Instructions for the provision of recordings in ILIAS

Overview

> Important information is marked in yellow.

> Additional information is marked in blue.

In ILIAS, videos and recordings of teaching content can now be easily managed and made available. These videos can be viewed by students. The videos are hosted and made available via KIT infrastructure. This guide explains how to do this.
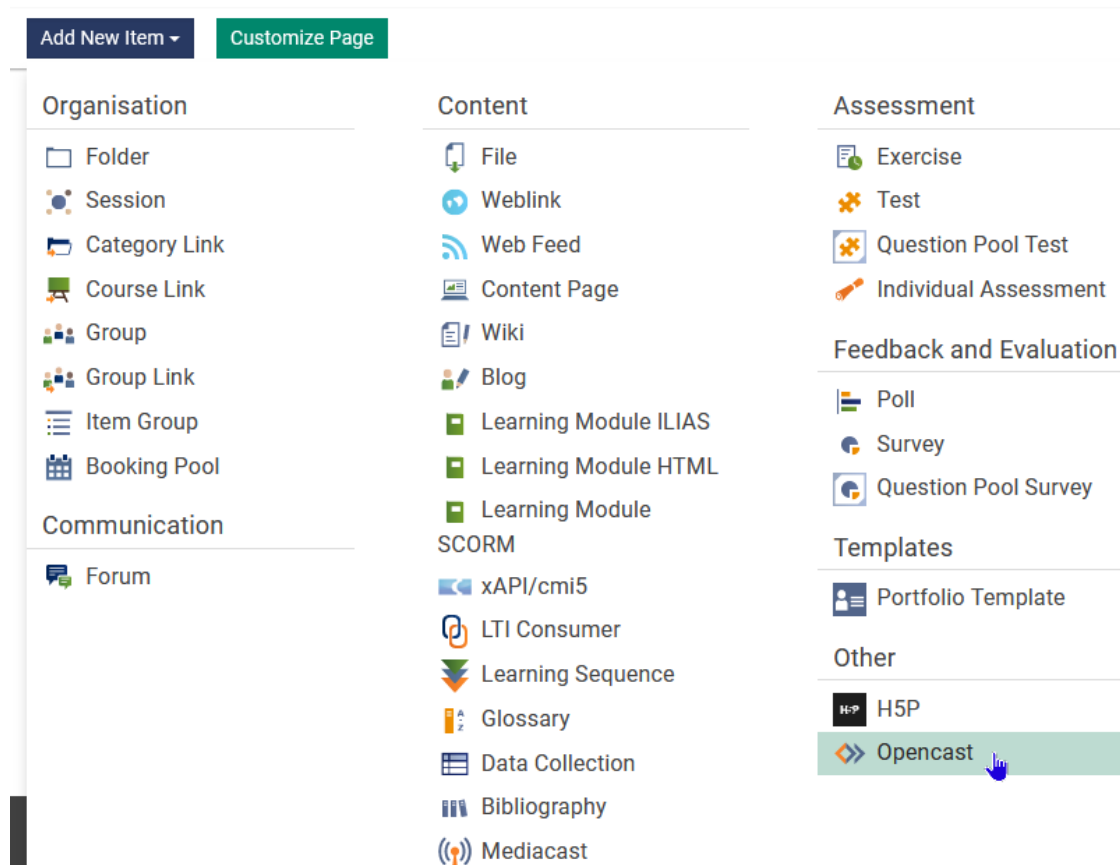
A download for the students is not intended, in order to watch the videos, the students must be registered in the respective ILIAS course. As a teacher, you can make the videos visible or invisible in your course at any time and also delete them from the system. **Please always use this method for the provision of videos.** Deploying it as a file does not make sense and causes loads that ILIAS would not be able to cope with.

If you not only want to make your videos accessible to your students, but also want to publish them in a generally accessible way, you can also publish them via KITOpen.

> In any case, please keep a local copy of the recording as a backup.

Add videos to the course

In order to upload and deliver videos to your course, you must first add an Opencast object to the course. To do this, select "Add New Object" in the upper right corner of the course and select "OpenCast" from the list.

