

RECORD A PRESENTATION WITH UICAPTURE (WINDOWS)

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.

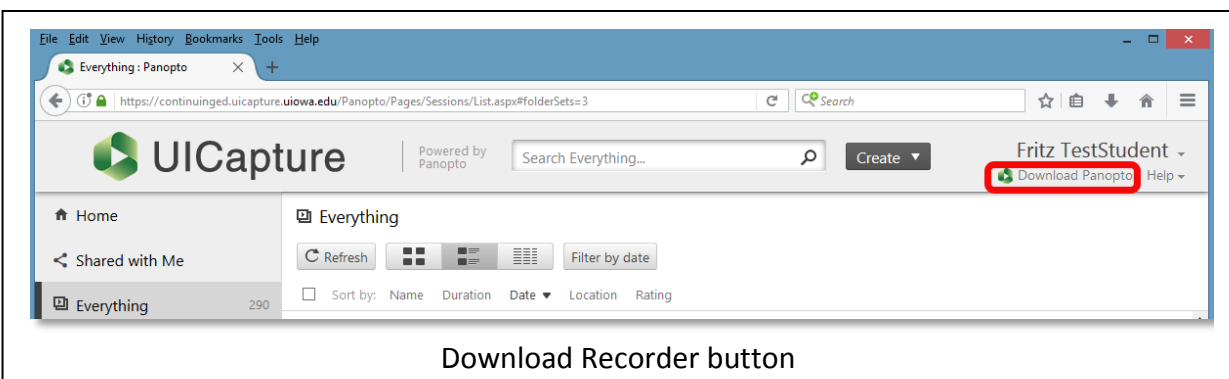
Install the Panopto recorder on your computer.

- 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.

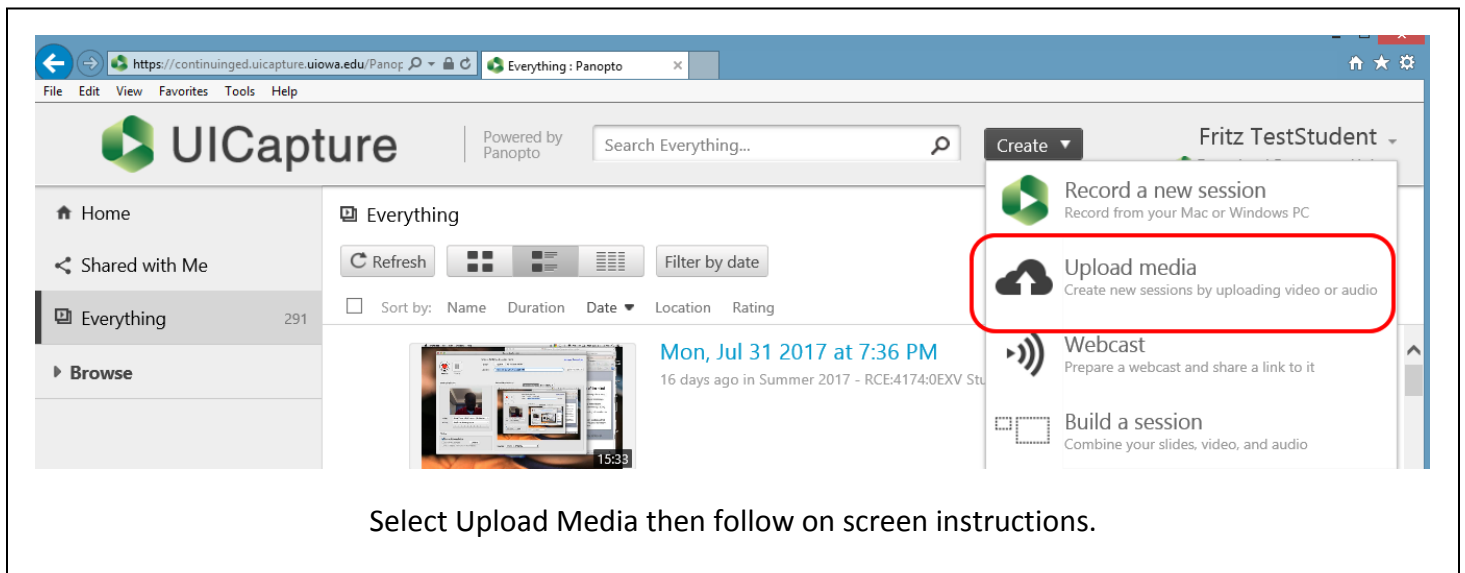
- PC Requirements: <http://its.uiowa.edu/support/article/100156>
- Mac Requirements: <http://its.uiowa.edu/support/article/100184>

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.



