

Opencast Content Capture System Operation and Usage instructions

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LSM Teaching Stations

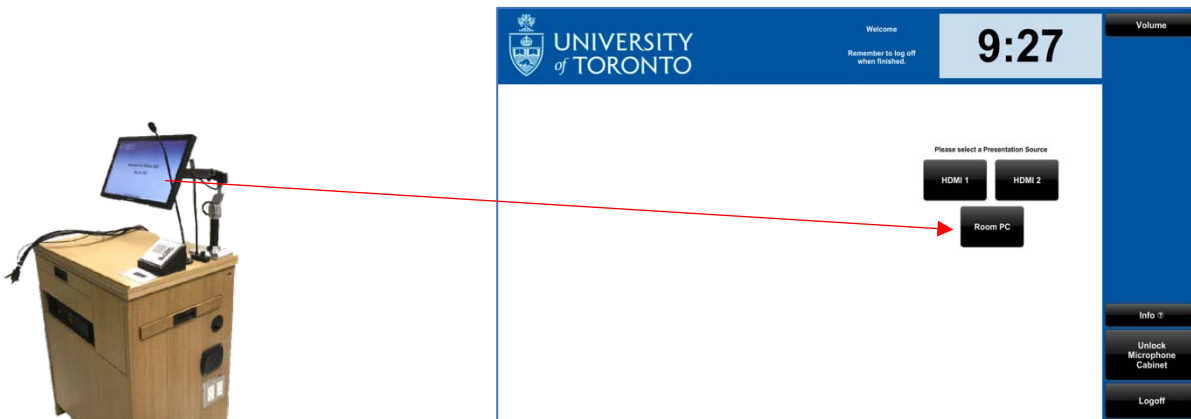


LSM Classrooms with Full Teaching Stations now have the ability to record the video content and microphone audio that is sent through the classroom AV system. The microphone audio along with video sources such as HDMI, or Room PC will be captured to a device made by Extron called the SMP351.

The recordings are encoded as mp4 files and are started and stopped based on the academic schedule, alleviating the need to press record. Files are stored for at least one term.

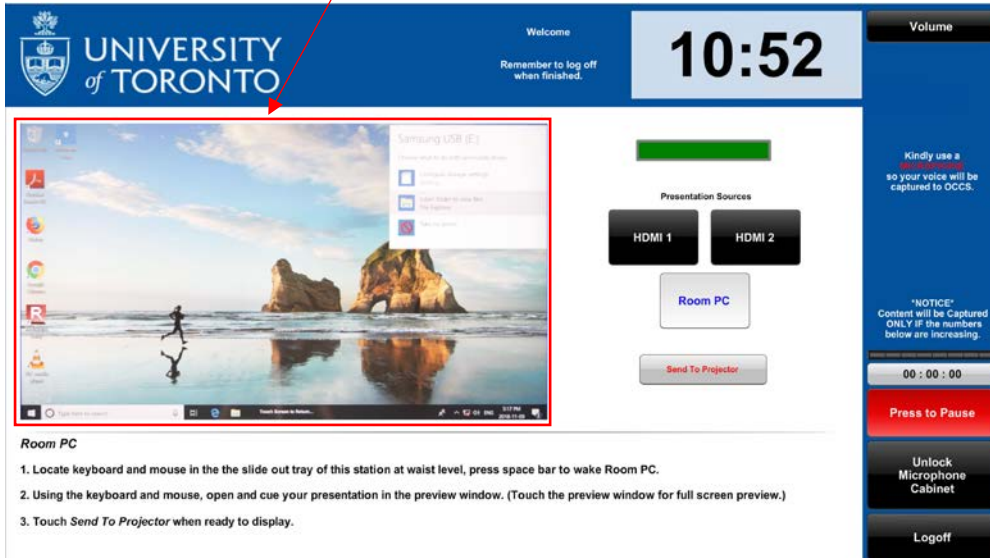
The instructions below show how to setup the teaching station to ensure that your Audio and Video is being captured to the system successfully

1. Ensure you have an academic booking.
2. Login in to the Teaching Station with your UTORid.
3. Select Source (in this example, Room PC).

