

# **Graduate Entry Medical School**

## **Laboratory AV System User Guide**



UNIVERSITY of LIMERICK  
OILSCOIL LUIMNIGH



GRADUATE  
ENTRY  
MEDICAL  
SCHOOL  
UNIVERSITY OF LIMERICK  
SCOIL LEIGHIS IONTREALA  
MARCHÉME OILSCOIL LUIMNIGH

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## **1.0 INTRODUCTION**

The AV Recording System in the Clinical and Anatomical Skills laboratories is available for students to record the practical application of clinical and/or communication skills for assignments, assessments (summative or formative) or for their own self-evaluation. The system is designed to be simple and intuitive to use, with minimal technical knowledge required.

## **2.0 SYSTEM OVERVIEW**

The system consists of a number of elements, designed to enable the student to record clinical/communication skills at the bedside.

Each Clinical Skills Lab has two recording stations, with two more located in the SDL Lab. Each of the Anatomical Skills Labs has one recording station.

Each recording station has a number of elements:

- Ceiling-mounted PTZ (pan, tilt, zoom) camera
- Microphone to record audio at the bedside
- Wall-mounted tablet for controlling recording and playback

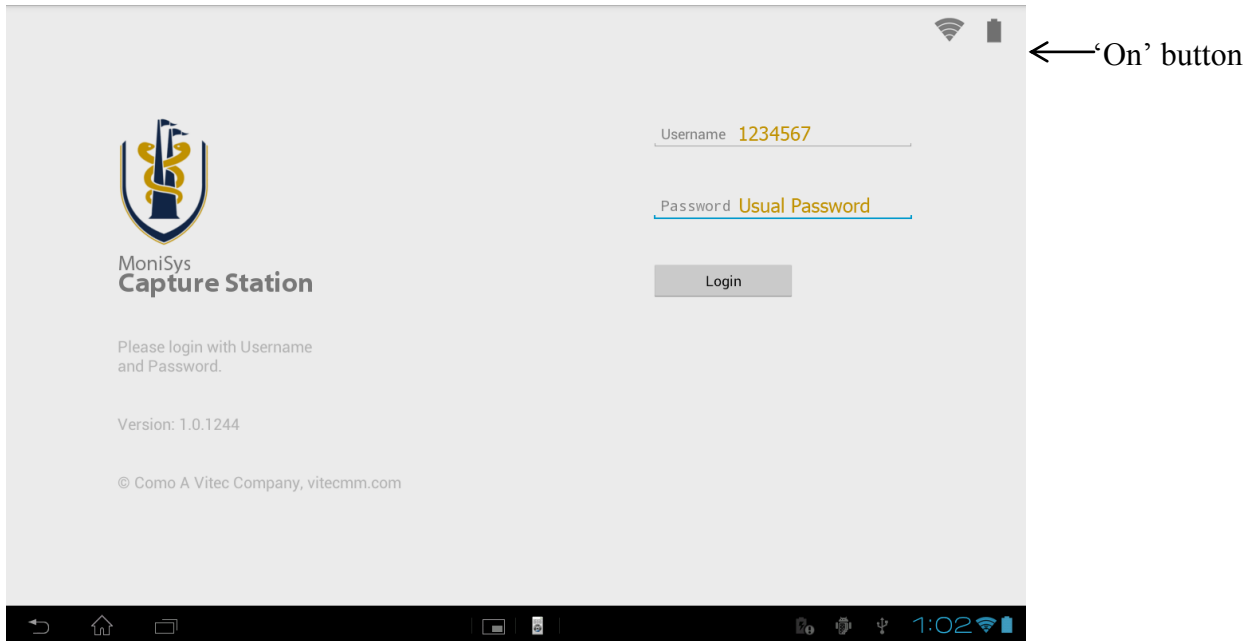
Recordings made at each station are stored on a central server and can be accessed on and off campus. Once a recording is completed, there are various methods available for reviewing and recalling the recorded clips. Any PC connected to the network may be used for viewing a user's recordings, subject to the log-in privileges assigned to the user. Standard users have access only to their own recordings, and to public recordings used for tutorials, etc. Tutors and system supervisors may, subject to administration permissions, be able to access recordings of students in their group.

Recordings are saved in high-quality H264- MPEG 4 format, at a choice of quality settings. The record quality is set by the system administrator. These recordings can be reviewed on the Tablet once the recording has completed.

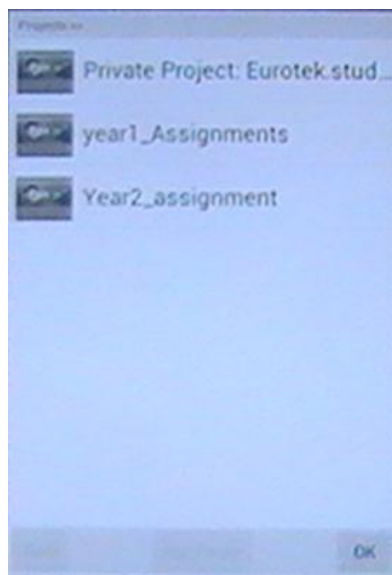
### 3.0 RECORDING

Turn on the tablet by pressing the ‘On’ button on the right side of the tablet as indicated below.

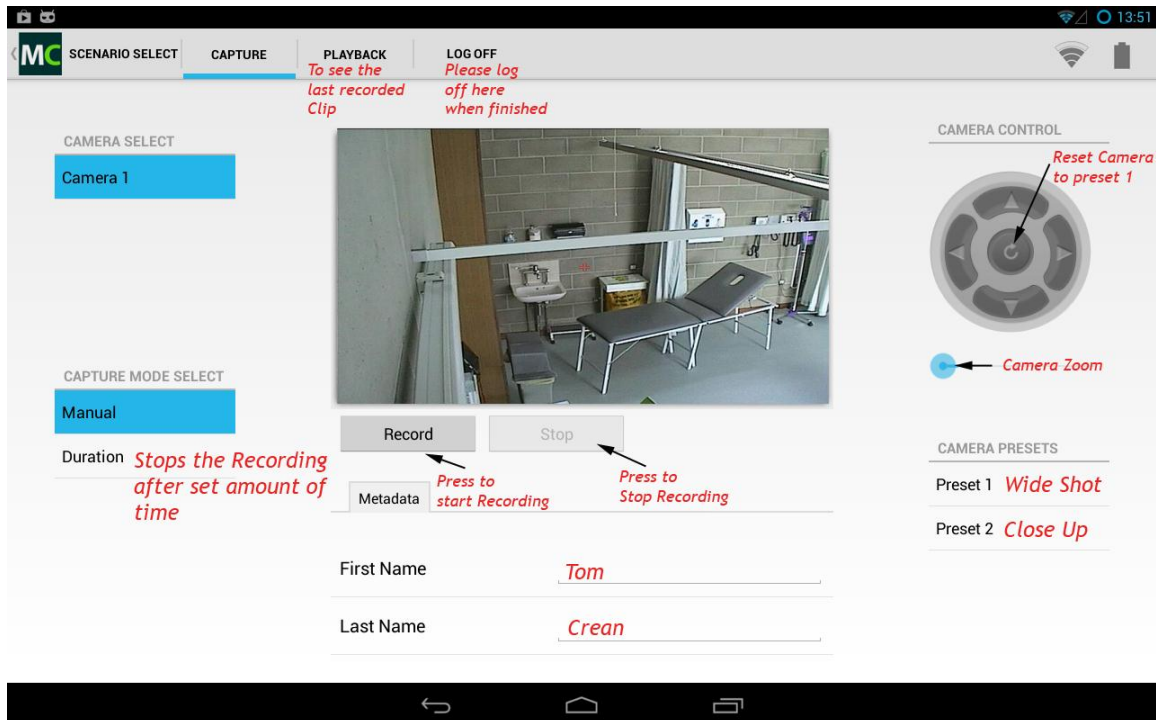
To begin recording, the user has only to login at the touch-screen monitor at the bedside using their UL username and password.



