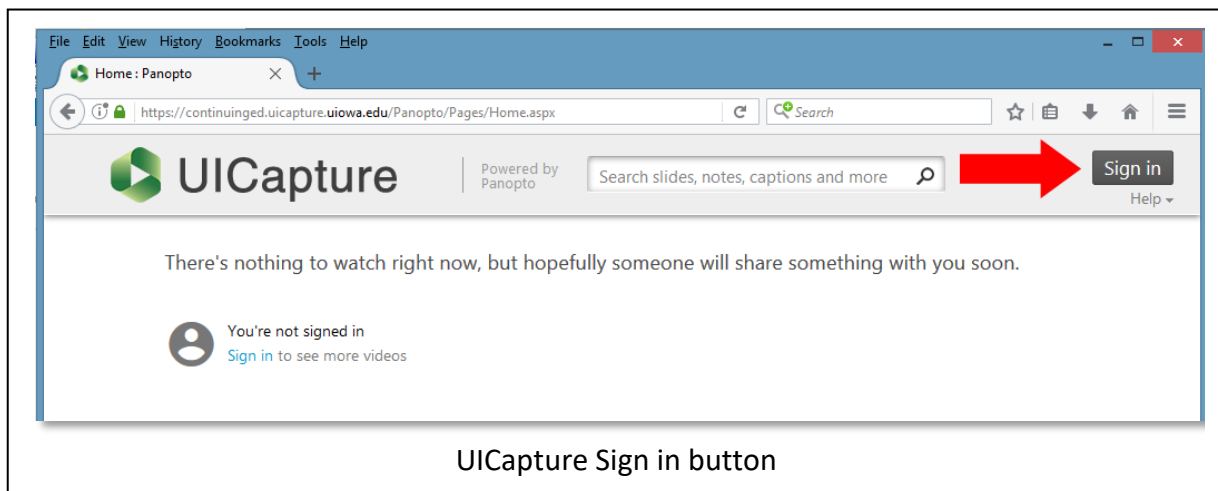# RECORD A PRESENTATION WITH UICAPTURE (MAC)

What is UICapture

UICapture is a software package 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. UICapture is used by instructors to capture lecture recordings. It can also be used by students to capture a student presentation made with tools such as PowerPoint, Keynote, or just a web site. UICapture software is made by a company called Panopto and that's why the recorder is called "Panopto Recorder." More information is available at the ITS web site: http://its.uiowa.edu/uicapture.

In order to use UICapture to make computer recordings you will need to install the Panopto recorder software on your computer. There are versions available for both Windows and Macintosh computers.
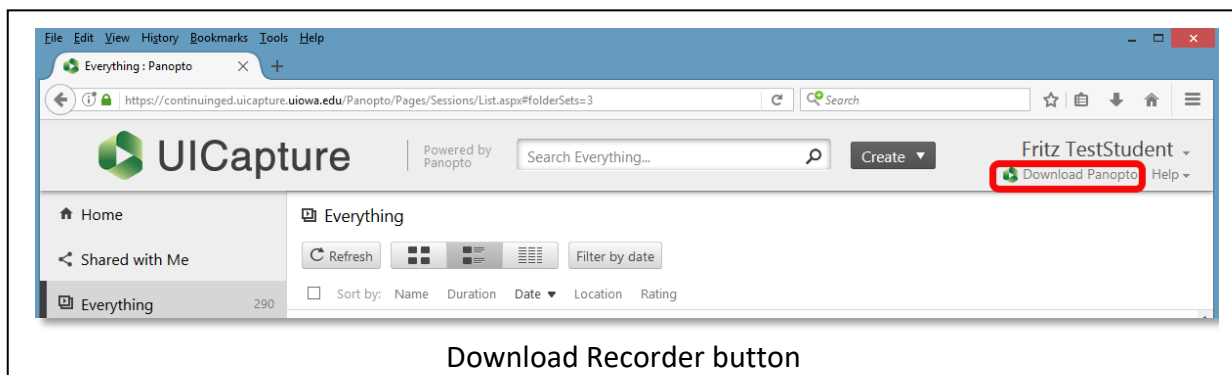
Install the Panopto recorder on your computer.

- First, make sure that you have administrator rights to your computer.

