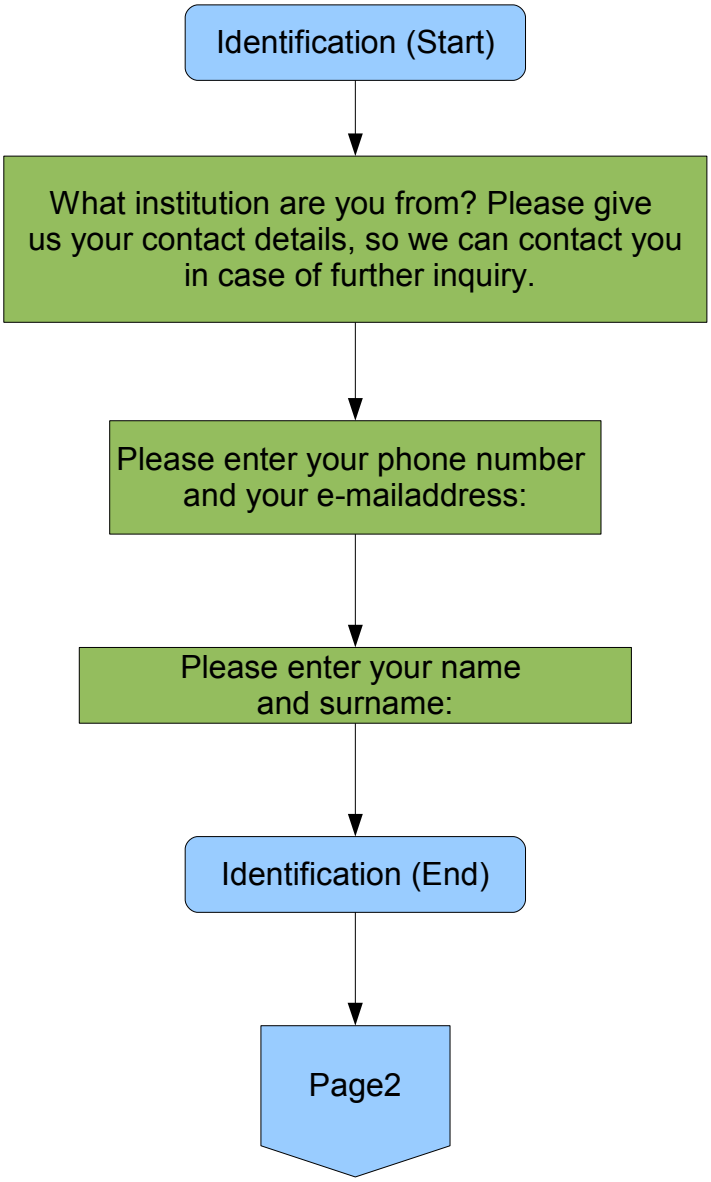
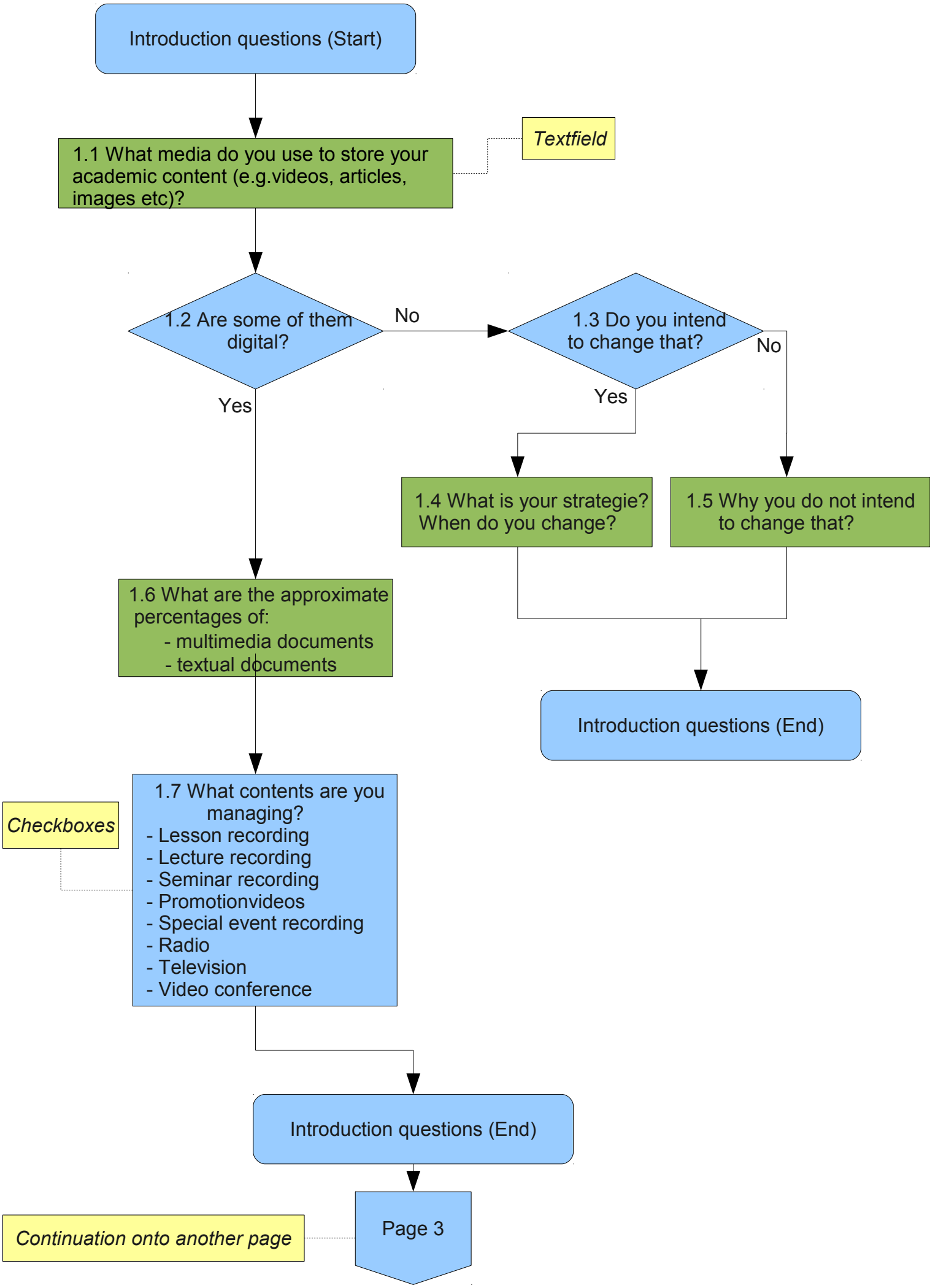
