

CSU Replay

Archive & Backup of Recordings

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CSU Replay Overview

CSU Replay is an easy and effective way to create learning and teaching and non-learning and teaching content for on-demand use, that may be integrated into the CSU Online Learning Environment.

CSU Replay enables the capture of audio and video media recordings from select teaching and production spaces and compliant CSU PC's. It also enables capture of audio and video from personal PC's and laptops that have CSU Replay software installed. It enables the uploading of external media (audio and video recordings) that has been captured using a different device other than a component of CSU Replay. It enables post production editing of captured recordings by the author and further professional editing (if required). It provides storage of audio and video media recordings in common formats within a managed repository accessible to staff and students. Finally it will provide delivery of published video and audio recordings as video vodcasts or audio podcasts to staff and students.

CSU Replay Components

CSU Replay currently comprises of eight components with the integration of a ninth component (CSU Replay IVT recording) currently underway. CSU Replay Components include:

- **CSU Replay Website:** the one stop shop for finding out all information about CSU Replay. Information including how to access, book, install, use, etc. various CSU Replay components; the policies and guidelines that must be adhered to when using CSU Replay; as well as detailed CSU Replay training guides for each component and other associated functionality of CSU Replay. <http://www.csu.edu.au/division/dit/services/service-catalogue/for-staff/teaching-technology-support/csu-replay.htm>
- **CSU Replay Central (EchoSystem Server):** the central repository for storing, editing and managing all CSU Replay *published* recordings. All CSU Replay recordings captured using CSU Replay Capture Appliance and CSU Replay Podium Capture are automatically published here. When a CSU Replay Personal Capture (PCap) recording is published it is uploaded and published here. All uploaded third party media recordings are also stored here. CSU Replay user's assigned the appropriate level of presenter privileges (i.e. Academics, ED's, Other CSU staff) to relevant subjects may edit and manage recordings stored here. URL <http://csu.edu.au/csureplay>
- **CSU Replay Capture Appliance :** Based upon a scheduled booking, this component automatically records lectures, presentations, teaching material, etc. through pre-installed hardware located in select teaching spaces (22 CSU

lecture theatres currently have this capability). This component is integrated into a lectern and will record all the information that is displayed upon the primary video projector in the room. This includes, the computer, document camera or DVD player that is installed in the lectern or a laptop plugged into the laptop port and all audio going to the speakers installed in the lecture room. Following the capture of these recordings, you will receive an email notification advising that the recording has been published and is available. You can then edit the recording, associated metadata and make it available via CSU Replay Central (EchoSystem Server) so that the content is delivered via an RSS feed or a direct link inserted into a subject site in Interact or available for streaming through the CSU website. The RSS feed could ultimately be retrieved through podcasting software on either a student/staff PC or a mobile device.

- **CSU Replay Podium Capture Software** – This component is similar to automatic recording via the capture appliances as above, but instead of the physical capture appliance installed within a lectern, the CSU Replay Podium Capture software is installed on the teaching space PC. It also differs in terms of recording capability, it will only record input into the computer; that is audio received via computer's microphone and images\presentations\video displayed on the computer monitor. It is not able to record all items such as the document camera, projector, etc. that are hooked up to the lectern unless the output of these devices is fed directly into the computer. It is possible to book a scheduled recording using CSU Replay Podium Capture software. Alternatively, Ad Hoc recordings can be performed using this component. For scheduled recordings, you must log into the teaching space PC within 5 minutes of the commencement time of your recording, your lecture will then be automatically recorded. For ad hoc recordings, you use the software to start an ad hoc capture, specifying the title, duration, subject and format of the recording. Following the capture of these recordings, you will receive an email notification advising that the recording has been published and is available. You can then edit the recording, associated metadata and make it available via CSU Replay Central (EchoSystem Server) so that the content is delivered via an RSS feed or a direct link inserted into a subject site in Interact or available for streaming through the CSU website. The RSS feed could ultimately be retrieved through podcatching software on either a student/staff PC or a mobile device.
- **CSU Replay Personal Capture** – Once this software is downloaded and installed, it enables you to record teaching\learning\presentation material using either a CSU or Personal PC/Laptop. Audio is recorded via PC microphone and video may be recorded via PC webcam and material (e.g. PowerPoint presentation, spread sheet) currently open on the computer. This component may be also be used to view and edit recordings locally. Once

you are satisfied that the recording is ready to be published, you may publish the recording. Publishing a recording uploads and publishes the recording to the CSU Replay Central (EchoSystem Server) within the selected CSU Replay subject. Following the publication of these recordings, you will receive an email notification advising that the recording has been published and is available. Users with the appropriate level of presenter privileges for the subject may then further edit the recording, associated metadata and make it available so that the content is delivered via an RSS feed or a direct link inserted into a subject site in Interact or available for streaming through the CSU website. The RSS feed could ultimately be retrieved through podcatching software on either a student/staff PC or a mobile device.