- Use a web browser to visit the UICapture site at https://continuinged.uicapture.uiowa.edu and Sign in with your HawkID and password.

UICapture Sign in button

- Once you're logged in, click on the link in the top right corner of the browser that says "Download Recorder" (see image below):

Download Recorder button

- Then, in the "Download & Record" window, select the appropriate type of recorder (Windows or Macintosh) for your home computer.

  Note: Do not install the remote recorder for Panopto on your home computer.

- Download the installer, and follow the instructions on the screen to install the recorder.

If you have trouble, please check the PC/Mac Requirements page to ensure your computer is able to run the software.
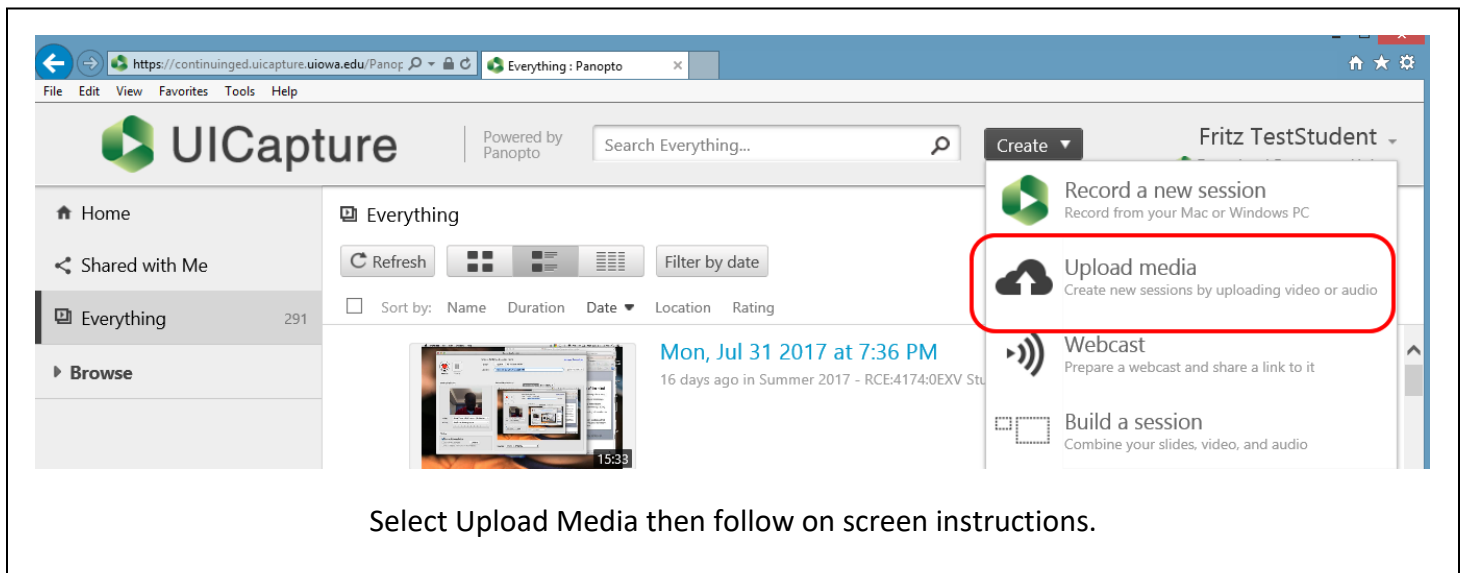
- PC Requirements: http://its.uiowa.edu/support/article/100156

- Mac Requirements: http://its.uiowa.edu/support/article/100184

After you download, start the installer and follow the instructions on the screen to complete the installation.

When you're done and ready to launch the Panopto Recorder, look for this icon:

Upload Existing Video to UICapture

If you have a video from another source you can upload that media directly to the UICapture server using the Create button.

