Hochschule Bonn-Rhein-Sieg
University of Applied Sciences

MEDIA PRODUCTION AND LIVE E-LEARNING

HOW TO CREATE ONLINE RESOURCES FOR YOUR STUDENTS
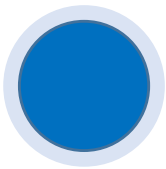
Please keep on using **LEA as the central platform.**

Help **take the strain off the university's broadband** and avoid uploading large volumes of data to LEA. Instead, create links to your content, e.g. after uploading it to YouTube in the form of unlisted videos.
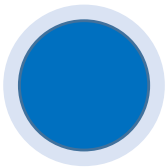
KNOWLEDGE SHARING

Lectures, seminars, information sessions etc.

Explain your script/presentation in an **audio recording** (podcast) and upload the audio file to LEA. Your students can listen to your **audio commentary** while clicking through the script or presentation.

Create a **video recording** of your computer screen (screencast) while your PowerPoint presentation is open and you are explaining it. Or create a tutorial video ("Writing Hands") using your smartphone. You can then upload the file to YouTube as an **unlisted** video.

Do you want to hold a live event? Start a **video conference** (webinar) with your students. You can make the recording of your video conference available as a video file.

INTERACTIVE WORK

Communication, group work
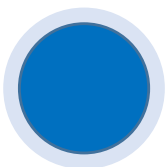
Meet up with your students in a **video conference**. Here you can **communicate** with course participants, give and **discuss presentations**, or have your students work on assignments in small groups.

You can also give **consultations** by video conference besides using e-mail and phone.

HOW DO I RECORD AUDIO FILES?

Instructions for using the AUDIOCITY audio recorder

Preparation:
Download the free Audacity software
for your operating system.
https://www.audacity.de/downloads/

Install the programme first and then install the
necessary driver: https://lame.buanzo.org/#lamewindl

Select the correct file for your operating system:

Recommended equipment:

✓ External clip-on microphone
for your smartphone or laptop
(make sure it is compatible)
✓ You can also use a headset

Windows:

FFmpeg 2.2.2 Binary for Windows, compatible with Audacity 2.0.6 a
ffmpeg-win-2.2.2.exe - (SHA256 SUM *here*)

Mac:

64-bit FFMPEG for Mac OS X
Mac OSX 64 bit FFmpeg library for Audacity 2.3.1 and above:
RECOMMENDED download: *ffmpeg_64bit_osx.pkg*

FFmpeg-Import/Export-Bibliothek
FFmpeg-Bibliothekversion: F(55.33.100),C(55.52.102),U(52.66.100)
FFmpeg-Bibliothek: Suchen ...
FFmpeg-Bibliothek: Herunterladen

Go to **Edit >> Settings >>**
Libraries >> Search to find out whether
the file was installed successfully:

Procedure:
If you created the audio file using your smartphone, start by transferring it to your computer.
You will then be able to open and edit the audio file in Audacity.

You can also use the software to create an audio file directly at your computer. In this case, it
is best to use an external microphone or headset.

These **short tutorials** provide a brief overview of the programme's functions:
https://www.youtube.com/watch?v=mAhL5pbl98s (5:11min)
https://www.youtube.com/watch?v=R7Midd0c_FE (3:35min)

Create and edit an audio file for knowledge sharing purposes.

Share:
Export your audio file in MP3 format and upload it to your LEA course.

Tip:
In order to ease the strain on the university's broadband, please compress your audio
file by exporting it from Audacity using the medium quality setting (145-185kbps).

HOW DO I MAKE A SCREENCAST?

Instructions for using the screencast software: CAMTASIA

Preparation:
Download the free trial version of Camtasia:
https://www.techsmith.de/download/camtasia/

Create a user account. You will be automatically requested to do this after downloading the software; you can also click on the following link:
https://signin.techsmith.com/

Note:
A Camtasia trial account is valid for 30 days.

Procedure:
You can familiarise yourself with the most important Camtasia functions in 10 minutes by watching the following video tutorials:

- Make a screencast: https://www.techsmith.com/tutorial-camtasia-record-edit-share.html
- Video editing basics: https://www.techsmith.com/tutorial-camtasia-video-editing.html

Create a video file for knowledge sharing purposes.

> **Tip:**
> Don't worry about slips of the tongue or filler words! These are perfectly natural and no reason to stop the recording; neither do you need to edit them later on.

Share:
The following tutorial (4 minutes) will show you how to export your finished video recording **as an MP4 file:** https://www.techsmith.com/tutorial-camtasia-produce-share.html

If you are using a free trial account, a **watermark** will appear on your video. This is less noticeable against a white background. If you'd like us to export the video without a watermark, please feel free to contact us by e-mail: e-learning@h-brs.de.

