



UICapture – Windows Training Session

Today's Session



1. UICapture Overview (PowerPoint)
2. Exercise (Hands On)
3. Individual Work Time

Before You Begin

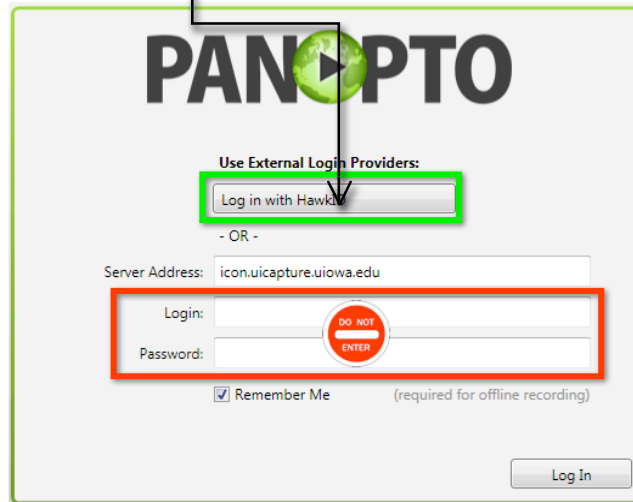
1. *(For individuals working on their own)* If you do not have Panopto installed on your machine, download and install it from the [ITS Software Downloads page](#) or have your campus IT support person install it for you if you do not have admin rights to your computer.
2. Make sure that you have a microphone connected to your machine before you start Panopto.
3. In a browser, navigate to <http://its.uiowa.edu/uicapture> and scroll to the bottom of the page.
4. Select link for **UICapture Training Demo PowerPoint**.
5. On the next screen right-click on the link name and select **Save As** or **Save Target As** and select your Desktop as the place to save the file.
6. Open the **UICapture Training Demo PowerPoint** in PowerPoint, but don't start slideshow mode.



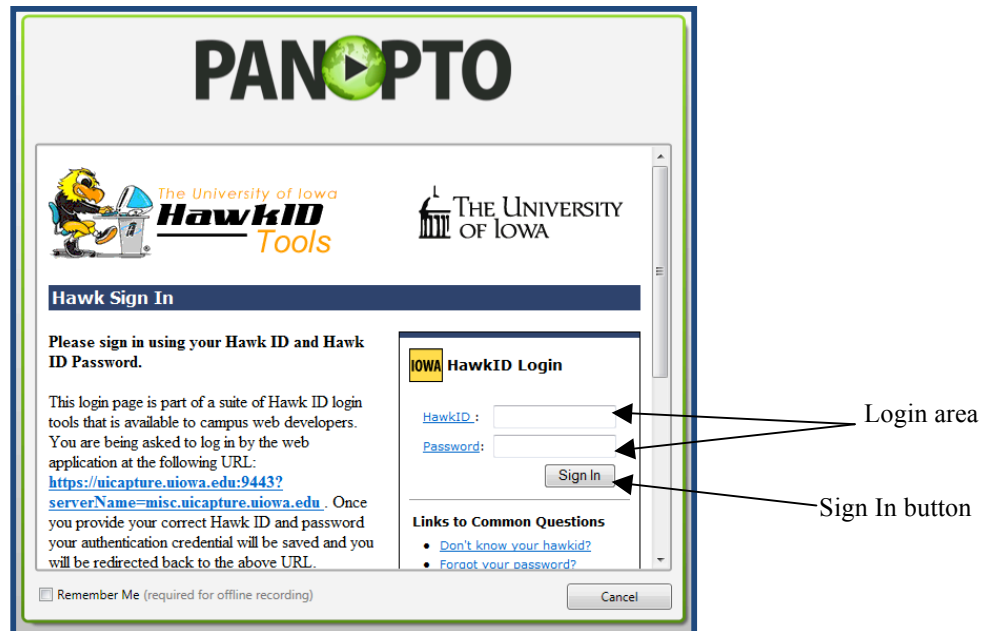
EXERCISE ONE - Windows Panopto Recorder: Login

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. In the **Server Address** box, type: **icon.uicapture.uiowa.edu**
 - 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.
 - Please note that the server address/name will change depending on which account you have your Creator rights in. In the server address box, type: YourSub DomainName.uicapture.uiowa.edu.
 - If you don't know which sub-domain 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.

