



TEXAS TECH
UNIVERSITY
College of Education

Instructional Technology
ITSS
Support Services



Instructor/Student Guide

Instructional Technology Support Services
College of Education
Texas Tech University

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Introduction

Codian is an IP Video Conference Recorder that allows you to view archived recorded class sessions and events from your own computer. Content is recorded live and streamed to a Web interface – viewed using QuickTime™, RealPlayer™ or Windows Media Player™.

The video and data are recorded in their native formats with no loss of quality. Intelligent transcoding and transrating are performed on the data at the time of retrieval to ensure that the video quality is always optimal when being played back.

This guide is designed to provide Instructors and Students with the necessary information that they need to understand, prepare and access Codian Videostreaming recordings.

Users will be able to access and view class sessions at anytime, from any computer, and as many times as needed while the recording is still available (see “Policies”). ***Please keep in mind that with the use of any technology, there are potential issues that could arise.*** One such issue might be the computer on which you are accessing the streaming video from might not have the proper applications or plug-ins needed to view the recordings (see “Technology Requirements”).

Please note that almost all classes now have 30 minutes of 'test time' at the beginning of recordings, where nothing is seen or heard. This is not apparent when watching the "LIVE" stream. However, if you go back to the recording later, after the class is over and the recording is archived, you will need to scroll your video player forward to the point where the class begins.

Section 1

Part A: Student Responsibilities

Student Responsibility for Individual Receiving Sites

Approved by the Texas Tech University Provost

In order to increase access to Texas Tech's academic resources, courses are offered in a variety or combination of technologically-assisted delivery methods – synchronous and asynchronous Web-based, interactive video conferencing, broadcast TV, DVD, etc. In some cases, courses may be delivered to individual receiving sites such as home PC's. In such instances, Texas Tech seeks to provide the highest level of instructional technology support. However, the student assumes responsibility for ensuring that the technological requirements of the receiving site (connectivity, hardware and software, etc.) are adequate and maintained to ensure minimal disruption of course delivery. When disruption of course delivery occurs due to failure of the student's connection, hardware, and/or software, the student is generally responsible for the communication, diagnosis and resolution of delivery disruption issues. When such delivery disruption interferes specifically with access to course materials and assignments, it is also the student's responsibility to contact the faculty member and complete all course assignments in accordance with the syllabus and applicable TTU policies and procedures.

Part B: Technology Requirements

You will be able to access and view class sessions at anytime, from any computer, and as many times as you would like. ***Please keep in mind that with the use of any technology, there are potential issues that could arise.*** One such issue might be the computer on which you are accessing the streaming video from might not have the proper applications or plug-ins needed to view the recordings. If this occurs, please follow the pop-up requests to download the latest version of the application or plug-in needed. It is suggested that PC users choose Windows Media Player. There is an application called a Codec that you will need to install to access the player. Please find further instructions below. MAC users should choose QuickTime, instructions can be found below as well.

Computer Requirements

- CPU:
 - Minimum
 - Intel® Pentium® 4 Processor
 - 1.2GHz or AMD 2200+ Athlon XP
 - Recommended
 - Pentium® 4
 - 2.2GHz or AMD 2200+ Athlon XP or higher
- Memory
 - 1GB (*Minimum*)
 - 2GB (*Recommended*)
- Graphics Card

- The TTU IT Division highly recommends a high quality graphics card for videoconferencing. The video card should be at least 128MB video memory.
- Many times if you are purchasing and customizing a new computer, you can specify the kind of video card that you want.
- If you have an older computer, please check with your computer dealer/manufacturer or an IT expert to see if you need a PCIe or AGP graphics card.
- Operating System
 - Windows XP or Newer
 - DirectX 9.0b
- Applications/Plug-ins
 - PC users should use the latest version of Windows Media Player. You can download the latest version at: <http://www.microsoft.com/windows/windowsmedia/default.msp>
 - MAC users should install QuickTime on your computer. To do so, visit www.apple.com/quicktime/download to download and install this software.
 -
- Internet
 - Broadband Cable, DSL, or Satellite with upload speeds of at least 384Kbps.
 - You should be concerned with the uploading speed rather than the downloading speed to this application.
 - An upload speed of 384Kbps is the absolute minimum, higher rates are preferred