In order to make a recording, you need to select a folder to which the recording will be saved. Tap on the field under the ‘Select Project and Folder’ text and a window showing the folders that are available under your profile will appear. Unless you are otherwise instructed, select the ‘Private Project’ folder and select ‘OK’. This is the only folder that you will have full access rights to and the only folder from which you can copy, save, delete and download your own recordings.



Once you have selected the folder, the 'Capture' and 'Playback' options are made available to you, as indicated on the following image. Select the 'Capture' tab to make a recording. The image on the next image shows the record screen with its various functions.



The date and a default clip name will automatically be inserted to the recording, along with your ID details. You then need only press the on-screen 'Record' button. The system will immediately begin the recording, and will continue until the STOP button is selected, or until a pre-determined time limit is reached.

When you select the 'Capture' option, you will be able to view the station where the recording will take place. Move the bed and /or chairs into a position that is as close to the ceiling microphone as possible.

If you need to move the camera, use the controls on the right of the screen – use the ◀▶ controls to pan the room, ▲▼ to tilt the camera and the slider to zoom in closer. The controls are sensitive, so take your time getting used to them. Once the camera is positioned as you want it, select 'Record' to initiate the recording.

The time indicator will turn red to let you know that the camera is recording and will indicate the duration of the recording. Once you have finished the recording, select 'Stop'. You can play the recording back at the tablet by selecting the 'Playback' option, or you can access it on a secure server at another time.

To start another recording, follow the outlined steps above. To log out, select the 'Capture' screen and select 'Log off' or select the 🏠 icon at the bottom of the screen.

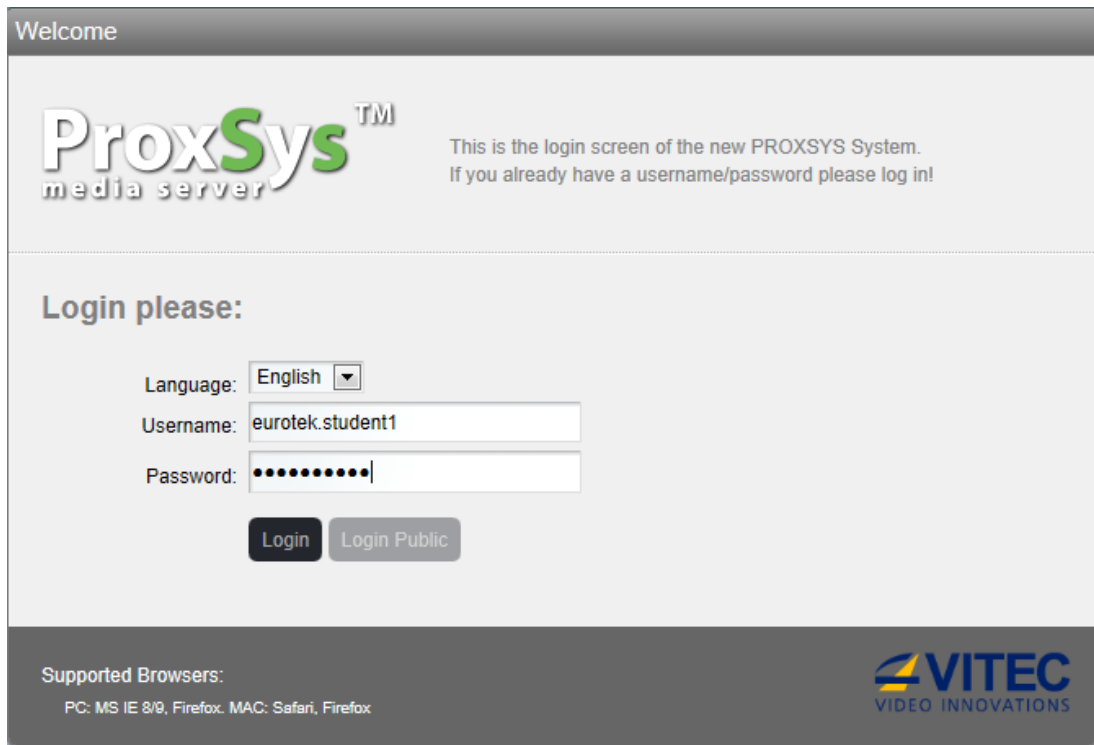
To access your recordings on a PC or laptop, proceed to Section 4.

## 4.0 ACCESSING AND SHARING YOUR RECORDINGS

Once your recording is finished, it is saved onto a central server which you can access by clicking on the following link:

<https://gemsav.ul.ie>

The following screen will appear and you can log into the system using your UL username and password.



Welcome

**ProxSys**<sup>TM</sup>  
media server

This is the login screen of the new PROXSYS System.  
If you already have a username/password please log in!