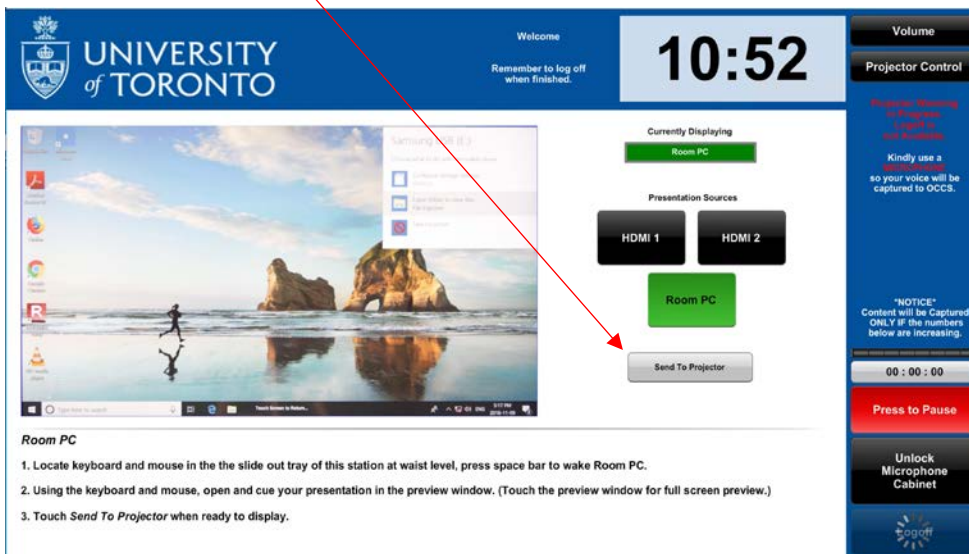


Teaching Station interface

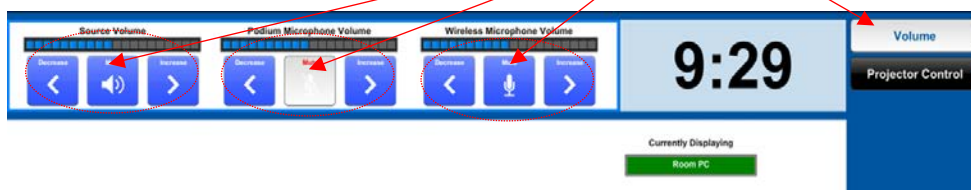
- Once a source is selected, its preview should pop up on screen. The presentation material that you see on this preview window is what will be recorded to the Extron SMP351.



- Press send to projector to include source audio. Audio from your presentation material will not be captured unless you send the content to the projector.



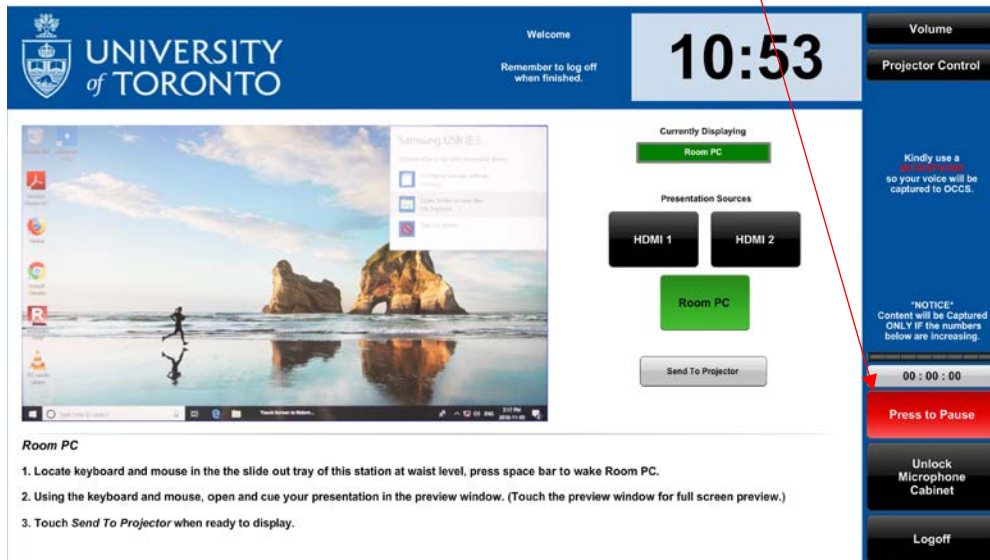
- Audio is controlled via the teaching station touch screens audio controls.
 - To ensure that your voice is captured to the recording, using the podium microphone or a wireless microphone that you have brought yourself is a must.



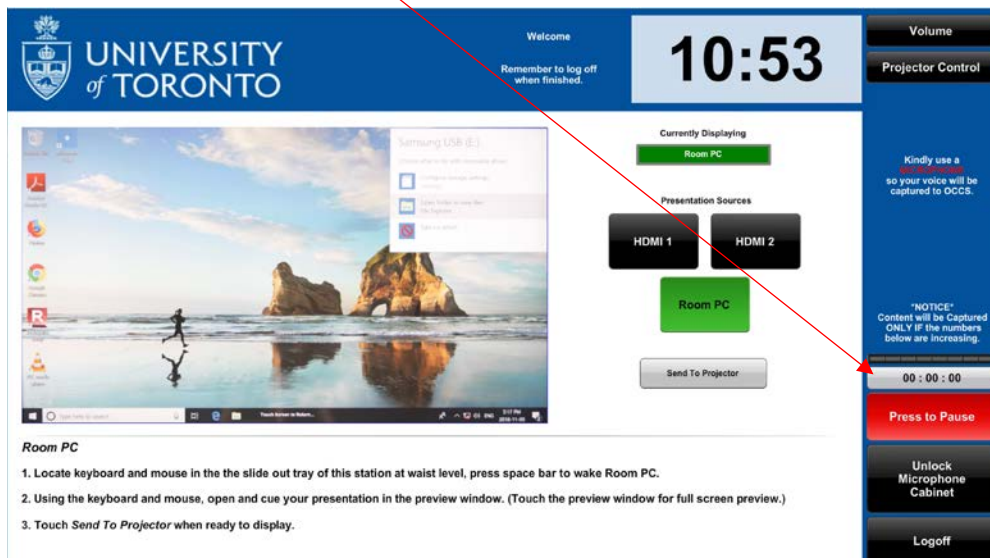
Teaching Station Pause functionality

NOTE : The Pause functionality is not available on all Teaching Stations.

