

# CSU Replay Personal Capture

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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):** CSU Students have limited access to functionality within this component. 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 :** This component is only available to CSU Staff. 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 only available to CSU Staff. 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 component is only available to CSU Staff. 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 are accessible via the CSU Replay Website:

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


## CSU Replay Personal Capture Software Hardware and Software Requirements

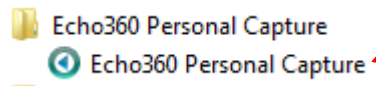
OS	Hardware for audio and screen capture	Hardware for audio, screen, and webcam video capture	Software
<b>Windows</b>	Single Core 2.0 GHz processor 2 GB RAM 10/100 network interface 20 GB free hard disk space Internal audio device or USB port for audio capture Colour quality: Highest (32 bit)	Dual Core 1.8 GHz processor 2 GB RAM 10/100 network interface 20 GB free hard disk space Internal audio device or USB port for audio capture Colour quality: Highest (32 bit)	Windows XP: Microsoft .NET Framework 2.0 Service Pack 2 Windows Media Encoder 9 Series  Windows Vista /7: Microsoft .NET Framework 3.5 SP1, related components, and any applicable hotfixes Windows Media Encoder 9 Series and any applicable hotfixes   .NET and Windows Media Encoder are installed by the EchoCapture Personal installer.
<b>Mac OS X</b>	Intel Single Core 1.8 GHz processor 2 GB RAM 10/100 network interface 20 GB free hard disk space Internal audio device or USB port for audio capture Colour quality: millions	Intel Dual Core 1.8 GHz processor 2 GB RAM 10/100 network interface 20 GB free hard disk space Internal audio device or USB port for audio capture Colour quality: millions	QuickTime 7.5.5 or later (installed with OS X)

## CSU Replay Support

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

## Running the CSU Replay Personal Capture Software

To start CSU Replay Personal Capture software click on the icon  , you should find this icon on your desktop. Or you can navigate to **Start > All Programs > Echo360 Personal Capture** and then click on **Echo360 Personal Capture**



This will launch CSU Replay Personal Capture and you will see the following dialog box. The first time you launch it, press “Start Recording” and go to the tools menu.



## Configure CSU Replay Personal Capture software (PCAP)

Configure PCAP the first time you run the application. Navigate to the appropriate menu, **Tools > Options**

**Note:** These settings should be there by default. If they are not, then follow the instructions below.

### Set General Configuration

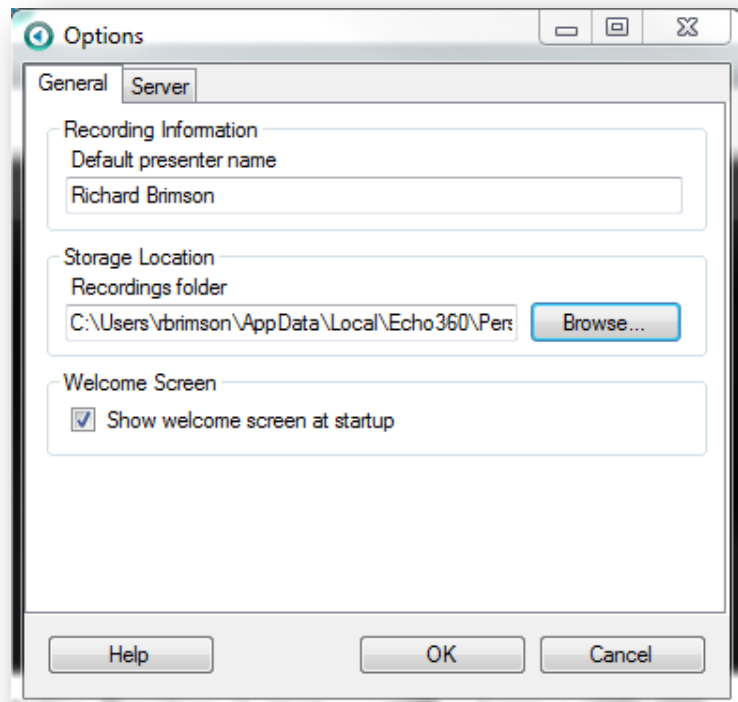
Select **General** tab.

