UICapture Creator's Basic Guide - Windows

All University of Iowa General Assignment Classrooms (GAC) are equipped with the recording software known as Panopto Recorder on Windows and Mac. To test or record outside of a GAC, download the software client from http://helpdesk.its.uiowa.edu/software/signin.htm

After downloading the software and setting up an account with your local IT support, you will be able to log into the Panopto Recorder with your HawkID credentials and record audio, video, Keynote and/or PowerPoint presentations and also have screen capture functionality.

UICapture requires one audio feed to produce a viable recording; therefore, some type of hardware such as a microphone or webcam with built-in microphone is necessary for capture purposes.

Windows Panopto Recorder: Login

1. Click on the **Start Menu button** in the lower-left corner of the **Taskbar**.

2. Click on **All Programs**.

3. Navigate to the **Panopto** folder.

4. Open the folder and select the **Panopto Recorder** icon.

5. Enter an applicable server address in the **Server Address** text box.

   o Please note that the server address/name will change depending on which server address you have your Creator rights in. In the server address box, type: YourServerAddress.uicapture.uiowa.edu.
   o If you don't know which server address you have creator rights to record in, check with the ITS HelpDesk (its-helpdesk@uiowa.edu or 384-4357) or your local IT support person.
   o If you have admin access on your machine and you would like to save the address so that you don't need to retype it each time, click **Save** at the end of the textbox.
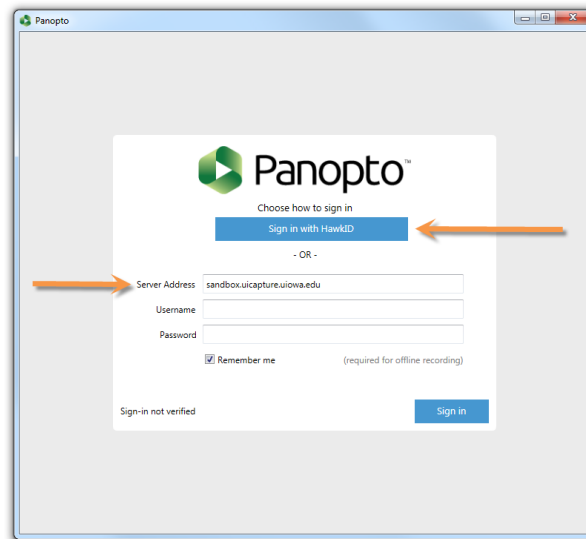
Find complete UICapture documentation at: its.uiowa.edu/uicapture
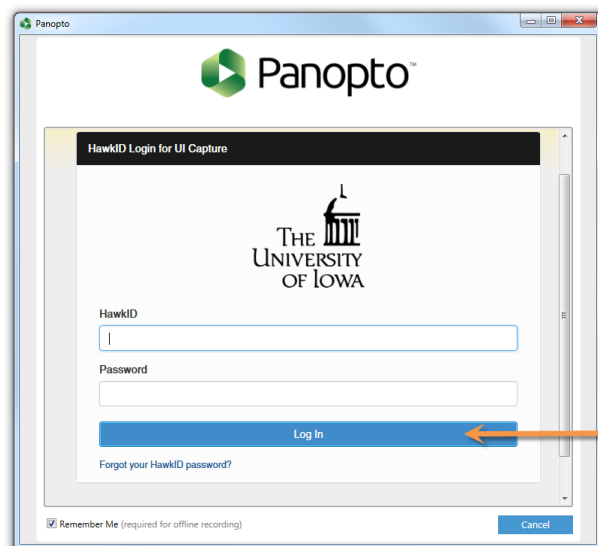Your feedback can help us improve this documentation: bit.ly/1DkzNQc   1
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6. Click on the **Log in with HawkID** button under Use External Login Providers:
    o *Do not* put your HawkID and password in the text boxes below the server address.

