

# College of Continuing Education Video Production Room

## To Begin a Session:

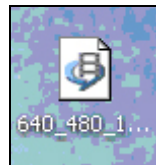
**Step 1:** Turn on the Station by pressing the red switch near the desktop monitor. By doing this the following equipment will be turned on:

Video Camera  
Digital Video Switcher  
Aversion Visual Presenter  
Audio Mixer  
Power Strip

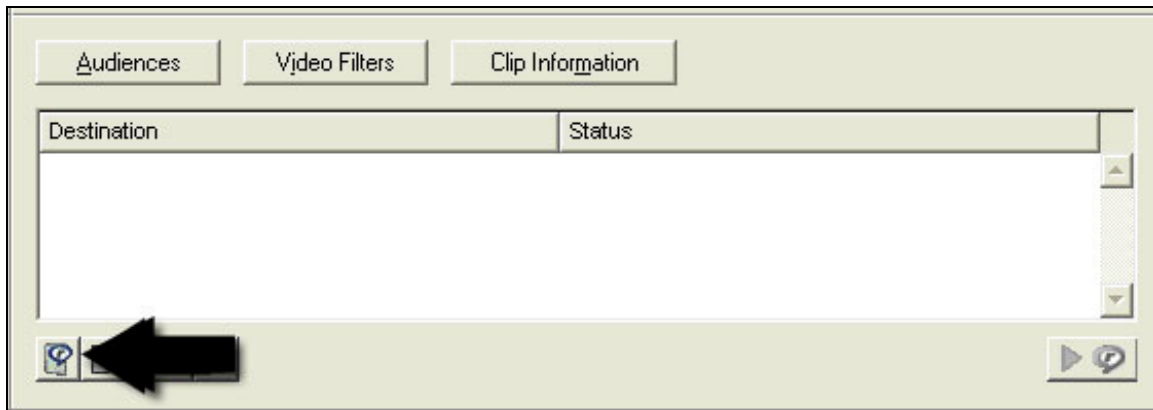
**Step 2:** Turn on the T.V. with the remote by pressing the red button.

**Step 3:** Turn on the computer if it is not already running. A login screen will appear. Log in with the screen name **“tempadmin”** and the password **“Tempadm1n”** (*the password is case sensitive, the I in the password is the number one.*)

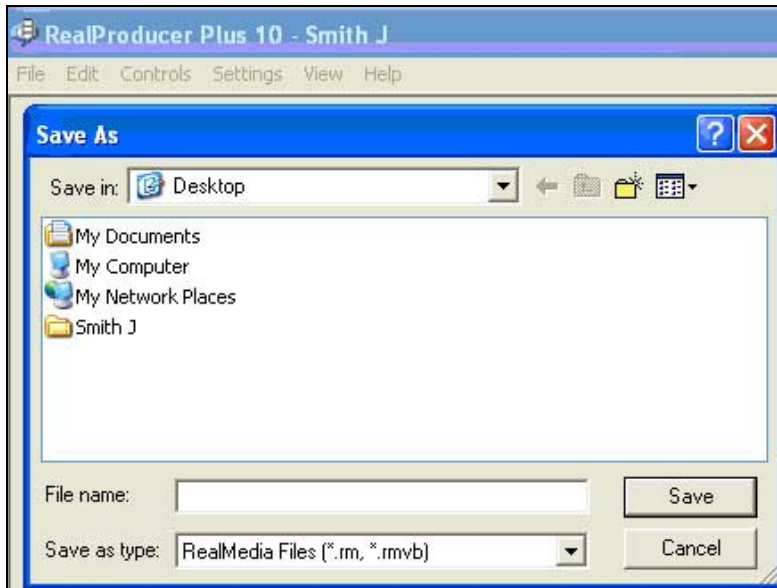
**Step 4:** To start recording double click on **the helix named “640\_480...”** to begin the session. (this number refers to the size the video will be produced.) The icon will be in the lower left hand corner on the desktop.



- After Helix is open create a new file by clicking on the “Add File Destination” icon.



- Then specify to save the folder on the “Desktop” in your personal folder already created.
- Name the file in a way that will help you as well as the Online Solutions Staff locate your file.
- Make sure that “Save as type” is set to “RealMedia Files (\*.rm)”.



**Step 5:** When ready, press “Encode” located at the bottom of the program.



**Step 6:** When finished recording press the “Stop” button to the right of “Encode.”

**End of Session:**

- Close the Helix program and drag a copy of the new file to your Media1 account.
- Shut down the computer
- Turn off the large red switch near the computer
- Turn off the T.V. by using the remote

