RECORD A PRESENTATION WITH UICAPTURE

What is UICapture?

UICapture is a software package integrated with ICON that allows you to record your voice, video, and computer screen all at once and then upload the resulting recording to a server so that others can view it.
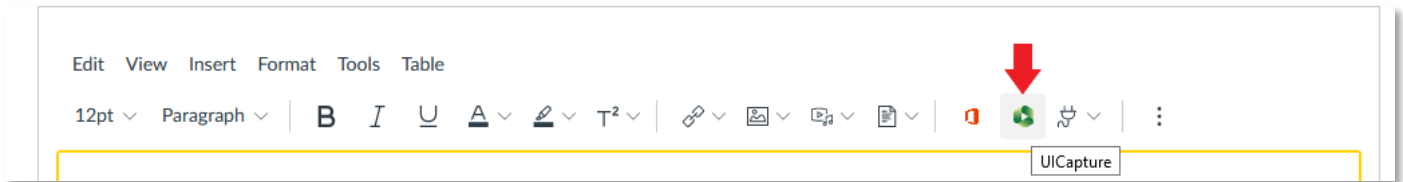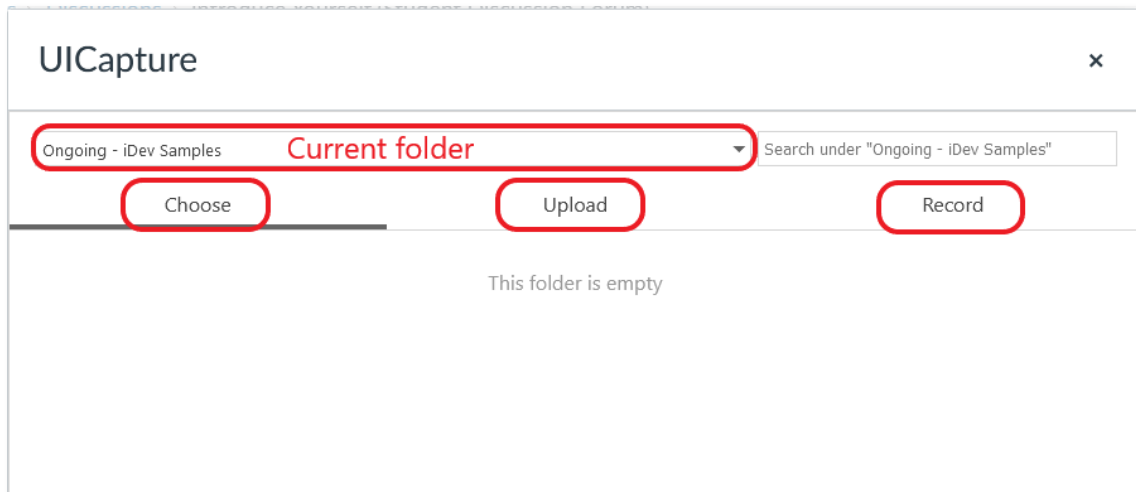
More information is available at the ITS web site: https://its.uiowa.edu/uicapture.

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Getting in to UICapture via the Editing Toolbar

UICapture can be accessed via the editing toolbar (the Rich Content Editor or "RCE"), which is available in Discussion replies and in Assignments.
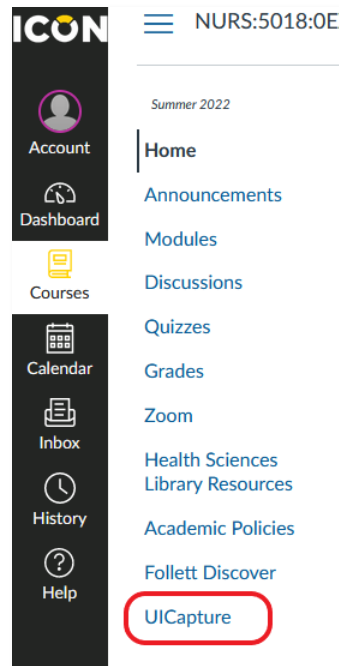