7. On the HawkID page, enter your **HawkID** and **password**.

8. Select the **Sign In** button.

NOTE: You must log in before using Panopto the first time. If you are working on an AD-Authenticated machine (i.e. one where you have to input your HawkID and password to use), we recommend not logging out of Panopto when you shut the program down. What this allows you to do is make offline recordings even if you don't have an active Internet connection and/or you have trouble connecting to the UICapture server.

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Create a New Recording

UICapture requires *one audio source* to produce a viable recording; therefore, some type of hardware such as a microphone or webcam with built-in microphone is necessary for capture purposes.

1. Change the name of the session in the **Session Name** textbox:
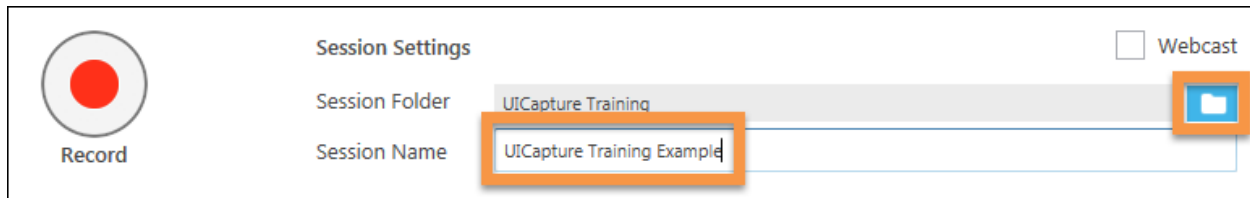
2. To record, you must have a folder created for you by your local IT department. They will grant you the rights to save your recordings.

3. Click the downward triangle at the far right of the recording area.

4. Navigate to your specified folder on the server.

5. Hover over your folder row to get the **Add New Session** button to appear. Click it to select that folder for storing your recording.

6. Find the **Primary Sources** area below the **Record** button.

7. Select your **Audio** device from the dropdown menu.
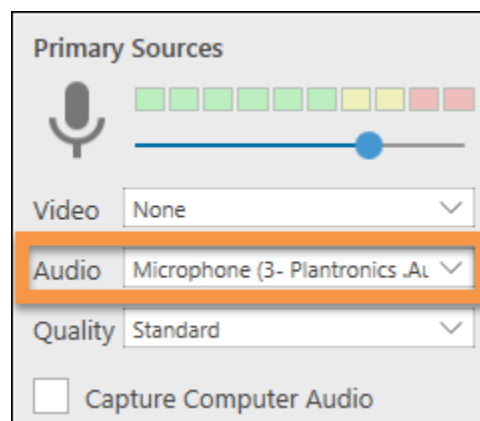
8. Do a sound check with your microphone. You ideally want the colored meter to register between 2-6 green bars when speaking into the microphone.

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a. You may need to adjust your computer's sound settings in the **Control Panel**.

9. Leave the **Quality** at **Standard**.

10. In the **Secondary Sources** area, you can check the checkboxes to **Capture PowerPoint** and **Capture Main Screen**.
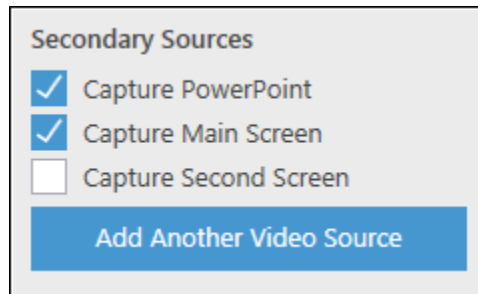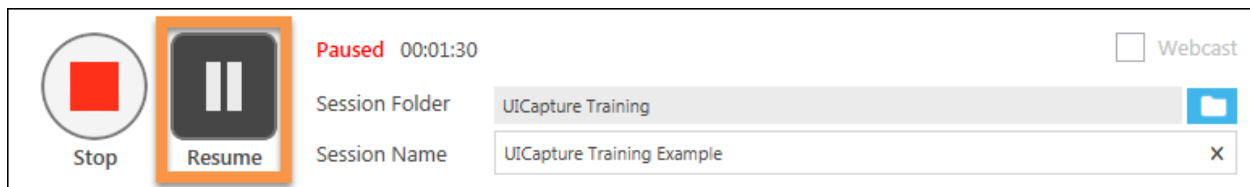

11. Press the **Record** button to begin recording. Alternatively, you may press the **F8** key on your keyboard to begin recording.

