

CSU Replay

External Media Ingest (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. Insert URL to csu replay site location
- **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 <http://www.csu.edu.au/division/dit/services/service-catalogue/for-staff/teaching-technology-support/csu-replay.htm>

CSU Replay External Media Ingest 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

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 the 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 Replay 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.

You can:

- Upload multiple files to a specific class meeting, though you must upload them one at a time
- Upload files that are not associated with any class or any meeting
- Upload as many files as you like, though your System Administrator may limit the total amount of external media you can upload to a section
- Edit files with the standard CSU Replay Central (EchoSystem server) editing tools

Tool and Format Support

The 4.0 release includes support (confirmed with testing) for the file types listed below.

CSU Replay Central (EchoSystem server) will add support for additional tools and formats in subsequent updates and releases. If you use a format not listed here you

can attempt to ingest it. Other formats may work although they have not been tested.

Audio and Video / Audio and Screen

Tool	Video File Format	Video Codec	Audio Codec
Camtasia Studio 7 (PC)	AVI	CVID, TSCC	PCM
	FLV	VP6F	MP3
	M4V	H.264	AAC
	MP4	H.264, AVC1	AAC
	MOV	H.264, MPEG-4 (mp4v), DV	AAC, MPEG-4 (mp4a)
	WMV	WMV9	WMA
Apple QuickTime	MOV	H.264, MPEG-4	AAC
	MP4	H.264, MPEG-4	AAC
	M4V	H.264	AAC
Apple iMovie	M4V	H.264	AAC
Adobe Premier	AVI	DV	PCM
	MOV	H.264, CVID	AAC, PCM
Microsoft Expression Studio 4	WMV	WMV9, VC1	WMA9
Flip Video - Mino HD	MP4	H.264	AAC
Logitech Web Cam Software (PC)	WMV	WMV2	WMA2
Cam Studio (PC)	AVI	CVID	PCM

Audio Only

Audio File Format	Audio Codec
MP3	MP3
WMA	WMA2

Add External Media

Adding external media consists of two short processes:

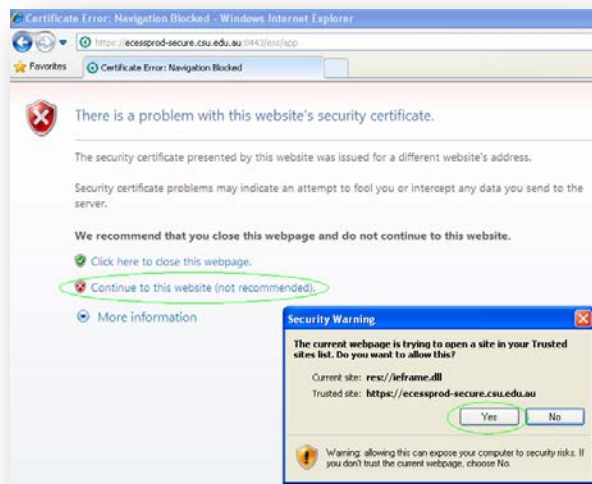
- Choosing and uploading the external media
- Processing the uploaded file

Choose and Upload External Media

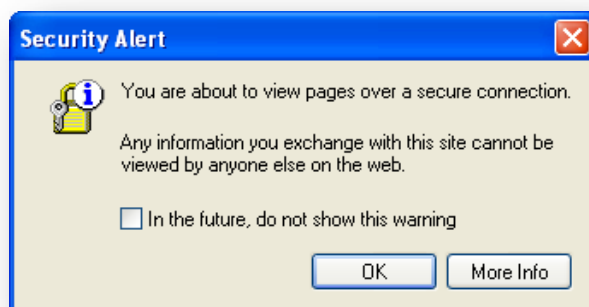
- Go to the **CSU Replay Central (EchoSystem Server)** site

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

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



If you get this pop up, click **OK** to continue.



CSU Replay: External Media Ingest (for staff)

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

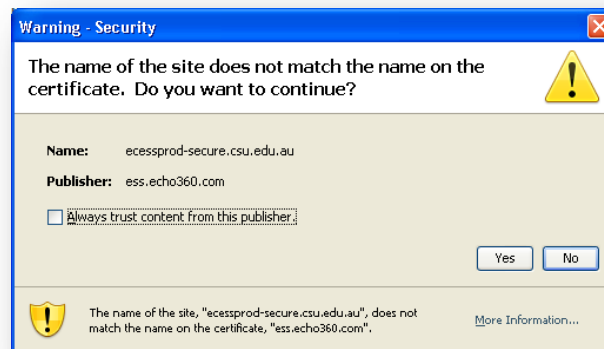


Type your current CSU user name and your password in the relevant fields to access the CSU Replay Central (EchoSystem Server.)

