



## **Guide for Lecturers: Recording and Uploading Lecture Recordings on Moodle with OpenCast System Integration**

**Version:** October 2026

### ***Target Audience***

Lecturers

### ***What is this guide for?***

This guide shows lecturers how to record a lesson directly from their computer, or upload a video they already have—such as a recording of a demonstration on the SmartBoard in the classroom—using OpenCast inside Moodle. It also shows you how to make those videos visible to your students and how to keep your list of recordings neat and up to date.

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# 1. Overview

This guide is your step-by-step companion for recording and sharing lesson videos on Moodle with OpenCast.

By the end of this guide you will be able to:

- Add the OpenCast block to your subject space.
- Record a lesson (for example a PowerPoint presentation with your voice) directly from your computer.
- Upload a video that you already have.
- Make your recordings visible to your students.
- Manage your recordings and report a problem when something does not look right.

What you will need before you start:

- A subject space on Moodle where you have editing rights as a lecturer.
- A computer or laptop with a working microphone. Most laptops have one built in; on a desktop computer you will need to connect a headset or USB microphone.
- A modern web browser such as Microsoft Edge or Google Chrome (the screenshots in this guide were taken in Microsoft Edge).
- A stable internet connection.
- Your PowerPoint presentation or application ready if you plan to record a lesson, or the video file saved on your computer if you plan to upload one.

## Suggestion

Keep this guide open next to Moodle and work through it at your own pace. Every step matches a screenshot, so you can always check that you are in the right place.

## 1.1. About OpenCast and Integration in Moodle LMS

OpenCast is an open-source video management system built for higher education and developed collaboratively by universities around the world. In simple terms, it is the engine that records, stores and delivers educational videos, whether those are scheduled classroom recordings, live streams or quick recordings made from your own computer.

Where OpenCast really helps is with the everyday pressure of fixed timetables and limited contact hours.

- ✓ **Is there a topic your students keep struggling with?** Record a short video to revisit it.
- ✓ **Is there a gap that there simply was not time to cover in class?** Record a quick explanation to fill it. With

Opencast Studio, a browser-based recording tool that needs no extra software, you can capture your screen, your webcam, or both, and have the recording ready to share in minutes. This means **you can respond to your students' needs as they arise**, without disrupting your scheduled teaching or adding much preparation time. Recordings also support inclusion, because students with different learning needs can revisit an explanation as many times as they need, at their own pace.

OpenCast is connected to Moodle through a set of native plugins, so you and your students can work with video without ever leaving the platform. As a lecturer, you can upload videos directly from your Moodle subject and decide exactly who sees them, whether that is specific groups or the whole class. For students the experience is familiar: videos appear in an embedded player inside Moodle, work on any device, and need no separate login, download or technical know-how. In short, less admin for you and fewer hurdles for your students.

## 2. Enabling Feature in Your Subject

Before you can record or upload anything, the feature needs to be switched on in your subject space on Moodle. Do not worry, it only takes a few minutes, and the steps below will guide you.

There are two things to set up:

- First, **add the OpenCast block**, which gives you the options to Record and Upload video.
- Secondly, **add the resource that allows your students to view the recordings**. The basic option is the Opencast Videos Library, which displays all recordings automatically as they are added or recorded. Another option is to display a single recording as a separate resource.

This section covers the first one, adding the block. Making recordings visible to students is covered in Section 5.

## 2.1. Add OpenCast Block

The first step is to make sure that the **Block drawer** is visible on the right-hand side of your subject page. If it is not, click the button in the top right corner to open it (Figure 1).

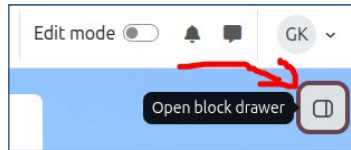


Figure 1: Opening block drawer

Next, switch on **Edit mode** and then click **Add a block** (Figure 2).

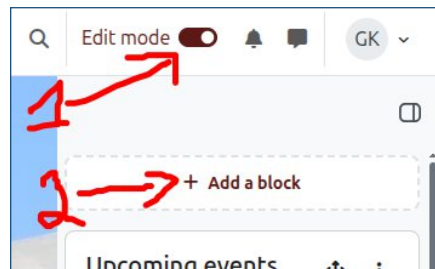


Figure 2: Enabling editing mode

A pop-up window will appear with a list of blocks. Select **Opencast Videos** from the list (Figure 3).

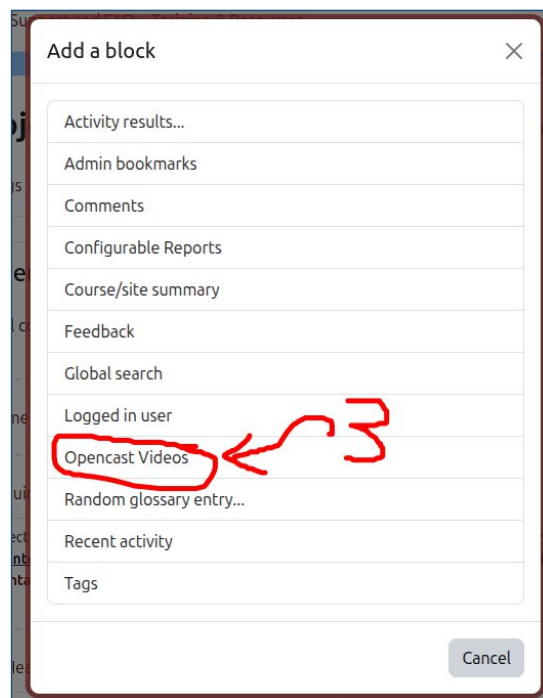


Figure 3: Selecting Opencast block

The Opencast Videos block is now added at the bottom of the block drawer (Figure 4).

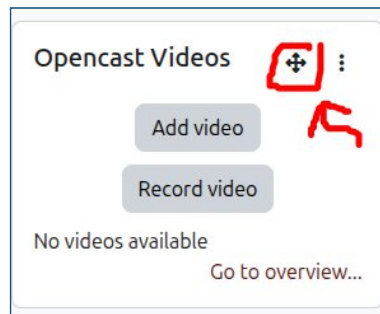


Figure 4: OpenCast block

### Suggestion

**Move the block to the top of the drawer** so it is the first thing you see. Simply drag it by the little cross (move) icon.

Remember: if you log out and come back another time and cannot see the Opencast block, don't worry. The block drawer is simply closed. Use the button in the top right corner to open it again (Figure 5).

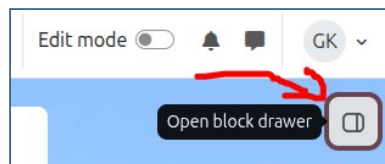


Figure 5: Making blocks visible

At this point you should see the **Opencast Videos** block with two buttons, **Add video** and **Record video**. If you can see them, you are ready to go!

### Key Point

**You only need to add the block once per subject.** After that it stays in your block drawer, ready whenever you want to record or upload a video.

### 3. Recording a Lesson Video

In this section you will record a lesson directly from your computer using Opencast Studio. You can record your screen (ideal for PowerPoint presentations and software demonstrations), your webcam, or both together. **We will use a screen-only recording as our example because it is the most common choice for presentation-based lessons.**

#### Suggestion

Do a quick practice run first. Record 20 to 30 seconds, upload it, and watch it appear in the Opencast block. Once you have seen the whole journey once, a real recording feels much more relaxed. You can delete the test afterwards (see Section 6).

