

CSU Replay

CSU Replay Central (EchoSystem Server) For CSU Staff

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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.
- **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 <https://ecessprod-secure.csu.edu.au:8443>
- **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.

[CSU Replay policies and guidelines](#)

CSU Replay Central (EchoSystem Server) 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

CSU Replay Central (EchoSystem Server)

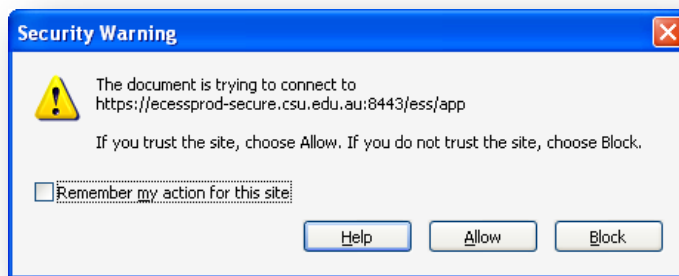
The CSU Replay Central (EchoSystem Server) has several basic features:

It allows the user to manage, playback, edit, and delete presentations; to archive or make available stored presentations; to search and sort the presentations list.

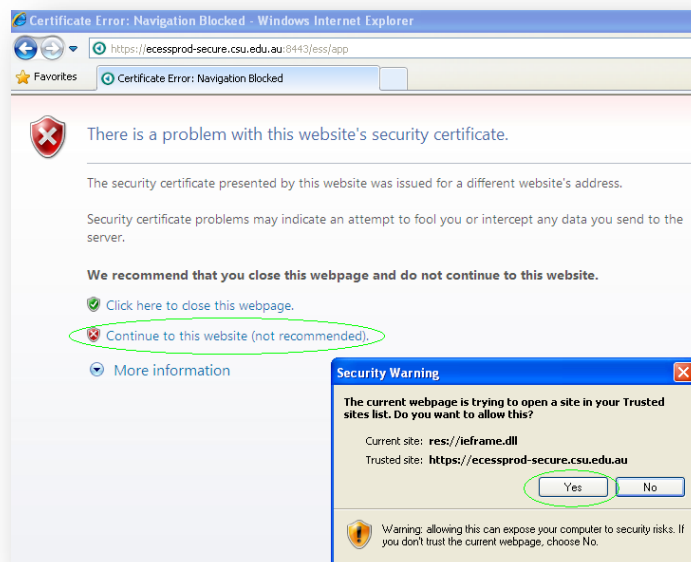
To log on to the CSU Replay Central (EchoSystem Server), navigate to the following web address:-

<https://ecessprod-secure.csu.edu.au:8443/ess/app>

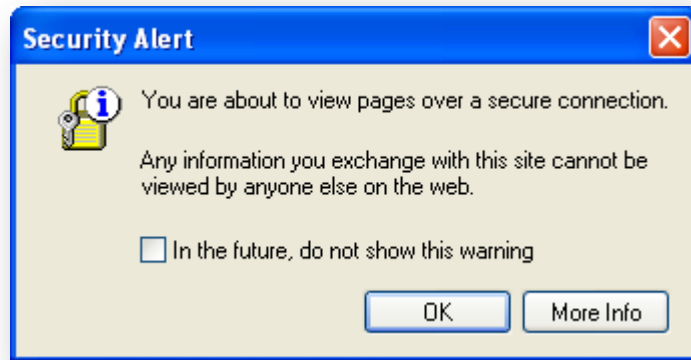
If you are presented with the following Security Warning pop up, please select **Allow**



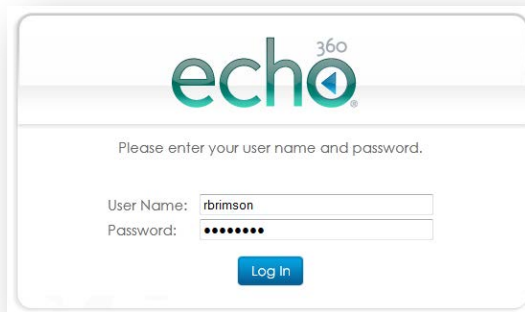
If you see the screen below, click on **Continue to this website (not recommended)** also select **Yes** to the **Security Warning**



If you are presented with the following Security Alert pop up, please select **OK**

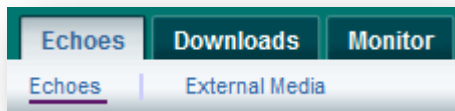


You will be presented with a "sign in" screen, see screen shot below.



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**.



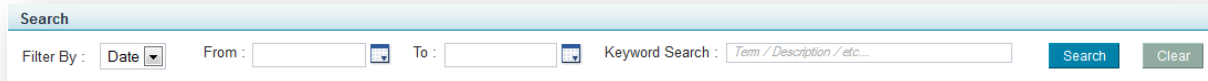
The **Echoes tab** is selected by default. This tab will show you all the "Echoes" or CSU Replay recordings that you either made or have access to.

The **Downloads** tab will show you software that you can download to your computer, such as the installer for the CSU Replay Personal Capture software. This is for the Windows platform or the Apple Macintosh platform.

The **Monitor** tab is where you can see what is going on behind the scenes and what the system is doing.

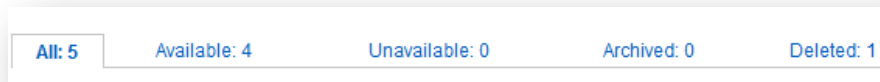
Echoes tab

At the top of the page is a facility to search for a CSU Replay recording you have made. These are referred to as “Echoes”. You have the option to filter or search by date and keyword. If you are unsure of the date then you can put a word (usually the title of your Echo) into the Keyword Search box and click the “Search” button.



You will then be presented with the search results. To go back to the main list, click on the “Clear” button.

