

CSU Replay

Podium Capture (for staff)

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October 2011
Version 1

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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 <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 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 Podium Capture Hardware and Software Requirements

CSU Replay enabled teaching space with CSU Replay Podium Capture Software installed.

CSU Replay Support

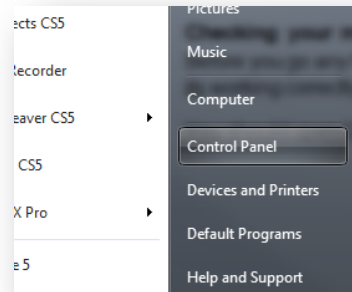
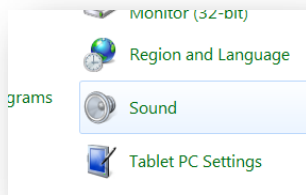
For staff, please contact the Service Desk	For students, please contact Student Central
Monday to Friday - 8am - 6pm (GMT+10) Local Call Australia wide: 1300 653 088 International: + 612 6338 4357 CSU Internal: 84357	(Monday to Thursday 8am to 6pm; Friday 8am to 5pm) 1800 ASK CSU (1800 275 278) International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

How to use the Podium Capture software

Checking your microphone is working (Windows 7)

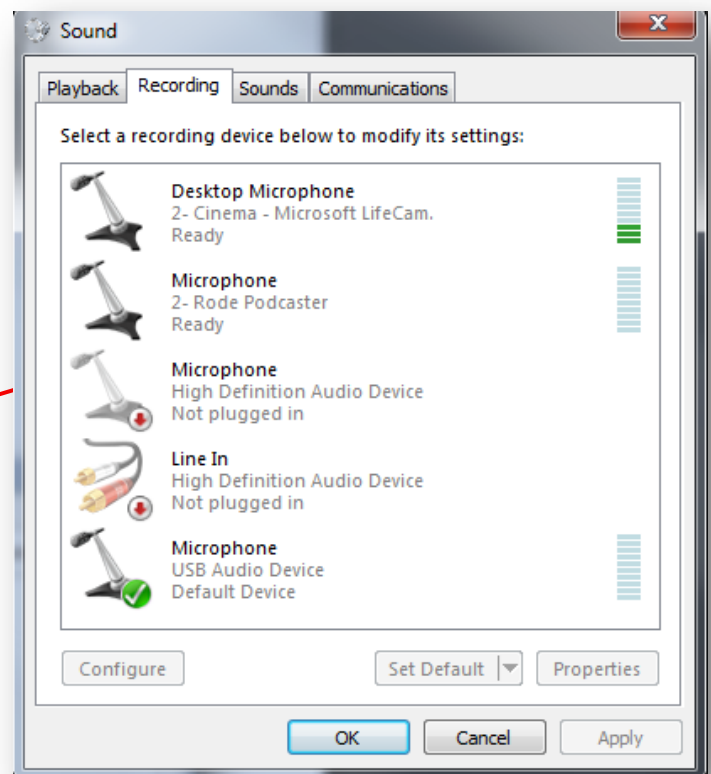
Before you go any further, it's a good idea if you check your microphone to see that its working correctly through your computer.

You should open **Control panel** and then click on the **Sound** icon to open up the **Sound** properties.



