



## UICapture Creator's Basic Guide – Macintosh

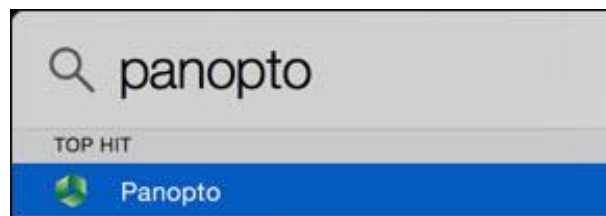
### Before You Begin

1. Download and install the Panopto Client from the ITS Software Downloads page (<http://helpdesk.its.uiowa.edu/software/signin.htm>) or have your campus IT support install it for you if you do not have admin rights to your computer.
2. Make sure that you have a microphone connected to your machine before you start Panopto.

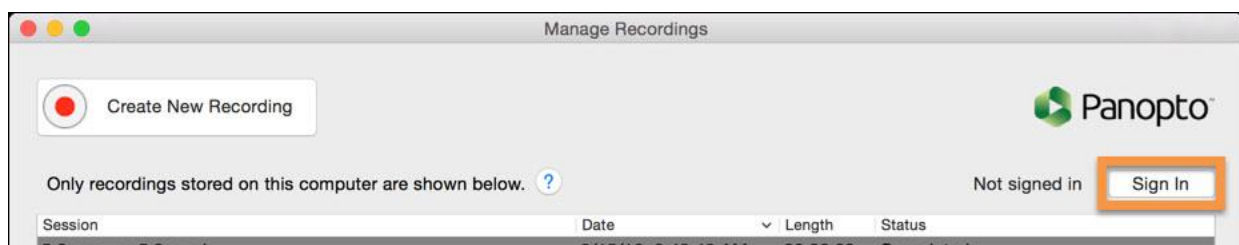


### Macintosh Panopto Recorder: Login

1. Click on the **Spotlight button** in the upper-right corner of the Desktop.
2. Type in **Panopto**.
3. Select **Panopto Recorder** next to **Applications**.



4. Once the **Panopto Recorder** is open click the **Login** button in the upper right hand side of the screen.



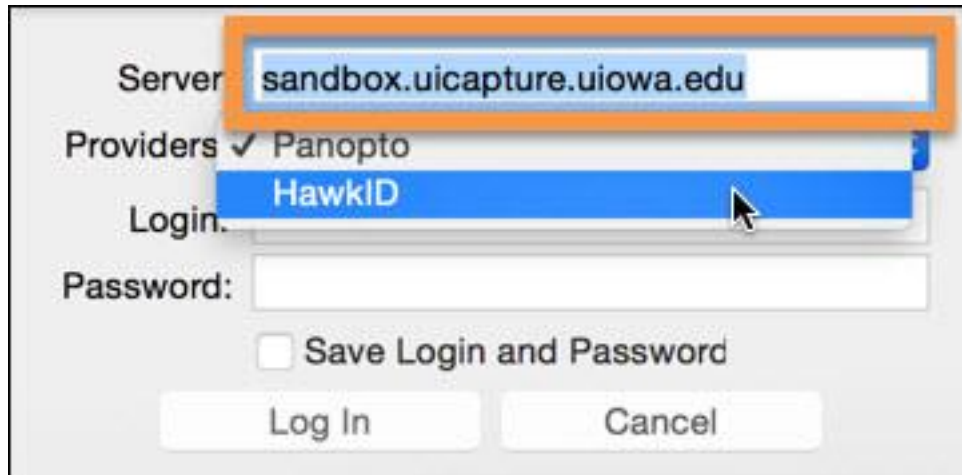
Find complete UICapture documentation at: [its.uiowa.edu/uicapture](https://its.uiowa.edu/uicapture)

Your feedback can help us improve this documentation: [bit.ly/1DkzNQc](https://bit.ly/1DkzNQc)

