



ELECTURES

Learnweb Tutorial

Opencast Studio Manual

You want to create lecture slides and comment on them, or digitally introduce students to other content by, for example, explaining worksheets or tasks?

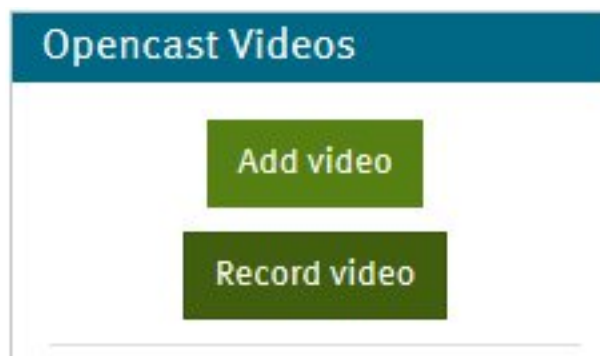
With Opencast Studio, you can record your screen or individual applications while recording your voice through a microphone. Optionally, you can also record the image of a camera. Opencast Studio merges the selected sources into a video which you can make available to the learnweb course participants.

General Notes

1. We recommend that you test the recording ahead of the actual recording to ensure that both audio as well as the monitor recording works as intended. A test recording should also be performed when changing the settings to avoid loss of video material.
2. It is useful to divide the videos into as small sections as possible. This gives you the ability to quickly replace individual videos. In addition, the loss in the event of a technical error is significantly lower.
3. Safari supports the recording of your screen only as an experimental feature. However, if you use MacOS, you can use Mozilla Firefox or Google Chrome to use Opencast Studio.
4. It is always recommended to download recorded Videos to avoid loss of recording due to technical Issues.
5. The Duration of your Upload to Opencast depends on your Internet connection. Therefore, it is recommended to upload from a PC with a good Internet connection to reduce upload duration.

The following describes how to record a video with Opencast Studio.

1. Go to the Learnweb course where you want to add a video
2. Check if there is an Opencast Videos block in your course. This looks like this:

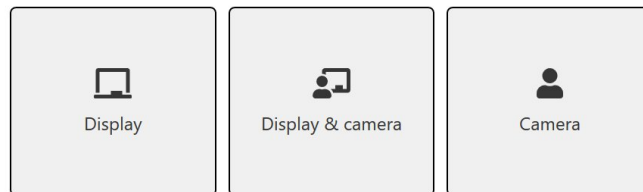


- a. If the block does not already exist, scroll to the end of the blocks in their course. There you will find the possibility to add a block. Select "Opencast Videos" from the list. The block is now in their course.

3. Now click on the "Record Video" button within the Opencast Video block. You will be taken to the Opencast Studio page.





What video source(s) to record?



4. Select one of the three recording options. Recording your voice via a microphone is optionally available for all recordings.
 - a. Display
 - i. Click Screen and select the screen or application you want to record from the menu that opens. (This will in most cases be PowerPoint or a PDF reader)
 - ii. The menu looks different depending on the browser you are using. A navigation aid to the different menus is to be found at the end of this manual
 - iii. Go to point 5
 - b. Display and camera
 - i. Select the screen source analogous to a.
 - ii. Connect a camera that transmits an image to the computer.
 - iii. Check that the camera image is transferred correctly.
 - iv. Go to point 5.
 - c. Camera
 - i. Connect a camera that transmits an image to the computer.
 - ii. Check that the camera image is transferred correctly.
 - iii. Go to point 5.
5. Sound
 - a. Click next and select whether to record the sound or not. This requires connecting a microphone.
 - b. Most laptops have a built-in microphone that can be used. However, it is recommended that you use an external microphone as this improves sound quality.

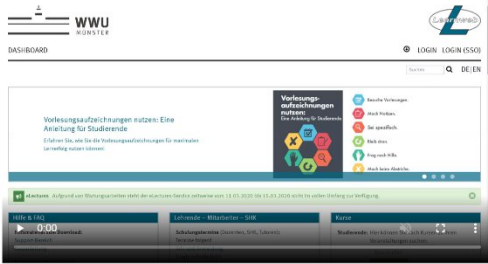
6. Start the recording

- you can start the recording by pressing 
- You can pause the recording or stop it completely by pressing 

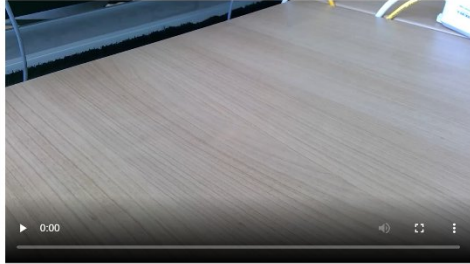
7. Checking the finished recording

- After you finish recording, you can check recording by watching it.
- If you have recorded the screen and camera, two videos will appear here. One is the screen capture (left), the other is the camera image (right).

