

# Instruction

## Opencast

### ADMINISTRATION AND PUBLISHING OF A RECORDED LECTURE

The RUB logo is displayed in white text on a dark blue rectangular background.

#### ATTENTION!!!

Before you use this instruction, please contact the RUBcast team **FRIST** via the booking form on the website of RUBcast! (<https://www.it-services.ruhr-uni-bochum.de/services/sl/rubcast.html.de>)

After you've received feedback from the RUBcast team, you can follow this instruction, to create your own series. After that you have to contact RUBcast **AGAIN**. Then you can upload your recordings in your recording series.

#### Content

1. To sign in Opencast
2. Creating a series
3. Adding a recorded lecture
4. How to edit your recordings
5. Watch the recording

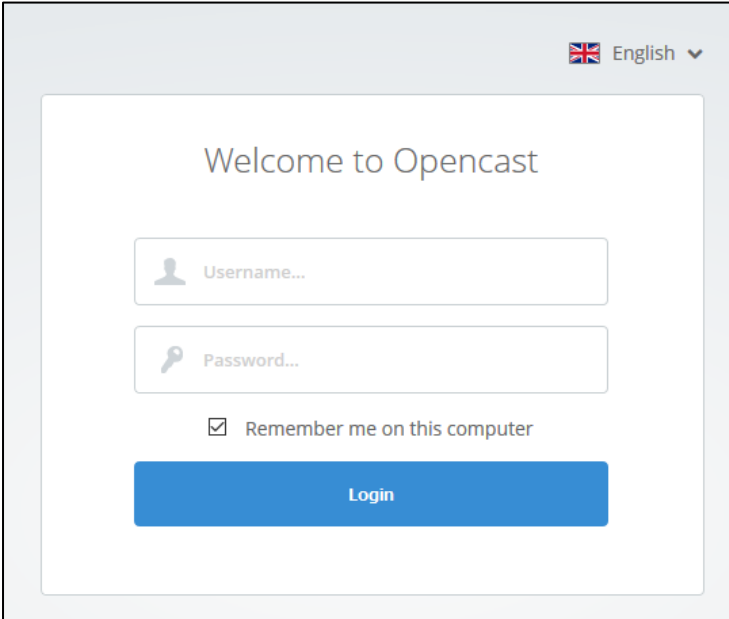
To use the „Opencast“ tool, you do not need to install any software on your computer.

The content of this instruction was made using Google Chrome but it will work with other browsers, too (there are only little differences).

## 1. To sign in Opencast

Insert the following link in the adressline of your browser:

**oc-admin.ruhr-uni-bochum.de**

A screenshot of the Opencast login interface. At the top right, there is a language selection menu showing a flag icon and the text "English" with a downward arrow. The main content area is titled "Welcome to Opencast". Below the title, there are two input fields: the first is labeled "Username..." with a person icon, and the second is labeled "Password..." with a key icon. Below these fields is a checkbox labeled "Remember me on this computer" which is checked. At the bottom of the form is a blue button labeled "Login".

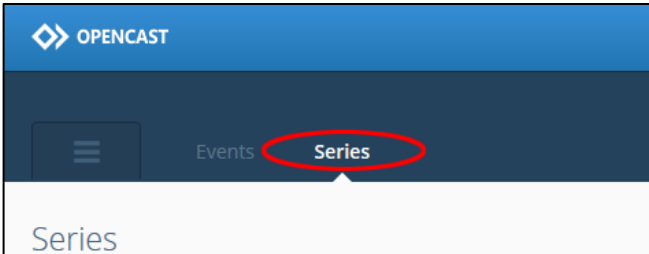
Picture 1

Type in your LoginID and password. (Picture 1)

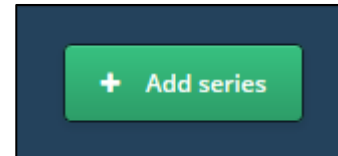
## 2. Creating a series

### Step 1

To create a series for your recordings, click on the tab „Series“ (Picture 2) on the start page of OpenCast. On this site you see a list of all the series you created. Then click on the green button „Add series“ (Picture 3).