Enter the Default presenter name. This name will be attached to recordings by default, but you can customize the name later.

Enter the Recordings folder. Recordings will be stored in this folder. The default locations are:

- Windows: C:\Documents & Settings\\Local Settings\Application Data\Echo360\Personal Capture\Recordings
- Mac: /Users/<user>/Documents/Echo360/Personal Capture/Recordings/
- To change the storage location, click **Browse...** (or **Change...**) and navigate to the desired directory.

Check or clear the **Show welcome screen at startup** box. If you clear the box, you see the **My Recordings** screen at startup.



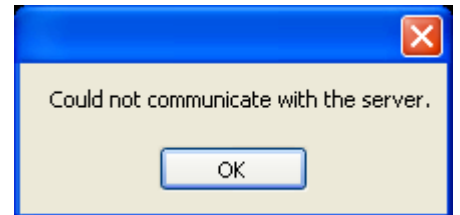
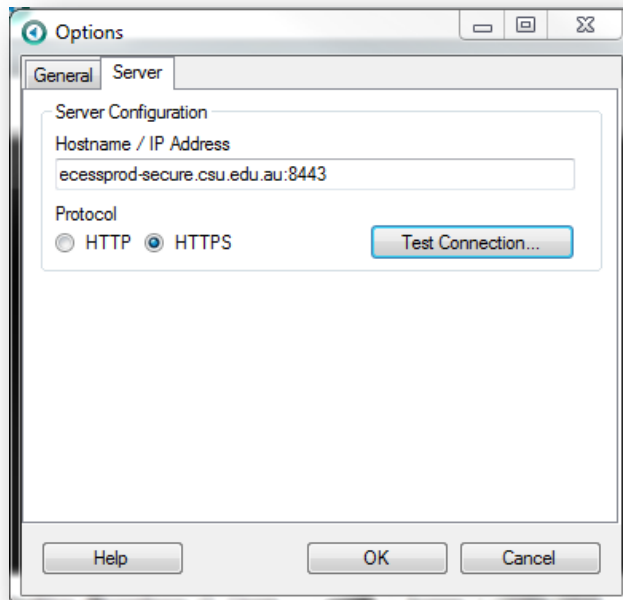
## Set Server Configuration

Click **Server** tab.

Default server configuration settings are displayed. If no data is displayed, Students contact Student Central, Staff contact DIT Service Desk and request **CSU Replay Personal Capture Server Settings**

Click **Test connection**. If pop up advising Could not communicate with the server is displayed, Students contact Student Central, Staff contact DIT Service Desk and select **OK**

Click **OK**.

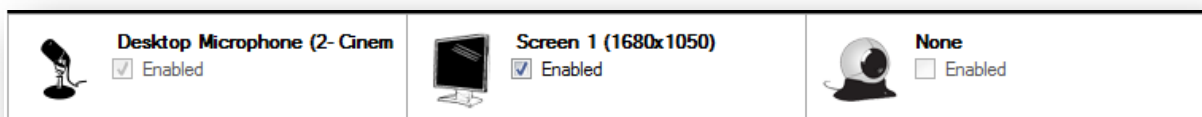


## Select the Recording Devices

Navigate to either the Welcome screen or the My Recordings screen.

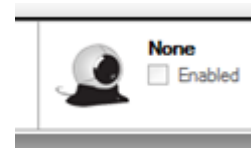
Click **Start Recording**.

Check the **Enabled** box for the devices you want to use. An audio device is always selected by default.



