

Quick guide to setting up automated lecture recordings with OC-AV

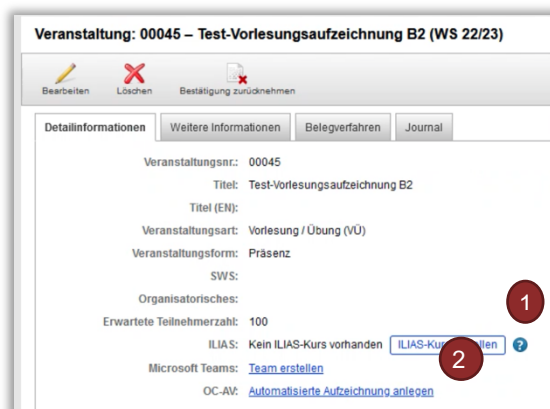
Note: This guide shows you the current features of OpenCast recording management. We are constantly working on expanding this service for you, which is why some functions are currently blocked for the productive system with the comment “coming soon”.

Checklist

- Create an event in CAS and create an ILIAS course
- Add OpenCast series in ILIAS course
- Enable automated recording for the event via OC-AV
- Hold event and share recording

Step 1: Create an event in CAS and ILIAS

In order to activate automated recording, you need a registered event in [CAS \(Campus Management System\)](#). After the event has been successfully created, you can create an associated ILIAS course in the detailed information using the menu item “**Create ILIAS course**” (1).



Once you have entered the event data and saved it in CAS, you have completed all the preparatory steps for automated recording. The service is activated via the OC-AV website. However, communication between the two systems can take some time. As a rule, events entered in CAS should be available in OC-AV **within 30 minutes**.

After this time you can easily **select the link to the OC-AV (2)** from CAS. Alternatively, you can also use the link in this document to go to the OC-AV website

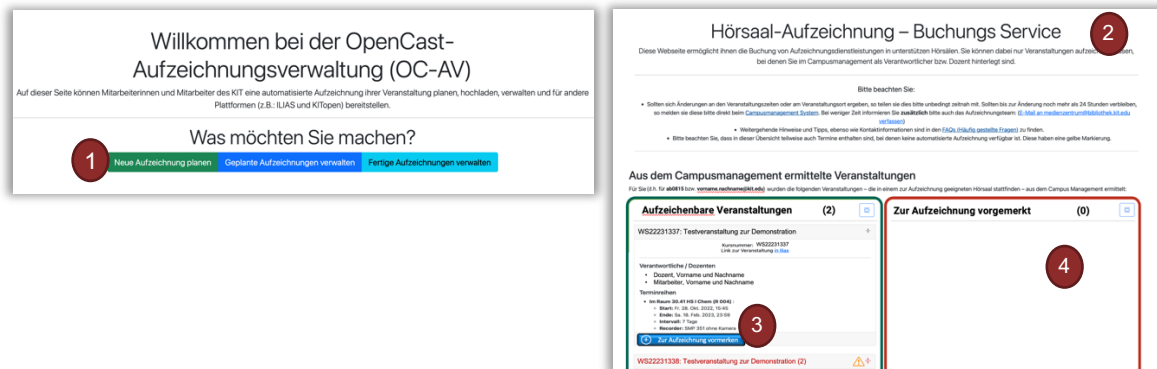
[\(Open Cast records management\)](#).

Step 2: Activate recordings in OC-AV

On the OC-AV home page, select the green **“Schedule new recording”** button (1) in the middle area. On the following page (2) you will find an overview of all events, which

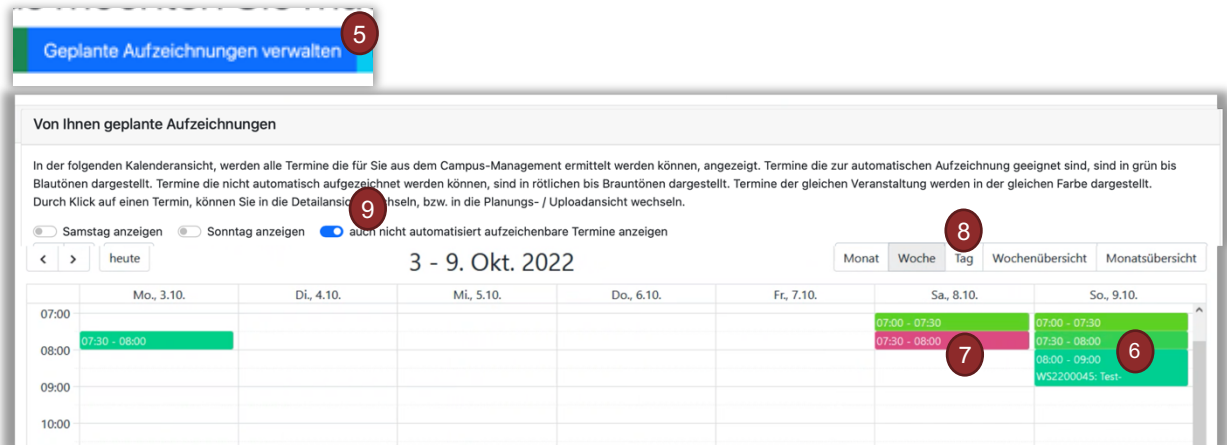
- are assigned to you (CAS role: lecturer or event manager)
- take place in rooms where automated recording is available.

