

Create and administrate Opencast series


(in Opencast)

Inhalt

- [1. Create an Opencast series](#), S. 2
- [2. Upload videos to an Opencast series](#), S. 5
- [3. Tobira link to series](#), S.8
- [4. Edit existing series](#), S. 9
- [5. Edit existing videos](#), S. 10
- [6. Trim and edit videos \(incl. subtitles\)](#), S. 12

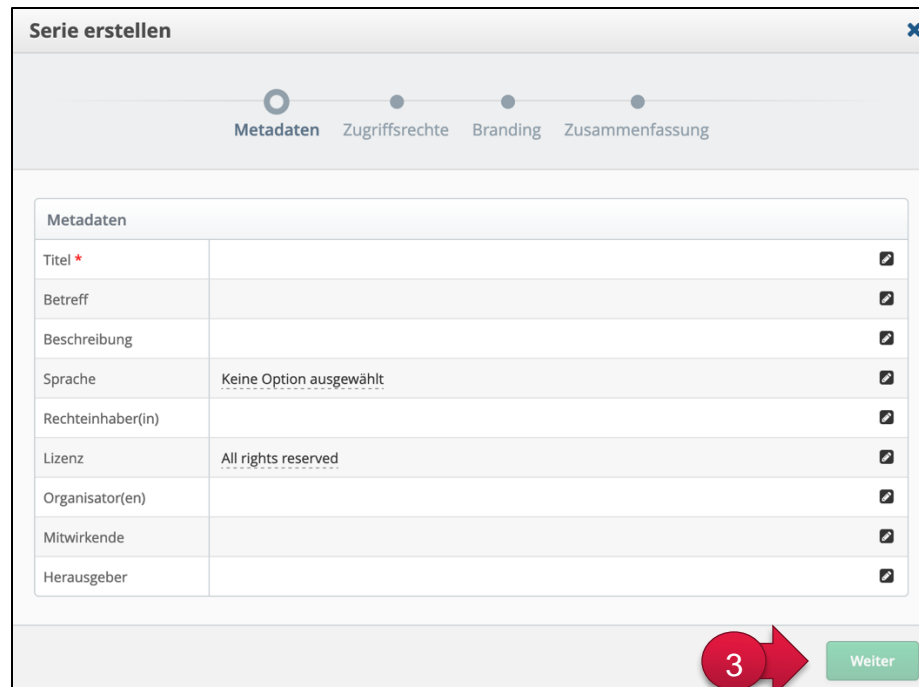
1. Create an Opencast series

First log in to <https://opencast.unibe.ch/> with your edu-ID. If you do not yet have access rights, you can apply for them using the form that appears after the login attempt.



The screenshot shows the Opencast web interface. At the top, there is a navigation bar with 'Videos' and 'Serien' tabs. The 'Serien' tab is selected, and a red arrow with the number '1' points to it. To the right of the tabs is a green button labeled '+ Serie hinzufügen'. Below the navigation bar, there is a search bar and a table of series. The table has columns for 'Serie', 'Organisator(en)', 'Mitwirkende', 'Erstellt', and 'Aktionen'. One series is listed: 'Test-Serie für Tobira 20220804 0907h' with the creation date '04.08.22'. A red arrow with the number '1' also points to the 'Serien' tab.

- ① Switch to the «Series» tab and click on «Add series».



The screenshot shows the 'Serie erstellen' form. At the top, there is a progress bar with four steps: 'Metadaten', 'Zugriffsrechte', 'Branding', and 'Zusammenfassung'. The 'Metadaten' step is selected. Below the progress bar, there is a table with the following fields: 'Titel *', 'Betreff', 'Beschreibung', 'Sprache', 'Rechteinhaber(in)', 'Lizenz', 'Organisator(en)', 'Mitwirkende', and 'Herausgeber'. The 'Sprache' field has the value 'Keine Option ausgewählt' and the 'Lizenz' field has the value 'All rights reserved'. A red arrow with the number '2' points to the 'Titel *' field. At the bottom right, there is a green button labeled 'Weiter' and a red arrow with the number '3' points to it.

- ② Enter the title of the series and further information if required.
- ③ Then click on «Next».

