

ME 24-688 – Week 1-8

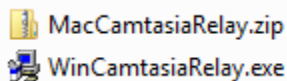
Team CAD Project Assignment



Appendix A – Camtasia Relay

1.1 Install the Client

Those students wishing to work on their personal computers must install the client. Those students using the computers in the cluster will need to lend a microphone from cluster services.

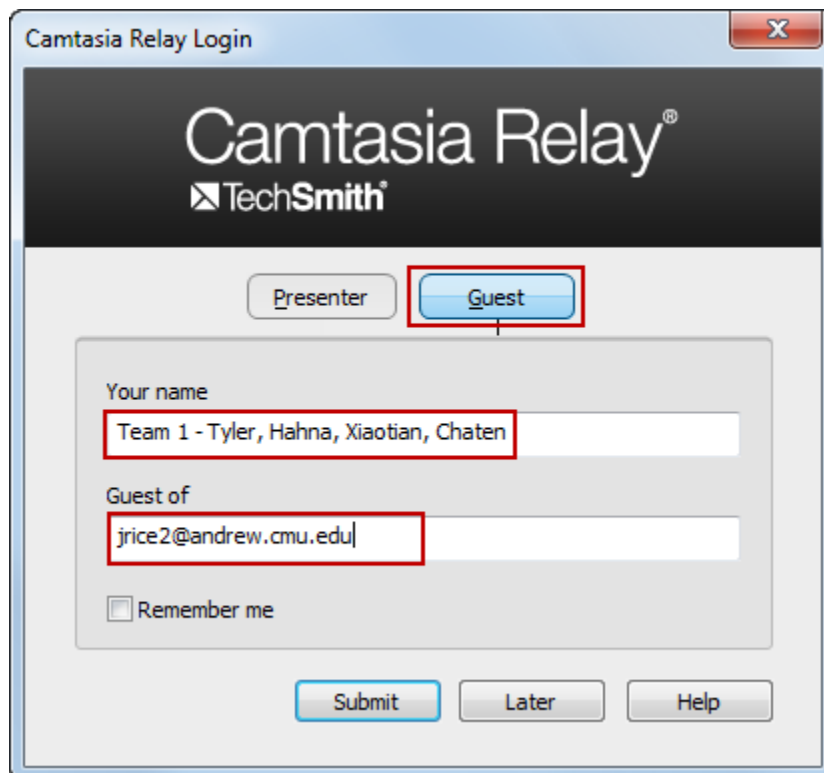


Both MAC and PC clients have been provided on the schedule section of the class web.

1.2 Camtasia Relay Login

Login into Camtasia Relay as shown below:

1. Login as **Guest**
2. Enter Your Team Name – First Names
 - Example: Team 1 – Tyler, Hahna, Xiaotian & Chaten
3. Enter Guest of: jrice2@andrew.cmu.edu