Here are all 14 steps at a glance, from start to finish, for recording a video lesson. Please **do not be alarmed by the number of steps**. It is no more than you would find in any recording software, and it may even be easier because the system guides you visually through every step. **Most steps are just clicking Next**. Remember, this system was designed with academics in mind, so it keeps things straightforward and avoids complicated options. The numbers in brackets on the screenshots below match the numbers in this list:

1. In your subject space, open the block drawer and click **Record video** in the Opencast block (Figure 6).
2. Opencast Studio opens in a new tab or window. Choose what you want to record: **Display** (your screen), **Display & camera**, or **Camera** (Figure 7).
3. In the pop-up window, choose **Entire Screen** (and select the screen you want to record if you have more than one) (Figure 8).
4. Click **Share**.
5. Check the preview of your screen, then click **Next** (Figure 9).
6. Under "Record audio?", choose **Microphone** (Figure 11).
7. Click **Next**.
8. Test your microphone: say a few words, watch the line move, then click **Next** (Figure 12).
9. Click the red button to **start** recording (Figure 13).
10. Use the same button to **pause** the recording whenever you need to.
11. When you are completely finished, pause the recording and then click **Stop recording**.
12. Review your recording, trim the start and end if needed, then click **Next** (Figures 15 and 16).
13. Type a clear **title** for your recording (Figure 17).
14. Click **Upload** and wait for the confirmation.

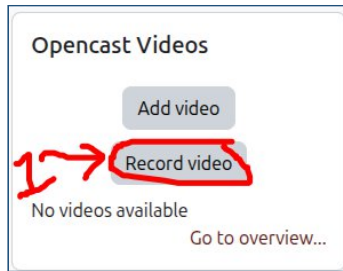


Figure 6: Step 1: Click Record video in the Opencast block

**Step 1.** In your subject space on Moodle, make sure the block drawer is open and you can see the Opencast block. Click the **Record video** button.

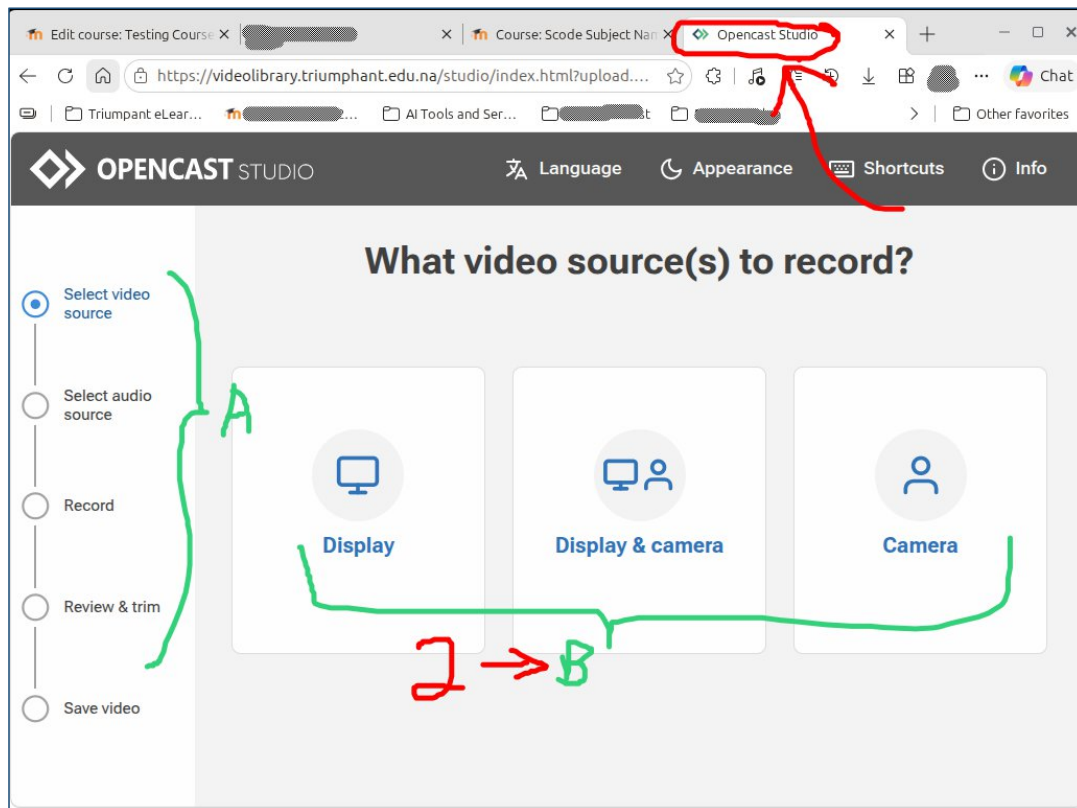


Figure 7: Step 2: OpenCast Studio, where you choose what to record

When you click **Record video**, a new tab or window opens with **OpenCast Studio**, the place where the recording happens. Please do not close your Moodle tab, as you will come back to it afterwards. In the screenshot above:

- **A** shows the step you are on in the recording process. This list stays on the left throughout, so you never lose your place.
- **B** (step 2) shows what you can record. **Display** records your screen, which is also what you choose to record a presentation. **Camera** records only you talking or explaining. **Display & camera** records both, next to each other. Audio is chosen in a later step, whichever option you pick here.

#### Advice

If your browser asks for permission to use your screen or microphone, choose **Allow**. Studio cannot record without it.

### 3.1. Recording a Screen Only Lesson

For our demonstration we will choose **Display** (step 2), which records your screen. **Before you start recording, please make sure that you:**

- ✓ **First open the PowerPoint presentation or application** that you want to record.
- ✓ **Close any other windows** that are not part of this recording.
- ✓ **Close all other browser tabs** except the ones for Moodle and Studio. This keeps things simple and gives you a smoother recording session.

#### Advice

Anything that appears on your screen will be recorded, including pop-up notifications, personal emails and chat messages, close those apps. If you know how, you can further switch on your computer's focus or "do not disturb" mode before you share your screen, but this is a must to start recording but only provides more privacy.

After you click **Display**, a pop-up asks what you would like to share. You can choose a particular **Tab**, a **Window**, or the **Entire Screen**. We recommend (3) **Entire Screen**, which is the easiest to handle because it follows you from your presentation to any other application. If you have more than one screen, pick the one where your presentation will be shown (Screen 1 or Screen 2 in the screenshot). Then click (4) **Share** to move to the next step.

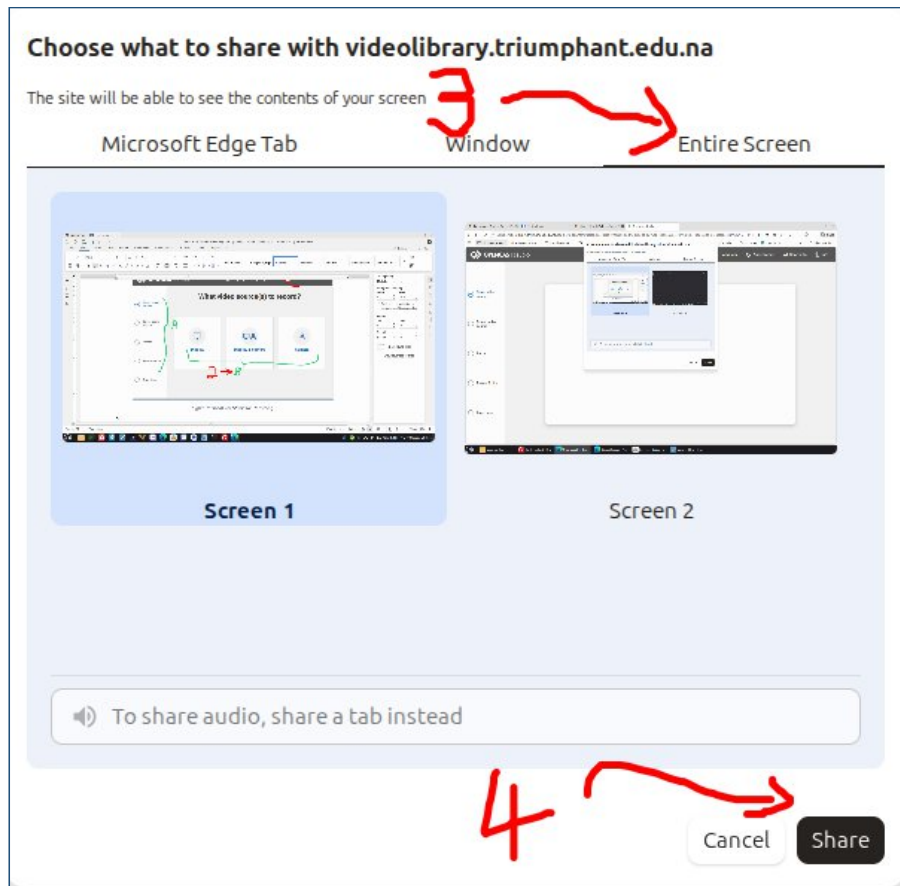


Figure 8: Steps 3 and 4: Choosing what to share, then clicking Share

### Key Point

Your voice is recorded through your microphone (steps 6 to 8). Sound played by your computer, for example audio from a video clip inside your presentation, may not be captured when you share the Entire Screen. The pop-up itself says “To share audio, share a tab instead”. If your lesson depends on computer sound, record a short test first.