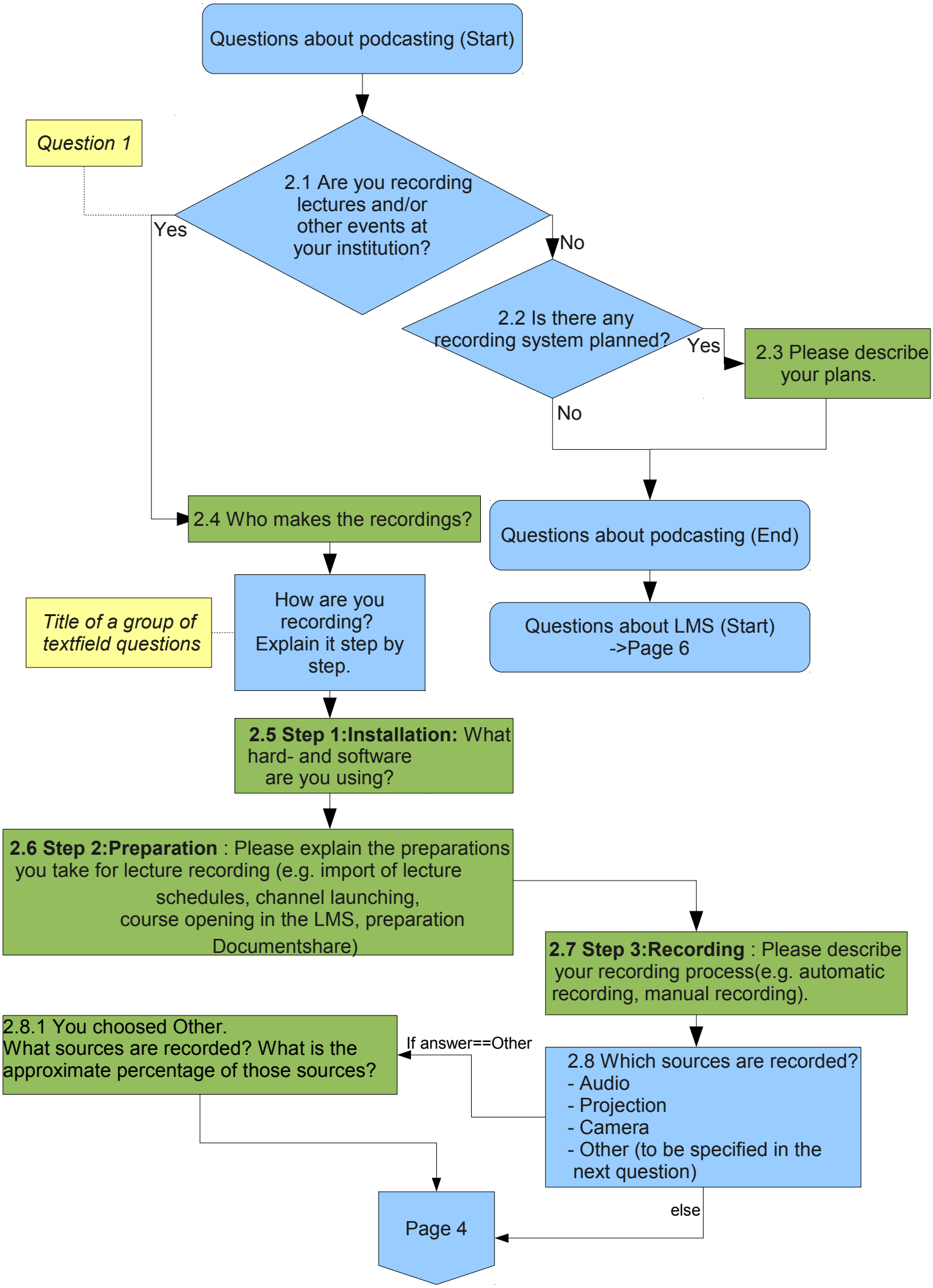
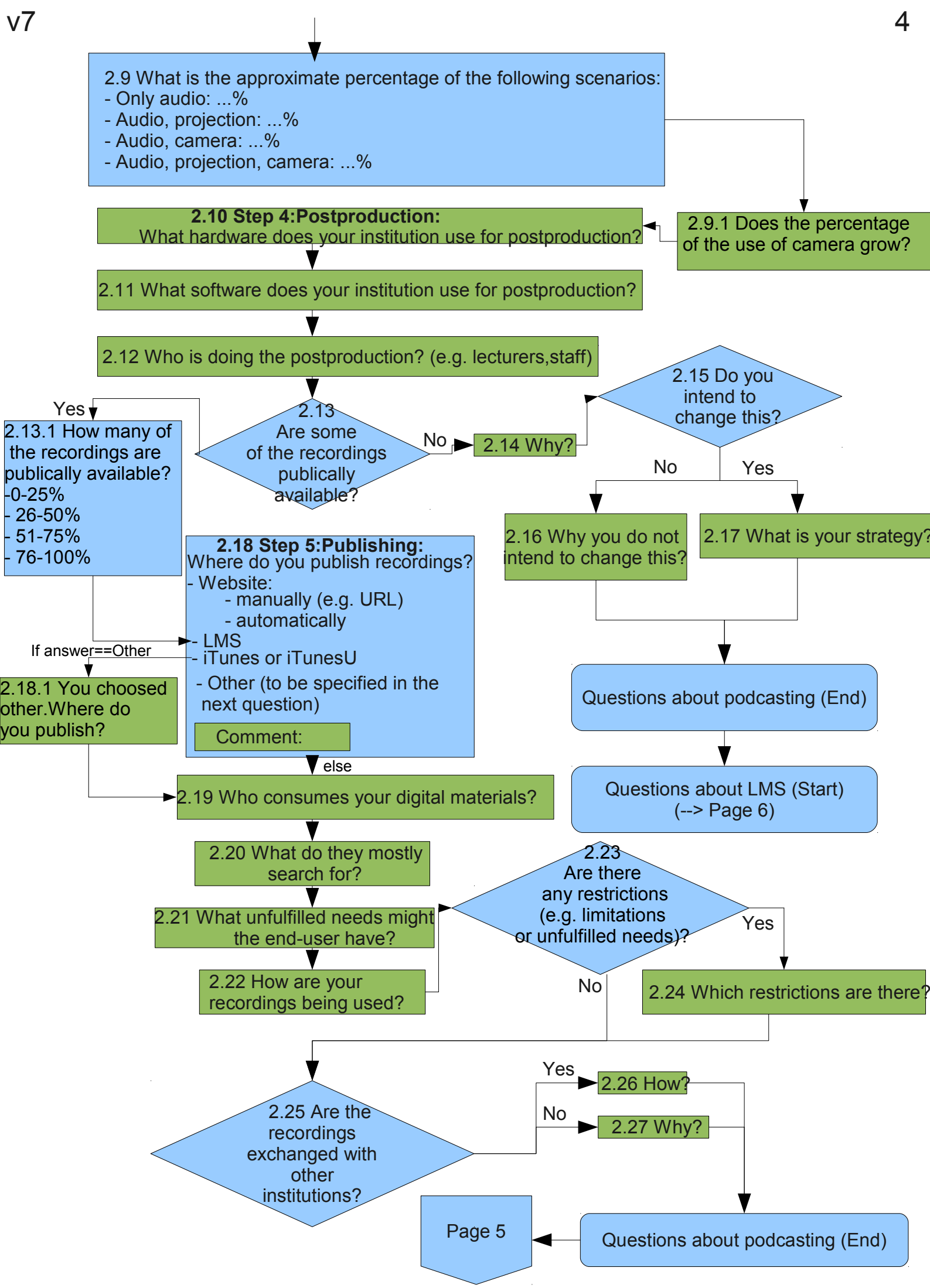
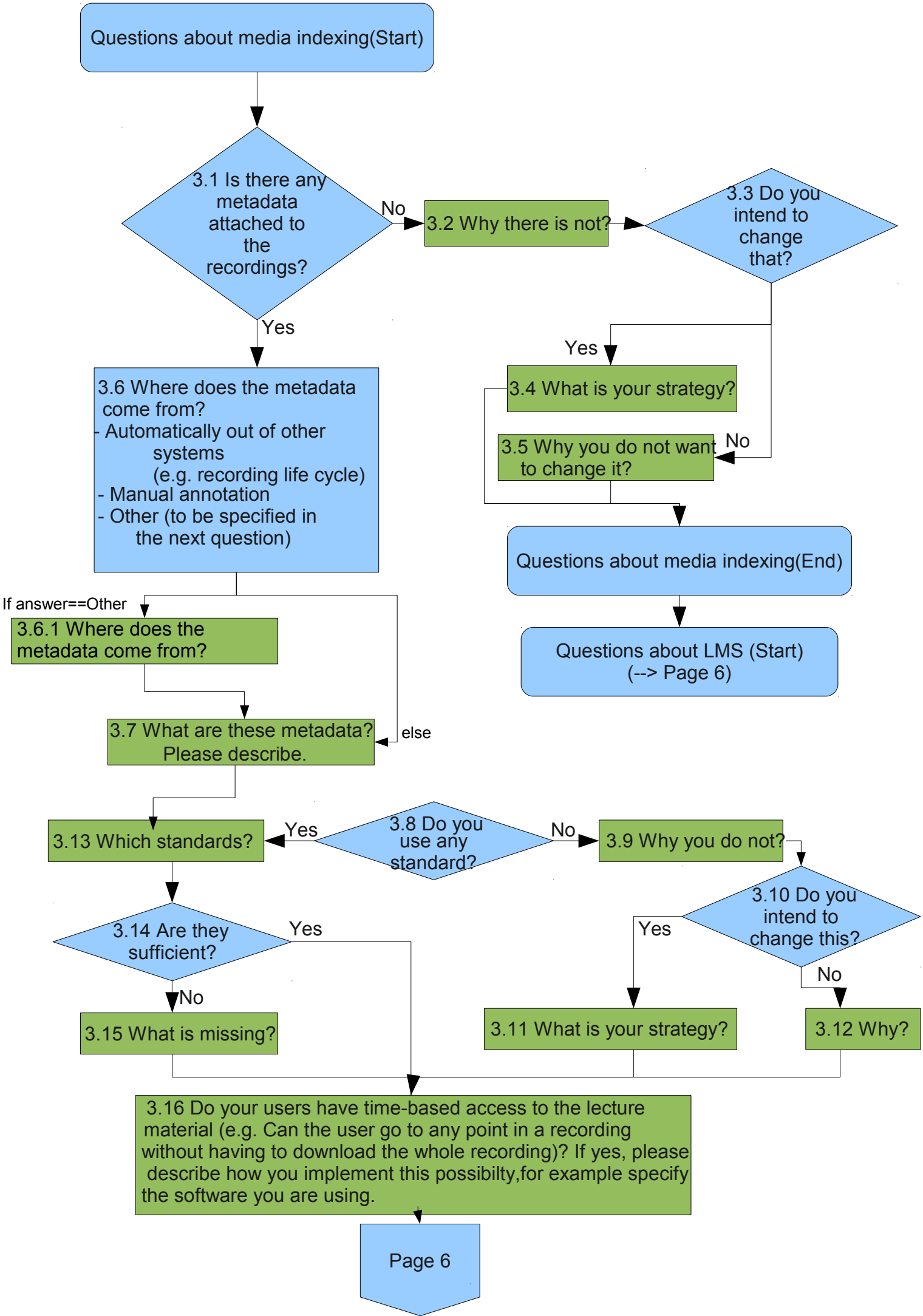