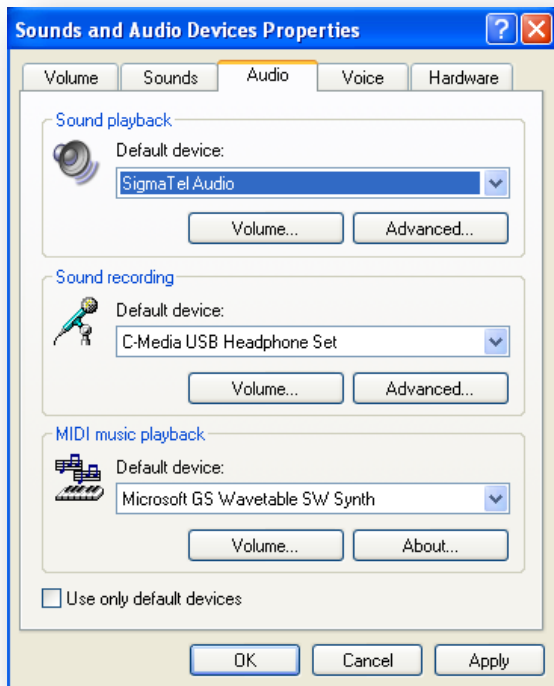
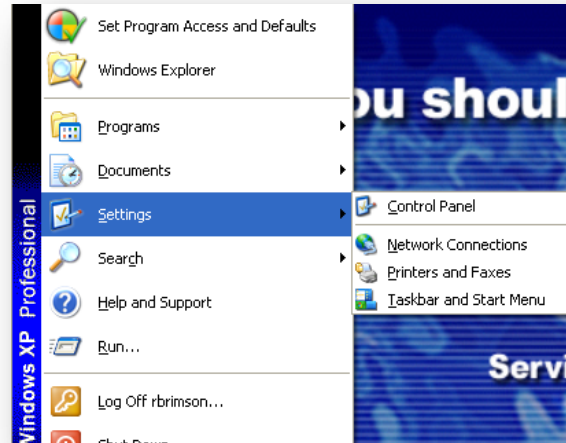
Once the **Sound** properties opens, click on the **Recording** tab

Speak into your microphone and check to see that you can see the level bars go up and down



Checking your microphone is working (Windows XP)

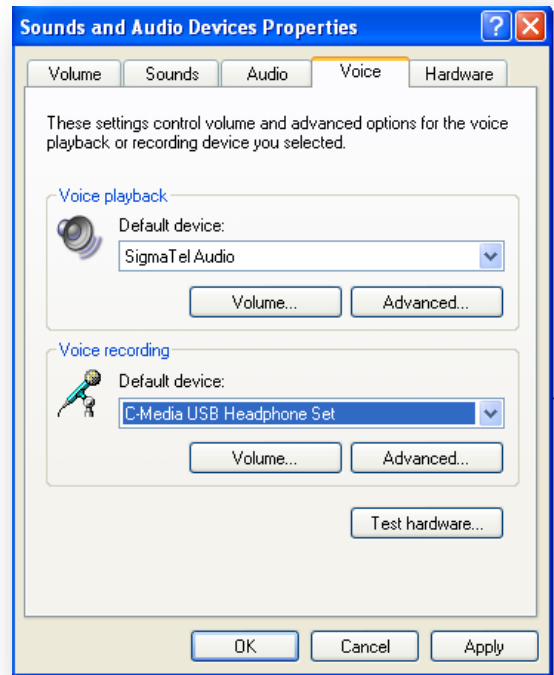
You should open **Control panel** and then click on the **Sounds and Audio Devices** icon to open up the sound properties.



Once the **Sounds and Audio Devices properties** dialog box opens, click on the **Audio** tab to show the devices.

Make sure that the devices you want are listed here. Taking special note of the microphone in the **Sound recording** section.

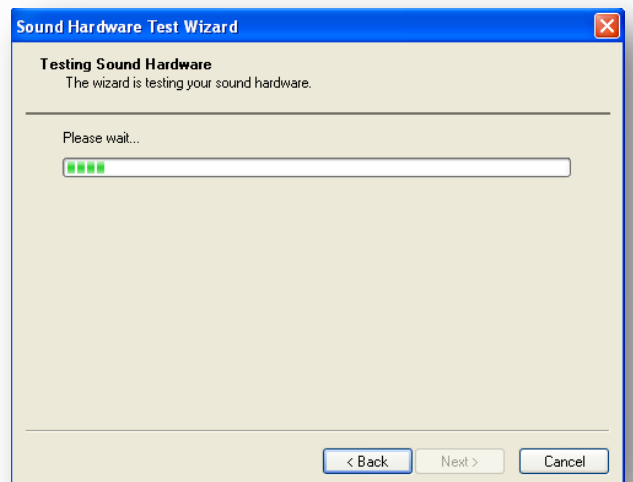
Now we are going to test the microphone. Click on the **Voice** tab and select **Test hardware....** At the bottom of the dialog box



This will now launch a wizard to test your microphone and speakers. Click **Next**.