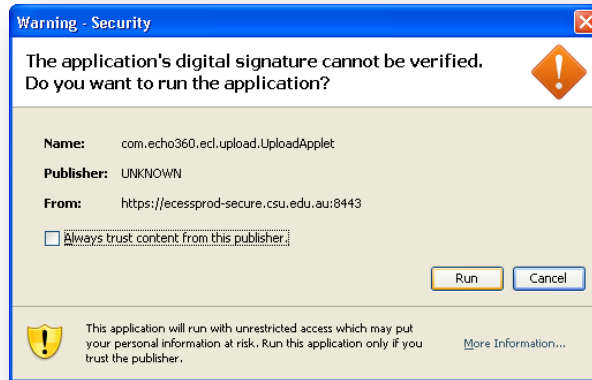
- Navigate to **Echoes > External Media**.



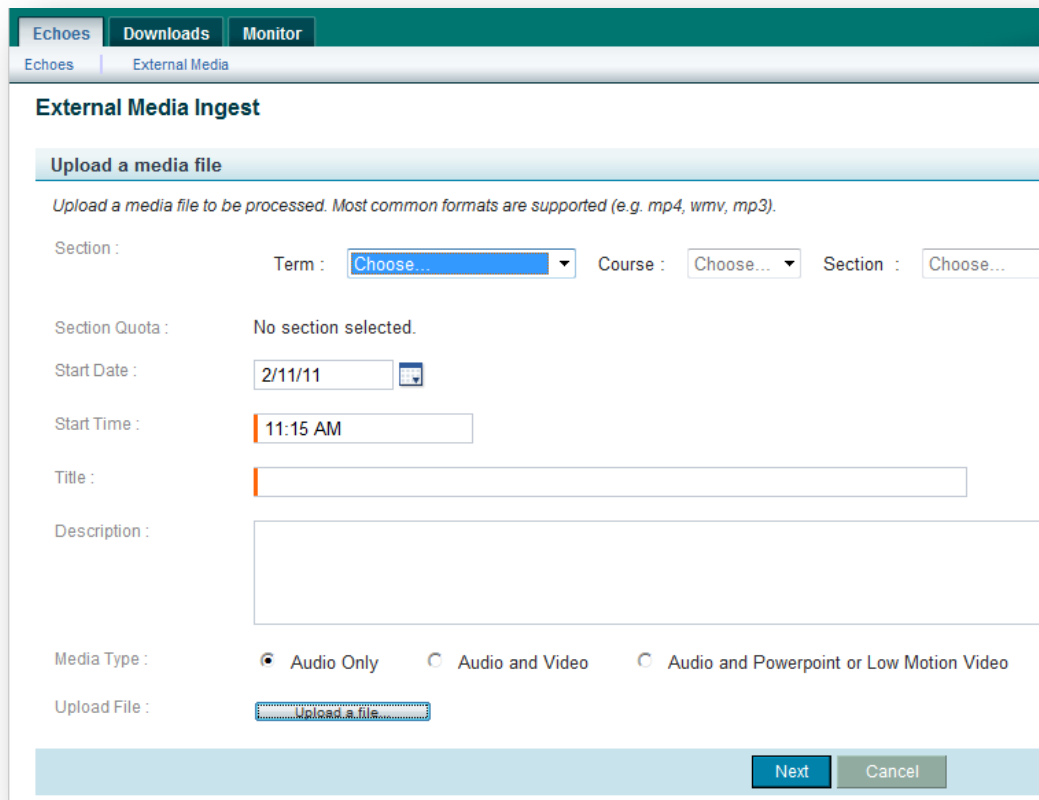
- If prompted with the following “Warning – Security” Pop up, select **Yes**



- If prompted with the following “Warning – Security” Pop up, select **Run**



- Specify the required settings



The screenshot shows a web application interface for "External Media Ingest". At the top, there are tabs for "Echoes", "Downloads", and "Monitor", with "External Media" selected under "Echoes". The main heading is "External Media Ingest". Below it is a section titled "Upload a media file" with the instruction: "Upload a media file to be processed. Most common formats are supported (e.g. mp4, wmv, mp3).". The form contains several fields: "Section:" with a dropdown menu set to "Choose..."; "Term:" with a dropdown menu set to "Choose..."; "Course:" with a dropdown menu set to "Choose..."; "Section:" with a dropdown menu set to "Choose..."; "Section Quota:" with the text "No section selected."; "Start Date:" with a date input field containing "2/11/11" and a calendar icon; "Start Time:" with a time input field containing "11:15 AM"; "Title:" with an empty text input field; "Description:" with a large empty text area; "Media Type:" with three radio buttons: "Audio Only" (selected), "Audio and Video", and "Audio and Powerpoint or Low Motion Video"; and "Upload File:" with a button labeled "Upload a file...". At the bottom right of the form are "Next" and "Cancel" buttons.