Under the “Filter By:” section there are 5 tabs that you can click on to show all your Echoes at once or the ones that are Available, Unavailable, Archived or Deleted.



All will list all Echoes (CSU Replay recordings) associated with any section\module that you have permission to.

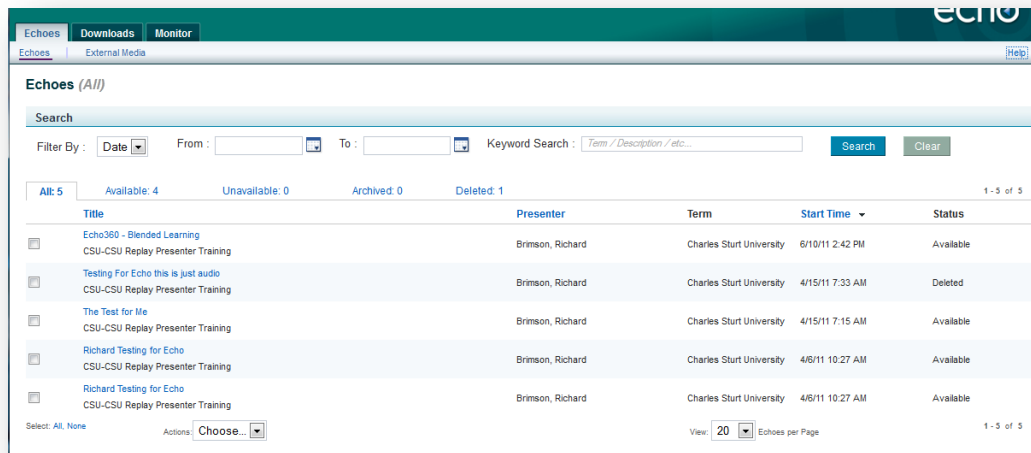
Available will list all Echoes (CSU Replay recordings) that are marked as available for any section\module that you have permission to.

Archived will list all archived Echoes (CSU Replay recordings) for any section\module that you have permissions to. These recording cannot be viewed.

Unavailable will list all Echoes (CSU Replay recordings) that are marked as unavailable for any section\module that you have permissions to. These recordings cannot be viewed.

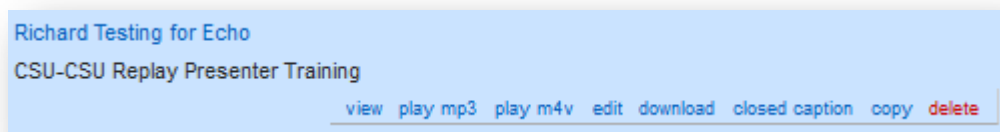
Deleted will list all deleted Echoes (CSU Replay recordings) for any section\module that you have permissions to. These recordings cannot be viewed.

CSU Replay Central (EchoSystem Server) For CSU Staff



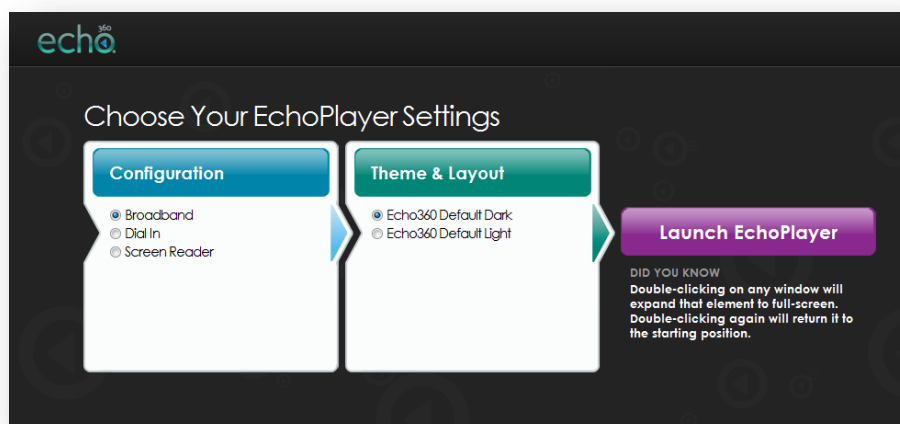
When you hover over one of the Echoes (CSU Replay recordings) you will see it turn blue and show other options for the Echo

Please note, the number of options available to you against each Echo (CSU Replay recording) will vary depending upon the tab (i.e. All, Available, Unavailable, Archived, Deleted) selected, the level of permissions assigned to you for the associated section/module and whether the recording is marked as available or not.



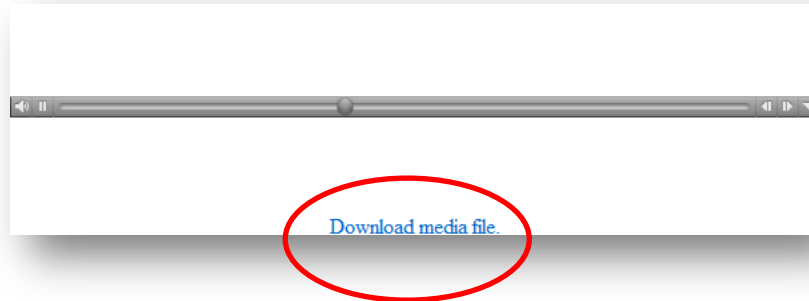
View (N.B. this option is only accessible when the recording is marked as available)

Clicking on view will play video and/or audio recording in the streaming web player. Select the **Configuration**, leave this as **Broadband** if you are at CSU. Click on **Launch EchoPlayer** to view the echo (CSU Replay recording)