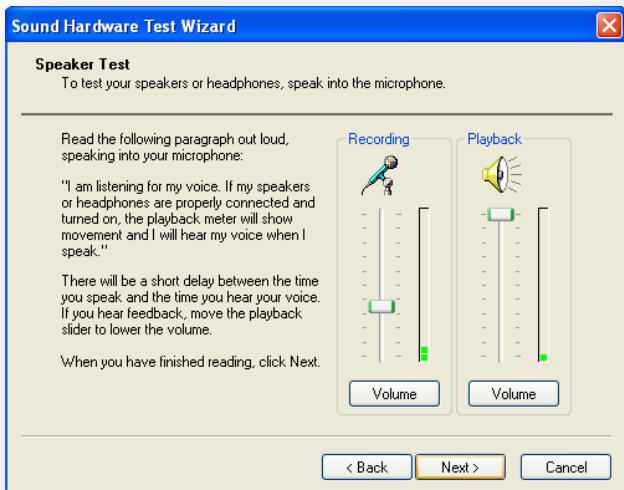
The wizard starts and goes through its start up procedures.



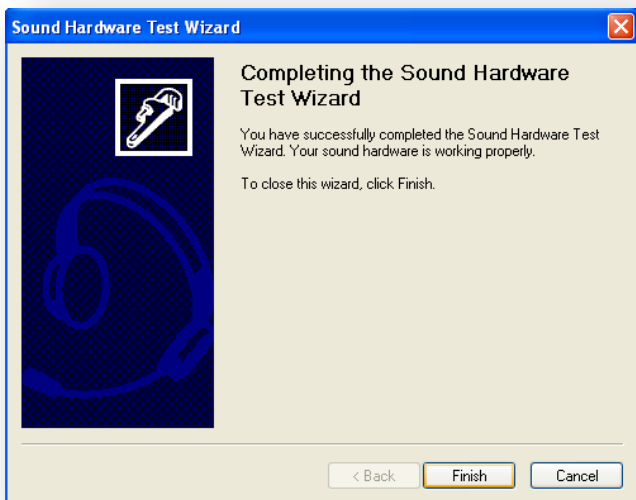


You are then asked to test your microphone. Read the text and follow along with the wizard. When you have finished reading click **Next**.

If you don't see anything happening here (green bars) then make sure that your microphone is plugged in correctly and that you have the correct microphone selected.



Once you click next you will test the speakers. Follow along with the instructions then when satisfied, click **Next**.



Now you have come to the end of the wizard. **Click Finish**. Click **Cancel** to close the Sounds and Audio Devices Properties window

Close the Control Panel window.

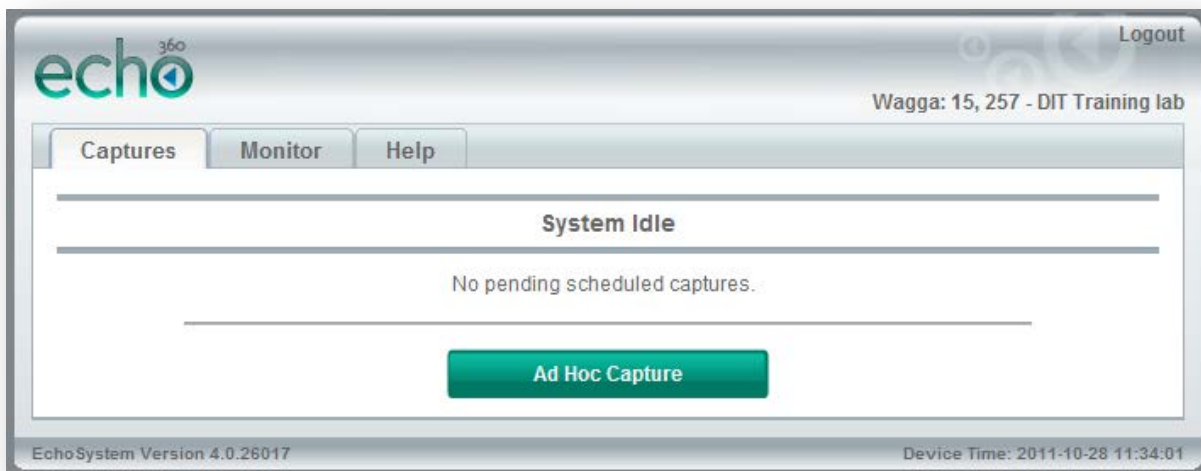
If you have any problems with this, please contact the DIT Service Desk

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

CSU Replay Podium Capture – Ad Hoc Captures

You must login to the computer within the teaching area.

