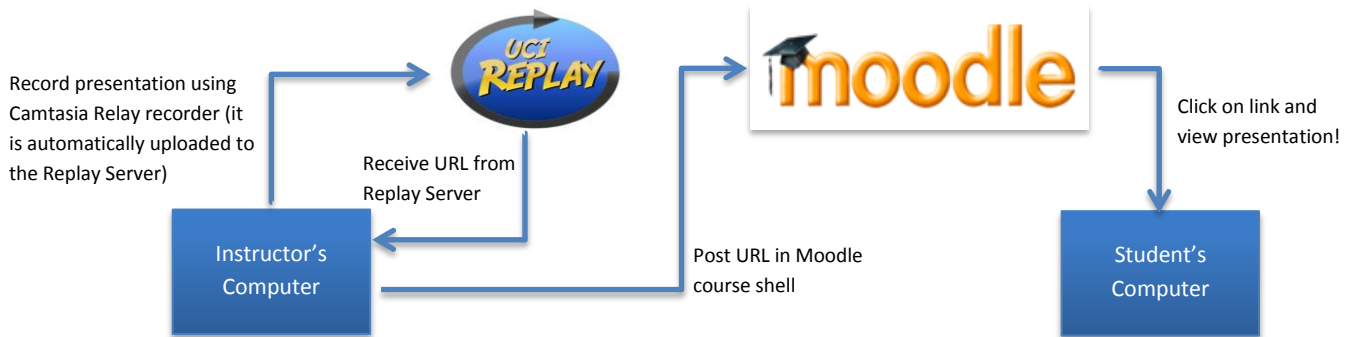




Instructions for Using UCI Replay and Camtasia Relay 4.0

Overview

UCI Replay and Camtasia Relay comprise a web-based service that allows UCI instructors to record audio and screen captures from their computers and then make them available to students for viewing later over the Internet. Instructors use a software application downloaded from the UCI Replay site (the Camtasia Relay Recorder) to capture screen shots from their computer screens and record an accompanying narration. The resulting media file is then uploaded to the UCI Replay server for public viewing.



The types of presentations that instructors can record include PowerPoint lectures, demonstrations of software applications, virtual tours of websites, and anything else that can be displayed on a computer screen. One only needs to set up the computer (have a microphone plugged in), prepare the items to be displayed, and start the recorder. At the end of the presentation, the instructor stops the recorder and the presentation is uploaded to the UCI Replay Server. After a short time for transcoding and file management, the recorded presentation is ready. UCI Replay sends the instructor an automated email bearing the web URL for the presentation, and the instructor can post that URL in his/her Moodle course shell.

Here is a broad overview of the steps for using UCI Replay (detailed directions will follow):

1. Obtain a UCI Net ID, which will be your login credential for UCI Replay. Verify that your email address appears correctly in the UCI Campus Directory.
2. Download the Camtasia Relay Recorder application and install it on your own computer.
3. Prepare your PowerPoint slides or open software applications you wish to demonstrate.
4. Start Camtasia Relay Recorder and begin making your presentation (refer to diagram, above)

5. When your presentation is finished, click “submit” and wait for an email from the UCI Replay server containing the URL to your presentation. **Note, this email is sent to your UCI email address (ucinetid@uci.edu).**

Obtain a UCI Net ID

Go to <https://ucinetid2.nacs.uci.edu/cgi/activate.cgi> and follow the directions. You will need your UC Irvine employee ID number, which you can find on your employment contract (also called your teaching agreement) in the upper left part labeled “Campus ID.” (For Extension instructors, this number should begin with an “X.”)

Please note that if you are hired as an independent contractor, you will not automatically have a UCI Net ID. To get one, please contact your department planning director or program representative and ask him/her to authorize a **sponsored UCI Net ID**.

A Note About UCI Email Addresses

Your UCI Net ID forms the first part of your **UCI email address**. For example:

UCI Net ID: smithj

UCI Email Address: smithj@uci.edu

As discussed in more detail below, the UCI Replay system will send you an email to your UCI address containing links to your recording. The system uses the UCI Campus Directory to find email addresses so you need to make sure that your directory listing is correct. Here is how to check this.