As mentioned, the list on the left always shows you which step you are on.

Once you click **Share** (4), you will see a preview of what will be recorded, as in the screenshot below. It will look strange, like a screen inside a screen inside a screen, but **do not be concerned about this**. Once you start recording and switch to your PowerPoint or application (minimise the Studio window or tab), everything looks perfectly normal. If the preview looks right, click (5) **Next**.

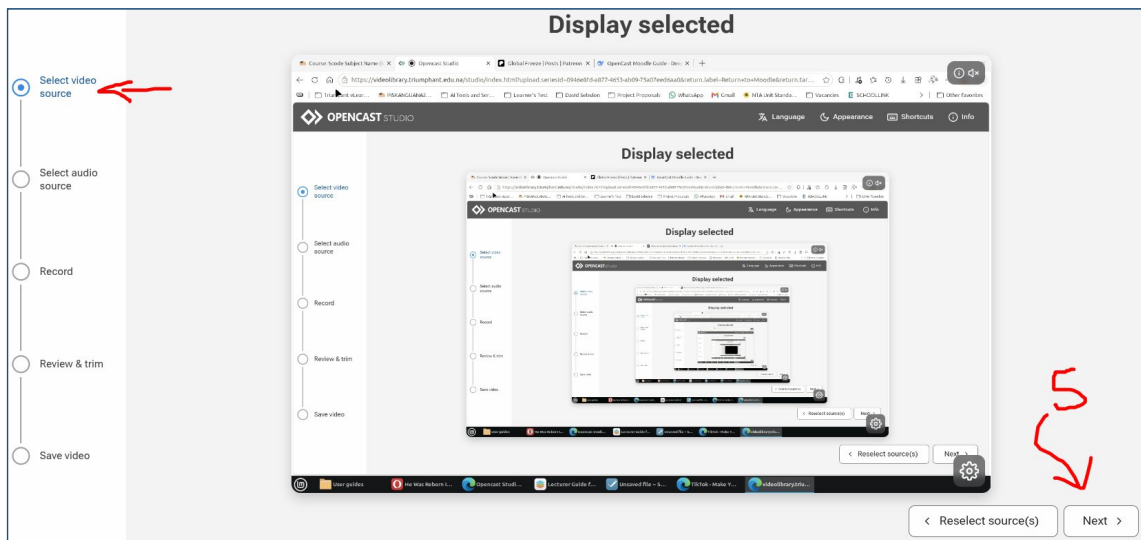


Figure 9: Step 5: Preview of the screen to be recorded

While your screen is being shared, your browser shows a bar or button that lets you **Stop sharing** at any time. Use it only if you want to cancel and start over. If you click it, you will also need to close the Studio tab or window and begin again from step 1. To finish a recording normally, use the **Stop recording** button in Studio instead (step 11).

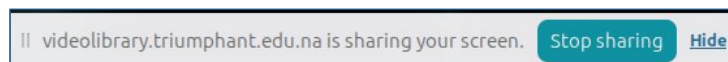


Figure 10: Button to stop screen sharing (use only to cancel)

Next, choose how your voice will be recorded. Select **(6) Microphone** and click **(7) Next**. There is also a “Without audio” option, but a lesson without your voice is not much use to students, so you will not need it.

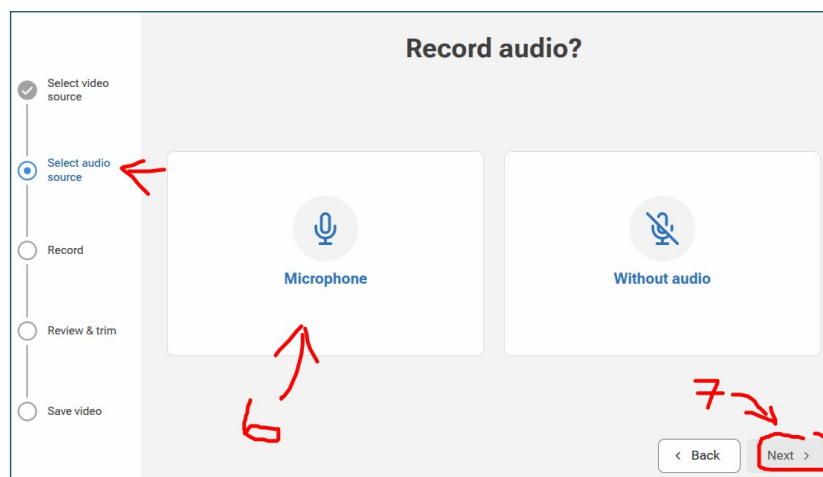


Figure 11: Steps 6 and 7: Choosing Microphone, then clicking Next

The next screen lets you test that your microphone is actually working. In most cases, as long as your laptop is working properly, the default setting is fine. Say a few words and watch the

line: if it moves like a wave when you talk, you are good to go. If the line stays flat, click the **Device** drop-down and choose a different microphone, for example your headset. When you are happy, click **(8) Next**.

If you are working on a desktop computer, connect a microphone or headset first, because most desktop computers do not have one built in.

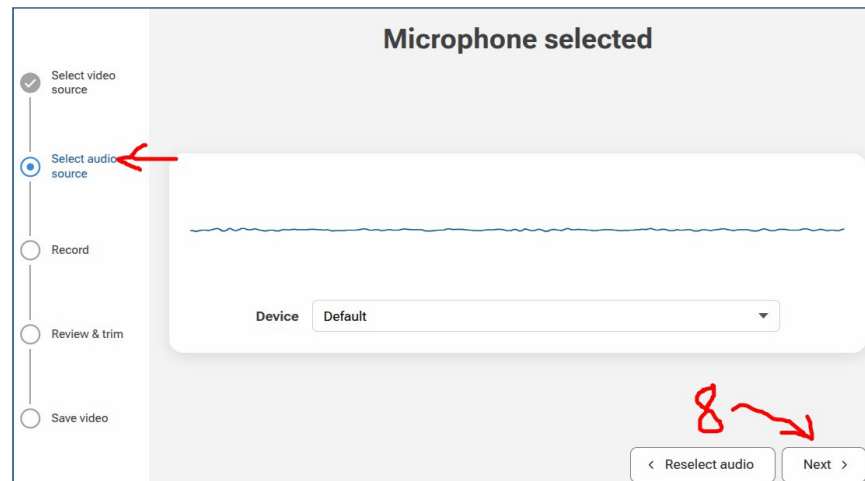


Figure 12: Step 8: Microphone test

You have now tested your screen and your microphone, so everything is ready for the real thing. Take a breath, then click the red button to **(9) start** recording. Once it has started, switch to your PowerPoint or application and begin your lesson. You use the same button **(10)** to **pause** the recording whenever you need to. When you are completely finished, pause first, then return to the Studio tab and click **(11) Stop recording**. Do not mind the repeating screen; you will have an opportunity to cut it out later if it is captured in the recording.

