

## **Utah Education Network**

### **3.8 Codian IP-VCR Service Policy**

#### **3.8.1 Purpose**

More and more students at remote sites are educated through distance learning. Distance learning offers flexibility for the learner and access to increased educational resources, regardless of time or location. Students often receive their instruction through recorded classroom lectures or video conference discussions. This UEN policy defines the process for requesting this recording service and the duration the recording will be archived by UEN.

#### **3.8.2 References**

UEN policy 3.7 - Room Certification Process and Policy

#### **3.8.3 Definitions**

**Codian IP-VCR** – An IP Video Conference Recorder that can record video and slides from standard video conferencing equipment. The content can be streamed live or played back on demand at multiple speeds to a PC or to video conferencing endpoint equipment.

**File Transfer Protocol (FTP)** - a commonly used protocol for exchanging files or data from one computer to another over the Internet, or through a network.

**H.239** – a standard for multimedia communications over various networks.

**Interactive Video Conferencing (IVC)** - Videoconferencing is when two or more people communicate with each other using a camera, microphone, monitor, and a videoconference codec (coder - decoder) at each location to participate in live, interactive communication with other sites with similar equipment.

#### **3.8.4 Policy**

UEN is able to record pre-scheduled and on-demand Interactive Video Conferencing (IVC) events with a central network device called the Codian IP-VCR. This device has the ability to record IVC events, associated dual video content stream and interactivity between sites. Capacity is limited and use is based on the scheduling priority mandates of the Utah State Board of Regents and UEN scheduling priorities. To request this recording service and the best recording option follow the steps and criteria described below:

##### **3.8.4.1 Request Process, Requirements and Guidelines**

To request IP Recording services through UEN for pre-scheduled and re-occurring on-going events you will need to:

- A. Be a registered, certified or associate UEN IVC partner site (See UEN Policy 3.7 Room Certification Process and Policy)
- B. Have capable equipment and technical support for your equipment
- C. Be involved in an educationally relevant event or course
- D. Request the recording of the class at the time of event scheduling coordination
- E. Review and understand the Codian operation and viewing instructions document found at: [www.uen.org/codian????.org](http://www.uen.org/codian????.org)
- F. Coordinate with the UEN distance Education Delivery Department regarding the:
  - a. Dates, times, and purpose of the recordings
  - b. Use the directory creation and naming conventions for the recording files
  - c. Request export if needed after 5 academic calendar days
  - d. Indicate the desired means of export and archiving (i.e. CD/DVD-R,FTP to UEN/institutional server, use of UEN Archive server, etc.).

#### **3.8.4.2 Ad-Hoc and Direct-Dial Recording**

To utilize the Codian IP-VCR for a point-to-point recording you will need to:

- A. Be a registered, certified or associate UEN IVC partner site (See UEN Policy 3.7 Room Certification Process and Policy)
- B. Have capable equipment and technical support for your equipment.
- C. Be involved in an educationally relevant event or course
- D. Submit a recording request at least 24 hours in advance of the time you would like to connect
- E. Reviewed and understand the Codian operation and viewing instructions document found at: [www.uen.org/codian?????.org](http://www.uen.org/codian?????.org)
- F. Coordinate with the UEN Distance Education Delivery Department regarding the:
  - a. Dates, times and purpose of the recordings
  - b. Request export if needed after 5 academic calendar days
  - c. Indicate the desired means of export and archiving (i.e. CD/DVD-R,FTP to UEN/institutional server, use of UEN Archive server, etc.).

#### **3.8.4.3 Storage and Exporting Options**

- A. UEN resources and current capacity for streaming using the Codian IP VCR are limited and currently restricted to 10 recordings per semester and is granted on a first come first served basis.
- B. UEN will currently store recordings for viewing from the Codian interface for 5 class days after the recording occurs.
- C. After 5 class days, UEN staff will delete any identified recordings that are 5 days or older from the Codian server unless otherwise indicated by the requesting institution/site.
- D. UEN can put requested recordings on an FTP server for institutional download and re-appropriation to their preferred streaming formats, servers and/or hard media (VHS, DVD, CD, etc).

- a. **NOTE:** Once recordings are moved from the Codian server, the H.239 or Dual Video stream cannot be seen in its original dual format configuration nor can it be viewed from an IP endpoint.
- E. Other long term storage options may be arranged with UEN by requesting institutions, but need to be discussed at the time of the initial recording request (Long term storage is 16 weeks max).

#### **3.8.4.4 Emergency and Ad-hoc Recordings**

- A. To further improve the redundancy of the system, the UEN VOC can accommodate technical network or end site problems for IVC events by routing an event to the Codian IP-VCR service. Emergency recordings will be archived and available for 48 hours for review and recording.
- B. These accommodations will be on an emergency and special need only basis.
- C. UEN will try to ensure that the necessary resources are made available during operational hours for the accommodation of emergency encoding to occur.
- D. Ad-Hoc requests for individual events outside of technical or scheduling emergencies will be handled on a case-by case basis and gauged by the following criteria
  - a. Sites must be a registered, certified or associate UEN IVC partner sites.
  - b. There must be a valid and justifiable “obstacle” to receive the identified event through regular IVC transmission means such as technical failure or student accommodation due to bell or academic scheduling issues.