**UICapture - How to Insert a Link Into a Session**

There are several ways to insert a URL link into a UICapture Session. This guide details three different methods.

Method 1 – Add a link via creating a New Event

1. In the web interface, click the **Edit** button for the recording you would like to add a link.
2. Click the **Add a new event** button found in the bottom left corner.
3. Use the mouse to move the black bar to where you want the link to appear. Be sure to keep it within the green highlighted area.

4. Click to once you have found the desired link location. This will open the Edit Event Properties window which will allow you to add your link to the recording.
5. Put desired link in the **URL** box.

- Note: There is an extra step if you are putting in a YouTube view. Take the YouTube URL ex: https://www.youtube.com/watch?v=rBMYxrbVxAs and **change the** "watch?v=" **to** "embed/" so your new link would be: "http://www.youtube.com/embed/rBMYxrbVxAs " (omit quotes). Paste this into the URL for the event and save your Panopto Session. The video should now play in the Panopto Viewer.
6. Add what you would like to be displayed when the link is shown to students in the **Caption box**.

- Note you can also put the URL in the **Caption box** instead of adding your own caption.
7. Click on the **OK** button.
8. Your Link will now appear in the **Events** list. It will be named after the caption you used. A red line will show the time when the Link will appear in the recording.

9. Close the **Edit Session** window.
Method 2 – Add a link via Editing an Existing Event

1. In the web interface, click the **Edit** button for the recording you would like to add a link.
2. Click the **Edit** button in the event you would like to have the link in. This can be done in the events list or by clicking on the slide at the bottom.
3. Put desired link in the **URL** box.

4. Add what you would like to be displayed when the link is shown to students in the **Caption box**.
- Note you can also put the URL in the **Caption box** instead of adding your own caption.

5. Click on the OK button.
6. Your Link will now appear in the **Events** list. It will be named after the caption you used.

![Image of Events list](image-url)

**UI Homepage**
Method 3 – Add a link via an Event title Caption

1. Find your Session in the Panopto web interface.

2. Underneath its title, select **Edit**.

3. In **Edit**, play the video or click anywhere in the timeline, to move the red playhead to the point where you would like to add a URL to the session.

4. Click **Add a new event** in the bottom left hand corner.
5. Moving your cursor over to the timeline, click on the red playhead in order to add the new event to that place in the timeline.
6. You will be prompted with an **Edit Event Properties** window.

7. In the **Edit Event Properties** window, type in or copy and paste the URL you wish to insert into the **Caption** field.
8. Click on **OK**.

9. You will now see the URL on the left hand side under the **Events** Tab.

10. Click **Save** in the upper right hand corner.
11. Now when viewers watch the session, they will see the URL under Contents.

12. Viewers who click on the URL under Contents will be taken to the inserted webpage as in the below example.