Instruction

Opencast

ADMINISTRATION AND PUBLISHING OF
A RECORDED LECTURE

RUB

ATTENTION!!!

Before you use this instruction, please contact the RUBcast team FRIST via the booking form on the website of RUBcast! (https://www.it-services.ruhr-uni-bochum.de/services/sl/rubcast.html.de)

After you've received feedback from the RUBcast team, you can follow this instruction, to create your own series. After that you have to contact RUBcast AGAIN. Then you can upload your recordings in your recording series. .
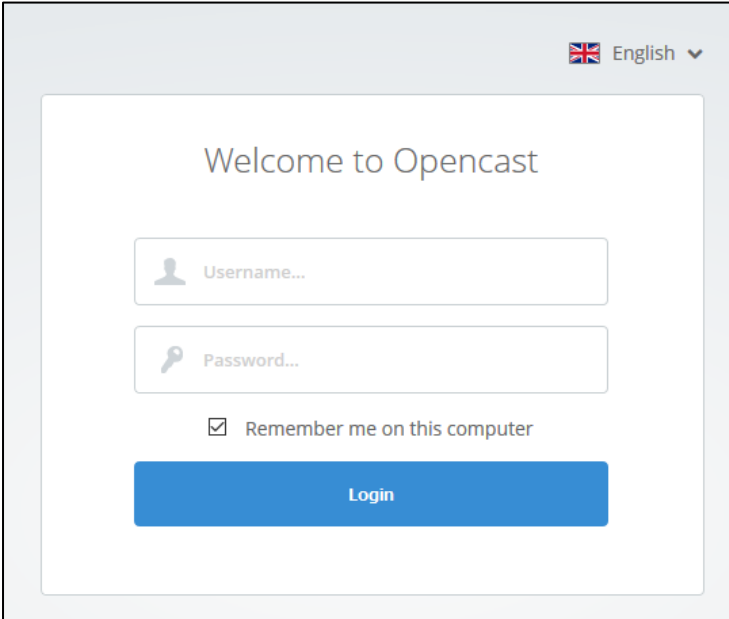

Content

To use the „Opencast" tool, you do not need to install any software on your computer.

The content of this instruction was made using Google Chrome but it will work with other browsers, too (there a only little differences).

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1. To sign in Opencast

Insert the following link in the adressline of your browser:
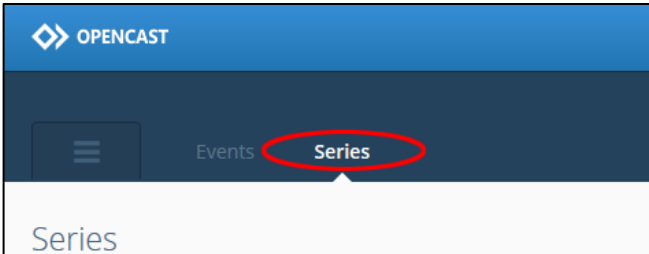
oc-admin.ruhr-uni-bochum.de

Picture 1

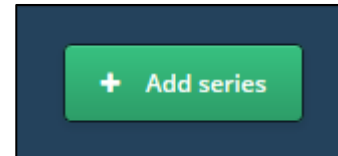Type in your LoginID and password. (Picture 1)