Double click the CSU Replay icon on the desktop, the following window will open. If you have no scheduled captures then only the Ad Hoc Capture button will show.



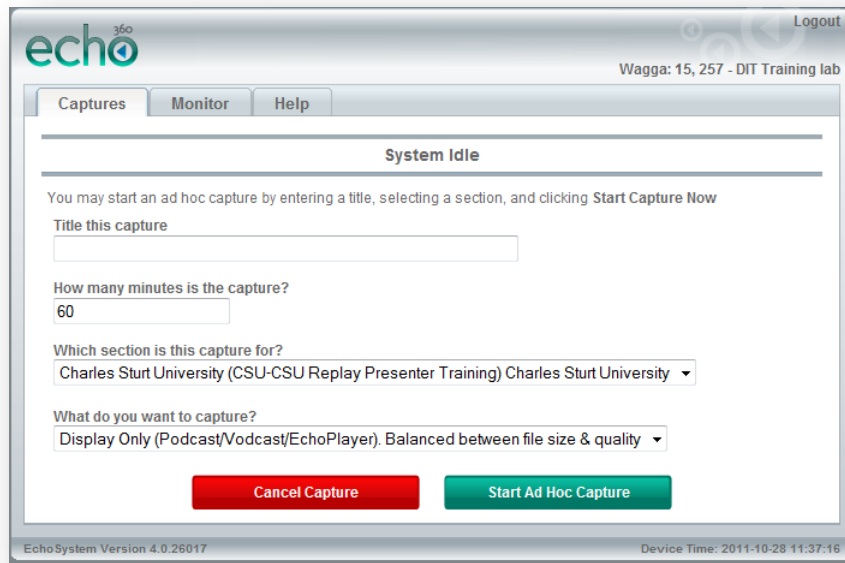
Press Ad Hoc Capture to start the process. Then fill in the relevant boxes with the title, how many minutes for the capture and what section or subject this capture is for. You will only see the sections that are assigned to you.

N.B. If the section\subject that you want to record the CSU Replay Podium Capture for does NOT appear within this list, please contact CSU DIT Service Desk (<http://www.csu.edu.au/division/dit/services/>) and request that a CSU Replay section be created, specifying either of the following:

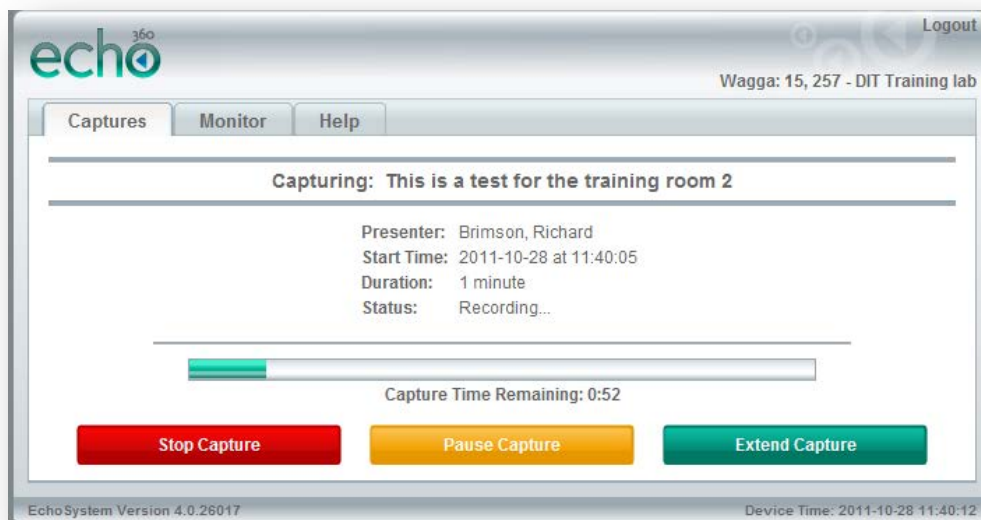
For a Teaching and Learning recording the subject code, session\term and cohort(e.g. WI);

For a Non-Teaching and Learning recording the title of the CSU Division.