When you click the green UICapture icon you are presented with options. You can "Choose" an existing recording on UICapture from the current folder or select the folder you want from the pull-down menu next to the folder name. You can also "Upload" an existing video file to UICapture. For this document we will focus on how to "Record" a new UICapture recording. You can record and then embed directly from the RCE.
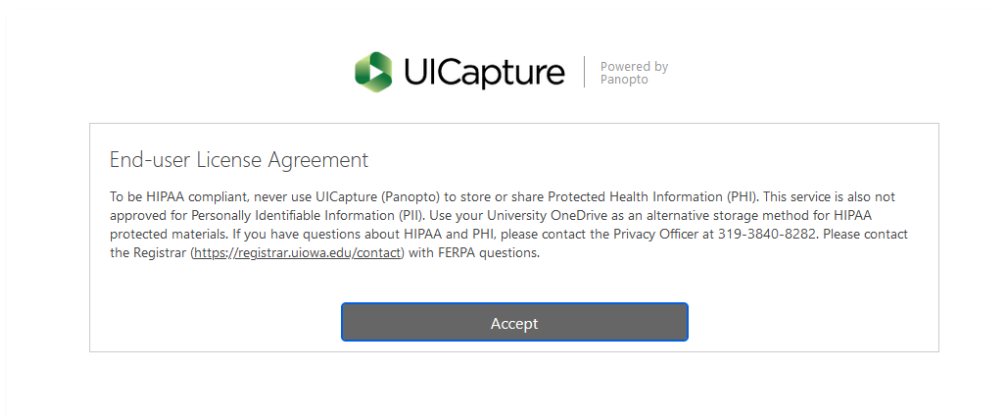
Getting in to UICapture via the UICapture link

If the navigation menu link in ICON has been made available by your instructor, you can go directly to the UICapture folder for that course. You may see a message that "This folder contains no videos." This will not prevent you from making a recording once you have chosen a destination folder.

Note: You can also access UICapture via https://uicapture.hosted.panopto.com

If this is your first time using UICapture, you may be asked to accept an End User License Agreement (EULA). Click on "Accept" to proceed.
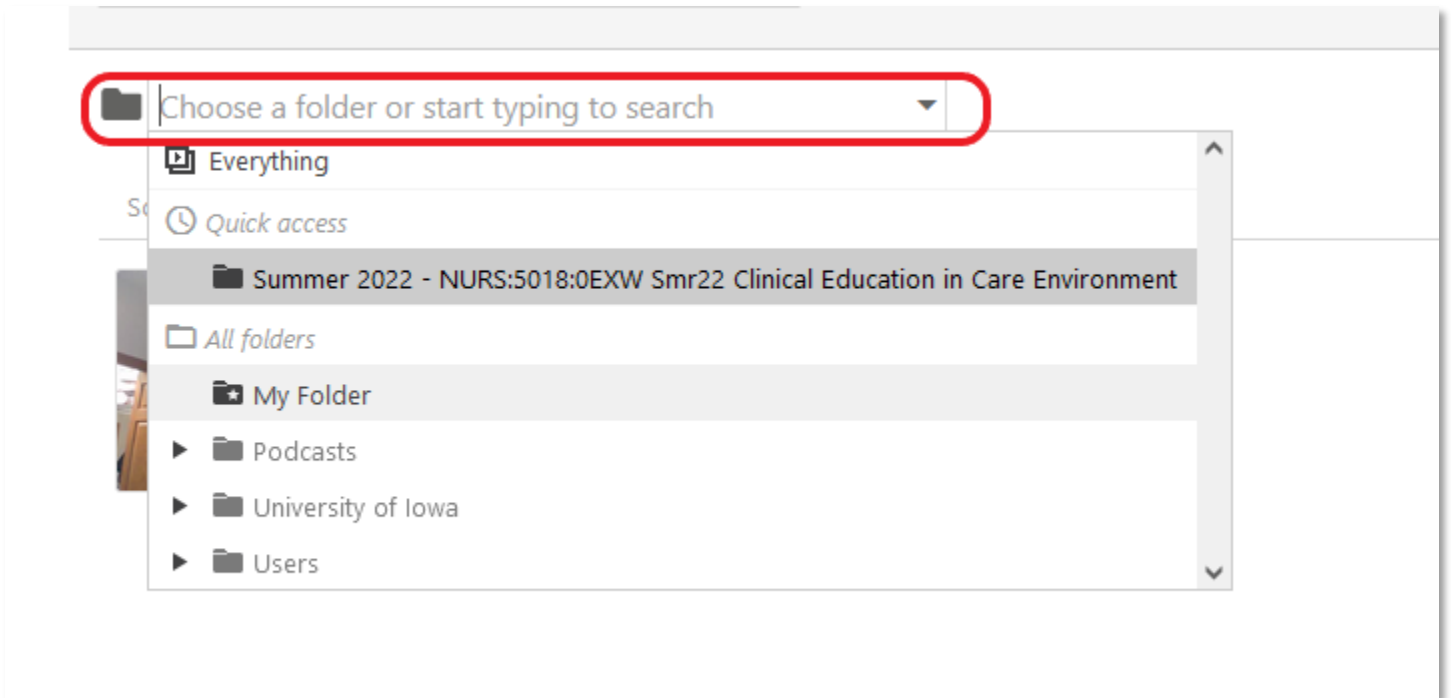
Selecting a destination folder