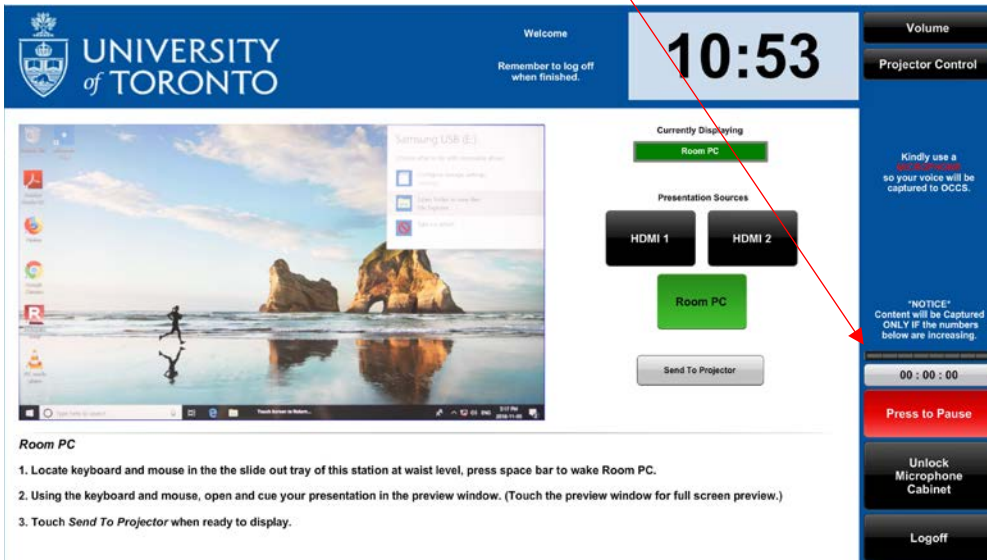
On the teaching station's touch panel there is a **Press to Pause** button that located just above the unlock microphone cabinet button. The purpose of this button is to allow for you to pause the recording in the case that there are portions of your lecture that you choose not to have recorded. By default the button is red to show its in a state that is recording.



In addition, there is a counter that will have number increasing which serves as a visual indication that the recording is occurring.

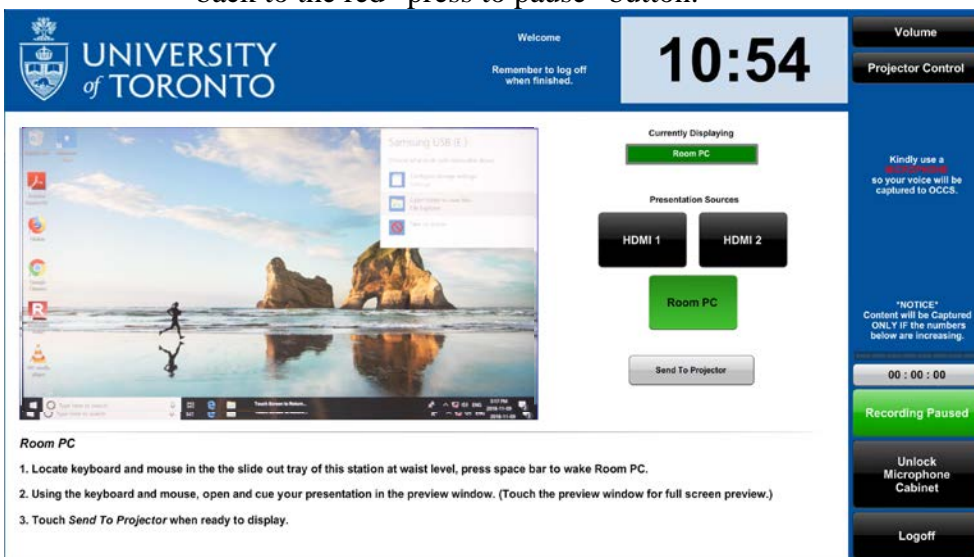


Just above the recording counter is a **audio meter** that represents the audio levels of your recording. To pause your recording, simply press the **press to pause** button.



Once the recording is paused, the button changes to green displaying **Recording Paused**.

- **IMPORTANT** - Kindly remember to press this button to restart your recording. If you forget to restart, your content will not be captured. The counter will resume and the button will switch back to the red "press to pause" button.