12. Press the **Pause** button to pause the recording. Alternatively, you may press the **F9** key on your keyboard to pause the recording.
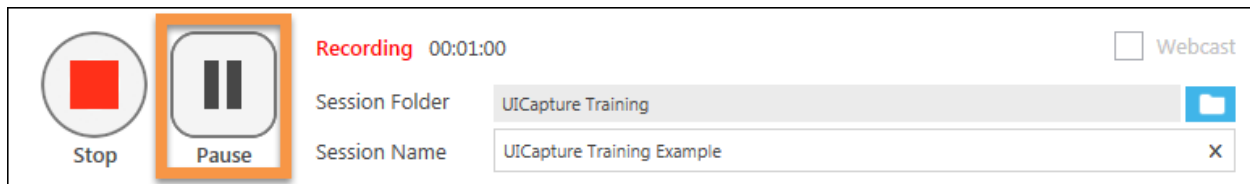

- o   As a backup, the **Panopto Recorder** continues recording all content while the Pause button is selected but it will not show up to your viewers.

- o   You can recover paused content by logging into your server address with a browser and using the Panopto Editor to unblock content. This is helpful in case you forget to un-pause a recording.

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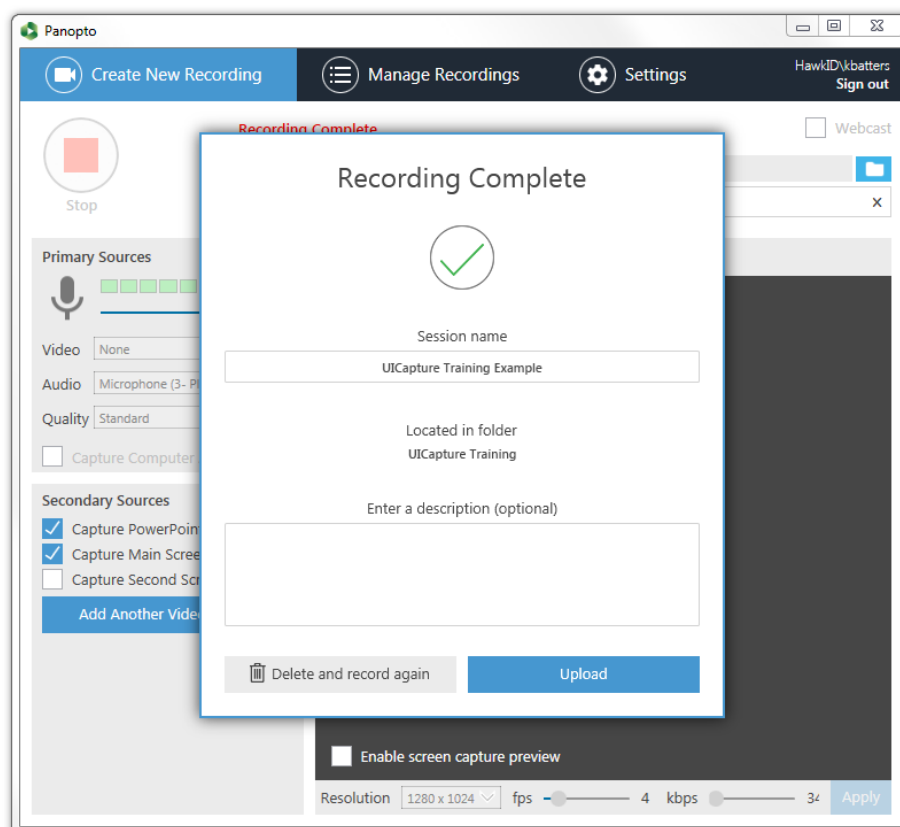
13. Press the **Resume** button on the Panopto Recorder to resume recording. Alternatively, you may press the **F9** key on your keyboard to resume.

