OCCS Enrolment
Before Class Starts: Checking Classroom OCCS Capabilities

TECH 2 U
INFORMED BY TIL

OVERVIEW: Opencast Content Capture System (OCCS) is an opt-in service that allows instructors to record lecture video and audio content from teaching stations within LSM Classrooms. The first step is to check whether your classroom has the necessary AV capabilities to enroll into OCCS.

1 Login into the LSM portal: **https://lsm.utoronto.ca/lsm_portal** and click on the "My Classrooms" tile.

My Classrooms

Choose term 20241 | Go

✓ **Ensure you are looking at the Winter 2024 term and click "go".**

2 This column indicates the AV capabilities of the classroom:

Session	Course	Section	Day	Time	Room (click to see dtls)	Room Capacity	In Room Technology	Schedule Room Visit	AV Support	Content Capture Status	
20241	PHY152H1S	LEC0101	Monday	1300-1400	ES 1050	400	REC Capable / Teaching Station	Click to Schedule a room visit	Click to request AV Support	Not Registered	-

✓ **This icon indicates the room has OCCS capabilities.**

3 This column indicates the current status of OCCS in this room:
- *Not available*: This course takes place online or the room is not equipped with OCCS capabilities.
- *Not registered*: This course has not been opted into OCCS.
- *Record Activated*: Recording is active and will be manually published.
- *Record with Auto-publish Activated*: Recording is active and will be automatically published.
- *Record Deactivated*: This course has opted into OCCS, but paused subsequent recording.

❌ **This status indicates that this course has not been registered and enrolled into OCCS.**

📶 **AirMedia**

🖥️ **Teaching Dock with Monitor**

🪧 **Teaching Station**

📟 **Teaching Dock with Projector**

🏛️ **Junior Teaching Station**

REC **OCCS Capable**

💻 **In Room PC**

To learn more about classroom technology, visit: **https://lsm.utoronto.ca/tech2u/**

✓ **QUICK TIP:**

If your room is not OCCS capable, please connect with your local departmental or divisional AV team to explore content capture options available to you.
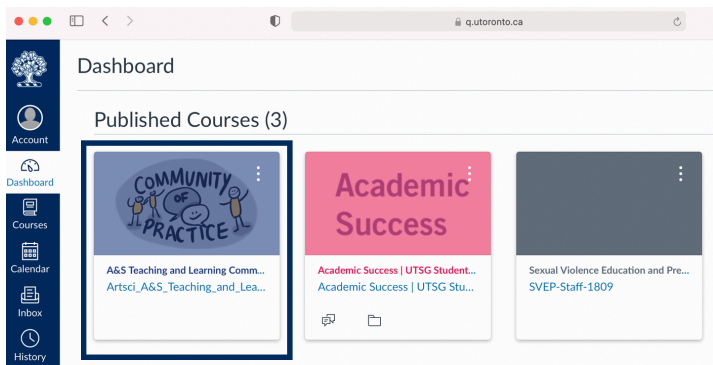
OCCS Enrolment
Before Class Starts: Enrolling through Quercus
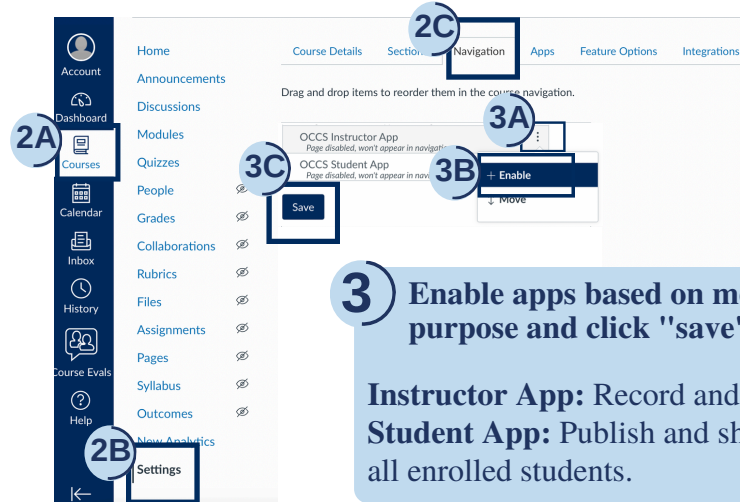
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OVERVIEW: If your classroom has OCCS capabilities, you can proceed with enrolling your course(s) through Quercus. Each course that needs an OCCS recording needs to be set up individually and the enrolment process can take up to 48 hours to complete. Please be sure to carefully review the conditions outlined in the OCCS Instructor App, around informed consent, before completing the opt-in process.