You will then need to select between Display Only (video and audio) or Audio only in the **What do you want to capture?** drop down menu.

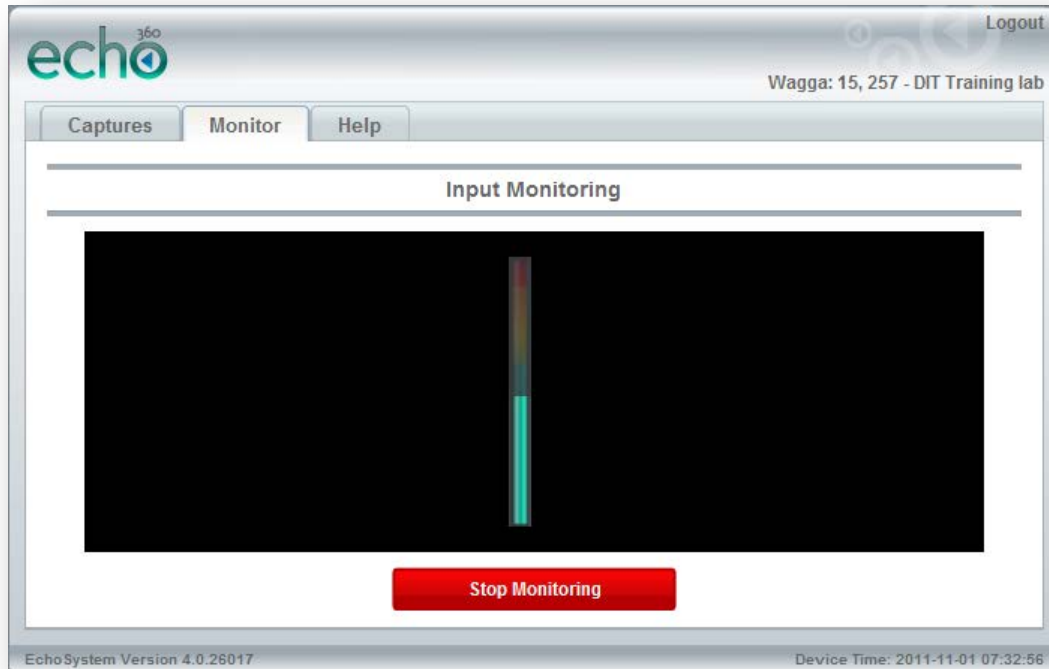


Once you have done that, you can click **Start Ad Hoc Capture** to begin the recording



You will see a progress bar showing you the time you have left on your recording. You can **Stop Capture** or **Pause Capture** at any time. 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. Also you have the option to extend the Capture.

You can click on the **Monitor** tab to see the microphone levels and video picture. Please note: I didn't have a camera on when I took this screen capture. Make sure that the level is in the green or yellow but not in the red as this would mean the vocals will distort. The help tab does not work at this time.



Upon Completion of CSU Replay Podium Capture Recording

Once you have finished your capture you will be sent an email like the one below showing you links to the material you captured.

CSU Replay: Podium Capture (for staff)

The This is a test for the training room 2 Echo for the term Charles Sturt University, course Charles Sturt University, section CSU Replay Presenter Training captured at 2011-10-28 11:40 is now available at the following locations:

Direct Links to Echo:

Podcast:

<http://ecessprod.csu.edu.au:8080/ess/echo/presentation/152db2bd-b160-45e1-bf27-646e5b22a9aa/media.mp3>

Course Portal:

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

RSS Feeds:

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

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

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

CSU Replay Podium Capture recordings and associated metadata may be edited and viewed on CSU Replay Central (EchoSystem Server).

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

Please be aware that the system has to upload the recording to the server and the recording will be lost if the computer is turned off before it is finished.