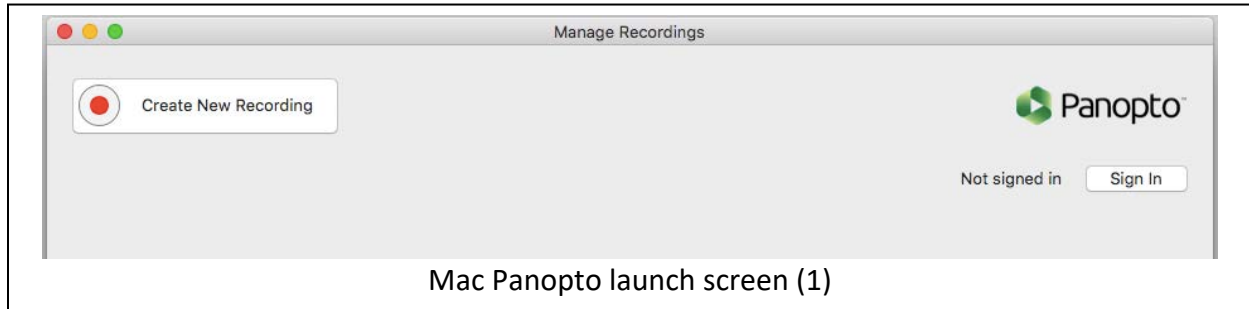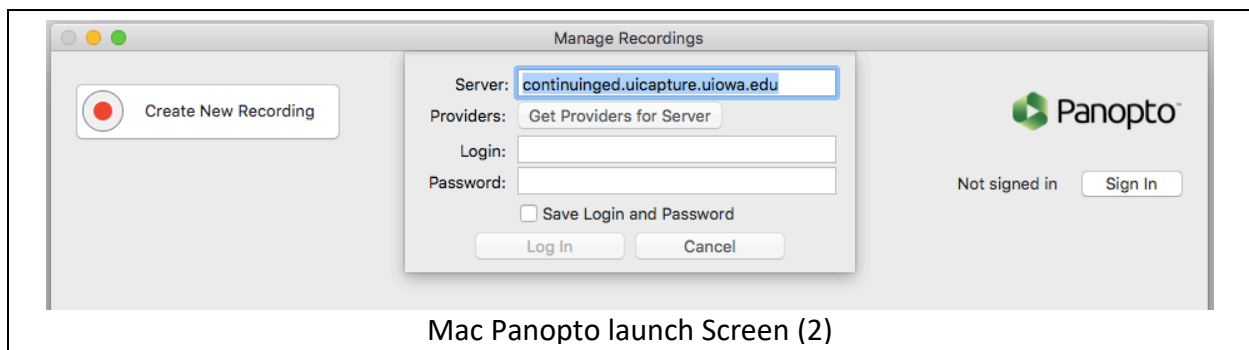Select Upload Media then follow on screen instructions.

To Record- Login to Panopto Recorder (for Macintoch)

Note: Connect the microphone to the computer before launching the software. We recommend a USB headset in part because it tends to isolate the user's voice from the background sounds. If you use a built in microphone you may capture additional room sounds (barking dog, crying baby, outside traffic, etc.).
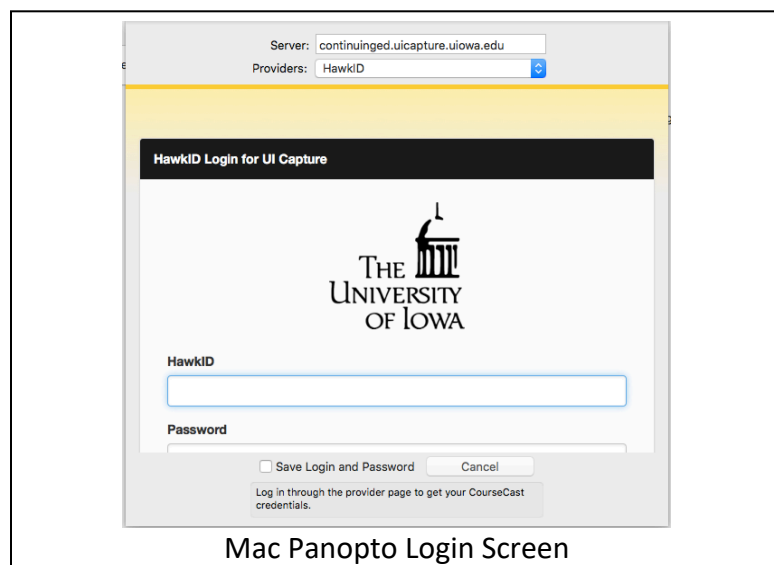
- If you are using an external web cam, connect it before launching the software.