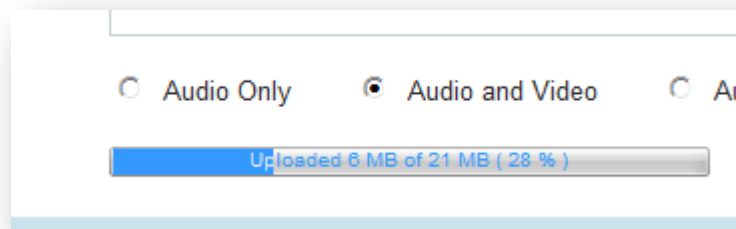
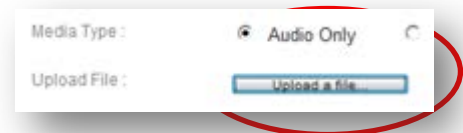
- Refer to the following table for setting descriptions

Setting	A selection may be made from the list of available terms
Term	<p>A selection may be made from the list of available terms.</p> <p>For Teaching and Learning recordings: Term is the equivalent to Session (for domestic programs) OR Term (for international programs); It is displayed in the Format: YYYY99 <Year><Session\Term Code> (e.g. 201190). The retention period for a Teaching and Learning recording is 1 session/term + 60 days.</p> <p>For Non-Teaching and Learning recordings: Term is the equivalent to Charles Sturt University. The retention period for a Teaching and Learning recording is 1 year.</p> <p>Select from the Term List.</p>
Course	<p>A selection may be made from the list of available courses</p> <p>For Teaching and Learning recordings: Course is the equivalent to campus (e.g. CSU Wagga Wagga; CSU Bathurst; CSU Albury-Wodonga, etc.)</p> <p>For Non-Teaching and Learning recordings: Course is the equivalent to Charles Sturt University or Division Title.</p> <p>Select from Course List.</p>
Section/Module	<p>A selection may be made from the list of available sections/modules that you are defined as a presenter for.</p> <p>For Teaching and Learning recordings: Section /Module is the equivalent to a subject presented using the format: <SubjectCode>-<Term\Session>-<Cohort> (E.g.QBM117-201190-WI)</p> <p>For Non-Teaching and Learning recordings: Section /Module is the equivalent to the Division or Office.</p> <p>If the section /module for your subject or division does not exist then please submit a DIT Service Desk Request requesting the creation of your CSU Replay module and specify either of the following: -- For Teaching and Learning content specify the subject code + session\term + cohort (e.g. WI, BI). -- For non-Teaching and Learning content specify the division.</p> <p>Select from Section /Module List.</p>
Section Quota	<p>The System Administrator may limit the number and size of external media files. This is done on a section basis. If your section has a quota, the amount of space used is shown here.</p>

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Start Date	<p>You can use this setting to associate the external media file with a specific class meeting by specifying the day of the lecture.</p> <p>You could also specify the date of the guest lecture, the date of the special event, or any other meaningful date.</p>
Start Time	<p>You can use this setting to associate the external media file with a specific class meeting by specifying the time of the lecture.</p> <p>You could also specify the time of the guest lecture, the time of the special event, or any other meaningful time.</p>
Title	<p>A descriptive title helps viewers to understand what to expect in the media file.</p>
Description	<p>A description helps viewers to put the information in the media file in context.</p>
Media Type	<p>Specify the format of the recorded file.</p> <p>Audio is for media files containing only audio.</p> <p>Audio + Video is for standard footage recorded from a video camera, web camera or DVD.</p> <p>Audio + Screen is for a recording of a presentation on a computer.</p> <p>The media type specified here will determine the products that are produced from the media file.</p>

- Click the **Upload a File** button. An **Open** dialog box is shown, browse to the file location on your computer, select the file to be ingested (uploaded) and click **Open**.
- Notice that the file begins to upload as the Upload File progress bar indicates.



