

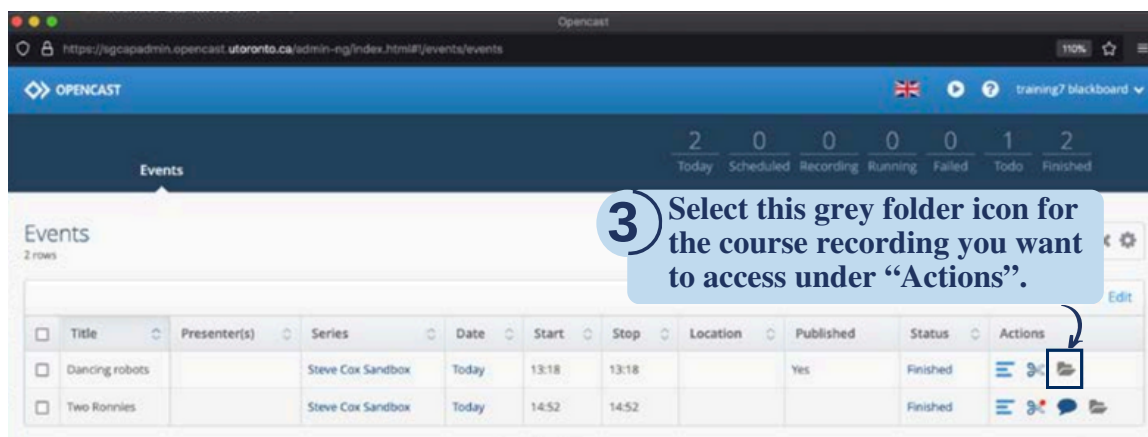
# Accessing OCCS Recording

## After Class: Downloading Media



**OVERVIEW:** As the owner of the OCCS recording media, you may choose to download the media the OCCS server for various reasons including having the media saved for your reference or uploaded to other systems of your choosing (i.e., MyMedia) for alternative methods of distributing your media.

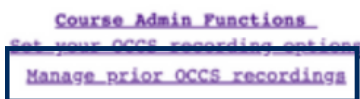
**1)** Login to Quercus: <https://q.utoronto.ca> and navigate to the Instructor app.



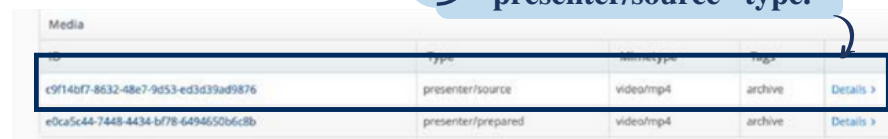
**3)** Select this grey folder icon for the course recording you want to access under “Actions”.

bob bobbit, the Quercus course, The Phantom Course does not currently exist in the OCCS if you wish to opt-in to the facility it will need to be created, to initiate this, you need to do the following:

**2)** Select “Manage prior OCCS recordings”.

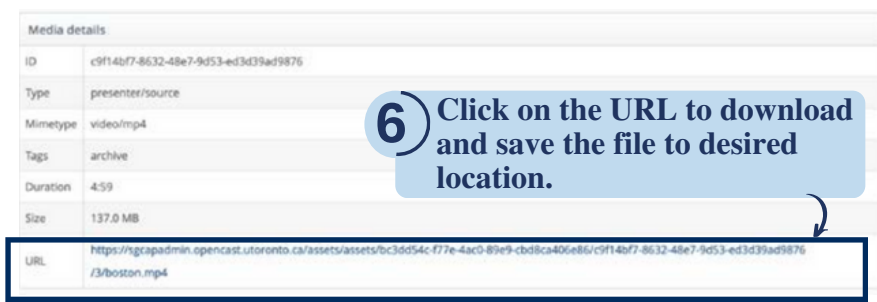


**5)** Select “Details” under the “presenter/source” type.



**4)** Click on “Details” under the “Media” asset.

**6)** Click on the URL to download and save the file to desired location.



# Accessing OCCS Recording

## After Class: Editing & Publishing Media

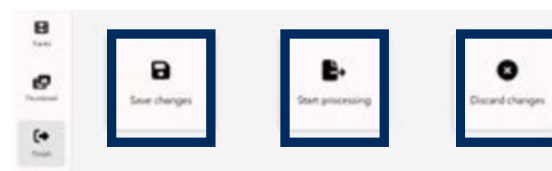


**OVERVIEW:** If you have opted for auto-publish, there is no action required on your end. The media will automatically publish to all course-enrolled students. Similarly, if you have chosen auto-editing, the smart software will automatically track and edit out the media (i.e., chop out background noise). However, if you have chosen to manually edit and/or manually publish then please follow the outlined steps below. Any manual edits made are non-destructive and as such the edits made on OpenCast will only appear when publishing to Quercus. Please note that the edited version cannot be downloaded.

1) Select this grey scissor icon for the course recording you want to manually edit under “Actions”.

Events	Today	Scheduled	Recording	Running	Failed	Todo	Finished
2	0	0	0	0	0	1	2

Events	2 rows								
Title	Presenter(s)	Series	Date	Start	Stop	Location	Published	Status	Actions
Dancing robots		Steve Cox Sandbox	Today	13:18	13:18		Yes	Finished	[Scissor icon]
Two Ronnies		Steve Cox Sandbox	Today	14:52	14:52			Finished	[Scissor icon]



- 6) “Finish” allows for 3 options:
- Save changes- but does not publish
  - Start processing- commences publishing process
  - Discard changes- reject all changes

2) Cutting

3) Metadata

4) Tracks

5) Thumbnail

6) Finish

- 2) “Cutting” allows you to choose from four functions (cut, restore, merge left, merge right) to use. Pink sections on the timeline represent sections hidden from the viewer and by default the player is set to play only the blue portions. Switching off preview mode will play the hidden sections.

- 3) “Metadata” allows the modification of metadata to assist further in identifying media.

- 4) “Tracks” allows the exclusion of multiple tracks, if they exist, but this option is only useful for editing media created in Myhal 150.

- 5) “Thumbnail” allows the generation of a specific thumbnail which can assist in identifying the subject of your media to your audience, alternatively one will be selected during the encoding process.