



Step by Step to Podcasts

Processes for recording in the home office

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Recording in the home office

Scenario 1: via SWITCHcast/OLAT (recommended)

1. Instructor appoints **SWITCHcast series manager (SV)** (or assumes the role him-/herself)
2. 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.
3. 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!
4. Request the creation of the SWITCHcast series: <https://sdesk.uzh.ch/xfmg/melsServiceOpen> > Veranstaltungsaufzeichnungen (Podcast). **Please note the special form entries:** <https://www.zi.uzh.ch/de/teaching-and-research/event-support/event-recording-home/prepare.html>
5. MELS creates a series and sends a mail to the mail address specified in the order. SVs can now view the series in SWITCHcast and add further SVs themselves or configure the series.
Note: The default publication setting is via LMS (=OLAT). Change this setting if you want to make the videos available via a website or a link.
6. Production of the individual videos: for tips see <https://www.zi.uzh.ch/de/teaching-and-research/event-support/event-recording-home.html>
7. The SVs can upload the individual videos to SWITCHcast. Each individual recording must be **published** in order to be visible.
Publication can currently take over 36 hours.
8. 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.
9. Instructor communicates to students in which OLAT course they will find the recordings.

Please do not upload videos to OLAT under any circumstances as this will increase the load on the system. Make sure to use one of the described possibilities!

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

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

Recording in the home office

Scenario 2: via link to SWITCHtube

1. Instructor appoints **SWITCHtube channel manager (SV)** (or assumes the role him-/herself)
2. SV logs into SWITCHtube once: <https://tube.switch.ch> and then applies for producer rights at avs-support@id.uzh.ch (these are then granted by MELS).
3. SV can now create a channel, configure access rights and upload videos.
4. Production of the individual videos: for tips see <https://www.zi.uzh.ch/de/teaching-and-research/event-support/event-recording-home.html>
5. SV uploads the recordings to SWITCHtube. They become visible automatically.
6. Instructor sends students a link to the channel.

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Recording in the home office

Scenario 3: via SWITCHtube/OLAT (not recommended)

1. Instructor appoints **SWITCHtube channel manager (SV)** (or assumes the role him-/herself)
2. SV logs into SWITCHtube once: <https://tube.switch.ch> and then applies for producer rights at avs-support@id.uzh.ch (these are then granted by MELS).
3. SV can now create a channel, configure access rights and upload videos.
4. Production of the individual videos: for tips see <https://www.zi.uzh.ch/de/teaching-and-research/event-support/event-recording-home.html>
5. Instructor appoints **OLAT author (OB)** (or takes on this role him-/herself).
6. OB creates course at <https://lms.uzh.ch> and embeds all videos individually.
7. Instructor communicates to students in which OLAT course they will find the recordings.

Please do not upload videos to OLAT under any circumstances as this will increase the load on the system. Make sure to use one of the described possibilities!

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Recording in the home office

Advantages and disadvantages of the scenarios

Scenarios	Advantages	Disadvantages
1. SWITCHcast/OLAT (recommended)	<ul style="list-style-type: none"> 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"> SWITCHcast somewhat more difficult to operate than SWITCHtube SWITCHcast series must be requested For faculties without campus courses (MeF, VSF, RWF) students have to enroll in an OLAT course (unless an OLAT course already exists)
2. SWITCHtube	<ul style="list-style-type: none"> SWITCHtube easy to use 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
3. SWITCHtube/OLAT (not recommended)	<ul style="list-style-type: none"> Secure: only persons registered in the OLAT course have access to the videos 	<ul style="list-style-type: none"> Cumbersome and complicated: each video has to be integrated into OLAT individually For faculties without campus courses (MeF, VSF, RWF) students have to enroll in an OLAT course (unless an OLAT course already exists)
Recording in the lecture hall*	<ul style="list-style-type: none"> No own software or hardware necessary for production Upload automatically handled by the System 	<ul style="list-style-type: none"> Disadvantages as in scenario 1

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

Recording in the home office

Further information

- Unless otherwise communicated by the faculties, the instructors themselves are responsible for appointing the series or channel manager and for submitting the request form.
- As a rule, one series or channel 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.