# Instructions for making recordings available in ILIAS

## Overview

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| Important information is marked in yellow. |
| Additional information is marked in blue. |

In ILIAS, videos and recordings of teaching content can be easily managed and provided. The plugin "Opencast" provides an interface to the video repository "Opencast", which is operated by the KIT library.

This guide explains how to upload videos to this repository and how to make them available within an ILIAS course room.

There is no provision for students to download them, and students must be registered in the respective ILIAS course to watch the videos. 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 way to provide videos.** Providing it as a file does not make sense and causes loads that ILIAS would not be able to cope with.

If you don't just 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 and configure the Opencast object

To upload and share videos in 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.
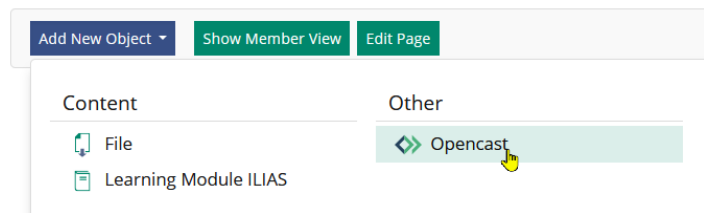


*Figure 1 Adding an Object*

In the upper part of the settings form, there is the possibility to call up an existing video series from the Opencast server. To do this, select the "yes" option and the series in the selection field. or



*Figure 2 Select Existing Series*

If you want to create a new series, select "no" and assign a new name and possibly a description for the series. The entries for the organizer and the participant are made automatically. They correspond to the course title as well as the administration.
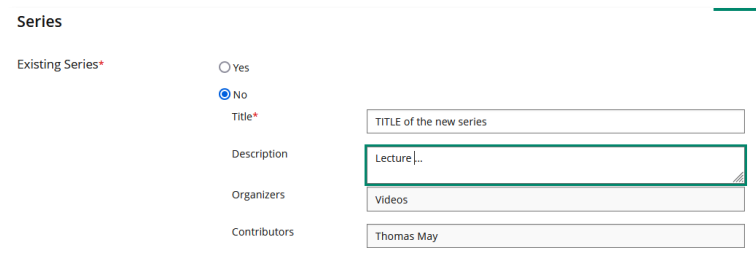


*Figure 3 Creating New Video Series*

In the "Settings" section, the central specifications for the entire object are made.

1. Put the object online so that the series is also displayed to students.

2. By activating the option "Set permissions per Event", videos can be activated by individual students.



*Figure 4 Settings of the object*

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

In the section "Rights for Members" section, all course participants can be granted permission to download and/or upload videos.



*Figure 5 Rights for Members*

# Add videos to the course

With "Upload Event" you can now add recordings to this series.



*Figure 6 Upload Recording*

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 suitably at the beginning and end.

*Figure 7 Uploading and Settings of a Video*

Enter a title and it will be displayed to students later.

Dates under Start remain without functionality. Originally, this was intended to schedule the automatic start of a recording, e.g. in a lecture hall. This function is controlled at KIT via the ***OpenCast recording management*** .

After uploading, you will receive a confirmation. The video is then processed by the system and is 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 take several hours, so please upload videos with enough notice. ILIAS does not have to remain open for processing.



*Figure 8 Rendering process after upload*

After the upload has been processed, the videos are displayed in a list or as a single tile, depending on the setting, and can be played.