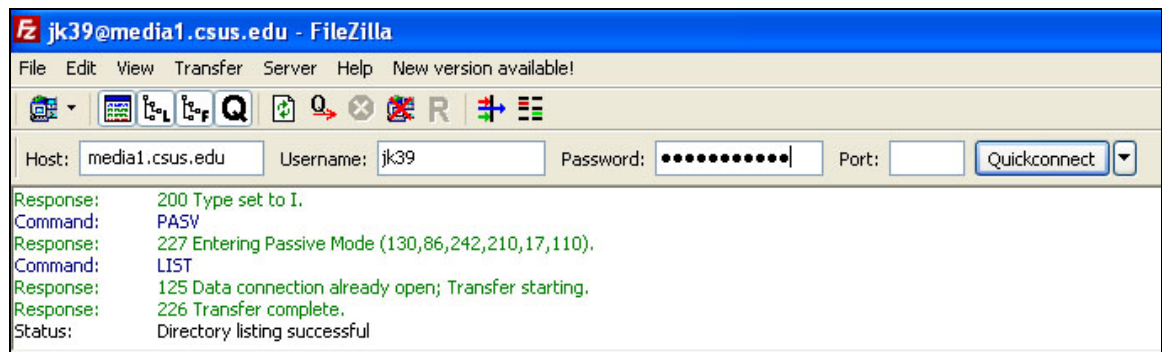
## Uploading the real media file to the FTP

**Step 1:** Launch FileZilla by clicking on the icon



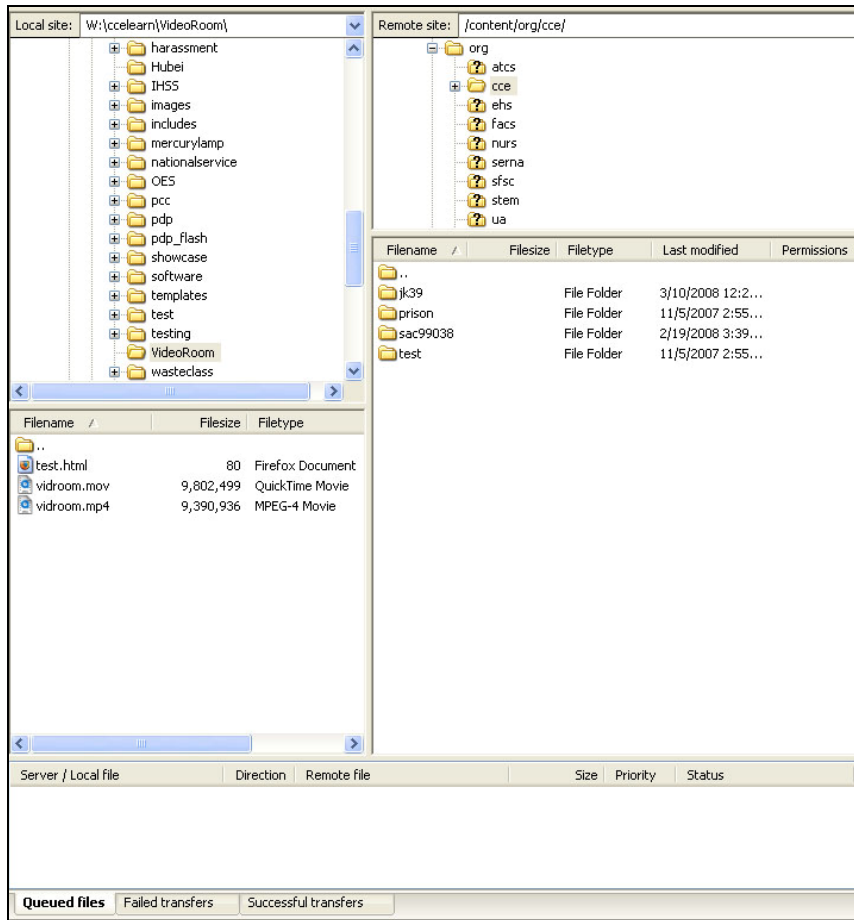
**Step 2:** Log into your account.

- Enter “media1.csus.edu” in the “Host” field
- Enter your Saclink I.D. in the “Username” field
- Enter your Saclink password in the “Password” field
- Leave “Port” blank
- Click on “Quickconnect”
- Once connected you will see “Status: Connected” appear in the region beneath the log in bar.



**Step 3:** The left side of the program is the local (your computer) view.

- Click into the folder where your media file is located.  
(Desktop/your\_name/your\_file.rm)
- On the right side is the remote view (the server files).
- Click into your designated folder so that it is open.
- With the mouse drag and drop the file from your local folder to your remote folder on the server.
- When successfully transferred, it will appear in the remote view. Clicking the bottom tab labeled “Successful Transfers” will also verify the file has been transferred.



## Saving to a personal flash/usb drive

**Step 1:** To ensure that work does not get lost or deleted always save a copy to another location off of the video room computer.

- Insert the flash drive into the designated slot in the front of the computer.