Set access rights (for Tobira) & grant editing rights:

Serie erstellen

Metadaten **Zugriffsrechte** Branding Tobira Zusammenfassung

Zugriffsrechte

Vorlagen

Für die Serie autorisierte Benutzer

Benutzer	Lesen	Schreiben	Weitere Aktionen	Aktionen
Alice Meierhans <xx@ilub.unibe.ch>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+ Neuer Benutzer				

Zurück Weiter

④ Specify under «Templates», who can access the series and the associated videos on the “Tobira” video platform. All options allow the series to be integrated into ILIAS. The following options are available:

- **Tobira: Öffentlich**
The series is freely accessible and can be viewed by anyone.
- **Tobira: Federation**
Only members of a Swiss university (SWITCHaaI login) can access the series.
- **Tobira: Organisation (nurUniBe)**
Only members of the University of Bern can access the series.
- **Tobira: Privat**
Only authorized users (see table directly below) can access the series.

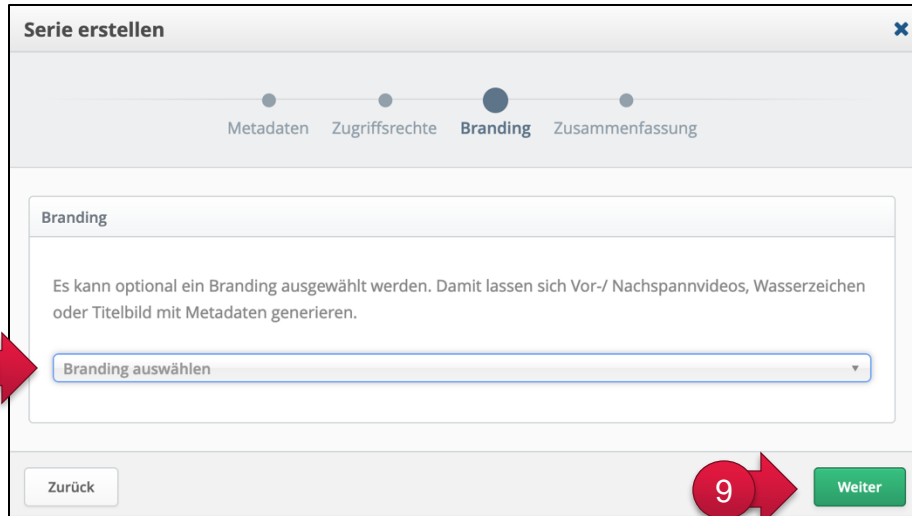
Für die Serie autorisierte Benutzer

Benutzer	Lesen	Schreiben	Weitere Aktionen	Aktionen
Alice Meierhans <xx@ilub.unibe.ch>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wähle einen Benutzer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lara Blum <cc@ilub.unibe.ch>				

Zurück Weiter

- ⑤ If you would like to allow other people to edit the series, click «New user».
- ⑥ Search for them using their e-mail address. **IMPORTANT:** Leave the checkbox activated in the “Write” column.
- ⑦ Click on «Next».

Add opening credits & create series:



Serie erstellen ✕

Metadaten Zugriffsrechte **Branding** Zusammenfassung

Branding

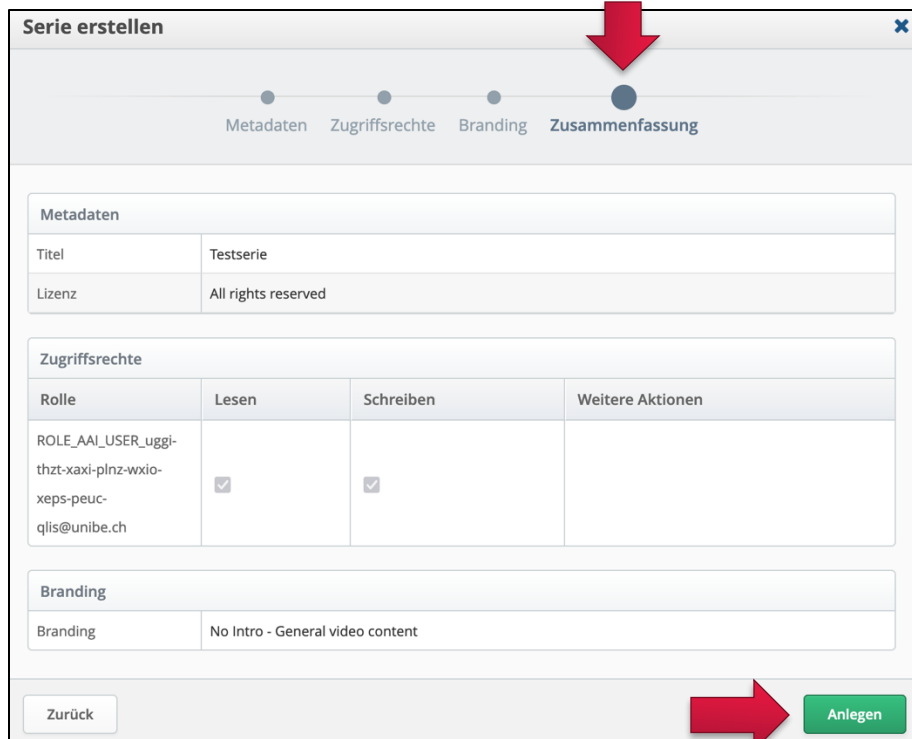
Es kann optional ein Branding ausgewählt werden. Damit lassen sich Vor-/ Nachspannvideos, Wasserzeichen oder Titelbild mit Metadaten generieren.

