

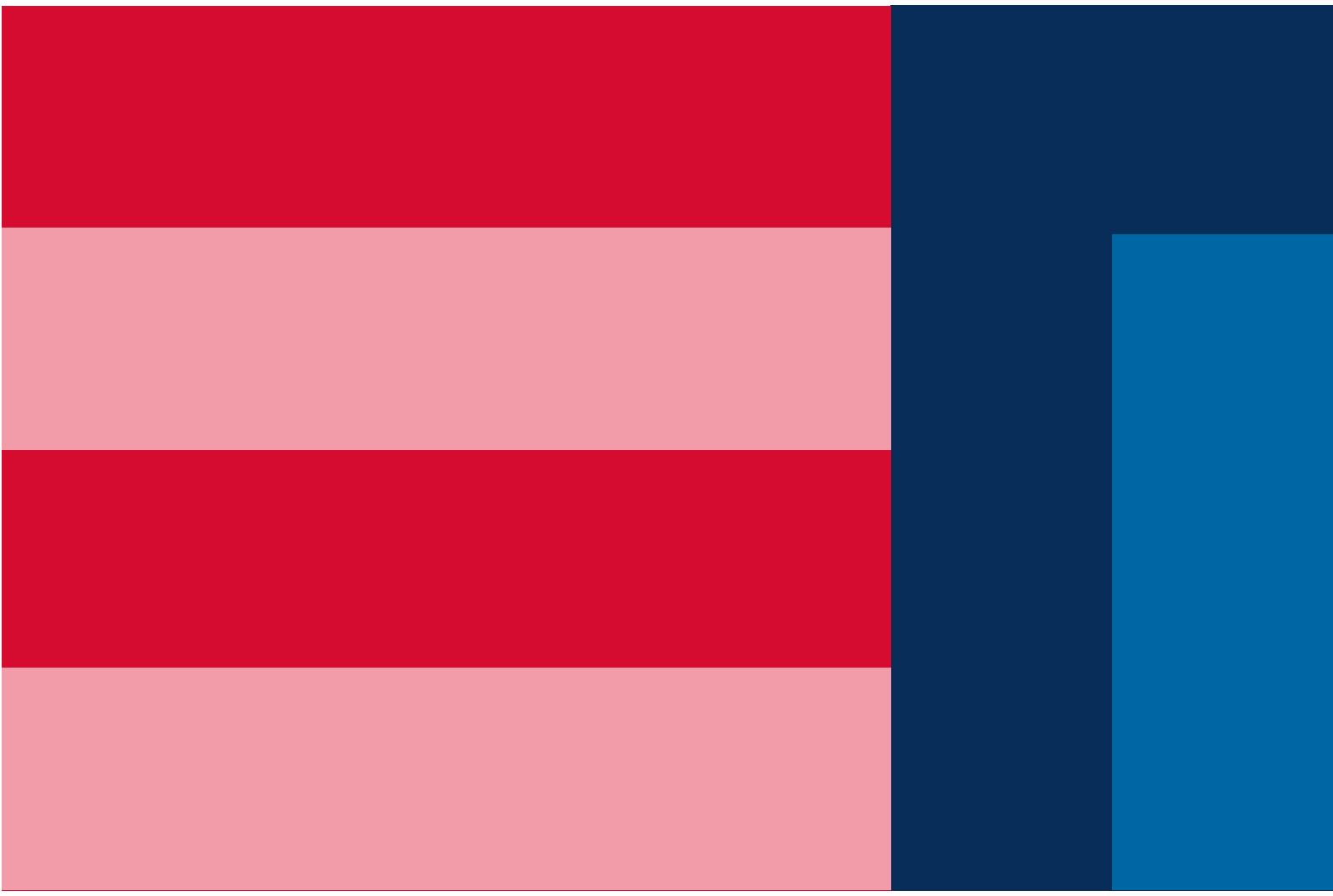


Universität  
Bremen

Zentrum für Multimedia in der Lehre - Universität Bremen

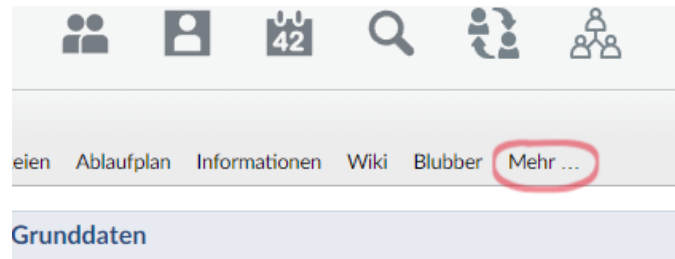
# Instructions Opencast

From: 12.09.2023



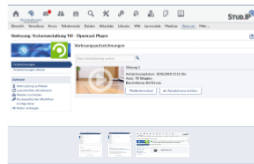
# Step 1: Activate the Opencast Plugin in Stud.IP

I.) Activate the Opencast Plugin in your Stud.IP event. To do this, click on "More..." in your Stud.IP event and scroll down to Opencast. When you check the box there, you activate the plugin, and Opencast will now appear in the menu bar of your event.