- Double-click on the Panopto Recorder icon (note: the icon should be in the Applications folder). The top of the application window looks like the image below :

Mac Panopto launch screen (1)

When you click on the **Sign In** button (as shown in the image above), you may get the following dialog box: After confirming that the Server address is correct (continuinged.uicapture.uiowa.edu), Click on the **Get Providers for Server** button, and then select **HawkID** from the drop-down menu.
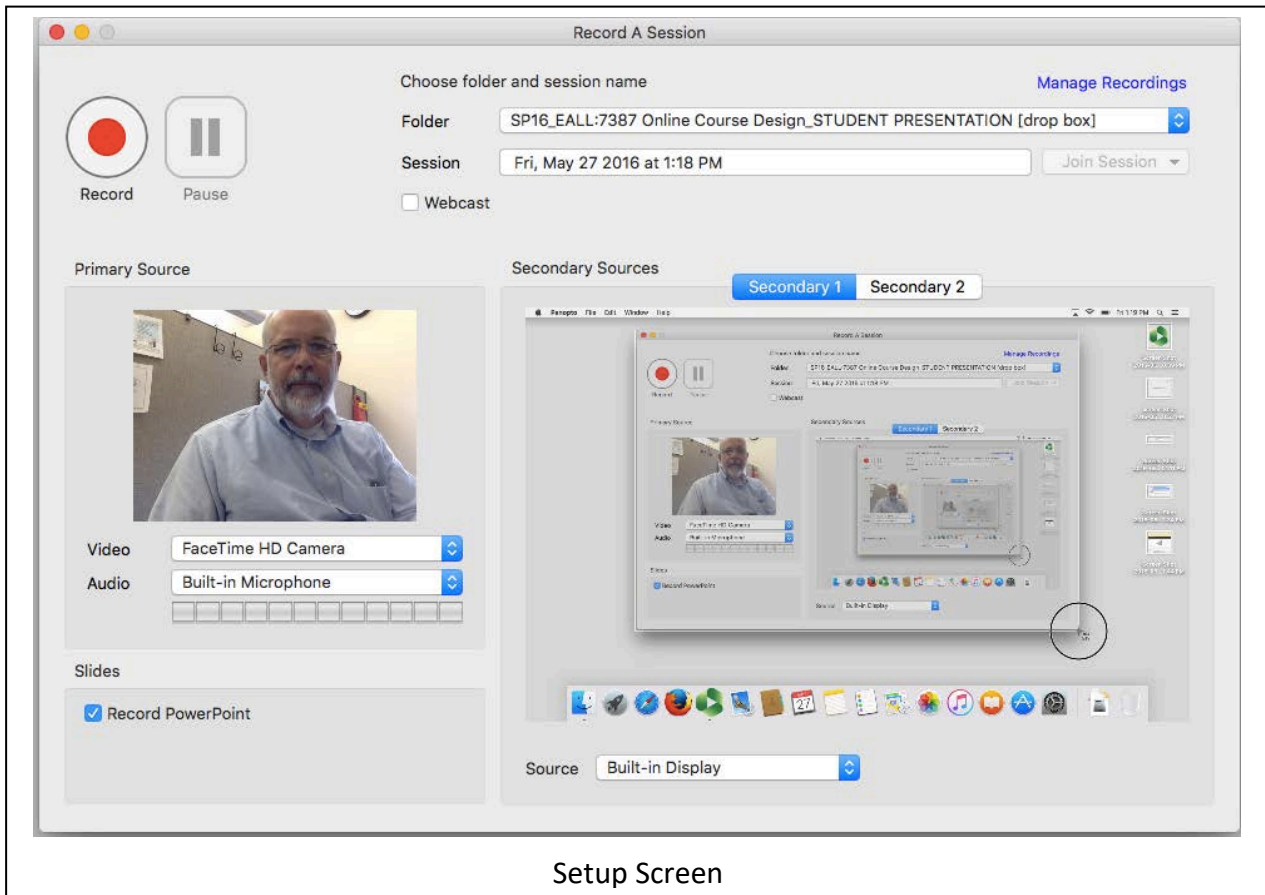

Mac Panopto launch Screen (2)

Note: if you downloaded the recorder directly from the continuinged server, the software may skip this step and display the login screen shown below.