Adding the OCCS Apps to Quercus

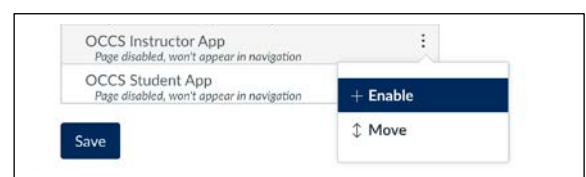
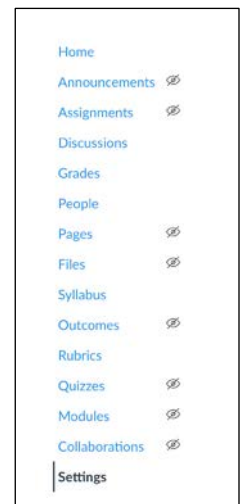
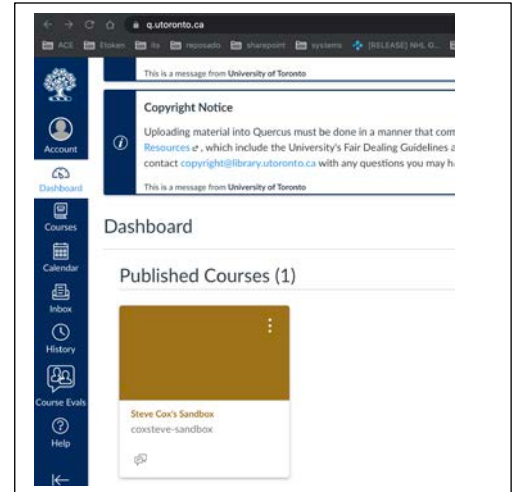
The OCCS is an opt-in service, in order to do this, you need to add specific apps to your course

The OCCS Instructor App - required for the initial opt-in and to gain access to your media

The OCCS Student App – required if you wish to publish your created media to the members of your course

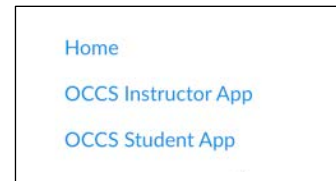
In order to do this, you need to perform the following steps

1. Login to Quercus at <https://q.utoronto.ca>
2. Locate the course you wish to opt in from in your dashboard and select it
3. Once in the course, find and select the Settings option in the navigation bar to access your course settings
4. Click the Navigation tab to access the list of available Quercus apps
5. Find the OCCS Instructor and Student Apps, click the three dots and enable the app, do this for both apps
6. Save your changes



The OCCS Instructor App

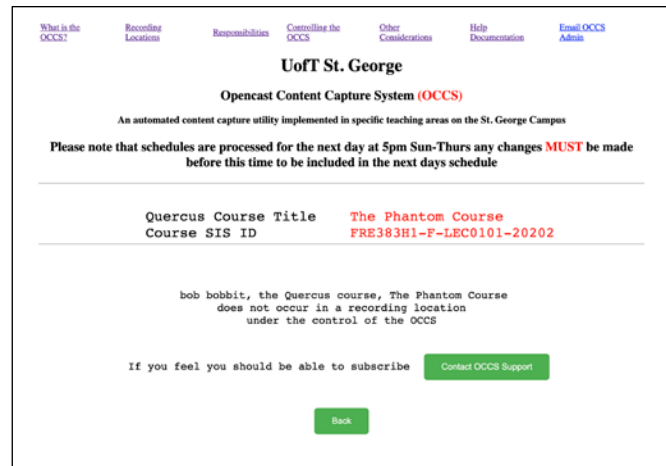
Once enabled the navigation pane should contain the OCCS Instructor and/or Student apps and you can continue the opt-in process



You must use the OCCS Instructor App to opt-in, the interface will show one of three different views, described further on subsequent pages

1. Your course is not known, or occurs in a room not OCCS recording enabled

We are unable to record as the course is not recognised or is in a location without the necessary hardware



2. Your course has not yet opted into the OCCS

It is necessary to complete the opt-in process in order for content capture to take place



3. You have already opted in this course

The opt in process has been completed, recordings will take place at the scheduled time/date/location



OCCS Menu Bar

The OCCS Instructor App has an accessible menu bar which is displayed regardless of the screen



Each option explains functions, capabilities or additional documentation to assist or inform

- | | | |
|-------------------------|---|--|
| 1. What is the OCCS | – | General information on what the system does |
| 2. Recording Locations | – | A dynamic listing of all OCCS Recording locations |
| 3. Responsibilities | – | Expectations of acceptable usage |
| 4. Controlling the OCCS | – | Where/How to set the OCCS recording options |
| 5. Other Considerations | – | Known issues, things to be aware of |
| 6. Help Documentation | – | Links to additional resources |
| 7. Email OCCS Admin | – | Link to opencast.project@utoronto.ca |

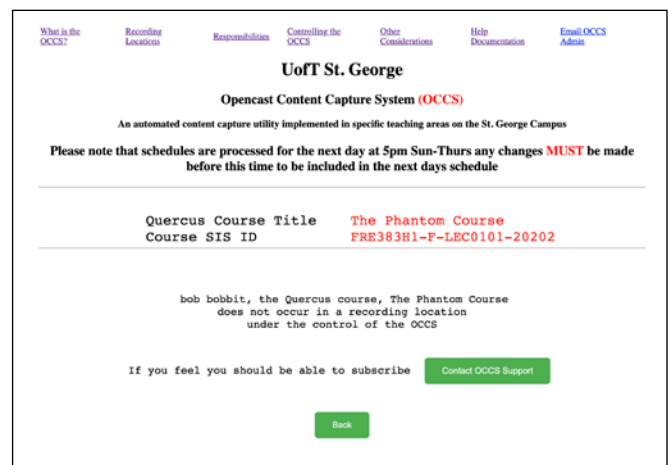
Unknown course or unrecognized location

If your course SIS ID is unrecognized or your course exists in a location without OCCS recording facilities, the interface will inform you that the opt-in process is not currently possible, the reasons for not being able to complete the process may be:

- Your Course SIS ID is unrecognized**

This can happen if the course was not created using the normal ROSI course import, or it does not have a recognizable SIS ID
- The course is held in a non OCCS location**

The course is being held in a room that does not contain the necessary hardware



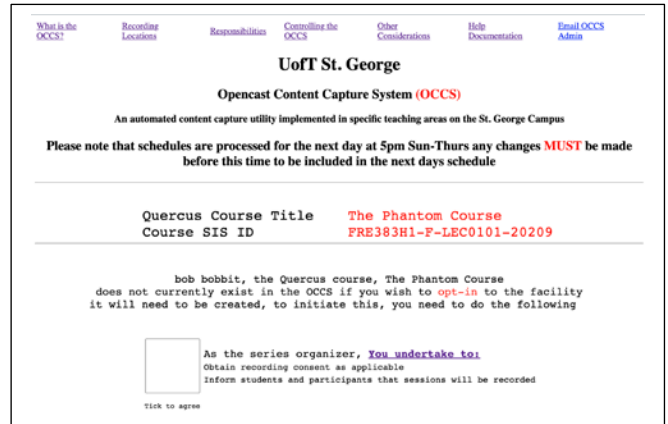
Clicking the Contact OCCS Support button, informs OCCS admin, who will investigate the reason and provide a response detailing suggested actions, if any. These may include you contacting faculty registrars for room changes, or g.help@utoronto.ca if the SIS ID is an issue

Opting in to the OCCS

Initially, when you have activated the OCCS Instructor and Student Apps, it's likely your course will not be active on the OCCS, in order to opt-in you will need to initially open the OCCS Instructor App.

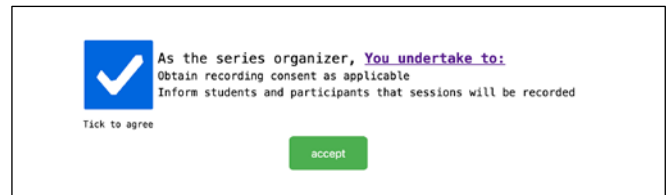
1. Course is recognised and run in a OCCS enabled location

You will need to tick the box, to agree, checking the box will show the accept button

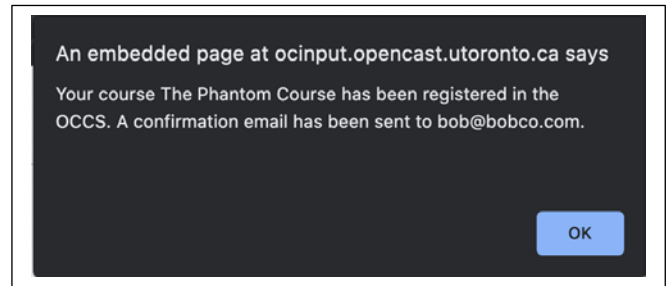


2. Click the accept button

Ticking the accept button starts the opt-in process

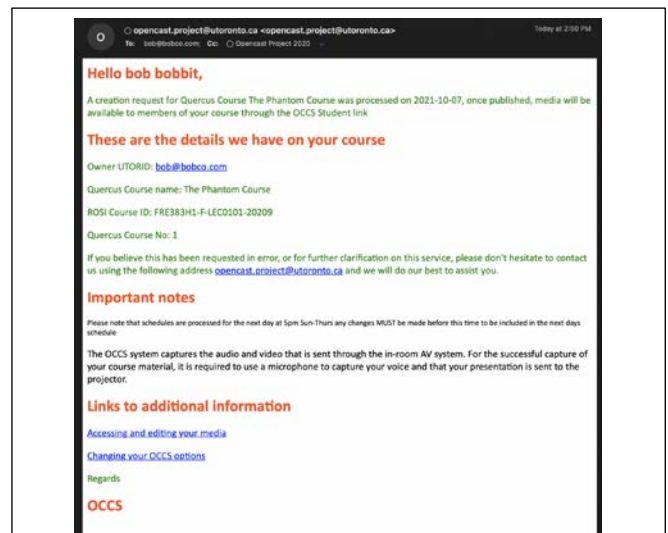


3. You will receive a short confirmation message



4. A confirmation email will be sent

The confirmation email will contain details of your course, plus additional informational and links within the email pointing to additional resources



Once the opt-in process is complete

1. Interface information shown after opt-in

The interface now shows the information on the opted in course, you will see, information on scheduling and your course details



2. Is your course crosslisted?



IMPORTANT

There are occasions where similar course sections are collapsed (crosslisted) into similar courses for administrative or functional reasons.