1. Go to <http://www.uci.edu> and enter your name in the search box on the upper right. Click “People.” This brings up your directory listing.
2. Check to make sure that your email address is listed. To add an email address or to specify an alternative delivery point, click on “Update data in the directory” below your directory listing.
3. Click on the link “PHUpdate” to log into the system using your UCI Net ID. This brings up your directory update form.
4. Look for “email.” You can specify “OIT Mailbox Services,” which has automatic emails go to your “uci.edu” address, or you can specify “Other” and enter another email address such as a personal address.
5. Click the button “Submit Change Request” when you are finished.

You can find additional information about UCI’s email services here: <http://oit.uci.edu/email/>.

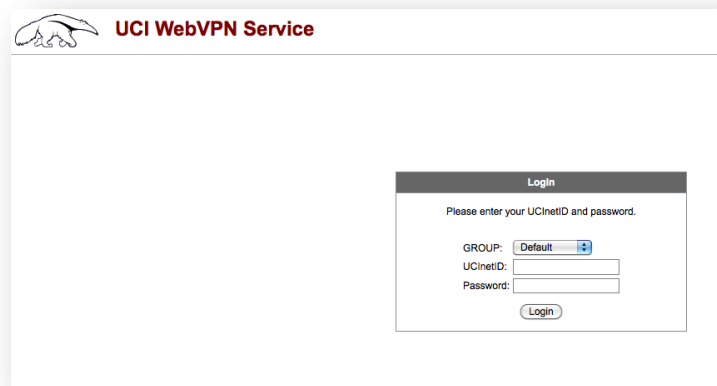
Download the Camtasia Relay Recorder

Complete information about UCI Replay and Camtasia Relay is available from [http://replay.uci.edu/About UCI Replay](http://replay.uci.edu/About%20UCI%20Replay).

Important: If you are accessing the Internet from outside of the UCI campus, you will need to login through UCI's VPN site, first, in order to download the Camtasia Relay recorder (described below).

Log Into the UCI VPN Site (if you are accessing the site from off-campus)

Start by going to this website: <https://vpn.nacs.uci.edu/>. The login window shown below appears:

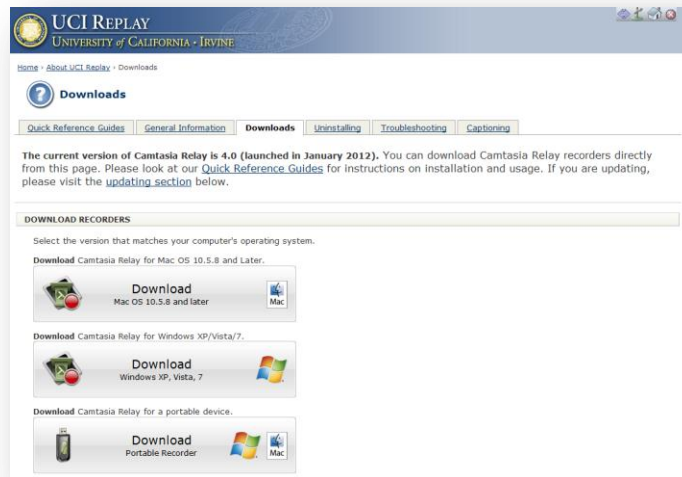


Enter your UCI Net ID and password. (Leave the GROUP setting as “default”) and click “login.” The following window appears:



Download the Camtasia Relay Recorder

Enter “replay.uci.edu/about/downloads/” into the Address line precisely as shown above. Make sure that you enter it within the VPN window – not the browser’s URL line. Hit your “Return” button and the UCI Replay download page appears.

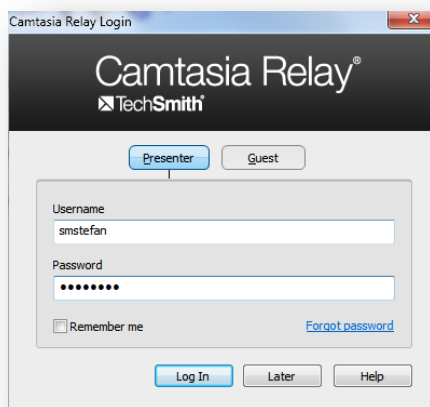


Choose the Appropriate Version for Your Computer

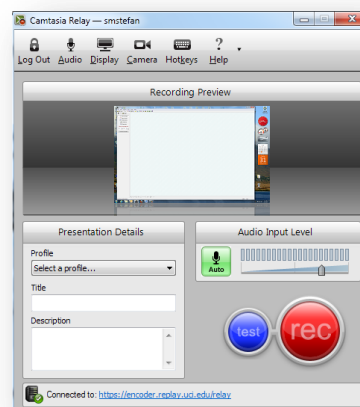
Click on the version that is appropriate for your computer and follow the installation directions. Note that you are downloading Version 4.0, which is the most recent release.