Picture 2



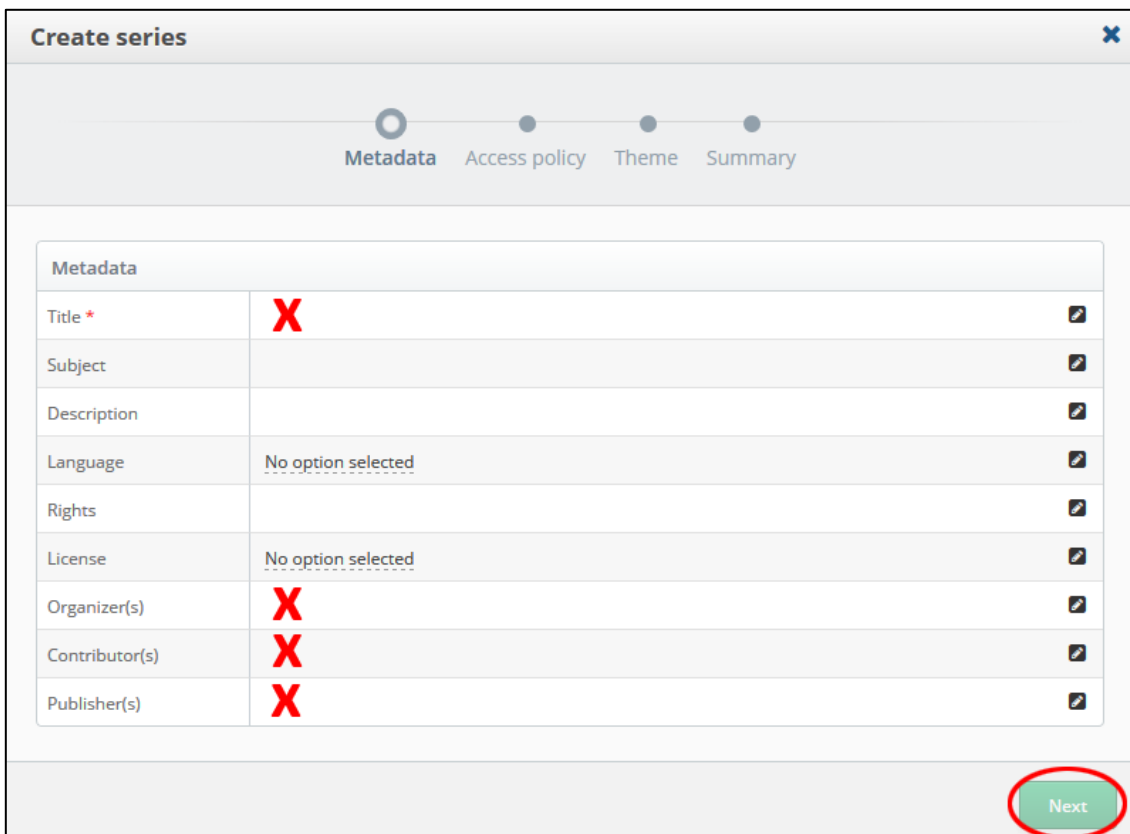
Picture 3

### Step 2

Please name your lecture in the now open window "Metadata" (Picture 4) and name your lecture, followed by the actual semester.

The required rows are „Title“, „Organizer(s)“, „Contributor(s)“ and „Publisher(s)“.  
After filling in the required rows click on the green button „Next“.

- Organizer(s): The faculty that belongs to the module
- Contributor(s): Name of the lecturer
- Publisher(s): Name of the lecturer (same like „Contributor(s)“)

The screenshot shows a 'Create series' window with a progress bar at the top. The progress bar has four steps: 'Metadata' (selected), 'Access policy', 'Theme', and 'Summary'. Below the progress bar is a table with the following fields:

Metadata	
Title *	X
Subject	
Description	
Language	No option selected
Rights	
License	No option selected
Organizer(s)	X
Contributor(s)	X
Publisher(s)	X

At the bottom right of the window, there is a green button labeled 'Next' which is highlighted with a red circle.

Picture 4

### Step 3

Inside the tab „Access policy“ you will find your LoginID behind the role „ROLE\_USER\_LoginID“. At this point you do not have to make any changes (Picture 5). Please click on the green button „Next“.