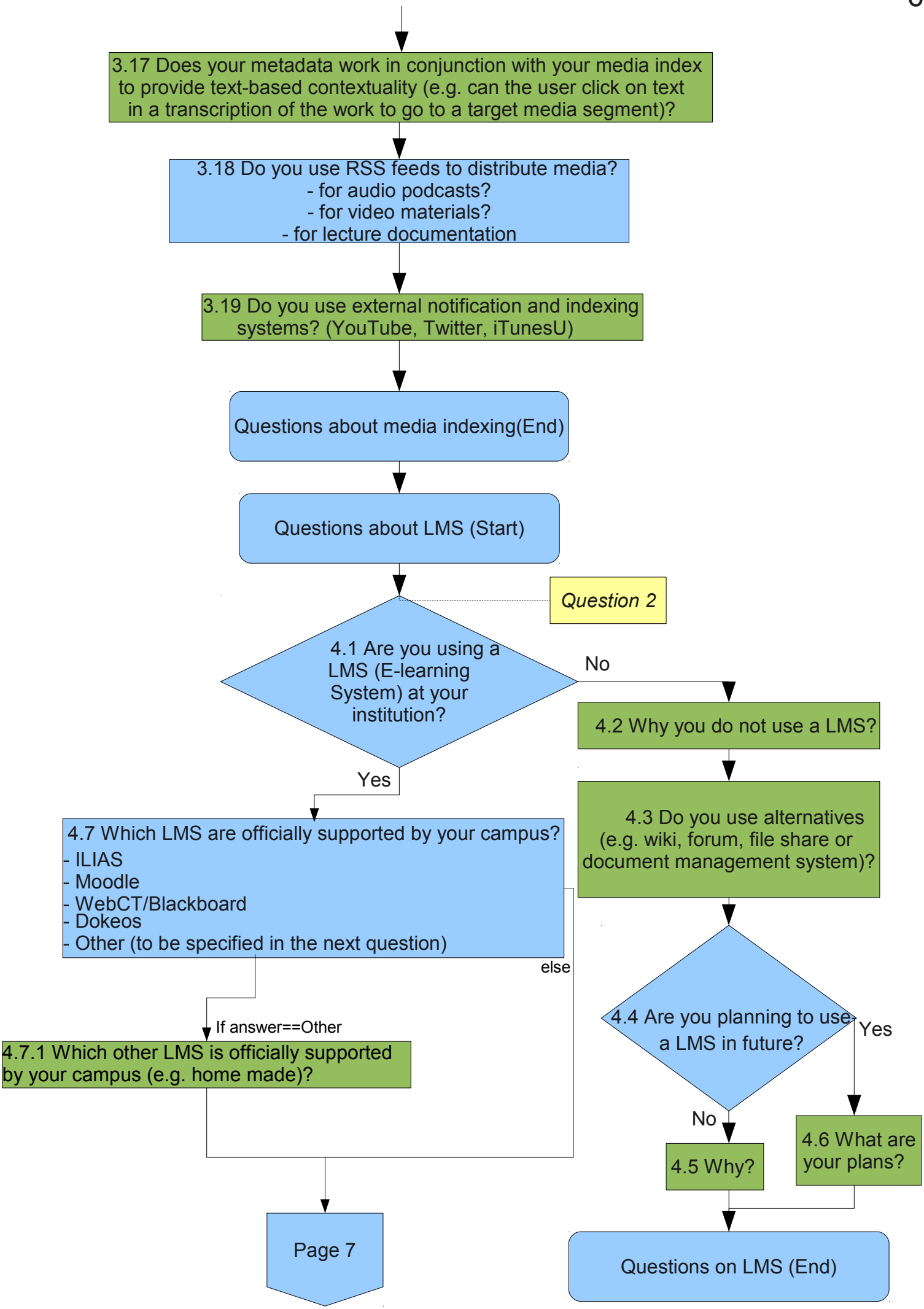

Identification (Start)
What institution are you from? Please give us your contact details, so we can contact you in case of further inquiry.