Mac Panopto Login Screen

Setup the Panopto Recorder (for Macintosh)

- After you log in, click on the **Create New Recording** button. You'll see the following window:

Setup Screen

- Choose the following options:

  - Folder: Choose your class folder.

  - Session: You can either leave it as the default date, or you could specify the session title (Note: you can change session name on the server after uploading).

  - Primary Source - Video: Select your web cam or built in camera, if you want to record video (or choose None).

  - Primary Source - Audio: Select the appropriate audio input from the drop-down menu (Note: the audio meter shows the audio level when your microphone is active).

  - PowerPoint: Select the checkbox for the Record PowerPoint option.

  - Secondary Source - Secondary 1: With Secondary 1 selected above, choose from the Source menu below (on a laptop, choose Built-in Display).
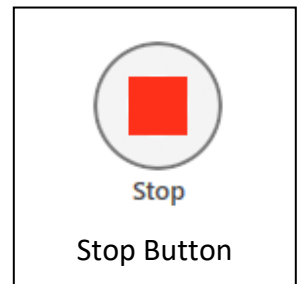
Make a Test Recording

Make a test recording to make sure you have good audio levels and to make sure you are capturing what you want to record (audio, video, main screen…etc.).
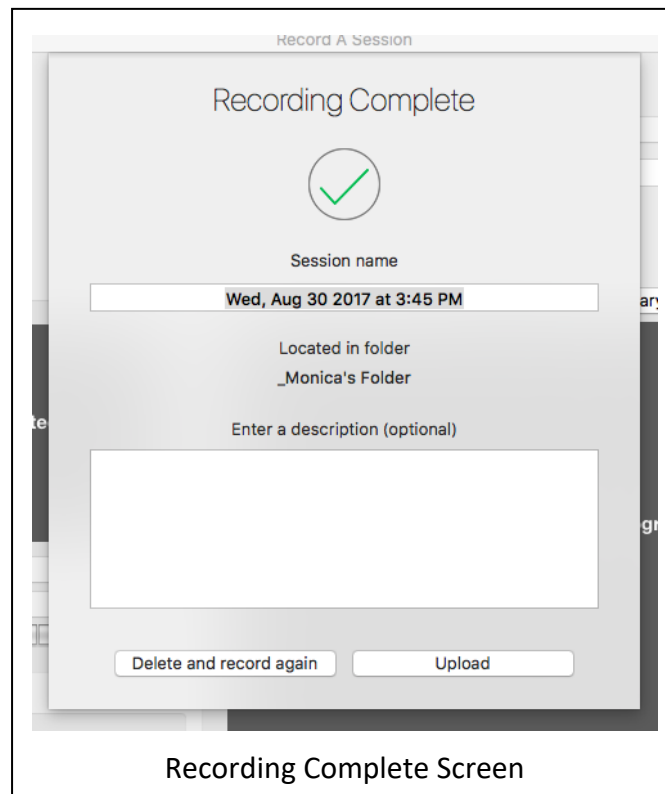
- Get your PowerPoint ready and when you're ready to present, come back into the Panopto recorder and click the **Record** button to start recording the session.