Use the Camtasia Relay Recorder to Record Your Presentation

Start Camtasia Relay and log in using your UCI Net ID and password.



Log In



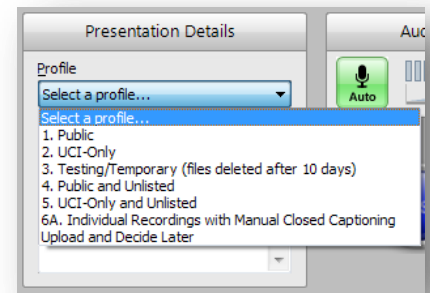
Recording Controls

Before you begin recording, there are a few settings to check:

Set the Presentation's Profile

Public	Available to everyone with Internet access
UCI-Only	Available only to people on the local UCI network
Testing/Temporary	Automatically deleted after ten days
Public and Unlisted	Available to everyone but not listed on the Replay site
UCI-Only and Unlisted	Available only on local network and not listed on the Replay site
Upload and Decide Later	The profile to choose when you're not sure which one you want
Individual Recordings with Manual Closed Captioning	For closed captioning – you must edit the captions before making it available to students

Most of the time, continuing education course instructors will want to choose either “Public and Unlisted” or “Individual Recordings with Manual Closed Captioning” (if you want to use Camtasia’s closed captioning capabilities *and have requested them in advance*) so that students who are not accessing the course from a UCI network computer will be able to view the presentations. (We select “unlisted” so the presentations will not appear in what is already a cluttered directory that is visible to all UCI students. Since you eventually will post direct links to your presentations in your Moodle course shell, they do not need to be listed.) See the section on closed captioning, below, for more details.



Enter a Title and Description

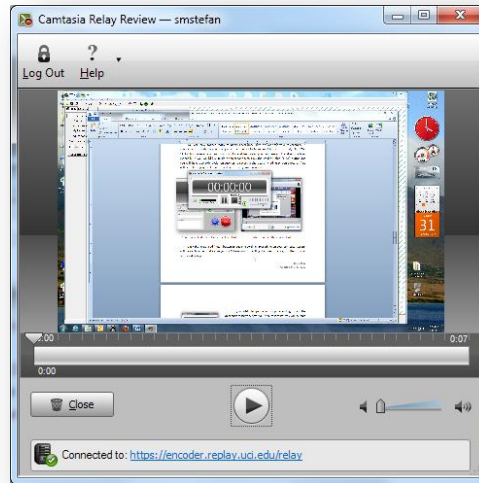
Give your presentation a title. This is the title that appears on the UCI Replay site if the recording is designated for public viewing. You can enter a description here, also.

Adjust Your Microphone and Begin Recording

You are now *almost* ready to begin recording. First, ensure that your microphone is connected correctly to your computer and the audio input level is set sufficiently high. The “Auto” button selects an automatic audio level feature or you can deselect it and set the level manually. If you would like to do a ten-second test, click the smaller, blue “TEST” button and you will have approximately ten seconds to record a short test including screen captures. You will be able to play back that recording in a very small window.



Check Your Audio and Record a Short Test



View the Results of Your Test

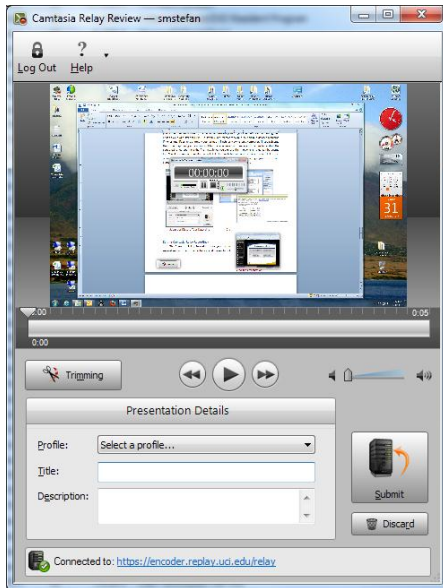
Click the large, red “REC” button to begin recording. Everything on your computer screen will be captured so make sure you don’t have any distracting documents, icons, or other images on your desktop.



