
VStream Portal Academic Guide

This 'How-To' academic guide provides step by step instructions on managing recorded content via the VStream management portal

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1. Logging into the VStream Portal

The VStream portal allows academics to manage video and audio content that they have created or have been given access to.

To log into the VStream Portal:

1. Open an internet browser and browse to <https://vstream.victoria.ac.nz>
2. Login using your staff username and password

Once you have logged into the portal, this gives you the following tabs:

- **Echoes** – View and manage all content you have access to plus upload new content using **'Media Import'** (See *'Importing Media into VStream Guide'*.)
- **Downloads** – Download copies of the PCAP application for home use r for Mac computers – (See *'VStream PCAP Guide for Academic Staff'*)
- **Monitor** – Monitor the progress of your recordings as they are captured and imported into VStream.



This guide will focus on content management functionality under the **'Echoes'** tab.

2. VStream 'Echoes' Tab

The Echoes tab provides an overview of all content that an academic has access to and enables them to interact with recorded content.

The initial view of the Echoes tab provides:

- Recorded content Title, Presenter, Term, Start Time and Status (Available, Unavailable, Archived, Deleted)
- The ability to filter and search for content
- The ability to make content unavailable or archived
- The ability to delete content

In depth task menu for individual recordings

2.1 Searching and Filtering Content

To search for specific recordings, enter your filter criteria and then click on the **'Search'** button. Searches can be filtered by Date, Course, Academic Staff or Room information.

To filter by recording status, simply click on the status tabs for the following information –

- **Available** – All recordings that are currently active and can be viewed
- **Unavailable** – All recordings that are active but cannot be viewed
- **Archived** – All recordings that are not active and cannot be viewed
- **Deleted** – All recordings that have been flagged for permanent deletion



3. Recording Task Menu

To view and manage your recordings, simply place your mouse pointer over a recording to bring the recording task menu up. This menu allows an academic to:

- **View** recordings in the VStream player
- **Play mp3** and download the (podcast) version of the recording
- **Play mp4** and download the (vodcast) version of the recording
- **Edit** the title, description and original copies of recordings
- **Download** the entire recording as a zip file
- **Closed Caption** upload for closed caption scripts
- **Copy** a recording (from one course to another)
- **Delete** recordings



3.1 View a Recording

Click on the '**View**' button. This will launch the recording in a web browser to be viewed. This will give you the same viewing experience as a student would receive via Blackboard.

3.2 Play MP3 and Play MP4

Clicking on **'Play MP3'** and **'Play MP4'** allows an academic to view and download the recording in a portable format. This is known as podcasting (for MP3 audio only files) or vodcasting (for MP4 video with audio files).

Once clicked, the file will download and play inside a web browser. To download the file to a local computer, click on the **'Download media file'** link in the browser.

3.3 Edit a Recording

The **'Edit'** option on the recording task menu allows you to:

- Change the title and description of a recording
- Add presenters to a recording
- Move the recording to another course
- Edit the recording to remove content or to create new recordings from the original.

3.3.1 To edit metadata

Click **'Edit'** in the recording task menu.

Here you can change the following information –

Title – Title of the recording as seen in the portal, echo-center page in Blackboard and in the web based player by students.

Description – The detailed description of the recording as seen in echo-center page in Blackboard and in the web based player by students.

Presenter – Add new presenters by searching for the name of the presenter and clicking **'Add'**.

Section – Move the recording to a new course by selecting a new Term, Course and Section for the recording to be viewed.

To save all changes, scroll to the bottom of the page and click **'Save'**.

3.3.2 To edit video content

Click **'Edit'** in the recording task menu.

Scroll to the bottom of the page and click **'Edit Media'**, as shown in the figure below.



Wait while the presentation editor loads.



The editor is open in a new active window.

You can now use either the **'playhead'** and buttons or the left and right markers to mark the beginning and end points of the segment to be cut.

To use the playhead and buttons:

Position the **'playhead'** at the start of the cut.

Click the **'Start Cut'** button (left triangle). This marks the start cut point.



Position the **'playhead'** at the end of the cut.

Click the **'End Cut'** button (right triangle). This marks the end cut point.

Click the **'Scissors'** (Cut) button.

To use the markers:

Drag the **'left marker'** in to the start of the cut.

Drag the **'right marker'** in to the end of the segment.

Click the **'Scissors'** (Cut) button.



The cut areas appear gray on the timeline, as shown in the figure below.