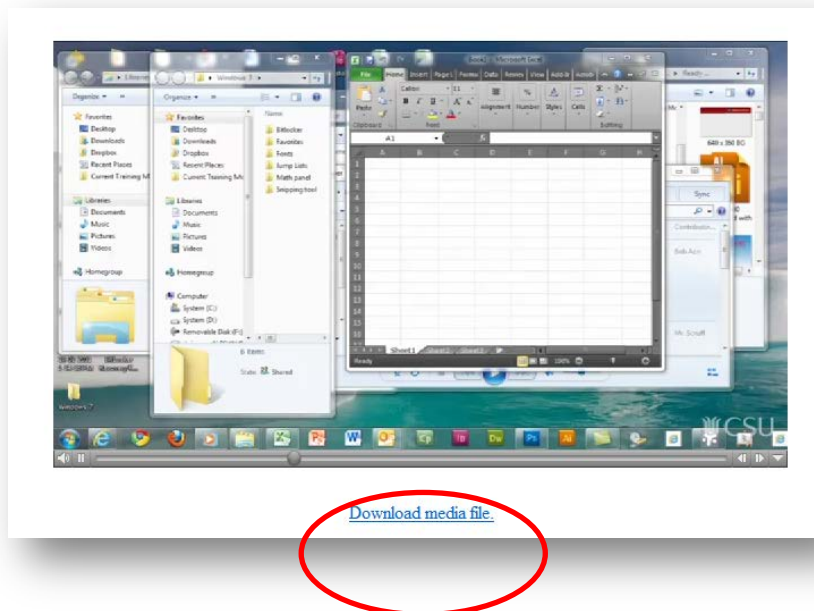
Play Mp3

Clicking this link will launch a new window with the QuickTime audio player so that you can hear the echo (CSU Replay recording). You also have the option to save a copy to your local drive. To do this, click **Download media file**. You will be presented with the option to save the file.



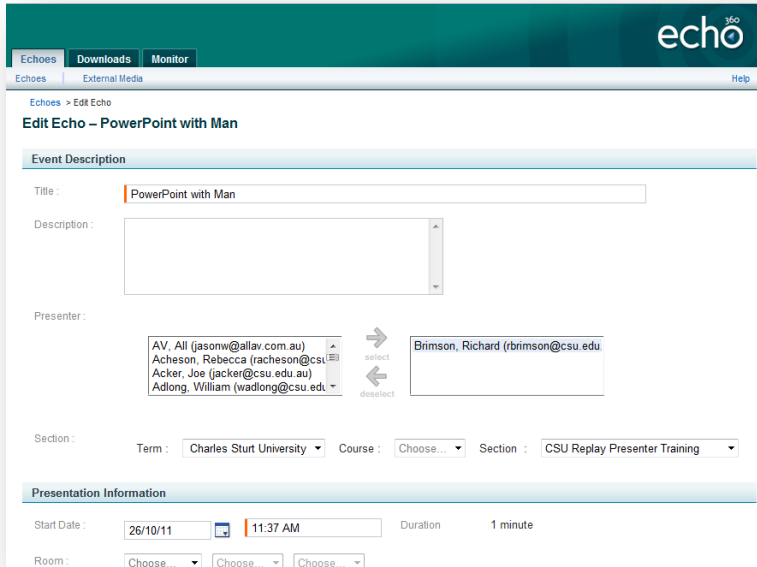
Play m4v

Clicking this link will launch a browser window with the echo (CSU Replay recording) playing inside it. You also have the option to save a copy to your local drive. To do this, click **Download media file**. You will be presented with the option to save the file.



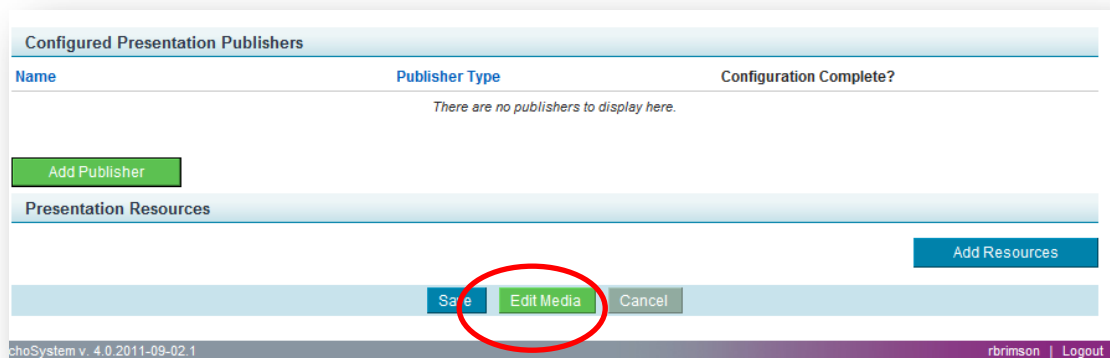
Edit (N.B. this option is only accessible if you have the appropriate level of permissions assigned to you for the associated section/module)

When you click this link you are taken to a web page like the screen shot below.

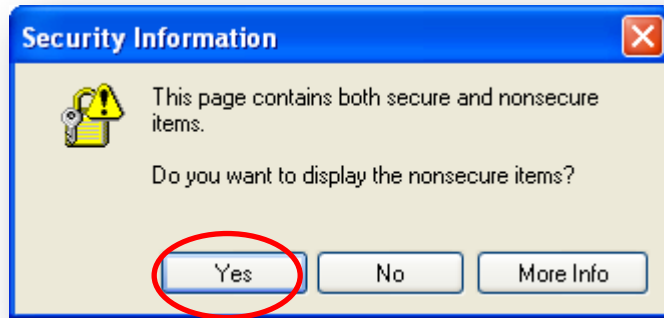


Within this page you can edit any Metadata associated with the recording, including Title, Description, Presenters, Term, Course, Section, Presentation Information, Product Group Information and Closed Captioning. Add Publisher to Configured Presentation Publishers by clicking Add Publisher located near bottom left hand corner of screen. Add presentation resources including closed Captioning and Transcript File by clicking Add Resources located near bottom right hand corner of screen. To save changes, click Save located at bottom of screen.

