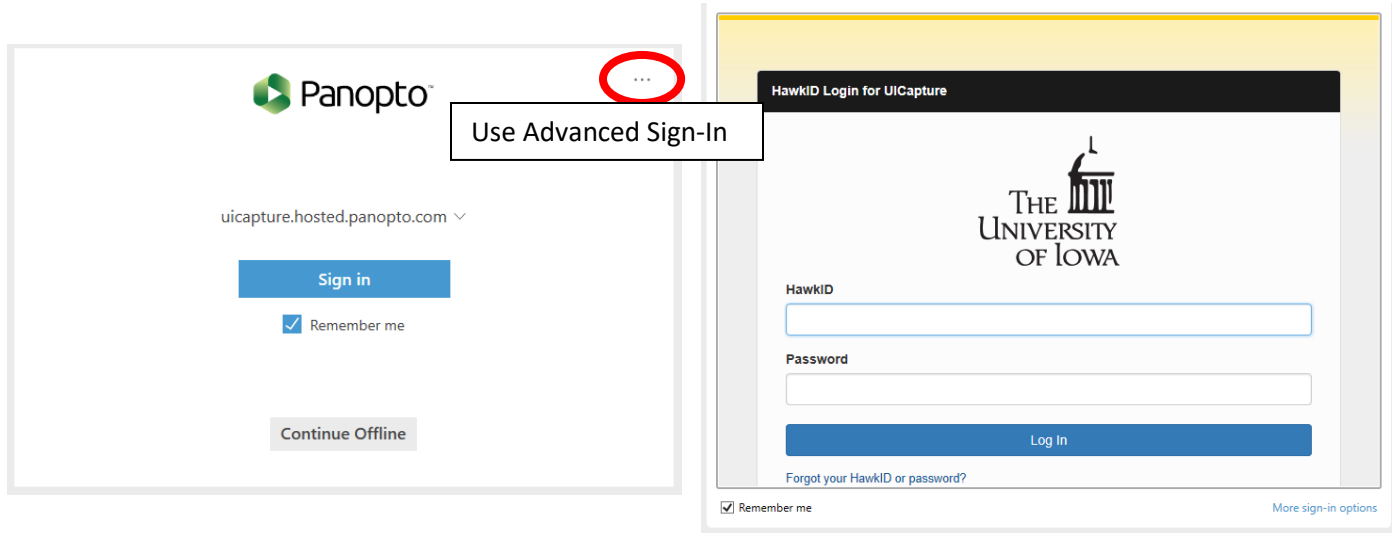


Panopto/UI Capture Instructions

- 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**.

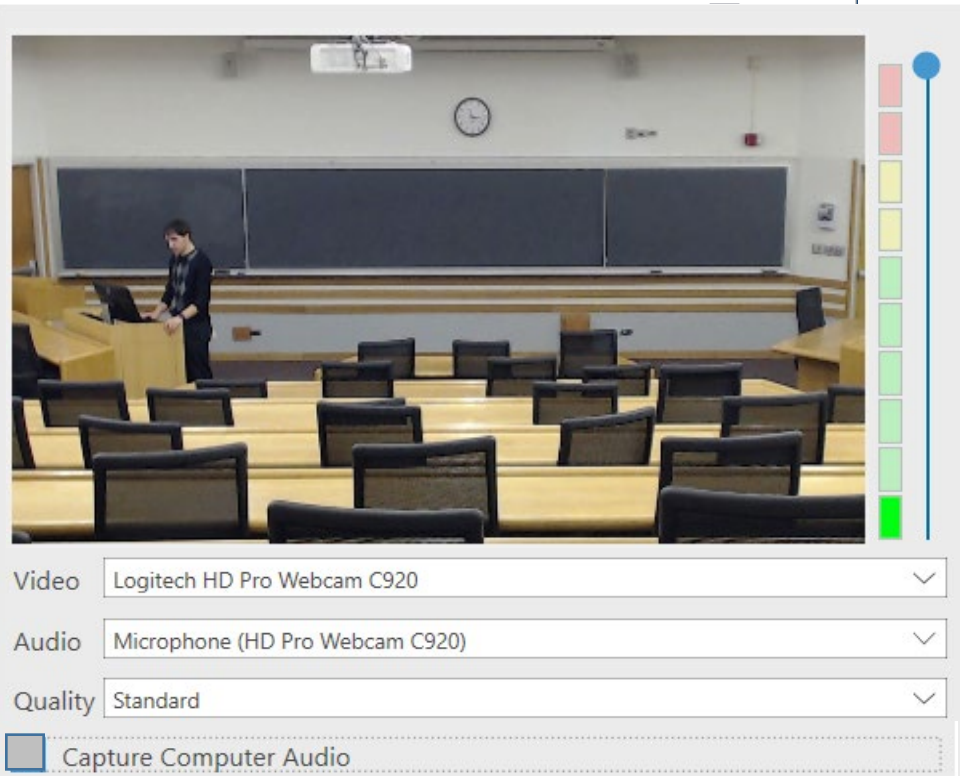


- 4) For Classes, do not change the Session Name. The Date and Time is what you want. Click the folder icon at the far right of the recording area.