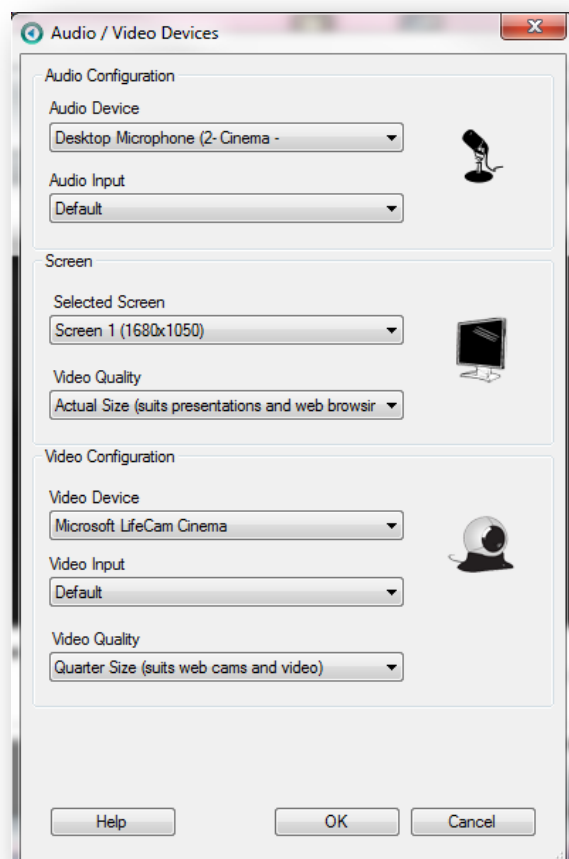
## Configure the Recording Devices

A recording device may be greyed out (indicating that it is not available) or you may want to change the capture source.



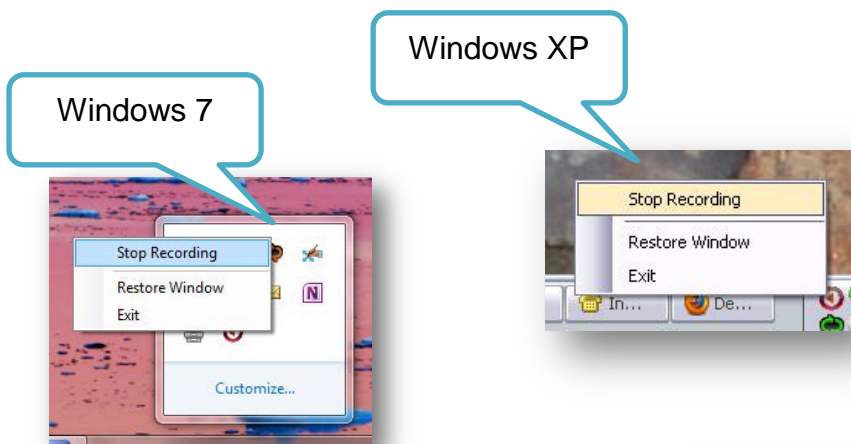
Follow these steps.

- Click **Configure**.
- You should see a list of devices that are plugged in and activated, such as a microphone, webcam, or secondary monitor.
- Configure the audio, screen, and video devices as desired.
- When selecting video quality:
  - Select **Actual Size** to optimize for on-screen (PowerPoint) presentations and web browsing
  - Select **Quarter Size** (or **Smaller Size**) to optimize for webcam and video recording
- Click **OK**