Please enter your phone number and your e-mailaddress:
Please enter your name and surname:
Identification (End)
Page2

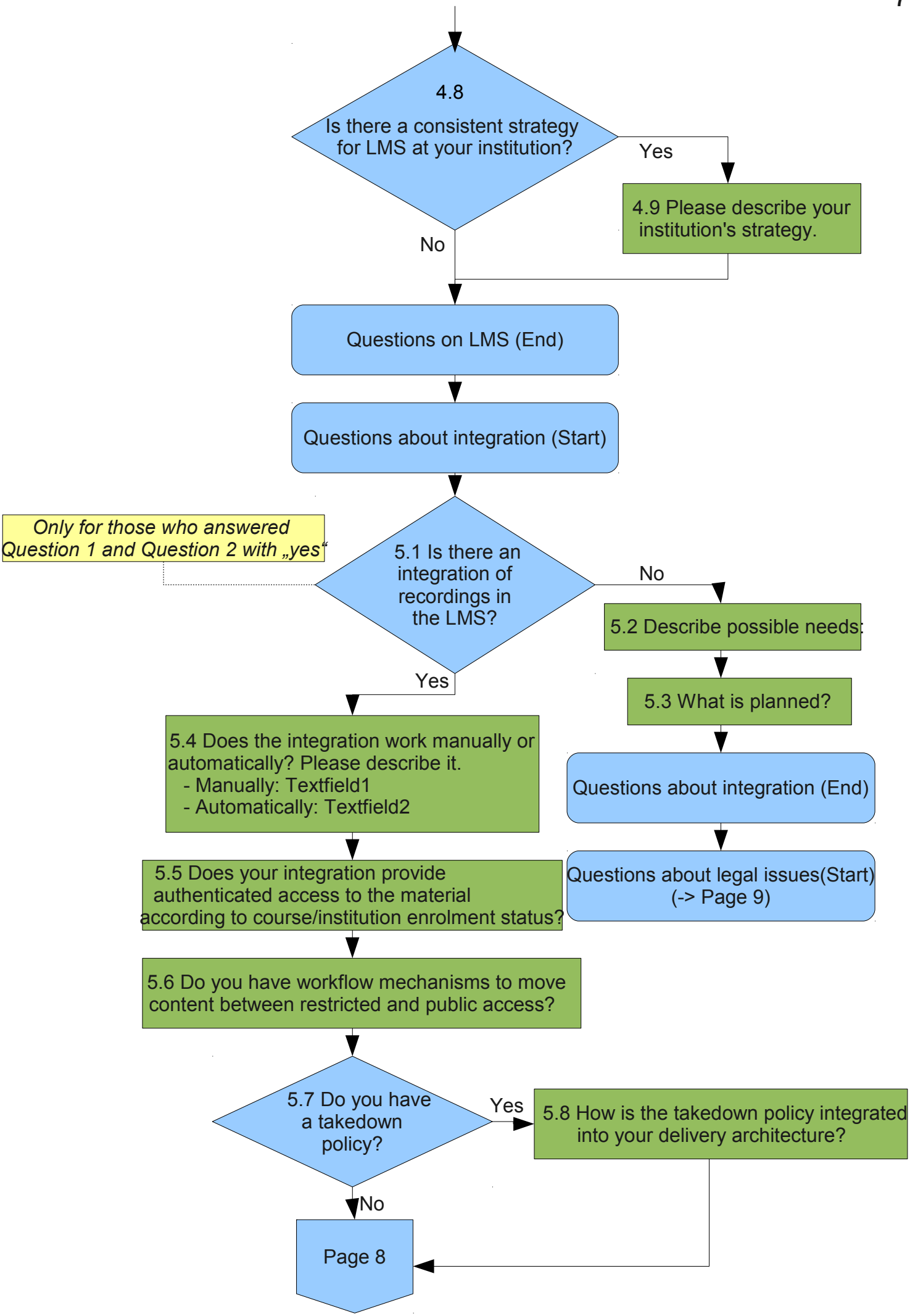

Introduction questions (Start)