- **CSU Replay External Media Ingest** - This enables you to upload (ingest) pre-recorded material to CSU Replay Central (Echosystem server). Following the ingestions of these recordings, you will receive an email notification advising that the recording has been ingested and is available. Users with the appropriate level of presenter privileges for the subject may then further edit the recording, associated metadata and make it available so that the content is delivered via an RSS feed or a direct link inserted into a subject site in Interact or available for streaming through the CSU website. The RSS feed could ultimately be retrieved through podcatching software on either a student/staff PC or a mobile device.
- **CSU Replay Interact** – This component of CSU Replay provides the capability for CSU Academics to publish a link to all of their recordings stored on CSU Replay Central (EchoSystem Server) within their Interact subject work site. This component also enables CSU Students and Staff that have access to the relevant Interact subject work site to access, view, download and stream recordings. This link also contains the RSS feed links for the vodcast and podcast versions of the recordings and these RSS feeds could ultimately be retrieved through podcatching software on either a student/staff PC or a mobile device.
- **CSU Replay iTunes U** – This component of CSU Replay will enable CSU Students and Staff to access, view, download and stream available CSU subject\presentation recordings via iTunes U.

CSU Replay Policies and Guidelines

It is the user's responsibility to be familiar with and adhere to all CSU Replay policies and guidelines <http://www.csu.edu.au/division/dit/services/service-catalogue/for-staff/teaching-technology-support/csu-replay.htm>

CSU Replay Archive and Backup of Recordings Hardware and Software Requirements

CSU approved computer, with CSU standard image installed.

CSU Replay Support

For staff, please contact the Service Desk	For students, please contact Student Central
Monday to Friday - 8am - 6pm (GMT+10) Local Call Australia wide: 1300 653 088 International: + 612 6338 4357 CSU Internal: 84357	(Monday to Thursday 8am to 6pm; Friday 8am to 5pm) 1800 ASK CSU (1800 275 278) International +61 2 6933 7508 Internal - 37507 Fax - 6338 6599

Archive & Backup of Recordings

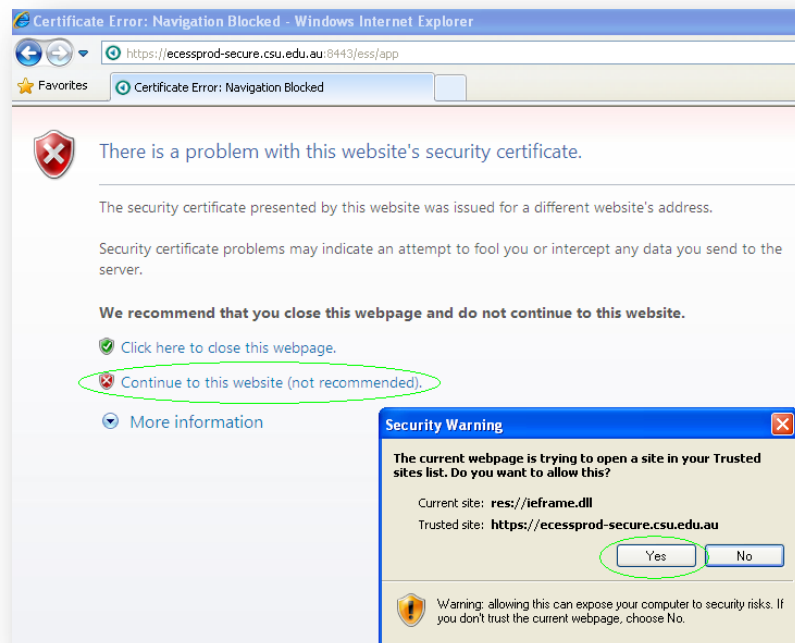
You have the facility to download from the server copies of your recordings so that you can store them in a location of your choice for Archive purposes. You could store them to a large thumb drive or portable hard drive. Source files of recordings stored on CSU Replay Central (EchoSystem Server) will only be retained for a period of time, please refer to CSU Replay Recording Retention Guidelines.

Using Internet Explorer 7 or 8 with Windows XP

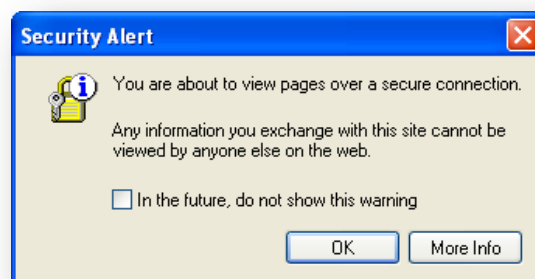
Go to the CSU Replay Central (EchoSystem Server)

<http://csu.edu.au/csureplay>

If you see the screen below, click on **Continue to this website (not recommended)** also select **Yes** to the **Security Warning**



If you are presented with the following pop up, please click **OK** to continue.