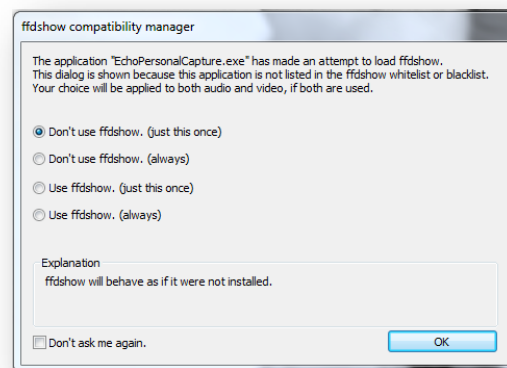


## Create a Recording

- If you have pre-made documents, such as a PowerPoint presentation that you want to record open and maximize the presentation before you begin recording.
- Navigate to either the **Welcome** screen or the **My Recordings** screen.
- Click **Start Recording**.
- On the Recording screen, select the recording devices you will use: **Audio, Video 1** and/or **Video 2**.
- Click **Start Recording**.
- **For an Audio + Screen and / or Web Cam recording:**  
Notice that the Recording screen window minimizes automatically and a countdown dialog box displays.
  - When the countdown dialog box disappears, begin the presentation.
  - To stop the recording, press the **F2** key. Or click on the icon in the system tray and select “Stop Recording”.
- **For an Audio Only Recording:**  
Notice that a microphone appears on the screen, and that a Stop Recording button has replaced the Start Recording button.
  - You may begin the presentation as soon as these buttons change.
  - To stop the recording, select Stop Recording button.
- Once you stop the recording it will automatically take you to the **Edit Recording** screen



You may see this window, if you do, select **Don't use ffdshow**

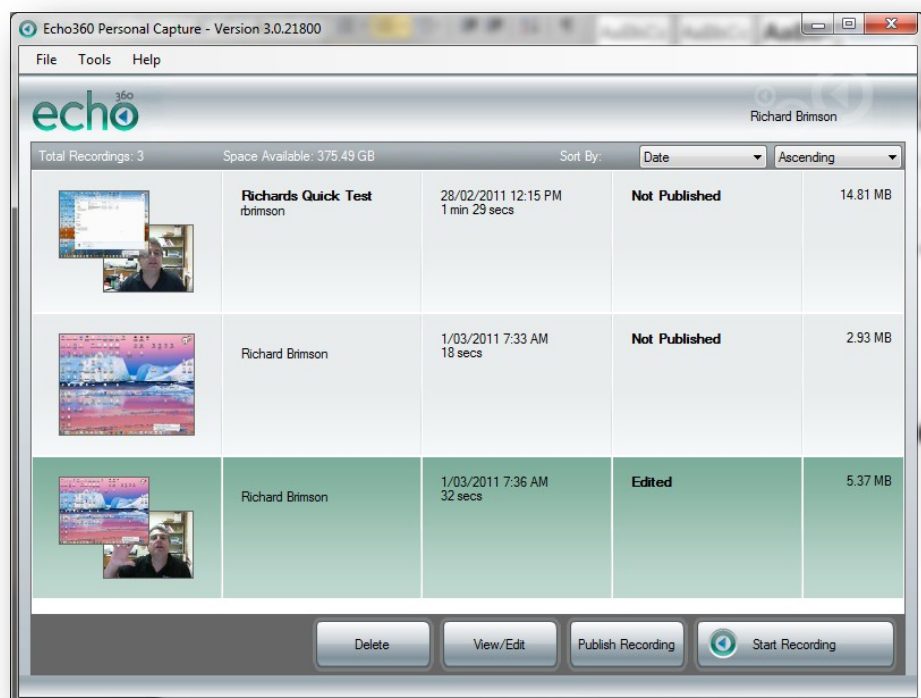


## Manage Recordings

1. Navigate to the **My Recordings** screen.
2. Click **Start Recording** to create a new audio or video recording.



- Select a saved recording from the list and click **Publish Recording** to upload the recording for online publication. Refer to **Publish a Recording**, instructions below.
- Select a saved recording from the list and click **View/Edit** to play back the recording or apply edits. Refer to **Edit a Recording**, instructions below.
- Select a saved recording from the list and click **Delete** to remove it permanently.



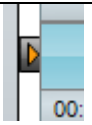
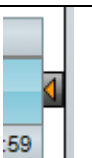





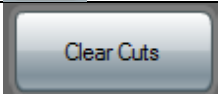
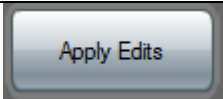




## Edit a Recording



Select a recording for editing in one of two ways:

- In the **MY Recordings** screen, select the recording and click **View/Edit**. The **Edit Recording** screen displays.
- Immediately after stopping a recording, the **Edit Recording** screen displays.