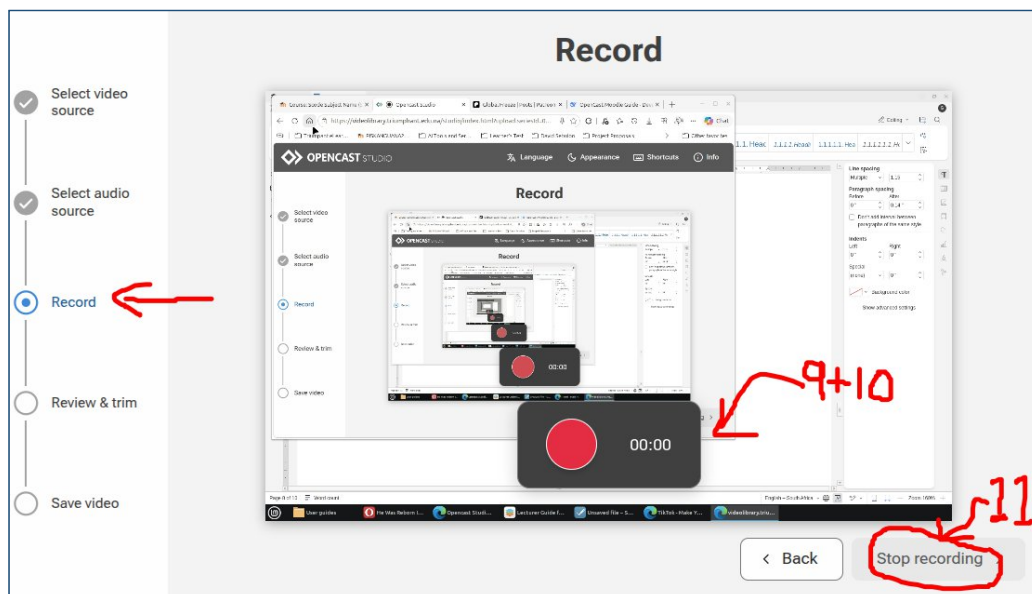


Figure 13: Steps 9 to 11: Starting, pausing and stopping the recording

While you are recording, the start/pause button also works as a timer: it shows the total recording time so far.

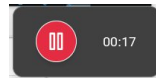


Figure 14: Recording button showing the elapsed time

### Suggestion

**Talk to your students as you would in class. Short, focused recordings** (one topic, roughly 5 to 10 minutes) are easier for students to revisit than one long recording. Small slips are fine: you can pause at any time, and you can trim the start and end afterwards.

After you have (11) stopped the recording, the **Review & trim** screen opens with a preview of what you recorded. Press play to watch it if you like. This is also where you can **trim** (cut) the beginning and the end of the recording by dragging the markers (A) and (B) in the screenshot below. That way your video starts exactly where you start talking and ends where you finish, without the quiet moments before and after. If you are not happy with the recording at all, click **Discard and record again** to start over.

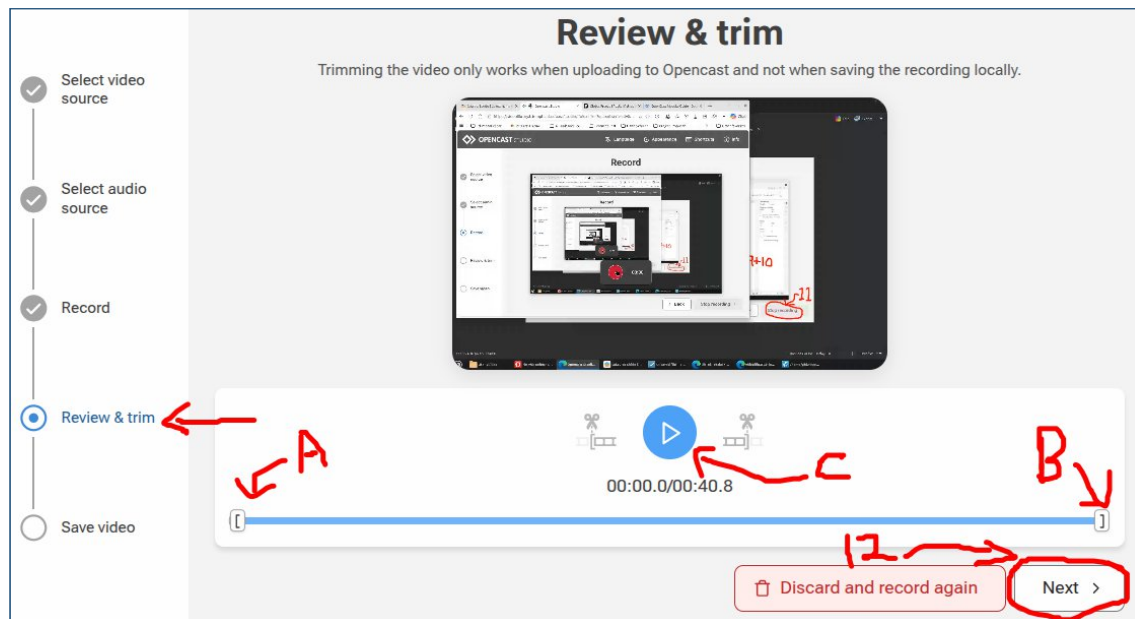


Figure 15: Step 12: Review & trim screen

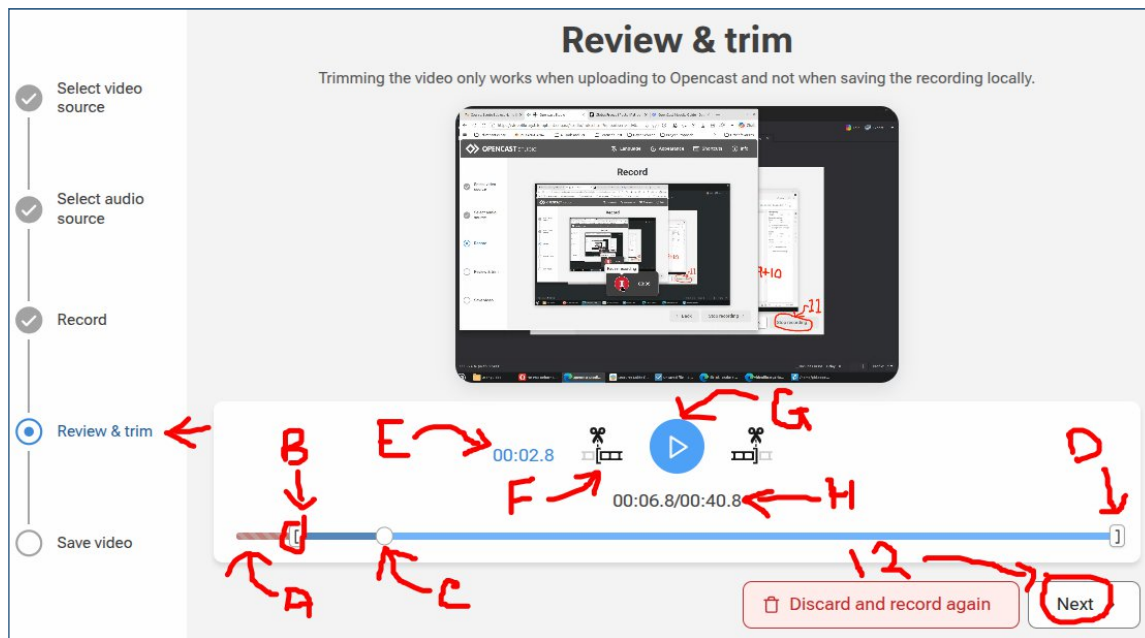
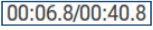


Figure 16: Edit recording before publishing (trimming controls labelled A to H)

Here is what each button and label in the screenshot above does:

- A :  : Section of recording to be cut. When published, the recording playback would start from the position of B.
- B and D:  : Selectors of sections to cut. Apply on both sides.
- C :  : Playback position. You can track this to any position to quickly move playback timing position as with any media player.
- E :  : The timing position at which the recording has been cut from the start. Same would apply on the right but from the end.
- F :  : Cut at current time from the start. Same would apply on the right where you can cut at current from the end.
- G :  : Playback button
- H :  : Playback timer showing the current time versus total time of recording.