- A list containing all ticks indicates that the media has been successfully verified and will be able to be ingested into CSU Replay. However, if this list contains any crosses, then the media has NOT been successfully verified and will not be able to be ingested into CSU Replay.

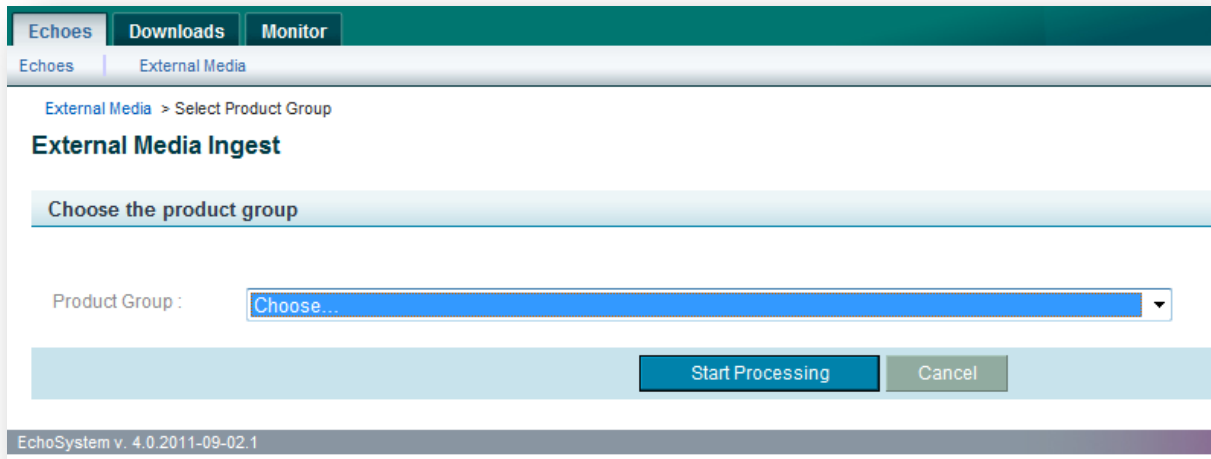
- If the file was not successfully verified, it is recommended that you review the media file and refer to troubleshooting guide within Annex A.

The screenshot shows the 'External Media Ingest' form. At the top, there are tabs for 'Echoes', 'Monitor', 'Schedule', 'Configuration', 'Reports', and 'Test'. Below these are sub-tabs for 'Echoes', 'Ad Hoc Captures', and 'External Media'. The main heading is 'External Media Ingest'. Underneath is a section 'Upload a media file' with the instruction: 'Upload a media file to be processed. Most common formats are supported (e.g. mp4, wmv, mp3)'. The form contains several fields: 'Section' (dropdown), 'Term' (dropdown set to 'Fall 2010'), 'Course' (dropdown set to 'ECHO100'), and 'Section' (dropdown set to '100-002'). Below these are 'Section Quota' (0 MB used), 'Start Date' (9/14/10), 'Start Time' (12:00 PM), 'Title' (How to do scheduling), and 'Description' (Short video explains Echo360 scheduling process). At the bottom, there are radio buttons for 'Media Type': 'Audio Only', 'Audio and Video' (selected), and 'Audio and Screen Capture'. Below that, it says 'Upload File: File uploaded (3 MB). Delete Uploaded File'. Finally, the 'Verify Media File' section shows four green checkmarks: 'Uploaded file is a valid media file', 'Uploaded filesize is smaller than the remaining quota for the section', 'Uploaded file contains media with a duration longer than 15 seconds', and 'Uploaded file contains media with a valid audio track'.