1.1 What media do you use to store your academic content (e.g.videos, articles, images etc)?
Textfield
1.2 Are some of them digital?
No
Yes
1.3 Do you intend to change that?
No
Yes
1.4 What is your strategie? When do you change?
1.5 Why you do not intend to change that?
1.6 What are the approximate percentages of:
- multimedia documents
- textual documents
Introduction questions (End)
Checkboxes
1.7 What contents are you managing?
- Lesson recording
- Lecture recording
- Seminar recording
- Promotionvideos
- Special event recording
- Radio
- Television
- Video conference
Introduction questions (End)
Continuation onto another page
Page 3

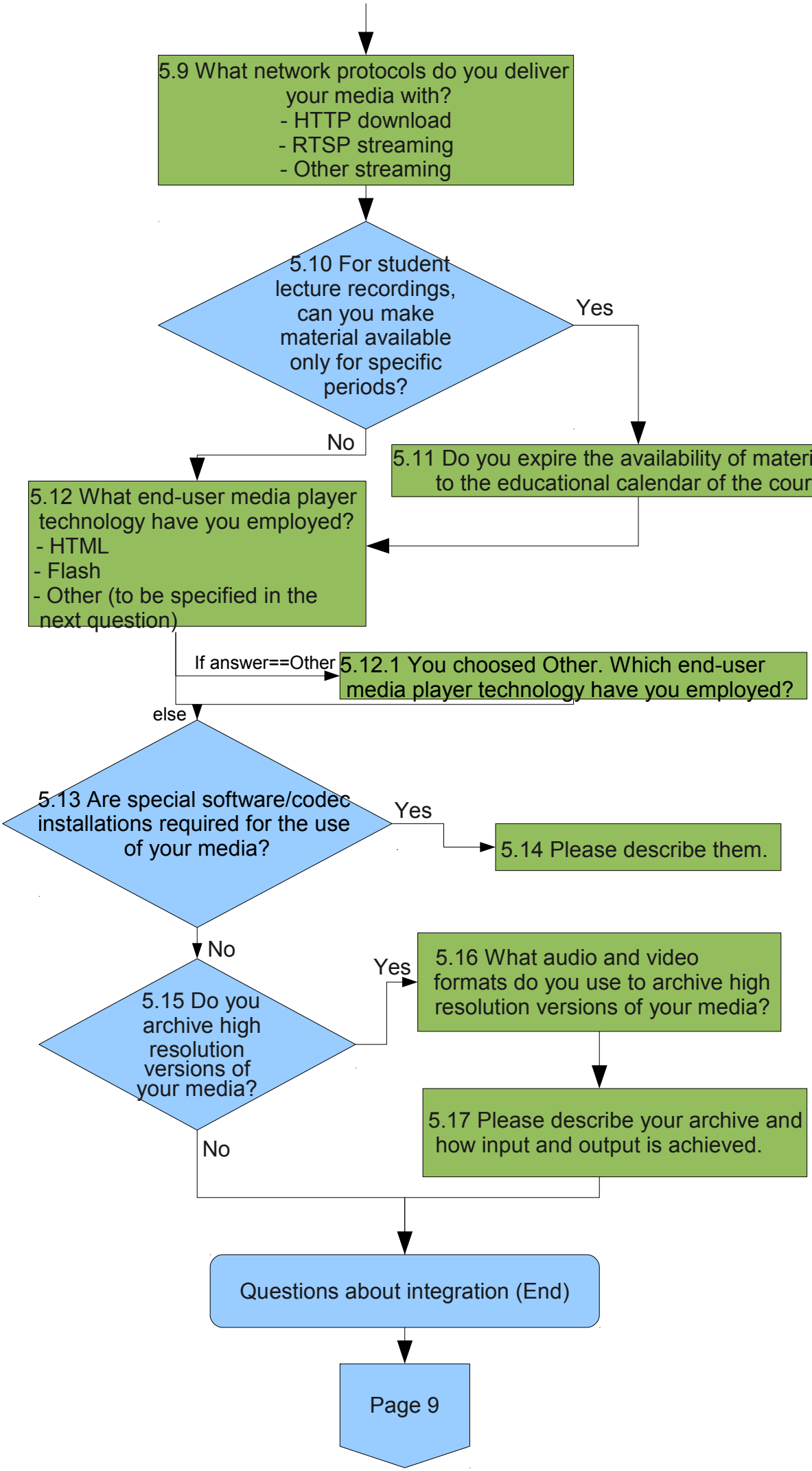

Questions about podcasting (Start)
Question 1
2.1 Are you recording lectures and/or other events at your institution?
Yes
No
2.2 Is there any recording system planned?
Yes
2.3 Please describe your plans.
No
2.4 Who makes the recordings?
Questions about podcasting (End)
Title of a group of textfield questions
How are you recording? Explain it step by step.