After you have created a series and contacted RUBcast, your series gets three additional access rights. One is for the member of RUBcast and one is for the member of the moodle course.

The screenshot shows the 'Create series' dialog box with the 'Access policy' tab selected. The progress indicator shows four steps: Metadata, Access policy (active), Theme, and Summary. The 'Access policy' section includes a 'Templates' dropdown menu with the text 'Select a template'. Below it is a 'Details' table with columns for Role, Read, Write, and Actions. The 'Role' dropdown is set to 'ROLE\_USER\_LoginID'. The 'Read' and 'Write' columns have checkboxes that are checked, and the 'Actions' column has a red 'X' icon. A '+ New policy' link is at the bottom of the table. At the bottom of the dialog, there are 'Previous' and 'Next' buttons.

Role	Read	Write	Actions
ROLE_USER_LoginID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⊗

Picture 5

### Step 4

Via the drop down-menu under the tab „Theme“ you can optionally select the RUB-Logo as a branding for your recordings. The Logo will appear inside each video of your series (Picture 6). Please click on the green „Next“ button.

The screenshot shows the 'Create series' dialog box with the 'Theme' tab selected. The progress indicator shows four steps: Metadata, Access policy, Theme (active), and Summary. The 'Theme' section contains a text box with the following text: 'You can optionally use themes to brand your videos. Themes may define bumper and trailer videos, watermarks and title slides including metadata.' Below the text is a dropdown menu with the text 'No theme'. At the bottom of the dialog, there are 'Previous' and 'Next' buttons.

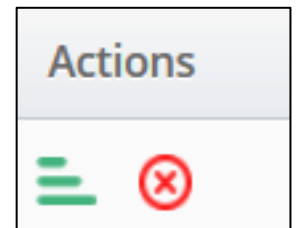
Picture 6

## Step 5

Finally you get a summary under the next tab. Please check your settings and click on the button „Create“. Now your series is created and listed under the series tab of Opencast.

With a click on the three green bars of your series (Picture 7) below the column named „Actions“, you can see the details of your series. Your entered data is in the "Metadata" tab and you can see an additionally generated **Series ID** in the row named „UID“.

Please copy this ID! You will need it to integrate your videos and series into Moodle!



Picture 7

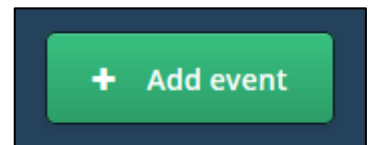
**Please contact RUBcast again so that the access rights can be adjusted!**

If you have received a response from RUBcast, you can continue with the instructions and upload recordings.

### 3. Adding a recorded lecture

#### Step 1

To upload videos from your computer to your Opencast series, click on the button named „Add event“ in the top right corner of the start page (Picture 8).



Picture 8

#### Step 2

After that, a new window opens (Picture 9). Please fill in all rows marked with a red X and confirm your information with a click on „Next“.