The easiest way to trim your recording is as follows:

- (G) Play the recording until you reach the part where you want the video to start.
- (F) Click to cut everything up to that point.
- (C) + (G) Drag the playback position towards the end, or simply play the recording, until you reach the point where you want the video to finish.
- (Right F) Click the same button on the right-hand side to cut everything after that point.

### Key Point

Trimming only works when you upload the recording to OpenCast. It does not apply to the copy you save to your own computer (the Review & trim screen says so too). If you want a trimmed video, use the **Upload** option.

Once you are happy with your edit, click **(12) Next**. You will arrive at the final step, **Save video**, where you **(13)** give your recording a name and **Presenter** (your name). The **Series** (your subject) are already filled in for you, so there is nothing to change there. Then click **(14) Upload**. The system takes care of all the necessary processing in the background and, when it is done, your video will appear in your subject space on Moodle.

Processing time depends on the length of your recording and on how many other lecturers are recording at the same time, so it may take several minutes before the video is ready to be viewed or downloaded in Moodle. This is completely normal.

Please take a moment to give your recording a clear, informative name, because this is what your students will see. If you would also like a copy for yourself, use **Save locally** on this screen to download the recording to your laptop or computer.

### Advice

Name it the way your students would look for it, for example “Week 4: Revision of Normalisation” or “Review on Object Oriented Programming” (the title used in our screenshots). **Avoid names like “Recording 1” or “Untitled”**; next year you will not remember what is inside.

Figure 17: Steps 13 and 14: Naming and uploading your recording

The next screen simply shows the progress of the upload and then confirms when it is complete. Keep in mind that this only means the upload has finished. It does not mean that the video has been processed and is ready to watch yet.

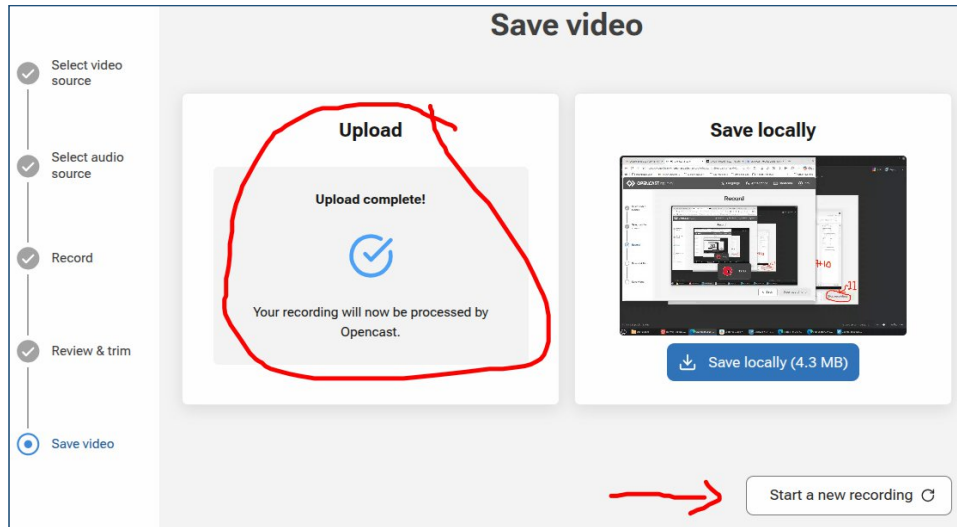


Figure 18: Upload complete confirmation

Once the upload is confirmed, close the Studio tab or window and return to your subject space on Moodle to check on your recording. The first place you will see it is the Opencast block, as in the screenshot below. A small spinning icon next to the title means the video is still being processed. When it changes to a green tick, your video is ready.

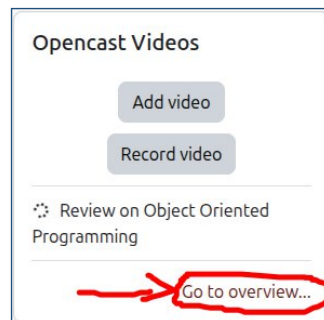


Figure 19: Recording being processed in the Opencast block

For more details, click **Go to overview** in the Opencast block. The overview lists all your recordings and shows the processing **Status** of each one. You will find more about this screen in Section 6.

### Videos available in this course

The videos which are added to and are available in this course are not provided to your students automatically. Using the "Provide" buttons, you can add activities to your course which provide either all videos in a series or single videos to your students.

Course\_Series\_Scode Subject Name (S2 2026) [Lv7 F]

With Selected Videos...  
Choose...

| <input type="checkbox"/> | Start Date ↕             | End Date                 | Title                                 | Location        | Published     | Status                                                                              | Action                                                                              | Provide                                                                             |
|--------------------------|--------------------------|--------------------------|---------------------------------------|-----------------|---------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 9 October 2026, 10:38 AM | 9 October 2026, 10:40 AM | Review on Object Oriented Programming | OpenCast Studio | Not published |  |  |  |

With Selected Videos...  
Choose...

Figure 20: Recordings overview showing a recording being processed

### Suggestion

You do not have to watch the spinner. Processing happens in the background, so carry on with your other work and check back a little later.

**The steps are the same for the other options, such as recording with the camera,** or with the screen and camera together. The only difference is that Studio will also ask you to choose your camera, and you will see a camera preview before you record.

## 4. Uploading a Lesson Video

This section shows you how to upload a video you already have, for example one recorded on another system, and make it available to your students on Moodle. A typical case is a demonstration recorded on the SmartBoard in class, such as working through a mathematics equation, accounting bookkeeping or an engineering drawing.

### Key Point

Before you start, have the video file saved on your computer. OpenCast accepts common video and audio formats (for example MP4, MOV, AVI, WEBM, MP3 and WAV) up to **512 MB** per file; the upload page lists everything that is accepted. If your file is larger, try exporting it at a lower resolution or splitting it into shorter videos.

Click the **Add video** button in the Opencast block. If you cannot see the block, open the block drawer first, as shown in Section 2.

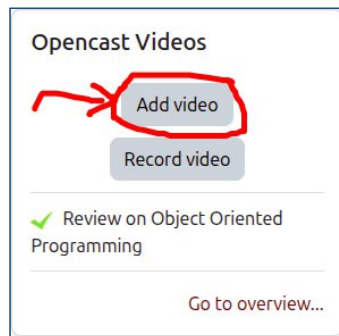


*Figure 21: Button to upload video in OpenCast block*

The next three screenshots (Parts i, ii and iii) are all part of one long page, so scroll down as you go. At the top, in the **Event Metadata** section, you have:

- **A:** Enter the title or label of the recording you are about to upload. **Make an effort to keep it clear and descriptive, so students can quickly see what to expect in the video.** You will probably want to reuse this video next year, and by then you will not remember exactly what is in it, so the information you enter here will be your only guide.
- **B:** Enter a short description explaining the content as clearly as you can. Keep it brief, about three sentences or so, for the same reasons as above.
- **C:** Select the presenter from the drop-down menu. This lists the lecturers in the subject and will mostly be just your name.

The **Series** field is already filled in with your subject, so leave it as it is. Fields marked with a red exclamation icon are required.

#### **Suggestion**

**Write the title and description as if you were speaking to a student who has never seen the video.**

## Opencast

### Add video

Collapse all

▼

#### Event Metadata

When uploading existing video files to Opencast, you can set several metadata fields. These will be stored together with the video.

You can add default values for these metadata fields, using: [Manage default values](#)

Series

1

Course\_Series\_Scode Subject Name (S2 2026) [Lv7 F] ▼

Title

1

← A

Show more...