6. Click on the **Log in with HawkID** button under Use External Login Providers:
 - Do not put your HawkID and password in the text boxes below the server address.



7. On the HawkID Tools 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

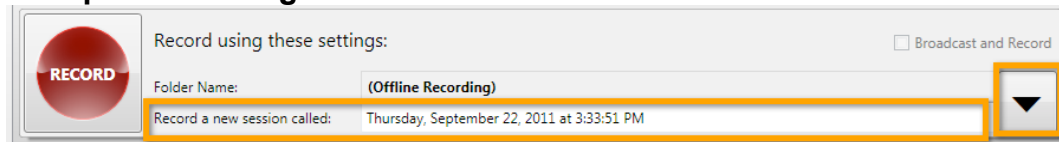
program down. What this allows you to do is make offline recordings even if you don't have an active Internet connection and/or you have trouble connecting to the UICapture server.



EXERCISE TWO - Create a New Recording

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.

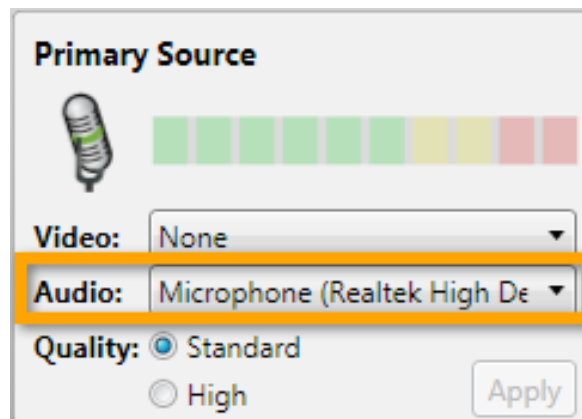
1. Change the day/date name in the **Record a new session called** textbox to:
UICapture Training Test



2. Click the downward triangle at the far right of the recording area.
3. Navigate to your folder on the server.
4. Hover over your folder row to get the **Add New Session** button to appear. Click on the button.

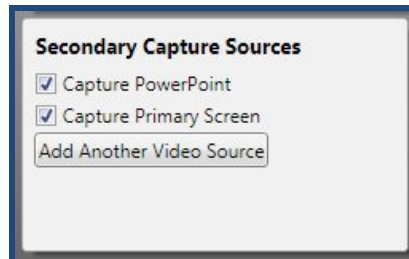


5. Find the **Primary Source** area below the **Record** button.
6. Select your **Audio** device from the dropdown menu.

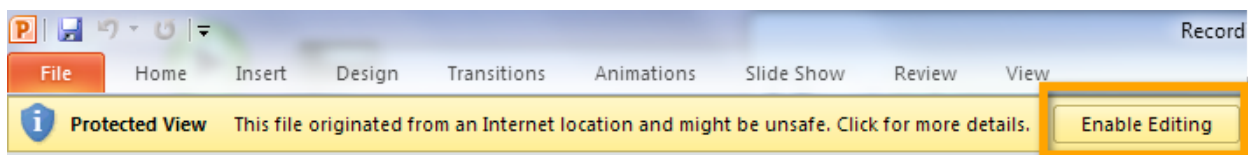


7. Do a sound check with your audio device. You want the meter to register between 2-6 green bars.

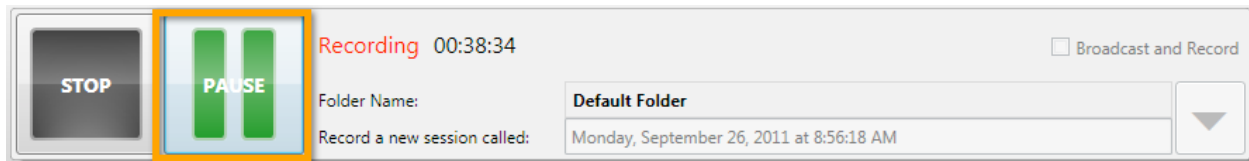
- a. You may need to adjust your computer's sound settings in the **Control Panel**.
8. Leave the **Quality** at **Standard**.
9. In the **Secondary Capture Sources** area, check the checkboxes for **Capture PowerPoint** and **Capture Screen**.