You will be presented with a “sign in” screen, see screen shot below.

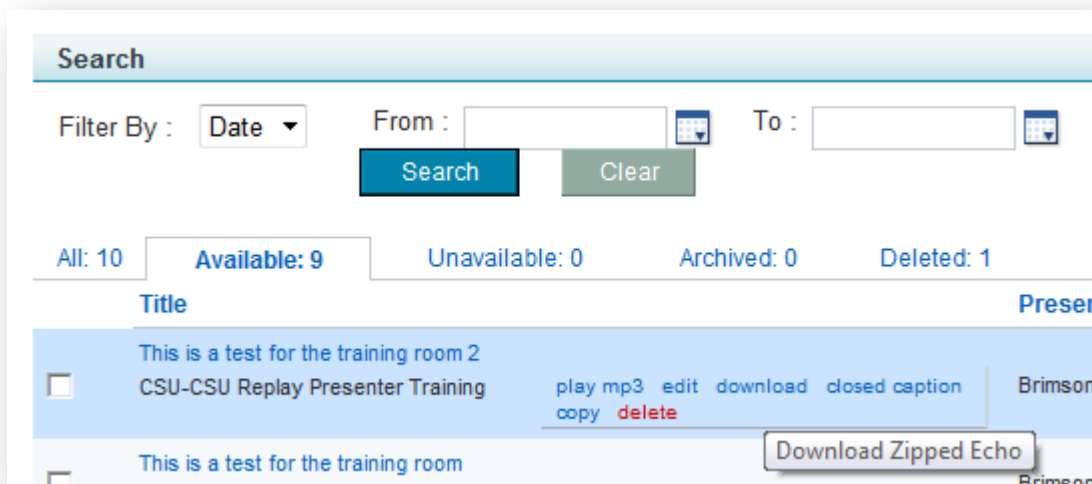
Logging in



Type your current CSU user name and your password in the relevant fields to access CSU Replay Central(EchoSystem Server).

Once there you will be presented with a web page interface with three tabs. These are **Echoes**, **Downloads** and **Monitor**.

Go to the **Echoes** tab and hold your mouse over the CSU Replay Recording (echo) you want to archive or download



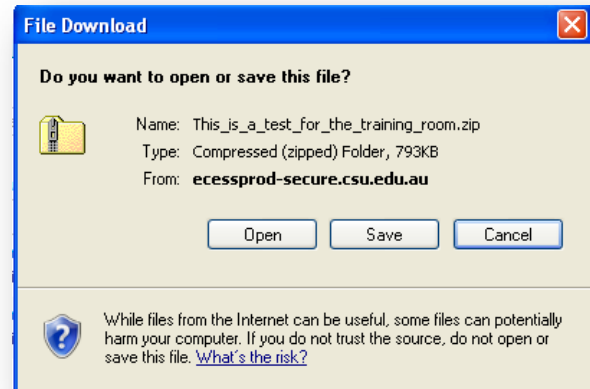
You will see the word download in blue.

Download

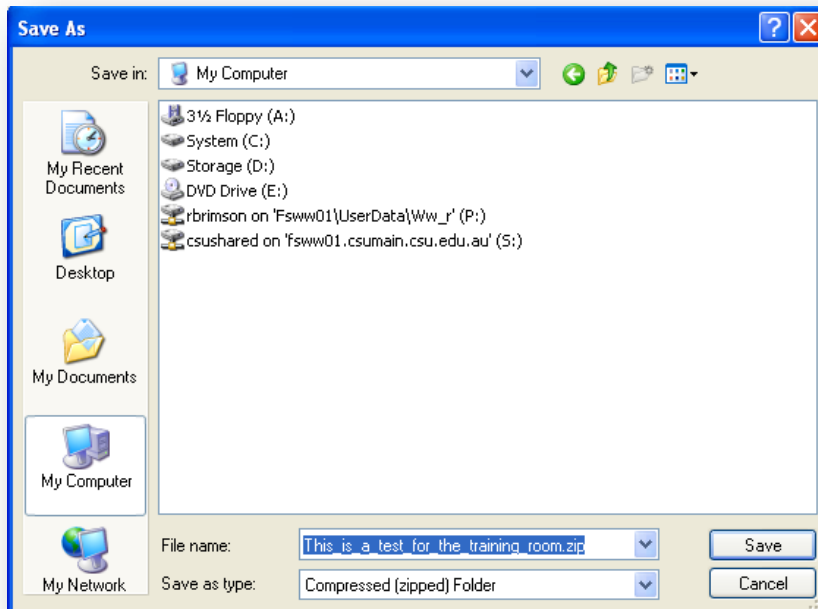
This will download all versions (video and audio) to your computer in a Zip file. When you click download you will be given a warning.