MyPhotos für Kurse

Opencast



## Zeit / Veranstaltungsort

bremen.de/

Abbildung 1: Mehr...

Pr...

Fotoalbum für das eigene Profil oder den Einsatz innerhalb von Veranstaltungen. Hierüber werden ebenfalls solche Fotos gespeichert, die über die Aktivitätenseite als Status geteilt werden.

## Vorlesungsaufzeichnung

Mit diesem Tool können Videos aus dem Vorlesungsaufzeichnungssystem (Opencast) mit einer Stud.IP-Veranstaltung verknüpft werden. Die Aufzeichnungen werden in einem eingebetteten Player in Stud.IP zur Verfügung gestellt. Darüberhinaus ist es mit dieser Integration möglich die komplette Aufzeichnungsplanung für eine Veranstaltung abzubilden. Voraussetzung hierfür sind entsprechende Einträge im Ablaufplan und eine gebuchte Ressource mit einem Opencast-Capture-Agent. Vorhandene Medien können bei Bedarf nachträglich über die Hochladen-Funktion zur verknüpften Serie hinzugefügt werden.

Weitere Informationen: <https://elan-ev.github.io/studip-opencast-plugin/>

Videos

## Video-Manager: Möglichkeit zur Bereitstellung von kurzen Videos

Takten Sie die Veröffentlichung von Selbstlernvideos oder anderen Videosequenzen. Die gleichzeitige Verschlagwortung ermöglicht ein schnelleres Auffinden und Zuordnen. Haben Sie ein Video erstellt, welches auch für andere Lehrende nützlich sein könnte, so geben Sie es einfach auf dem Videomarktplatz frei (Freigabe für die Nutzung auf dem Marktplatz). Möchten Sie ein Video in einer externen Webseite (Institutsseite, persönliche Homepage, Blog etc.) weiterverwenden aktivieren Sie die Freigabe für die externe Nutzung. Der daraufhin generierte Link bzw. der HTML-Code kann solange genutzt werden, wie die Freigabe existiert.

Vips - Aufgaben und Prüfungen

Virtuelles Prüfungssystem: Online-Erstellung und Durchführung von Übungen, Tests und Klausuren



- Einsatz bei Hausaufgaben und Präsenzprüfungen
- Reduzierter Arbeitsaufwand bei der Auswertung

Abbildung 2: Haken Opencast

**Note:** Automated recording with Opencast is not available in all rooms at the university. Currently, the following rooms are equipped with recording technology: Current list on [zmml.de/opencast](http://zmml.de/opencast)

For more information on equipment in university rooms, refer to the Media Office's website.

## Step 2: Getting Started with Opencast

I.) Opencast now appears in the menu bar of your event.

II.) Click on the Opencast tab. Please note the terms of use. You must accept these to use the Opencast Plugin's features.

III.) Under "Configuration" on the left, you have the option to create a new series where all your new videos will be stored, or to link your event to one of your existing series.

**Please note:** If you edit or delete videos from a linked series, you do this for ALL events linked to that series. It's better to hide videos instead of deleting them if you don't need them for an event..

IV.) The Opencast tab is not visible to your students by default. Click "Make Tab Visible" to make the Opencast tab visible to your students.