2. Creating a series

Step 1

To create a series for your recordings, click on the tab „Series" (Picture 2) on the start page of Opencast. On this site you see a list of all the series you created. Then click on the green button „Add series" (Picture 3).
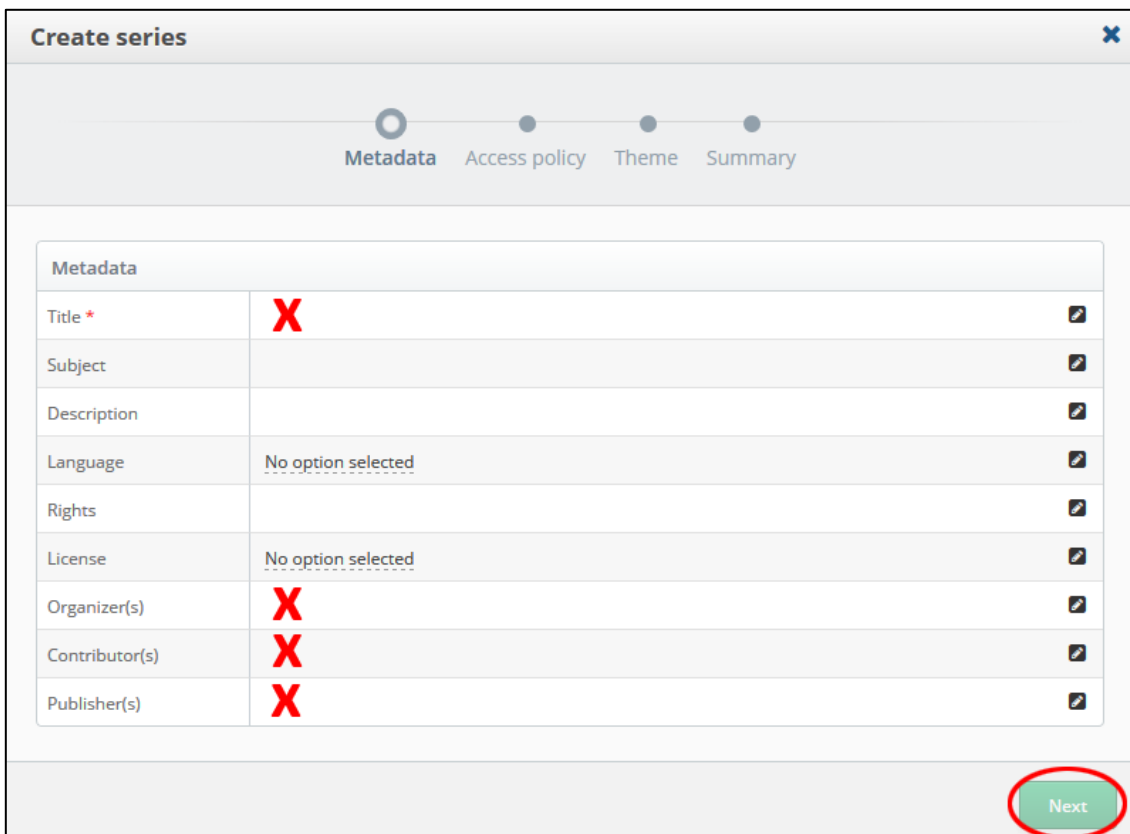

Picture 2

Picture 3

Step 2

Please name your lecture in the now open window "Metadata" (Picture 4) and name your lecture, followed by the actual semester.

The required rows are „Title", „Organizer(s)", „Contributor(s)" and „Publisher(s)".
After filling in the required rows click on the green button „Next".

- Organizer(s):   The faculty that belongs to the module
- Contributor(s):   Name of the lecturer
- Publisher(s):   Name of the lecturer (same like „Contributor(s))

Picture 4

Step 3

Inside the tab „Access policy" you will find your LoginID behind the role „ROLE_USER_LoginID". At this point you do not have to make any changes (Picture 5). Please click on the green button „Next".

After you have created a series and contacted RUBcast, your series gets three additional access rights. One is for the member of RUBcast and one is for the member of the moodle course.

Picture 5

Step 4

Via the drop down-menu under the tab „Theme" you can optionally select the RUB-Logo as a branding for your recordings. The Logo will appear inside each video of your series (Picture 6). Please click on the green „Next" button.
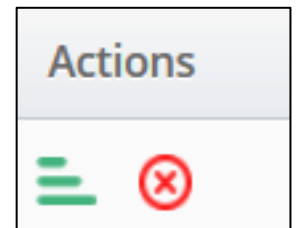

Picture 6

Step 5

Finally you get a summary under the next tab. Please check your settings and click on the button „Create". Now your series is created and listed under the series tab of Opencast.

With a click on the three green bars of your series (Picture 7) below the column named „Actions", you can see the details of your series. Your entered data is in the "Metadata" tab and you can see an additionally generated Series ID in the row named „UID".

Please copy this ID! You will need it to integrate your videos and series into Moodle!

Picture 7

Please contact RUBcast again so that the access rights can be adjusted!