### Editing Window Controls

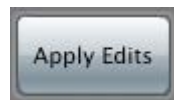
<p>This is the title of your recording</p>	
<p>This is the playhead, you can click and drag this along your recording, to view it</p>	
<p>You can drag this to the right to mark the start of your recording</p>	
<p>You can drag this to the left to mark the end of your recording</p>	
<p>This marks the start 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>	
<p>Clear Cuts Button, this will clear your cut.</p>	
<p>Apply Edits Button, this will apply the edits and return you to the <b>My Recordings</b> view</p>	
<p>My Recordings button, this will take you to the list of your recordings</p>	
<p>Publish Recording 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. 



Click **Apply Edits**.



The trim(s) is applied and you return to the My Recordings screen.

### Cut a Segment

#### Option 1: 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.

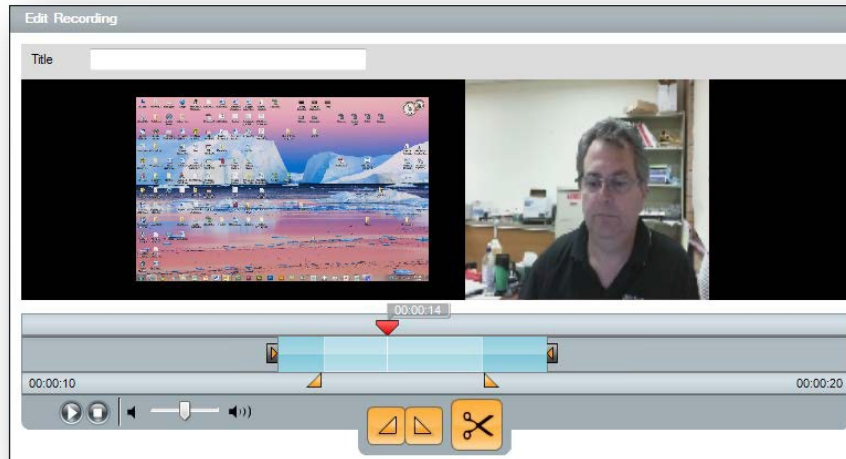
Click the **mark-out** button. This places the mark-out point at current playhead position.




**Option 2: drag marker sliders into position**

Drag the left slider in to the start of the segment. 

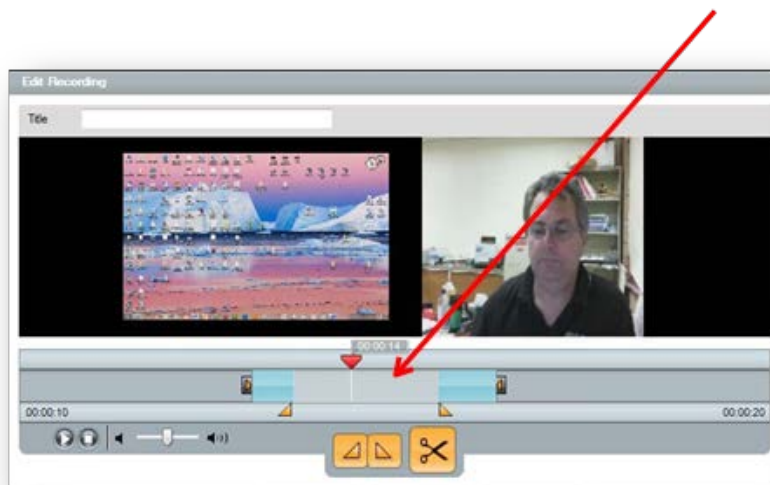
Drag the right slider in to the end of the segment. 



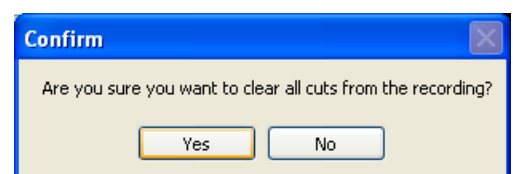
Once you are happy with your mark-in and mark-out points for the cut, click **Cut**. The cut area(s) will appear grey on the timeline. 

**Clear Cuts**

- To clear the last cut made, double-click the grey cut area.