ME 24-688 – Week 1-8

Team CAD Project Assignment

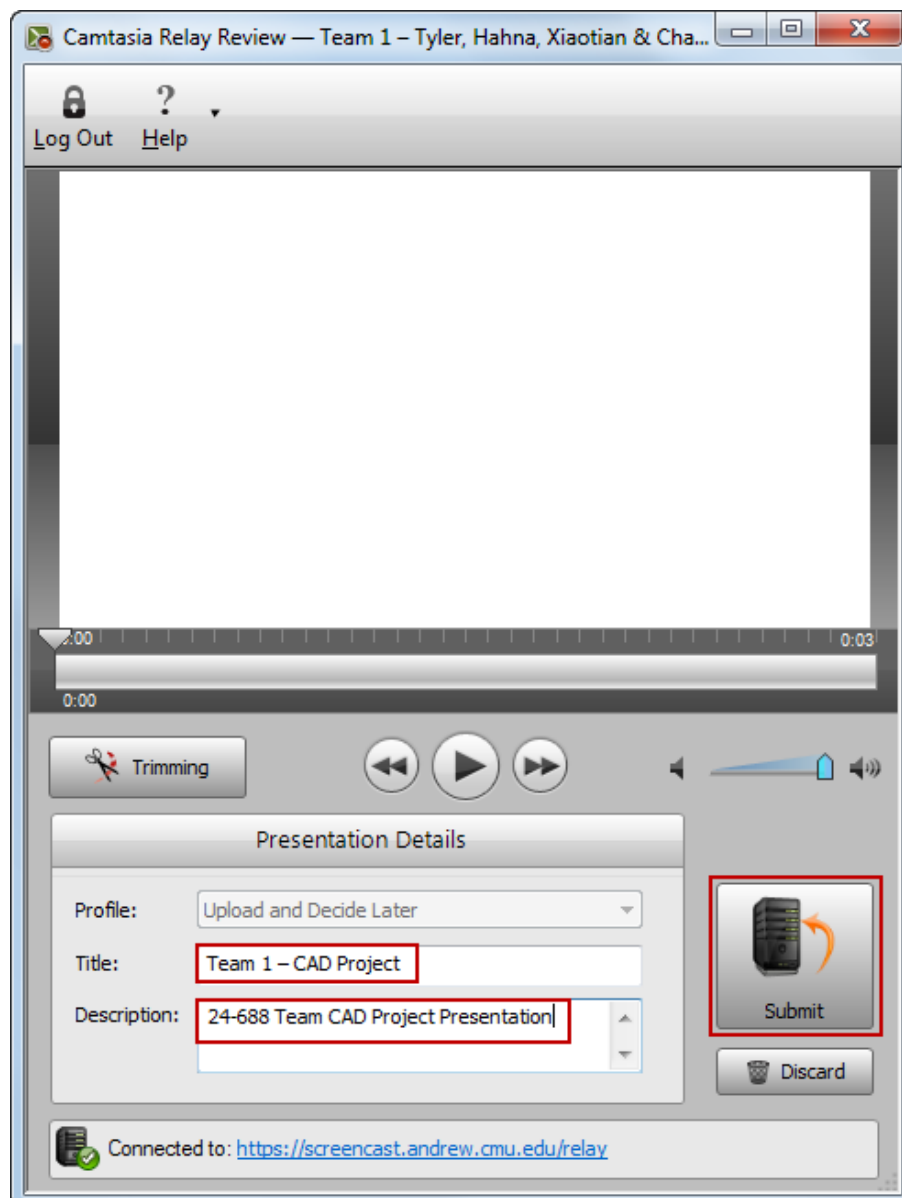


1.3 Camtasia Relay Video Submission

Submit your final presentation as shown below:

4. Title: Team Name – CAD Project
 - Example: Team 1 – CAD Project
5. Description : 24-688 Team CAD Project Presentation
6. Click the Submit
 - At this point the instructor will receive an email notification that a video has been submitted.
 - Upon completion of encoding the video the instructor will once again receive an email and this email will be forwarded onto the each student on the team.

NOTE: Once the presentation has been submitted it can longer be edited



ME 24-688 – Week 1-8

Team CAD Project Assignment



IMPORTANT: Once presentation has been submitted to the server it may take up to 3-5 minutes for the upload to complete. This process proceeds without any visual cue as to the status of the upload, so it is best to remain logged on to the computer where you have completed the recording to ensure a successful upload. Check with your instructor for confirmation regarding the successful submission of the presentation.

1.3.1 Things to know:

The use of the Camtasia Relay server for posting presentations to CMU's streaming server requires that the recorder be run from a computer located on a CMU network. Presentations may be viewed from any computer connected to the Internet.

The Camtasia recorder may be used with a microphone, multi displays, or a video camera. Use the buttons at the top of the session view to modify these options.

It is important to ensure that your instructor's email address is entered correctly on the login pane in the field labeled "Guest of." This is the address to which your presentation will be submitted for approval.

This version of the Camtasia Relay Recorder application is configured to upload presentations only to CMU's own Camtasia server.

The recorder application may be available to you to install on your personal computer. Check with your instructor for more information.

Before beginning a presentation recording it is a good idea to use the 'hotkeys' button at the top of the recorder window to configure a key to make pausing and stopping the recording convenient.

When a presentation is submitted in 'Guest' mode as is directed here, you will not receive any notifications about the processing of the presentation on the server.

Once you hit submit, your instructor will receive an email notification that the presentation is complete. He/she will approve the presentation and will make the link to the Flash / Silverlight versions of the presentations as is appropriate for your class.