*Figure 9 List View of Videos*

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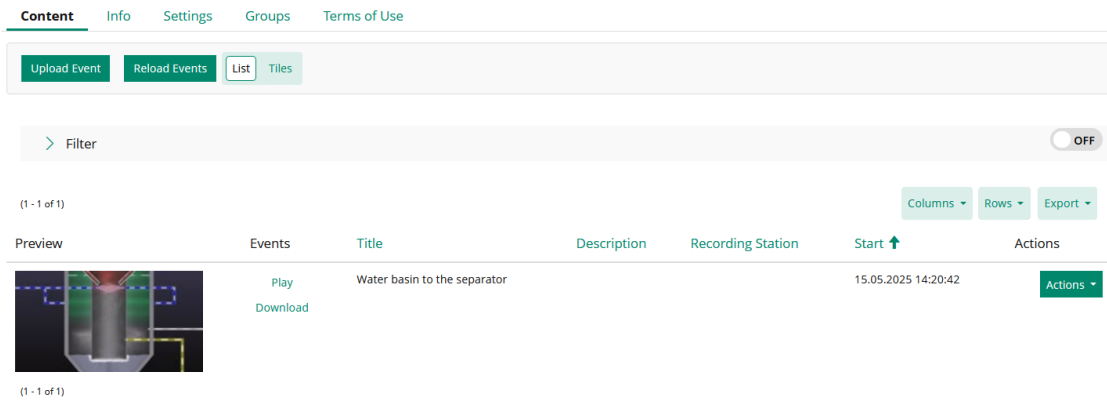
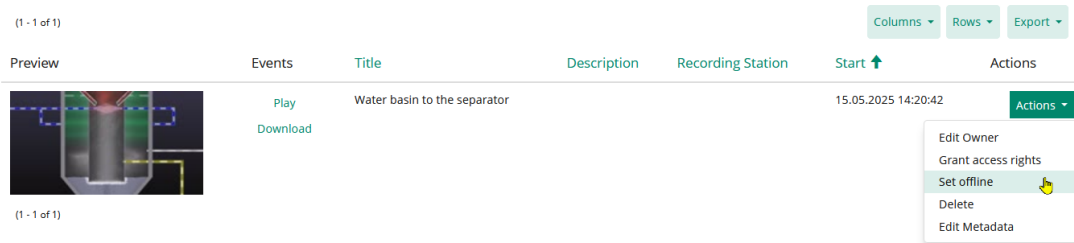With the "Take offline" action, you can also make a video invisible to students again.



*Figure 10 Action: Set offline*
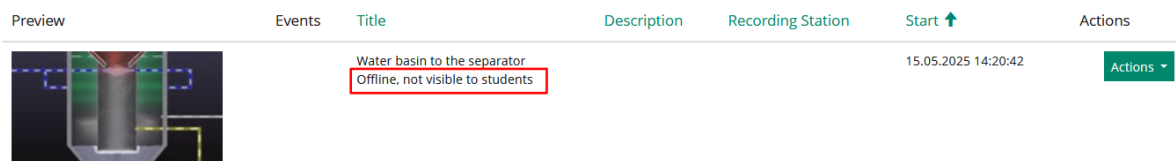
The video will then be displayed accordingly in the list.



*Figure 11 Video in offline state*

# Delete a single video

The "Delete" option has far-reaching consequences and should be chosen carefully.
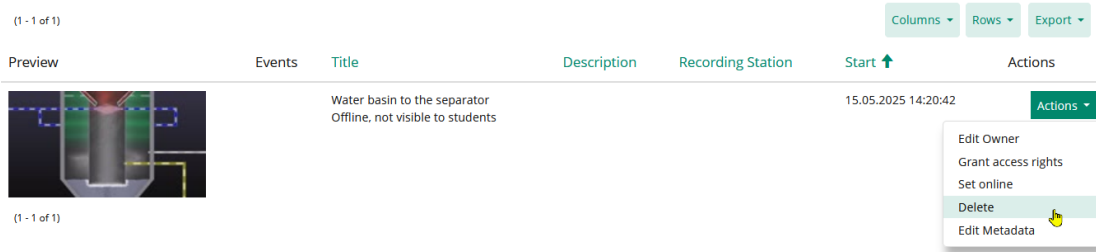


*Figure 12 Deleting Individual Videos*

Click "Delete" to remove a single recording. This is completely removed from the system. For a selective provision of videos, recordings or the like in your event, it is better to choose the option "Take offline" described above.