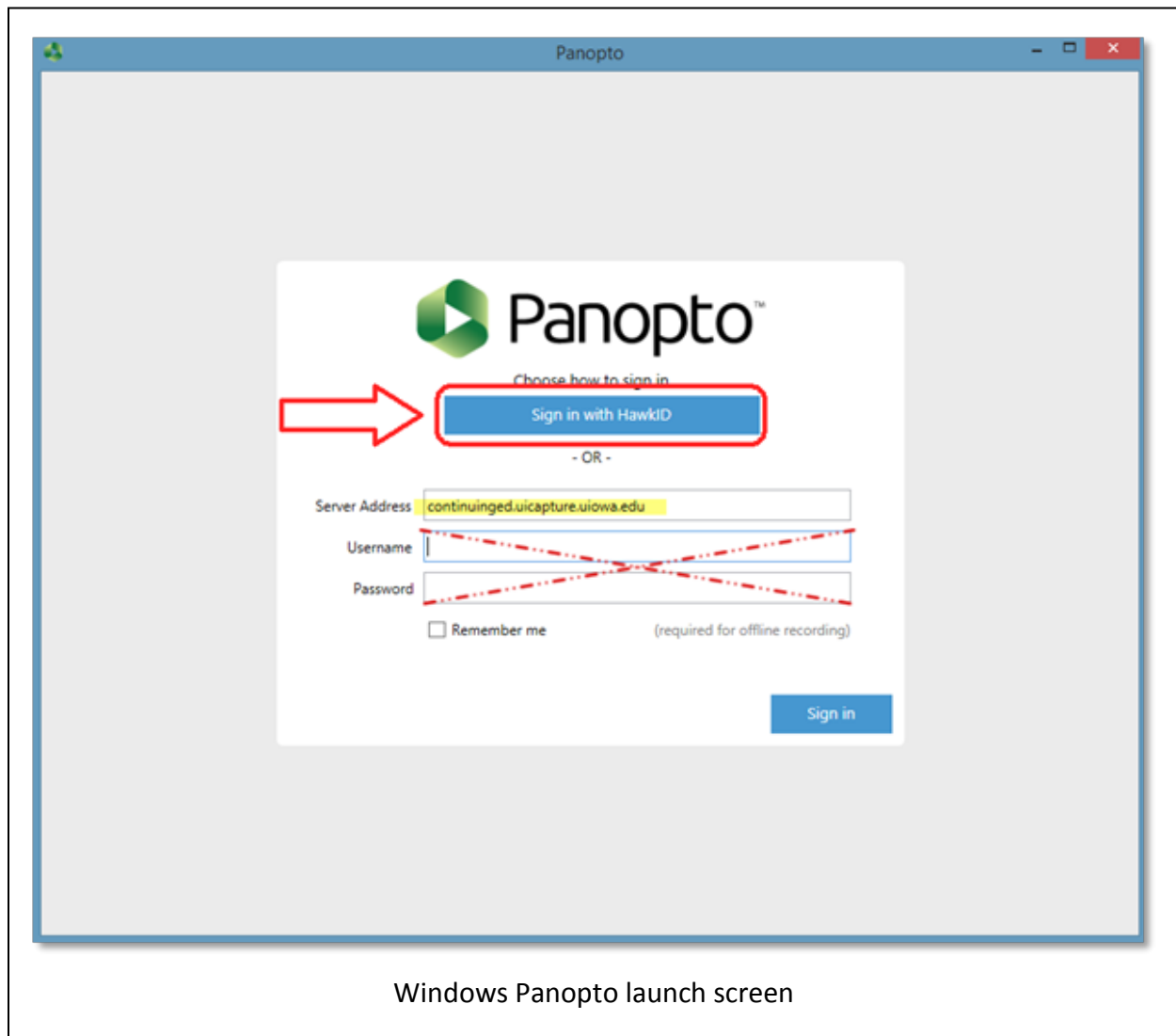
The screenshot shows the UICapture web interface. The browser address bar displays <https://continuinged.uicapture.uiowa.edu/Panopto>. The page title is "Everything : Panopto". The interface includes a search bar, a "Create" dropdown menu, and a list of items. The "Create" dropdown menu is open, showing options: "Record a new session", "Upload media", "Webcast", and "Build a session". The "Upload media" option is highlighted with a red box. Below the screenshot, the text reads: "Select Upload Media then follow on screen instructions."