14. Press the **Stop** button to end your recording. Alternatively, you may press the **F10** key on your keyboard to end the recording.
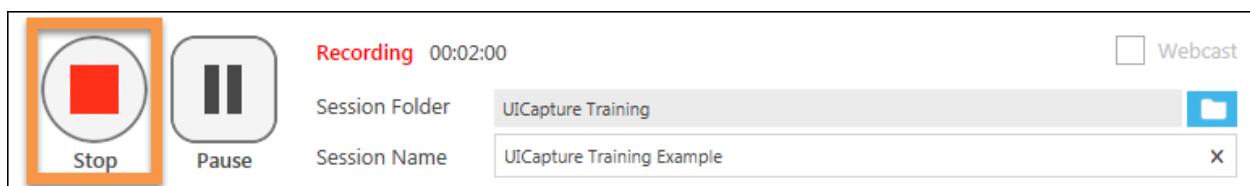
15. Review your recording and click the **Upload** button.

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16. You will then be taken automatically to the "Recording Status" tab.

- o You will be able to watch the progress as your recording is uploaded (the green bar) and verified (the orange bar) on the server.

- o If you are in a General Assignment Classroom, once you see **Waiting to be processed** in the **Status/Link** column, you can safely close the Panopto Recorder and log out of your machine.

NOTE: All recordings, regardless of you uploading them to the server or not, are saved to the hard drive of the computer you record them on. In the General Assignment Classrooms (GAC), the hard drives of Windows machines are usually reformatted once a semester. However, if a GAC machine is experiencing problems or the hard drive is approaching full, it can be wiped at any time. Please do upload your files as soon as you're done recording them!

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Creators: Accessing Uploaded Recordings

There are two ways for creators to access your recordings once they have been uploaded to the server:

- Through the Panopto Recorder's **Manage Recordings** tab (only available on the same computer you recorded on).
- Through the website interface: **http://(YourServerAddress).uicapture.uiowa.edu**

1. Input the server address, http://YourServerAddress.uicapture.uiowa.edu, into the **URL bar** of your browser.

2. Make sure **HawkID** is selected as the drop down for **Login Using**.

3. Use the **Sign in** button.

4. Input your HawkID and Password and select the **Log In** button.

5. In the left-hand column, under the **Folders** dropdown, select your folder.
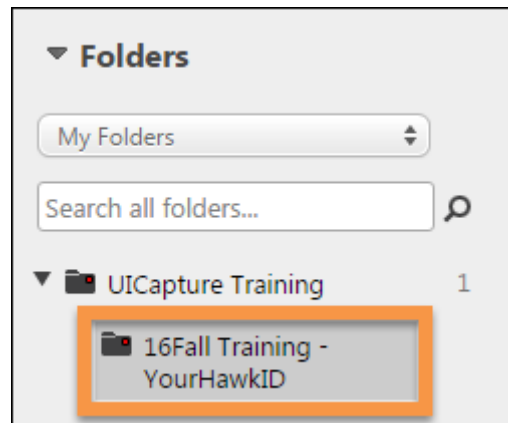
6. You will then get a list of all the recordings available for you to view.
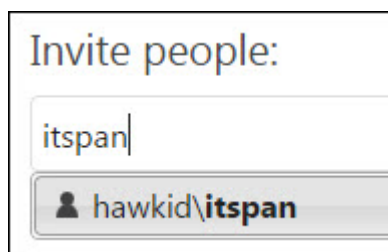
Releasing Recordings

UICapture allows creators of folders and sessions to share their content how they like. Options for sharing are: **Anyone at your organization with the link**, **Anyone at your organization**, **Anyone with the link**, or **Public on the web**. By default, folders and sessions are only shared with **Specific people** who are explicitly listed under **Who has access**. Selecting one or more of these options will share the folder or sessions accordingly.