If you start from the UICapture page in ICON, the current course folder is the default destination.

Note: You must have Creator level access to the destination folder.

Everyone with a UICapture account has a personal folder (called "My Folder") which only they can access.
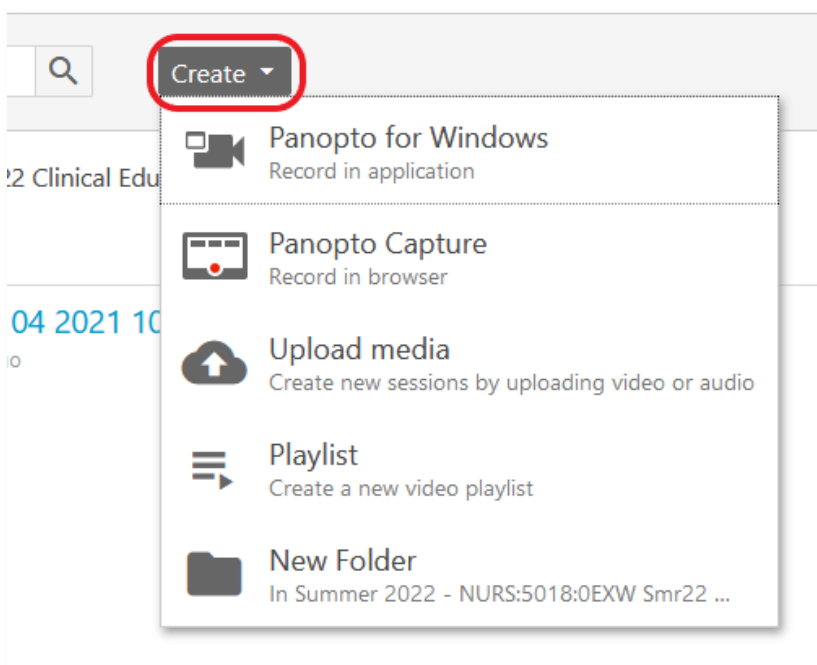

Select the destination folder from the pull-down arrow button next to the folder name. You can also use the search option to locate the folder you are looking for.

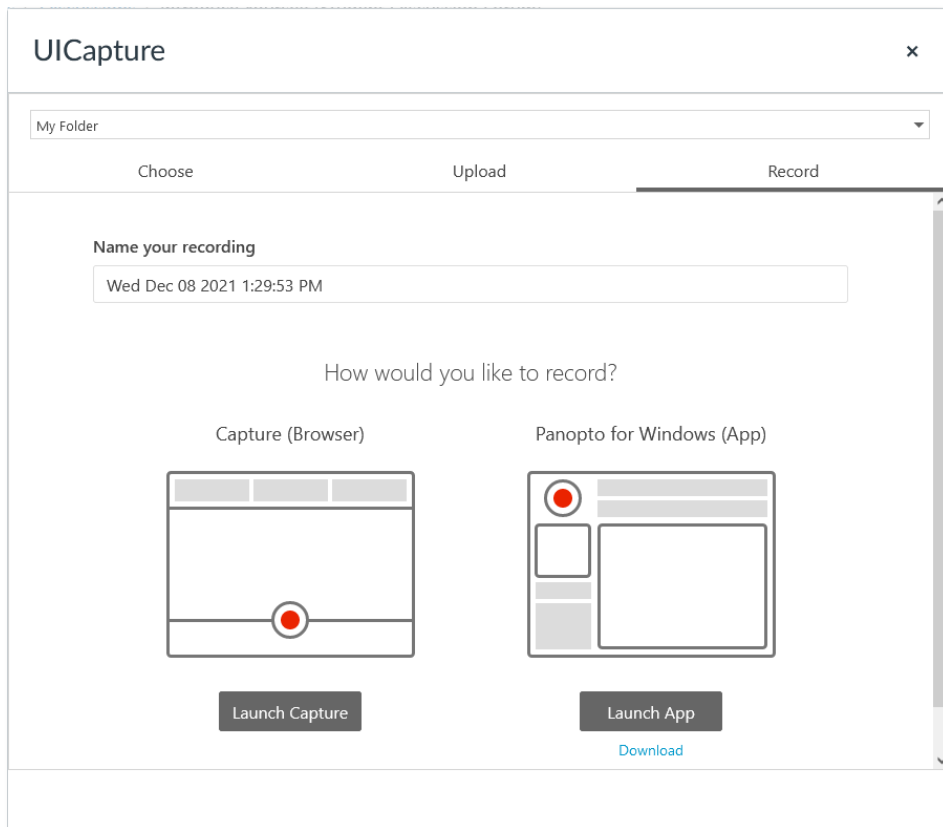Your instructor may have additional instructions.