- To clear all cuts made to the timeline; click the **Clear Cuts** button at the bottom of the application window.
- You will get a pop up window like this one, Click **Yes** to accept the Clear Cuts command



## Review Changes

- Use the playback control buttons to view and/or listen to the edited recording.



## Save Changes

1. Click **Apply Edits**. This will automatically save your changes and return you to the **My Recordings** view

**Note:** Changes cannot be undone after the edits are applied

2. If you are ready to upload your edited file, click **Publish Recording**.

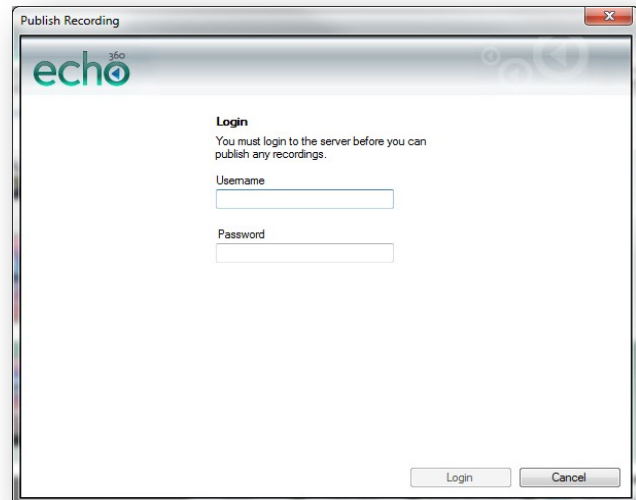
## Publish a Recording

**Note:** To publish a recording you must have a module\section (subject/division) on the CSU Replay Central (EchoSystem Server) to publish the recording

- In the **My Recordings** view of the application, by selecting the recording in the list and clicking **Publish Recording**.
- Immediately after completing a recording, you are taken to the **View/Edit** screen to view and/or edit the result. On this screen, click **Publish**.

**Note:** If you do not **Apply Edits** before you try to publish then you will be alerted to apply those edits first

To publish, you are prompted to log in.  
Use your CSU username and  
password



Once you have logged in you will be given the course or courses that you have permission to publish to.

**N.B.** If the course-section\module that you want to publish the recording to does NOT appear within this list:

### **CSU Staff:**

Please contact CSU DIT Service Desk

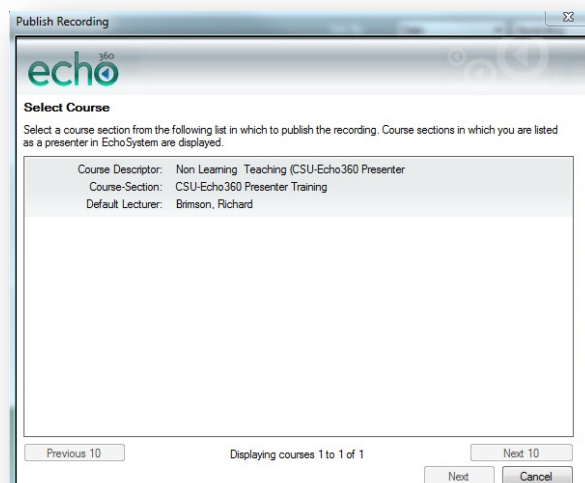
(<http://www.csu.edu.au/division/dit/services/>) and request that a CSU Replay section\module be created, specifying either of the following:

- For a Teaching and Learning recording the subject code, session\term and cohort (e.g. W1);
- For a Non-Teaching and Learning recording the title of the CSU Division.