For instructors of ICON Courses, your local IT Admin will usually be the one responsible for creating your UICapture folder and populating it with the classlist from ICON. However, here are the steps for adding users as viewers:

1. Hover underneath the original recording's name.

2. Select **Share**.
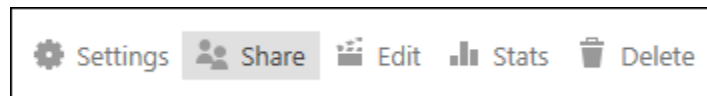
3. In the **Invite People box…** field at the bottom of the **Share** menu, type in the test

    HawkID called: **itspanopto1**.

    a. **NOTE:** Although *it looks* like Panopto is searching through a database of HawkIDs to find the one you're typing (see screenshot below), it is not. It is only checking against the internal Panopto ID database for local non-HawkID user accounts. *It will accept any word you type in there as a potential HawkID: partial IDs, misspellings, or someone else's ID.* We are working on an integration that will check against the HawkID database, but until then, **please double check the accuracy** of the HawkIDs you enter or copy/paste them from a list (MAUI, ICON, etc.) you know is correct or your viewers will not get access to your recordings.

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4. Add a comma after **itspanopto1,** and type: **itspanopto2, itspanopto3.**

5. Select HawkIDs as they populate from the **dropdown**.

6. Select the **Share** button.

To add people who do not have HawkIDs, you can send them the link through email*:

1. In the **Invite People…** field, type in: **uicapture.test@gmail.com.**

2. Select the **Invite 'uicapture.test@gmail.com' to view** from the dropdown.

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3. Type this in the lower box: This is a test.

4. Select **Send and save changes**.

*Please note that this only works for individual recordings, not for whole folders. Links to folders cannot be emailed.

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Creators: Editing a Recording

The editor allows you to:
- Cut out pieces of your recording or unhide pieces that may have been recorded while on pause, but which you want viewers to see.
- Close-caption your recording.
- Add extra video or audio clips/slides/etc. if they already exist within Panopto.
  - If you want to add external clips, you will need to talk to your campus IT support person about an add-on called Unison.

The editor will not allow you to change the volume of the audio track.

Note: It is strongly recommended that you make a copy of your recording before making edits.

Note: The editor requires Silverlight. Please use Firefox or IE11. Safari, Chrome, and Microsoft Edge are not currently supported.

1. **Hover** over the row of the recording you want to edit.

2. Select **Settings** under the session's title.


3. Click on **Manage**.
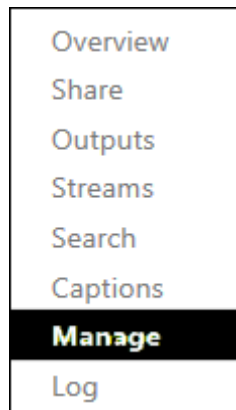
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4. Under **Copy Session**, click on the **Copy** button (You can rename the session as needed).
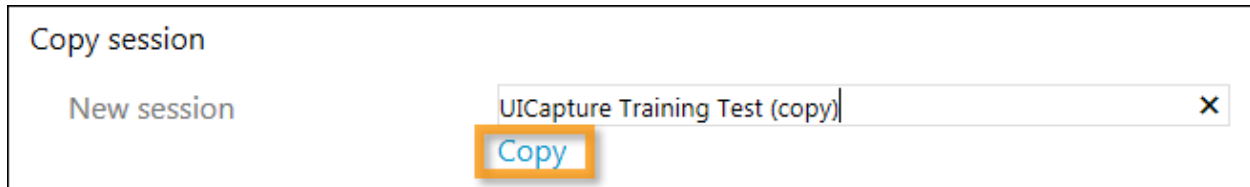
5. A copied version of the UICapture Training Test recording (or whatever you named your recording) will be created in a few moments.

6. Please locate the copied recording and click **Edit** under the copied sessions title. This brings up the editing window.
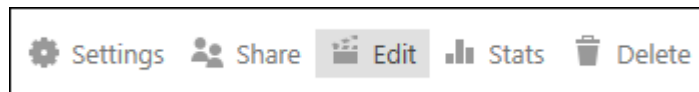

7. Uncheck **Preview Edits.**

8. **Drag** the far left **yellow pull tab** on your video to the right a few seconds to cut off the beginning of the recording.