Branding auswählen ▾

Zurück 9 Weiter

⑧ If you would like to insert an intro or title image with metadata in your videos, select the corresponding template via “No theme”.

⑨ Click on “Next”.



Serie erstellen ✕

Metadaten Zugriffsrechte Branding **Zusammenfassung**

Metadaten

Titel	Testserie
Lizenz	All rights reserved

Zugriffsrechte

Rolle	Lesen	Schreiben	Weitere Aktionen
ROLE_AAI_USER_uggi-thzt-xaxi-plnz-wxio-xeps-peuc-qlis@unibe.ch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Branding

Branding	No Intro - General video content
----------	----------------------------------

Zurück ➔ Anlegen

Click on «Create» in the «Summary» tab. The series will now be created and you will be taken to the “Series” overview page.

2. Upload videos to Opencast

First log in to <https://opencast.unibe.ch/> with your edu-ID. If you do not yet have access rights, you can apply for them using the form that appears after the login attempt.

The screenshot shows the Opencast interface. At the top, there is a navigation bar with tabs for 'Videos' and 'Serien'. The 'Videos' tab is selected, and a red arrow with the number '1' points to it. To the right of the navigation bar is a green button labeled 'Video hinzufügen'. Below the navigation bar, there is a search bar and a filter dropdown. The main content area displays a table of video entries. The table has columns for 'Titel', 'Vortragende(r)', 'Serie', 'Datum', 'Beginn', 'Ende', 'Standort', 'Veröffentlicht', 'Status', and 'Aktionen'. The first entry in the table is 'Test Live-Stream und Aufnahme 20210812', which is part of the 'Testserie 1. März 2021' series. A red arrow with the number '1' also points to the 'Videos' tab label.

- ① Switch to the «Events» tab and click on “Add event”.

The screenshot shows the 'Video erstellen' form. The 'Metadaten' tab is selected, and a red arrow with the number '2' points to the 'Titel' field, which contains the text 'Test-Upload iLUB 20220802'. Below the 'Titel' field is the 'Serie' dropdown menu, which is set to 'Testserie 1. März 2021'. A red arrow with the number '3' points to this dropdown. At the bottom right of the form is a green button labeled 'Weiter'. A red arrow with the number '4' points to this button.

- ② Enter the title of the video and further information if required.
- ③ Select the series to which the video is to be uploaded.
- ④ Click on «Next».

Video erstellen ✕

Metadaten **Quelle** Verarbeitung Zugriffsrichtlinie Zusammenfassung

Aufnahme-Elemente

Vortragender
Die Datei enthält die Aufnahme einer zum Publikum sprechenden Person.

Durchsuchen... Podcast-opti...l-nutzen.mp4

Folien
Die Datei enthält die Aufnahme einer Präsentation (Keynote, Powerpoint, etc.).

4 → Durchsuchen... Keine Datei ausgewählt.

Untertitel
Die Textdatei enthält die Wörter, die in den obigen Videos gesprochen werden.

5 → Durchsuchen... Keine Datei ausgewählt.

Aufnahme-Metadaten

Startdatum | Heute um 14:51

Zurück **6** → Weiter

④ Click «Choose file» and select the video you want to upload on your computer.
Consider: Use the button for slides if you want the text in your video to be recognized and then searchable by viewers.

⑤ If you want to upload already existing subtitles, your files need to be in the format «VTT».
Consider: Subtitles can also be created automatically using Opencast (see below).

⑥ Click on «Next».

Metadaten Quelle **Verarbeitung** Zugriffsrichtlinie Zusammenfassung

Workflow wählen

Process upon upload and schedule

The default workflow for processing media.
If "Publish automatically" is checked, then the uploaded media will be published without cutting. If you check "Publish live

7 → 8 →

Publish automatically
 Publish live stream
 Generate subtitles
 360° Video

Zurück **9** → Weiter

⑦ Activate the checkbox «Publish automatically» if the video should be published directly after uploading. Otherwise it will only be uploaded and you will have to publish it later (or edit and publish).