Description

1

← B

Presenter(s)

1

Required

No Presenter(s) provided!

Enter Presenter(s) ▼

← C

Figure 22: Upload form, Part i: Event Metadata

▼

#### Event Visibility

You are able to set the initial visibility status of the video before upload, as well as scheduling a visibility change when it is configured to do so.

Initial visibility of the video

☐ Prevent any student from accessing the video
   
☒ Allow all students of the course to access the video

Schedule a visibility change

☐ Set a date and a visibility status for the event in future, which will be performed using a scheduled task.

▼

#### Processing Settings

The following settings options are available to customized the upload process according to your likings.

☒ Straight to publishing

Figure 23: Upload form, Part ii: Event Visibility and Processing Settings

Part ii holds two settings that you will usually leave exactly as they are:

- **Event Visibility** decides who can see the video once it is uploaded. By default **Allow all students of the course to access the video** is selected, which is what you want in most cases. Choose **Prevent any student from accessing the video** if you want to hold it back for now, or use **Schedule a visibility change** to set a date on which its visibility changes automatically.
- **Processing Settings: Straight to publishing** is ticked by default, which means the video is published automatically as soon as processing is done, with no extra step for you.

Now scroll down to **File Upload** (Part iii). There are two types of videos you can upload:

- **Presenter video**: the one where you record yourself with a camera, for example your face talking.
- **Presentation video**: the screen or PowerPoint recording with audio. This is the option you will most likely want.

You normally only need to upload **one** of them. If you upload both, OpenCast combines them into a single recording.

At the bottom of the page you will find:

- **D**: An option to use the familiar Moodle file picker. You can also use the default uploader you see for the Presenter video. Both do the same thing, they just look and behave a little differently.
- **E**: Click **Choose a file...** or simply drag and drop your video into the box. Wait until the file name appears.
- **F**: Click **Add video** to start the upload. Larger files take longer, so please keep the page open until it has finished.

The screenshot shows the 'File Upload' section of the OpenCast interface. It includes instructions for uploading presenter or presentation videos, a list of accepted file types, and two checkboxes for using the Moodle default file picker. Red annotations highlight specific elements: 'E' points to the 'Choose a file...' button for presentation videos; 'D' points to the 'Use Moodle default file picker' checkbox for presentation videos; 'F' points to the 'Add video' button. A red arrow also points to the 'Choose a file' button for presenter videos.

**File Upload**

You have the option to upload a presenter video file and / or a presentation video file.  
Most likely you will only upload one file, but Opencast is also capable of dealing with two videos at once which will be combined in a media package.

Use the presenter video if you have a video file of a person speaking to an audience or a motion picture.

Presenter video Maximum file size: 512.0 MB

Browse Choose a file

Accepted file types:  
.aac .flac .m4a .mp3 .oga .ogg .ra .wav .avi .f4v .flv .fmp4 .m4v .mov .mp4 .mpe .mpeg .mpg .ogv .qt .ts .webm

☐ Use Moodle default file picker to access all repositories

Use the presentation video if you have a video file of a slide presentation recording or a screencast.

Presentation video

Choose a file...

You can drag and drop files here to add them.

Accepted file types:  
.aac .flac .m4a .mp3 .oga .ogg .ra .wav .avi .f4v .flv .fmp4 .m4v .mov .mp4 .mpe .mpeg .mpg .ogv .qt .ts .webm

☒ Use Moodle default file picker to access all repositories

Add video Cancel

Figure 24: Upload form, Part iii: File Upload

Once the upload has finished, your video appears in the Opencast block just like a recorded video: a spinning icon while it is being processed and a green tick when it is ready (see Section 3).

## 5. Making Video Visible for Students to View

Recording or uploading a video is only half of the job: your students also need a place in your subject where they can find it. This section shows you how to set that up. You only do it once per subject, and every new recording is then made visible automatically.

There is also a second, optional way: making one particular video visible separately. You would do this for each video you want to highlight, for example a key recording that students must not miss.

### Key Point

Which option do I need? **Option 1** (Section 5.1, all recordings) is all your students need. **Option 2** (Section 5.2, a single video) is an optional extra for recordings you want to highlight.

### 5.1. Making All Video Recordings Visible

The steps below make **all** your recordings visible automatically. You do this only once in a subject. You do not need to repeat it each time you record or upload a new lesson.

First, turn on **Edit mode**, just as you would when adding any new activity in Moodle.

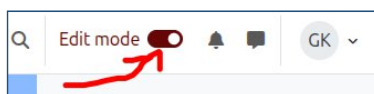


Figure 25: Turn on/Enable Editing Mode

**It is important to place the activity in the right section so that students can find it easily.** In a semester 2 subject created with the template, scroll down to the **Learning Material and Resources** section (click its heading to expand it if needed). Move your cursor to the spot shown in the screenshot below, just under the existing items, until you see (1) the + button. Click it and (2) select **Activity or resource**.

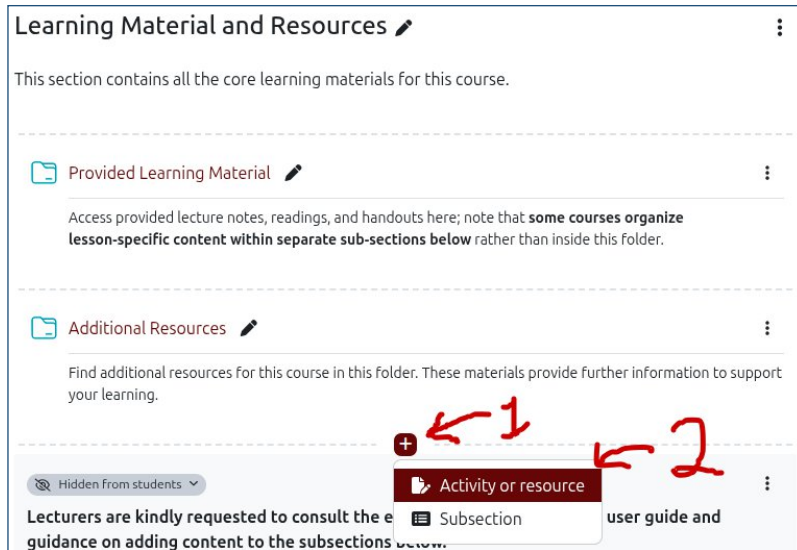


Figure 26: Add activity for OpenCast videos (steps 1 and 2)

On the next screen, which works like any other time you add an activity or resource, select (3) **Video (Opencast)** and then click (4) **Add**.

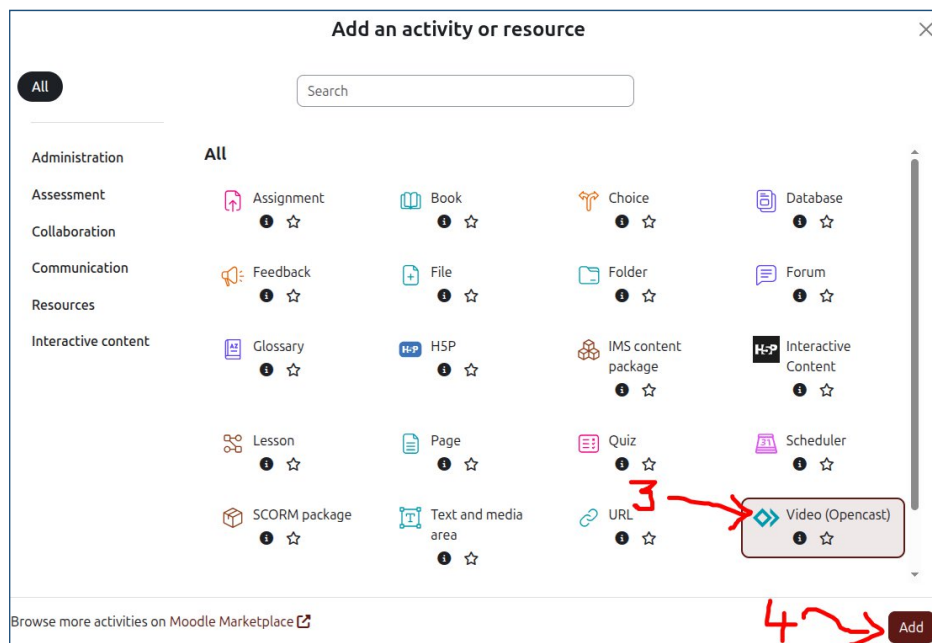


Figure 27: Selecting the Video (Opencast) activity (steps 3 and 4)

Lastly, give the activity a name (5). The suggested name for this case is **“Lesson and Review Recordings”**. Click (6) **Save and display** when you are done, to see the recordings as your students will see them.