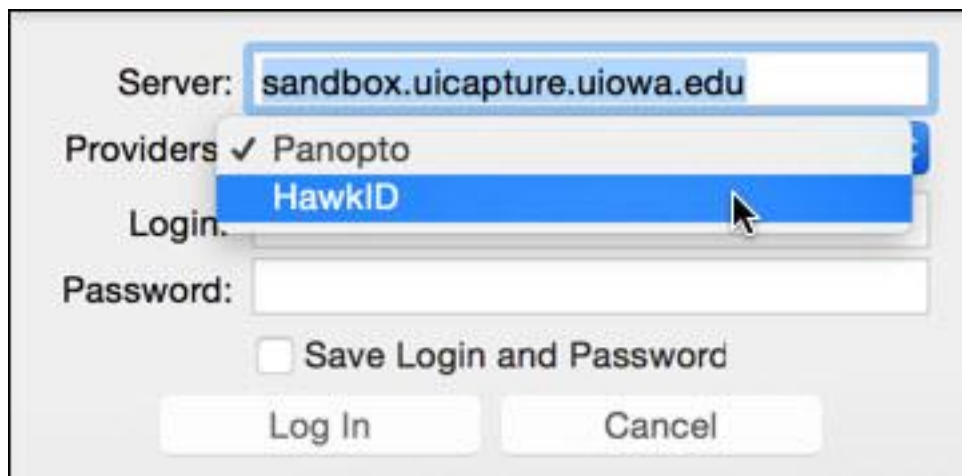
Need more help? Contact the ITS Help Desk: [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu) or 319-384-4357



5. In the **Server:** field, type: **YourServerAddress.uicapture.uiowa.edu**.
  - The Server address is dependent on your college or organization. If you don't know which sub-domain you have creator rights to record in, check with the ITS Help Desk ([its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu) or 384-4357) or your local IT support person.



6. Click on the **Get Providers for Server** button next to the **Providers:** field and select **HawkID**.



- Do not put your HawkID and password in the text boxes below the **Providers:** field.

Find complete UICapture documentation at: [its.uiowa.edu/uicapture](http://its.uiowa.edu/uicapture)

Your feedback can help us improve this documentation: [bit.ly/1DkzNQc](http://bit.ly/1DkzNQc)

Need more help? Contact the ITS Help Desk: [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu) or 319-384-4357



7. On the **HawkID Login for UI Capture** page, enter your **HawkID** and **password**.

8. Select the **Sign In** button.
9. You are now ready to create a new recording.

Find complete UICapture documentation at: [its.uiowa.edu/uicapture](http://its.uiowa.edu/uicapture)

Your feedback can help us improve this documentation: [bit.ly/1DkzNQc](http://bit.ly/1DkzNQc)

Need more help? Contact the ITS Help Desk: [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu) or 319-384-4357



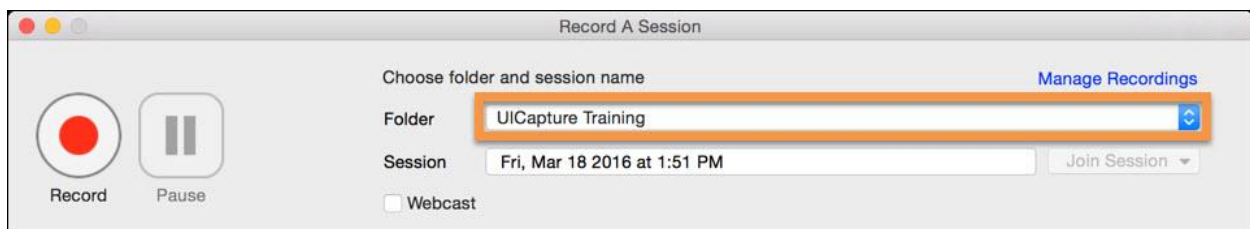
## Create a New Recording

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. In the Panopto Recorder, select **Create New Recording**.



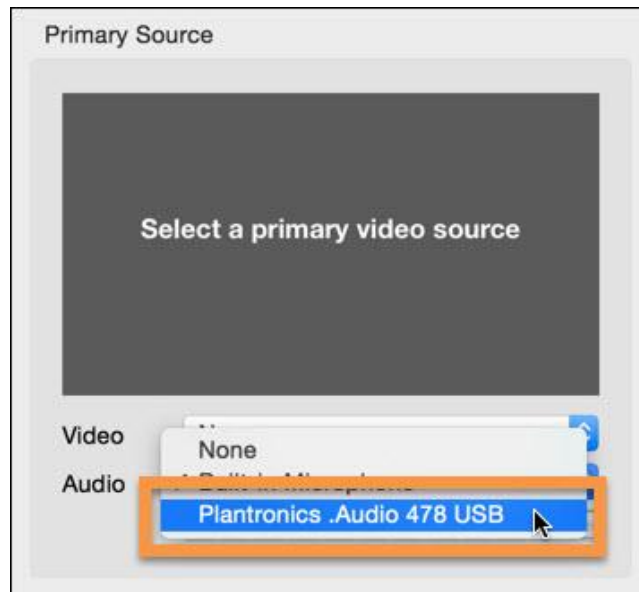
2. Click the button next to the **Folder:** field and navigate to your folder.