Questions about LMS (Start) ->Page 6
2.5 Step 1:Installation: What hard- and software are you using?
2.6 Step 2:Preparation : Please explain the preparations you take for lecture recording (e.g. import of lecture schedules, channel launching, course opening in the LMS, preparation Documentshare)
2.7 Step 3:Recording : Please describe your recording process(e.g. automatic recording, manual recording).
2.8.1 You choosed Other. What sources are recorded? What is the approximate percentage of those sources?
If answer==Other
2.8 Which sources are recorded?
- Audio
- Projection
- Camera
- Other (to be specified in the next question)
else
Page 4

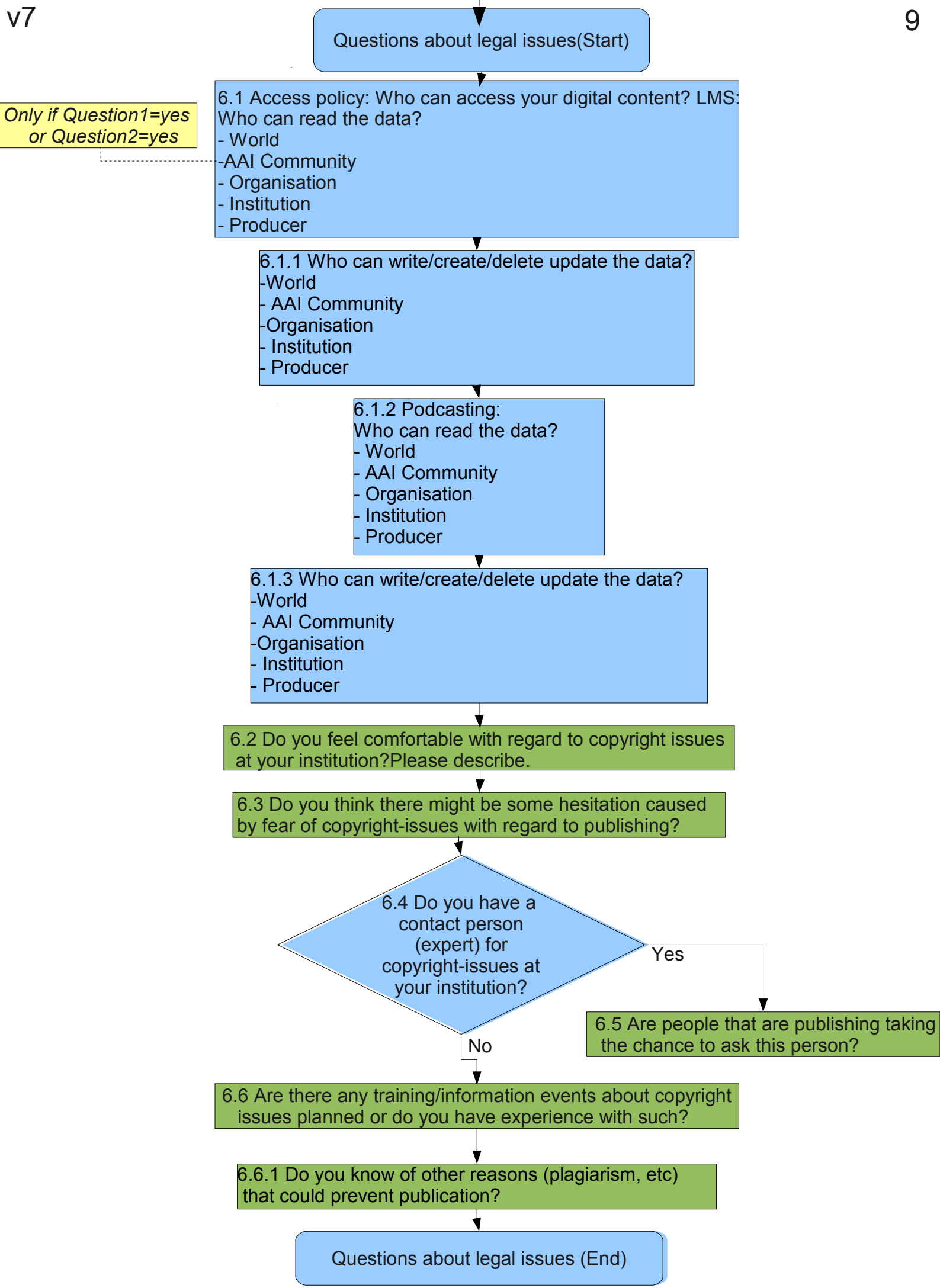

2.9 What is the approximate percentage of the following scenarios:
- Only audio: ...%
- Audio, projection: ...%
- Audio, camera: ...%
- Audio, projection, camera: ...%
2.9.1 Does the percentage of the use of camera grow?
2.10 Step 4:Postproduction:
What hardware does your institution use for postproduction?
2.11 What software does your institution use for postproduction?
2.12 Who is doing the postproduction? (e.g. lecturers,staff)
2.13 Are some of the recordings publically available?
Yes
No
2.13.1 How many of the recordings are publically available?
-0-25%
- 26-50%
- 51-75%
- 76-100%
2.14 Why?
2.15 Do you intend to change this?
No
Yes
2.16 Why you do not intend to change this?
2.17 What is your strategy?
Questions about podcasting (End)
Questions about LMS (Start)
(--> Page 6)
2.18 Step 5:Publishing:
Where do you publish recordings?