- Once the recording has started, minimize the recorder software, go to PowerPoint and launch the slideshow. (Note: you can trim this part out on the server after it has been uploaded and processed.)
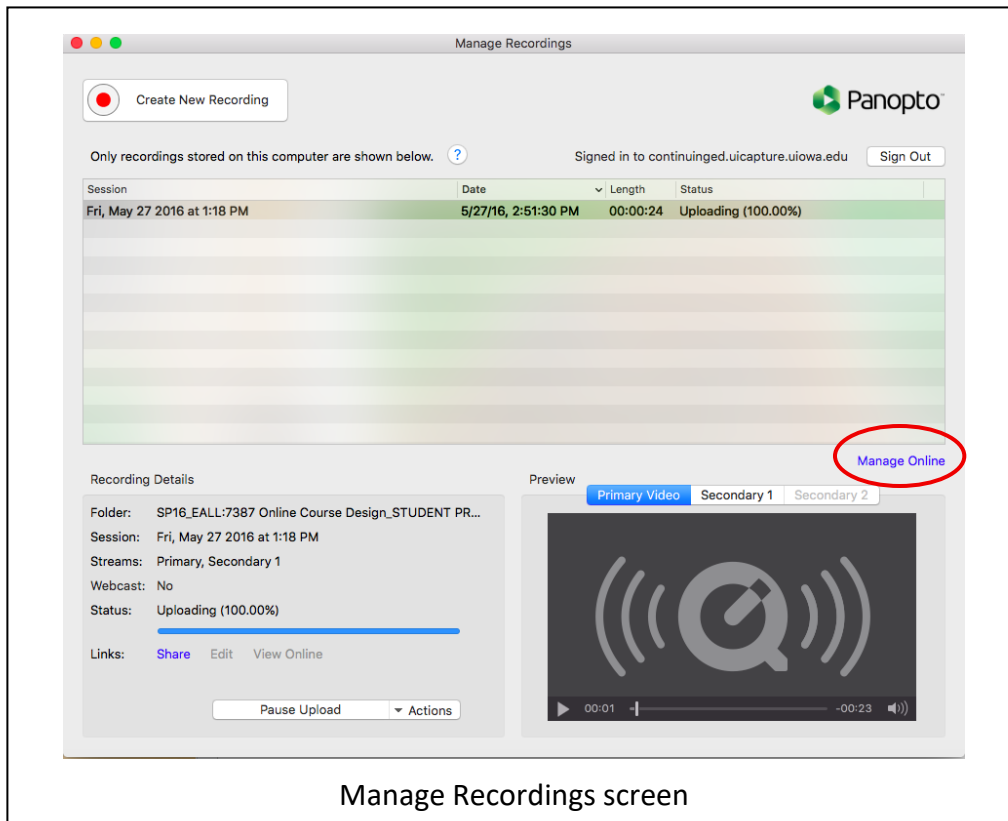

Record Button

- When you've completed your presentation, go back to the Panopto recorder software and click on the **Stop** button

Stop Button

- If you selected a specific folder to create your recording in, once you click the **Stop** button, you will see the following message. Click "Upload" to start upload process.
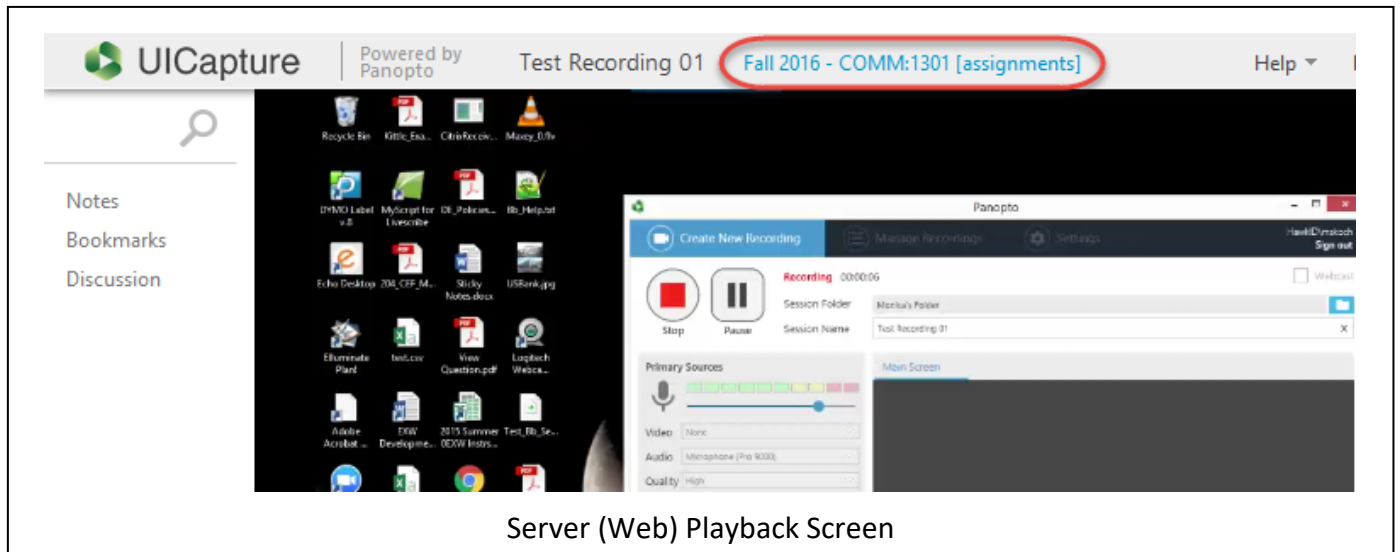