If you scroll down the page you will see an **Edit Media** button. Click this to be taken to the editor

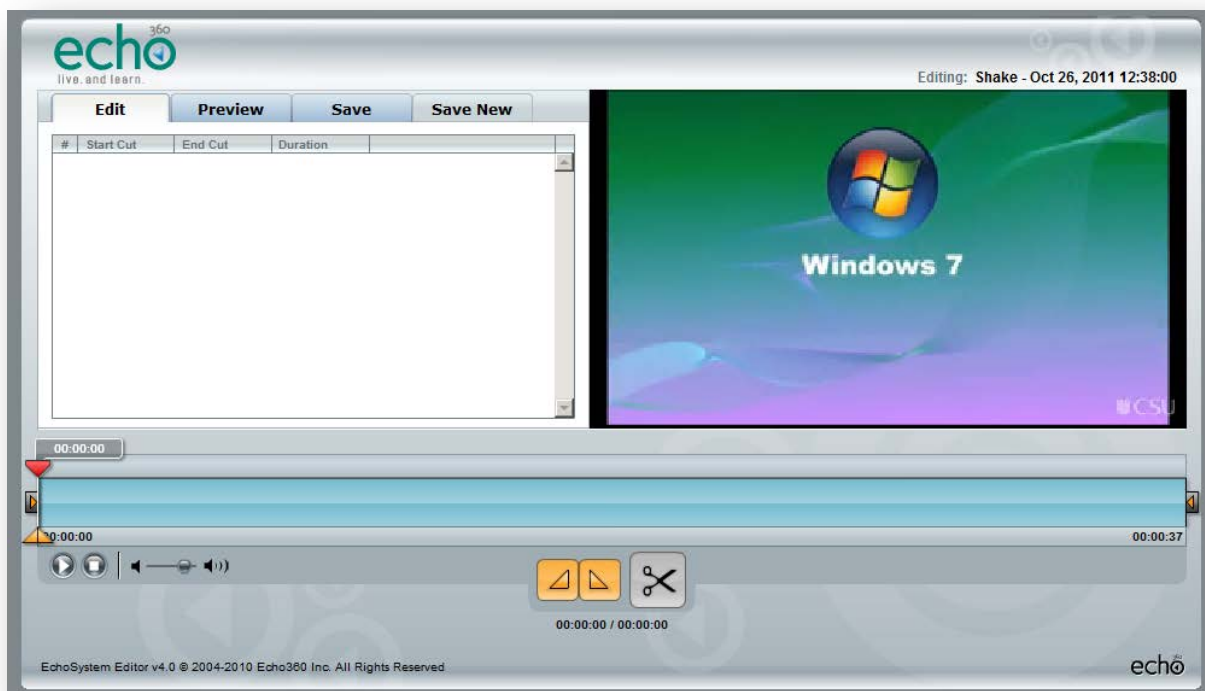


If you are presented with the following Security Information pop up, please select **Yes**


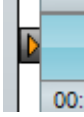








If you get a proxy warning, type your CSU username and password and then click OK to continue.



You will see a screen much like this one. You are able to edit your echo (CSU Replay recording) using the controls as seen below.