To Record - Login to Panopto Recorder (for Windows)

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.).

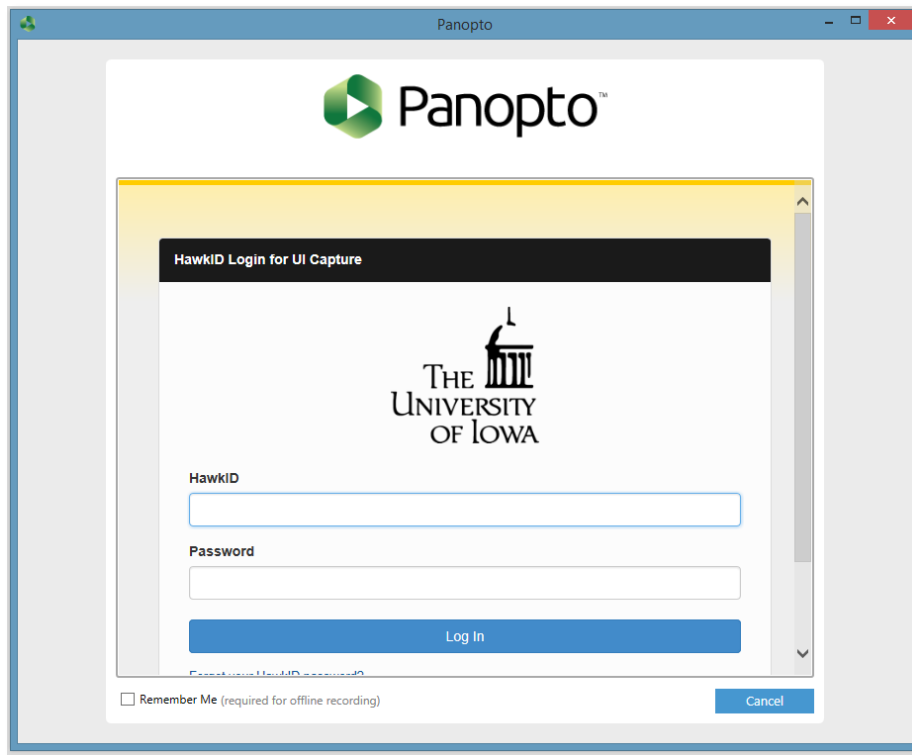
- If you are using an external web cam, connect it before launching the software.
- Double-click on the Panopto Recorder icon on the desktop. If the application window looks like the image below, double check the Server Address (update if the default address is not the one below):

