



Step by Step to Podcasts

Processes for recording in lecture halls

Recording in a lecture hall

Description step by step (1/2)

1. Instructor decides how to make the recordings available to students:
 1. via OLAT course (recommended),
 2. via integration into a protected website,
 3. via sending students a link to the series (or to individual recordings)
2. Instructor appoints **SWITCHcast series manager (SV)** (or assumes the role him-/herself)
3. When publishing via OLAT (recommended): Instructor appoints OLAT author (OB) (or takes on this role him-/herself). Important: OB has to be SV at the same time so that he/she can integrate the SWITCHcast element.
4. SV logs into SWITCHcast once: <https://cast.switch.ch> and applies for producer rights (these are then granted by MELS). Attention: This step should take place promptly after the request for creating a series!
5. Request recording: <https://sdesk.uzh.ch/xfq/melsServiceOpen> > Veranstaltungsaufzeichnungen (Podcast)
6. MELS programs the recordings and sends a mail to the mail address specified in the order. From then on (at the latest one day before the first recording), SVs will see the series created by MELS in SWITCHcast and can add further SVs or configure the series themselves. It is important that you **check whether the recordings have been programmed correctly**.
Note: The default publication setting is via LMS (=OLAT). Change the setting if you want to make the videos available via a website or a link.
7. Die Aufzeichnungen erfolgen automatisch ohne weitere Benachrichtigung von MELS. Wichtig ist, dass die Dozierenden jeweils das **Mikrofon einschalten**, da sonst der Ton nicht aufgezeichnet wird!
8. The lectures will be recorded automatically without further notification from MELS. It is important that the instructors **switch on the microphone**, otherwise the sound will not be recorded!

Recording in a lecture hall

Description step by step (2/2)

8. After the event, the recording can be edited by the SV in the SWITCHcast series (optional) or published directly. Each recording must be **published** individually in order to be visible. **The publication process can currently take over 36 hours.**
9. Publication:
 - a. via OLAT course: OB creates course at <https://lms.uzh.ch> and integrates the SWITCHcast element. He/she links the SWITCHcast series created by MELS. Thus published recordings will automatically appear in OLAT. Instructor informs students in which OLAT course they will find the videos.
 - b. via website: SV embeds the series in a protected website and informs the students.
 - c. via link: instructor sends a link to the series to the students

Cancelling recording orders

Instructors who no longer wish to record in the lecture hall can cancel their room reservation by contacting hoersaaldispo@del.uzh.ch and sending the same e-mail to avs-support@zi.uzh.ch. If possible, reply to the original confirmation email from the podcast team; if no longer available, please provide the ticket number, if known.

Videos created in the home office can be uploaded to the existing series, see [Uploading SWITCHcast video recordings](#) (in German only).

Support: phone 044 634 2451; e-mail: avs-support@zi.uzh.ch

For specific OLAT questions: phone 044 635 6790, e-mail: support@olat.uzh.ch

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Advantages/disadvantages of the publication scenarios

Szenarien	Vorteile	Nachteile
1. SWITCHcast/OLAT	<ul style="list-style-type: none">• No own software or hardware necessary for production• Upload automatically handled by the System• Secure: only persons registered in the OLAT course have access to the videos• Very simple, one-time integration of the videos into OLAT with the SWITCHcast element: each new video in the series appears automatically in OLAT	<ul style="list-style-type: none">• For faculties without campus courses (MeF, VSF, RWF) students have to enroll in an OLAT course (unless an OLAT course already exists)
2. Via website	<ul style="list-style-type: none">• No OLAT course required	<ul style="list-style-type: none">• Protected website must be available
3. Sending a link	<ul style="list-style-type: none">• No OLAT course required	<ul style="list-style-type: none">• Sending a link is insecure: anyone who has the link can watch the videos• Mail addresses of students must be known
Recording in the home office*	<ul style="list-style-type: none">• Production does not have to take place in the lecture hall → no room reservation required• Use of SWITCHtube instead of SWITCHcast possible (somewhat easier to use)	<ul style="list-style-type: none">• Own software and hardware required• Videos must be uploaded by yourself• Cf. also instructions for home office production*

* vgl. <https://www.zi.uzh.ch/en/teaching-and-research/event-support/event-recording-home.html>

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Further informationen

- Unless otherwise communicated by the faculties, the instructors themselves are responsible for appointing the series manager and for submitting the request form.
- As a rule, one series is created per event series. However, you can also assign several series of lectures to one single series. If you want to do so, please make an entry in the remarks fields when submitting the request form.
- **In OLAT campus courses** students enrolled in a module will automatically receive access authorization to the course. In case of normal OLAT courses they have to enroll in the OLAT course themselves. Campus courses are available for ThF, WWF, PhF, and MNF
- A list of **rooms** equipped for recording can be found at <https://www.zi.uzh.ch/de/teaching-and-research/event-support/event-recording/rooms.html>. hoersaaldispo@del.uzh.ch is responsible for room reservations.