

CSU Replay

Capture Appliance Guide (for 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. <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>
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- **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 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 Capture Appliance Hardware and Software Requirements

CSU Replay enabled teaching space with a capture appliance 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

Using teaching spaces with a CSU Replay Capture Appliance installed

To use CSU Replay Capture Appliance you must first book a CSU Replay Capture Appliance recording. To book a CSU Replay Capture Appliance recording, please complete the booking form located on CSU Replay Website

<http://www.csu.edu.au/division/dit/services/service-catalogue/for-staff/teaching-technology-support/csu-replay.htm>

Wake up the AMX panel by touching it with your finger



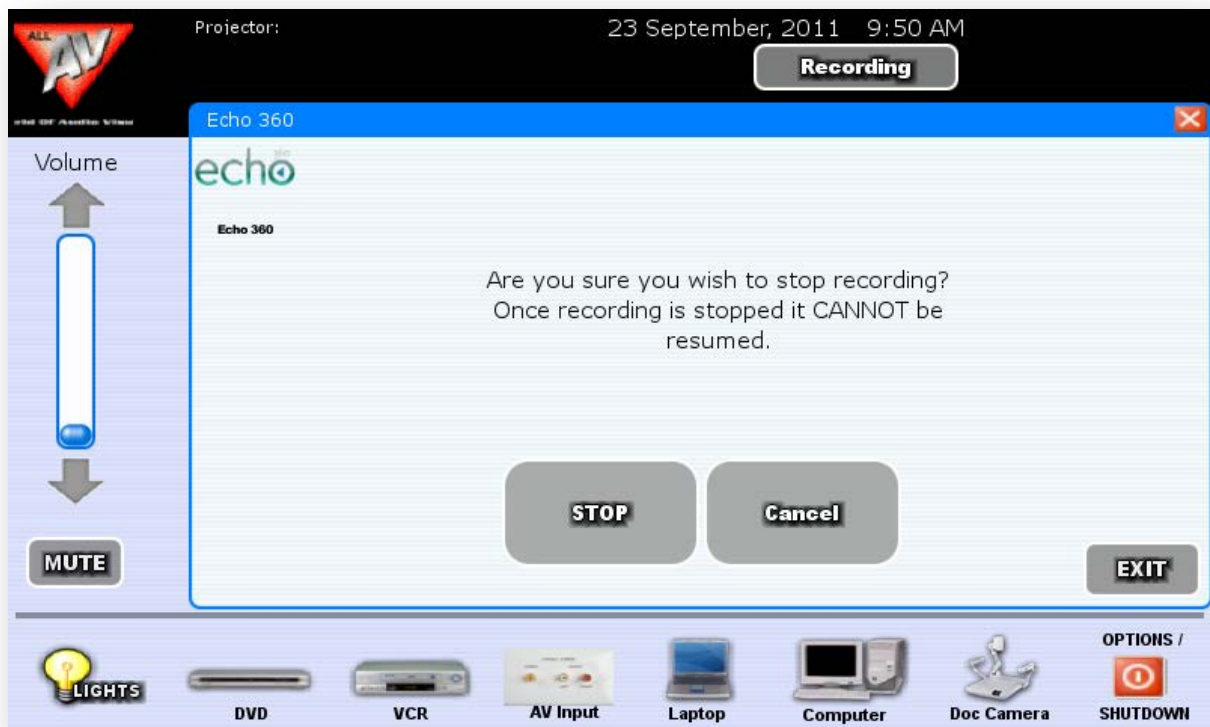
Recordings using CSU Replay Capture Appliance are scheduled and therefore automatically start. Press **[Recording]** to display CSU Replay Capture Appliance control options.



Pause and Resume. You may have copyrighted material in your lecture that you do not have the rights to distribute via this recording. If so, you may Pause the recording while you are delivering this. When you are ready to resume, press **Resume**.

Advanced: This button is password protected and is only for technical personnel

Exit: This button will take you back to the entry screen on the panel.



Upon Completion of CSU Replay Capture Appliance Recording

The recording is processed and the presenter will receive a notification via email that the recording has been published onto the CSU Replay Central (EchoSystem Server).

Recordings and associated metadata may be viewed and edited via CSU Replay Central (EchoSystem Server). Include a hyperlink to the CSU Replay

Central (EchoSystem Server) Guide

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

It is recommended that you file this email for future reference and as an alternate means for accessing your CSU Replay recordings.