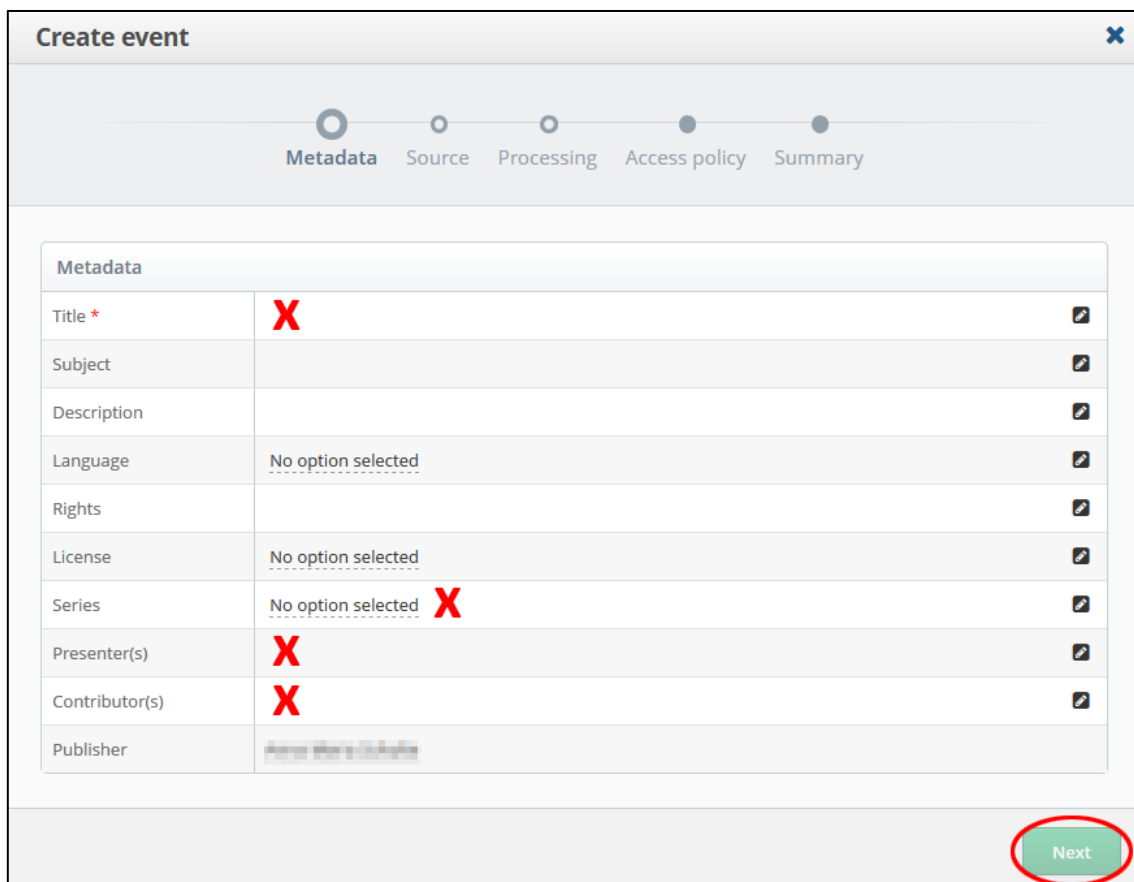
Needed metadata:

**Title:** Type in the title of your lecture.

We recommend the following designation: continuous numbering – name of the lecture – current semester (example: 05 – Mathematics II – SuSe20)

**Series:** Select the series that your uploaded video belongs to via the drop down-menu.

**Presenter(s) and Contributor(s):** Type in the name of the lecturer. If there is no collaborator, please use the name of the lecturer for both rows.



Metadata		
Title *	X	
Subject		
Description		
Language	No option selected	
Rights		
License	No option selected	
Series	No option selected X	
Presenter(s)	X	
Contributor(s)	X	
Publisher	www.thy.com	

Picture 9

You do not need to fill in the other rows.

### Step 3

In the tab „Source“ (Picture 10) you see three tickable options below the row called „Select source“. Please tick „Upload“.

The next item is „Recording Elements“. Here you can upload the file(s), you would like to publish. Please keep in mind to select the right file for the right destination.

Podcast-Recording: Upload your file via „Presenter“.

Screencast- Recording: Upload your file via „Slides“.

Vodcast- Recording: Upload your file via „Presenter“.

Picture in Picture- Recording: Upload your file (video of the lecturer) via „Presenter“. Upload your file (video of the presentation) via „Slides“.