10. Press the **Record** button to begin recording. Alternatively, you may press the **F8** key on your keyboard to begin recording.
11. **Switch** programs to PowerPoint.
12. **Enable editing** in PowerPoint if prompted. *(Not doing so will cause some issues with how Panopto deals with the slides.)*



13. **Start** the slide show.
14. Read/summarize the main slides out loud into your audio device to capture your voice.
15. **End** the slide show on the last slide.
16. Switch to your browser and **select** a new link from the left hand ITS menus or **type in** a link you are familiar with.
17. Describe briefly what you see on that page.
18. Press the **Pause** button to pause the recording. Alternatively, you may press the **F9** key on your keyboard to pause the recording.

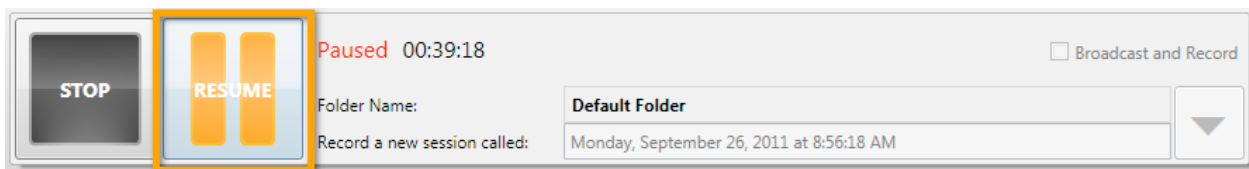


- As a backup, the **Panopto Recorder** continues recording all content while the Pause button is selected but it will not show up to your viewers.
- You can recover paused content by logging into your sub-domain with a browser and using the Panopto Editor to unblock content. This is helpful in case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

19. Leaving the Recorder paused, go back to your browser and navigate to

<http://www.google.com/logos/> and briefly say a few words about 2-3 logos.

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

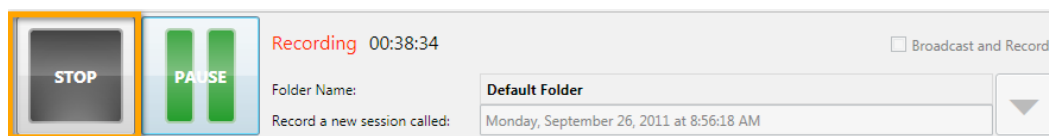


21. Describe 1-2 more logos for at least 20 seconds.

22. Make a few coughing noises/clearing the throat noises into your audio device. (We will cut this out later in editing!)

23. Record 20-30 seconds more about a few other logos.

24. Press the **Stop** button to end your recording. Alternatively, you may press the **F10** key on your keyboard to end the recording.



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

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

- If you are in a GAC classroom, once you see **Waiting for content** 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 anytime. Please do upload your files as soon as you're done recording them!

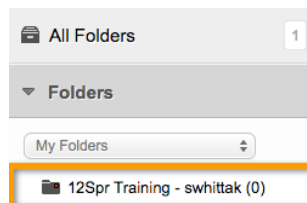


EXERCISE THREE – Creators: Accessing Uploaded Recordings

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://\(your sub-domain\).uicapture.uiowa.edu](http://(your sub-domain).uicapture.uiowa.edu)**

1. Input <http://icon.uicapture.uiowa.edu> in your browser.
2. Make sure **HawkID** is selected as the drop down for **Login Using**.
3. Use the **Log In** button.
4. Input your HawkID and Password and select the **Sign In** button.
5. In the left-hand column, under the **Folders** dropdown, select your folder.



EXERCISE FOUR - Creators: Editing a Recording

The editor allows you to:

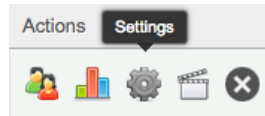
- cut out pieces of your recording or unhide pieces that may have been recorded while on pause, but which you want viewers to see.

- 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 suggested that you make a copy of your recording before making edits.