Zufrieden mit der Aufnahme?




screen capture



camera image

4 Verwerfen und neu aufzeichnen
Weiter ▶

8. Using the recording

- Click (Next)  when you are satisfied with the recording.
- You are now offered two options. You can upload the video to Opencast so that it lands directly in your Learnweb course by entering a title and your name and clicking "Upload to Opencast". It should be noted that the duration of the upload depends on your Internet connection (Note 4).
- You can also download the video, which is always recommended (Note 3).

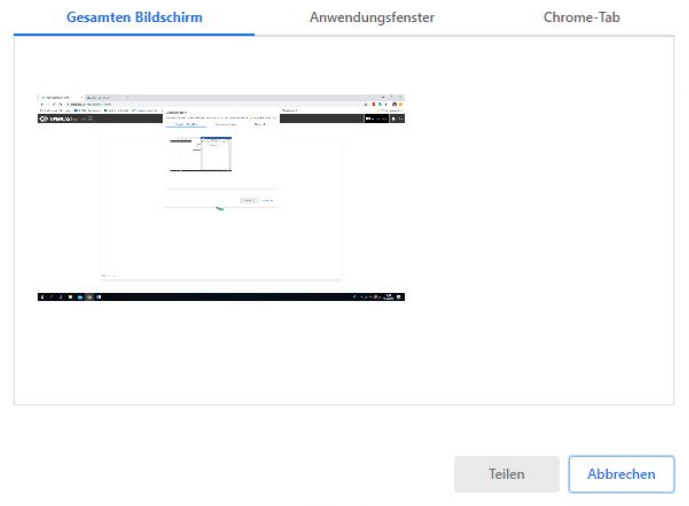
Navigation aid for the menus

- Chrome/ new Microsoft Edge

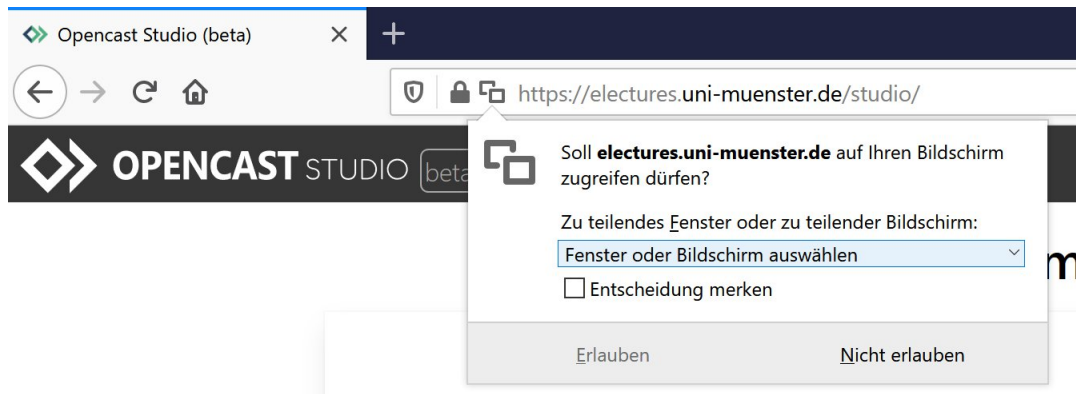
- You can select which of your screens (if there are more than one) to be recorded under the point Gesamten Bildschirm.
- Under the Application Window, you can record a single application, such as PowerPoint or a PDF reader.
- Under Chrome Tab, you can record a single web page within Google Chrome, such as the Learnweb.

Bildschirm teilen

electures.uni-muenster.de möchte den Inhalt Ihres Bildschirms teilen. Wählen Sie aus, was geteilt werden soll.



- Firefox



- In Firefox, the menu appears at the top of the browser's address bar
- Also, in this menu you have the following options
 - The complet screen
 - Individual windows within Firefox, such as the Learnweb
 - Individual application such as PowerPoint
- In Firefox, however, these options are not differentiated by categories, but all appear in the same list.