Recording Complete Screen

Next, the software will show the Manage Recordings screen and the recording will start uploading to the Panopto server. This screen will display the progress of the processing; click on "Manage Online" and login to the server in the web browser to view your recording.

Manage Recordings screen

See also How to Record on Mac (versions 5.0 and Higher) [4:50]
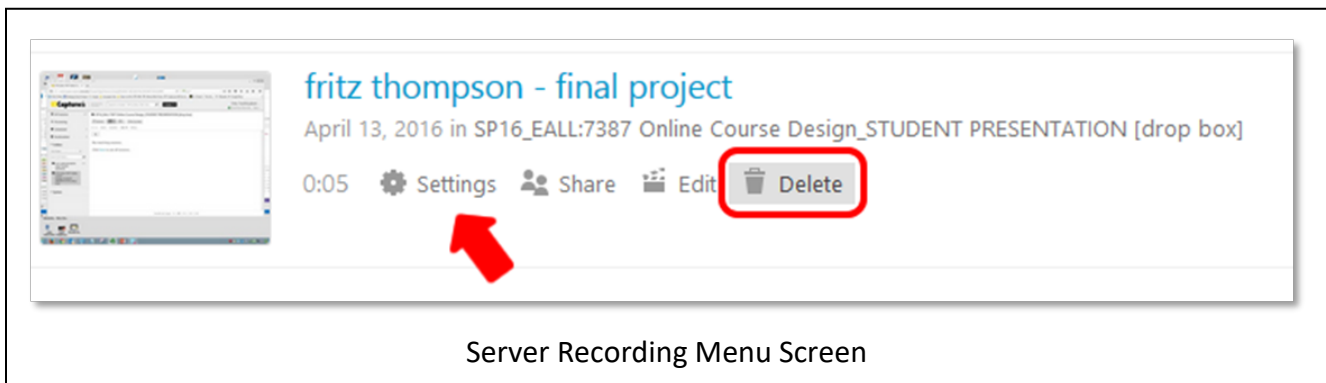

Server (Web) Playback Screen

- While viewing your recording, you can click on the folder link on the top of the playback window to view other test recordings you have made. You can login to the server any time directly via your browser at http://continuinged.uicapture.uiowa.edu.

Uploaded recordings must be processed before they are available for viewing; the longer the recording, the longer the process time. Once processing is complete, review the recording to make sure it plays back without problems.

Review and Edit on the server

After your recording has completed processing on the server, the title will be blue and you can click on either the title or the thumbnail image to review your recording.

- Play back your video to see if you are recording what you want to record.

- Make as many test recordings as needed to get things set up the way you want.

- To delete a recording from the server, click on the Delete button. To re-name a recording click on the Settings button and then click the Edit button next to the Name. (Note: you may need to put your cursor over the session to see these buttons).

fritz thompson - final project

April 13, 2016 in SP16_EALL:7387 Online Course Design_STUDENT PRESENTATION [drop box]

0:05   ⚙ Settings   👥 Share   📷 Edit   🗑 Delete

Server Recording Menu Screen

- See 5.2 Basic Editor (6:27) on how to use the online video editor to trim/edit your recording.

Clean Up after yourself.

After you've completed your presentation recording, please remove any test recording you created by clicking on the Delete icon. You can also edit the title via Settings. **Remember: The title of your final recording should include your name.**

Reminders

- Include your name in the recording title, e.g. "John Smith test recording"

- Always do a 30 sec. to 1 minute test recording and use a **WIRED CONNECTION** whenever possible.

- If you record your presentation offline, do not forget to upload the recording afterwards.

Need Technical Support?

For general questions contact Distance and Online Education Tech Support at dce-techsupport@uiowa.edu

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.