**Attention:** The upload is limited to 2 GB.

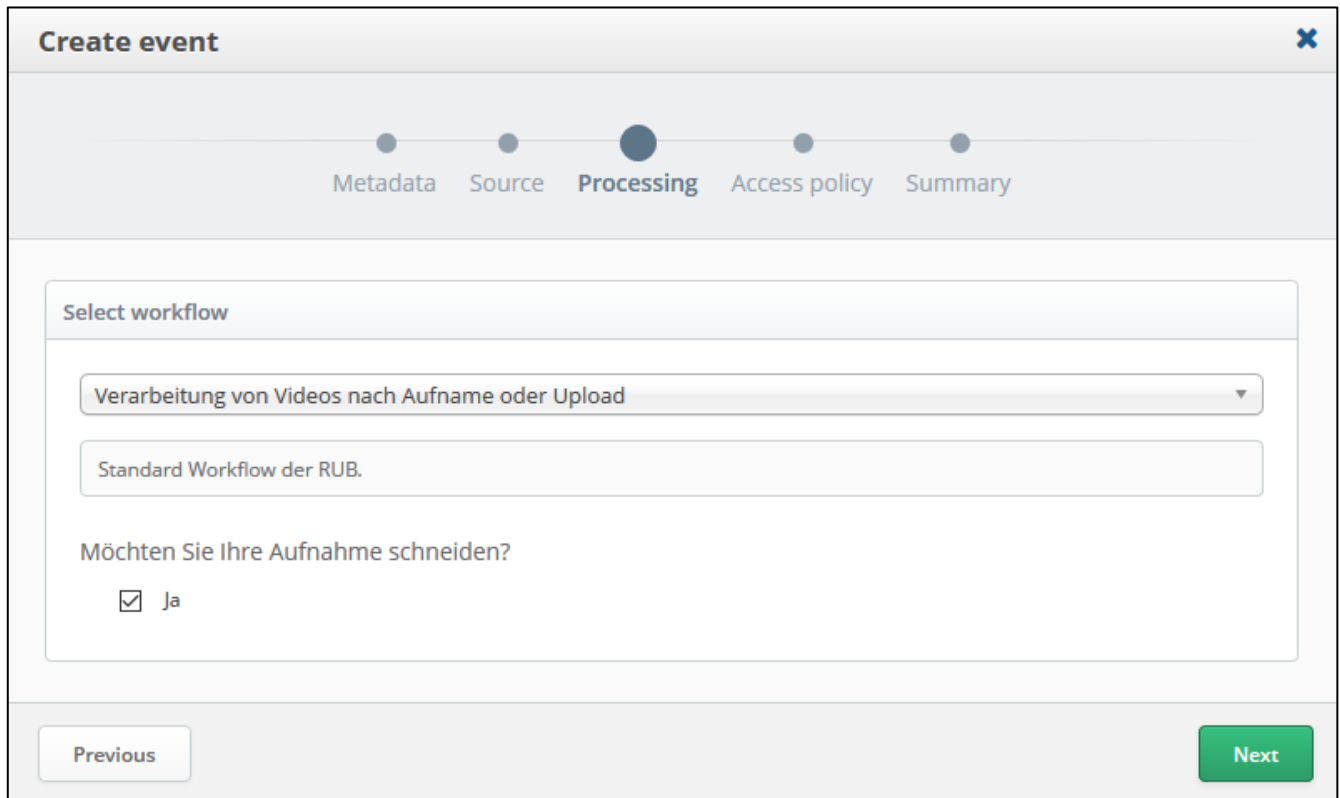
Select the date and time of your lecture below the point „Recording metadata“. After that, click on the green „Next“ button.

The screenshot shows a web interface for creating an event. At the top, a progress bar indicates the current step is 'Source'. Below this, the 'Select source' section has three radio button options: 'Upload' (selected), 'Schedule single event', and 'Schedule multiple events'. The 'Recording elements' section contains two sub-sections: 'Presenter' and 'Slides'. Each sub-section has a 'Browse...' button and the text 'No file selected.'. Below this is the 'Recording metadata' section, which includes a 'Start date' field set to 'Today at 14:00'. At the bottom of the form, there are 'Previous' and 'Next' buttons.

Picture 10

#### Step 4

In the tab „Processing“ (Picture 11) you can see the standard settings of the workflow. Please tick the box, if you want to cut your video before publishing.



The screenshot shows a 'Create event' dialog box with a progress bar at the top. The progress bar has five steps: 'Metadata', 'Source', 'Processing' (which is the active step, indicated by a larger dark circle), 'Access policy', and 'Summary'. Below the progress bar, there is a 'Select workflow' section. It contains a dropdown menu with the text 'Verarbeitung von Videos nach Aufnahme oder Upload' and a small downward arrow. Below the dropdown is a text box containing 'Standard Workflow der RUB.'. Underneath that, there is a question 'Möchten Sie Ihre Aufnahme schneiden?' followed by a checked checkbox and the word 'Ja'. At the bottom of the dialog, there are two buttons: 'Previous' on the left and 'Next' on the right, which is highlighted in green.

Picture 11

Confirm with a click on the green „Next“ button.

#### Step 5

In the tab „Access policy“ (Picture 12) you now have four role assignments compared to picture 5 (page 4).