To activate an automated recording for one of these events, click on **“Mark for recording”** (3) for the desired event in the table. The recording is then saved for the appointments stored in CAS. You can find an overview of your reserved events in the table (4) on the right and in the menu item **“Manage scheduled recordings”** (5) on the home page.



The image shows three screenshots of the OC-AV interface. The first screenshot (1) is the home page with the 'Schedule new recording' button. The second screenshot (2) shows the 'Hörsaal-Aufzeichnung – Buchungs Service' page with a table of events. The third screenshot (3) shows the 'Aufzeichnungsvorgemerkt' table with a 'Mark for recording' button. The fourth screenshot (4) shows the 'Zur Aufzeichnung vorgemerkt' table with a 'Mark for recording' button. The fifth screenshot (5) shows the 'Geplante Aufzeichnungen verwalten' button on the home page.

So that you can keep an eye on all appointments, you can use **“Manage scheduled recordings”** (5) to access a calendar overview in which you can view all your events from CAS. Events for which you can reserve an automated recording are displayed in green (6) and events for which the service has not yet been made available in the lecture hall are displayed in red (7). For appointments displayed in red, you can self-record if necessary to record these events as well.



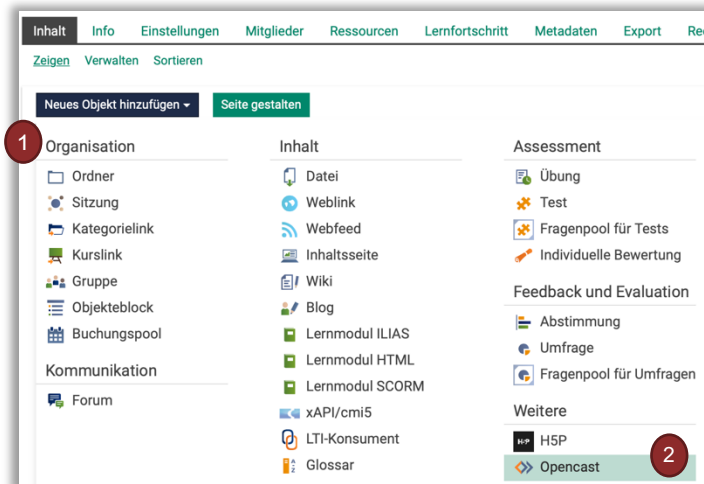
The image shows a screenshot of the 'Geplante Aufzeichnungen verwalten' page. It displays a calendar view for the week of 3-9 Oct. 2022. The calendar shows events for Monday, Wednesday, Friday, Saturday, and Sunday. Events are color-coded: green for events that can be recorded automatically, and red for events that cannot. The 'Mark for recording' button is visible on the calendar. The 'Manage scheduled recordings' button is also visible on the page.

You can switch the view between the calendar (month, week, day) and the list view (**weekly overview, monthly overview**) (8) and hide Saturdays and Sundays as well as the appointments for which the service **cannot be activated** (9). All activated automated recording appointments are automatically recorded, processed and saved in OpenCast. To use this in ILIAS, proceed as described in the next step.

You can find out how to record and upload **self-recordings** [HERE](#).

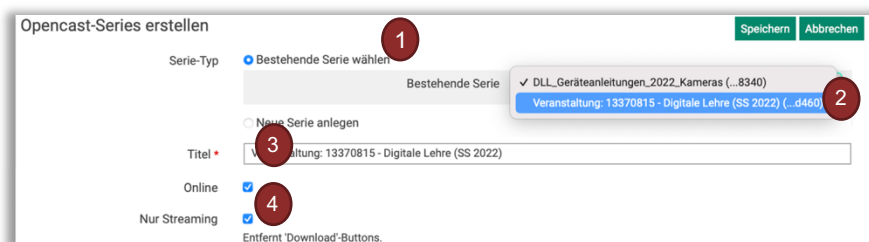
Step 3: Link OpenCast series with ILIAS

In order to upload and share videos in your course, you must first add an OpenCast object to the corresponding course. To do this, select **Add New Object (1)** at the top left of the course and **select OpenCast (2)** from the list.