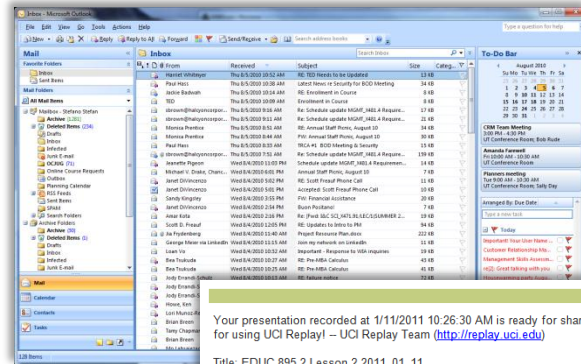
The Timer, with Pause and Stop Buttons

If you wish to pause or stop recording, push the appropriate button. After you stop recording, you will be able to either submit the recording to the UCI Replay server or discard it. Be patient! It takes a fair amount of time for the presentation to be uploaded to the UCI Replay site depending on the time of day (i.e. the amount of traffic hitting the server) and on the length of the presentation.

After uploading and other electronic housekeeping activities on the UCI Replay server are completed, you will receive an automatic email sent to your uci.edu email address (or alternative delivery point if you specified one) containing web links to an audio stream (MP3), a small video format viewable on portable devices including iPhones and iPads, and a large video format in Flash for viewing on a computer. (If you selected the closed captioning option, you will first receive an email message with a link for editing the captions.) Once you have the final web links, you can use them anywhere; they can be pasted into Word documents, specified as web links in a website, and used as resource web links in an online course management system such as Moodle. We strongly encourage you to post both Flash and iPhone/iPad versions of your presentation in your course shell.



Submit or Discard Your Recording



Your presentation recorded at 1/11/2011 10:26:30 AM is ready for sharing and viewing. Thank you for using UCI Replay – UCI Replay Team (<http://replay.uci.edu>)

Title: EDUC 895.2 Lesson 2 2011_01_11
Description: Description Not Provided.
Duration: 0:28:21

Type	Size	Link
Flash (Large)	23.3 MB	View...
iPod and iPhone	17.7 MB	View...
MP3 (Phone Quality)	7.25 MB	View...

Automatic notification by Camtasia Relay

Check Your UCI Email Account for the URLs

Editing Camtasia Relay Recordings

The Camtasia Relay Recorder allows you to trim several seconds from the beginning and the ending of your presentation. Otherwise, there are no editing capabilities unless you download and save the presentation in another format and use video editing software.

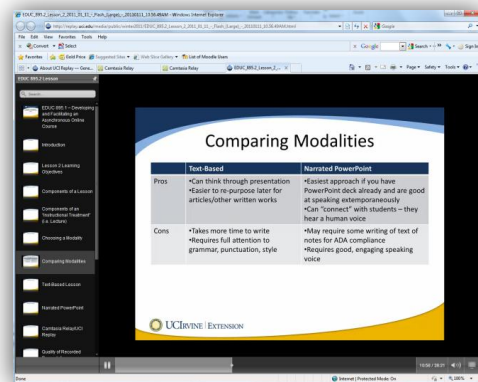


You can also specify a profile, title, and description at this point if you didn't do so already.

Closed Captioning

Camtasia Relay 3.1 features a closed captioning capability that creates captions automatically from your audio. It works surprising well though the text usually needs some editing. This is an excellent way to have your presentation meet Americans with Disabilities Act (ADA) requirements for accessibility by hearing-impaired students. Closed captioning is not automatically enabled; you need to send an email to replay@uci.edu to request it. For complete details on using closed captioning, please visit:

[http://replay.uci.edu/About UCI Replay/captioning/](http://replay.uci.edu/About%20UCI%20Replay/captioning/).