RUBcast added the three new roles for you. The „Moodle class ID“\_Lerner (students) and „Moodle class ID“\_Instrucor (host) represent the members of the Moodle course.

You do not have to make any changes at this point because the roles are taken from the series.



**Create event** ✕

● Metadata  
 ● Source  
 ● Processing  
 ● **Access policy**  
 ● Summary

**Access policy**

At least one role with Read and Write permissions is required.

**Templates**

Select a template ▼

**Details**

Role	Read	Write	Actions
ROLE_USER_...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✕
ROLE_GROUP_RUBCAST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✕
..._Learner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✕
..._Instructor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✕

+ New policy

Previous
Next

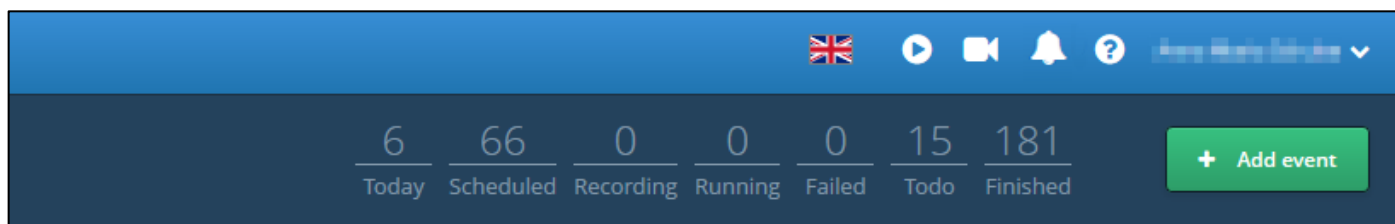
Picture 12

Confirm with a click on the green „Next“ button.

### Step 6

In the last tap „Summary“ you have the possibility to check your entries. Click on „Create“ if everything is fine. Your video will be uploaded in your Opencast-series.

In the dark blue row on the top of the page (Picture 13) you have an overview of your uploaded videos. The recording you have just uploaded is shown in the tab „Running“ and will automatically be moved to the „Finished“-counter after the processing is completed.



Picture 13

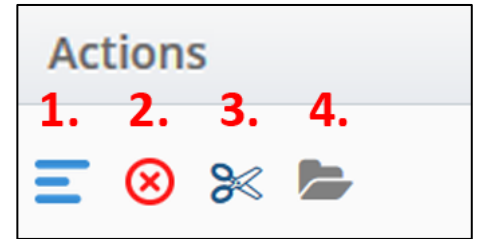
### Advice:

If you did not want to cut your video in Opencast (page 8, picture 11), it is **published directly** after that step.

## 4. How to edit your recordings

After the processing, you can also do a lot of changes (Picture 14).

You can ignore the following point 3, if you selected the option, that you did not want to cut your video in Opencast.



Picture 14

### 1. Event details

With a click on the blue lines you can change your data. Confirm your entries with ENTER. A green hook will confirm your changes. (Picture 15).