1. **Hover** over the row for your **UICapture Training Test** recording.
2. **Move** your cursor to the far-right column called **Actions**.



3. Select the **Settings** clapper board.



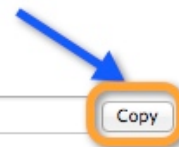
4. Click on the **Manage** tab.

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

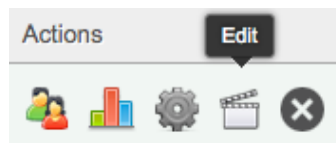
Copy session

New Session:

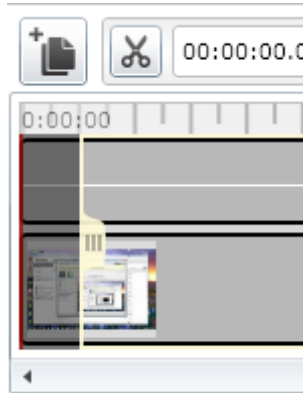
UICapture Training Test (copy)



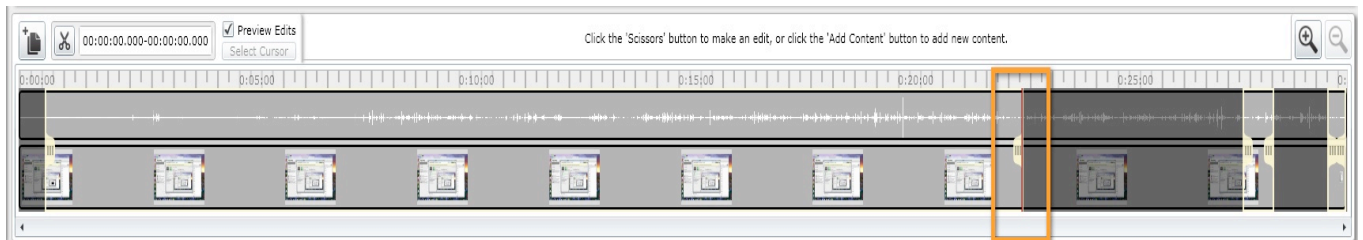
6. A copied version of the UICapture Training Test recording will be created in a few moments.
7. Please locate the copied recording and click on **Edit** under **Actions**.



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.



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 2-4 times to zoom in on the tracks.
11. Press **Play** to find where your commentary about the Google logos began.

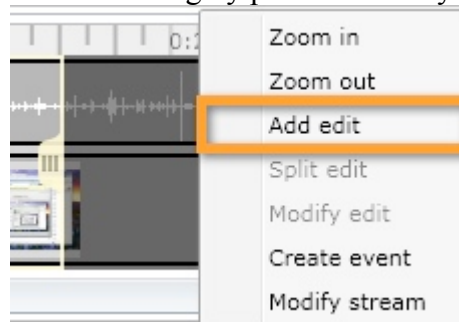


12. When you find the beginning of your commentary, press the **Stop** button.
13. Drag the **Yellow handle** at the right side of paused area to left to uncover your commentary.
14. Use the **Red play bar** and **Play/Stop** buttons to find where you coughed/cleared your throat.

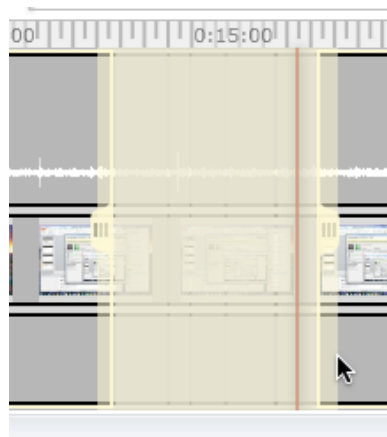


15. Select the **Scissor** button.

16. **Click once** to place first cut.
17. Then, **move the cursor** to cover the coughing noise and the yellow/gray highlight will follow.
18. **Click a second time** on the other side of the noise make the second cut.
19. Fine tune with the **Yellow handles**, if needed.
20. Make one more edit right in between the beginning of your recording and the first edit for the logos by following steps 15-18. (It doesn't really matter what you cut, as we are going to practice removing a cut.)
21. To remove it, **right-click** inside the gray part of the cut you just made.