continuinged.uicapture.uiowa.edu



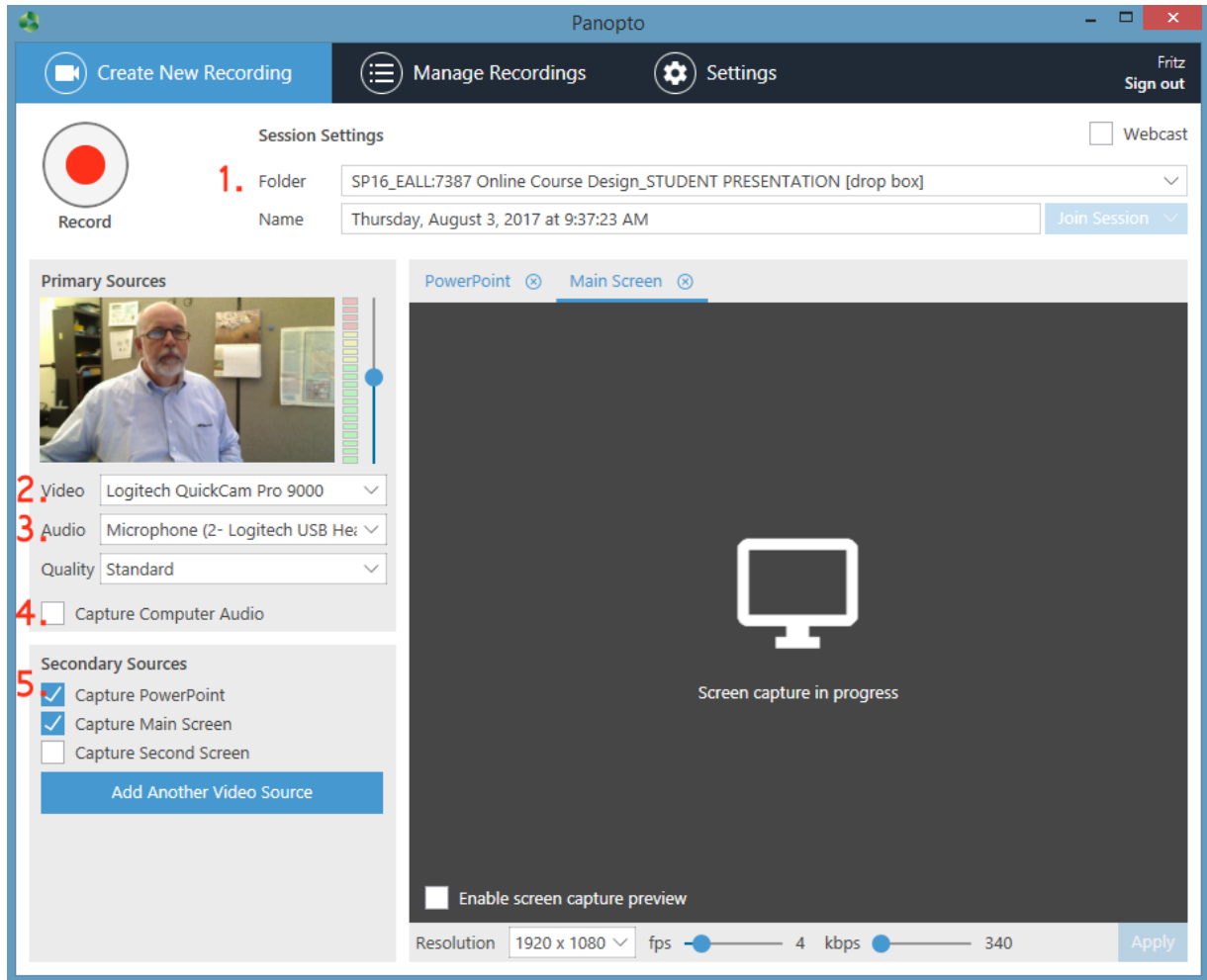
- Always use the button that says **Sign in with HawkID**.

- If you have downloaded the application directly from our server, you should see the University of Iowa logo (as shown below). **Log in with your HawkID and password.**



Log in with your HawkID and password.

Setup the Panopto Recorder (for Windows)



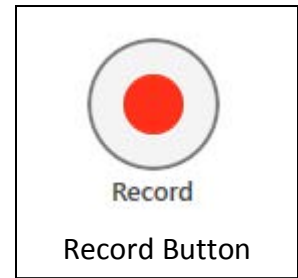
Once opened, the application interface should look like this.