If you have received a response from RUBcast, you can continue with the instructions and upload recordings.

3. Adding a recorded lecture

Step 1

To upload videos from your computer to your Opencast series, click on the button named „Add event" in the top right corner of the start page (Picture 8).
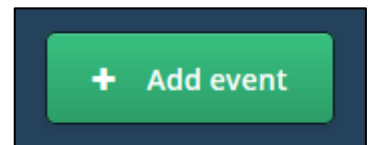
Picture 8

Step 2

After that, a new window opens (Picture 9). Please fill in all rows marked with a red X and confirm your information with a click on „Next".
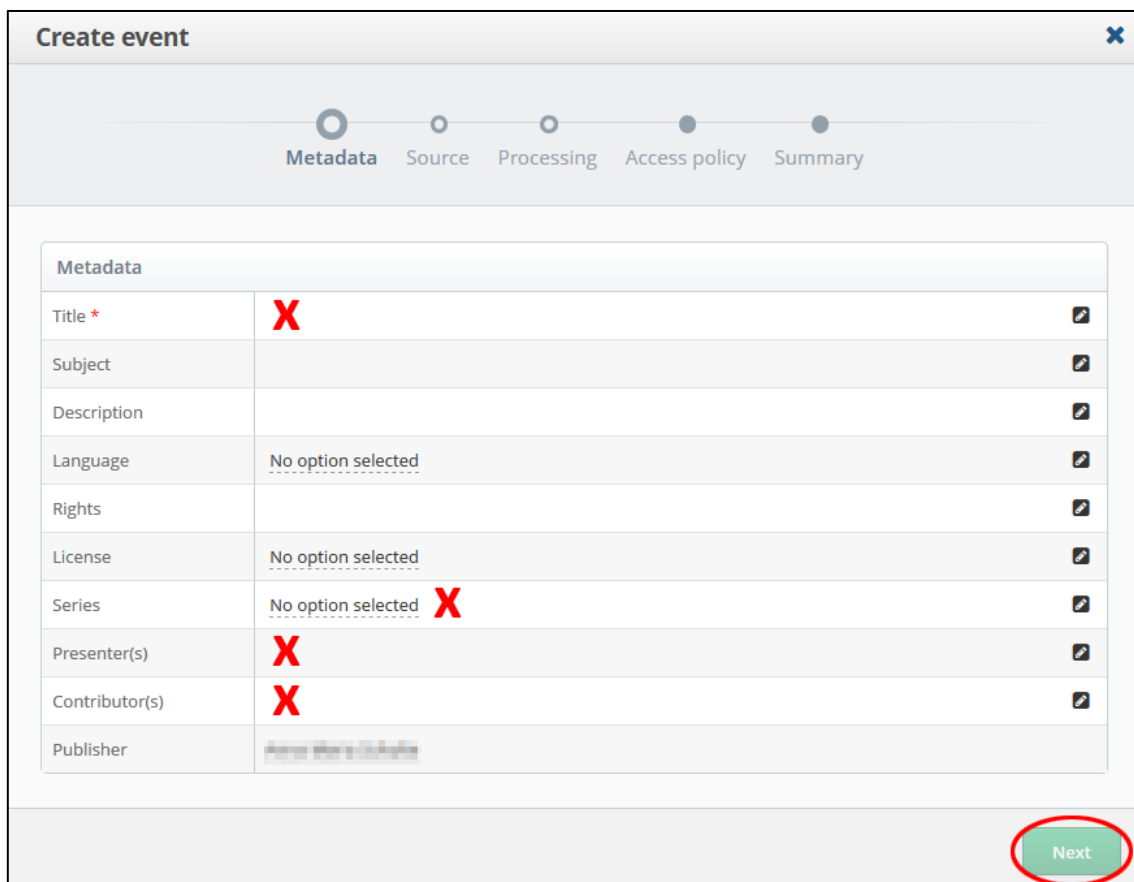
Needed metadata:

Title: Type in the title of your lecture.
We recommend the following designation: continuous numbering – name of the lecture – current semester (example: 05 – Mathematics II – SuSe20)

Series: Select the series that your uploaded video belongs to via the drop down-menu.