- 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

Session Sett
Session Fold
Session Nam



- 6) Make sure the volume knob is at the top.
- 7) Select a **Video** device.

Secondary Sources

- Capture PowerPoint
- Capture Main Screen

Add Another Video Source

(You should see your classroom in the box.)

8) Select an **Audio** device.

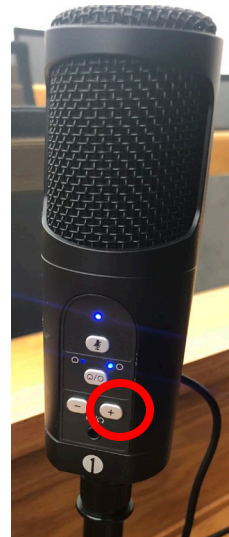
(You should see the volume bar moving)

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

10) Check the Capture Powerpoint and Main Screen boxes

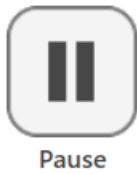
*Press the **+ button** on the microphone until the Volume Bar on the computer monitor says 100. You should only have to do this at the one time.

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.)



Recording 00:00:03

Session Folder

Exam Monitoring Fall 2016

Session Name

Thursday, December 1, 2016 at 10:09:37 AM

2) Click **Upload** on the Popup window.

Recording Complete

Session name

Tuesday, January 28, 2020 at 2:40:01 PM

Located in folder

unified\c_haight

Enter a description (optional)

- 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)

Currently Uploading Recordings

Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
12/1/2016 10:59 AM	00:00:06	Exam Monitoring Fall 2016	Thursday, December 1, 2016 at 10:09:37 AM	Video		Pause Cancel

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

Uploaded Recordings

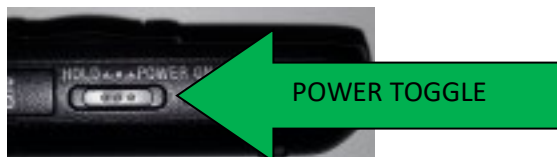
Start Time	Duration	Folder	Session	Actions	Status / Link
12/1/2016 11:40 AM	00:00:04	Exam Monitoring Fall 2016	Thursday, December 1, 2016 at 11:40:42 AM	Delete Local Set Offline	Share Edit View (default) Processing: 0%

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



Panopto may have failed.

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>
- 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.

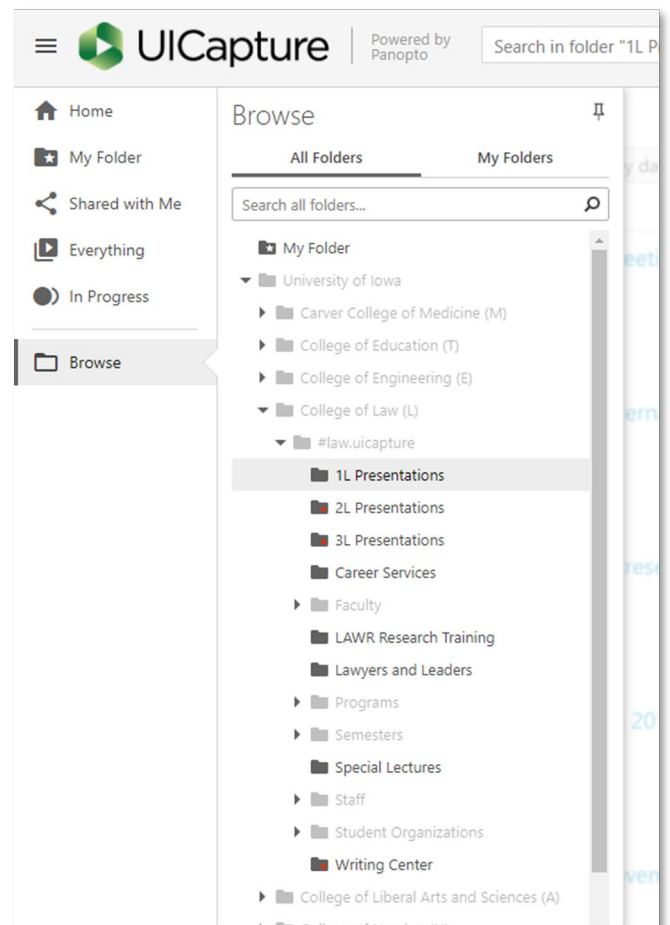
-Permission to View

- 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.