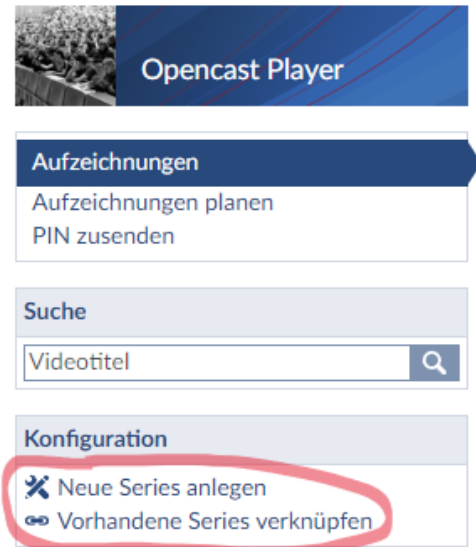


Abbildung 3: Neue Serie anlegen



Abbildung 4: Reiter sichtbar machen

## Step 4: Basic Legal Requirements

As an organizer, you are responsible for the content and information captured during a recording. Therefore, we provide you with the basic legal requirements online that must be strictly observed:

[zmml.de/videorecht](http://zmml.de/videorecht)

## Step 5: Starting and Controlling Recordings in the Lecture Hall

I.) If you have scheduled your recordings in Stud.IP using Opencast, the recorder associated with your event will be put in standby mode at the start time of the session (e.g., at 10:00) in the respective lecture hall. The media control panel will show you a green light, indicating the readiness of the recorder to start the planned recording. (1)

II.) To start the actual recording, select the "Recording" tab on the media control panel. Authorize the recording by entering the PIN **159753**. The light above the media control panel will now blink red, indicating an active recording. (3)