**Step 2:** Locate the video files to be copied onto the drive

**Step 3:** Under the start menu open “My Computer”

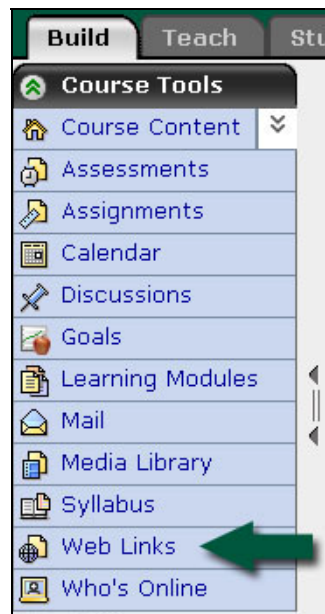
- Your drive will appear under “Devices with Removable Storage”
- Click on the drive to view its contents

**Step 4:** Right click on the video file located on the desktop and select copy from the pop up menu.

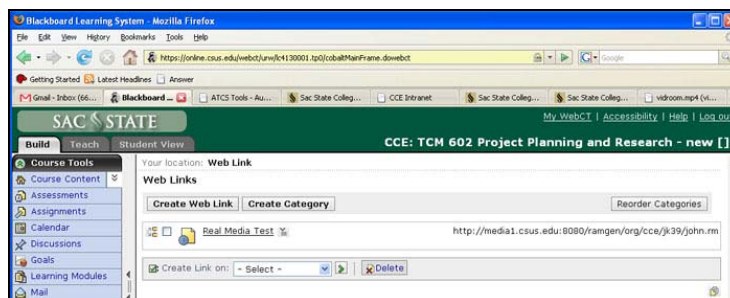
- Right click inside of the flash drive and select “Paste”
- The video should now be accessible both on the desktop, your flash drive, and on the server if you have already uploaded it using the FTP.

## Linking Real Media in WebCT

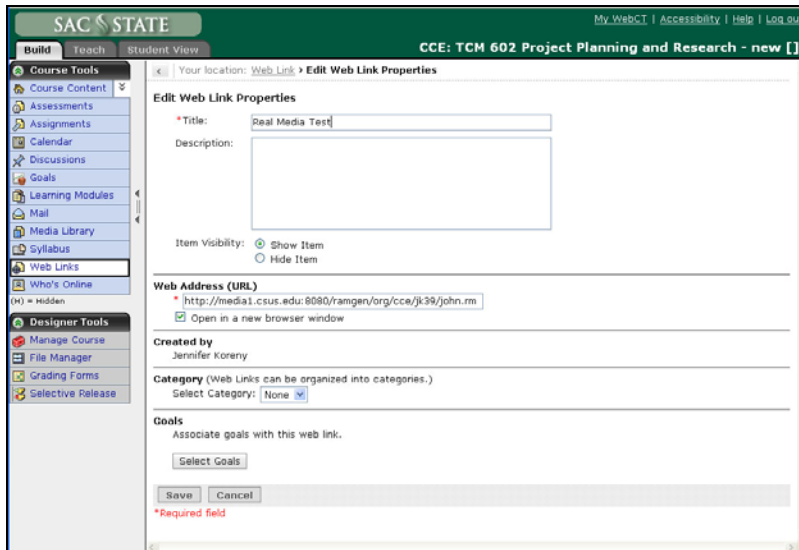
**Step 1:** Once in your WebCT course click on the “build” tab and then on the “Web Links” button.



**Step 2:** Once the “Web Links” page opens click on “Create Web Link.”  
• Name the link something relevant to the link’s content in the “Title” field. Adding a description is optional.



**Step 3:** Enter the following into “Web Address (URL)” field:  
<http://media1.csus.edu:8080/ramgen/usr/yoursalinkID/videoname.rm>  
(enter: <http://media1.csus.edu:8080/ramgen/org/cce/yoursalink/videoname.rm> if you received a folder on the ftp that is under “org” as opposed to “usr”) *\*NOTE\* omit “/content/” from the path as shown above.*  
• Click on “Save



**Step 4:** Test the link by clicking on the “Student View” tab, then the “Web Links” button. The title of your link should appear as well as the link.

- Click on the title to test the link. If Real Player does not open and display the video file, check to make sure the link was entered in the proper format displayed in Step 3.

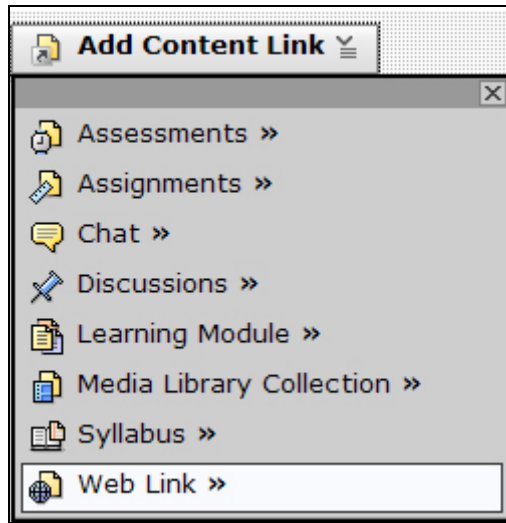
**Step 5:** To add the file within a WebCT module click on the folder/module that you’d like to place the file.



**Step 6:** The following task bar will appear on the screen:



- Click on the “Add Content Link” button and select “Web Link”



A list of the web links entered into the course will appear. Choose the file to be placed inside of the folder. It should now appear within the module. Navigate to the “Student View” and click the folder containing the video to test the link.