⑧ Activate the checkbox «Generate subtitles» if you want subtitles to be generated.

⑨ Click on «Next».

Video erstellen ✕

Metadaten Quelle Verarbeitung Zugriffsrichtlinie **Zusammenfassung**

Metadaten	
Titel	Test-Upload iLUB 20220802
Lizenz	All rights reserved
Serie	Testserie 1. März 2021
Herausgeber	David Graf

Zurück 10 Anlegen

⑩ Switch to the «Summary» tab and click on «Create». Only then will the video be uploaded and you will be taken to the «Video» overview page.

Das Video wird hochgeladen... ✕
8.62%

Depending on the file size and your upload speed, the upload may take a few minutes. This is indicated by a green status indicator (at the bottom right of the browser window).

Once the video has been uploaded, it is displayed in the table and is initially in the status «Processing». After a maximum of one hour, the video is fully processed (status «Finished»).

Videos Aktionen ▾ Suchen... Serien: Testserie 1. März 2021 ✕ ⚙

13 Zeile(n) Bearbeiten

<input type="checkbox"/>	Titel	Vortragende(r)	Serie	Datum	Beginn	Ende	Standort	Veröffentlicht	Status	Aktionen
<input type="checkbox"/>	Testupload 20220808		Testserie 1. März 2021	Heute	15:30	15:30			In Verarbeitung	

3. Tobira link to series

First log in to <https://opencast.unibe.ch/> with your edu-ID. If you do not yet have access rights, you can apply for them using the form that appears after the login attempt.



The screenshot shows the OpenCast interface with a table of video series. The table has columns for Title, Presenter, Series, Date, Start, End, Location, Published, Status, and Actions. A red arrow labeled '1' points to the action icons in the rightmost column of the table.

	Titel	Vortragende(r)	Serie	Datum	Beginn	Ende	Standort	Veröffentlicht	Status	Aktionen
<input type="checkbox"/>	Test Live-Stream und Aufnahme 20210812		Testserie 1. März 2021	12.08.21	15:10	15:55	H4_110_Audimax_ext352	Ja	Verarbeitet	

- ① Click on the three green bars next to your series or next to a video of this series. This opens the series details.



The screenshot shows the 'Serien-Details' page for 'Testserie 1. März 2021'. The 'Tobira' tab is selected. A red arrow labeled '2' points to the 'Tobira' tab. Another red arrow labeled '2' points to the 'Direkter Link zur Serie' button.

Serien-Details - Testserie 1. März 2021

Metadaten Zugriffsrechte Branding **Tobira** Statistik

Tobira

[Direkter Link zur Serie](#)

Seiten in Tobira, die diese Serie einbinden

Diese Serie ist derzeit nicht in der Seitenstruktur enthalten und kann nur über den oben genannten direkten Link erreicht werden.

- ② Switch to the «Tobira» tab. Click on the copy icon next to «Direct link to series» to copy the direct link to the series.

4. Edit existing series

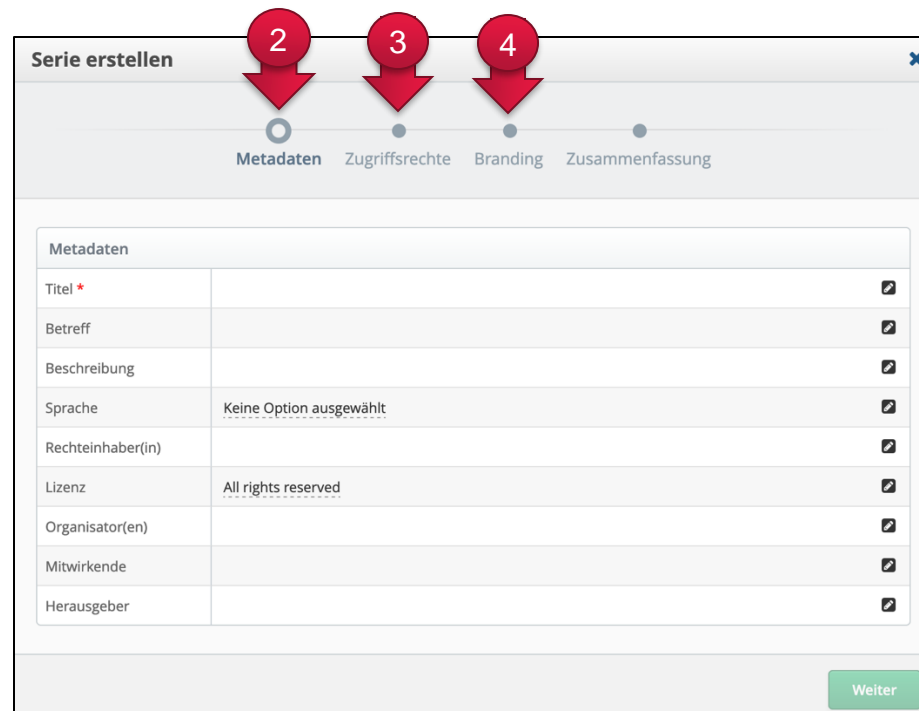
First log in to <https://opencast.unibe.ch/> with your edu-ID. If you do not yet have access rights, you can apply for them using the form that appears after the login attempt.