1 Login to Quercus: https://q.utoronto.ca
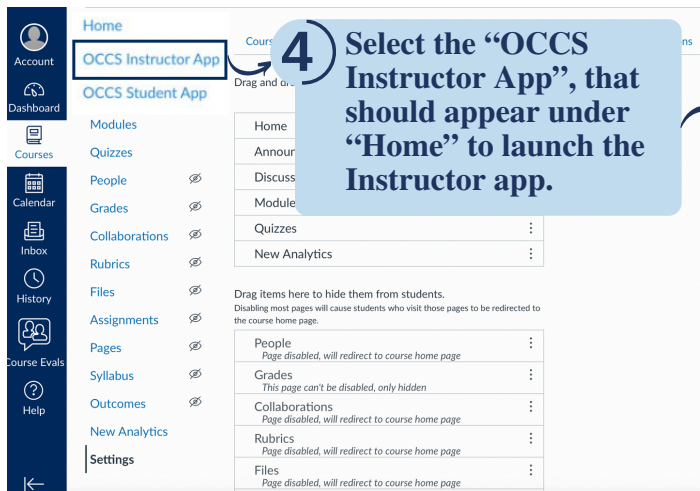
2 Select "Course", then "Settings", then "Navigation".

2C

2A

3A

3C

3B

OCCS Instructor App
Page disabled, won't appear in navigation

OCCS Student App
Page disabled, won't appear in navigation

Enable

Move

Save

Drag and drop items to reorder them in the course navigation.

2B Settings

3 Enable apps based on media purpose and click "save":

Instructor App: Record and access media.
Student App: Publish and share media to all enrolled students.

4 Select the "OCCS Instructor App", that should appear under "Home" to launch the Instructor app.

Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to the course home page.

UofT St. George

Opencast Content Capture System (OCCS)

An automated content capture utility implemented in specific teaching areas on the St. George Campus

Please note that schedules are processed for the next day at 5pm Sun-Thurs any changes MUST be made before this time to be included in the next days schedule

| Quercus Course Title | The Phantom Course |
| Course SIS ID | FRE383H1-F-LEC0101-20209 |

bob bobbit, the Quercus course, The Phantom Course does not currently exist in the OCCS if you wish to opt-in to the facility it will need to be created. to initiate this the following

As the series organizer, You undertake to:
Obtain recording consent as applicable
Inform students and participants that sessions will be
Tick to agree

accept

5 Click "accept" to complete opt-in process.

QUICK TIP:

If your course is cross-listed, held in a non-OCCS supported location, or SIS id is not recognized, you will be prompted to email opencast.project@utoronto.ca in the Instructor app.

LSM Learning Space Management
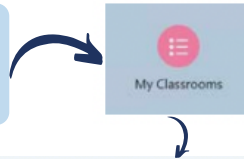
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OCCS Enrolment
Before Class Starts: Confirming OCCS Enrolment

OVERVIEW: The last step of the process is to ensure that OCCS has been activated for your course(s). Please login to the LSM portal to confirm that your course has been enrolled into OCCS. You can configure publish settings and pause/resume recordings as desired.

1 **Login into the LSM portal: https://lsm.utoronto.ca/lsm_portal and click on the "My Classrooms" tile.**

My Classrooms

Choose term 20241 Go

✅ **Ensure you are looking at the Winter 2024 term and click "go".**

2 **This column indicates the current status of OCCS in this room. If you successfully opted in, you should see one of the following statuses:**
  - *Record Activated*: Recording is active and will be manually published
  - *Record with Auto-publish Activated*: Recording is active and will be automatically published.

Session	Course	Section	Day	Time	Room (click to see dtls)	Room Capacity	In Room Technology	Schedule Room Visit	AV Support	Content Capture Status	Content Capture Options (must be registered with OCCS)
20241	PHY152H1S	LEC0101	Monday	1300-1400	ES 1050		REC Capable			Record Activated	✏️

✅ **This status indicates this course has been successfully opted in.**

3 **You can choose from publishing options and pause recordings:**
  - Please note that if you pause the recording, you will need to resume at a later date if you want to obtain recordings again.
  - You can choose to flip between publishing options, to share content either automatically or manually.
  - Please click submit to save your selected options.

Content Capture Update ✕
Pause Recordings
○ Pause ◉ Resume
Publish
○ Automatic ◉ Manual
Submit

LSM Learning Space Management

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Confirming OCCS Functionality
During Class: Confirming OCCS Recording

OVERVIEW: Once you have successfully opted into OCCS for your course, you should be able to sign on to the Teaching Station in your classroom and the recording will begin at 10 minutes past the hour. The recording will stop at the course end time. Afterwards, the recording will automatically be uploaded to Quercus for you to access.

1. Login to LSM teaching station.
2. Select the source.
3. Send to projector.
4. Pause or unpause recording as needed.
5. Adjust volume control, as desired.

