Upload recordings to ILIAS with the Opencast object module

Note: These instructions show you how to make commissioned lecture recordings from the lecture halls or self-recordings available in ILIAS via the Opencast object. You can find detailed instructions on the process **here.**
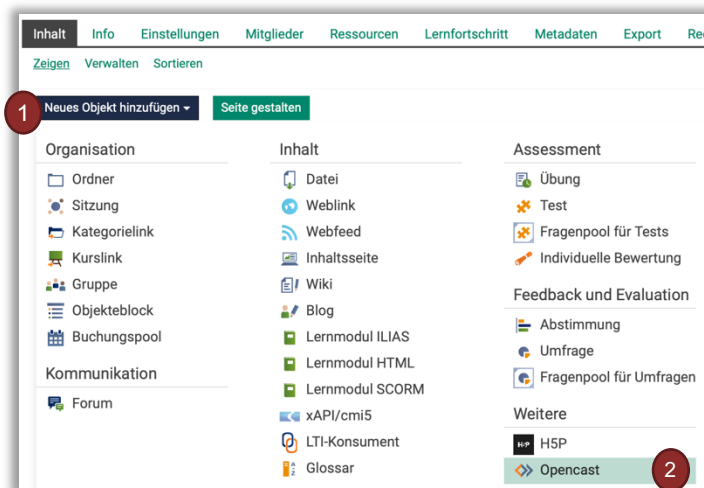
It is not possible to record students. Even if you had a declaration of consent from the students. One of the reasons for this is that students could request the deletion of their own image material at any time, which would not be feasible. You can make **presettings in zoom** that allow you to hold the course without recorded interaction - in this case, plenary questions should be repeated by the lecturer.

Checklist

☐ Add opencast Element in ILIAS
☐ Customize object (title, visibility, etc.)

☐ Optional upload of self-recordings
☐ Switch to visible

Step 1: Add Opencast object in ILIAS

To be able to upload and provide 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

Note: For the winter semester 2022/23, the service for automated lecture recordings has been further simplified and lecturers will have access to the planning and management of their recordings via the „**OpenCast recording Administration**" *(OC-AV for short)* As an alternative to the procedure described here with the Opencast object, individual recordings can also be passed on to third parties via EmbedCode and links or inserted into ILIAS. Information on this can be found **HERE**.
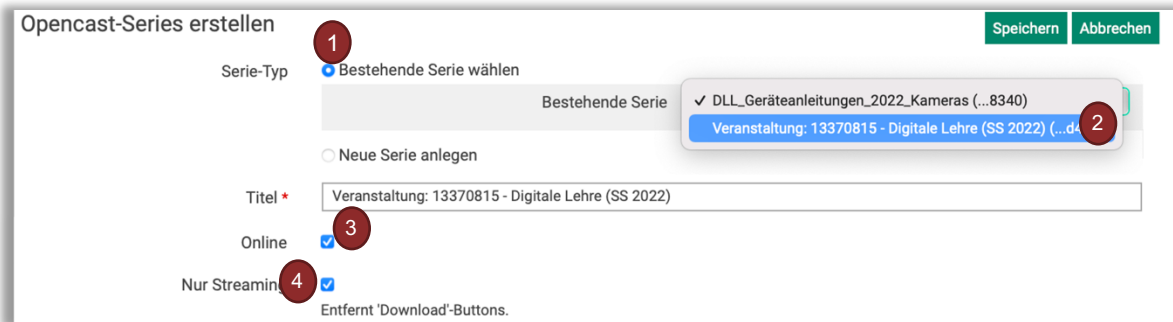
Step 2: Customize object

After creating the opencast object, a **selection menu** opens in which you can customize the object.
A) With activated, automatic lecture hall recordings:
(https://www.zml.kit.edu/automatisierte-vorlesungsaufzeichnung.php)

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

B) For self-recordings:
(For tips, see: https://www.zml.kit.edu/selbstaufzeichnung.php)

Create a **new series** (1) for your event. Please name it analogous to your event in **CAS** (2) and then follow the steps in the section above.

Step 3: Make recording visible

With the previous steps you have created an Opencast series in your ILIAS course. In the case of the **(A) commissioned, automatic lecture hall recordings**, the videos will automatically appear in the series approx. 1 hour after the lecture. To make these visible to course participants, select the option in the series for the corresponding **video** (1) **under Actions** (2) **switch online** (3).

(B) For self-recordings: upload them via the series menu.

After creating the Opencast series, you will be taken to the overview menu for this series. Here you can **upload a recording** (1). Enter the **title of the recording** (2) in this menu. The video will later be displayed to the course participants 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 the upload of the video.

The **processing process** (5) starts and you will receive an automatic **e-mail 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 in the **selection menu** (8), delete them or edit the associated metadata. The conversion may take **some time** depending on the network connection and load. Please be patient.

After the upload is before the recording

If you are planning several recordings in one event, you can also mix the procedures described in this document. This also allows you to add new self-recordings to an automatically generated series at a later date.

For commissioned automatic recordings, the system creates a series with the event title from CAS. If you have already created your own series with an individual title, you can also add a second Opencast object in ILIAS. For easy administration, however, we recommend naming your own Opencast series in the same way as CAS. Alternatively, you can also upload the videos from self-created series to the automatically created series or work with two objects.

Infos & contact

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