22. Select **Add edit** (e.g. you're "re-adding" it to the final copy).
23. Click and drag from outside the cut on one side, over and outside the cut on the other (i.e. completely cover your cut with the yellow).



24. 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.)

25. Press **Play**.

26. Note what the first sentence is outside the cut.

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

Captions

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

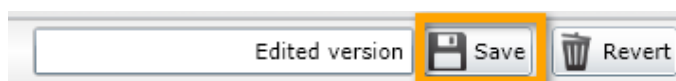
Type text below and then press 'Enter' to add a caption at play position, or use the button below to select where to add a caption.

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

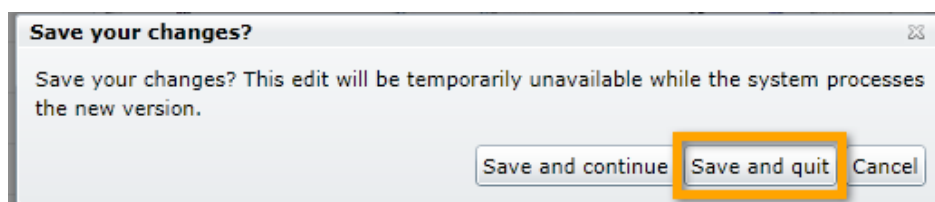
29. Press **Enter** to add the caption at the selected play position.

30. Repeat steps 25-30 one more time.

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



32. Select **Save and quit**.



33. Close the **Edit Session** window.



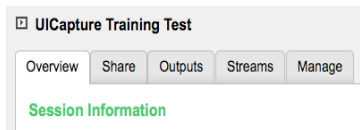
EXERCISE FIVE – Archiving an MP3 and MP4 or the Offline Viewer & Subscribing to Recordings in iTunes

While the edit reprocesses, 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. Hover over the original recording's **Actions** column.

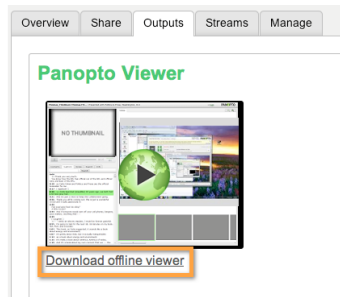


2. Select the **Settings** cog.



3. Select the **Outputs** tab.

Once you're on that tab, in the upper right **Panopto Viewer** section you can click on **Download offline viewer**. Please note that the **Download offline viewer** feature is not available in the domains where SmoothStream is turned on.



The offline viewer recreates the online experience by including the html player minus the notes and search features.

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:

- *Mixed Video* – ½ screen of video feed, ½ screen capture/PowerPoint
- *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:

- *Low* – Resolution: 480x720, Frame Rate: 15fps, Bit Rate: 250000 bit/s
- *Medium* – Resolution: 480x720, Frame Rate: 30fps, Bit Rate: 500000 bit/s
- *High* – High- Resolution: 480x720, Frame Rate: 30fps, Bit Rate: 750000 bit/s

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** after exercise 6.)

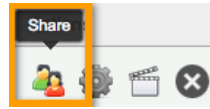


EXERCISE SIX – Releasing Recordings

There are two settings for folders and recordings in UICapture: **private** and **public**. If a folder/file is private, then only people who have been added to the viewer list can access it. If it is **public**, then anyone can view it providing they have the URL or access to the UICapture web site. You can also invite viewers to see your private or public recordings using the email function.

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:

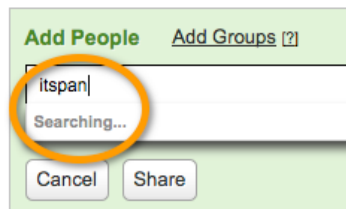
1. Hover over the original recording's **Actions** column.



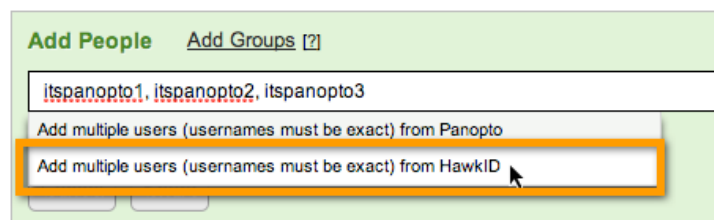
2. Select the **Share** icon.