**Login please:**

Language: English ▾

Username: eurotek.student1

Password: ●●●●●●●●

Login Login Public

Supported Browsers:  
PC: MS IE 8/9, Firefox. MAC: Safari, Firefox

**VITEC**  
VIDEO INNOVATIONS

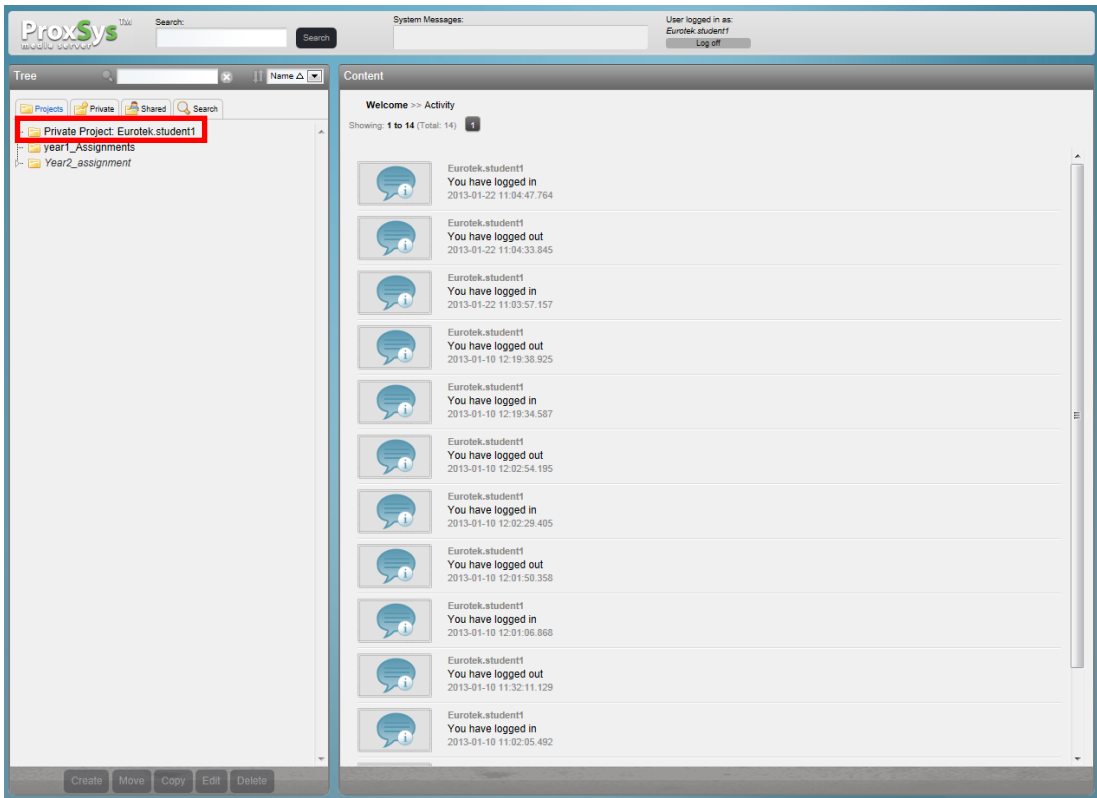
### 4.1 Viewing and editing your recordings

Once logged in, you will be brought to your own page, where the videos you have recorded are stored and accessible to you only.

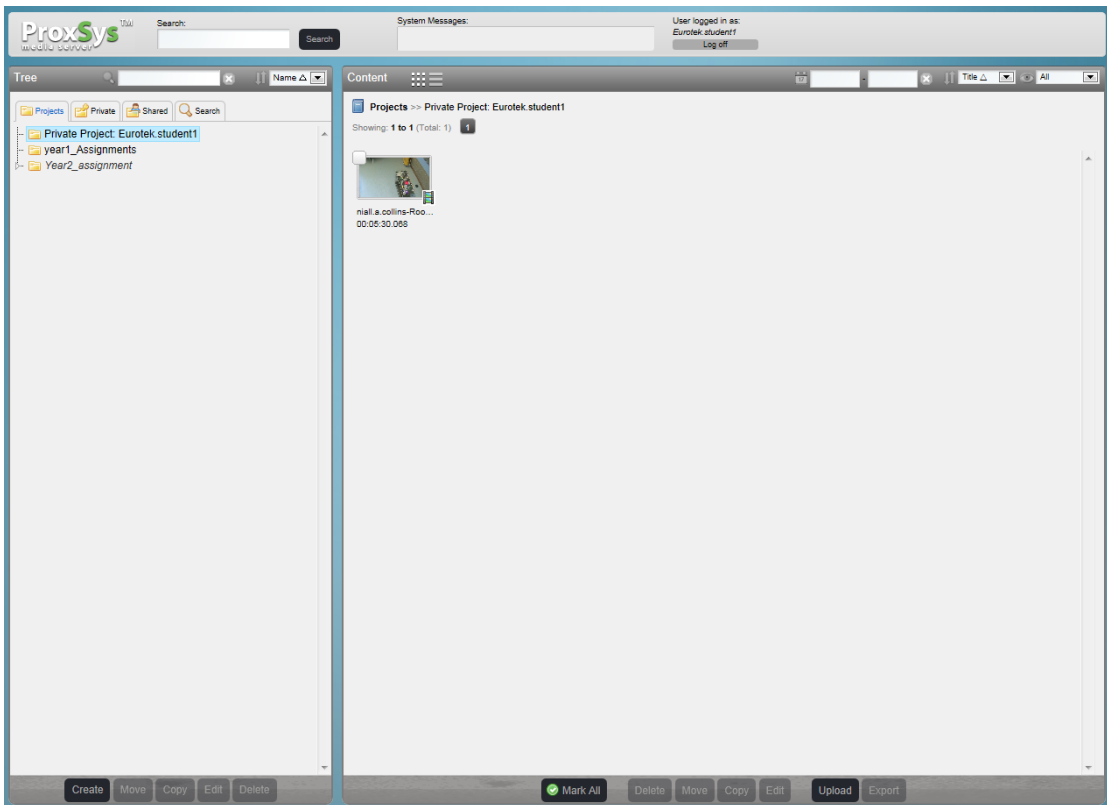
On the right of the screen, you will see a log of your activity on the system, i.e. details of when you last logged in and out.

On the left of the screen is a series of tabs, the first of which is titled 'Projects'. It is under this tab that all your videos will be stored and accessible to you.