## New Video (Opencast)

Expand all

**General**

Video (Opencast) Lesson and Review Recordings 5

Description

Edit View Insert Format Tools Table Help  
 ↶ ↷ B I ...  
 p 0 words Build with

☐ Display description on course page ?  
☐ Directly enter the Opencast ID of the series/episode

Opencast series Course\_Series\_Score Subject Name (S2 2026) [Lv7 F] ▾

Opencast episode All videos ▾

6 ☒ Allow students to download the video(s)

Save and return to course Save and display Cancel

Figure 28: Steps 5 and 6: Naming the activity and saving

### Advice

Leave **Opencast series** and **Opencast episode** (All videos) as they are, because this is what makes every recording appear automatically. The tick box **Allow students to download the video(s)** is ticked in our screenshot.

By default, recordings are displayed in a grid. You can switch to a list by clicking the button marked (7) below. Students can do this too.

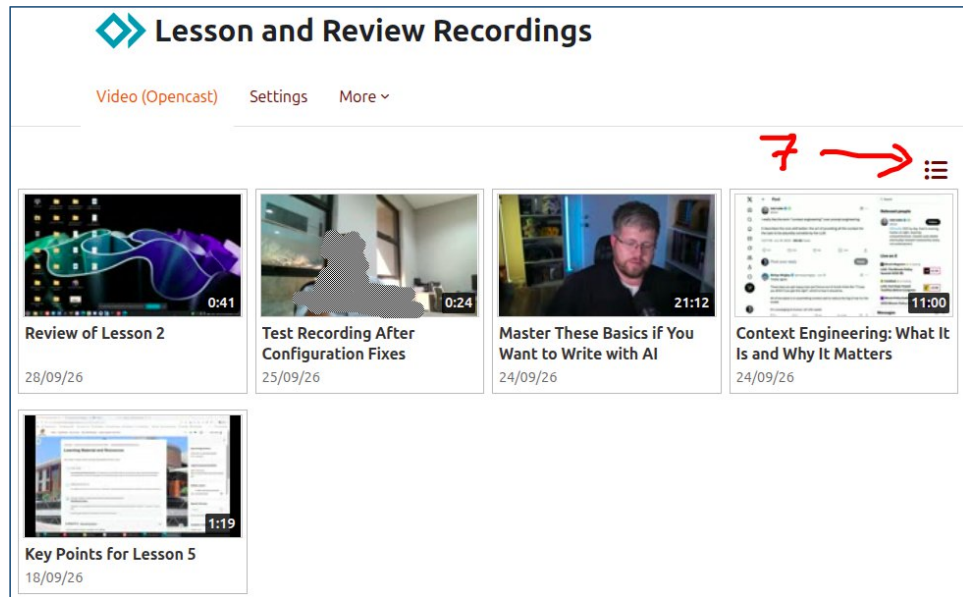


Figure 29: Recordings listed in the OpenCast activity, grid view (step 7 switches to list view)

The list view is shown below, and you can switch back to the grid at any time by clicking the same button (8). The list view may be easier to use on a cellphone.

The screenshot shows the 'Lesson and Review Recordings' page in OpenCast, now in list view. A red arrow labeled '8' points to the grid view icon (a 2x2 square) in the top right corner of the interface.

| Title                                              | Duration | Date     | Icon |
|----------------------------------------------------|----------|----------|------|
| Review of Lesson 2                                 | 0:41     | 28/09/26 | 📺    |
| Test Recording After Configuration Fixes           | 0:24     | 25/09/26 | 👤    |
| Master These Basics if You Want to Write with AI   | 21:12    | 24/09/26 | 👤    |
| Context Engineering: What It Is and Why It Matters | 11:00    | 24/09/26 | 👤    |
| Key Points for Lesson 5                            | 1:19     | 18/09/26 | 📺    |

Figure 30: Recordings in list view (step 8 switches back to grid view)

## 5.2. Adding Video Lesson Separately as Resource for Student to View

**This step is not needed for students to view the recordings, as the option above is enough.** But there may be times when you want to show a specific recording separately, for example because it is a key one. This section shows you how.

### Suggestion

**Use this sparingly.** Highlight only the recordings that really matter, such as a key revision lesson before a test. If every video is highlighted, none of them will stand out.

First, in your subject space, click the 'Go to overview' link in the Opencast block (1). If the block is not visible, click the Open block drawer button  in the top right corner.

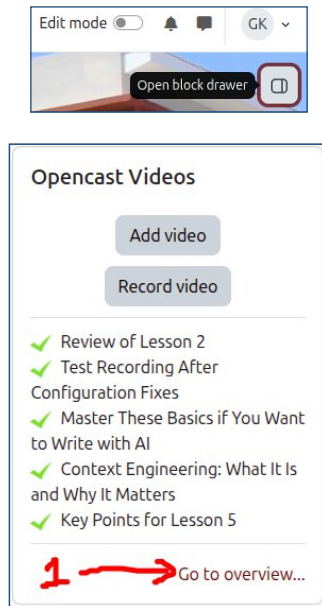


Figure 31: Link to the recordings overview from the block (step 1)

In the overview, find the recording you want to highlight. In the 'Provider' column, click on (2) the button  shown in the screenshot below.

Course\_Series\_Testing Course

With Selected Videos...

Choose...

| <input type="checkbox"/> | Start Date                  | End Date                    | Title                                         | Location        | Published               | Status | Action                                                  | Provide                                                                               |
|--------------------------|-----------------------------|-----------------------------|-----------------------------------------------|-----------------|-------------------------|--------|---------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 28 September 2026, 10:42 AM | 28 September 2026, 10:43 AM | Review of Lesson 2                            | Opencast Studio | internal, engage-player | ✓      | <div><div></div><div></div><div></div><div></div></div> |  |
| <input type="checkbox"/> | 25 September 2026, 10:06 AM | 25 September 2026, 10:07 AM | Test Recording After Configuration Fixes      | Opencast Studio | internal, engage-player | ✓      | <div><div></div><div></div><div></div><div></div></div> |  |
| <input type="checkbox"/> | 24 September 2026, 10:08    |                             | Master These Basics if You Want to Write with | Moodle          | internal, engage-       | ✓      | <div><div></div><div></div><div></div><div></div></div> |  |

Figure 32: Provider button next to a recording (step 2)

On the next screen you can keep or update the recording title, but the main thing is to add a short description of the recording (3), one to three sentences is plenty. Then click (4) **Add module and return to course**.

**Add Opencast episode module to course**

Opencast episode module title:

☒ Allow students to download the video(s)

Opencast episode module intro:   
 Description of recording for student explaining or describing the contents of the recording or video. Should be only be about a short 1 or 3 paragraph, one or two sentences.   
 p 30 words Build with [tinyMCE](#)

Opencast episode module access restrictions:   
 None   
 Add restriction...

**Add module and return to overview** **Add module and return to course** Cancel

**Required**

Figure 33: Adding a recording description (steps 3 and 4)

You will then see a confirmation that the recording has been added. Keep in mind that at this stage the recording is added to the first section of your subject, not under **Learning Material and Resources**.

The 'Review of Lesson 2' episode module has been added to this course.