Contributor(s)		
Start date	16/04/20 14:00	
Duration	00:00:00	

Picture 15

### 2. Delete event

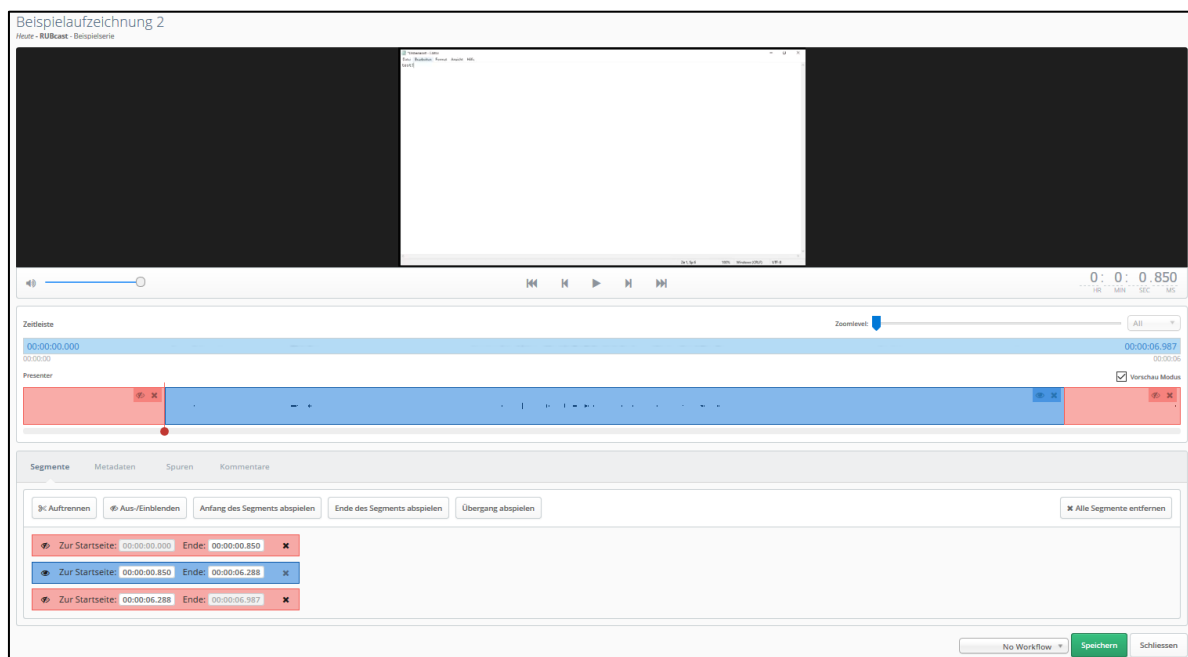
Click on the red X and confirm in the following window, that you want to delete your recording (this action is irreversible).

#### Note on the integration into Moodle:

If you only want to integrate a single recording in Moodle instead of a whole series, please refer to the recording UID of the corresponding recording.

### 3. Cut event

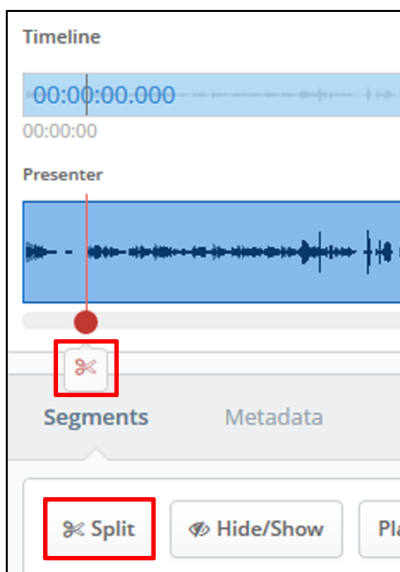
Click on the scissor symbol to open the video editor.



Picture 16

With the editor you have the possibility to cut away unwanted segments of your recording:

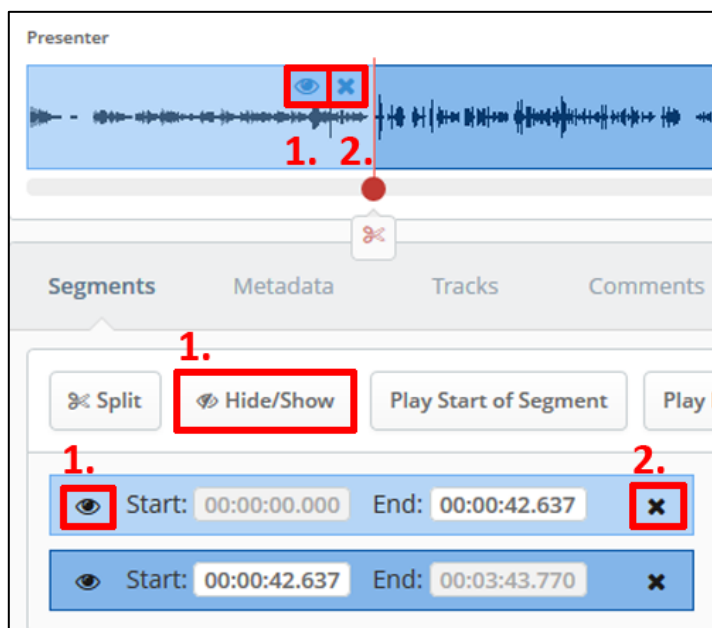
- Pull the red indicator to the point of your recording, that you want to trim. Click on „Split“ or on the scissor symbol (Picture 17).