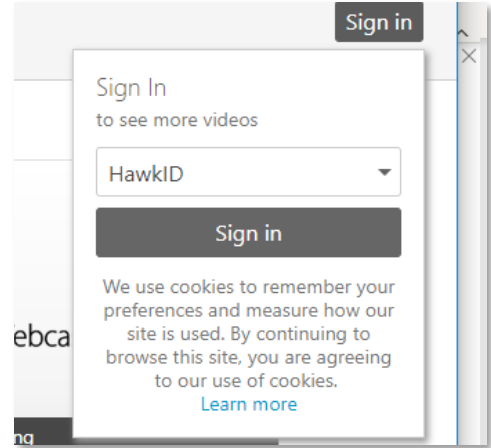
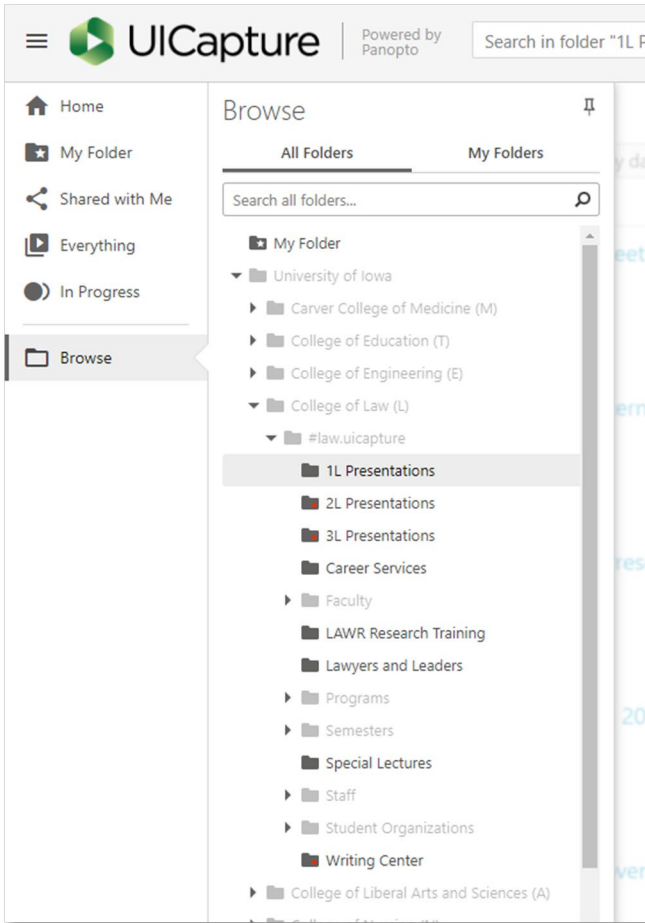
Or email cory-haight@uiowa.edu



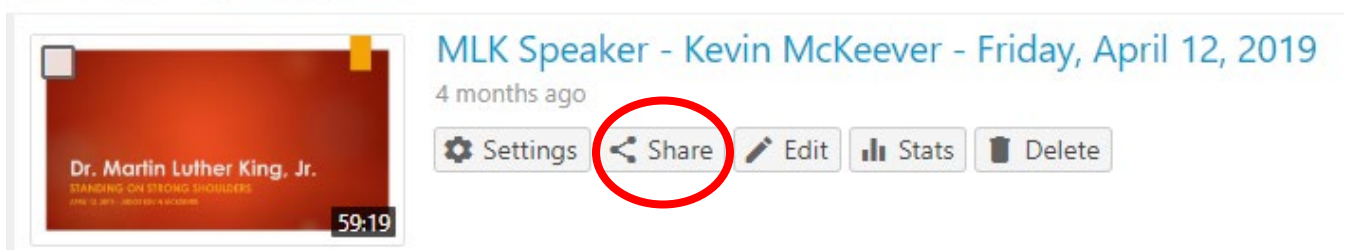
How to Give Permission to View a Video (Faculty/Staff)

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.

Invite people:

The screenshot shows a web interface for inviting people. At the top, there is a search bar containing the text 'fakehawkID'. Below this, the text 'Invite people:' is displayed. Underneath, there is a dropdown menu showing 'hawkid\fakehawkid *'. To the right of this dropdown is a permissions menu with a downward arrow, listing four options: 'Can view', 'Can view', 'Can create', and 'Can publish'. The second 'Can view' option is highlighted in blue. At the bottom left, there are two buttons: 'Save changes' (a dark button with white text) and 'Cancel' (a light button with grey text).

- 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.