Presenter(s) and Contributor(s): Type in the name of the lecturer. If there is no collaborator, please use the name of the lecturer for both rows.

Picture 9

You do not need to fill in the other rows.

Step 3

In the tab „Source" (Picture 10) you see three tickable optiones below the row called „Select source". Please tick „Upload".

The next item is „Recording Elements". Here you can upload the file(s), you would like to publish. Please keep in mind to select the right file for the right destination.

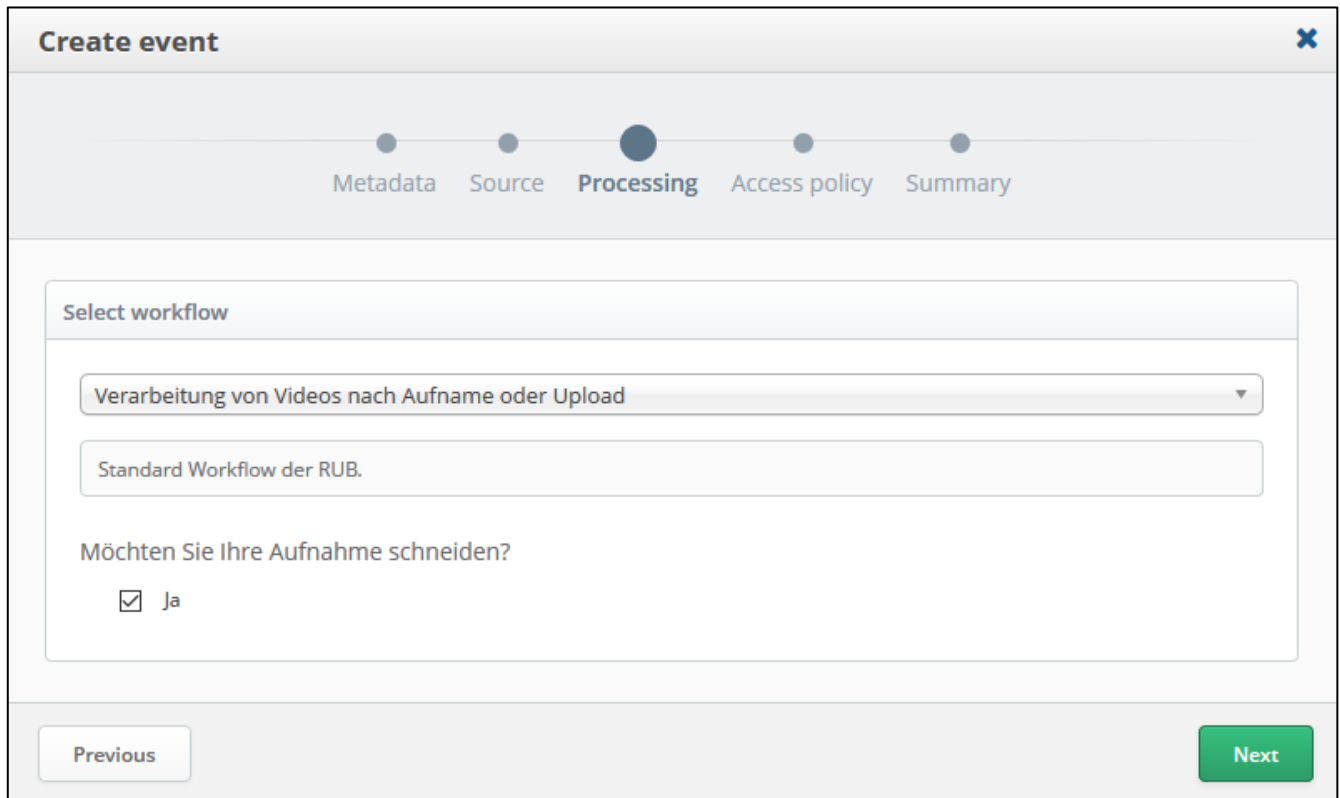|	
Podcast-Recording:	Upload your file via „Presenter".
Screencast- Recording:	Upload your file via „Slides".
Vodcast- Recording:	Upload your file via „Presenter".
Picture in Picture- Recording:	Upload your file (video of the lecturer) via „Presenter". Upload your file (video of the presentation) via „Slides".