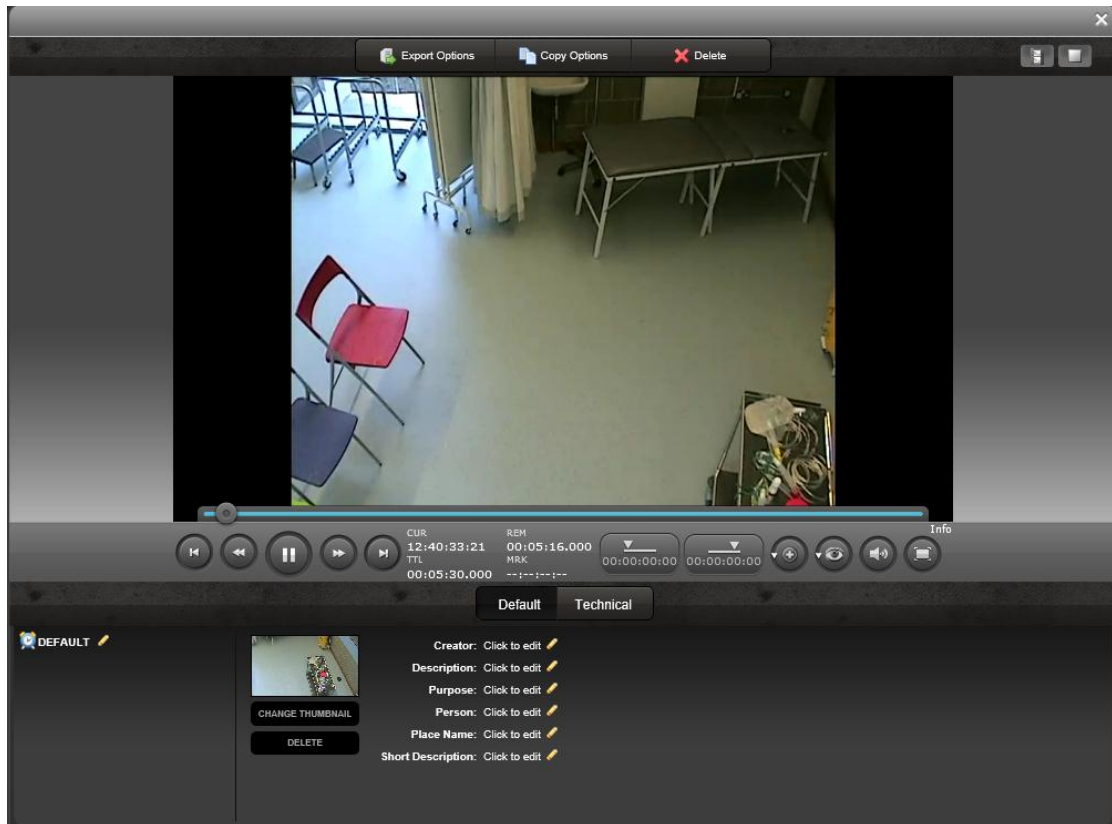
Under the 'Projects' tab, the first folder you will see is 'Private Project: username'. Unless you specify otherwise, all the recordings you make will be automatically saved into this folder. Besides the system administrators, no one else will have access to the material in this folder and only you will be able to download, share and delete the material in it.



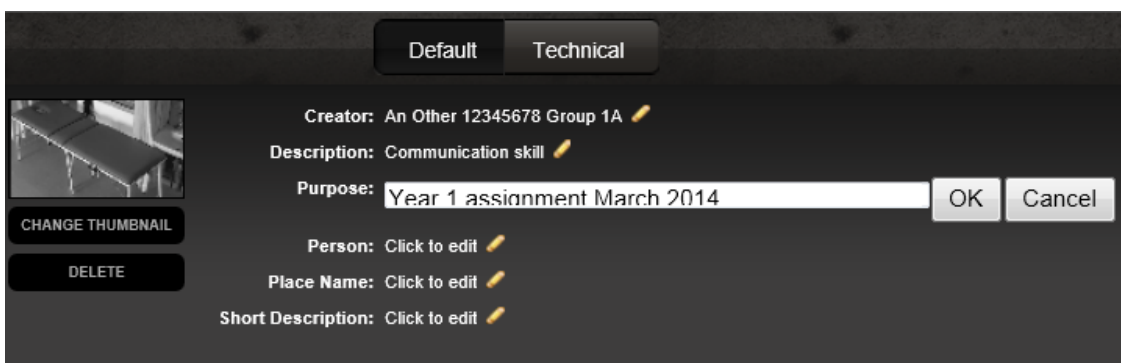
When you click on the 'Private Project' folder, you will be able to see the videos that you have recorded. To view a video, simply click on the file thumbnail.



In the playback screen, you will be able to replay the recording, edit the data fields, copy, export or delete the recording. To exit out of the playback window and back to the main screen, simply click on the 'X' on the top right of the window.



To edit the details of your video, click on the field/s you wish to edit, enter the details and select 'OK' as shown below. If you are requested to provide any particular information for assignments, please follow the instructions provided for that assignment.