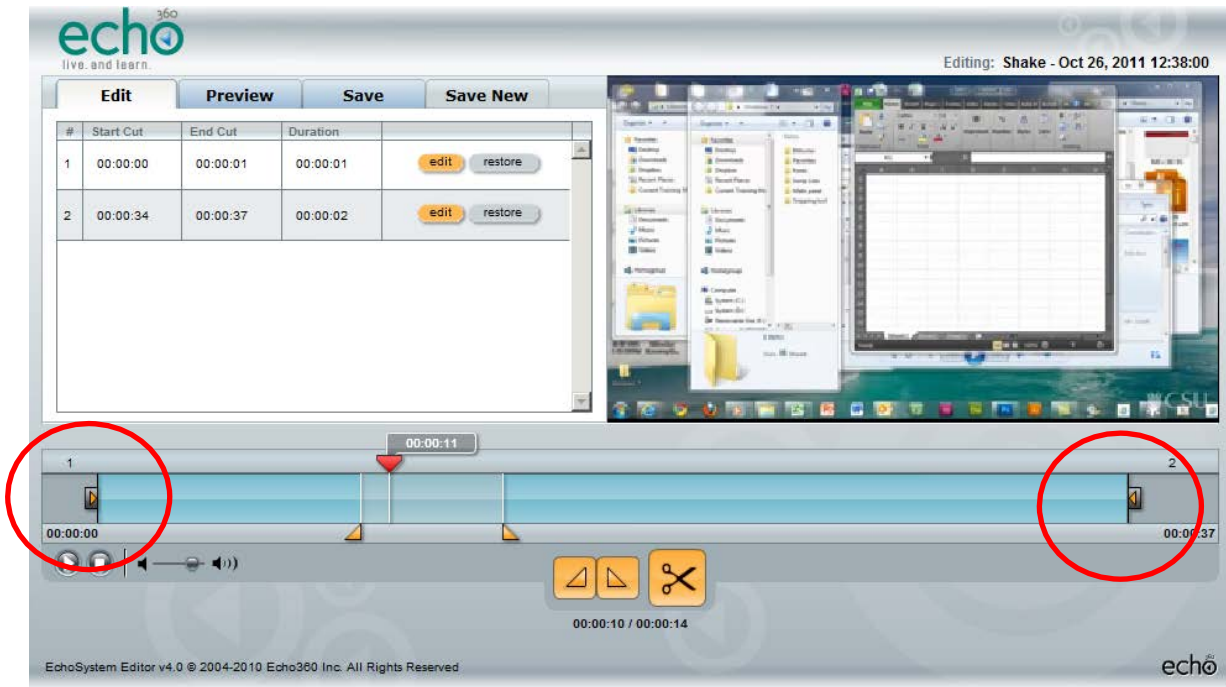


Editing Window Controls

<p>This is the playhead, you can click and drag this along your recording, to view it</p>	
<p>You can drag this to the right to mark the start of your recording</p>	
<p>You can drag this to the left to mark the end of your recording</p>	
<p>This marks the start of your selection (marker button)</p>	
<p>This marks the end of your selection (marker button)</p>	
<p>These are the playback controls, play, stop and volume</p>	
<p>These two buttons take the in and out points to the current time indicator. (mark in/out buttons)</p>	
<p>This button when clicked accepts the cuts (cut button)</p>	

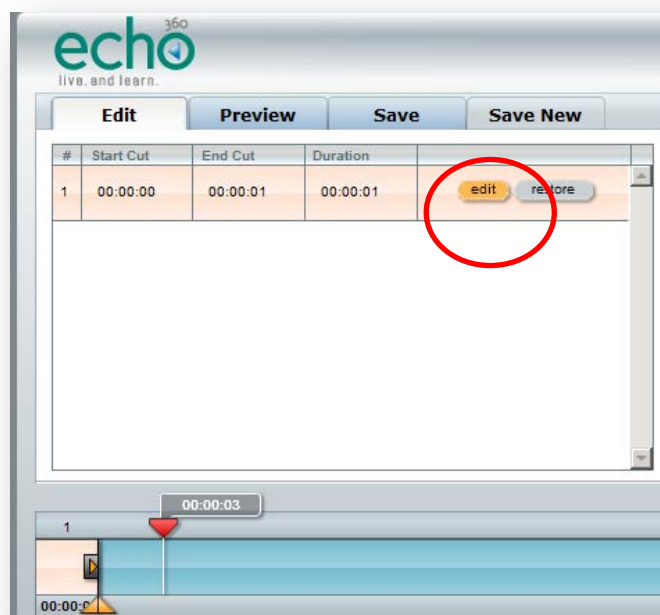
Trim ("Top 'n Tail")

- Drag the left slider in to trim the front of the recording. 
- Drag the right slider in to trim the end of the recording. 

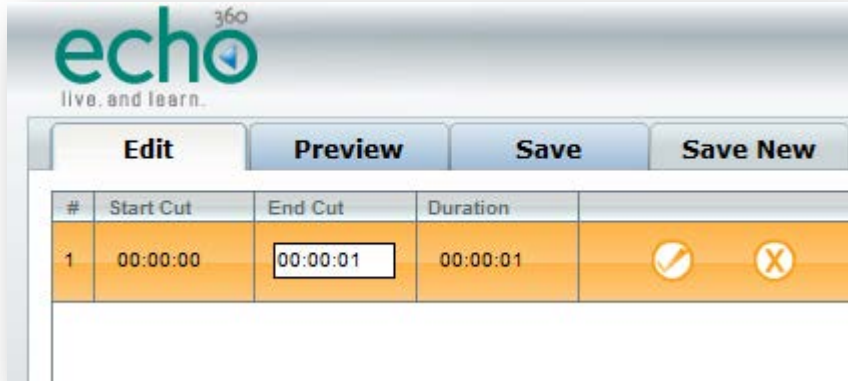


You will see an edit appear once you drag the start and end markers to edit the start and finish

Once you have made an edit you must click the word edit to confirm these changes



At this point you can reverse the edit by clicking the “X” icon. Click the tick to confirm your edit. You will notice that that edit will disappear and be finalised.



Cut a Segment

Use playhead and marker buttons

The user positions the playhead on the section where they want the cut to start (e.g. 00:00:15)



Click the mark-in button. This places the mark-in point at current playhead position.

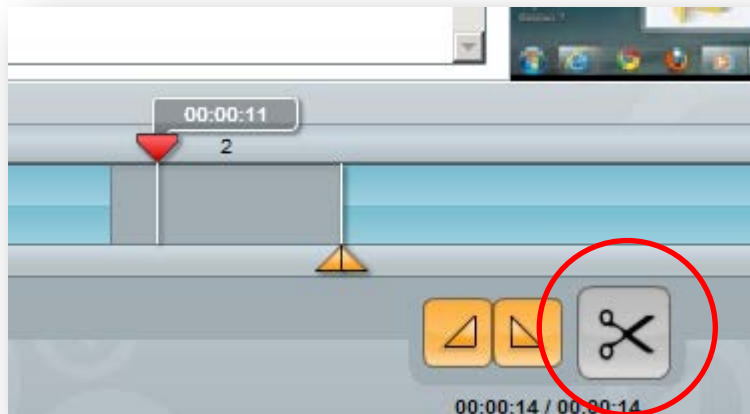


The user positions the playhead on the section where they want the cut to end.

Click the **mark-out** button. This places the mark-out point at current playhead position.



You must then click the **scissors** to confirm the edit. The edited section will turn grey as in the screen shot below.