Part C: Policies

Archiving and Removal of Recordings

Codian Videostream recordings are stored on a local server in the College of Education at Texas Tech University. Since there is limited space on the server and the College records many classes during the semester, it is necessary to remove older recordings on a regular basis. Therefore, recordings can only be stored on the server two weeks at a time, at which time they will be removed to make room for new classes. The recordings that are removed are not deleted entirely, just moved to another location. Instructors can request a DVD copy of the classes if needed.

Section 2: Codian Tutorial

Step 1

Go to the TTU College of Education Codian Portal at: <http://www.educ.ttu.edu/go/codian>

Step 2

Click on “Access to Class Recordings”

QUICK SEARCH

TEXAS TECH UNIVERSITY
College of Education™

CAMPUSES INFO FOR CONTACT INFO SITE MAP

TTU Home » College of Education » Codian Portal

Codian Portal

The Texas Tech College of Education is utilizing a Codian IP-VCR to permit student access to IVC courses and selected events from home over a highspeed / broadband Internet connection. Codian is an IP Videoconference Recorder that allows you to view archived recorded class sessions and events from your own computer. Content is recorded live and streamed to a Web interface – viewed using QuickTime™, RealPlayer™ or Windows Media Player™.

If you are an instructor or a student, you will need to download the "Codian Instructor/Student Guide" before trying to access class recordings. . This guide provides a tutorial and information regarding responsibilities, policies, and technology requirements needed to successfully view streamed recordings.

Links

- Codian Instructor/Student Guide (
- [Access to Class Recordings](#)
- IT Help Desk
- Faculty Guide for Teaching at a D.....
- Student Guide for Learning at a Distance (Coming Soon!)

Step 3

You will find a page showing that you are logged in as a guest. **Under User options** click on “View recordings list”

Codian VCR 2220

Home Recordings

Logged in as: *guest*

Change log in

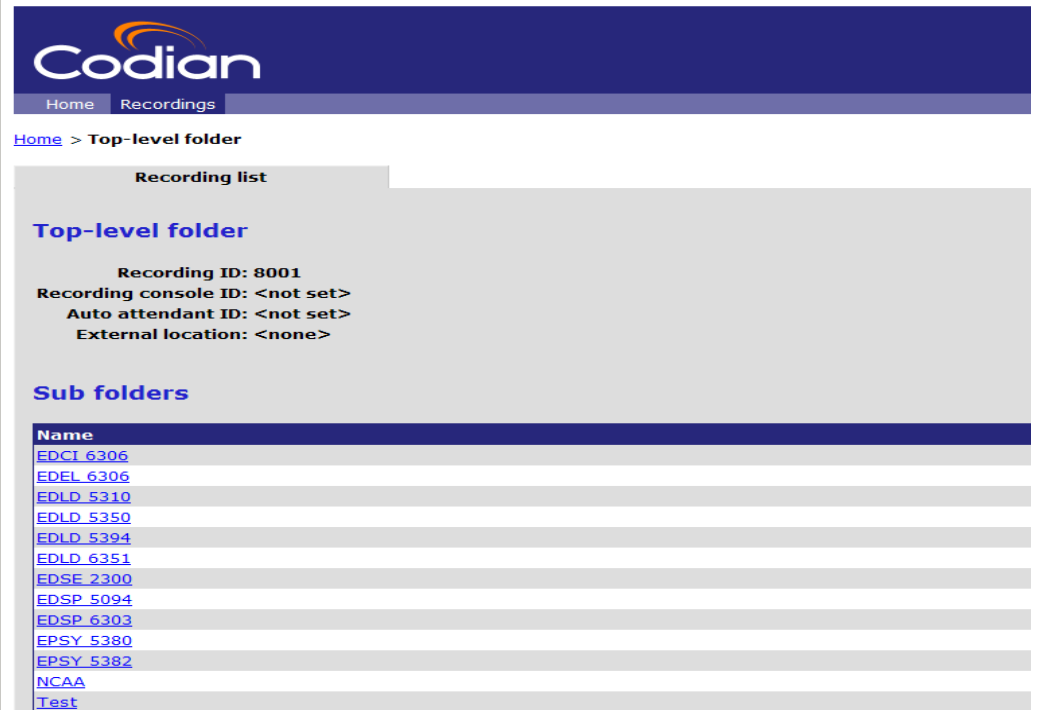
User options:

- [View recordings list](#)
- [Streaming-only interface](#)

Step 4

After clicking the recordings link you will find a list of class folders. Locate the folder that corresponds with the class you are currently enrolled. Typically, the folders will have the same name as the class.

By clicking on the folder, it will take you to the list of recordings available for viewing.



The screenshot shows the Codian web interface. At the top is the Codian logo and navigation tabs for 'Home' and 'Recordings'. Below the navigation is a breadcrumb trail: 'Home > Top-level folder'. The main content area is titled 'Recording list' and contains the following information:

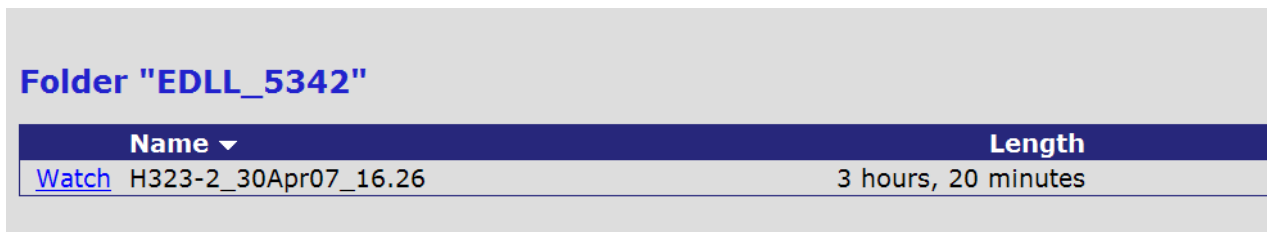
- Top-level folder**
- Recording ID: 8001
- Recording console ID: <not set>
- Auto attendant ID: <not set>
- External location: <none>

Below this information is a section titled 'Sub folders' which contains a table with the following rows:

Name
EDCI_6306
EDEL_6306
EDLD_5310
EDLD_5350
EDLD_5394
EDLD_6351
EDSE_2300
EDSP_5094
EDSP_6303
EPSY_5380
EPSY_5382
NCAA
Test

Step 5

Find the appropriate date of the class that you want to view and click “Watch”, which is located to the left of the class name and date. Please make sure that you click on the correct date for the class.....there might be some older classes still in the folder.

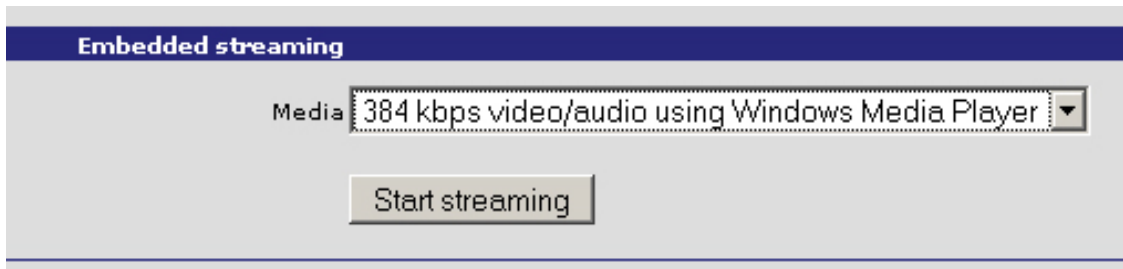


The screenshot shows the 'Folder "EDLL_5342"' page. It features a table with the following columns: 'Name' and 'Length'. The table contains one row of data:

Name	Length
Watch H323-2_30Apr07_16.26	3 hours, 20 minutes

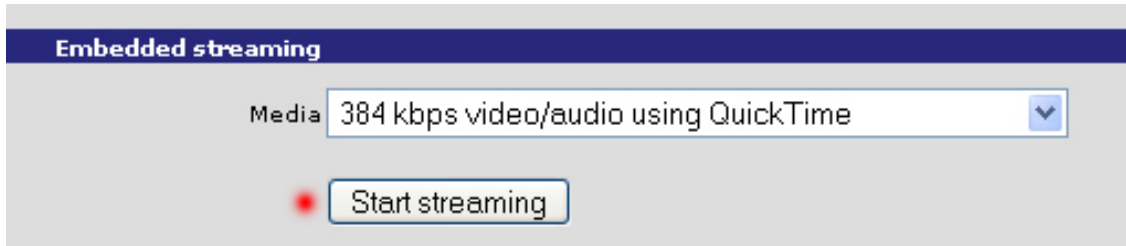
Step 6

Select the format in which you will watch the class. For PC users, Windows Media Player is the suggested format to view the recordings.



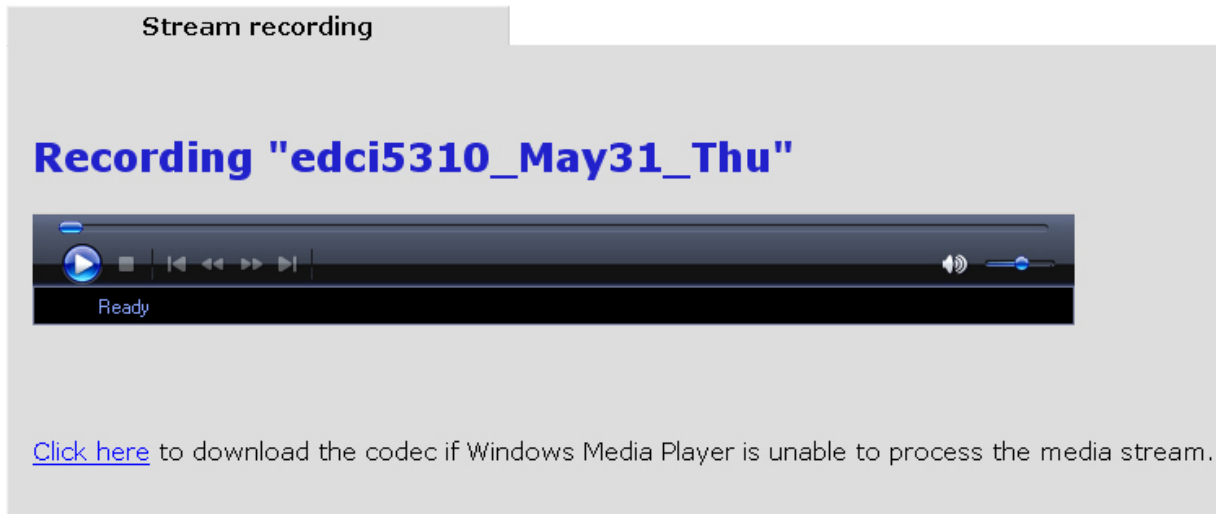
The screenshot shows the 'Embedded streaming' interface. It features a dropdown menu for 'Media' with the selected option '384 kbps video/audio using Windows Media Player'. Below the dropdown is a 'Start streaming' button.

For Mac Users QuickTime is the best option.