1. To ensure that the recording will be created in your appropriate class folder, use the pull down menu to select a folder. From the list of folders (you may only see one), select your class folder.
2. To choose whether or not to include web cam video, click on the **Video** drop-down menu. You should see a list of available video sources.
3. To make sure that the correct audio input is selected, click on the drop-down for **Audio**. You should see a list of available audio sources. The microphone sensitivity slider (next to the video window) will let you adjust the sensitivity of your microphone.
4. If you are planning to play back audio or video during the presentation, you will want to check the **Capture Computer Audio** checkbox.
5. If you're capturing the PowerPoint slides and the screen, select both the checkboxes, **Capture PowerPoint** and **Capture Main Screen**, under Other Capture Sources.

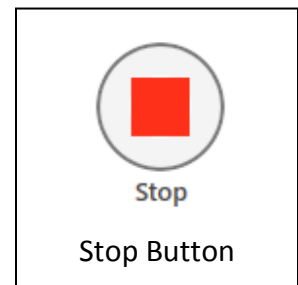
Make a Test Recording

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.).

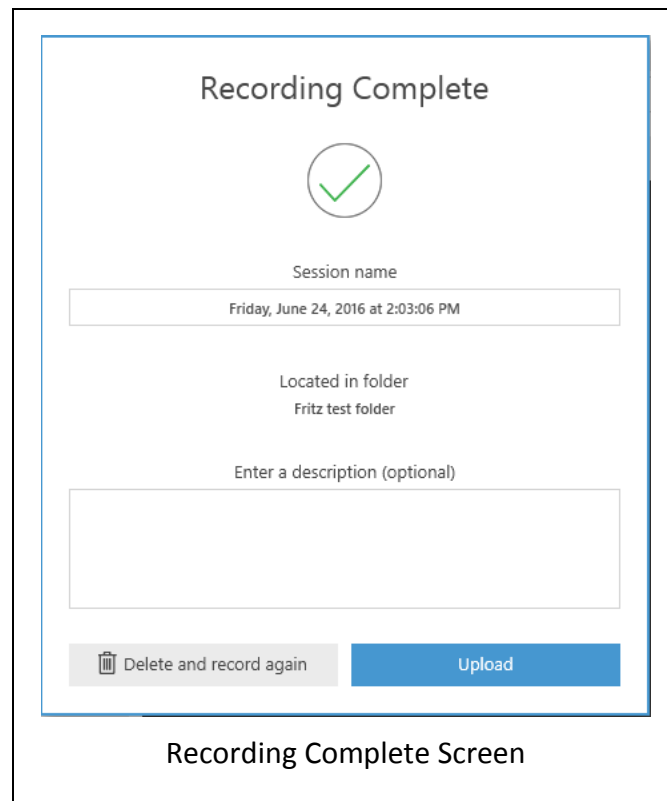
- Get your PowerPoint ready and when you're ready to present, come back into the Panopto recorder and click the **Record** button to start recording the session.
- Once the recording has started, minimize the recorder software, go to PowerPoint and launch the slideshow. (Note: you can trim this part out on the server after it has been uploaded and processed.)



