Scheduling Audio or AudioVideo Recordings for your Course

BoilerCast allows instructors using the TIC classrooms listed at
http://www.itap.purdue.edu/learning/facilities/tic/locations/ to capture:
> classroom audio only (Podcast)
> classroom audio and classroom computer screen as video (Vodcast)
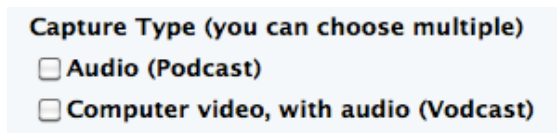> both Podcast and Vodcast recordings

The recordings are placed on a BoilerCast website and can be made available to the general public, to only those persons with Purdue accounts, or to only those persons registered for your course.

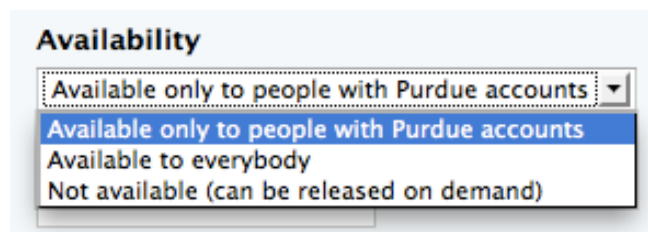Instructors may schedule recordings for an entire semester by following these instructions:
> 1)   Go to http://www.itap.purdue.edu/learning/tools/boilercast/
> 2)   Click BoilerCast Request Form
> 3)   Log in using your career account username and password
> 4)   Type in the building where your course is being taught
> 5)   Type in the room # where your course is being taught

You will need to set the options for your recordings.
> 6)

> **Capture Type (you can choose multiple)**
> ☐ **Audio (Podcast)**
> ☐ **Computer video, with audio (Vodcast)**

> 7)

> **Availability**
>
> Available only to people with Purdue accounts ▾
> Available only to people with Purdue accounts
> Available to everybody
> Not available (can be released on demand)

Important information about the "Please specify…" box:
> In most classrooms, the start of the recording process is triggered by an authorized presenter's logging into the classroom's computer. If someone, other than yourself, may be teaching in your course, you might want to add that person as an additional presenter in the "Please specify…" box.
>
> If you want only your students to have access to the recordings, select "Available only to people with Purdue accounts" in the Availability section AND, in the "Please specify…" box, type "Do not publish to iTunes."

8)

Please specify the date/time of the recording and any special instructions

*Course name and number

*Faculty member(s) name(s) and career account user name(s)

*Days the regularly-scheduled course section being recorded is taught

*Regularly-scheduled begin and end times of the course section being recorded

**Do not publish to iTunes.

**Additional Presenter(s):
(type names and career account usernames here)

*Required information you must provide in the "Please specify…" box
**Optional information you may provide

9)   Click the "I Agree" box at the bottom of the page
10)   Click the Submit Request button

Information regarding the scheduled recordings will be sent to the instructor. Included in that information will be a URL you can post on your Blackboard course. That URL will allow your students to access your recordings.

Should you wish to have specific class sessions omitted from the scheduled recordings process, contact the ITaP Helpdesk at 494-4000 after you have submitted the BoilerCast Request Form.

Recording lists are updated once a day in the early morning, so most students will not find new recordings until the day following a class session.

Notes for classes taking place in TIC rooms listed at
http://www.itap.purdue.edu/learning/facilities/tic/locations/
For most classrooms, it is important for the instructor/authorized presenter to log into the room's computer at the scheduled start of each class period. This triggers the recording start. Logging in late may cause the recording to fail.

Recording will end at the scheduled end of the class period. Logging off of the computer will also trigger end of recording. To end a recording early without logging off the computer, see New Supplemental Application at
http://www.itap.purdue.edu/learning/tools/boilercast/questions/instructorresources.cfm

Note for those teaching in Rich Media Classrooms listed at
http://www.itap.purdue.edu/learning/tools/boilercast/questions/appliances.cfm
Provided that you have completed the BoilerCast Request Form, recordings are created automatically from start of scheduled class time to end of scheduled class time. Logging in or out is not required.