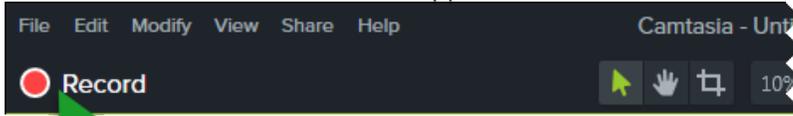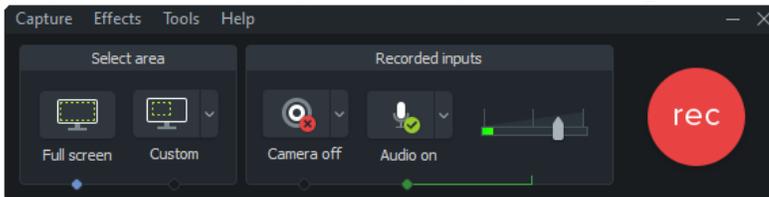This tip sheet will step you through the process of creating a recording using Camtasia and sharing your recording to GRCC's TechSmith Relay server.
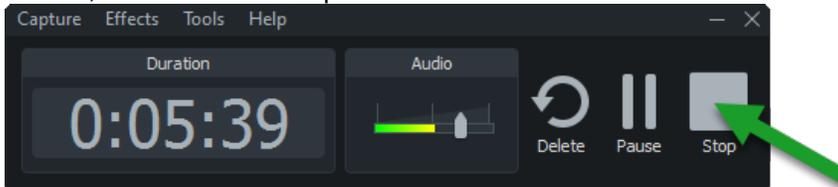
1. Open Camtasia.

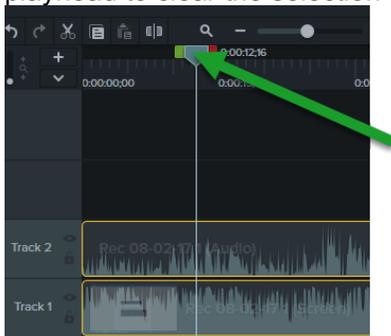2. Click on the Record button in the upper left hand corner of the main Camtasia window.

3. Choose the settings you want for your recording. By default, Camtasia will record your full computer screen, keep your webcam turned off, and turn audio on with your computer's default microphone. Then, click on the big red rec button.
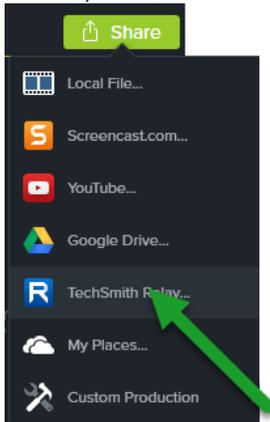

4. Create your recording, e.g. narrate your lecture, give students a tour of your Blackboard class. When you are finished click on the orange Camtasia icon at the bottom of your screen, and then click Stop.
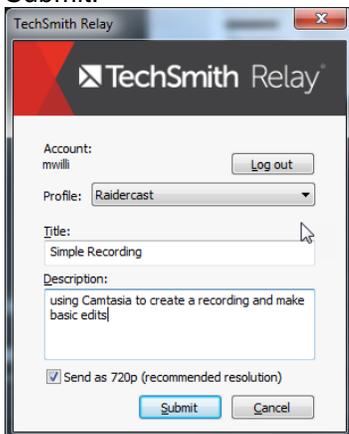

5. Camtasia will expand with your recording already placed on the timeline, ready for editing.

6. Use the playhead to select portions of your recording that you would like to remove. Use your mouse to click and drag the green and red sides of the playhead to make your selections. If you accidentally make an incorrect selection, you can double-click on the playhead to clear the selection and start again.
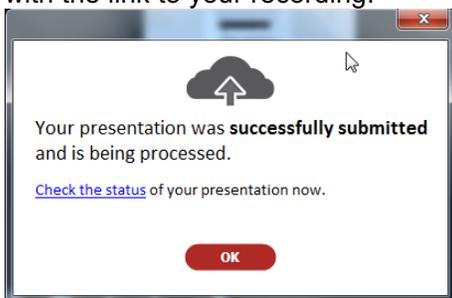
7. Once you have finished editing, click on the green Share button in the upper right hand corner, then click on TechSmith Relay.

8. Log into the Relay server with your GRCC username and password.

9. Select Raidercast as the profile, give your recording a title and description. Then click Submit.

10. Camtasia will render your project and then submit it to the relay server. When you see this pop-up window, your recording has been successfully submitted to the relay server. A few more processes will take place on the server, and then you will receive an email with the link to your recording.

11. If you have not already, save your Camtasia project. This will allow you to reopen the project file with all of the editing you did and make changes later if necessary, or share your recording in a different format.