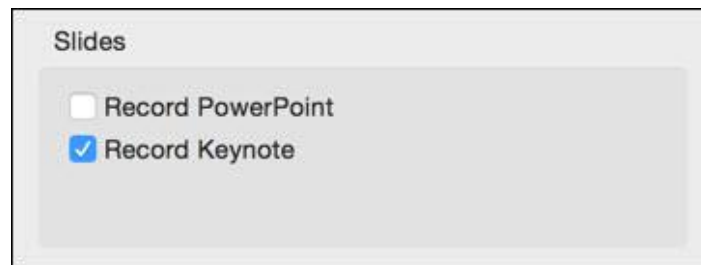
3. Name your recording in the **Session** field below the **Folder** field.
4. Locate the **Primary Source** area.



5. Select your audio device from the **Audio** dropdown menu.



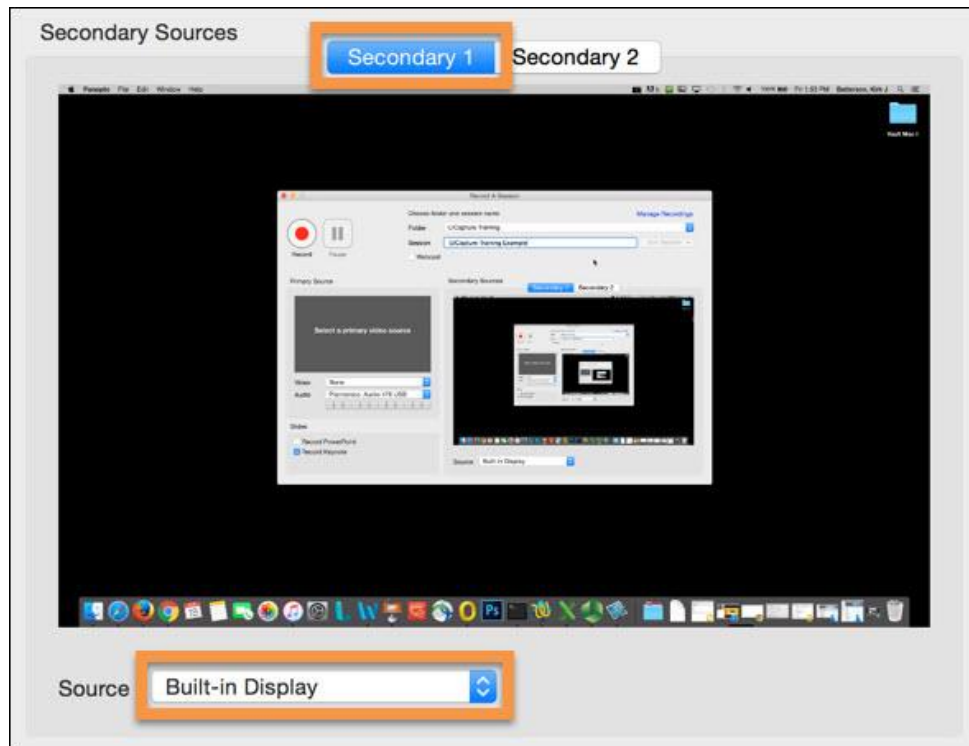
6. Do a sound check with your microphone. You want the meter to register between 2-6 green bars.
7. Find the **Slides** area.
8. Select **Record PowerPoint** or **Record Keynote**.



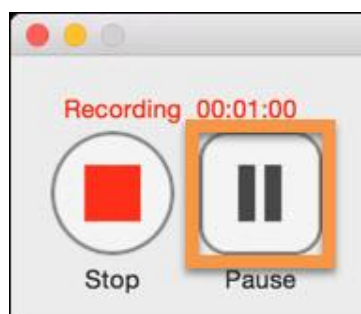
5. Find the **Secondary Sources** area.



6. Select **Secondary 1** and a source from the **Source** dropdown menu.



7. Press the **Start Recording** button to begin recording.
8. **Switch** programs on your Dock to Keynote or PowerPoint.
9. **Start** the slide show.
10. **End** the slide show on the last slide.
11. Press the **Pause** button to pause the recording.