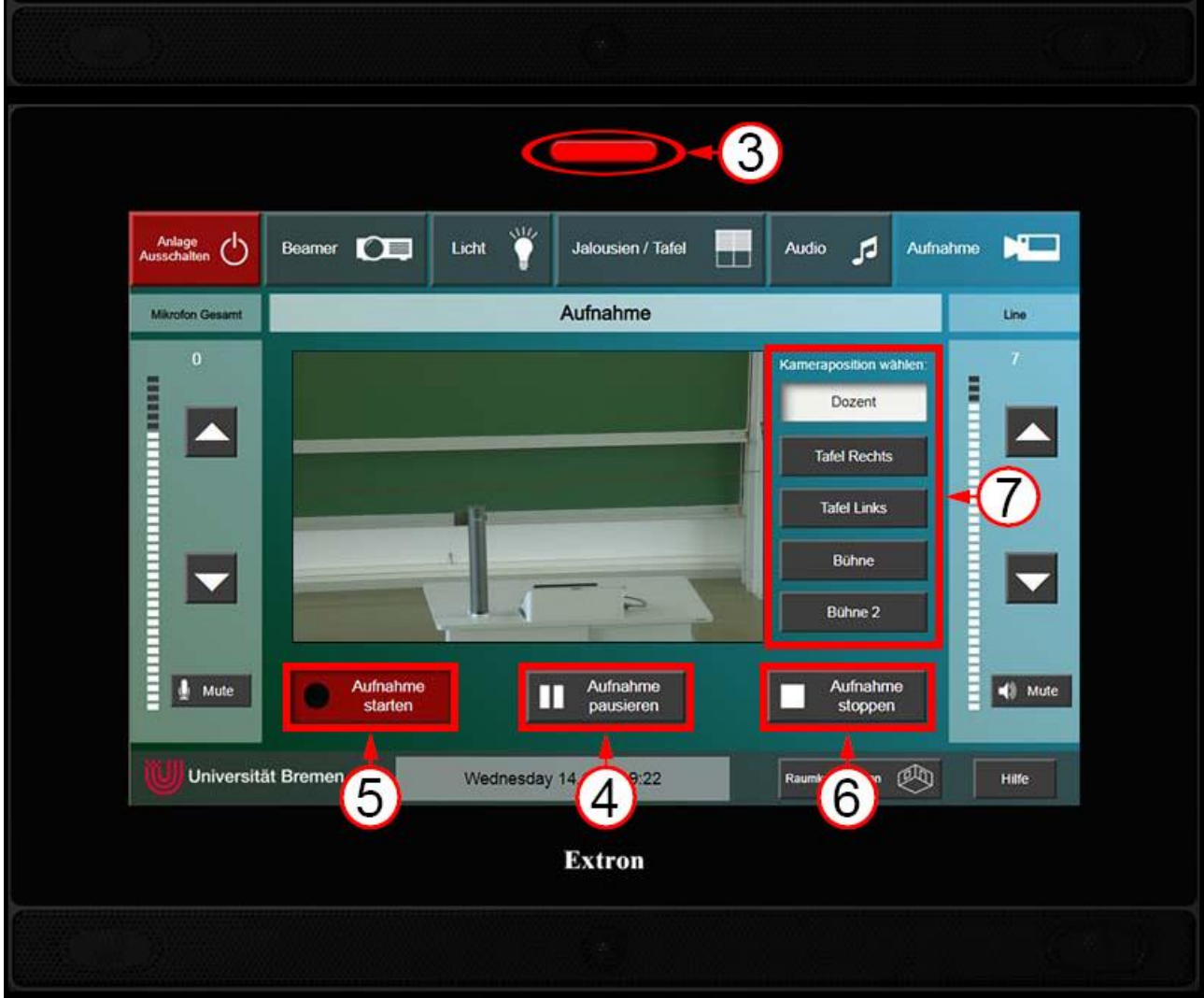
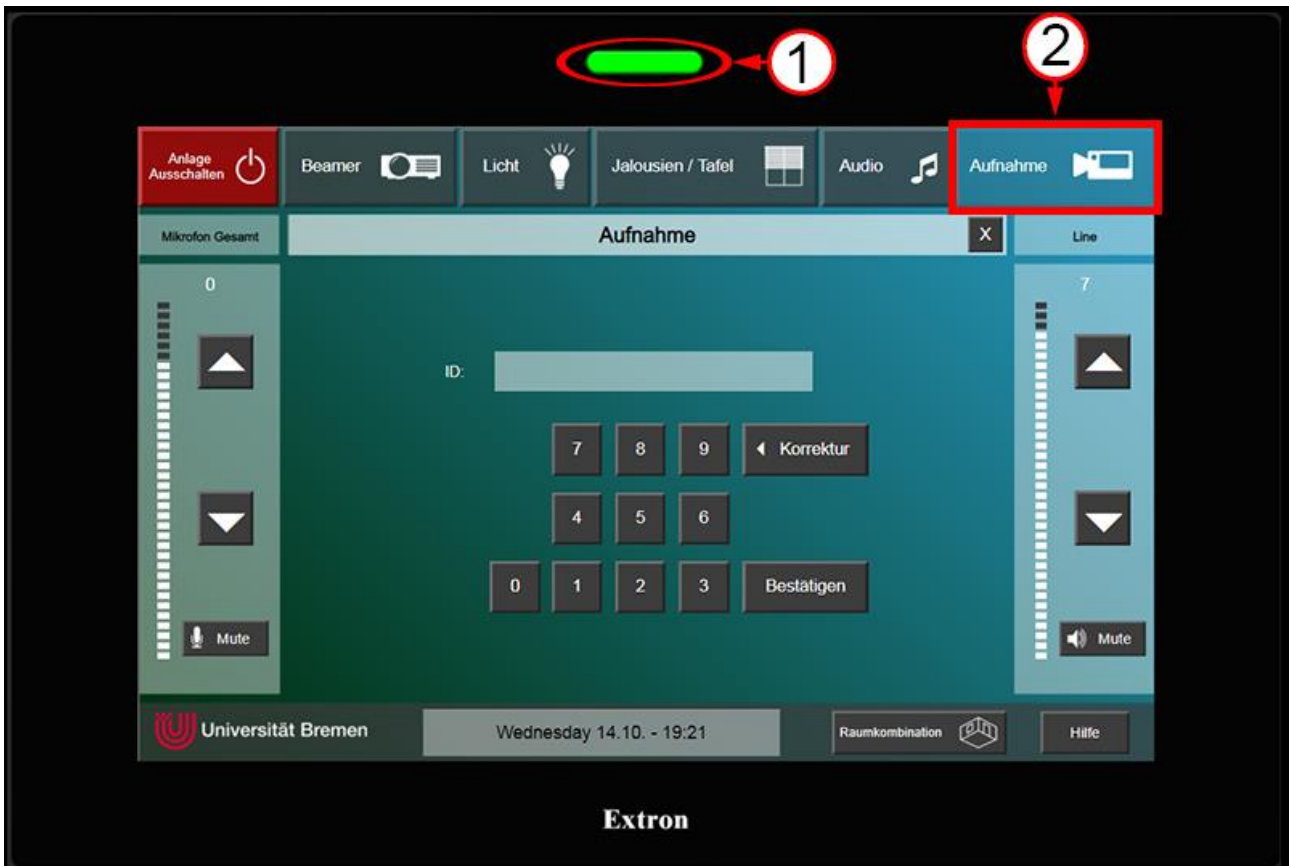
**Don't forget to turn on the microphone!**

III.) You can pause the recording using the pause button.(4) Clicking "Recording" resumes the original recording. (5)

IV.) You can stop a recording (prematurely) using the stop button..(6) **WARNING: Stopped recordings cannot be resumed.** In this case, you need to start a new recording, which cannot be automatically assigned to your event. In this case, please contact ZMML via email ([opencast@elearning.uni-bremen.de](mailto:opencast@elearning.uni-bremen.de)). If you don't manually end the recording, it will be automatically stopped at the end of the scheduled time.

