

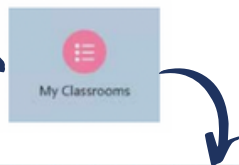
OCCS Enrolment

Before Class Starts: Checking Classroom OCCS Capabilities



OVERVIEW: Opencast Content Capture System (OCCS) is an opt-in service that allows instructors to record lecture video and audio content from teaching stations within LSM Classrooms. The first step is to check whether your classroom has the necessary AV capabilities to enroll into OCCS.

1 Login into the LSM portal: https://lsm.utoronto.ca/lsm_portal and click on the “My Classrooms” tile.



2 This column indicates the AV capabilities of the classroom:

Choose the applicable term from the drop-down and then click Go.

Session	Course	Section	Day	Time	Room (click to see dtls)	Room Capacity	In Room Technology	Schedule Room Visit	AV Support	Content Capture Status
20241	PHY152H1S	LEC0101	Monday	1300-1400	ES 1050	400		Click to Schedule a room visit	Click to request AV Support	Not Registered

3 This icon indicates the room has OCCS capabilities.

3 This column indicates the current status of OCCS in this room:

- *Not available:* This course takes place online or the room is not equipped with OCCS capabilities.
- *Not registered:* This course has not been opted into OCCS.
- *Record Activated:* Recording is active and will be manually published.
- *Record with Auto-publish Activated:* Recording is active and will be automatically published.
- *Record Deactivated:* This course has opted into OCCS, but paused subsequent recording.

X This status indicates that this course has not been registered and enrolled into OCCS.

	AirMedia		Teaching Dock with Monitor
	Teaching Station		Teaching Dock with Projector
	Junior Teaching Station		OCCS Capable
	In Room PC		

To learn more about classroom technology, visit: <https://lsm.utoronto.ca/tech2u/>

✓ QUICK TIP:
If your room is not OCCS capable, please connect with your local departmental or divisional AV team to explore content capture options available to you.