Find complete UICapture documentation at: [its.uiowa.edu/uicapture](http://its.uiowa.edu/uicapture)  
Your feedback can help us improve this documentation: [bit.ly/1DkzNQc](http://bit.ly/1DkzNQc)  
Need more help? Contact the ITS Help Desk: [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu) or 319-384-4357

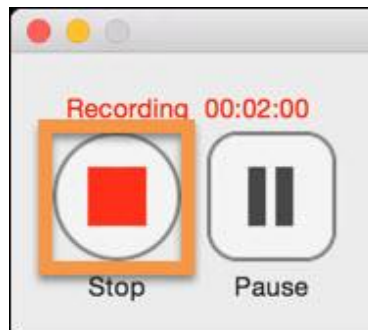


- As a backup, the **Panopto Recorder** continues recording all content while the Pause button is selected but it will not show up to your viewers.
- You can recover paused content by logging into your sub-domain with a browser and using the Panopto Editor to unblock content. This is helpful in case you forget to un-pause a recording.

12. Press the **Resume** button on the Panopto Recorder.



13. Press the **Stop** button to end your recording.



14. You will then be taken automatically to the **Manage Recordings** window.

- You will be able to watch the progress as your recording is uploaded on the server by the messages displayed in the Status window. Do not close the Panopto recorder while you see **Uploading (X.XX%)**
- If you are in a General Assignment Classroom, once you see **Uploaded - Waiting to be processed** in the **Status** 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 Mac 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!

Find complete UICapture documentation at: [its.uiowa.edu/uicapture](http://its.uiowa.edu/uicapture)

Your feedback can help us improve this documentation: [bit.ly/1DkzNQc](http://bit.ly/1DkzNQc)

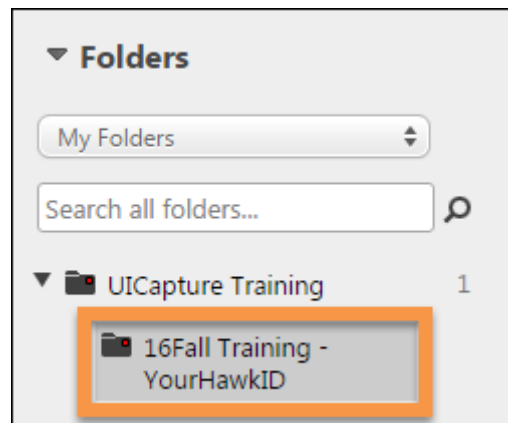
Need more help? Contact the ITS Help Desk: [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu) or 319-384-4357



## 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](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. Click 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.

Find complete UICapture documentation at: [its.uiowa.edu/uicapture](http://its.uiowa.edu/uicapture)

Your feedback can help us improve this documentation: [bit.ly/1DkzNQc](http://bit.ly/1DkzNQc)

Need more help? Contact the ITS Help Desk: [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu) or 319-384-4357



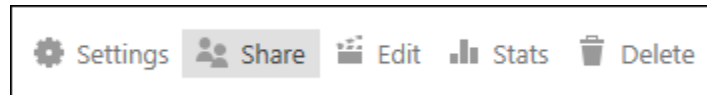


## Releasing Recordings

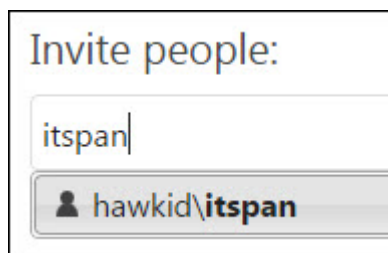
UICapture allows creators of folders and sessions to share their content how they like. Options for sharing are: **Anyone at your organization with the link**, **Anyone at your organization**, **Anyone with the link**, or **Public on the web**. By default, folders and sessions are only shared with **Specific 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...** 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.



Find complete UICapture documentation at: [its.uiowa.edu/uicapture](http://its.uiowa.edu/uicapture)  
Your feedback can help us improve this documentation: [bit.ly/1DkzNQc](http://bit.ly/1DkzNQc)  
Need more help? Contact the ITS Help Desk: [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu) or 319-384-4357



4. Add a comma after **itspanopto1**, and type: **itspanopto2, itspanopto3**
5. Select HawkIDs as they populate from the **dropdown**.

The screenshot shows the 'Invite people' section of a software interface. At the top, there is a text input field containing 'hawkid\itspanopto1 \*', 'hawkid\itspanopto2 \*', and 'itspanopto3'. Below this field is a dropdown menu that is open, displaying a list of suggestions. The first suggestion, 'hawkid\itspanopto3', is highlighted with an orange border. To the right of this suggestion, the text 'Suggested user' is visible. Below the dropdown menu, there are two buttons: 'Save changes' and 'Cancel'.