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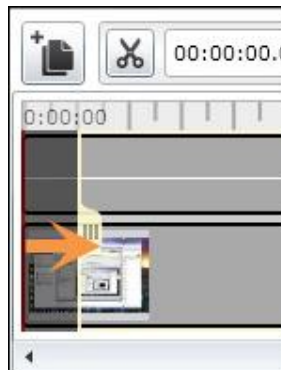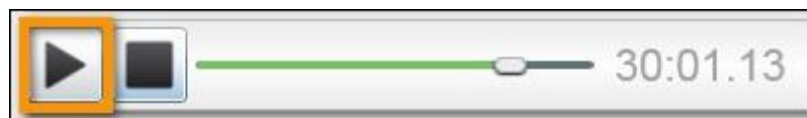
9. Click once at the beginning of the darker gray area where you paused your recording to move the **red play bar**.
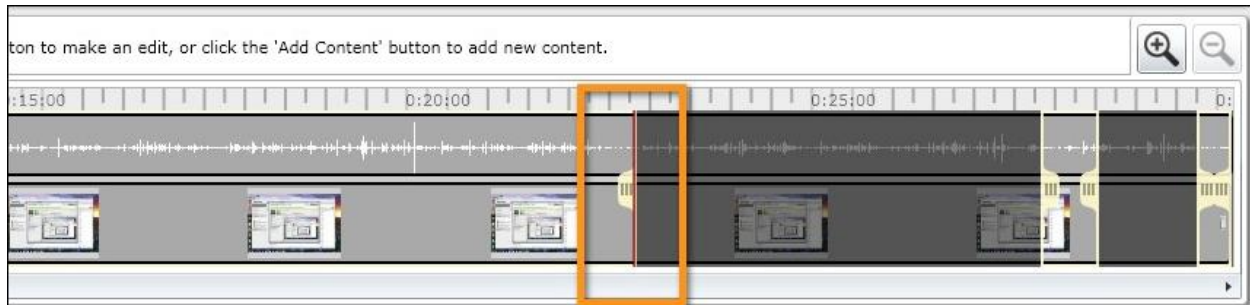
10. Press the **Magnifier** button 2-3 times to zoom in on the tracks.

11. Press **Play** to find where you currently are in the recording.

12. Select the **Scissor** button to set up a cut.

13. **Click once** to place the cut starting point.

14. Then, **move the cursor** to cover the area you want to remove and the yellow/gray highlight will follow.

15. **Click a second time** on the other side of the unwanted section designate the cut spot.

16. Fine tune with the **yellow handles**, if needed.

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17. To un-hide the cut portion, click and hold one of the **yellow handles** and drag it to the adjacent **yellow handle**, thus bringing them together.
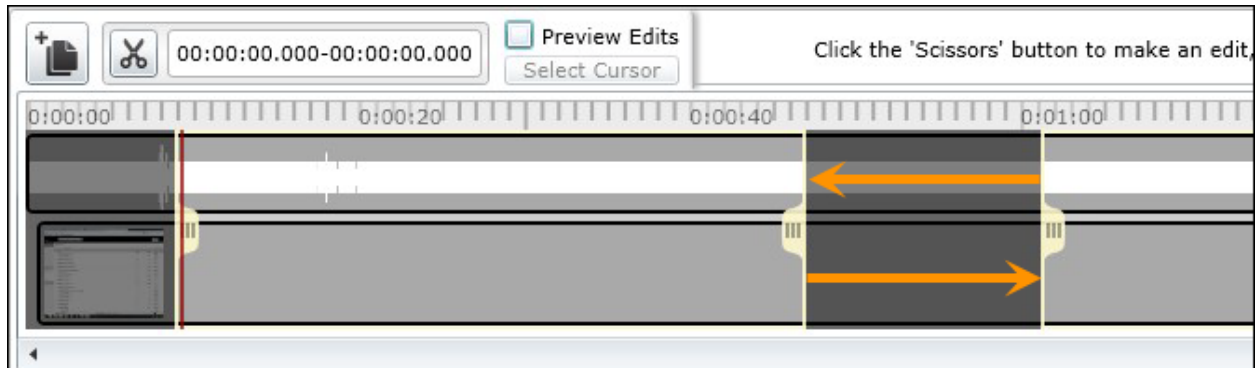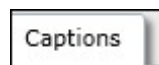