The screenshot shows the OpenCast interface with a table of videos. The first video is 'Test Live-Stream und Aufnahme 20210812'. The actions column for this video contains three icons: a list icon, a trash icon, and a red 'X' icon. A red arrow labeled '1' points to the list icon.

	Titel	Vortragende(r)	Serie	Datum	Beginn	Ende	Standort	Veröffentlicht	Status	Aktionen
<input type="checkbox"/>	Test Live-Stream und Aufnahme 20210812		Testserie 1. März 2021	12.08.21	15:10	15:55	H4_110_Audimax_ext352	Ja	Verarbeitet	

- ① Click on the three green bars next to your series or next to a video of this series. This opens the series details.



The screenshot shows the 'Serie erstellen' dialog box with four tabs: 'Metadaten', 'Zugriffsrechte', 'Branding', and 'Zusammenfassung'. Three red arrows labeled '2', '3', and '4' point to the 'Metadaten', 'Zugriffsrechte', and 'Branding' tabs respectively.

Metadaten

Titel *		<input checked="" type="checkbox"/>
Betreff		<input checked="" type="checkbox"/>
Beschreibung		<input checked="" type="checkbox"/>
Sprache	Keine Option ausgewählt	<input checked="" type="checkbox"/>
Rechteinhaber(in)		<input checked="" type="checkbox"/>
Lizenz	All rights reserved	<input checked="" type="checkbox"/>
Organisator(en)		<input checked="" type="checkbox"/>
Mitwirkende		<input checked="" type="checkbox"/>
Herausgeber		<input checked="" type="checkbox"/>

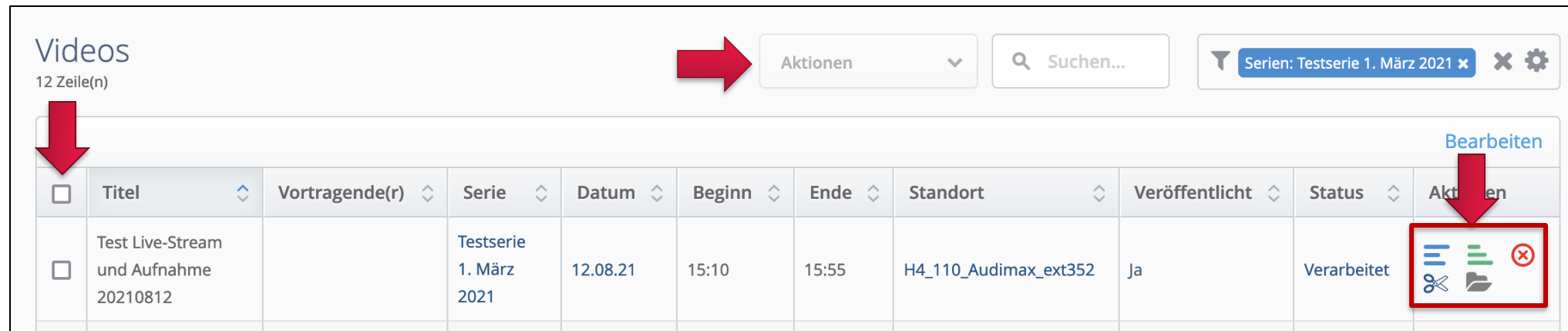
Weiter

You can change different things in the offered tabs:

- ② **Metadata:** Change title etc.
- ③ **Access Policy:** Add/delete access restrictions to Tobira and authorised persons.
- ④ **Theme:** Change intro (requires a republication of all already published videos).

5. Edit existing videos

You can rename, cut, publish, withdraw and delete existing videos and change their metadata. You can access most of these actions via the icons in the «Actions» column (far right). For some actions, you must select the video and click on the «Actions» button (see next page).