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.

The screenshot shows the 'Invite people' section of a software interface. At the top, there is a text input field containing 'uicapture.test@gmail.com'. Below this field is a dropdown menu that is open, displaying a list of suggestions. The first suggestion, 'uicapture.test@gmail.com', is highlighted with an orange border. To the right of this suggestion, the text 'Invite to view' is visible.

3. Select the **Add Message** link.



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

Invite people:

uicapture.test@gmail.com ✕

Notify people via email ☒

This is a test.

Note: email invitations contain a link that can be shared with people other than the intended recipient. [Learn more](#)

Send and save changes

Cancel

5. Select **Send and save changes**.

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



## 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.

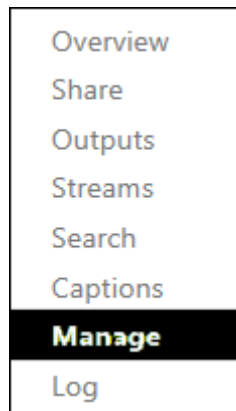
The editor will not allow you to change the volume of the audio track.

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

1. **Hover** over the row of the recording you want to edit.
2. Select **Settings** under the session's title.



3. Click on **Manage**



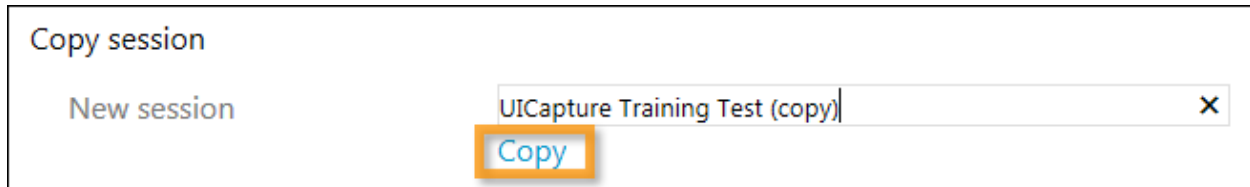
Find complete UICapture documentation at: [its.uiowa.edu/uicapture](http://its.uiowa.edu/uicapture)

Your feedback can help us improve this documentation: [bit.ly/1DkzNQc](http://bit.ly/1DkzNQc)

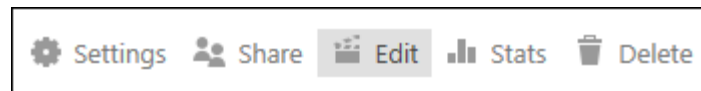
Need more help? Contact the ITS Help Desk: [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu) or 319-384-4357



- Under **Copy Session**, click on the **Copy** button (You can rename the session as needed).



- A copied version of the UICapture Training Test recording (or whatever you named your recording) will be created in a few moments.
- Please locate the copied recording and click **Edit** under the copied sessions title. This brings up the editing window.

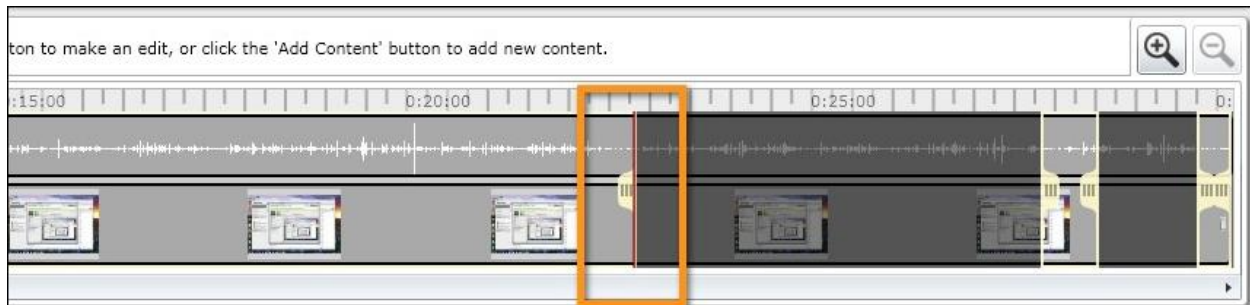


- Uncheck **Preview Edits**.
- Drag** the far left **yellow pull tab** on your video to the right a few seconds to cut off the beginning of the recording.