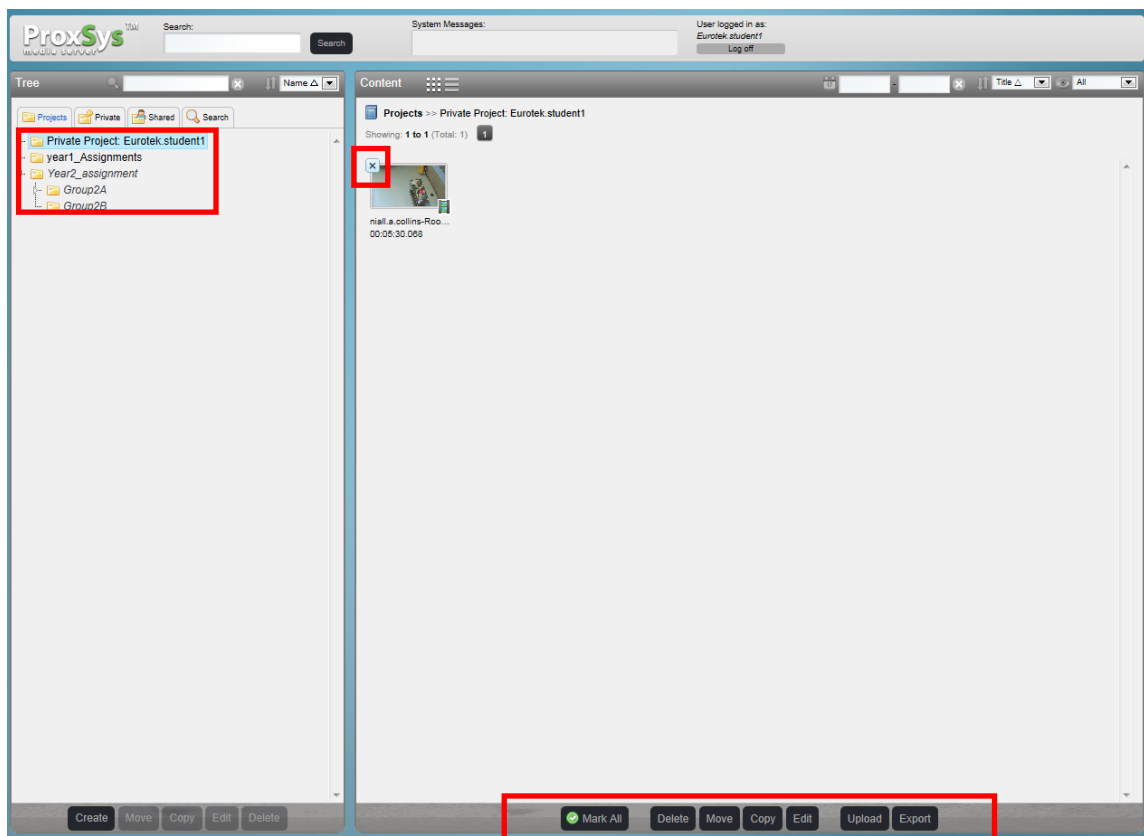


## 4.2 Sharing your Recordings

In addition to the 'Private Projects' folder, other folders may be present in the 'Projects' tab under your profile when you log into the system – examples of these can be seen in the next image.

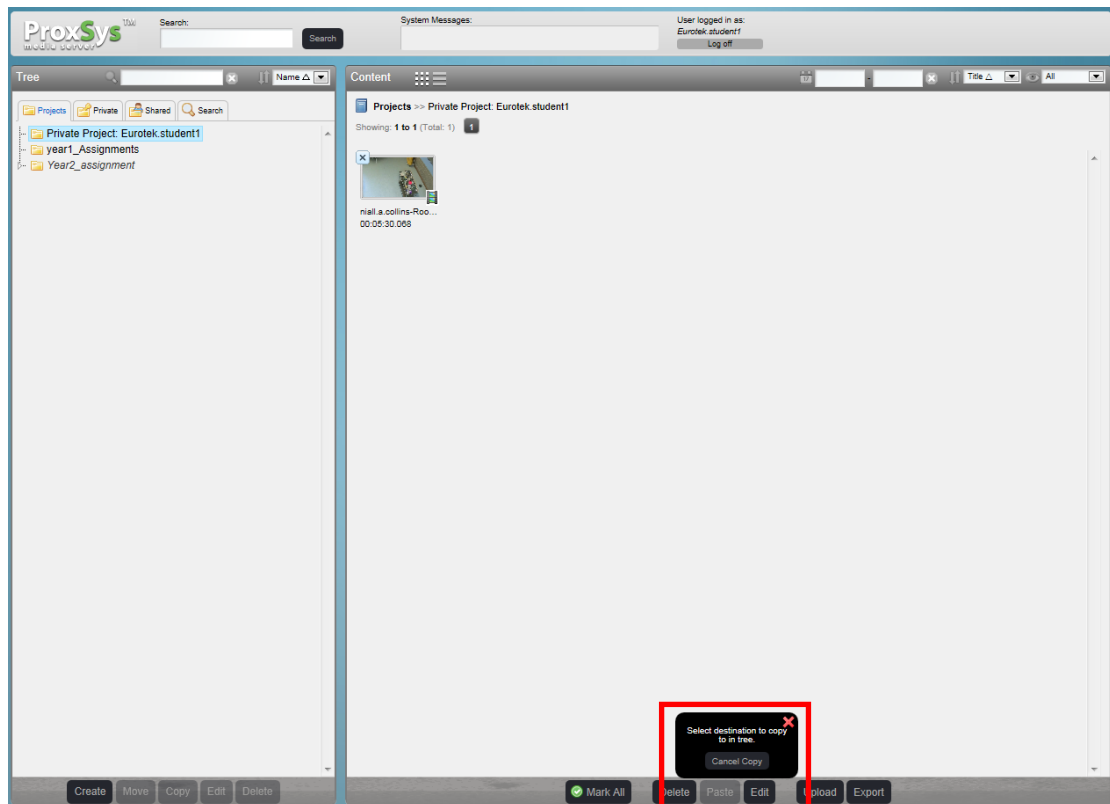
These folders will be made available to you at times when you will be requested to submit video exercises, either for formative purposes, such as the video exercise you complete at the beginning of Year 1, or for summative video assessments, like the video assessment that you will do during Semester 2 of Year 1.

For these exercises and assessments, you will be instructed to record a video/s and submit it/them to a particular folder where they can be reviewed by staff or faculty members. You will only have 'Write Access' to these folders, i.e. you have permission to copy your video into the folder, but you will not be able to view or edit any of the recordings in the folder, including your own. A copy of your video will be kept in your own private folder.



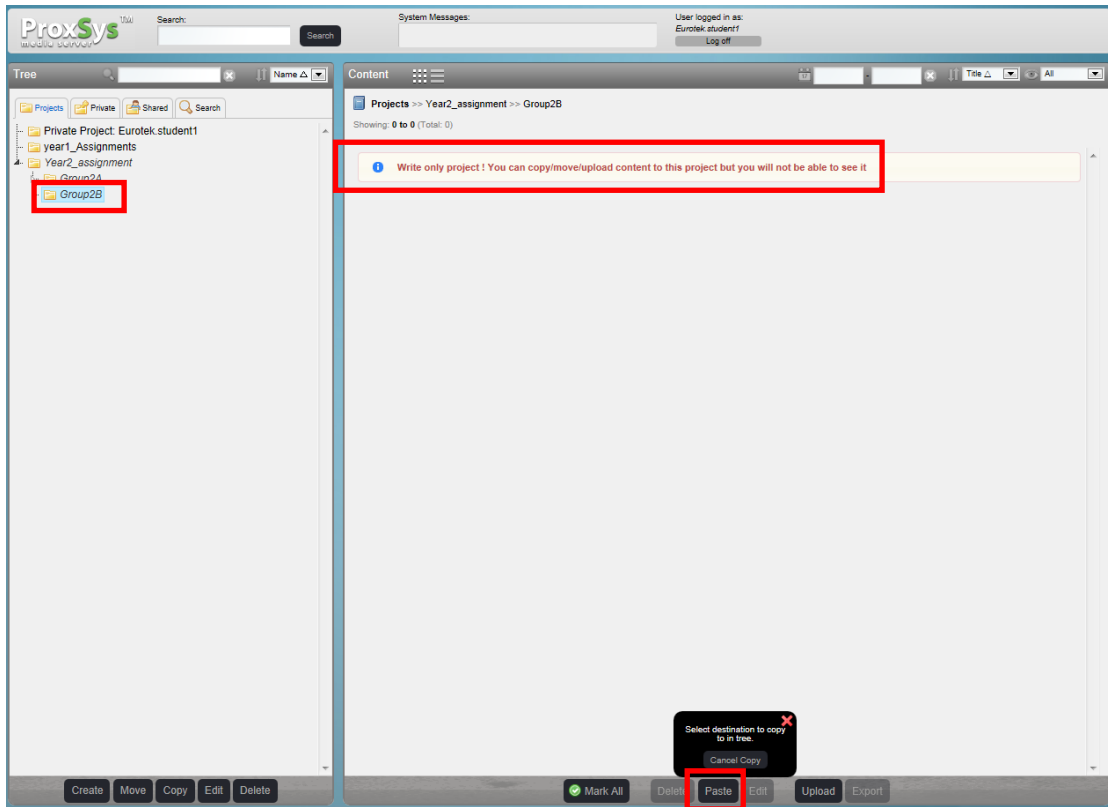
For any video exercises, unless otherwise instructed, you can make a number of recordings and submit the one of your preference to be reviewed/ assessed.