e.g. FRE383H1-F has eight sections 0101 – 0108 these sections 0102-0108 may be collapsed into one Quercus course allowing all members of the course to access the same content. If when you access the OCCS Instructor App, you do not see the course and section you instruct and you wish for it to be recorded, then clicking the 'Is your Course Crosslisted' button forwards a query to OCCS support. They will examine the issue and advise or remediate as necessary

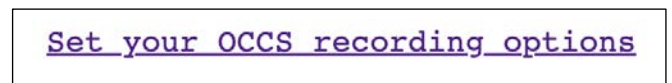
3. Course Admin Functions

Explaining the course options accessible via the LSM portal



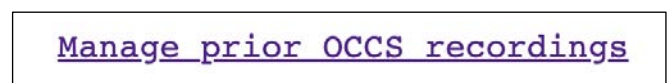
4. Set your OCCS recording options

Links directly to https://lsm.utoronto.ca/lsm_portal



5. Manage prior OCCS recordings

Links directly to the OCCS media portal



Accessing your OCCS options

Once you have completed the opt-in process, we will record your events according to the academic calendar. In order to view your settings or make changes, you need to login to the LSM Portal, the portal shows at a glance, course, room and timings as well as information on your opt-in status and recording choices for the course(s) you instruct. Logging in can be achieved by either of the following.

1. Login via the link in the OCCS Instructor app
2. Login directly to the portal via the browser

[Set your OCCS recording options](#)

https://lsm.utoronto.ca/lsm_portal

Once logged in to the portal, find and click on the My Classrooms course tile



The next screen will show a list of courses you instruct and the status of the course as far as the OCCS is concerned

1 Session	Course	Section	Day	Time	Room (click to see dtls)	Room Capacity	2 In Room Technology	Schedule a room visit for the 20221 term	AV Support	3 Content Capture Status	Content Capture Options (must be registered with OCCS)
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1. Contains specific course details, times, dates and locations for your course
2. The specific in room technology available

The assigned room does not contain OCCS recording hardware, or instruction is being carried out online

Teaching Dock Monitor, does not contain the necessary hardware for recording, use of the OCCS for recording is not possible

Teaching Station Junior, does not contain the necessary hardware for recording, use of the OCCS for recording is not possible



Full teaching station, contains the necessary hardware required for OCCS capture to take place

3. Content Capture Status

This setting will depend on several factors and is tied to the room technology and the opt-in status if done, it can be one of five settings

Instruction takes place takes place online, or in a room not equipped with a full teaching station



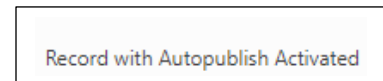
Instruction takes place in a room with OCCS recording enable, but the course has not opted in to the OCCS



Instruction takes place in a room with OCCS recording enabled and the course has opted in to the OCCS



Instruction takes place in a room with OCCS recording enabled, the course has opted in to the OCCS and the auto publish option is selected



Instruction takes place in a room with OCCS recording enabled, the course has opted in to the OCCS, but paused subsequent recording.



Changing your OCCS Options

There may be occasions where you will need to make changes. To this effect we have implemented the ability to do so using the edit functionality. The options toggle the ability to do the following

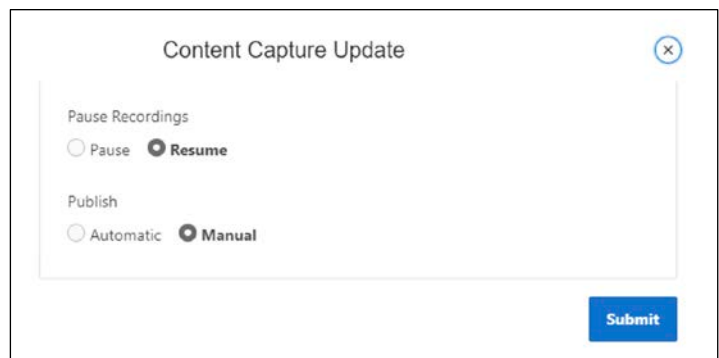
1. Click pencil icon adjacent to the course you wish to change, note this option will only be available after you have opted in



This will open a dialogue box with your options, available options are

2. Pause Recordings

Resume is the default, clicking pause will update the OCCS and prevent future captures, until resume is selected



3. Publish

Manual is the default, clicking automatic will update the OCCS, subsequent captures will be auto published to your course

4. Submit

Submit updates the LSM interface and your options on the OCCS

Instructor access to OCCS media

Once created, your media isn't instantly available to members of your course unless you specifically elect to publish automatically, if you do not do this, your unpublished media waits in an area only accessible to you, giving you the option to edit and /or publish to your course.

Initially when you log into the OCCS back end using either

[Manage prior OCCS recordings](#)

From the OCCS Instructor App within Quercus, click the link

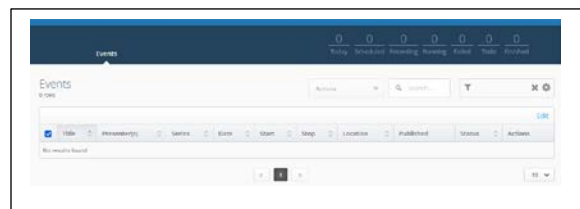
Or navigate via the link <https://uoft.me/opencast-project>

Important note:

On initial login, you may receive either of these screens

The screens indicate that you do not yet have the ability to edit your media, in order to do this, you need to be granted the rights to do so, you should contact opencast.project@utoronto.ca

This is done as a security measure to ensure that only you and any delegated members of staff are the only ones with access to your content.