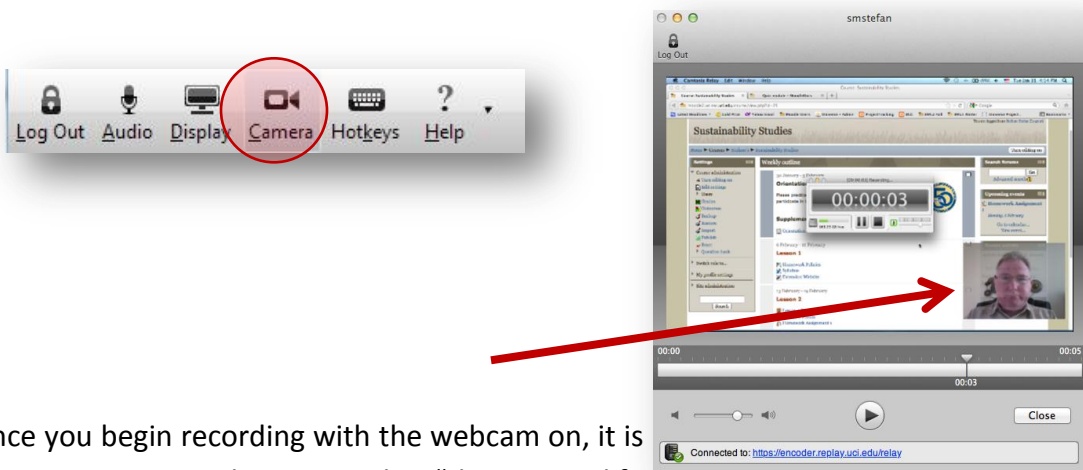
View the presentation!

While Extension does not officially require presentations with recorded audio to have transcripts, the time is coming when this *will* become a requirement for all courses. We encourage you to try this feature when you record your next presentation. (Note that you cannot add captions to a presentation that has already been published.)

As an alternative to closed captioning, you can write a script or a set of detailed notes for each slide and include them in the PowerPoint “notes” section, and then upload a PDF copy of your presentation in “notes format” to your course shell.

Web Camera

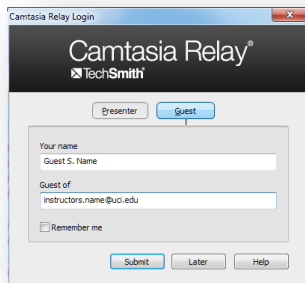
Camtasia Relay 4.0 introduces the ability to capture a webcam view of the presenter (or anything else that you can put in front of a webcam). The frame capture rate is sufficiently fast for this. If you have a webcam connected to your computer, you can click the camera icon and the webcam image will appear on the lower right part of your screen on playback.



Once you begin recording with the webcam on, it is visible through the presentation so be prepared to “show a good face” until your recording is finished!

Guest Presenters

If you would like to have a guest record a Camtasia Relay presentation for use in your course, he/she can enter your UCI email address (your.name@uci.edu) in the “Guest of” text box upon selecting “Guest” in the login form (see below). All the other instructions for downloading and using the Camtasia Relay recorder apply.



For additional information about recording as a guest, please visit <http://www.techsmith.com/learn/relay/2/recorder/record-as-guest.asp>.

Where to Get Help

- General information about UCI Replay and Camtasia Relay (on UCI's Office of Information Technology website):
<http://replay.uci.edu/about/general/>
- Technical problems or questions regarding UCI Replay or Camtasia Relay:
 - First, visit the UCI Replay troubleshooting web page:
[http://replay.uci.edu/About UCI Replay/troubleshooting/](http://replay.uci.edu/About%20UCI%20Replay/troubleshooting/)
 - If that doesn't help, contact the Office of Instructional Computer (OIT) via email at replay@uci.edu. (Note: This is a main campus office, *not* an Extension office.)
- Questions about adding the URL for your presentation to your Moodle course shell:
 - Contact Billy Ryoo in the Distance Learning Center
 - Email: billy.ryoo@unx.uci.edu
- Questions about using Camtasia Relay effectively pedagogically:
 - Contact Stefano M. Stefan
 - Email: smstefan@uci.edu