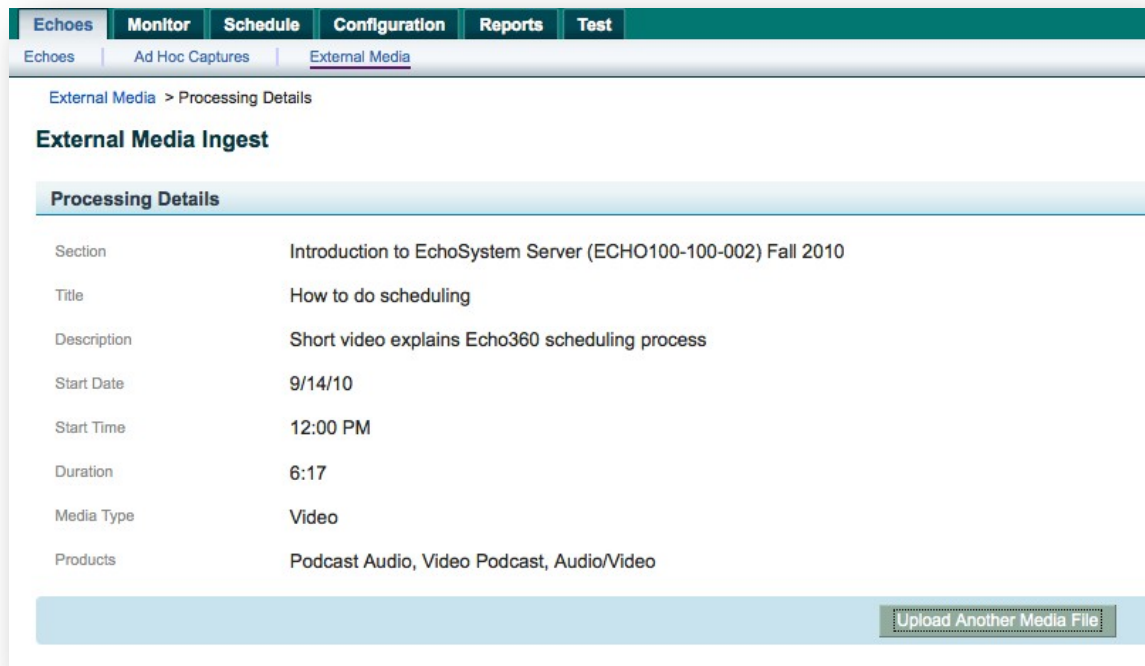
You also have the option to **Delete uploaded File** if you need to delete it

The screenshot shows the 'External Media Ingest' form with the 'Choose the product group' dropdown menu open. The dropdown menu is positioned over the 'Product Group' field. The options in the dropdown are: 'Choose...', 'Upgraded Product Group 3', 'Audio Only (Podcast). Balanced between file size & quality', and 'Video Only (Podcast/Vodcast/EchoPlayer). Optimized for presenter/procedures capture quality (HD)'. The 'Audio Only' option is highlighted. At the bottom of the page, it says 'EchoSystem v. 4.0.2011-09-02.1'.

- You will then have to choose the product group for your media
 - Upgraded product Group 3 – ignore this choice
 - Audio Only – This will process an mp3 file
 - Video Only – This will process the video (with audio)



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- Click **Upload Another Media File** to add another external file to this specific class meeting or any other.
- You will get an email telling you that the file has finished processing and is ready to view/ listen to

CSU Replay: External Media Ingest (for staff)

The PowerPoint with Man Echo for the term Charles Sturt University, course Charles Sturt University, section CSU Replay Presenter Training captured at 2011-10-26 11:37 is now available at the following locations:

Direct Links to Echo:

Rich Media:

<http://eccessprod.csu.edu.au:8080/ess/echo/presentation/c8dc8648-b6f6-4bbe-9649-e326cc3a4f8a>

Vodcast:

<http://eccessprod.csu.edu.au:8080/ess/echo/presentation/c8dc8648-b6f6-4bbe-9649-e326cc3a4f8a/media.m4v>

Podcast:

<http://eccessprod.csu.edu.au:8080/ess/echo/presentation/c8dc8648-b6f6-4bbe-9649-e326cc3a4f8a/media.mp3>

Course Portal:

<http://eccessprod.csu.edu.au:8080/ess/portal/section/e169d54a-a968-48f6-b8bc-6c3429c6cda0>

RSS Feeds:

Podcast: <http://eccessprod.csu.edu.au:8080/ess/feed?id=b8c6b8ab-47b4-48b0-9fe1-4ccd5cb3f450&type=MP3>

Vodcast: <http://eccessprod.csu.edu.au:8080/ess/feed?id=b8c6b8ab-47b4-48b0-9fe1-4ccd5cb3f450&type=M4V>

It is recommended that you file this email for further reference and as an alternative means for accessing your recording

Annex A

Troubleshooting guide

Things to check.

- Is your media valid? Refer to the list above (within Tool and Format Support Section) and make sure that it is the correct type to be uploaded. If it is not, then you may need to go through LTS to get it converted.
- Make sure that the file size is smaller than the remaining quota for the section/module
- You have to make sure that the media has a duration more than 15 seconds and less than four hours
- Does the file contain media with a valid audio track?
- Does the file contain media with a valid video track?
- Does the uploaded video file have a valid aspect ratio?
- Does the video file have a valid frame rate?