To copy a recording from your own 'Private Project' folder into the folder that has been specified for you, mark the recording you wish to copy by clicking on the box at the top left of the file as shown above. This will activate all of the options at the bottom of the screen. Click on 'Copy' – a message saying 'Select destination to copy to in tree' will appear (see next image).



On the project folders on the left of the screen, navigate to and click on the folder to which you have been assigned for the exercise or assessment, and click on 'Paste' at the bottom as indicated on the next page. You will notice a message appear on this project view saying that it is a 'Write only project'. Once you have copied your recording into this project folder, you will not be able to view or edit it once it is in this folder.

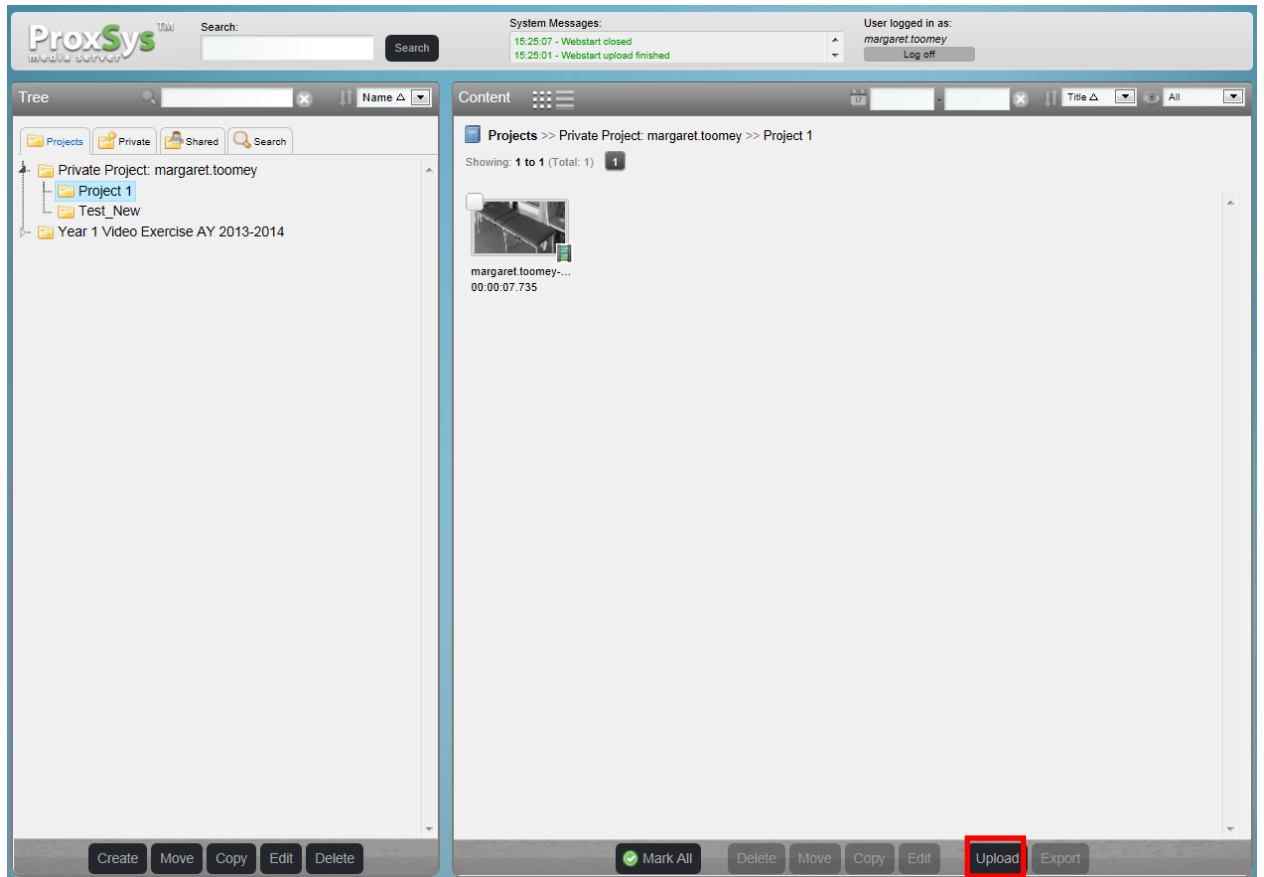
The list of project folders that are visible to you will change as your access to them is added or removed. If an assignment has a deadline for submission, your access to that assignment project folder will be removed as soon as the deadline has passed and you will not be able to submit a recording after that time.



## 5.0 UPLOADING VIDEOS TO THE SERVER

You may also upload videos that you have made through other sources into your 'Private Projects' folder on the server. If using this option, please bear in mind that only certain file formats are accepted – these formats are XDCAM (EX), P2, AVCHD, AVCIntra, MOV, AVI, H.264, MPEG-2, MP4. You will also need Java installed on the PC/laptop you are using.