You have the ability to Preview your edits by going to the Preview tab and pressing the play button on the bottom of the screen



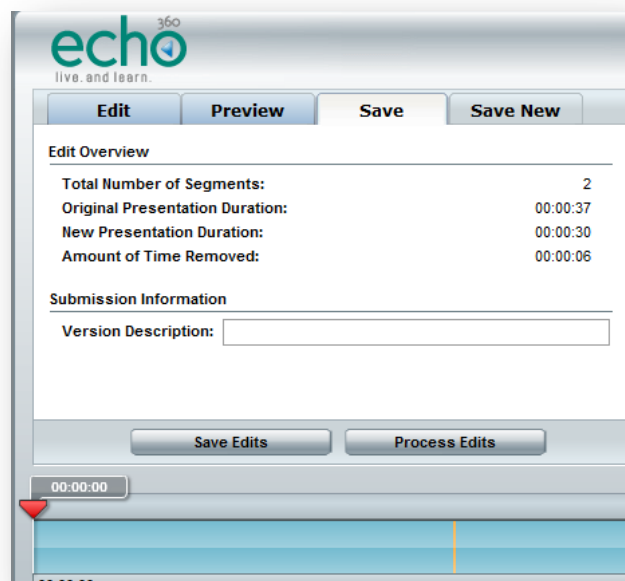
Saving Changes

Click on the **Save** tab, and click **Save Edits** to save your edits

Process Edits This applies the edits to the original recording and sends this to have the downloadable versions of the recording created with the edits included.

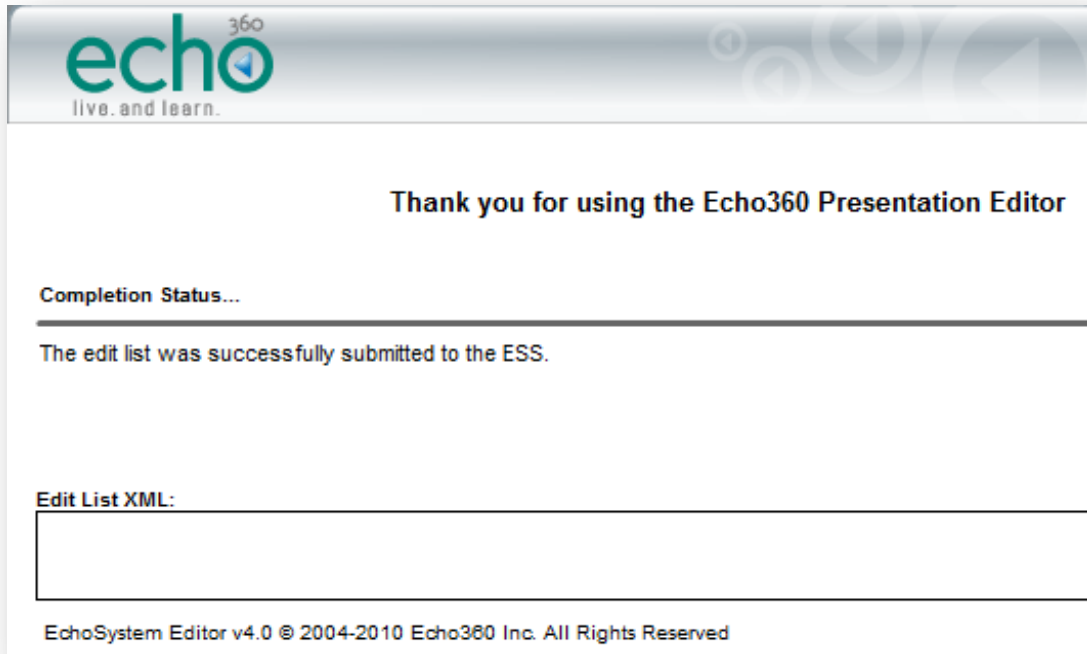
Save New tab this will save a duplicate copy of the edited file

Preview tab This will show you a preview of your edits



Confirmation

You will then see a screen confirming that the echo was saved and placed back in the CSU Replay Central (EchoSystem Server).



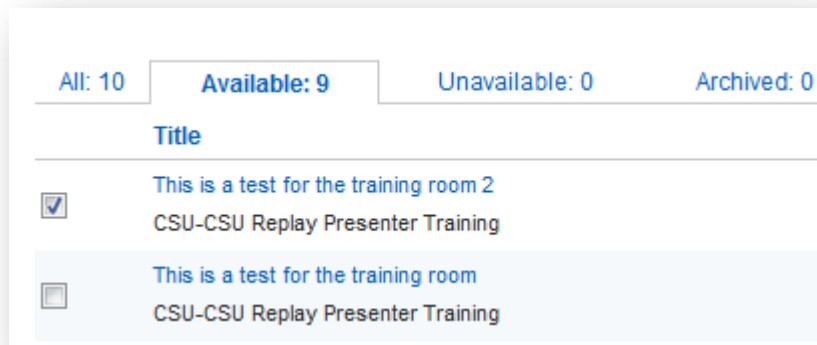
Unavailable, Available, Archived, Delete Actions

Note: Only the System Administrator or Instructor Presenter of the recording's associated module\section can perform the following actions.

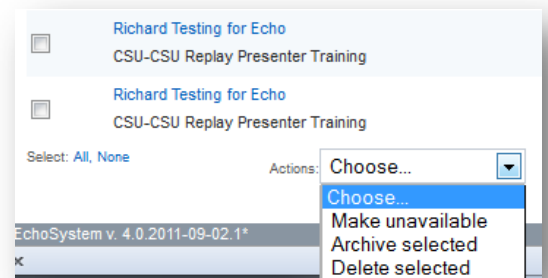
The Actions listed within the **Actions** Drop down Menu vary depending upon the tab (i.e. **Available, Unavailable, Archived, and Deleted**) selected. Please refer to the table below; this table lists the Actions, descriptions of each Action and the tab in which the Action will be listed.