Making a recording

If you are starting from the UICapture folder view in ICON, look for the "Create" button.

From the Create menu, either select "Panopto Capture" to make a recording within the browser or select "Panopto for Windows" to use the downloadable Panopto Recorder app on your computer.

If you are starting from the editing toolbar, select Record and choose either "Capture (Browser)" or "Panopto for Windows (App)".

Again, the selected folder will be the destination for the resulting recording.

Within the selected recorder you will choose which microphone, webcam and screen capture options you want.

The Panopto Capture tool is a web-based recorder which does not require installation of a local app. Depending on your browser settings, this tool may ask for permission to use your camera and microphone.

On the Mac OS you may also be asked to change some security settings in order to permit screen capture.

Links to detailed recording instructions

Here is a link to the Panopto Support page and video on how to use the web-based Panopto Capture recorder: https://support.panopto.com/s/article/How-to-Create-a-Video-Using-Panopto-Capture

Here are links to the Panopto Support page and video on how to record using the Panopto app for either Windows or MacOS.

- Windows - https://support.panopto.com/s/article/basic-recording-1
- MacOS - https://support.panopto.com/s/article/Recording-with-Panopto-for-Mac

We suggest that you do a 30 sec. to 1-minute test recording and view the results to make sure everything is working as expected.
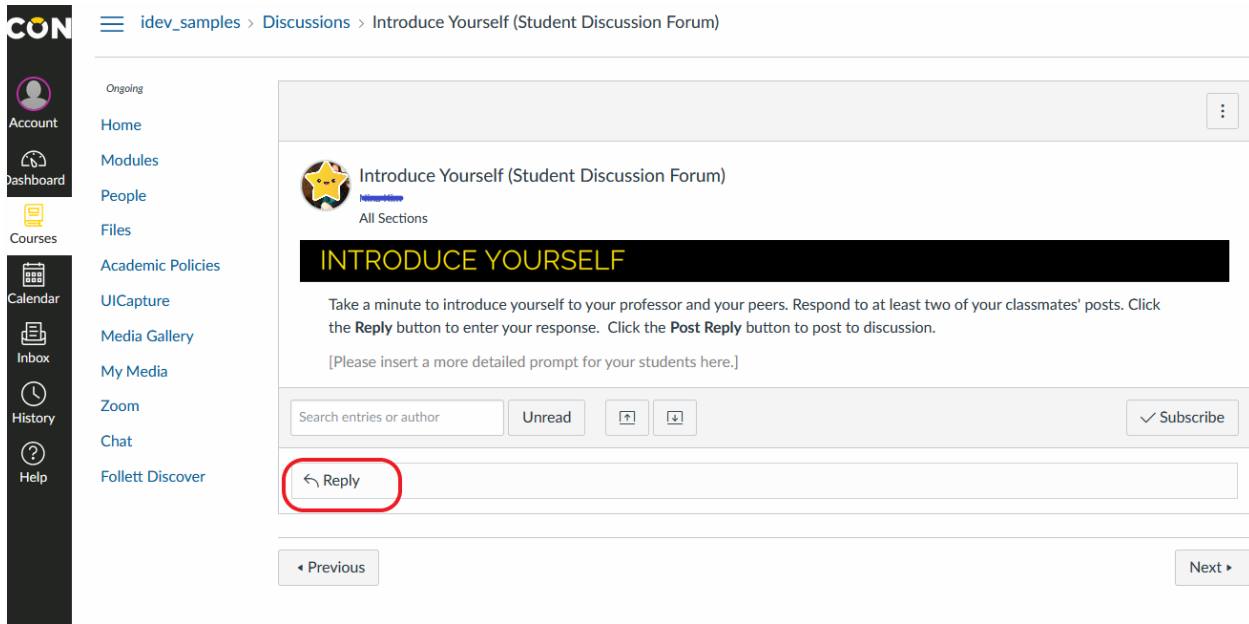
After you've completed your presentation recording, please remove any test recording you created using the delete button. You can also edit the title via Settings.