- Website:
- manually (e.g. URL)
- automatically
- LMS
- iTunes or iTunesU
- Other (to be specified in the next question)
Comment:
If answer==Other
2.18.1 You choosed other.Where do you publish?
else
2.19 Who consumes your digital materials?
2.20 What do they mostly search for?
2.21 What unfulfilled needs might the end-user have?
2.22 How are your recordings being used?
2.23 Are there any restrictions (e.g. limitations or unfulfilled needs)?
Yes
No
2.24 Which restrictions are there?
2.25 Are the recordings exchanged with other institutions?
Yes
No
2.26 How?
2.27 Why?
Questions about podcasting (End)
Page 5


Questions about media indexing(Start)
3.1 Is there any metadata attached to the recordings?
No
3.2 Why there is not?
3.3 Do you intend to change that?
Yes
3.4 What is your strategy?
3.5 Why you do not want to change it?
No
Questions about media indexing(End)
Questions about LMS (Start) (--> Page 6)
Yes
3.6 Where does the metadata come from?
- Automatically out of other systems (e.g. recording life cycle)
- Manual annotation
- Other (to be specified in the next question)
If answer==Other
3.6.1 Where does the metadata come from?
3.7 What are these metadata? Please describe.
else
3.8 Do you use any standard?
Yes
3.13 Which standards?
No
3.9 Why you do not?
3.10 Do you intend to change this?
Yes
No
3.11 What is your strategy?
3.12 Why?
3.14 Are they sufficient?
Yes
No
3.15 What is missing?
3.16 Do your users have time-based access to the lecture material (e.g. Can the user go to any point in a recording without having to download the whole recording)? If yes, please describe how you implement this possibilty,for example specify the software you are using.
Page 6


3.17 Does your metadata work in conjunction with your media index to provide text-based contextuality (e.g. can the user click on text in a transcription of the work to go to a target media segment)?
3.18 Do you use RSS feeds to distribute media?
- for audio podcasts?
- for video materials?
- for lecture documentation
3.19 Do you use external notification and indexing systems? (YouTube, Twitter, iTunesU)
Questions about media indexing(End)
Questions about LMS (Start)
Question 2
4.1 Are you using a LMS (E-learning System) at your institution?
No
4.2 Why you do not use a LMS?
4.3 Do you use alternatives (e.g. wiki, forum, file share or document management system)?
4.4 Are you planning to use a LMS in future?
Yes
No
4.5 Why?
4.6 What are your plans?
Questions on LMS (End)
Yes
4.7 Which LMS are officially supported by your campus?
- ILIAS
- Moodle
- WebCT/Blackboard
- Dokeos
- Other (to be specified in the next question)
else
If answer==Other
4.7.1 Which other LMS is officially supported by your campus (e.g. home made)?
Page 7


4.8
Is there a consistent strategy for LMS at your institution?
Yes
4.9 Please describe your institution's strategy.
No
Questions on LMS (End)
Questions about integration (Start)
Only for those who answered Question 1 and Question 2 with „yes“
5.1 Is there an integration of recordings in the LMS?
No
5.2 Describe possible needs:
5.3 What is planned?
Questions about integration (End)
Questions about legal issues(Start) (-> Page 9)
Yes
5.4 Does the integration work manually or automatically? Please describe it.
- Manually: Textfield1
- Automatically: Textfield2
5.5 Does your integration provide authenticated access to the material according to course/institution enrolment status?
5.6 Do you have workflow mechanisms to move content between restricted and public access?
5.7 Do you have a takedown policy?
Yes
5.8 How is the takedown policy integrated into your delivery architecture?
No
Page 8


5.9 What network protocols do you deliver your media with?
- HTTP download
- RTSP streaming
- Other streaming
5.10 For student lecture recordings, can you make material available only for specific periods?
Yes
No
5.11 Do you expire the availability of material according to the educational calendar of the course?
5.12 What end-user media player technology have you employed?
- HTML
- Flash
- Other (to be specified in the next question)
If answer==Other
5.12.1 You choosed Other. Which end-user media player technology have you employed?
else
5.13 Are special software/codec installations required for the use of your media?
Yes
5.14 Please describe them.
No
5.15 Do you archive high resolution versions of your media?
Yes
5.16 What audio and video formats do you use to archive high resolution versions of your media?
5.17 Please describe your archive and how input and output is achieved.
No
Questions about integration (End)
Page 9


Questions about legal issues(Start)
Only if Question1=yes or Question2=yes
6.1 Access policy: Who can access your digital content? LMS: Who can read the data?
- World
-AAI Community
- Organisation
- Institution
- Producer
6.1.1 Who can write/create/delete update the data?
-World
- AAI Community
-Organisation
- Institution
- Producer
6.1.2 Podcasting:
Who can read the data?
- World
- AAI Community
- Organisation
- Institution
- Producer
6.1.3 Who can write/create/delete update the data?
-World
- AAI Community
-Organisation
- Institution
- Producer
6.2 Do you feel comfortable with regard to copyright issues at your institution?Please describe.
6.3 Do you think there might be some hesitation caused by fear of copyright-issues with regard to publishing?
6.4 Do you have a contact person (expert) for copyright-issues at your institution?
Yes
6.5 Are people that are publishing taking the chance to ask this person?
No
6.6 Are there any training/information events about copyright issues planned or do you have experience with such?
6.6.1 Do you know of other reasons (plagiarism, etc) that could prevent publication?
Questions about legal issues (End)