This will appear when you drag them together.

Click **OK** to complete the edit. You have successfully revealed the hidden section.

18. To create comments/sub-titles, move the **red play bar** to the beginning of the recording inside your first cut. (*The **red play bar** will not always start precisely where you want it to when you have just moved it by clicking on a new spot. It is best to put it several seconds before the part you want to listen to.)

19. Press **Play**.

20. Note where the first portion of relevant audio is outside the cut.

21. Move the **red play bar** back to the start of the audio and **pause**.

22. Select the **Caption** button in the upper right corner of the lower-left window.

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23. Type your sentence in the **Caption** textbox at the bottom of the window.

Type text below and then press 'Enter' to add a caption at play position, or use the button below to select where to add a caption.

Welcome to today's talk on "What is UICapture."

24. Press **Enter** to add the caption at the selected play position.

25. To exit and reprocess the recording, select the **Save** button at the top right of the window.

💾 Save   📑 Save As   🗑 Revert   ❓ Help
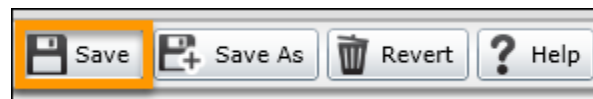
26. You will receive a **Saved today** confirmation to the right of the **Save** button once the save is complete.

Saved today at 11:47 AM

27. Close the **Edit Session** window.

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Archiving an MP3 and MP4 &
Subscribing to Recordings in iTunes or RSS Feeds

Let's take a look at how you would archive an MP3, MP4 or the Offline Viewer. By default, MP3 and MP4 creation is enabled on each folder. If you do not need an MP3 or MP4, please let your IT support person know and it can be turned off. This will save space on the server and speed up your processing time slightly.

1. Under the original recording's title, select **Settings**.

2. Select the **Outputs** tab.
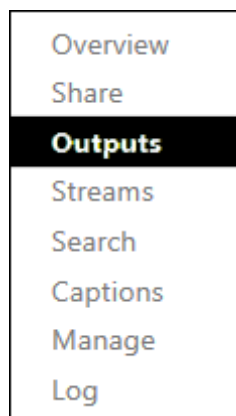
In the upper left section, you can choose to **Play** or **Download MP3**. You can also **Subscribe to this folder in iTunes** or **using RSS**. If you select the iTunes version, you will be prompted to launch iTunes and then iTunes will "subscribe" to your MP3s and will display new downloads when they are available. Subscribing to the RSS creates an XML file for you to embed in a web page.

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If you want just an MP4, select the type of output you want from the dropdown in the **Video Podcast** section and click the download link. The different **Video Podcasts** formats are the following:

- *Primary Video Only* – only displays from main video camera
- *Secondary Video Only* – Formatting to this selection will only display the secondary video source of your session.
- *Picture-in-Picture* – displays screen capture/PowerPoint in main screen with video camera feed in smaller picture
- *Side-by-Side* – displays screen capture/PowerPoint in large screen on left, video camera feed in smaller rectangle on right.
- *Tile All Streams* – The preferred podcast type for viewing on iOS devices. This format does not show PowerPoint slides, but the view will accept and display up to three other secondary sources at once.