Directly accessing your OCCS media

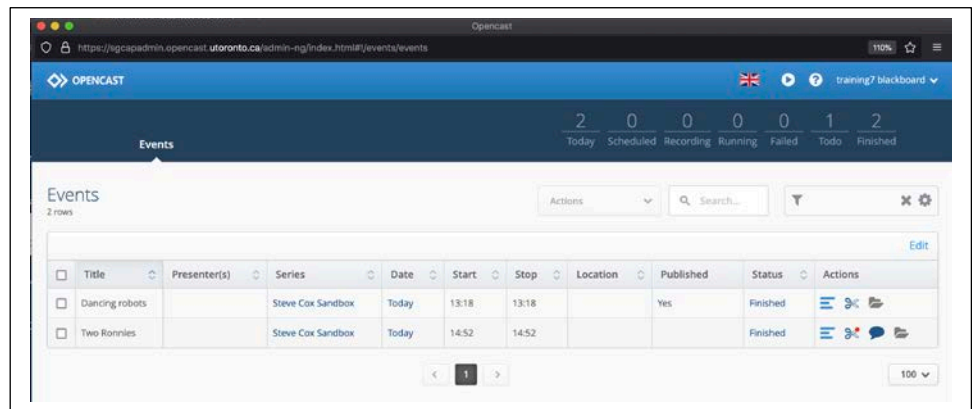
Once you have the necessary access, there are a number of operations you can perform on your created media, these consist of the ability to cut/edit your media, download your media and / or publish your media.

Accessing your media can be achieved in the following ways

1. From the OCCS Instructor App within Quercus, click the link
2. Navigate via the link <https://uoft.me/opencast-project>

[Manage prior OCCS recordings](#)

Once logged into the OCCS interface you will see your list of recorded media and their status



OCCS Instructor interface

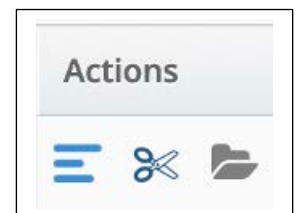
There are three areas which are necessary to determine the status of your media

1. **Published**
This is either 'Yes' or blank, unless you have elected to auto publish the decision to publish is up to you



2. **Status**
This shows the current status of the media, it shows real time notifications of the current status of the media.

3. **Actions**
The allowable actions you can perform on your media



Available OCCS actions - Downloading media

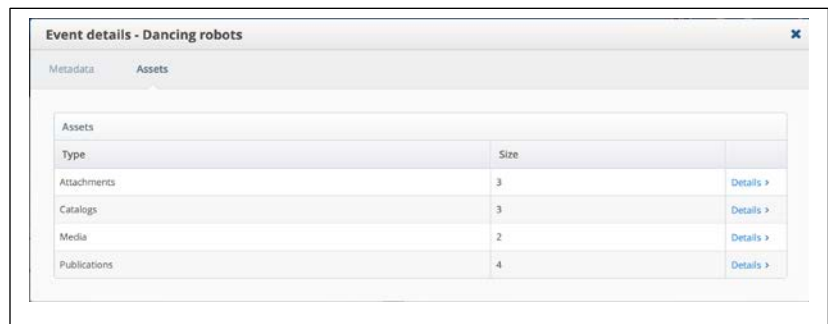
As the owner of the media, there are several options open to you that allow the owner to perform several operations, such as

1. Downloading the media

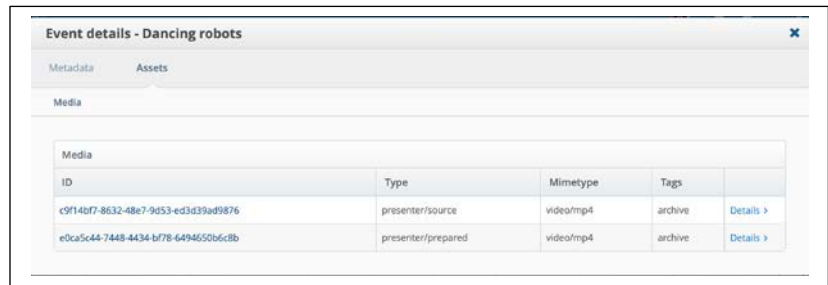
Selecting this in the actions pane, allows you to directly access your media, for the purpose of downloading so that it can be saved or added to other systems (i.e. MyMedia)



2. Find the media entry in the Assets tab and click details



3. There will be one or more entries in the media area, you should choose presenter/source, click details



4. The URL gives you a download link, clicking the link prompts for an area to download to, from there you can save it elsewhere for future usage

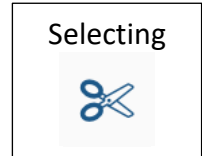


5. Save the file to your desired location

Available OCCS actions – Editing / Publishing media

1. Editing the media

Selecting this in the actions pane, allows you to directly edit the media you are an owner of, this process uses a non-destructive editor which allows re-edits of the media even after publishing