<input type="checkbox"/>	Titel	Vortragende(r)	Serie	Datum	Beginn	Ende	Standort	Veröffentlicht	Status	Aktionen
<input type="checkbox"/>	Test Live-Stream und Aufnahme 20210812		Testserie 1. März 2021	12.08.21	15:10	15:55	H4_110_Audimax_ext352	Ja	Verarbeitet	

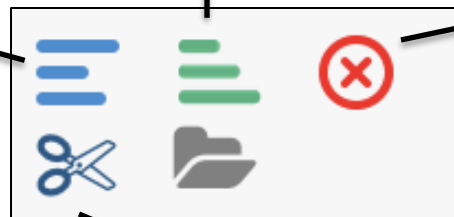
Edit metadata, delete and cut videos

Manage series (see [chapter 4](#))

Change the metadata of the video (e.g. title, affiliation to a series, ...)

Important: Only takes effect when you publish the metadata again via 'Actions' > 'Publish metadata'.

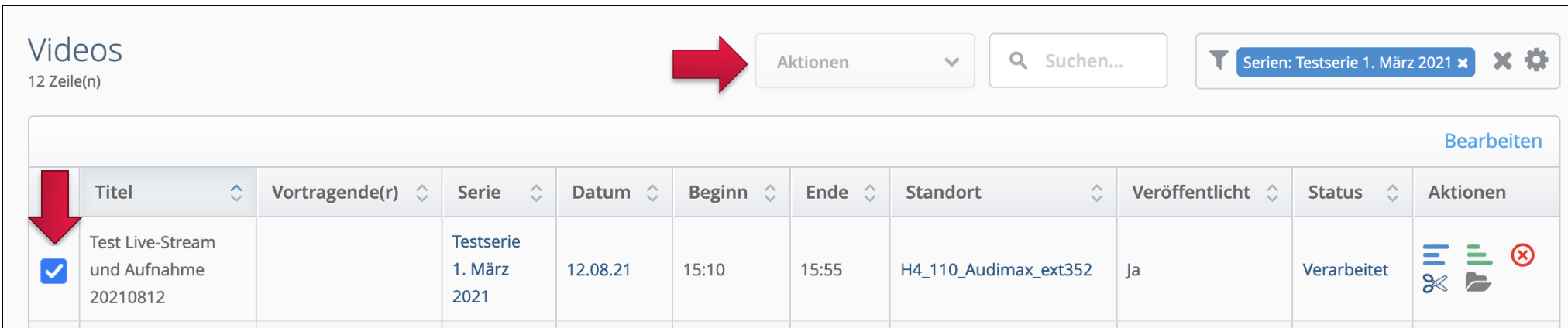
Permanently (!) delete video



Editing and publishing videos (see chapter 6)

Publish directly, create (and publish) subtitles, copy, withdraw publication

Select the desired video (via checkbox), click on „Actions“ then on ‘Start Task’ and then «Next». Select the desired workflow and click «Next» again. Only when you click on «Create» you start the work step definitively.



Videos
12 Zeile(n)

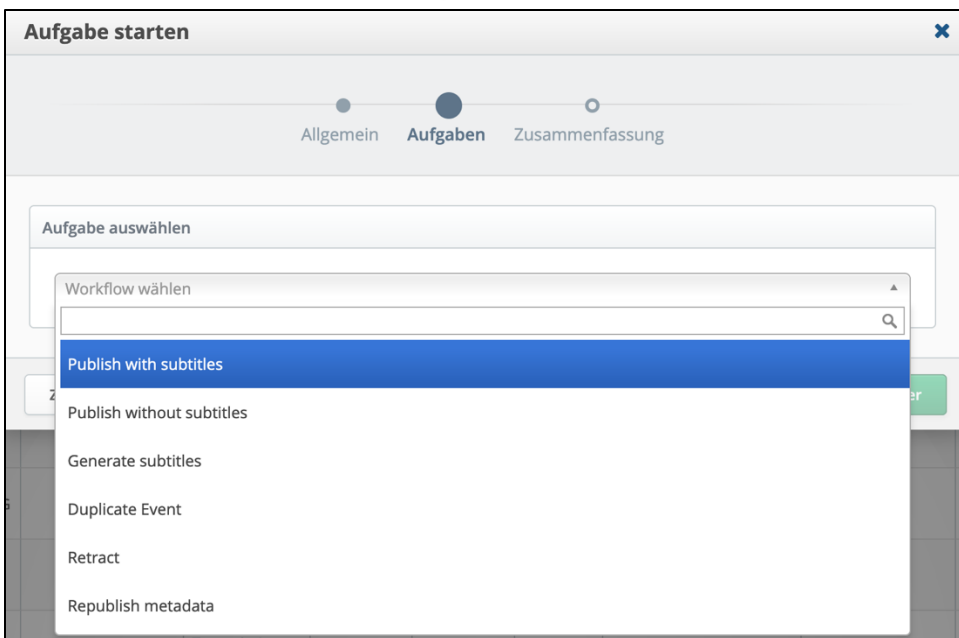
Aktionen

Suchen...