Note: Usually the instructor will suggest a title of your final recording which will often include your name.
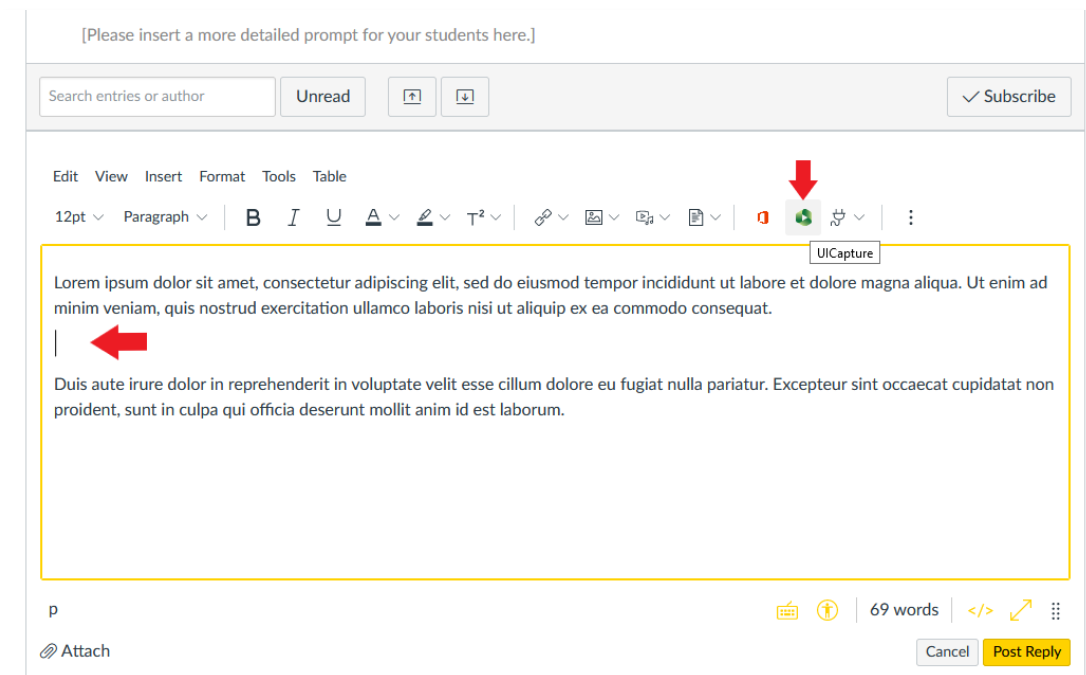
How to embed your video into ICON

After you've made your video, the resulting video can be embedded in ICON Discussions or Assignments. You can embed a UICapture recording anywhere in the course where you have access to the Rich Content Editor. For this example, we will show how to embed into a Discussion reply.