Picture 17

- You created a segment that you can hide or show with a click on the eye symbol (Picture 18, 1. Point).

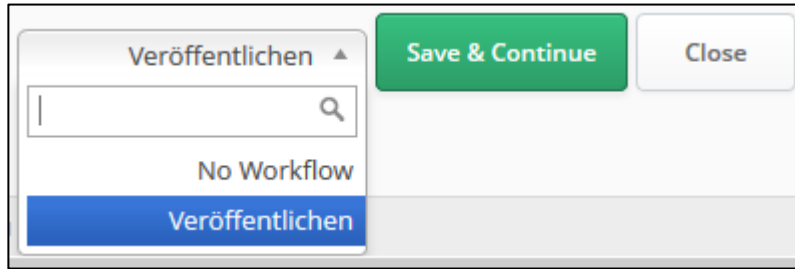
The hidden segment is marked red and will be skipped when you play the video.



Picture 18

- If you want to change or delete your segmentation click on the black „X“ (Picture 18, 2. Point).

- When you have finished hiding all the unwanted segments and want to publish your recording, you can select the workflow „Veröffentlichen“ (publish) at the bottom. After that click on „Save & Continue“ (Picture 19).



Picture 19

The edited video is now in the tab „Running“.

**Advice:**

**After processing your video will directly be published.**

**All students with access can now stream and download your recording.**

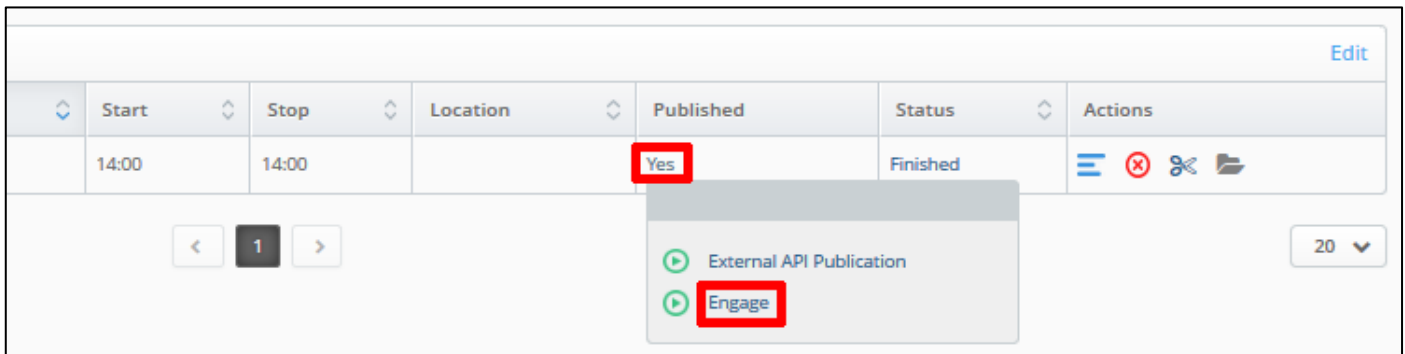
**4. Open asset details**

Click on the folder symbol. You see the attachment-tab with the event details and all information of the attachments now.

Under the point „Assents“ -> „Media“ -> „Details“ you can click on the ID (or one more click on „Details“ -> URL) to download the video.

## 5. Watch the recording

After publishing you have the possibility to watch your recording. To do so, click on „Yes“ (marked red in picture 20) in the column named "Published" and then click on „Engage“.



Picture 20

Now the Opencast Paella Player will open (Picture 21).



Picture 21

At the bottom left corner of the player (Picture 22) you can:

1. Start and pause the video
2. 10 seconds rewind
3. 30 seconds fast-forward
4. Change the speed of the playback
5. Change the volume



Picture 22

At the bottom right corner of the player (Picture 23) you can:

6. Zoom in the video
7. Change the video quality
8. See video details/download the video
9. Share the video
10. Turn on and off the full screen-mode
11. Change the view
12. Use the search function
13. Show the presentation slide
14. Show the Paella documentation
15. See all videos of the series



Picture 23