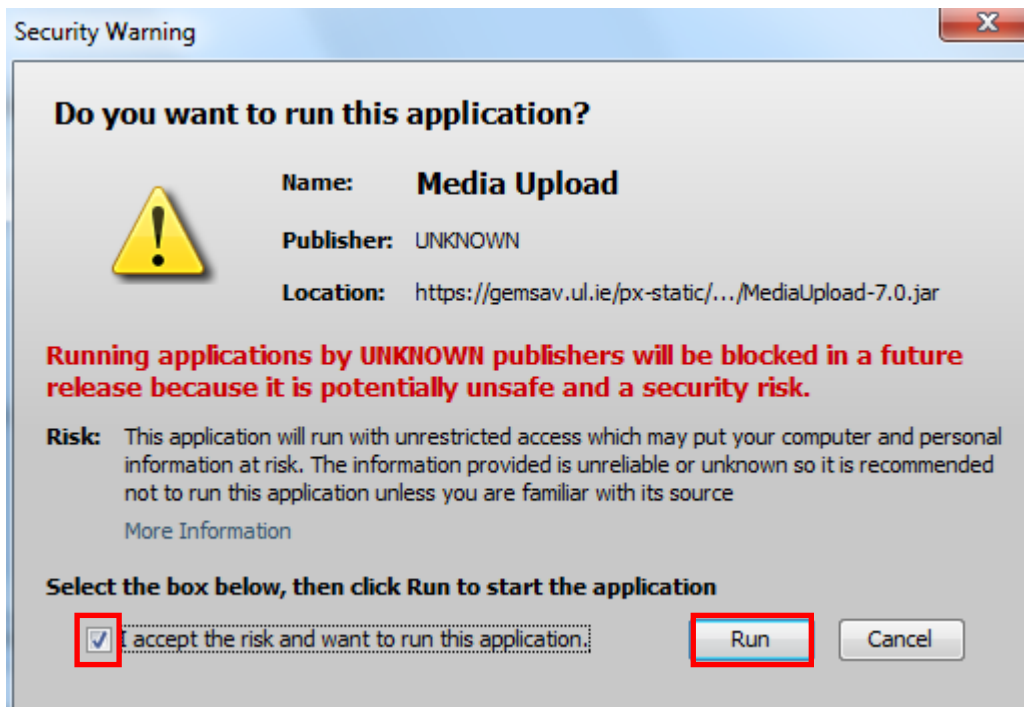
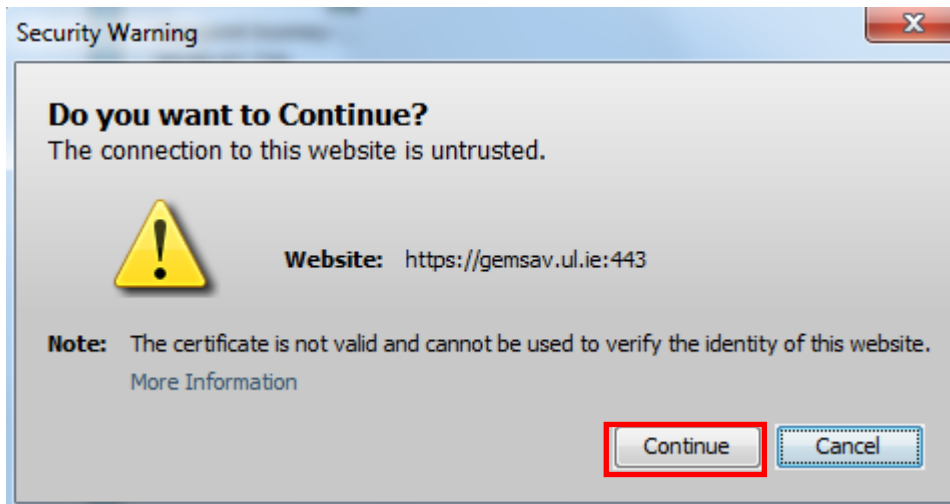
To upload your own video, log into the server as normal, select your 'Private Projects' folder and click on 'Upload'.



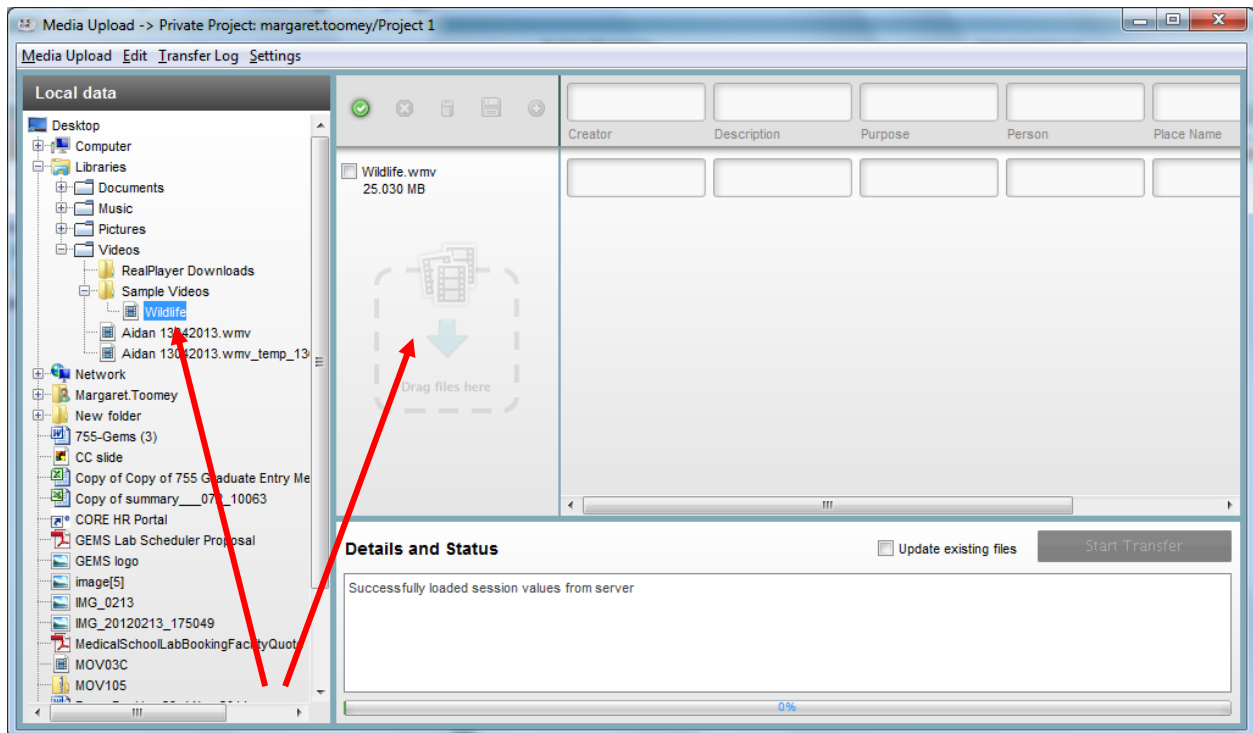
When you receive the following message, select 'Open'.



If you receive the following security warnings, please click 'Continue' in the first message, and tick the box and select 'Run' in the second message as indicated.