3. In the green **Add People** box, 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 (Osiris, ICON, etc.) you know is correct or your viewers will not get access to your recordings.



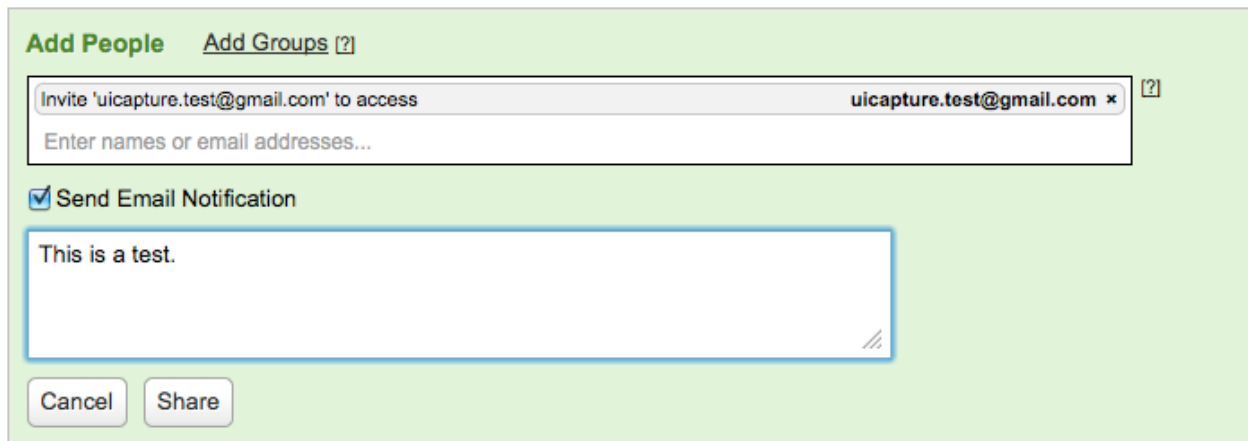
4. Add a comma after **itspanopto1**, and type: **itspanopto2, itspanopto3**
5. Select the **Add multiple users (usernames must be exact) from HawkID** dropdown.



6. Leave the dropdown for **as Viewer** alone.
7. Select the **Share** button.

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

1. In the same **Add People** green box, type in: **uicapture.test@gmail.com**
2. Select the **Invite 'uicapture.test@gmail.com' to access** from the dropdown.
3. Select the **Add Message** link.
4. Type this in the lower box: This is a test.




5. Select **Share**.


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



EXERCISE SEVEN – Windows Panopto Recorder: Sharing using ICON

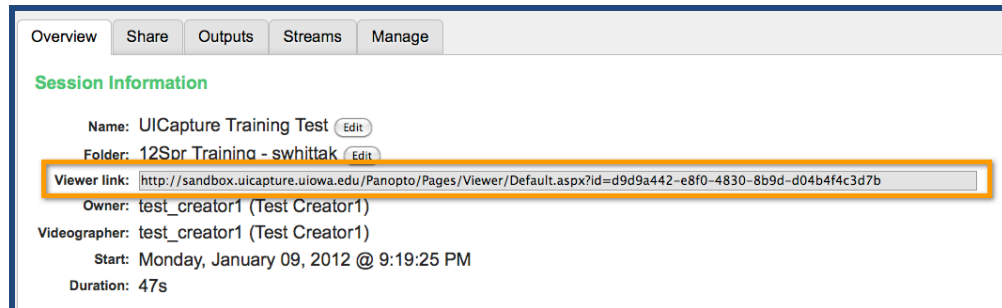
Sharing recordings with students and other audience members requires them to be added to your private folder as “viewers” or for your folder to be set as “public.”



1. Click on the  **Settings** icon in the last column at the end of the row for the session (i.e. recording) that you want to share.

<input type="checkbox"/>	 UICapture Training Test 12Spr Training - swhittak	47s	1/9/2012 9:19 PM	    
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2. Copy the URL provided in the **Viewer Link** area.