Attention: The upload is limited to 2 GB.

Select the date and time of your lecture below the point „Recording metadata". After that, click on the green „Next" button.

Picture 10

Step 4

In the tab „Processing" (Picture 11) you can see the standard settings of the workflow. Please tick the box, if you want to cut your video before publishing.

Picture 11

Confirm with a click on the green „Next" button.

Step 5

In the tab „Access policy" (Picture 12) you now have four role assignments compared to picture 5 (page 4).

RUBcast added the three new roles for you. The „Moodle class ID"_Lerner (students) and „Moodle class ID"_Instrucor (host) represent the members of the Moodle course.

You do not have to make any changes at this point because the roles are taken from the series.

Picture 12

Confirm with a click on the green „Next" button.

Step 6

In the last tap „Summary" you have the possibility to check your entries. Click on „Create" if everything is fine.

Your video will be uploaded in your Opencast-series.

In the dark blue row on the top of the page (Picture 13) you have an overview of your uploaded videos. The recording you have just uploaded is shown in the tab „Running" and will automatically be moved to the „Finished"-counter after the processing is completed.
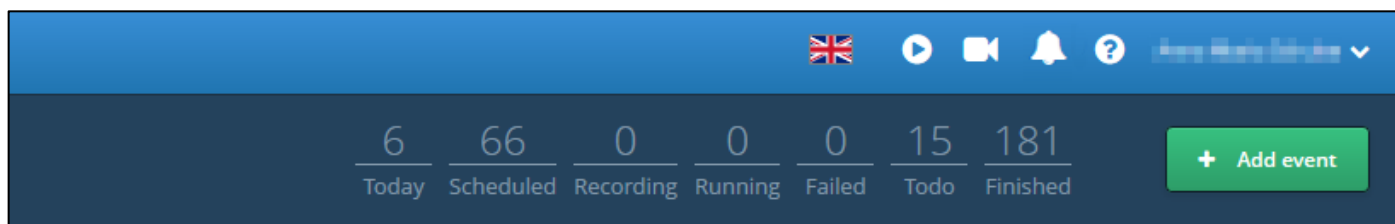
Picture 13

Advice:

If you did not want to cut your video in Opencast (page 8, picture 11), it is **published directly** after that step.

4. How to edit your recordings

After the processing, you can also do a lot of changes (Picture 14).

You can ignore the following point 3, if you selected the option, that you did not want to cut your video in Opencast.

Picture 14

1. Event details
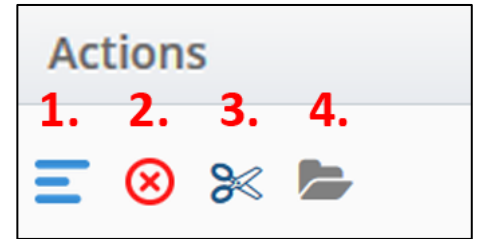
With a click on the blue lines you can change your data. Confirm your entries with ENTER. A green hook will confirm your changes. (Picture 15).

Picture 15

2. Delete event

Click on the red X and confirm in the following window, that you want to delete your recording (this action is irreversible) .

Note on the integration into Moodle:

If you only want to integrate a single recording in Moodle instead of a whole series, please refer to the recording UID of the corresponding recording.
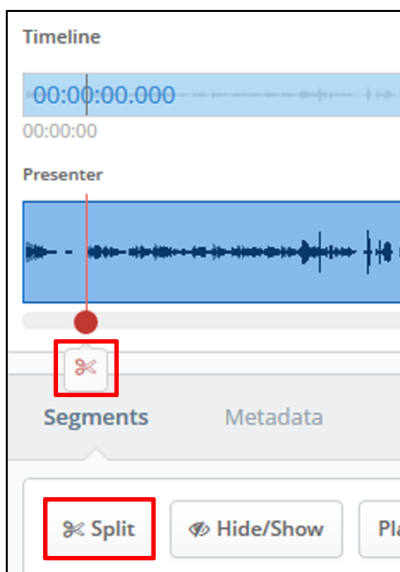
3. Cut event