A dialog will appear to create the series. At least 3 settings are required in the dialog:

1. Assign a title to be displayed in the course for the series.

2. Check the box "At online" so that the series is also displayed for students.

3. If you do not check the "Streaming only" box, students will be offered a download option.

4. Accept the terms of use so that ILIAS and OpenCast are allowed to process and deliver the video.

Create openCast-Series

Save | Cancel

| Series-Type | ○ Choose existing Series |
| | ◉ Create new Series |

Title * — Lecture recording

Description

Online ☑

Work instruction

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P

License — As defined in content

Wählen Sie eine Lizenz oder belassen Sie den Standardwert: "As defined in content".

Default View — List

View changeable ☑
The user has the possibility to change the view.

Activate Annotations ☐

Streaming only ☑
Hides 'Download' Buttons.

Set permissions for an Event ☐
This setting enables an individual rights management based on Event ownership (iVT-Mode). Let this setting deactivated, when all students are allowed to see all the Events of this series.
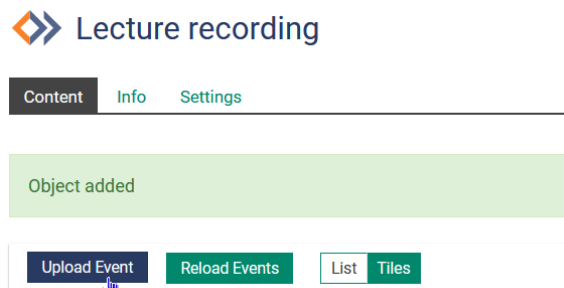
Upload by members ☐
Course- or groupmembers are given the permission "Upload", which allows them to upload videos and delete own videos. This setting can be changed later in the tab "Permissions".

I accept the agreement * ☑
Ich räume dem Service ILIAS/Open Cast ein einfaches Nutzungsrecht für die Bereitstellung meiner Lehrmaterialien im Rahmen meines Online-Kurses ein. Die Lehrmaterialien wurden unter Beachtung der urheberrechtlichen Vorgaben erstellt und verletzen keine Ansprüche Dritter. Eventuelle Mitautoren/innen sind mit diesen Regelungen einverstanden. Ein Datei-Upload im Auftrag Dritter er-

Click "Save" to apply these settings. ILIAS then automatically opens the new Opencast object in the course.

You can now use "Upload Recording" to add recordings to this series.

◇◇ Lecture recording

Content | Info | Settings

Object added

Upload Event | Reload Events | List | Tiles

Select a file to upload. You should have prepared these beforehand as described in the instructions for video editing and compression. E.g. have already cut off appropriately at the beginning and end.

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Enter a title, it will later be displayed to the students.

With Start, you set the date from which this video will be displayed for students. This also allows you to prepare videos in advance for later use.

Click Upload Recording to start the upload. This may take some time depending on the file size.

After the upload, you will receive a confirmation. The video is then processed by the system and displayed afterwards according to the previously selected settings. It takes at least 15 minutes to process. Depending on the load on the system, it can also take several hours, so please upload videos with enough lead time. ILIAS does not need to be left open for processing.

After processing the upload, the videos are displayed in a list and can be played.

Make video visible/invisible to students

With the "Take offline" action, you can also make a video invisible to students again.

The video will then be displayed accordingly in the list.

Delete a single video

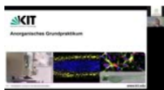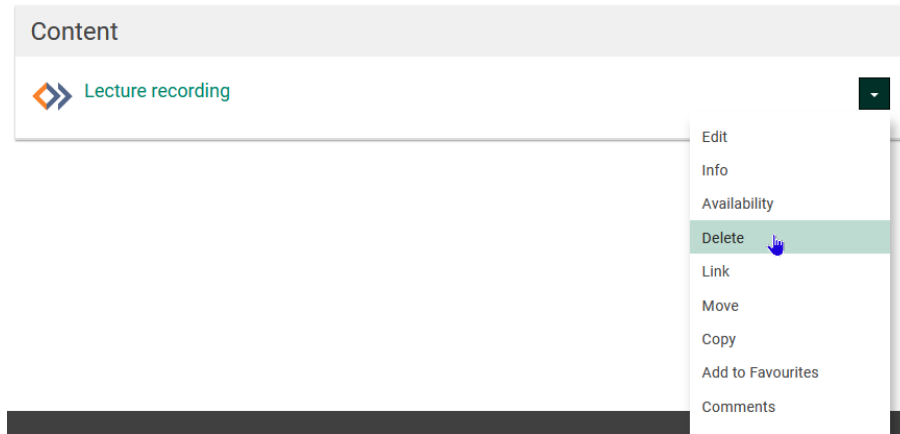With Delete Recording, you delete a single recording. This is completely removed from the system.