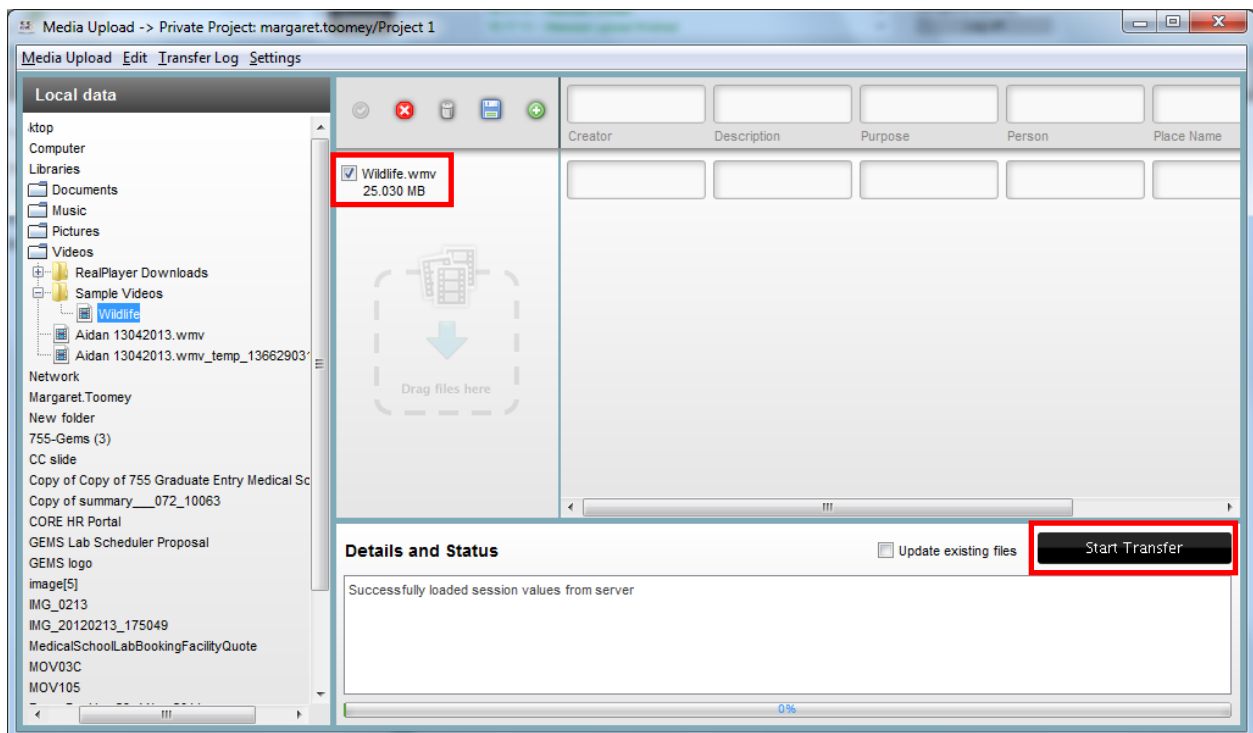


You will then be directed to the following screen. Select the file you want to upload from your PC and drag it in to area indicated below.

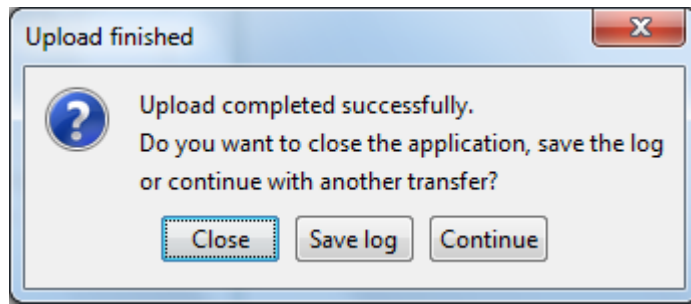


Locate file and drag here

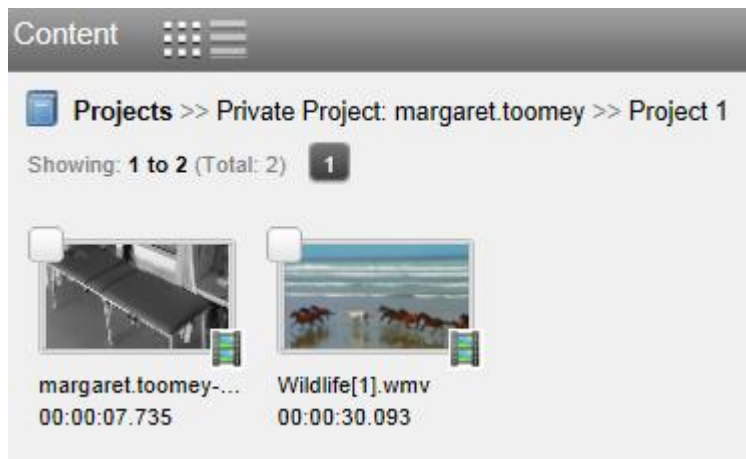
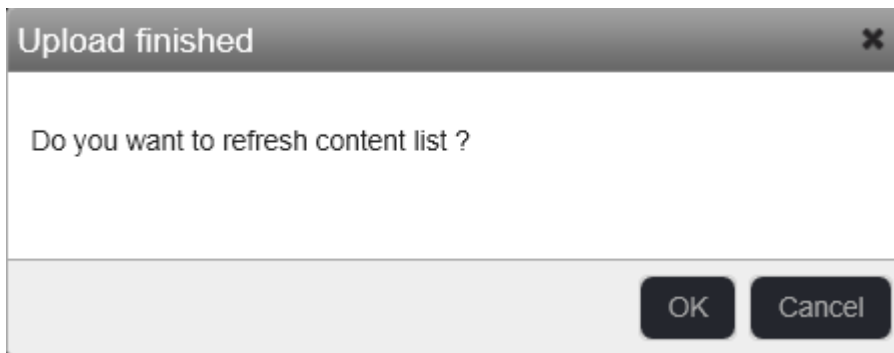
Select the file and click on 'Start Transfer' – your video will then upload.



You may then save the log, upload another file or close the application.



If you chose close, you will get a reminder to refresh the content list. Click 'OK' and you will return to your 'Private Projects' folder, where your uploaded video is now located.



## **6.0 BOOKING THE LABS TO USE THE AV SYSTEM**

Any student wishing to book a lab to use the AV system can do so by following the instructions set out in the SDL Booking Procedure – this procedure and all other information relating to the Clinical and Anatomical Skills labs can be found on the GEMS Website under the ‘Current Students’ section.

The AV system can also be used during clinical skills revision sessions, which are scheduled regularly throughout the academic year.

## **7.0 TECHNICAL SUPPORT**

Should you have any problems or queries relating to the AV system and its operation, please contact [medicalresources@ul.ie](mailto:medicalresources@ul.ie) and your query will be directed to the appropriate person.