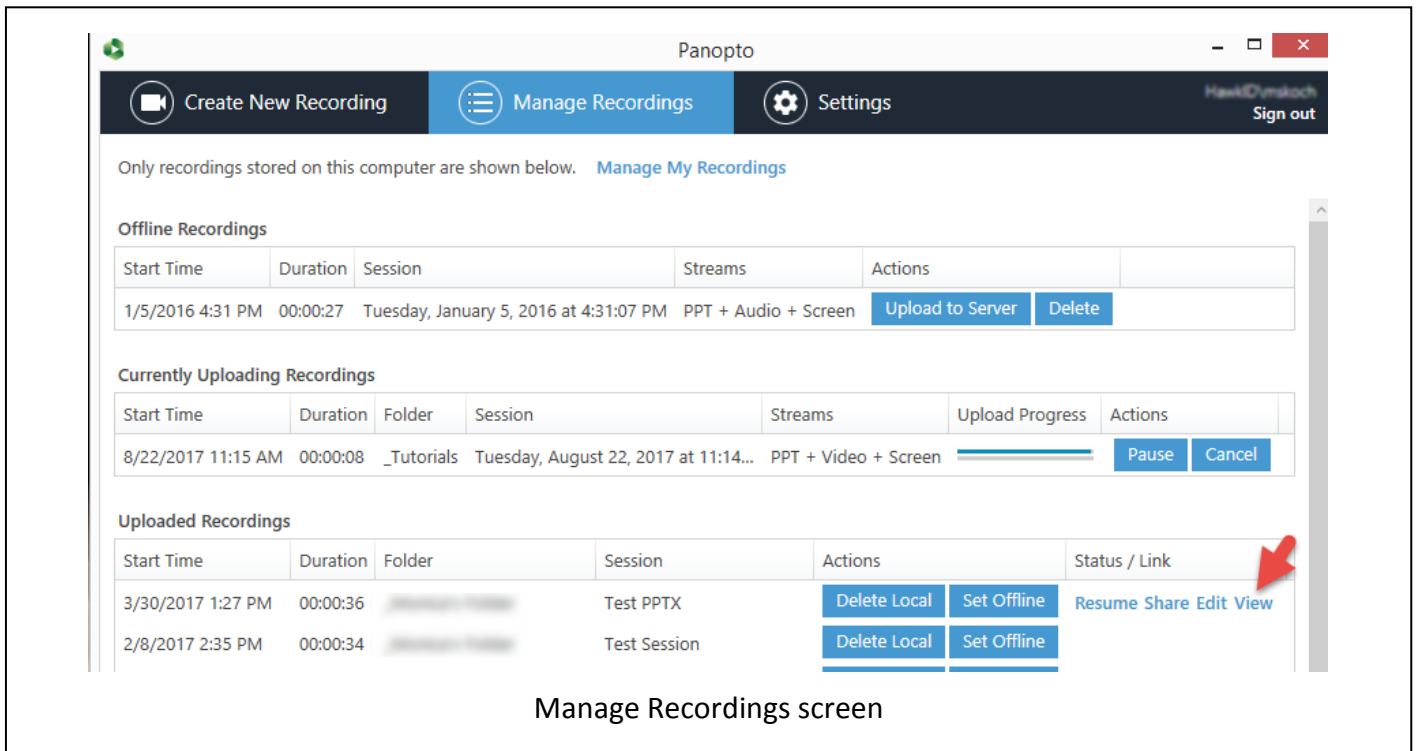
- When you've completed your presentation, go back to the Panopto recorder software and click on the **Stop** button



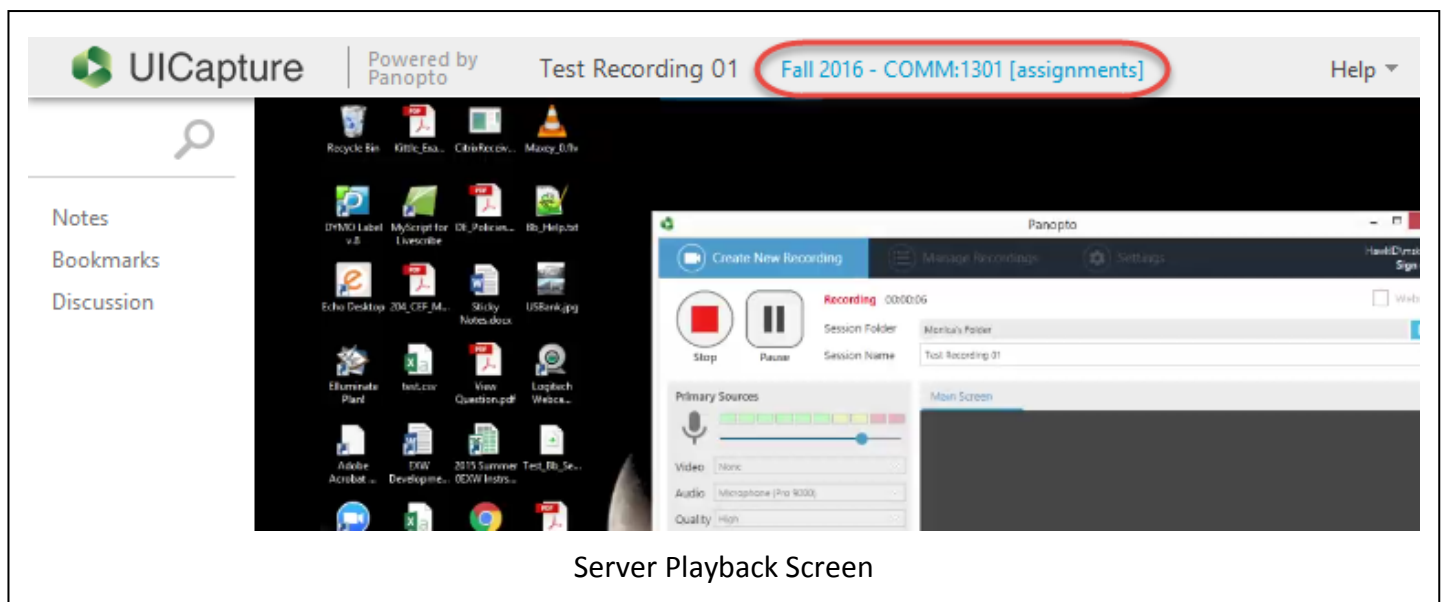
- If you selected a specific folder to create your recording in, once you click the **Stop** button, you will see the following message. Click "Upload" to start upload process.