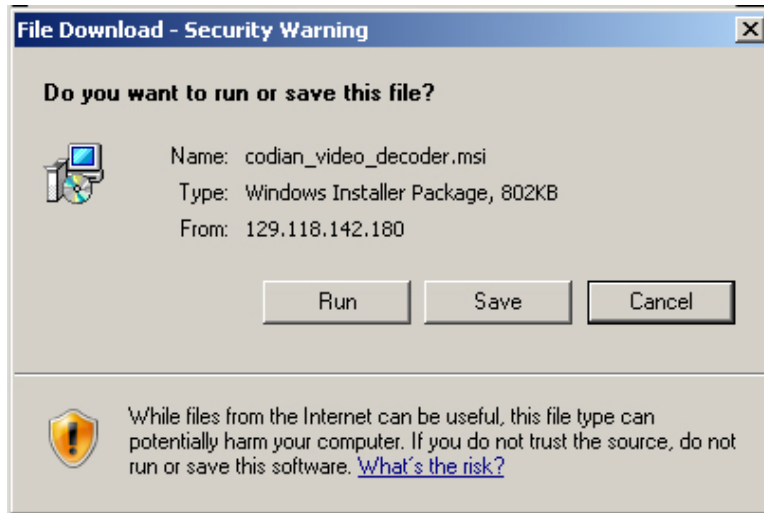


Once the format has been selected, click the tab that says “Start Streaming”

NOTE: If you are using Windows Media Player you will need to install the Codian Codec. To do so, please follow these steps:



If the video does not begin to play automatically, the first thing you should do is make sure you have the appropriate codec installed. If you chose to stream using Windows Media Player, then simply click where it says “Click here” in blue.



Upon clicking the aforementioned link, a new Window will appear that asks if you want to run or save the file, go ahead and run the program whether it says there is a security warning or not, and if another window comes up warning you again that there is a security risk go ahead and click “Run”, not “Don’t Run”. This is one instance where the security warning can be ignored, it is not a recommendation to ignore all security risks your operating system presents.

Once the program has downloaded and opened, the window pictured below will appear:

To begin installing the Codian Video Decoder click “Next”. After clicking “Next” a license agreement will pop up; click the box in the corner that says “I Agree”. Finally, click the “Install” button at the bottom right to install the Codian Video Decoder. When it is finished installing it will instruct you to close your browser for the changes to take effect, do so and follow the previous steps 1-6 to get back to where you were, this time the video should stream automatically.



Section 3

Hints:

Please make sure that your speakers are turned up to hear the instructor. Streaming video classes are not that different than face to face classes. However, you will actually have a tendency to pick up more noise using this method.

It is also important to understand that you may not be able to successfully watch the class while it actually occurring. There may be other classes that are being recording or there may be heavy network traffic. Therefore if you can not stream while the class is in session, please wait until the class has been completed to successfully view the stream.

Technical Assistance

Instructional Technology Support Services

For Technical Assistance regarding Codian, please contact:

Instructional Technology Support Services
College of Education
Texas Tech University

Email

instructionalsupport.educ@ttu.edu

Phone

ITSS Phone: 806-742-1997 ext. 312
ITSS Cell Phone : 806-392-2247

For Technical Assistance regarding user systems, please contact:

Texas Tech University IT Help Desk
806-742-HELP

This form is designed to track problems that occur with IVC or Codian recorded classes. Although it is mainly an internal document, instructors and students can fill it out and email it to us at: instructionalsupport.educ@ttu.edu. This will help us to track problems and remedy issues that interfere with the learning process.

**Instructional Technology Support Services
IVC/Codian Problem Report**

Date: _____ **Room #:** _____

Instructor: _____ **Class Name:** _____

Class Time: _____ **Facilitator:** _____

Problems:

Contacted Video Services? Yes _____ No _____

If so, who was the Video Services Contact? _____

Was the problem fixed during class time? Yes _____ No _____

How was the problem solved?