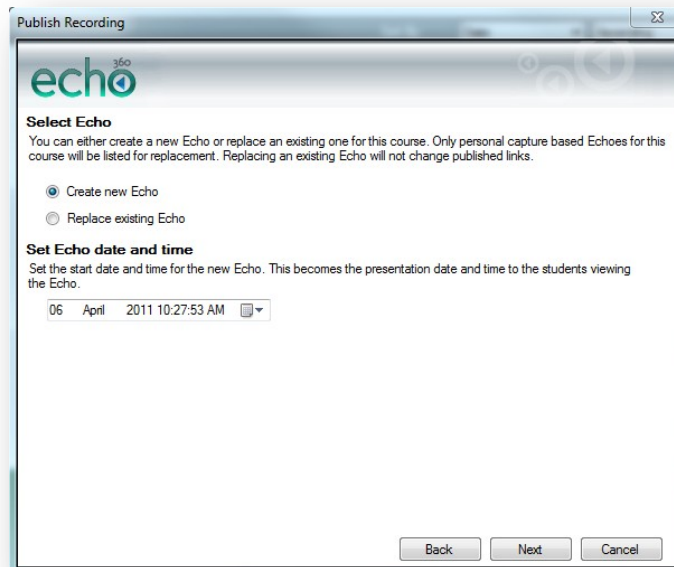
### **CSU Students:**

- Please contact your relevant lecturer and request the name of the CSU Replay module\section (subject) you are supposed to publish your CSU Replay recordings to.

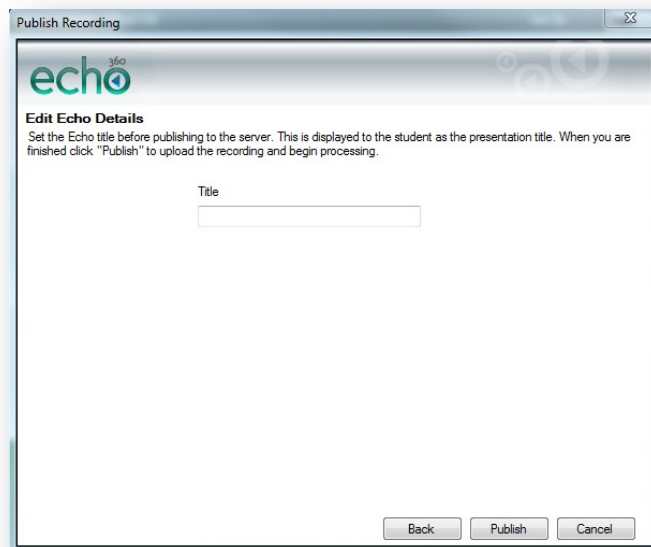
Click on the **course** to select it first,  
then, click **Next**.



You will then be given the option to **Create a new Echo** (CSU Replay recording) or **Replace an existing one**. Once you have chosen, you can then put in the date you want it available. Then click **Next**



You then need to give it a **title** and click **Publish**.



You will then receive an email with links to your published files like the one shown below.

**Direct Links to Echo:**

Rich Media: <http://ecessprod.csu.edu.au:8080/ess/echo/presentation/3e0e4bf3-1c27-4265-a155-05831a217ecd>

Vodcast: <http://ecessprod.csu.edu.au:8080/ess/echo/presentation/3e0e4bf3-1c27-4265-a155-05831a217ecd/media.m4v>

Podcast: <http://ecessprod.csu.edu.au:8080/ess/echo/presentation/3e0e4bf3-1c27-4265-a155-05831a217ecd/media.mp3>

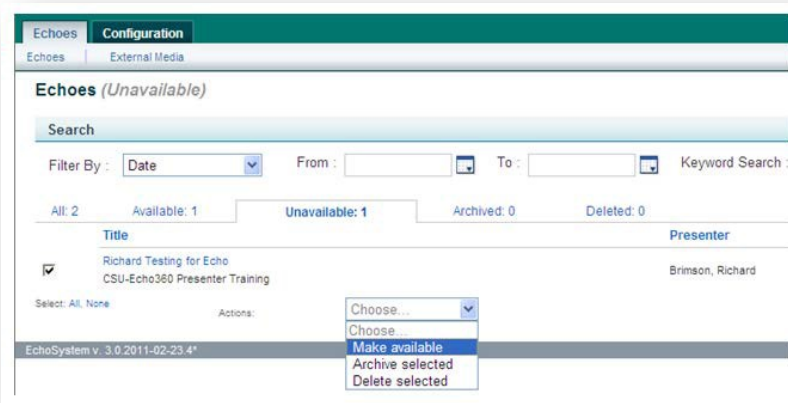
Course Portal: <http://ecessprod.csu.edu.au:8080/ess/portal/section/0ceef5f-d595-49db-a182-62a5a2146d01>