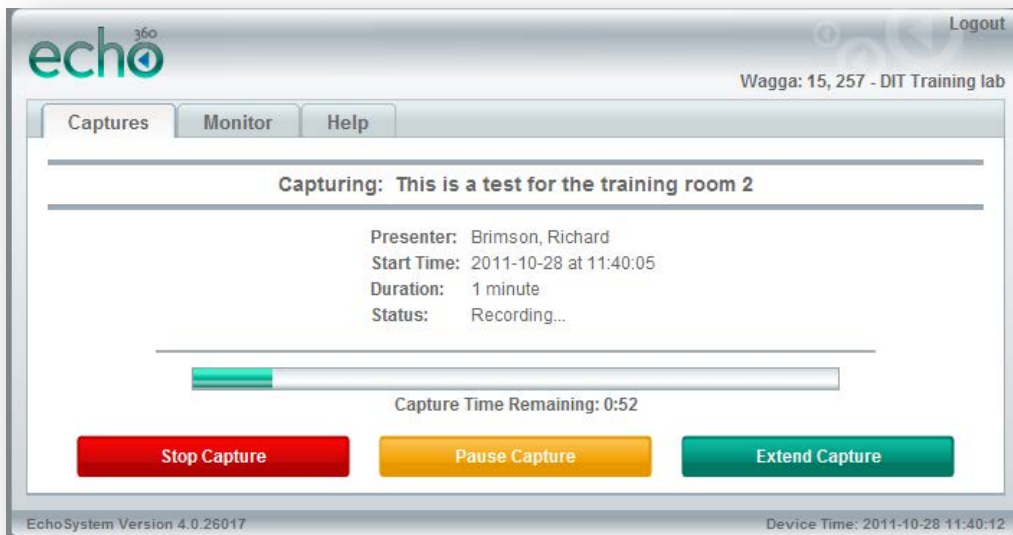
You still have the option to Log Off, but it must be still powered on. I would suggest that if the lecture finishes early, go back and stop the recording.

CSU Replay Podium Capture – Scheduled Captures

You may schedule a CSU Replay Podium Capture recording by booking the recording. To book a CSU Replay Podium Capture 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> You must login to the computer within the teaching area within 5 minutes (CSU Replay recommended timeframe) of the scheduled start time of the recording.

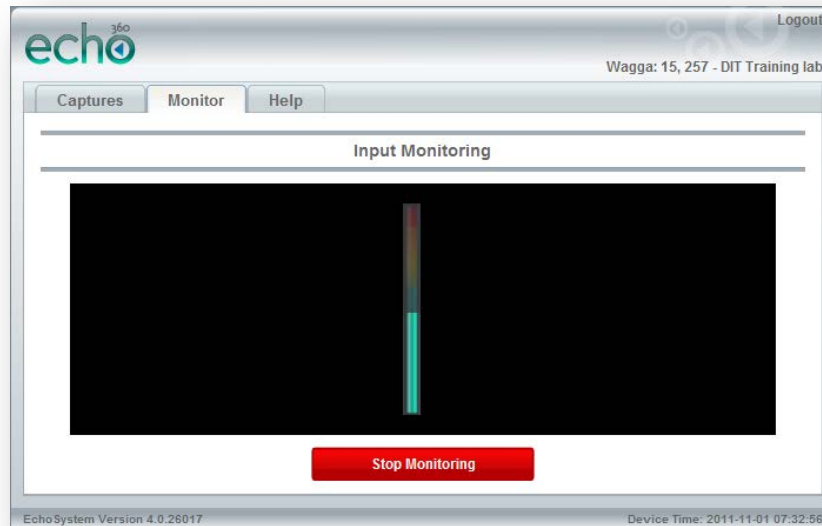


Double click the CSU Replay icon on the desktop, the following window will open. If the following window does not open and you are presented with a System Idle window with the option to perform an Ad Hoc Capture, then the scheduled recording has timed out. It is recommended at this point that you perform an Ad Hoc Capture, please refer to the "CSU Replay Podium Capture - Ad Hoc Captures" instructions specified above.



You will see a progress bar showing you the time you have left on your recording. You can **Stop Capture** or **Pause Capture** at any time. 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. Also you have the option to extend the Capture.

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RSS Feeds:

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

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