V.) Click on the preview images to select a possible camera perspective. (7) The lecture hall camera will automatically zoom and pan to the specified position. In the large lecture halls with a touch panel at the lectern, you also have a live preview image of the camera.

**Note:** If you ever forget to schedule a recording in Stud.IP, you can also perform ad-hoc recordings. Enter the PIN and start a recording. The light will blink red. To assign the recording to you and your event in Stud.IP, please send an email to ZMML. Ad-hoc recordings are not automatically published to prevent misuse by third parties.



## Step 6: Managing Recordings in Stud.IP & Editing with the Clip Editor

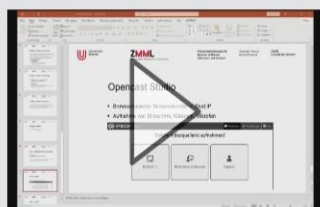
Depending on the length of the recording, the processing of video materials and availability in Stud.IP may take several hours.

I.) Once your recordings have been processed by the system, they will be available for preview in the Opencast tab of your event in Stud.IP.(1)

II.) You can:

- Send an email to technical support about a specific video using the "Feedback" button.
- Make your recordings visible or invisible to students.
- Open the clip editor to edit your recordings afterward. (Instructions for the clip editor can be found here)
- Download the video.
- Reload the metadata if you have modified and processed it in the clip editor (Refresh the video data of this video with the cache deleted).
- Permanently and irreversibly delete a recording.

**WARNING: Permanently deleted recordings cannot be recovered.**



### Opencast Vortrag

Aufnahmezeitpunkt: 05.09.2023 14:08 Uhr  
Vortragende: Michael Schwenk  
Spieldauer: Spieldauer wurde nicht ermittelt  
Beschreibung: Keine Beschreibung vorhanden

Technisches Feedback

Video ist für Teilnehmende sichtbar

Schnitteditor öffnen

Mediendownload (nur für Lehrende)

Metadaten neu laden

Entfernen

Abbildung 5: Aufnahmen verwalten

III.) You have the option to allow students to download the recordings by clicking "Allow Downloads." As long as you do not explicitly allow this, students cannot download the videos.

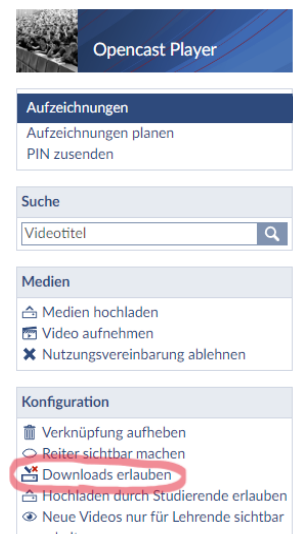


Abbildung 6: Downloads erlauben

**Note: The functions of livestreams and recording are coordinated and can be used simultaneously.**

# Livestreams

## Step 1: Activate the Livestream Plugin in Stud.IP

- I.) Click on the last menu item "More..." in the menu bar of your event in Stud.IP.
- II.) Activate the plugin by checking the "Livestreams" box in the "Content and Assignments" section. Livestreams will now appear in the menu bar of your event.
- III.) The Livestreams tab is not visible to your students by default. Click "Make Tab Visible" to enable visibility.

## Step 2: Starting Livestreams

To be able to start an automatic livestream for your event, the room must be booked for the corresponding period in Stud.IP.

I.) Start the livestream by selecting the "Recording" tab on the media control panel within your booked time slot. Authorize yourself by entering the **PIN 159753**. (Important: If no Opencast recording was scheduled, you must specifically select "Start Recording" on the touch panel to start streaming.) The light above the media control panel will now blink red, indicating an active livestream. If you have scheduled an Opencast recording, it will also start by entering the PIN.

II.) End the livestream (and any scheduled Opencast recording) at the end of your event by tapping "End Recording" on the touch panel.