ME 24-688 – Week 1-8

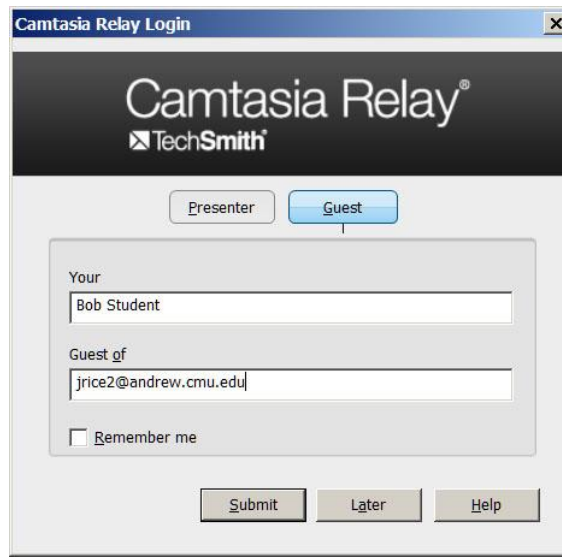
Team CAD Project Assignment



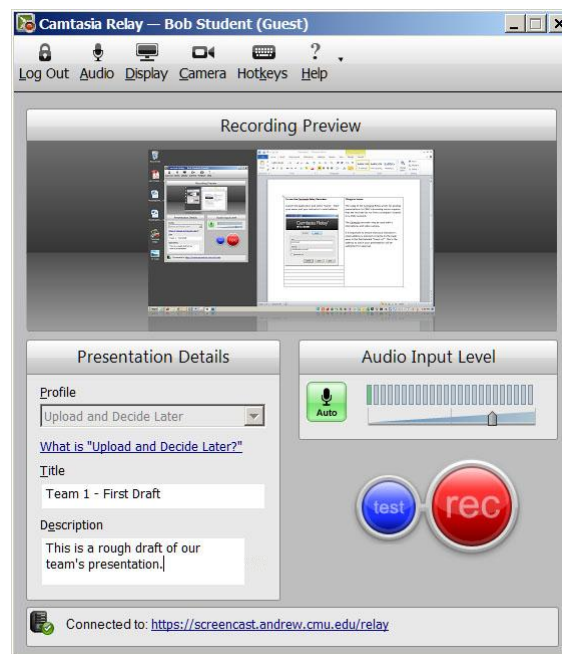
Appendix B – Using Camtasia Relay

To use the Camtasia Relay Recorder:

1. **Launch the application** and select 'Guest.' Enter your name and your instructor's email address



2. When presented with the session view **enter a meaningful title for the presentation and a clear description.**



ME 24-688 – Week 1-8

Team CAD Project Assignment



3. **Prepare your computer** for recording by closing unnecessary programs, clearing items from the desktop, and (if it is to be used) testing the audio input. Use the 'test' button on session pane to try out the recorder features without committing to a presentation.
4. When you are **ready to begin recording**, click on the 'rec' button. The application will count down until recording begins. The countdown will be displayed in the middle of the screen while the recorder application shows the recording time as 'zero.'

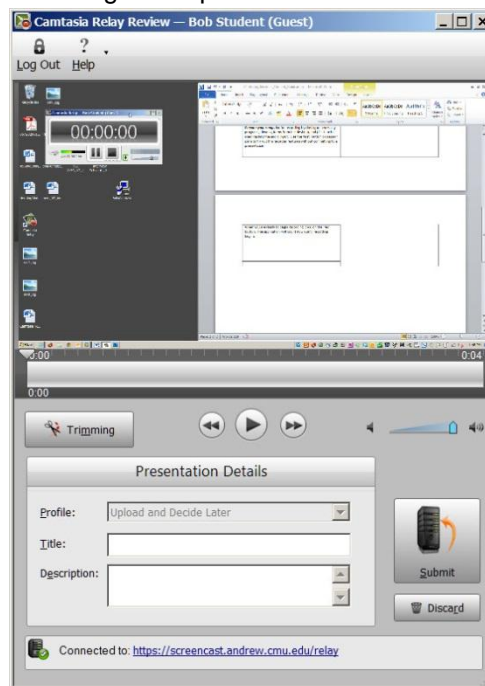


Once the countdown reaches zero, the recorder will minimize to the system tray.

5. Conduct your presentation.

When it is time to conclude the presentation use the hotkey to stop recorder or use the system tray icon.

6. The **presentation editor** is displayed. Use the player controls to view it and use the 'Trimming' button to trim the beginning or ending of the presentation to suit.



7. Confirm that a meaningful **title and description** are entered under the 'Presentation Details' and then hit the 'Submit' button.