✔️ **QUICK TIP:**

If you are experiencing any technical issues around content capture, please connect with us by pressing the gray intercom button on the teaching equipment to connect to emergency assistance or call us at 416-978-0423.

Tech2U can provide support in one of the following ways:
- *On-Site Support:* Tech2U team member will arrive on-site to ensure the content is sent to projector and the microphone audio is functional, all of which is being captured by OCCS.
- *Remote Support*: Tech2U team members are quality checking the live feed being recorded to ensure audio and video is being captured.

Accessing OCCS Recording
After Class: Downloading Media

OVERVIEW: As the owner of the OCCS recording media, you may choose to download the media the OCCS server for various reasons including having the media saved for your reference or uploaded to other systems of your choosing (i.e., MyMedia) for alternative methods of distributing your media.

1 Login to Quercus: https://q.utoronto.ca and navigate to the Instructor app.

3 Select this grey folder icon for the course recording you want to access under "Actions".

2 Select "Manage prior OCCS recordings".

5 Select "Details" under the "presenter/source" type.

4 Click on "Details" under the "Media" asset.

6 Click on the URL to download and save the file to desired location.

Accessing OCCS Recording
After Class: Editing & Publishing Media

Content Editing Options- You can select from the following editing options, when it comes to editing the content that has been captured by OCCS:

Content Publishing Options- You can select from the following publishing options, when it comes to publishing the edited content on Quercus:

Manual Editing: You can use tools in the software to edit your captured content. The edits made will show only once it has been published to Quercus.

Manual Publishing: You will need to manually upload the edited content to Quercus or a content hosting platform of your choice (i.e., MyMedia).

Automatic Editing: The smart software will automatically track and edit the captured content (i.e., cut out sections that are silent).

Automatic Publishing: The edited media will automatically publish to all course- enrolled students in Quercus. No further action required.
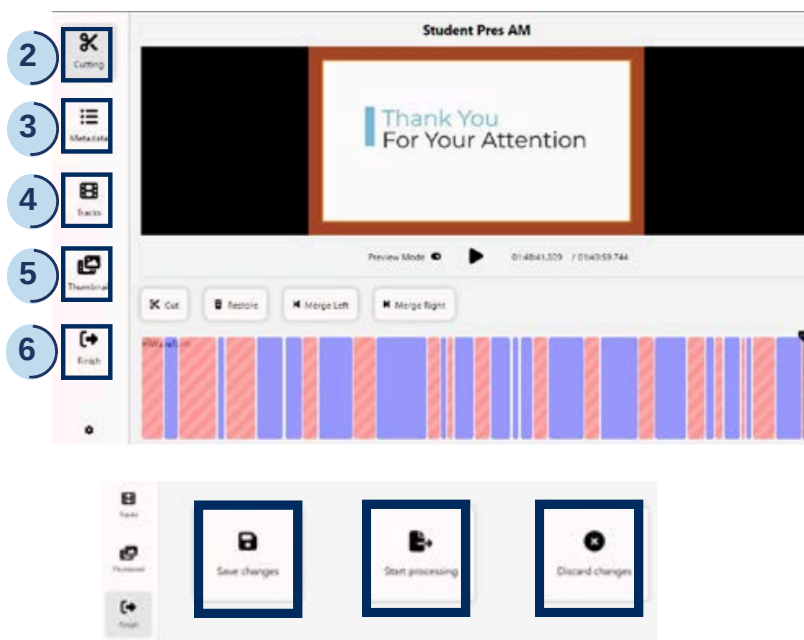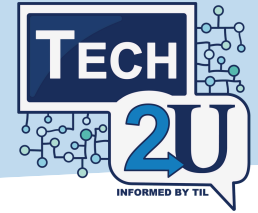
OVERVIEW: If you have chosen to manually edit then please follow the outlined steps below. Any manual edits made are non-destructive and as such the edits made on OpenCast will only appear when publishing to Quercus. Please note that the edited version cannot be downloaded.

1 Select this grey scissor icon for the course recording you want to manually edit under "Actions".

Accessing OCCS Recording
After Class: Manual Editing

2 "Cutting" allows you to choose to choose from four functions (cut, restore, merge left, merge right) to use. Pink sections on the timeline represent sections hidden from the viewer and by default the player is set to play only the blue portions. Switching off preview mode will play the hidden sections.

3 "Metadata" allows the modification of metadata to assist further in identifying media.

4 "Tracks" allows the exclusion of multiple tracks, if they exist, but this option is only useful for editing media created in Myhal 150.

5 "Thumbnail" allows the generation of a specific thumbnail which can assist in identifying the subject of your media to your audience, alternatively one will be selected during the encoding process.

6 "Finish" allows for 3 options:
- Save changes- but does not publish
- Start processing- commences publishing process
- Discard changes- reject all changes