**RSS Feeds:**

Podcast: <http://ecessprod.csu.edu.au:8080/ess/feed?id=9992358a-882d-47ca-a1a4-595390ffac0a&type=MP3>

Vodcast: <http://ecessprod.csu.edu.au:8080/ess/feed?id=9992358a-882d-47ca-a1a4-595390ffac0a&type=M4V>

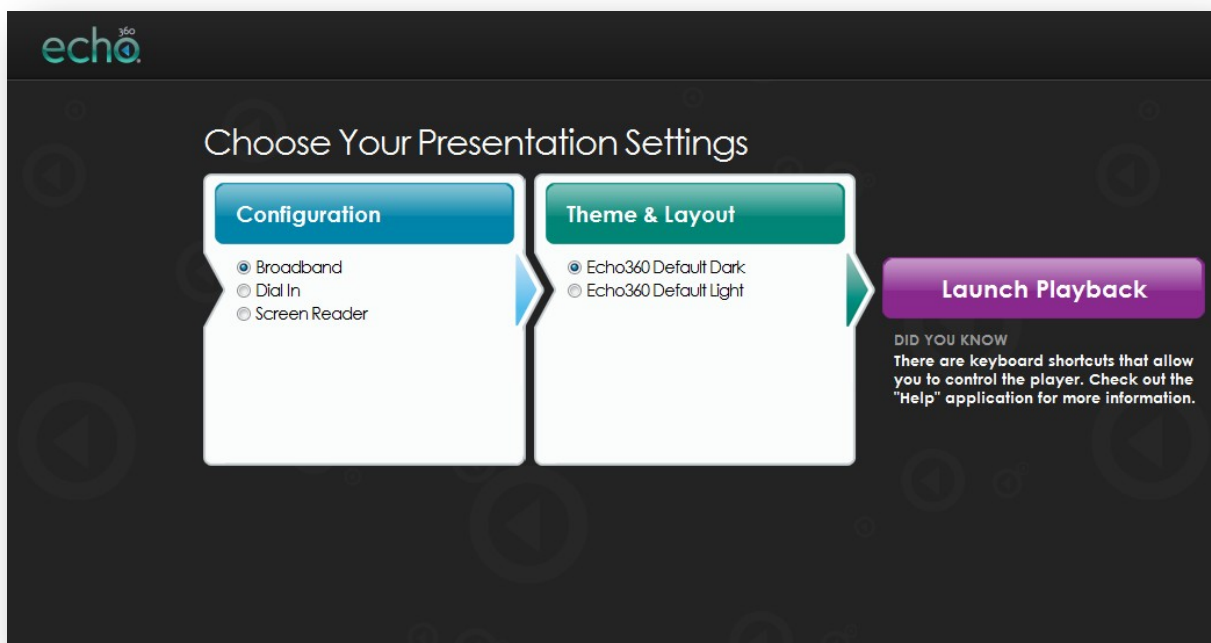
Please keep this for your records.



You then have to go into your CSU Replay Recordings (Echoes) stored on CSU Replay Central (EchoSystem Server) and make the recording available, because by default they are made unavailable. N.B. Only users with the appropriate level of system privileges can make a recording available. Students do NOT have permissions to make recordings available.

For detailed instructions on this, please view the CSU Replay Central (EchoSystem Server) Guide that is accessible via the CSU Self Help Guides <http://www.csu.edu.au/division/dit/staff/training/self-help#CSUReplay>

Once you have made your echo available you will be able to see it on the web. Go to the link in your email and you will see a page like this



To view your recording either select the rich media link within the email received or access the recording on CSU Replay Central (EchoSystem Server) directly to check that the recording has been published.