You can choose the desired quality of the podcast output. The different quality types are the following:
- *SD-480p Low Quality* – Resolution: 480x720, Frame Rate: 15fps, Bit Rate: 250 kbps
- *SD-480p Medium Quality* – Resolution: 480x720, Frame Rate: 30fps, Bit Rate: 500 kbps
- *SD-480p High Quality* – Resolution: 480x720, Frame Rate: 30fps, Bit Rate: 750 kbps
- *HD-720p – Resolution: 720p, Frame Rate: 30fps, Bit Rate: 1.5 mbps*
- *HD-1080p – Resolution: 1080p, Frame Rate: 30fps, Bit Rate: 2 mbps*

If you do not have a video camera feed, the output formats will drop that feed an only show the screen capture/PowerPoint.

You can also subscribe to the MP4 output in iTunes or RSS.

We don't recommend using the **Embed tag** code unless you are working with html on a web site. If you want to embed the link for your recording in ICON, use the URL listed on the overview page (see **Windows Panopto Recording: Sharing Using ICON**.)

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Sharing using ICON

Sharing recordings with students and other audience members requires them to be added to your private folder as "viewers" or for your folder to be set as "public."

1. Click **Settings** under the session's title.

2. Copy the URL provided in the **Viewer link** area.

3. In your ICON course, click **Content**.

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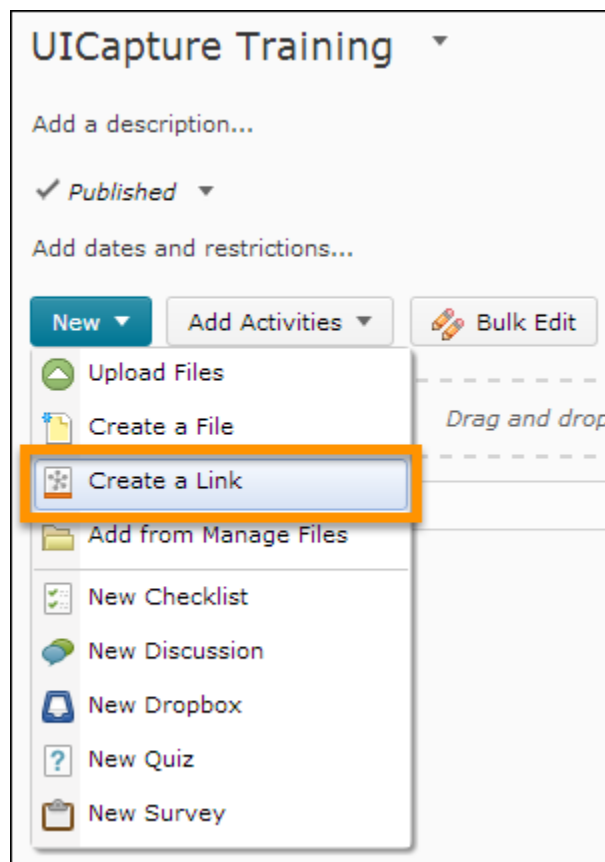Your feedback can help us improve this documentation: bit.ly/1DkzNQc   18
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4. Create a new **Module** by typing in the **Add a module…** field at the bottom of the **Table of Contents**. The new module will appear under **Table of Contents**.
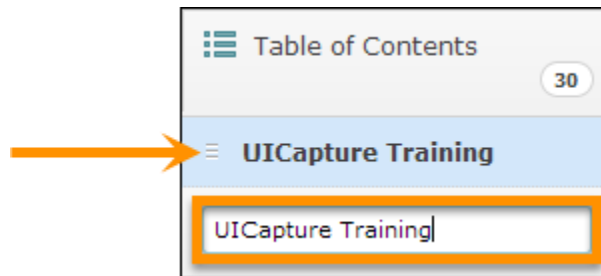
5. Click **New** and select **Create a Link** for the dropdown menu.

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6. Type in a title for the topic in the **Title** field. The title typed here will display as the topics title in the module. Paste the copied URL from your UICapture session and paste it into the **URL** field.

7. Click **Create**.

8. Your UICapture sessions is now available under content in ICON.

*There is currently a bug in ICON which causes all UICapture links to open in a new window even if you do not check the **Open in New Window** checkbox.

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