Delete entire series

You can also delete the entire object for the series in the ILIAS course.

Then only the series will be removed from this course. But it is still present in the OpenCast system. You can reuse them at a later date in another ILIAS course as "Add existing series". In order for this to be deleted in the OpenCast system as well, please contact medienzentrum@bibliothek.kit.edu.

Reuse an existing series in another course

You can also add series from other ILIAS courses in which you are registered as a course administrator. To do this, select "Select existing series" and then use the selection box to select the corresponding series. Only series for which you have access rights are displayed.
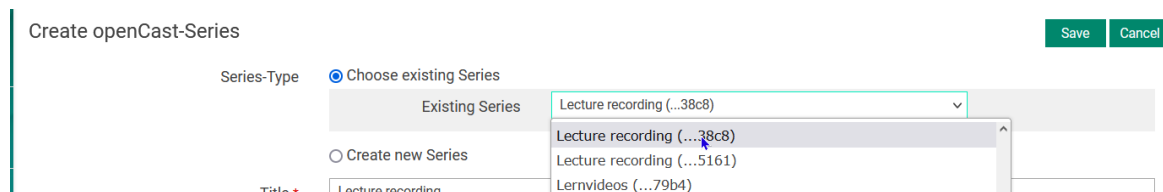
Provision of individual videos in ILIAS

You can set individual videos of a series within your ILIAS course room as page content. All you need is the web address 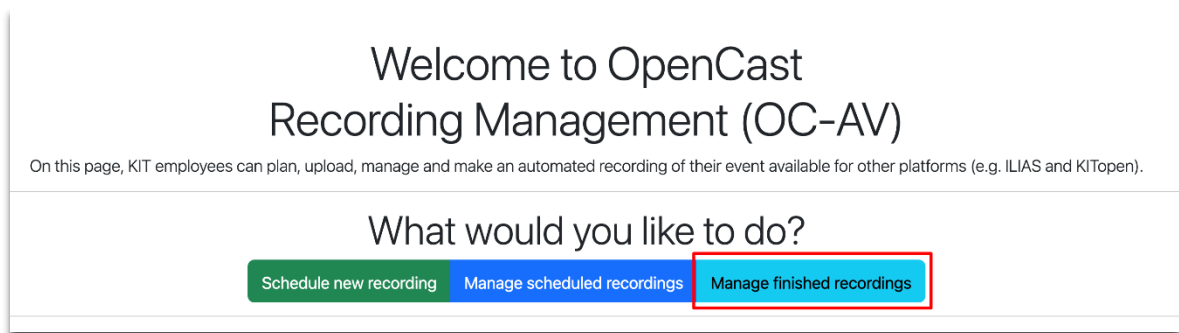for this video. This can be obtained via the *OpenCast Recording Manager* (https://live.bibliothek.kit.edu). Log in there with your KIT account.

Management of finished recordings

After logging in to the Recording Manager, select the *Manage Finished Recordings* section in the right side of the screen.

