**Panopto/UI Capture Instructions**

1) Click the **Start Menu** in the Bottom Left Corner. Scroll through the Programs and open **Panopto**.

2) On the HawkID page, enter your **HawkID** and **password**.

3) Click the **three dots** and click **Advanced Sign-In**. Then enter your **Hawk ID** and **password**.

4) For Classes, do not change the Session Name. The Date and Time is what you want. Click the folder icon at the far right of the recording area.

5) Navigate to your folder. You will find your classes under The University of Iowa (private) -> The College of Law -> #law.uicapture -> Current Semester -> Your Class Folder

6) Make sure the volume knob is at the top.

7) Select a **Video** device.
(You should see your classroom in the box.

8) Select an **Audio** device.
(You should see the volume bar moving)

9) Set the **Quality** to **Standard** and click **Apply**.

10) Check the Capture Powerpoint and Main Screen boxes

*Press the **+ button** on the microphone until the Volume Bar on the computer monitor says 100. You should only have to do this at the one time.

11) Press the **Record** button in Panopto begin recording.

At the end of the event

1) Press the **Stop** button to end your recording. (You may also Pause recordings.)

2) Click **Upload** on the Popup window.
3) You will be taken automatically to the "Recording Status" tab. Wait for the bars to fill-up and disappear. (Should take a minute or less)

4) Once the file starts Processing in the Status/Link column, you can safely close Panopto and log out of the computer.

**BACKUP: USE THE VOICE RECORDER IN THE DRAWER**

For classes and special events, it is highly recommended to use the Voice Recorder in case Panopto fails.

1) Turn on the Voice Recorder. The On/Off switch is located on the left side of the recorder. Slide the toggle to the right and hold until the recorder turns on, then release.

2) Press Record on the voice recorder and leave it on the podium.

3) After Class press the Stop button and turn the power off. Place the voice recorder back in the drawer. Message Cory if you think
How to Watch Class Videos

The Professors have one of three Recording Policies, listed in their syllabus: **Blanket**, **Permission to View**, or **No Recording Allowed**.

**Blanket Permission**
1.) Go to [https://uicapture.hosted.panopto.com](https://uicapture.hosted.panopto.com)
2.) In the gray box on the right, click on **Sign In**
3.) Enter your Hawk ID and Hawk ID Password
4.) Locate the recording under **Browse -> College of Law -> #law.uicapture**
5.) Click on the recording you want to Play it.

**Permission to View**
6.) Email the Professor your video request. Be sure to include:
   a. Class **Date** and **Time**
   b. **Section** Number (if applicable)
   c. **Reason** for Request
7.) The Professor will grant you permission to recordings, at their discretion.

Troubleshooting
If you have trouble with recordings, please visit Cory Haight in Room 405.
Or email [cory-haight@uiowa.edu](mailto:cory-haight@uiowa.edu)

How to Give Permission to View a Video (Faculty/Staff)
You can decide who can see the videos in your folder. For example, you might want to make your folder public or restrict just share individual recordings.

1) Go to https://uicapture.hosted.panopto.com

2) In the upper right corner. Click Sign In with your HawkID.

3) Click Browse -> College of Law -> #law.uicapture

4) Find your folder and click on it. Course folders are sorted by Professor’s Last Name – Course Title.

5) If you want to give permission to just one video, hover over the video and click Share.
6) At the bottom of the pop-up window, enter the HawkID of the person you’re giving access to. Hawk IDs can be found at the University Directory: https://www.dna.its.uiowa.edu/Whitepages/

7) Wait until the drop down appears so it says HawkID\NAME-YOU-ENTERED or their name and email might pop up. Click on that dropdown.

8) Click Can view. You can copy and paste as many hawk IDs as you want into this bar too. When you’re ready, click Save changes. The option to Notify People via Email will appear if the student has used Panopto before. Otherwise copy the link at the top and email it to them.