Click **Save** to download and save it to a location of your choice for backup and archive. If you don't understand about zipped files, please visit this page

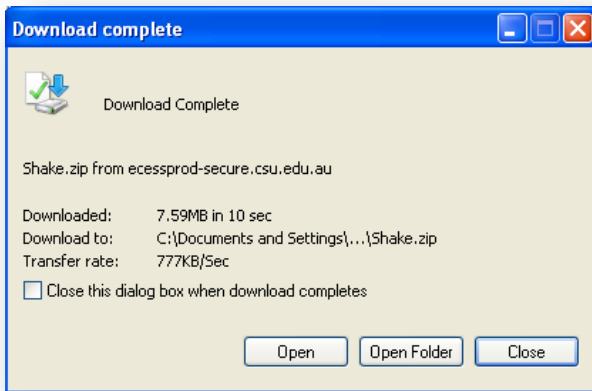
<http://www.csu.edu.au/division/dit/services/service-catalogue/files/>



You will get a **Save As** dialog box appear, please browse to a location to save your backup. Once there click **Save**.

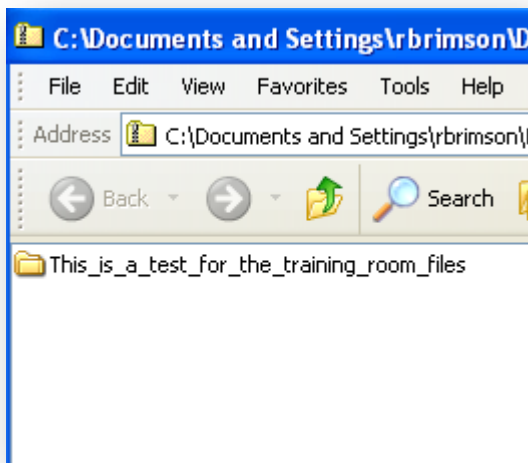
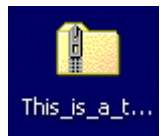


CSU Replay: Archive and Backup of Recordings



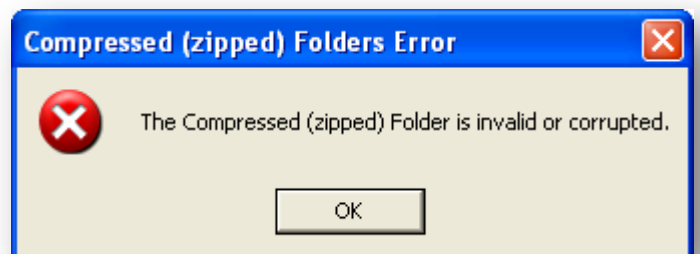
Once the download has completed you will see this dialog box. Click **Open** to open and launch your file, Click **Open Folder** to navigate to the folder you saved the zip file in, click **Close** to close this dialog box.

If you chose close in the dialog box above, navigate to your downloaded zip file and double click it to open it. You will see the folder inside the zip file.

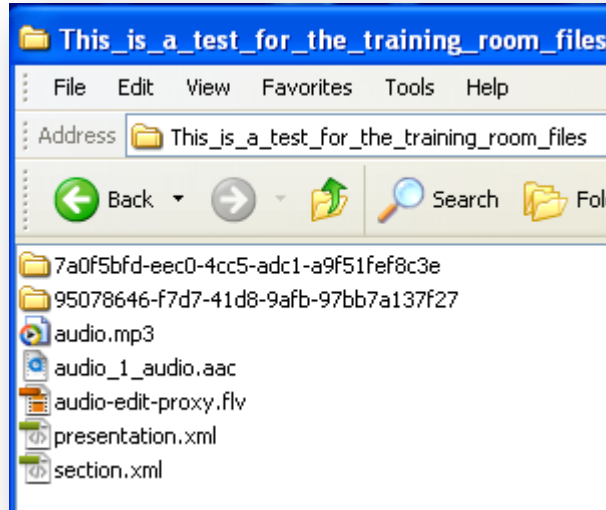


Now double click on the folder to open it

If you get a dialog box like this one then you will have to re-download your file



If all is well then you will see this dialog box with your downloaded files. Choose a file and double click to open it. For example you can double click on the “audio.mp3” to launch Windows Media Player to hear the file.



Republish

At any time you can republish your files. Please see the CSU Replay Media Ingest guide for help.