Action	Description	Tab
Make Available	Sets the selected recording(s) available, so the recording(s) can be viewed (streamed) and/or downloaded. The selected recording(s) is automatically placed under the Available tab.	UnAvailable
Make Unavailable	Sets the selected recording(s) unavailable, so the recording(s) cannot be viewed (streamed) and/or downloaded. The selected recording(s) is automatically placed under the Unavailable tab.	Available
Archive Selected	Marks the selected recording(s) as archived, the recording(s) are automatically placed under the Archived tab and cannot be viewed(streamed) and/or downloaded.	Available Unavailable
Delete Selected	Marks the selected recording(s) as deleted, the recording(s) are automatically placed under the deleted tab and cannot be viewed(streamed) and/or downloaded. N.B. At this stage the recording has not been fully deleted from the system and you may still reinstate the recording.	Available Unavailable Archived
Unarchive Selected	Reinstates the selected recording(s). The recording(s) is automatically placed under the Available or Unavailable tabs depending upon whether it was available or unavailable when archived. If the recording(s) was initially available, then the recording(s) once unarchived will be able to be viewed(streamed) and/or downloaded.	Archived
Reinstate Selected	Reinstates the selected recording(s). The recording(s) is automatically placed under the Available or Unavailable tabs depending upon whether it was available or unavailable when deleted. If the recording(s) was initially available, then the recording(s) once reinstated will be able to be viewed(streamed) and/or downloaded.	Deleted
Delete Permanently	Deletes the selected recording(s) permanently from the system.	Deleted

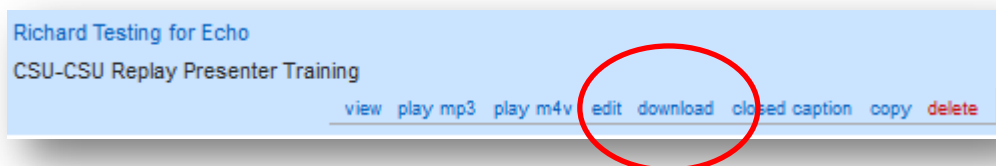
To make recordings **Unavailable**, **Available**, **Archived** or **Delete** them, etc. select the appropriate tab (e.g. **Available**, **Unavailable**, **Archived** or **Deleted**), tick the box next to the CSU Replay recording



Scroll down to the bottom of the list and in the **Actions** drop down menu, choose one of the actions (e.g. **Make Available**, **Make Unavailable**, **Archive Selected**, **Delete Selected**, **Unarchive Selected**, **Reinstate Selected**, **Delete Permanently**) listed.



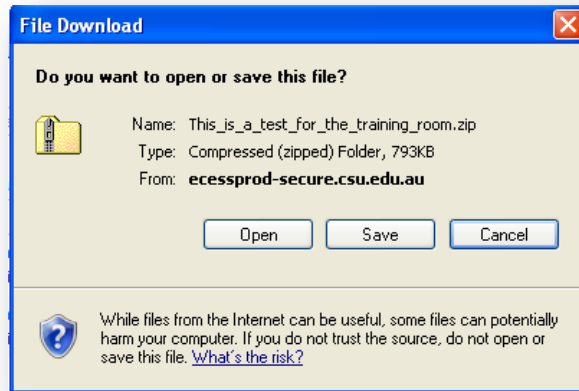
Download



This will download all versions (mp3, video and web media) to your computer in a Zip file. When you click download you will be given a warning.

Click Save to save it to a location of your choice. If you don't understand about zipped files, please visit this page. For detailed download instructions, please refer to "CSU Replay Archive and Backup of Recordings Guide" located within the Self Help Guides. <http://www.csu.edu.au/division/dit/staff/training/self-help#CSUReplay>

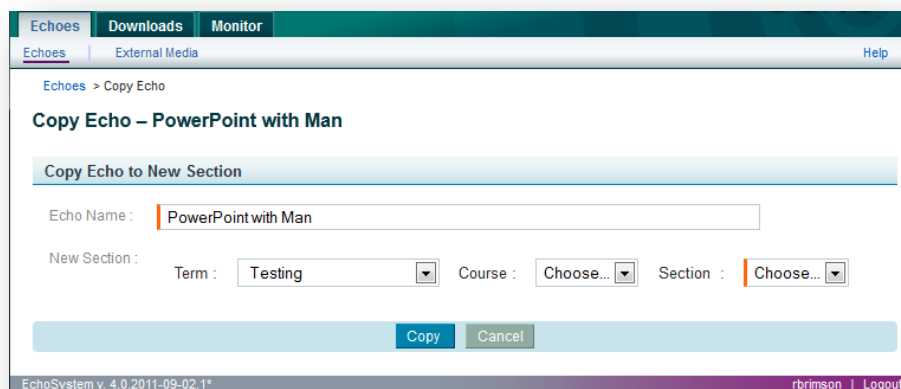
<http://www.csu.edu.au/division/dit/services/service-catalogue/files/>



Closed caption this is currently not enabled

Copy

This will copy the presentation to another subject /module. To do this click **copy**, you will be taken to a screen where you can choose which **Course** and Section/ Module you would like to copy it to.

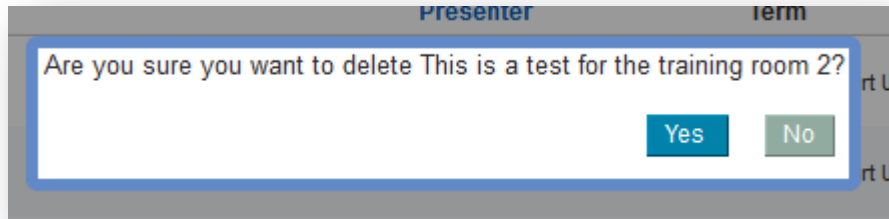


Once you have filled in the fields, click Copy.

Please note that by default, the CSU Replay recording will be copied across as **Unavailable**. You need to check in the Unavailable section for it. To make it **Available**, click the check box beside it. Scroll to the bottom of the list, and in the **Actions** drop down list, select **Make Available**.