- For example:
<http://sandbox.uicapture.uiowa.edu/Panopto/Pages/Viewer/Default.aspx?id=d9d9a442-e8f0-4830-8b9d-d04b4f4c3d7b>



3. Paste the link into your ICON course site.
 - Below is an example of two possible ways to do this:
 - A. Homepage  **News Item**
 - B. Content  **QuickLink** topic

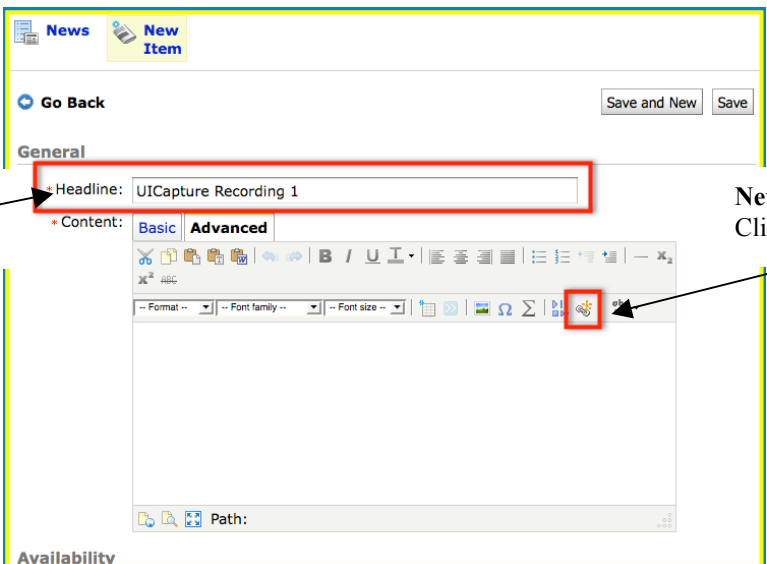
A. ICON Homepage News Item Example

News Item Step #1
Click Plus icon



News Item Step #2
Insert Headline

News Item Step #3
Click QuickLink icon



News Item form showing the General tab. The headline field is highlighted with a red box and labeled 'News Item Step #2'. The QuickLink icon in the toolbar is highlighted with a red box and labeled 'News Item Step #3'.

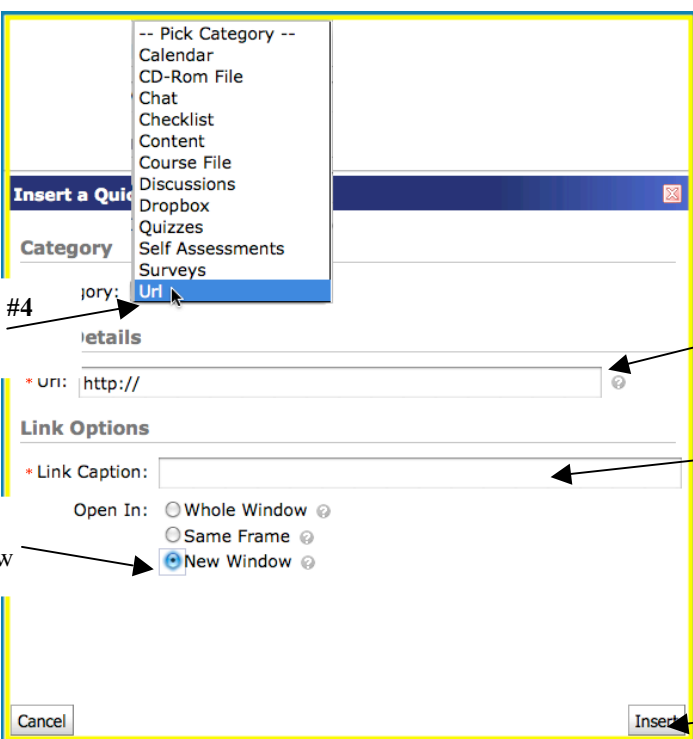
News Item Step #4
Category: URL

News Item Step #5
Paste URL here

News Item Step #6
Give link a Title

News Item Step #7
Choose New Window

News Item Step #8
Click Insert



'Insert a QuickLink' dialog box. The 'Category' dropdown is open, showing 'URL' selected. The 'Uri' field is highlighted with a red box and labeled 'News Item Step #5'. The 'Link Caption' field is highlighted with a red box and labeled 'News Item Step #6'. The 'Open In' radio buttons are highlighted with a red box and labeled 'News Item Step #7'. The 'Insert' button is highlighted with a red box and labeled 'News Item Step #8'.