Click on the scissor symbol to open the video editor.
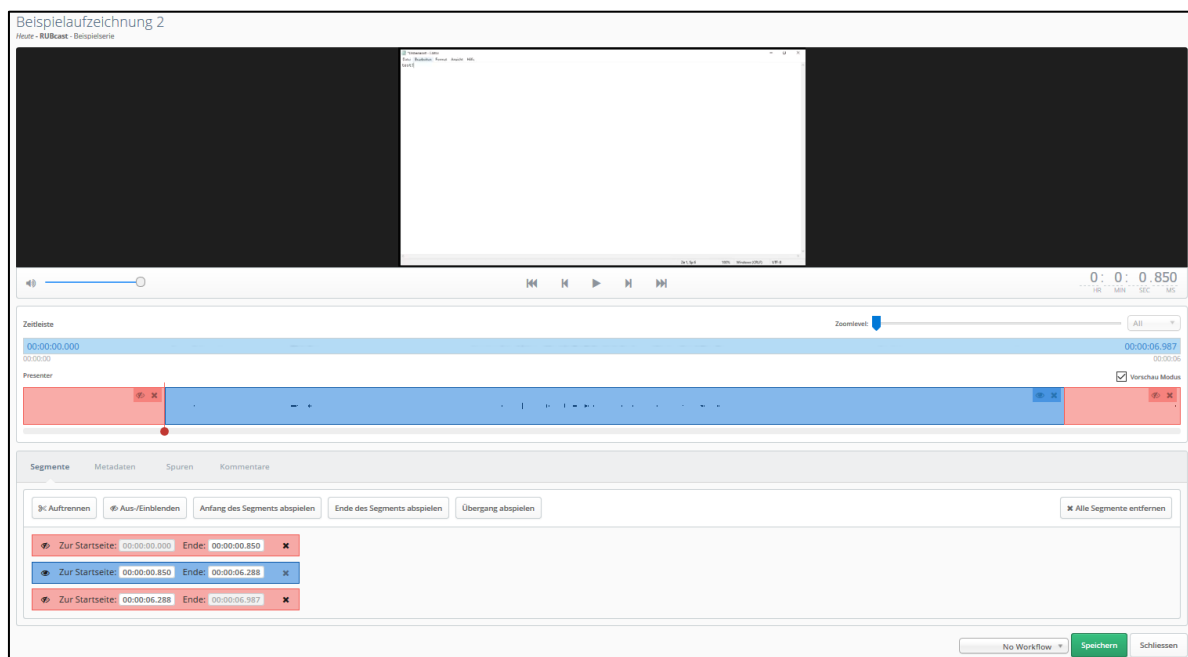
Picture 16

With the editor you have the possibility to cut away unwanted segments of your recording:

- Pull the red indicator to the point of your recording, that you want to trim. Click on „Split" or on the scissor symbol (Picture 17).

Picture 17

- You created a segment that you can hide or show with a click on the eye symbol (Picture 18, 1. Point).

  The hidden segment is marked red and will be skiped when you play the video.
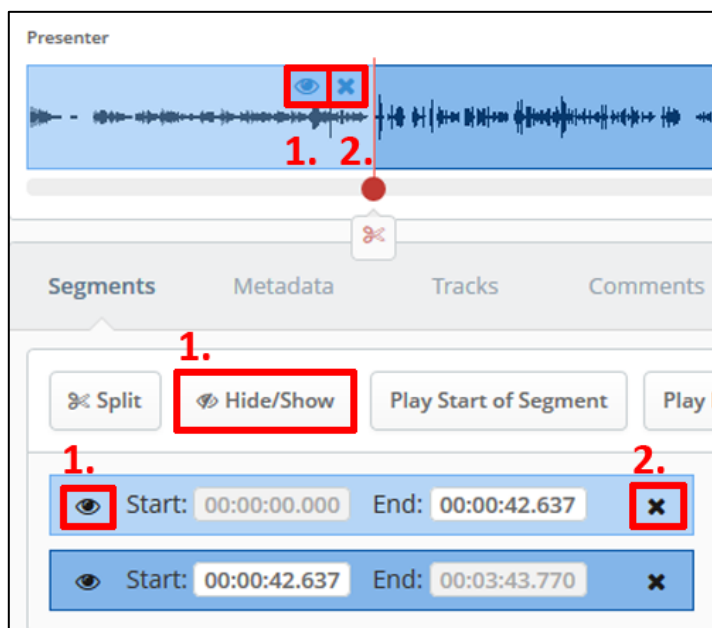
Picture 18

- If you want to change or delete your segmentation click on the black „X" (Picture 18, 2. Point).