**General** Collapse all

Announcements

Inquiries and Discussions

**Review of Lesson 2**   
 Description of recording for student explaining or describing the contents of the recording or video. Should be only be about a short 1 or 3 paragraph, one or two sentences.

Figure 34: Recording added to the subject

### Advice

Do not forget this last step: switch on **Edit mode** and move the new resource into the **Learning Material and Resources** section, either by dragging it by its move (cross) icon or by using the **Edit** menu next to it and choosing **Move**. That way students find it in the same place as everything else.

## 6. Managing List of Video Recordings

This section shows you how to manage the recordings and videos in your subject, such as updating a recording's information (its "metadata", meaning the title, description and similar details) and deleting recordings you no longer need. Start by clicking **Go to overview** in the Opencast block.

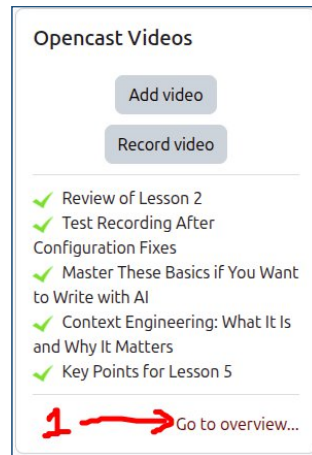


Figure 35: Link to the recordings overview from the block

You will then see the list of your recordings showing the **Status** (a spinning icon while a video is being processed, a green tick when it is ready), the **Location**, which tells you whether the recording was made in Opencast Studio (recorded) or uploaded through Moodle (uploaded), and the **Published** column. The **Action** menus (**A**, **B**, **D**) let you update information about a recording or delete it. **You can also send a message to the administrator about an issue with a particular recording (E).**

The screenshot shows a table with columns: Start Date, End Date, Title, Location, Published, Status, Action, and Provide. There are three rows of recordings. Red arrows and labels point to specific elements: 'D' points to the 'With Selected Videos...' dropdown; 'C' points to the 'Start Date' column header; 'Ai' points to the three-dot menu in the Action column; 'Aii' points to the 'Update metadata' and 'Video Editor' options; 'B' points to the trash icon in the Action column; and 'E' points to the speech bubble icon in the Action column.

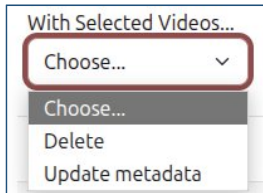
| Start Date                                                      | End Date                    | Title                                            | Location        | Published               | Status | Action                               | Provide |
|-----------------------------------------------------------------|-----------------------------|--------------------------------------------------|-----------------|-------------------------|--------|--------------------------------------|---------|
| <input checked="" type="checkbox"/> 28 September 2026, 10:42 AM | 28 September 2026, 10:43 AM | Review of Lesson 2                               | Opencast Studio | internal, engage-player | ✓      | ⋮<br>Update metadata<br>Video Editor |         |
| <input type="checkbox"/> 25 September 2026, 10:06 AM            | 25 September 2026, 10:07 AM | Test Recording After Configuration Fixes         | Opencast Studio | internal, engage-player | ✓      | ⋮<br>Update metadata<br>Video Editor |         |
| <input type="checkbox"/> 24 September 2026, 10:08 AM            |                             | Master These Basics if You Want to Write with AI | Moodle          | internal, engage-player | ✓      | ⋮<br>Update metadata<br>Video Editor |         |

Figure 36: Recordings overview

Here is what the labelled buttons and menus in the screenshot above do:

- **Ai**: Action menu for the recording (the three dots).
- **Aii**: Options in that menu: **Update metadata** lets you change the title, description and other details of the recording, and **Video Editor** lets you trim the video after it has been uploaded. The arrow icon next to the menu lets you download the video.
- **B**: Delete the recording.

- **C:** Select a recording for a bulk action in **D**. You can select several recordings.
- **D** : Bulk action with the selected recording such as in C. The bulk action can be to Delete or Update metadata.



- **E:** Report an issue about the recording.

#### Advice

Deleting a recording removes it for you and for your students, so double-check before you confirm.

#### Suggestion

Planning to reuse a video next year? Use **Update metadata** to refresh its title and description before the new semester starts, so your students always see up-to-date information.

## 6.1. Reporting an Issue with a Lesson Video Recording

Within the overview you can easily report an issue you experience with a recording, and an email is sent to the system administrator. Click **(1)** the icon marked 1, then **(2)** type the issue you experienced and click **(3) Report problem**.

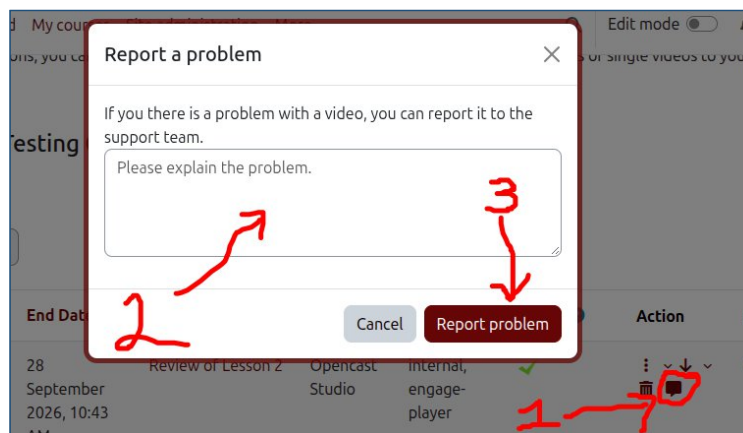


Figure 37: Reporting a problem with a recording or video (steps 1 to 3)

#### Advice

Describe what happened in a sentence or two: what you expected to see, what actually happened, and anything that might help (for example the browser you were using). The more detail you give, the faster the administrator can help.

Below is an example of the email that is sent when a problem is reported. It includes your details, the subject, the recording and your message, so the administrator knows exactly where to look.

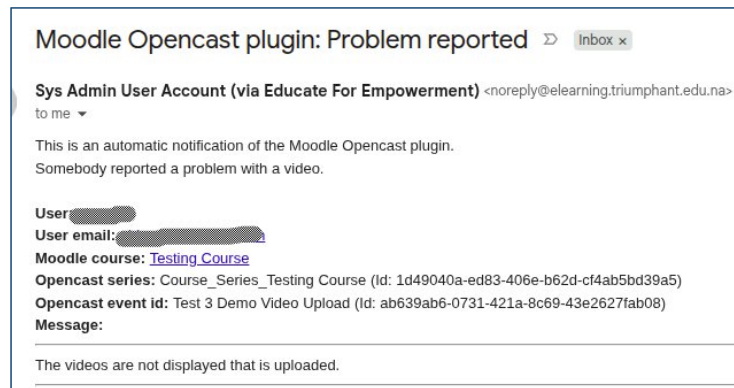


Figure 38: Example of the email sent to the administrator through the OpenCast overview

## 7. Conclusion

Well done for making it to the end! You now have everything you need to bring video into your teaching with OpenCast on Moodle. Here is a quick recap:

- **Set up once:** add the Opencast Videos block to your subject (Section 2).
- **Record or upload:** record a lesson with Opencast Studio, or upload a video you already have (Sections 3 and 4).
- **Share with students:** add the Opencast Videos Library once so every recording appears automatically, and highlight key videos separately if you wish (Section 5).
- **Keep things tidy:** update details, delete what you no longer need and report problems from the recordings overview (Section 6).

Like any new skill, recording gets easier with practice. Your first recording may feel a little awkward, but by your second or third you will hardly think about the steps. Start small: a five-minute explanation of a topic your students find tricky is a great first recording.

If something does not work as expected, use the **Report problem** option in the recordings overview, or contact the eLearning support team through the Online Support (Ticketing) System. We are always happy to help.

### Suggestion

Ask a colleague to watch your first video as a student would, and to tell you whether the title, description and sound are clear. A fresh pair of eyes (and ears) is the quickest way to improve.