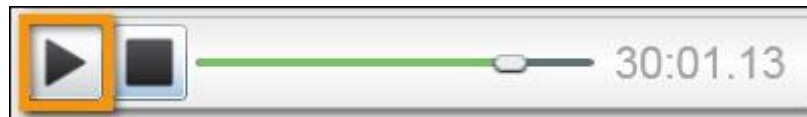




- Click once at the beginning of the darker gray area where you paused your recording to move the **red play bar**.



- Press the **Magnifier** button 2-3 times to zoom in on the tracks.



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

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



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

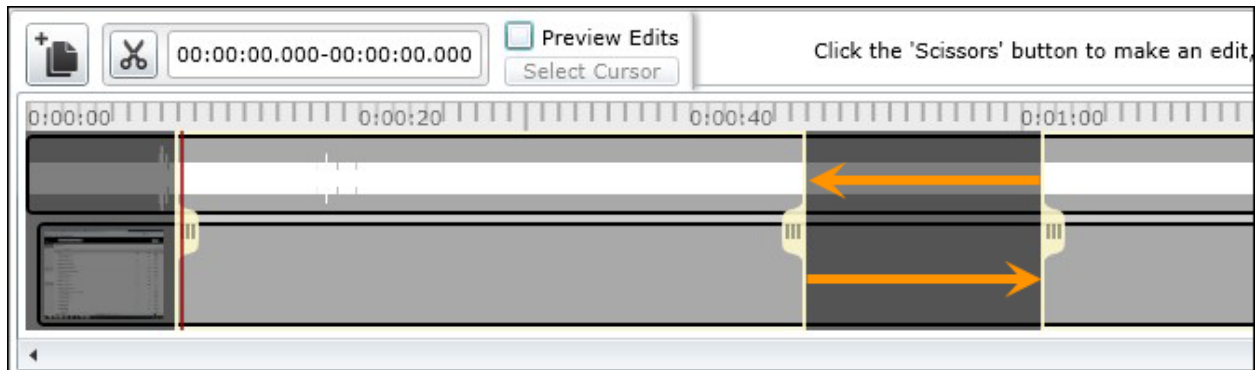
- Then, **move the cursor** to cover the area you want to remove and the yellow/gray highlight will follow.

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

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



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.

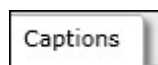


This will appear when you drag them together.



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.





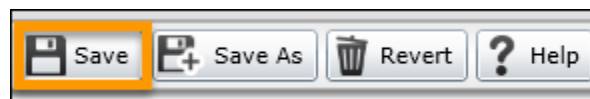
23. Type your sentence in the **Caption** textbox at the bottom of the window.

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.

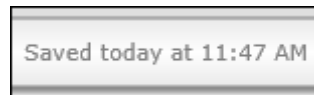
Welcome to today's talk on "What is UICapture."

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.



26. You will receive a **Saved today** confirmation to the right of the **Save** button once the save is complete.



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





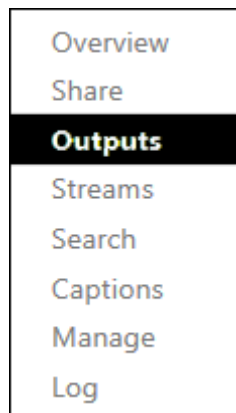
## Archiving an MP3 and MP4 & Subscribing to Recordings in iTunes or RSS Feeds

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.



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 and 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.**)




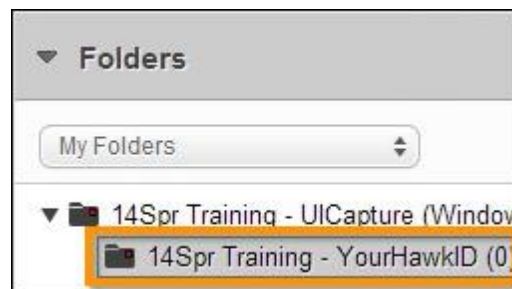
## Creators: Accessing Uploaded Recordings

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

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

7. Input the server address, <http://YourServerAddress.uicapture.uiowa.edu>, into the **URL bar** of your browser.
8. Make sure **HawkID** is selected as the drop down for **Login Using**.
9. Use the **Log in** button.
10. Input your HawkID and Password and select the **Sign In** button.

11. In the left-hand column, under the  **dropdown**, select your folder.



12. You will then get a list of all the recordings available for you to view.

Find complete UICapture documentation at: [its.uiowa.edu/uicapture](http://its.uiowa.edu/uicapture)

Your feedback can help us improve this documentation: [bit.ly/1DkzNQc](https://bit.ly/1DkzNQc)

Need more help? Contact the ITS Help Desk: [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu) or 319-384-4357