- When you have finished hiding all the unwanted segments and want to publish your recording, you can select the workflow „Veröffentlichen" (publish) at the bottom. After that click on „Save & Continue" (Picture 19).
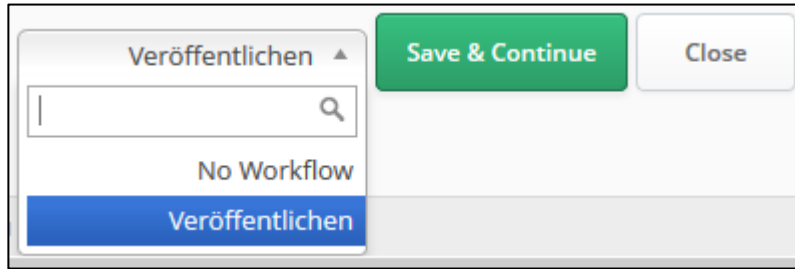
Picture 19

The edited video is now in the tab „Running".

Advice:

After processing your video will directly be published.
**All students with access can now stream and download your recording.**

4. Open asset details

Click on the folder symbol. You see the attachement-tab with the event details and all information of the attachements now.

Under the point „Assents" -> „Media" -> „Details" you can click on the ID (or one more click on „Details" -> URL) to download the video.

5. Watch the recording

After publishing you have the possibility to watch your recording.
To do so, click on „Yes" (marked red in picture 20) in the column named "Published" and then click on „Engage".
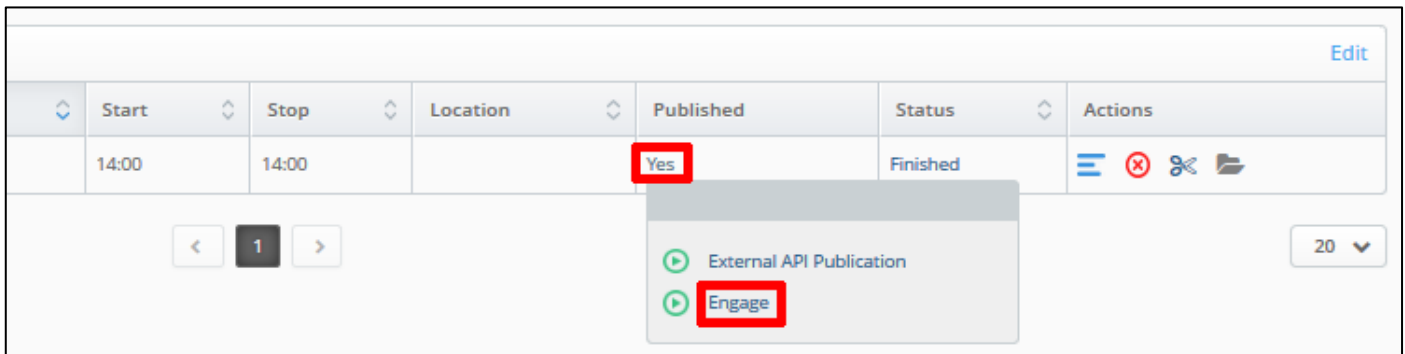
Picture 20

Now the Opencast Paella Player will open (Picture 21).

Picture 21

At the bottom left corner of the player (Picture 22) you can:

1. Start and pause the video
2. 10 seconds rewind
3. 30 seconds fast-forward
4. Change the speed of the playback
5. Change the volume

Picture 22

At the bottom right corner of the player (Picture 23) you can:

6. Zoom in the video
7. Change the video quality
8. See video details/download the video
9. Share the video
10. Turn on and off the full screen-mode
11. Change the view
12. Use the search function
13. Show the presentation slide
14. Show the Paella documentation
15. See all videos of the series

Picture 23