Select the appropriate destination from the list of series or individual videos and open it.
Under *Embed Code or Links to the Media,* first open the drop-down (1.) and make your video accessible either worldwide or campus-wide (2.).
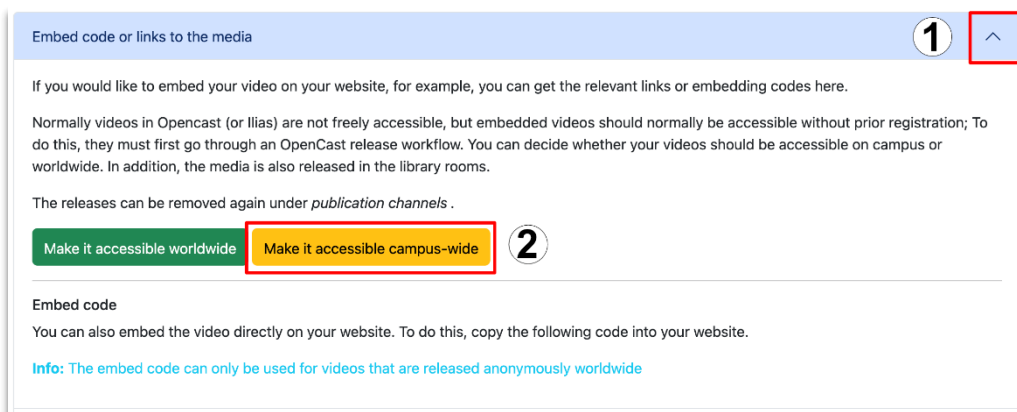
Direct access links are now generated for the video. This process may take a moment, depending on the current workload. After that, you will be shown two links.
It is best to select the first link (Free access campus-wide 1.) and take it to the clipboard.
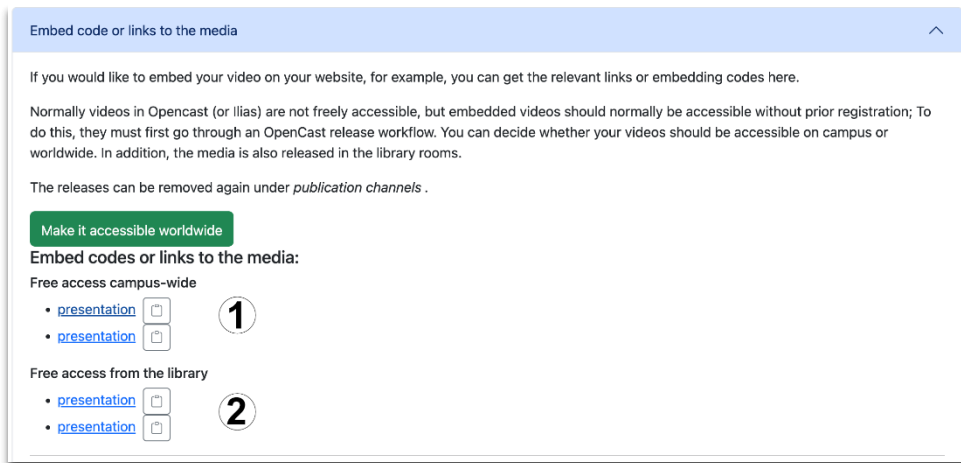
Now switch to your ILIAS course room.

Insertion into course room page

To insert the video as a page element, open it in the area where you want the video to appear (Home, Folder, Group, Module,...) the page design.

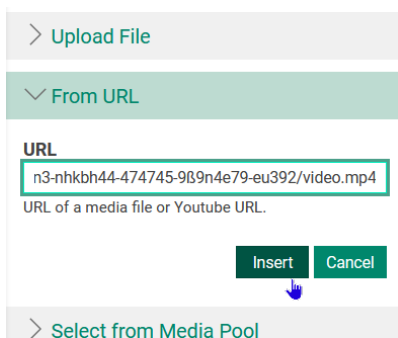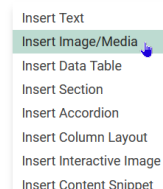At the point on the page where you want to place the video, use the plus sign to open the page design elements drop-down menu. As the page design element, select the *Insert Image/Audio/Video* element from the drop-down .

On the left side, in the so-called slate, select the *Specify URL* option and paste the video address from the clipboard. The video will then appear on the right side panel.

The scaling of the video, similar to that for images, can be done via the *Advanced Settings* (Slate: Edit Media Object). To do this, you need to click the video frame again, then you will be in edit mode again. Scaling can be done as a fixed size, but it is not dynamically scaled for different screen sizes.

For dynamic scaling, it is recommended to insert the video into the area of a column, as columns and their contents are scaled automatically. For example, for a central display of the video, choose a three-column layout, with the column dimensions 2/12, 8/12, 2/12 and place the video in the middle column (8/12).

Edit Media Object

Title
https://static.scc.kit.edu/kit-2020/consent.php?u

Style Class
Media (Standard) ▾

Alignment
Left ⌄

Caption

Save   Cancel

Advanced Settings

Additional Notes

Some of the screenshots show buttons for functions that cannot be made available at the moment. This concerns the possibility to edit videos directly to ILIAS, or to plan recording dates. Please ignore them.

Info & Contact

License notice

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Imprint

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