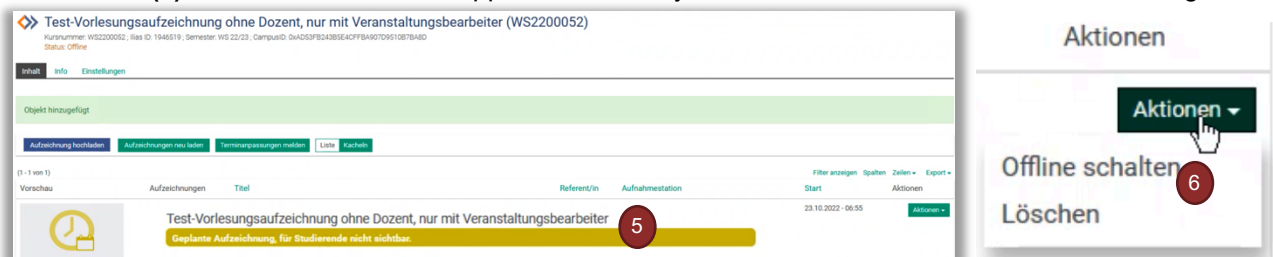


After creating the OpenCast object, a **selection menu** opens in which you can adjust the object.

Select existing series (1) and look for the appropriate series with the title of your event in the **list (2)** (analogous to your details in CAS). Then set the object **online (3)** so that course participants can access it. If you only want to allow students to watch the videos but not download them, select **Streaming Only (4)**. If you then accept the user agreement and click Save, your OpenCast object will appear in ILIAS.

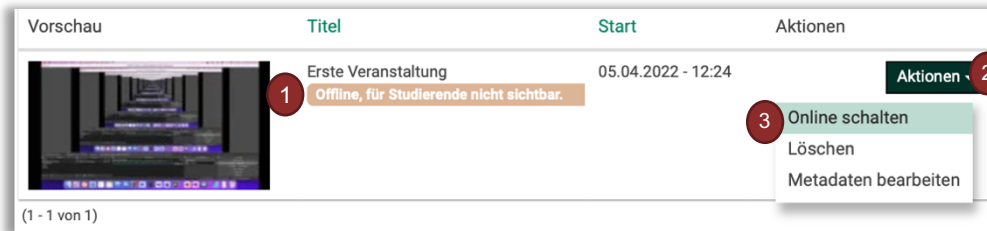


Activated automated recordings will now be saved in the OpenCast object with a **Note (5)** is displayed. You have now completed all the arrangements for automated recording. You can hold your lecture on the specified date and after around an hour the recording will automatically be released to the students in the ILIAS course. If you want, you can also deactivate the automatic release to students **offline via "Actions" (6)** for individual reserved appointments. Only ILIAS admins will then see these recordings.



Step 4: Hold the event and put it online

With the previous steps you have created an Opencast series in your ILIAS course. In the case of **automatic lecture hall recordings**, the videos will automatically appear in the series approximately 1 hour after the lecture. You can also hide individual videos from course participants later. To do this, select the option **Go online (3)** or **Go offline (2)** under Actions for the corresponding **video (1)**.



If you **record yourself**, you must first create a **new series (1)** for your event. Please name this analogous to your **event in CAS (2)** and then follow the steps as in the section above.

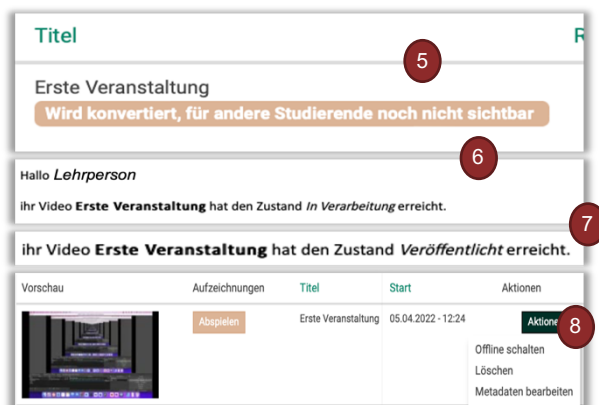


You can then upload your **self-recordings** to the ILIAS course via the series menu.



After creating the Opencast series, you will be taken to the overview menu for this series. You can **upload a recording here (1)**. In this menu, enter the **title of the recording (2)**. The video will later be shown to students with this title. Select the **video file (3)** and the **time (4)** at which the video should be visible in the ILIAS course and start uploading the video.

The **processing process (5)** starts and you receive an automatic **email notification (6)** that your video is being processed. As soon as the video is available in ILIAS, you will receive another **notification (7)**. In the Opencast object you can then switch the individual videos offline, delete them or edit the associated metadata in the **selection menu (8)**. The conversion may take some time depending on the network connection and load. Please be patient.



After uploading is before recording

If you plan multiple recordings in one event, you can also mix the procedures described in this document. This means you can later add new self-recordings to an automatically generated series.

When automatic recordings are ordered, a series with the event title from CAS is created by the system. If you have already created your own series with an individual title, you can also insert a second Opencast object into ILIAS. However, for easy administration, we recommend naming your own Opencast series in the same way as CAS. Alternatively, you can upload the videos from self-created series to the automatically created series or work with two objects.

Infos & contact

Last Update: 20.10.2022

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