to trim the recording.
- When you are satisfied, click on **Submit**, to upload the recording to your profile (You have to be connected to the network to do this).

HOW TO RETRIEVE YOU RECORDINGS

As soon as you have your own profile Thys will send you a **link** which you follow to access your repository. From here you will be able to download the .mp4 recording and share it with your students on SUNLearn or any other platform of your choice.

Make sure to save this link for future reference!