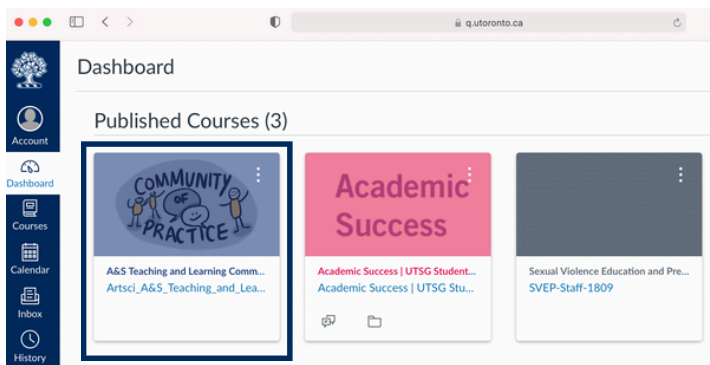
OCCS Enrolment

Before Class Starts: Enrolling through Quercus

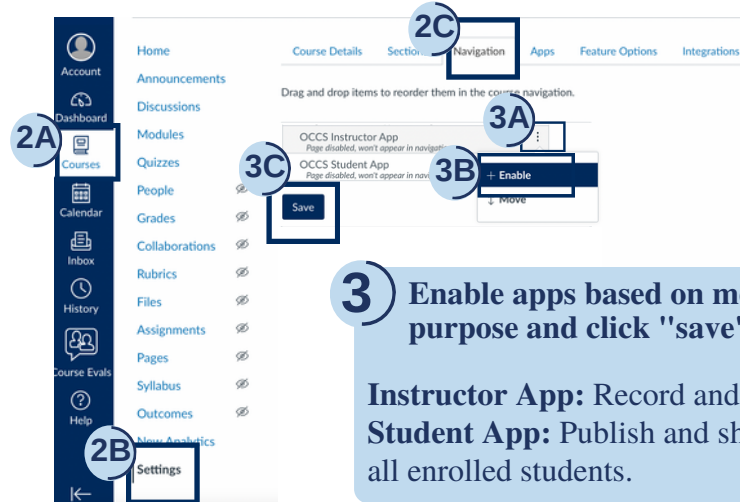


OVERVIEW: If your classroom has OCCS capabilities, you can proceed with enrolling your course(s) through Quercus. Each course that needs an OCCS recording needs to be set up individually and the enrolment process can take up to 48 hours to complete. Please be sure to carefully review the conditions outlined in the OCCS Instructor App, around informed consent, before completing the opt-in process.

1) Login to Quercus: <https://q.utoronto.ca>

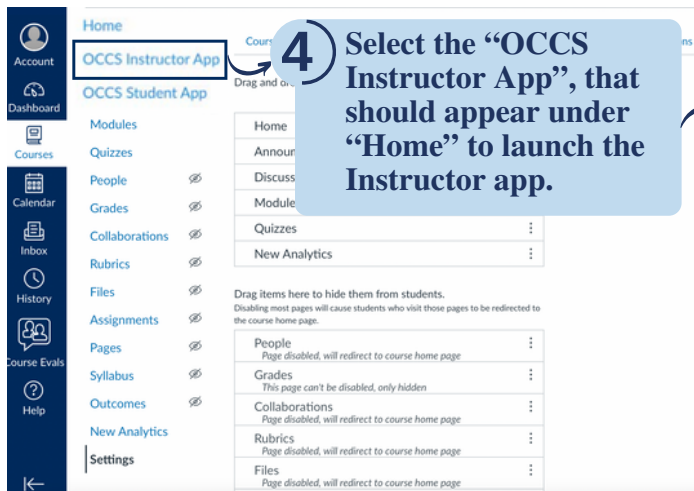


2) Select "Course", then "Settings", then "Navigation".



3) Enable apps based on media purpose and click "save":
Instructor App: Record and access media.
Student App: Publish and share media to all enrolled students.

4) Select the "OCCS Instructor App", that should appear under "Home" to launch the Instructor app.



5) Click "accept" to complete opt-in process.

QUICK TIP:
 If your course is cross-listed, held in a non-OCCS supported location, or SIS id is not recognized, you will be prompted to email opencast.project@utoronto.ca in the Instructor app.

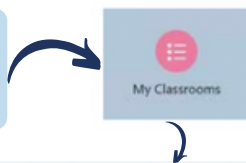
OCCS Enrolment

Before Class Starts: Confirming OCCS Enrolment



OVERVIEW: The last step of the process is to ensure that OCCS has been activated for your course(s). Please login to the LSM portal to confirm that your course has been enrolled into OCCS. You can configure publish settings and pause/resume recordings as desired.

1) Login into the LSM portal: https://lsm.utoronto.ca/lsm_portal and click on the “My Classrooms” tile.



2) This column indicates the current status of OCCS in this room. If you successfully opted in, you should see one of the following statuses:

- *Record Activated:* Recording is active and will be manually published
- *Record with Auto-publish Activated:* Recording is active and will be automatically published.

Choose term 20241

3) Ensure you are looking at the Winter 2024 term and click “go”.

Session	Course	Section	Day	Time	Room (click to see dets)	Room Capacity	In Room Technology	Schedule Room Visit	AV Support	Content Capture Status	Content Capture Options (must be registered with OCCS)
20241	PHY152H1S	LEC0101	Monday	1300-1400	ES 1050		REC Capable			Record Activated	

4) This status indicates this course has been successfully opted in.

3) You can choose from publishing options and pause recordings:

- Please note that if you pause the recording, you will need to resume at a later date if you want to obtain recordings again.
- You can choose to flip between publishing options, to share content either automatically or manually.
- Please click submit to save your selected options.

3) Content Capture Update

Pause Recordings
 Pause Resume

Publish
 Automatic Manual