Serien: Testserie 1. März 2021

Bearbeiten

	Titel	Vortragende(r)	Serie	Datum	Beginn	Ende	Standort	Veröffentlicht	Status	Aktionen
<input checked="" type="checkbox"/>	Test Live-Stream und Aufnahme 20210812		Testserie 1. März 2021	12.08.21	15:10	15:55	H4_110_Audimax_ext352	Ja	Verarbeitet	



Aufgabe starten

Allgemein Aufgaben Zusammenfassung

Aufgabe auswählen

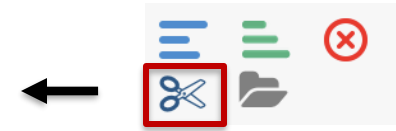
Workflow wählen

- Publish with subtitles
- Publish without subtitles
- Generate subtitles
- Duplicate Event
- Retract
- Republish metadata

The following actions are available:

- **Publish with subtitles:** Publishes the video including any subtitles.
- **Publish without subtitles:** Publishes the video without any subtitles.
- **Generate subtitles:** Creates subtitles and publishes the video if desired (see option offered).
- **Duplicate Event:** Creates copies of the video. You can specify the title, number of copies and, if required, a target series.
- **Retract:** Withdraws the publication. Students will then not be able to view the video via ILIAS or Tobira.
- **Republish metadata:** This is necessary if you want to change video metadata and if these changes should affect Tobira.

6. Trim and edit videos (e.g. subtitles, tracks)



To open the video editor, click the «Scissors» icon next to the desired video.

- ① The audio waves in the time track of the video make it easier to find segments with or without sound.
- ② Use the «Zoom» function to zoom into the time track and edit the video more precisely.
- ③ To cut, drag the cursor to the desired position.
- ④ Use the «Cut» button to divide the recording into segments.
- ⑤ Use the «Delete» button to mark the segments that should not be published. They are now highlighted in red because they are still available but will not appear in the published recording. If the cursor is in a red segment, the button changes to «Restore» and you can restore the segment.
- ⑥ Deactivate the «Preview Mode» if you want to watch the red segments too.
- ⑦ If required, you can use the navigation on the left to edit the metadata, [tracks](#), [subtitles](#), and the video's [preview image](#).
- ⑧ The «Finish» button gives you the option of publishing the edited video («Save and process changes») or «Save changes». You will be asked whether you would like to «Publish the video with or without subtitles».

Edit tracks

If you want to remove an video or audio track from your video (e.g. for dual-stream recordings or to publish only audio), switch to the «Tracks» section.

Spur(en) für die Verarbeitung auswählen

1 Customize track selection

Video tracks

2 Presentation

2 Presenter

Audio tracks

Presentation

2 Presenter

No audio available

placeholder

- ① First activate the «Customize track selection» option.
- ② You can now activate/deactivate the desired video or audio tracks by clicking the corresponding checkbox.

Add or edit subtitles

In the «Subtitles» section, you can edit the existing subtitles (e.g. the automatically generated ones), create your own subtitles or upload them. You can find out how to publish a video without subtitles on [page 12, step 8](#).

The screenshot shows the subtitle editor interface. On the left, a sidebar contains icons for 'Spuren', 'Untertitel' (highlighted with a red dashed box), and a video icon. The main area displays two subtitle tiles: 'Deutsch (Automatisch generiert)' with a red '1' and a plus sign with a red '2'. A red '3' points to the plus sign. Below this, a red arrow points to the subtitle editor. The editor has a top bar with 'Zurück', 'Untertitel-Editor - Englisch (Automatisch generiert)', and 'Hochladen'/'Herunterladen' buttons (highlighted with a red dashed box). The editor contains a list of subtitle segments with text and timecodes. A red '4' points to the '+' button. A video player shows a slide with the equation $H_t = \left(1 - \frac{1}{2N}\right)^t \times H_0 = e^{-\frac{t}{2N}} \times H_0$. A red '5' points to the text input field, and a red '6' points to the video player. At the bottom, a timeline shows subtitle segments with a red '6' pointing to the start of a segment.