You can upload the MP4 file to YouTube as an **unlisted** video and share the link in LEA.

Recommended equipment:

✓ Webcam
✓ External (lavalier) microphone (headset also possible)

Instructions for using the online screencast software: LOOM PRO

Preparation:
Create a user account for the Pro version using your university e-mail address:
https://www.loom.com/signup

Please download the desktop app so that you can use all the functions provided:
https://www.loom.com/desktop

Recommended equipment:

- ✓ Webcam
- ✓ External (lavalier) microphone (headset also possible)
- ✓ Internet connection

Note:
University staff and students can currently use the paid Pro version free of charge.
Accounts created during this promotional period will still be free of charge once it is over.
There is no need to enter invoicing or payment data.

Procedure:
Open the desktop app and select the required session type (screen content + webcam / screen content only / webcam only). Alternatively, you can set the individual hardware components needed for the video and audio recordings manually.

Select the required video resolution (recommended: 720p). You can also activate or deactivate mouse click highlighting and recording countdowns in the app settings.

Start a video recording for knowledge sharing purposes.

After stopping the recording, the browser will open automatically and show you your personal LOOM cloud storage with your previous recordings and your new video. Please wait until your new video has been uploaded to the LOOM cloud.

If necessary, you can continue editing (e.g. clipping) your videos in your browser.

Tip:
Don't worry about slips of the tongue or filler words! These are perfectly natural and no reason to break off the recording; neither do you have to edit them later on.

Share:
You can share your finished video recording directly from the LOOM cloud **by link** (ideally through LEA) or by mail distributor. Optional password protection is also available.

Alternatively, you can export the finished video **as an MP4 file** and store it locally on your computer.

TUTORIAL VIDEO WITH SMARTPHONE?

Instructions on "Writing Hands" video format

Preparation and procedure:
The video with all the necessary information is available at
https://www.h-brs.de/en/bib/video
(The "gooseneck method").

Note:
Total material costs excluding smartphone approx. 20 €.
Goosenecks are available through ZIEL.

Share:
You can upload the video you recorded using your camera app to YouTube as an **unlisted** video and share the link in LEA.

Recommended equipment:

✓ Gooseneck mount
✓ Optional: External (lavalier) microphone (headset also possible)

Tip:
Fix the gooseneck mount opposite you. This will stop you accidentally knocking the mount while you are making the video, which can lead to a wobbly recording.

HOW DO I START A VIDEO CONFERENCE?

General tips on video conferences

Preparation:

Test the software before you use it!

Procedure:

Allow 15 minutes before your event begins
to start the video conference and give
your participants time to come in.
If possible, it is helpful to have a second person at your side (virtually) to provide technical support. You can assign this person the role of "host". We recommend using the chat function to collect questions.

Share:
You can upload the recording to YouTube as an **unlisted** video and share the link in LEA.
You and your participants can make a recording of your video conference and make it available through the URL.

Recommended equipment:

✓ Webcam
✓ External (lavalier) microphone (headset also possible)

Video conference with ZOOM

The Zoom software is a simple solution for webinars or digital lectures. You can share your presentation and your students can see you via the webcam.

The free version of the software allows you to hold 40-minute video conferences (screen transmission possible) for up to 100 participants or unlimited 1-to-1 meetings. The monthly license for video conferences for up to 100 participants with no time limit is 13.99 EUR.

You will find an overview of prices here: https://www.zoom.us/pricing (take note of the discount offered to academic users: https://www.zoom.us/de-de/education.html)

You can decide during the planning stage whether the participants' video and audio functions should be activated. The entire video conference can be stored on your computer or in the cloud.

Tip:
The free app enables the students to take part by smartphone or tablet. Keep your meeting ID and password handy.

Video conference with ADOBE CONNECT

Staff and students at H-BRS can use Adobe Connect free of charge. As the account contingent is unfortunately exhausted, you can at present **only use this software if you have an existing account.**

Information from DFNconf:
Please note that capacity constraints may occur due to the current situation (link).

Use your access data to log in to my.conf.dfn.de/ and select the link to **Adobe Connect** in the top right-hand corner.

If you still have an old account (requested before summer 2018), please log in at https://webconf.vc.dfn.de/.

Add the video conference for your event using the button **Create -> Meeting.** A URL **cannot** be changed after you have created it! The maximum number of participants is 200.

Tip:
Test Adobe Connect using the following link:
webconf.vc.dfn.de/test_hbrs/ (password: hbrs)

Do you have any questions
about the tools described here,
or do you need advice?

Please feel free to contact us!

Contact e-learning team

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