A screenshot of a "Recording Complete" screen. At the top, the text "Recording Complete" is centered in a grey font. Below it is a green checkmark inside a white circle. Underneath, there are three sections: "Session name" with a text box containing "Friday, June 24, 2016 at 2:03:06 PM"; "Located in folder" with a text box containing "Fritz test folder"; and "Enter a description (optional)" with a larger empty text box. At the bottom, there are two buttons: a grey button with a trash icon and the text "Delete and record again", and a blue button with the text "Upload". Below the screenshot, the text "Recording Complete Screen" is centered in a black font.

- Next, the software will show the Manage Recordings screen and the recording will start uploading to the UICapture server. Once upload is complete, click on the View link to view the recording from the server.



*See also [How to Record on Windows \(versions 5.0 and Higher\) \[3 min 41 sec\]](#)



- 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 also login to the server any time directly via your browser at <http://continued.uicapture.uiowa.edu>.

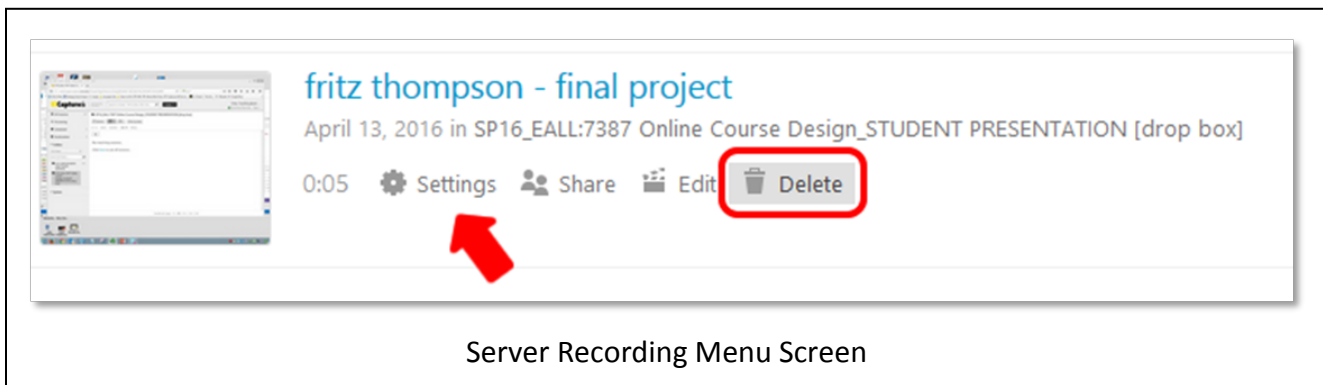
Uploaded recordings must be processed before they are available for viewing; the longer the recording, the longer the process time. Once processing is complete, review the recording to make sure it plays back without problems.

Note: if an initial upload attempt was not successful or if you accidentally deleted a recording from the server, you can go to the Manage Recording screen in the recorder and click “Set Offline”, then upload the recording again.

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).



[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.