# Delete Entire Object

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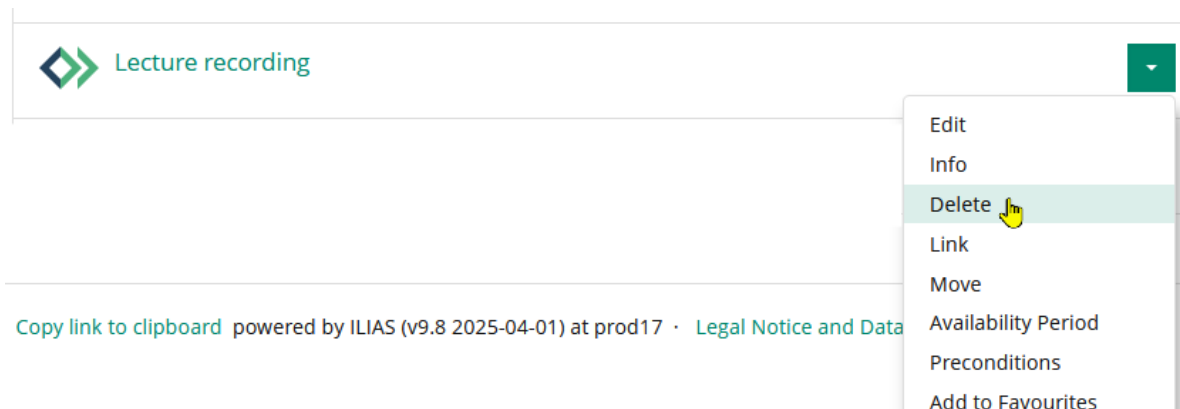


*Figure 13 Deleting the object*

Then only the series will be removed from this course. But it is still available in the OpenCast system. You can reuse them at a later time in another ILIAS course via "Add existing series".

To delete a series in the OpenCast system, please contact:
**medienzentrum@bibliothek.kit.edu**
to the Media Center of the KIT Library.

# 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. You can get this via *the OpenCast recording manager* (https://live.bibliothek.kit.edu). Log in there with your KIT account.

## Management of finished records

After logging in to Recording Management, select the *Manage Finished Recordings section* in the right screen window.



*Figure 14 Opencast Recording Management Home Page*

Select the corresponding 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.).
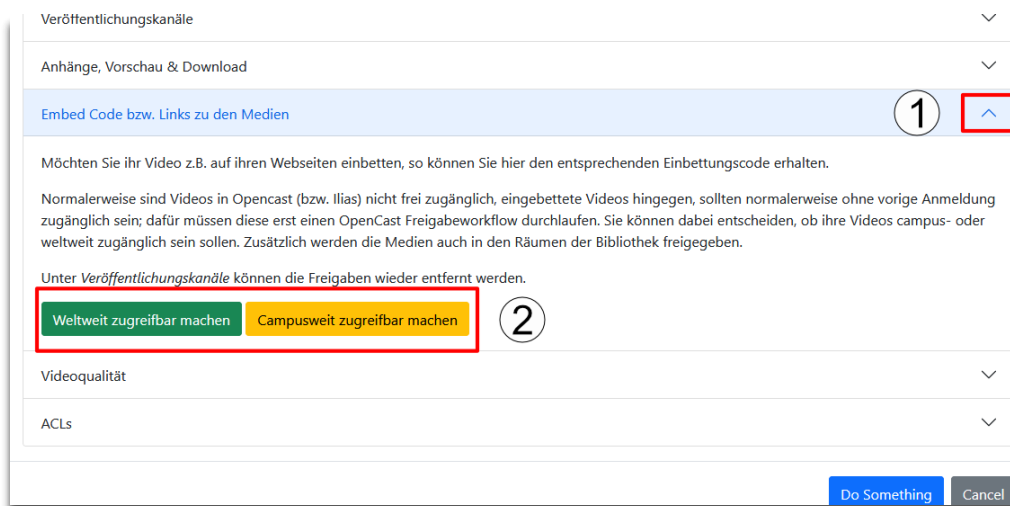