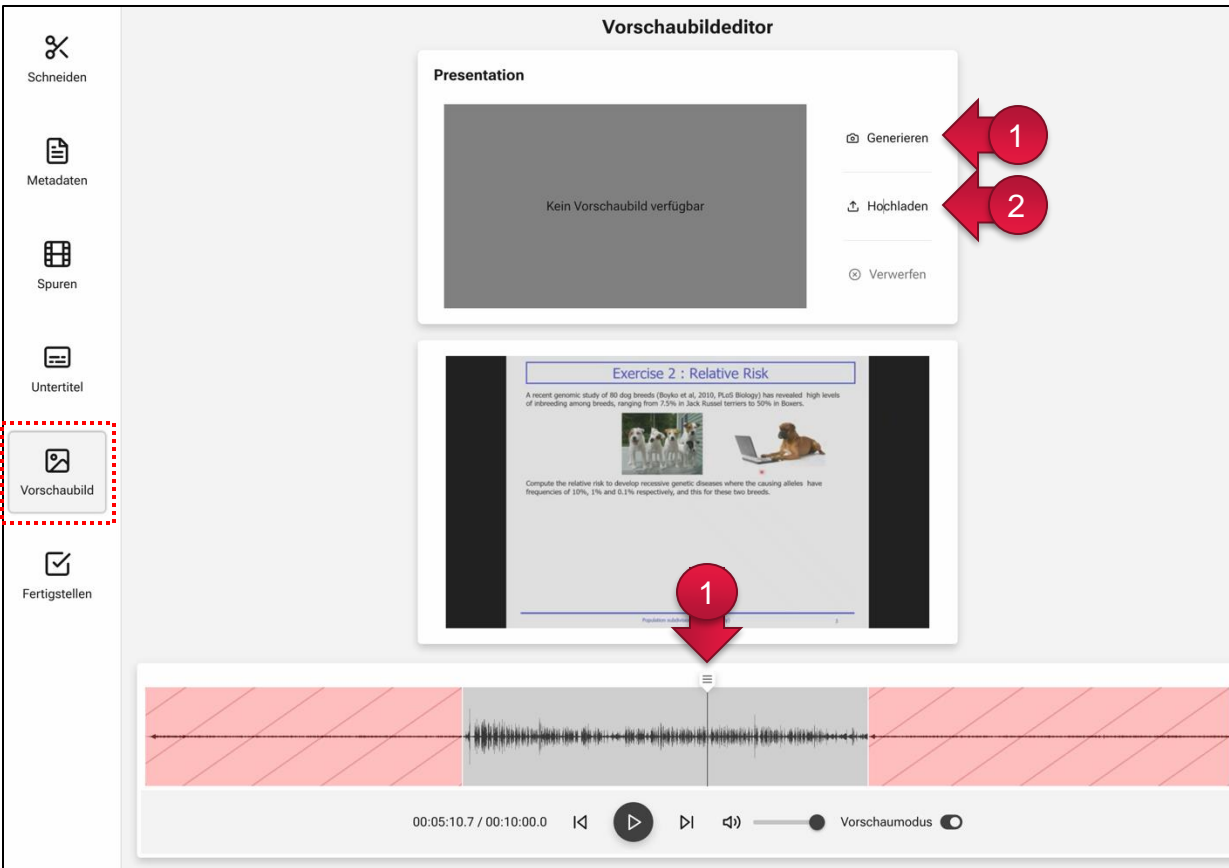
- ① If your video already has subtitles, you can edit them by clicking on the corresponding tile.
- ② Click on the + sign if you want to add or upload new subtitles. First select one of the supported languages.

In both cases, the subtitle editor will open (see left).

- ③ You can upload new subtitles and download existing subtitles.
- ④ You can use the + sign to add a new segment before or after an existing subtitle segment.
- ⑤ Here you can enter or edit the text. If you click in one of the boxes, the video jumps to the corresponding position.
- ⑥ You can change the time and duration of the subtitle segments via the input fields or via the subtitle track. In the track, you can move, shorten or lengthen the segments by dragging at the beginning and end.

Select or upload thumbnail

In the «Thumbnail» section, you can generate a preview image from your video or upload your own image.



- ① If you want to select an image as thumbnail from the video, position the cursor at the desired location and click «Generate».
- ② Alternatively, you can also upload your own thumbnail via «Upload». It should be in 16:9 format, if possible.