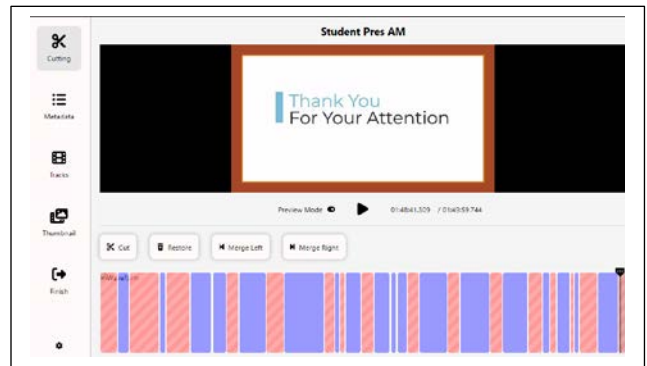


The new OCCS editor separates out editing functionality into different tabbed options as presented down the left-hand side

2. Cutting operation

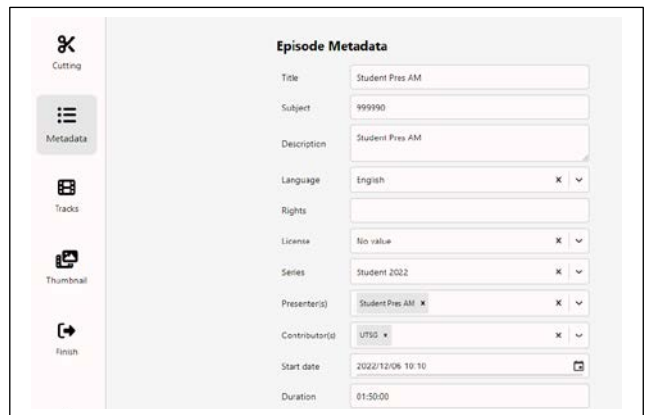
Use of the four cutting buttons allows non-destructive media cutting

As pink sections on the timeline represent sections hidden from the viewer, by default the player is set to play only the blue portions, switching off preview mode will play the hidden sections



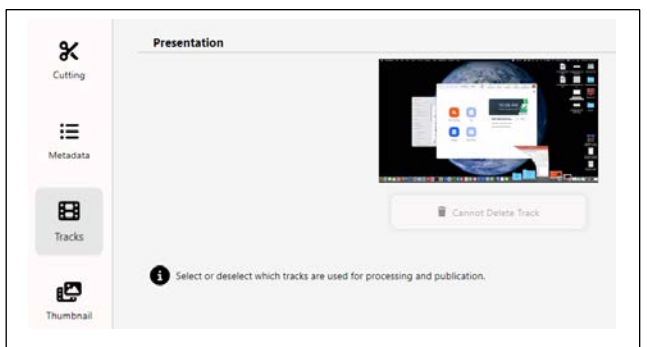
3. Metadata operations

Allows the modification of metadata to assist further in identifying media



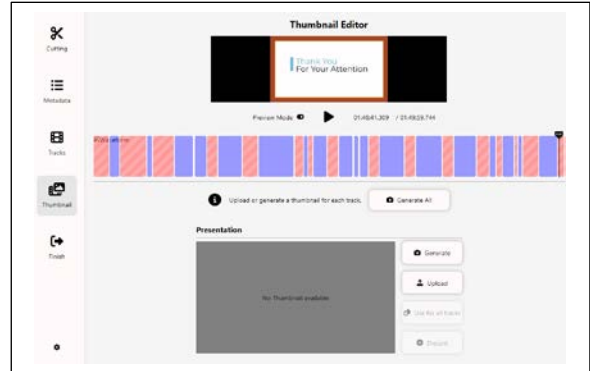
4. Track removal

Allows the exclusion of multiple tracks (if they exist) this option is only useful for editing media created in Myhal 150

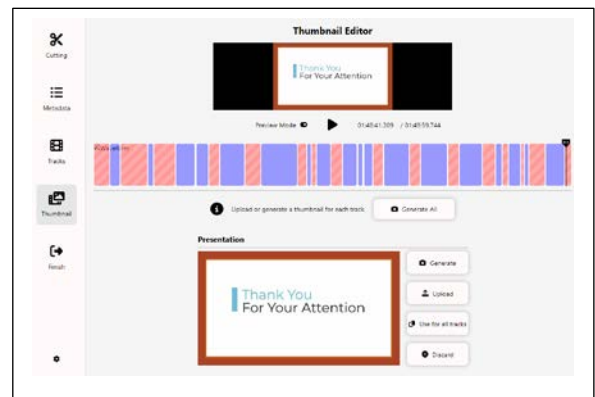


5. Thumbnail creation

The thumbnail editor 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.



Scanning across the media will present individual thumbnails, clicking generate will capture a thumbnail



6. Finish operation

Allows three options
 Save changes – but does not publish
 Start processing – commences the publishing process
 Discard changes – reject all changes



7. Interface options (accessibility/functionality)

Describes the shortcut keys available for specific functionality
 Allows the adjustment of personal accessibility options