Delete:

This will delete your Echo; you will see it then transferred to the Deleted tab. To do this click on the word Delete.



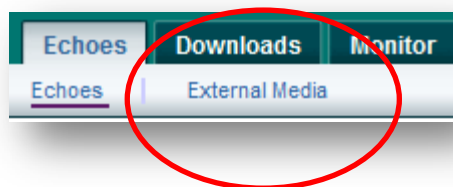
You will get a dialog box asking you if you are sure that you want to delete it. If you click yes, the file will be placed in the deleted tab. N.B. This does not permanently delete the recording from the system. To permanently delete the recording from the system, after you have selected this option to Delete, select the delete tab, select the relevant recording(s) to be deleted, select Delete Permanently from the Action Drop Down Menu.

Add Other Materials (External Media Ingest)

Although you probably use CSU Replay primarily to record class lectures, you might also want to use it to preserve and distribute other materials. These may or may not be linked to a particular class or lecture. For example, you may want to:

- Distribute a guest lecture given at the university by distinguished alumni.
- Distribute an address given by the university president to colleagues.
- Upload a video that students should view before discussing it at a class meeting.
- Upload materials that expand on a particular lecture.
- Upload materials that are not linked to any specific class meeting.

You can upload any of these materials to CSU Replay Central (EchoSystem Server) then edit and manage them as you would an Echo (CSU Replay recording). Students are not able to perform media ingest due to access restrictions within CSU Replay Central (EchoSystem server)



CSU Reply Central (EchoSystem Server) calls these materials "external media" because they are not captured by a CSU Replay component. Instead, you upload them yourself. The process of uploading an external file is called "external media ingest" or EMI.

For detailed instructions on how this works, please visit the Self Help Guides <http://www.csu.edu.au/division/dit/staff/training/self-help#CSUReplay> and download the CSU Replay External Media Ingest Guide.

You can find all the CSU Replay guides at this URL.

Downloads tab

The Downloads tab will show you software that you can download to your computer, such as the installer for the CSU Replay Personal Capture software. This is for the Windows platform or the Apple Macintosh platform.

To download and install the software, click on the relevant link, you will be asked if you want to save the file. Click “Save File” Or “Save As” and navigate to where you would like to save the file. I would recommend your desktop so that you can launch it when its downloaded.

Once the file has downloaded you can “Run” it and install the software.

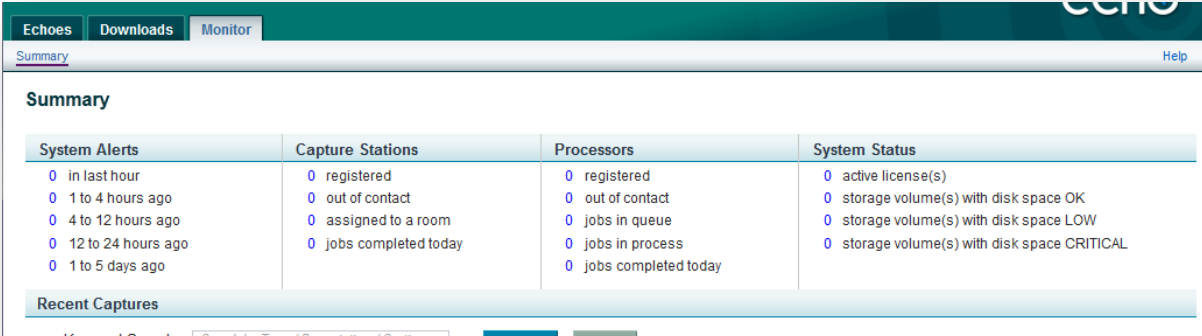
Note: if you are not an administrator of your computer then you will need to ask the Service desk for install rights. You can call them on 84357 or follow this link.

<http://www.csu.edu.au/division/dit/services/>

For further guidelines on this, please refer to CSU Replay Download and Install Personal Capture Guides located within the Self Help Guides <http://www.csu.edu.au/division/dit/staff/training/self-help#CSUReplay>

The Monitor tab

The Monitor tab is where you can see what is going on behind the scenes and what the system is doing.



The screenshot shows the 'Monitor' tab of the CSU Replay interface. It features a navigation bar with 'Echoes', 'Downloads', and 'Monitor' tabs. Below the navigation bar is a 'Summary' section with a 'Help' link. The main content area is divided into four columns: 'System Alerts', 'Capture Stations', 'Processors', and 'System Status'. Each column contains a list of items with a counter and a description. At the bottom, there is a 'Recent Captures' section and a search bar.

System Alerts	Capture Stations	Processors	System Status
0 in last hour	0 registered	0 registered	0 active license(s)
0 1 to 4 hours ago	0 out of contact	0 out of contact	0 storage volume(s) with disk space OK
0 4 to 12 hours ago	0 assigned to a room	0 jobs in queue	0 storage volume(s) with disk space LOW
0 12 to 24 hours ago	0 jobs completed today	0 jobs in process	0 storage volume(s) with disk space CRITICAL
0 1 to 5 days ago		0 jobs completed today	

Navigate to **Monitor > Summary**. The Summary tab appears.

Review the System Alerts, Capture Stations, Processors, and System Status information at the top of the page.

Click any number in the summary statistics to link to detailed information about it. For example, clicking the number of registered capture stations opens the Devices page within the Configuration tab, where you can view, edit, upgrade, or retire those capture stations.

Recent Captures section

Keyword Search. You can search by any word that is in your CSU Replay recording title, or the **Term** or **Section**. To perform a search, enter a word and click the **Search** button. Click the **Clear** button to clear the **Search** box.

Scheduled. This tab will show you all your scheduled captures

Capturing. This tab will show you what is being captured at the present time

Processing. This tab will show you what is currently being processed

Completed. This tab will show you captures that are complete.