Note: Livestreams only work within the booked time slot for your Stud.IP event. For example, if you have booked the large lecture hall from 10:00 AM to 12:00 PM, you can start the livestream at 10:00 AM at the earliest, and it is viewable in Stud.IP until 12:00 PM at the latest. Opencast recording technology is not available in all university rooms. Currently, the following rooms are equipped with recording technology: Current list on [zmml.de/opencast](https://zmml.de/opencast)

**FOR AUDIO:** Make sure to use one of the microphones in the room and turn it on or mute it so that the microphone is green. Otherwise, the audio cannot be recorded. You can obtain the key to the microphone cabinet, which is next to the touch panels, from the event office, and you can keep it for the entire semester (and beyond). Tip: If the microphone is correctly activated, you will hear yourself through the room's speakers; if not, it is not activated.



## Step 3: Activate Live Chat

There is an option to activate a live chat in the Livestream plugin of your Stud.IP event. If you wish to use the live chat for student inquiries or similar purposes, please keep in mind that there is a delay of approximately 7-40 seconds for viewers of the livestream.

Select "Activate Live Chat" in the Livestream window of your event to utilize this feature.

**Note:** We expressly recommend against using the livestream for events that involve interactive engagement with students watching online and require immediate feedback! The livestream is intended for a high-quality stream that can even transmit the board clearly, which results in the time delay.

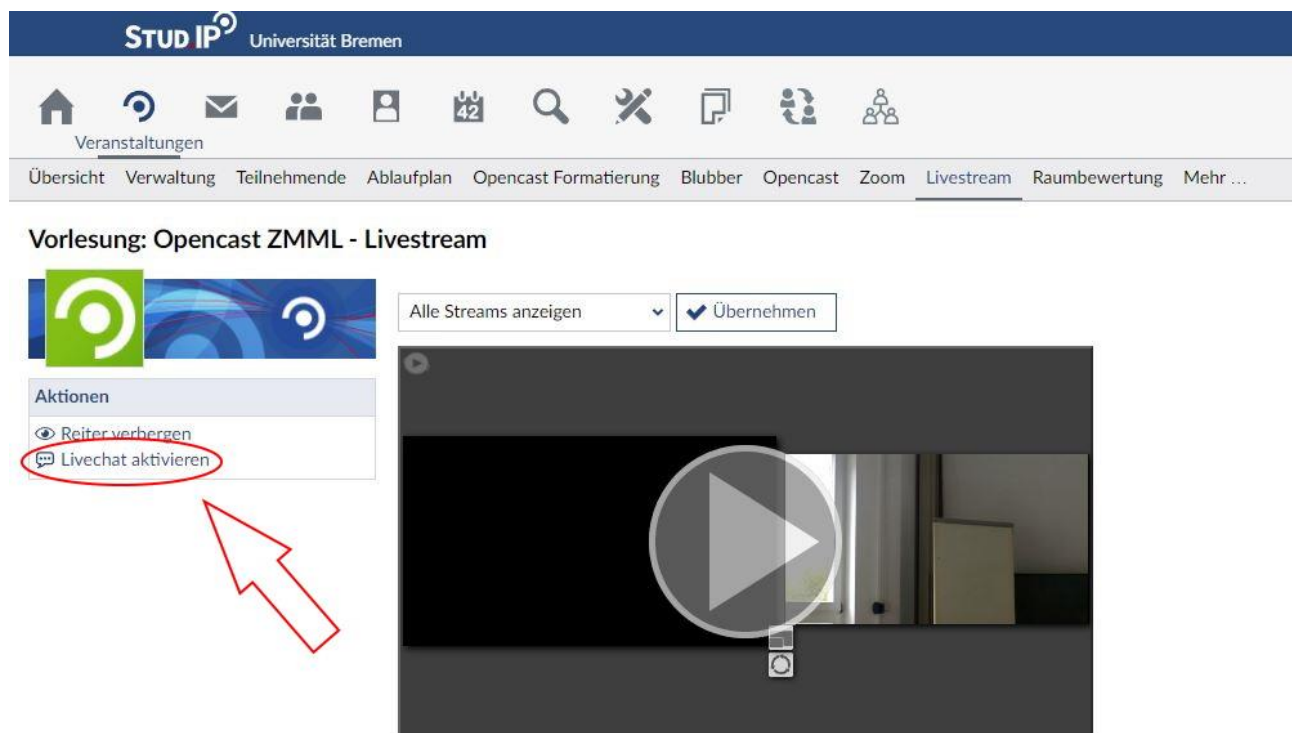


Abbildung 7: Livechat

**Note:** The functions of livestreams and recording are coordinated and can be used simultaneously.