*Figure 15 Setting the Publishing Status*

Direct access links are now generated for the video. This process may take a moment depending on the current load. 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.
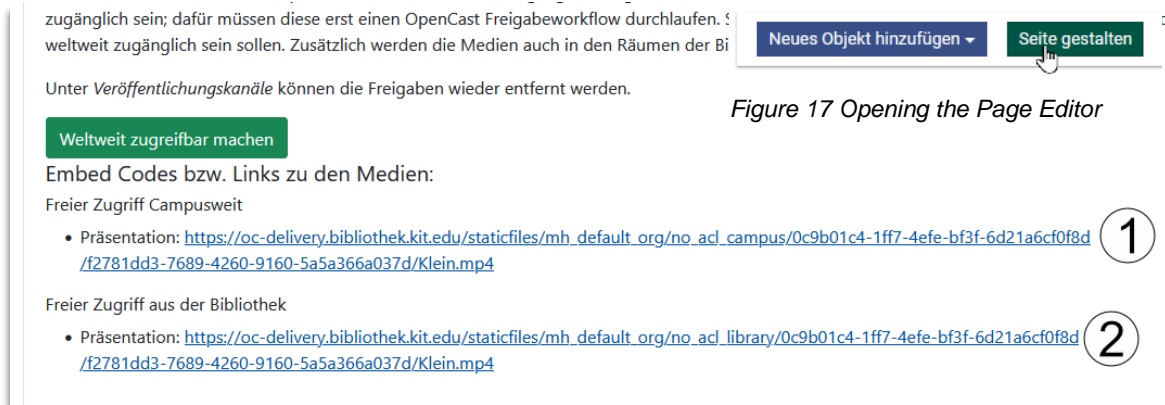Now switch to your ILIAS course room.



*Figure 17 Opening the Page Editor*



*Figure 16 Video Access Addresses*

## Insert into classroom page

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

At the point on the page where the video is to be placed, click on the plus sign to open the selection menu of the page design elements. For the page design element, select the Insert ***Image/Audio/Video element from the drop-down*** .
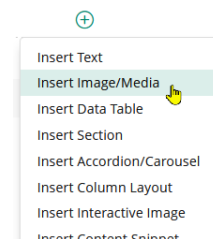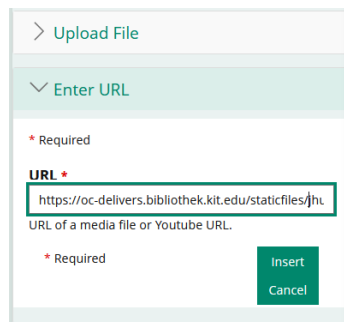

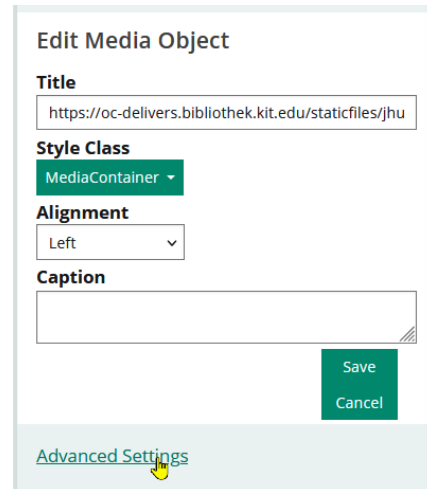
*Figure 18 Inserting a Media Object*



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

*Figure 19 Pasting the URL*

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

For dynamic scaling, it is recommended to insert the video into the range of a column, as columns and their contents are automatically scaled. 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).



*Figure 20 Opening Advanced Settings*



*Figure 21 Centering Video via Column Layout*

# Further information

In the screenshots, some buttons are shown for functions that cannot be made available at the moment. This concerns the possibility to edit videos directly on ILIAS, or to schedule recording dates. Please ignore them.

# Info & Contact

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## License Notice

## Imprint

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