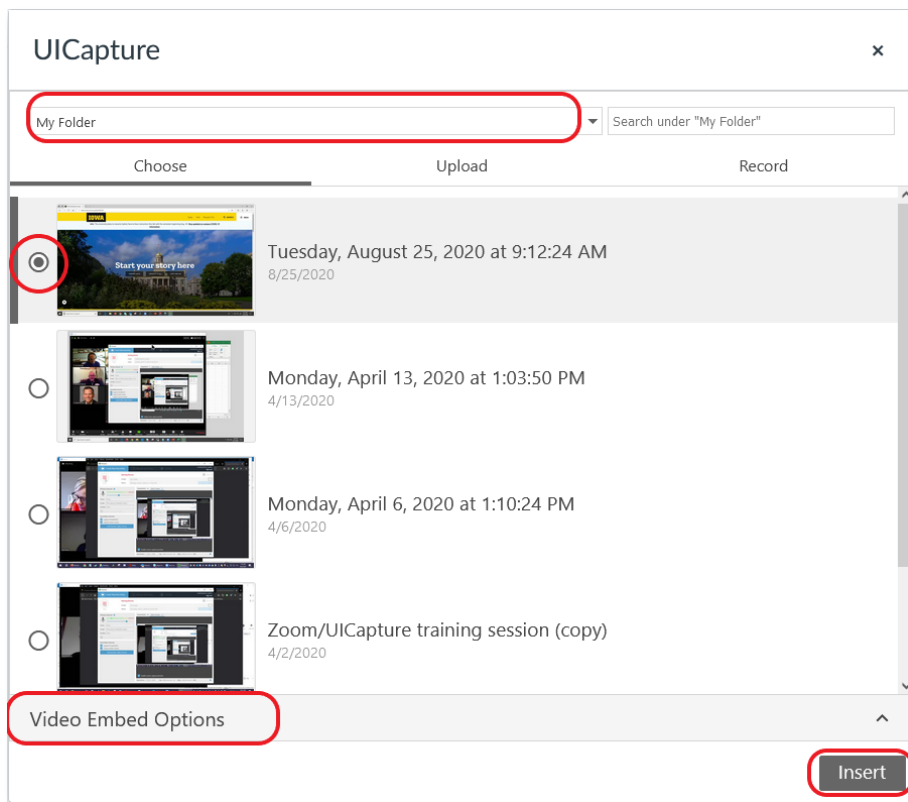Navigate to a Discussion thread and click on "Reply".

Place your cursor in the location where the recording should be displayed (above or below existing text, for example).
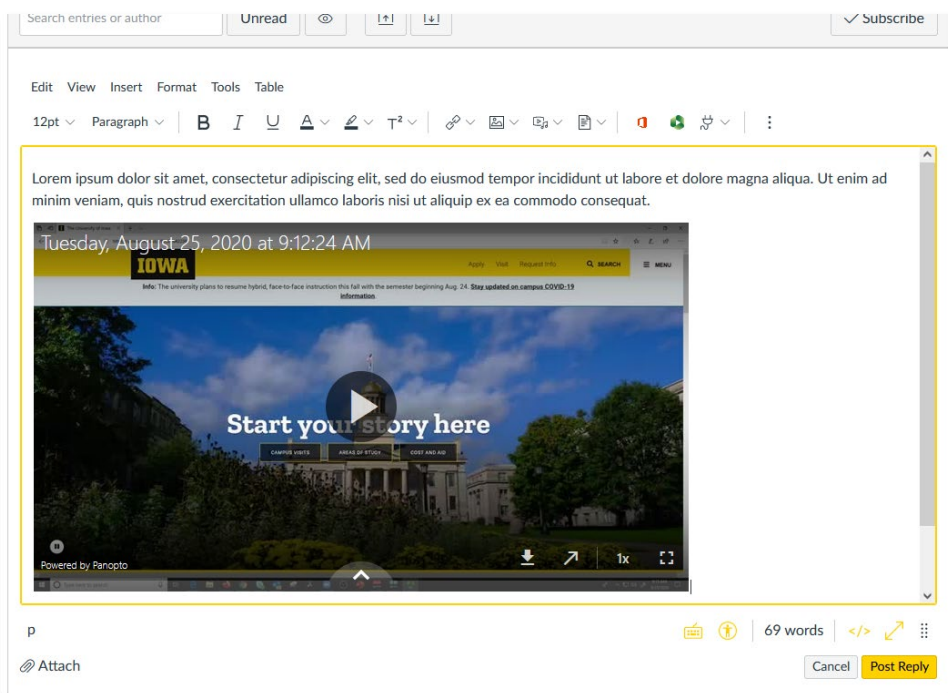
Click on the green UICapture icon in the toolbar.

Choose the folder you wish to select from. Select the recording and click on "Insert."

Note: you may also wish to adjust some of the "Video Embed Options", or you can go with the defaults.

Once you've inserted the recording into your reply, remember to click the "Post Reply" button to complete the embed.

Need Technical Support?

If you need technical assistance, please contact ITS Helpdesk at 319-384-4357 (4-HELP) or its-helpdesk@uiowa.edu. Please include your course number and specify you need help with the UICapture software.