The edits are shown in the cuts pane.



At this point, you can either preview the edited file or save over the existing version or create a new recording from your edits.

Click the 'Preview' tab - Click the play button to review the final version of your edited recording.

Click the 'Save' tab to save over the existing recording – The edit overview provides a summary of the edits and the new duration. In the 'Version Description' field, enter a title that describes the edits you made.

Click either 'Save Edits' or 'Process Edits' button. **Save Edits** commits your edits but does not publish the file to students. **Process Edits** commits your edits and makes the file available to students.



Click the 'Save New' tab to create a new recording from your edited original – Click on 'Save New' and add a new 'Title' and 'Description'

Select the 'New Location' for the recording by selecting the correct 'Term', 'Course' and 'Section' to publish to. Click 'Save as New' to complete and 'OK' to confirm.

Close the browser window to exit the editor.

3.4 Download a Recording

Clicking on 'Download' creates a downloadable ZIP file that allows the local storage of a complete recording, including the full player and student discussions.

This is particularly useful for archiving or for playback in locations with very limited internet access.

3.5 Closed Caption Options

The closed caption menu item downloads an MP3 file that can be sent to an external party for transcribing. Once you have a closed caption or transcript file, upload the transcript file:

Highlight the recording to add closed captions and click the 'Edit' button.

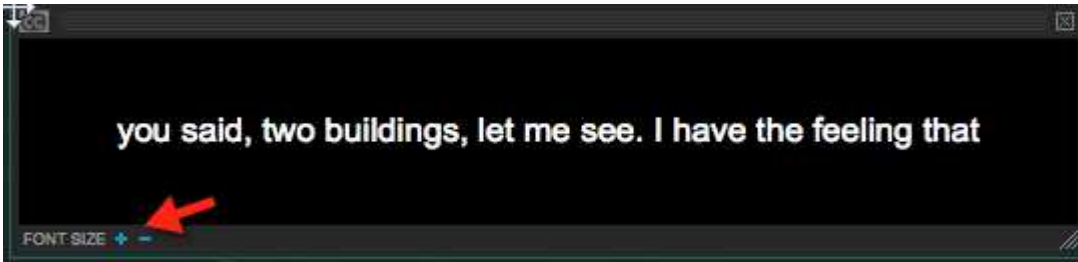
At the bottom of the page, click the 'Add Resources' button.

Select either 'Closed Captioning' or 'Transcript File' depending on your captioning file type. Select the file from your computer and click 'Open'. Click 'Add Resources' to upload the file. Click 'Save' to complete.

Open the recording in a web browser. The 'CC' button now appears in the button bar.



The closed captions appear in a separate pane that can be closed, resized, or moved around the player window. You can adjust the font size of the closed captions by clicking the **plus** and **minus** buttons.



3.6 Copy a Recording

Copying a recording allows for one recording to be used in other courses that an academic has access to publish to. An example of this in practice is:

You teach both a basic Linguistics course (Linguistics 101) and a more advanced course (Linguistics 121). You are about to present an advanced topic to the one class, but you want to make sure that your students have absorbed some principles that you presented in Linguistics 101. Copying the recording from Linguistics 101 to Linguistics 121 gives 121 student's access to the Linguistics 101 recording. Discussions, chat, and bookmarks associated with the original recording are not copied to the new location.

To copy a recording:

Highlight the recording to copy and click the **'Copy'** button.

Specify the destination term, course, and section. Click **'Copy'**.



Review the recording details page for the new copy and click **'Done'** at the bottom of the page.

3.7 Delete a Recording

To delete a recording, highlight the recording to delete and click the **'Delete'** button.

Click **'Yes'** when prompted to delete the recording.

4. Make a Recording Unavailable, Available or Archived

To make a recording unavailable or archived so it cannot be accessed by students or external viewers:

Find the recording you want to make unavailable. Place a check mark in the box to the left of the recording, as shown below.



Scroll down to the bottom of the page. In the '**Actions**' drop-down list, choose either '**Make unavailable**' or '**Archive selected**'. Make unavailable will still display metadata to students in Blackboard while archive will remove the video from the published list.



To verify that the recording is unavailable in the portal, click the '**Unavailable**' tab and look for the recording in the list.

To make a recording available again, place a check mark in the box to the left of the recording. Scroll down to the bottom of the page. In the '**Actions**' drop-down list, choose '**Make available**'.