Instructions

- Enter the headline in the **Headline** text box.
- Type the text you wish to appear in the news item.
- Enter the date range for which you want this item to be visible.
- Click the **Save** button to save your changes.

New Item

[News](#) [New Item](#)

[Go Back](#) [Save and New](#) [Save](#)

General

Headline:

Content: **Basic** **Advanced**

May 10 Lecture

Path:

Availability

Show Start Date: ☐ Show Start Date Beside Headline

Start Date: May 21 11 23 2011 [Now](#)

End Date: ☐ Remove News Item based on End Date

May 12 12 00 2011 [Now](#)

Attachments

[Add a File](#)


Additional Release Conditions

You must first save the News item before you can add Release Conditions.

[Go Back](#) [Save and New](#) [Save](#)

News Item Step #9

Click Save



B. ICON Content Page QuickLink

QuickLink Step #1

Create New Topic

QuickLink Step #2

Click on QuickLink

New Topic

[Manage Content](#) [New Topic](#)


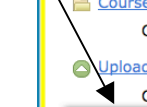
Content Source

[Create New File](#)
Author new course content using the online HTML editor.

[Course File](#)
Create a new topic using an existing file from the course.

[Upload New File](#)
Create a new topic using a file from your computer.

[QuickLink](#)
Link to course material or a page on the Internet.

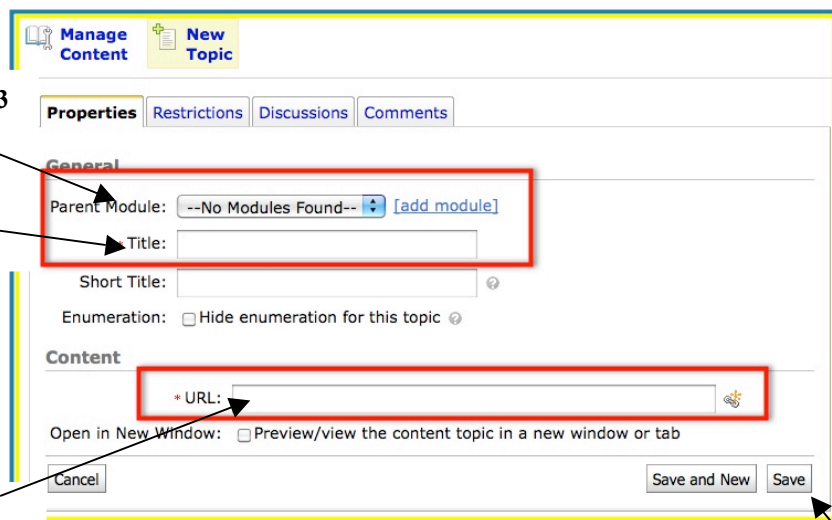
QuickLink Step #3

Choose Parent
Module

Quicklink Step #4

Title the link

QuickLink Step
#5 Paste in URL.



The screenshot shows the 'Manage Content' form with the following elements and annotations:

- QuickLink Step #3:** An arrow points to the 'Parent Module' dropdown menu in the 'General' section, which currently displays '--No Modules Found--' and has an '[add module]' link next to it.
- Quicklink Step #4:** An arrow points to the 'Title' text input field in the 'General' section.
- QuickLink Step #5:** An arrow points to the 'URL' text input field in the 'Content' section, which is preceded by a red asterisk (*).
- QuickLink Step #6:** An arrow points to the 'Save' button at the bottom right of the form.

Other visible elements include the 'Manage Content' and 'New Topic' buttons at the top, tabs for 'Properties', 'Restrictions', 'Discussions', and 'Comments', and checkboxes for 'Short Title' and 'Open in New Window'.

QuickLink Step #6

Click Save