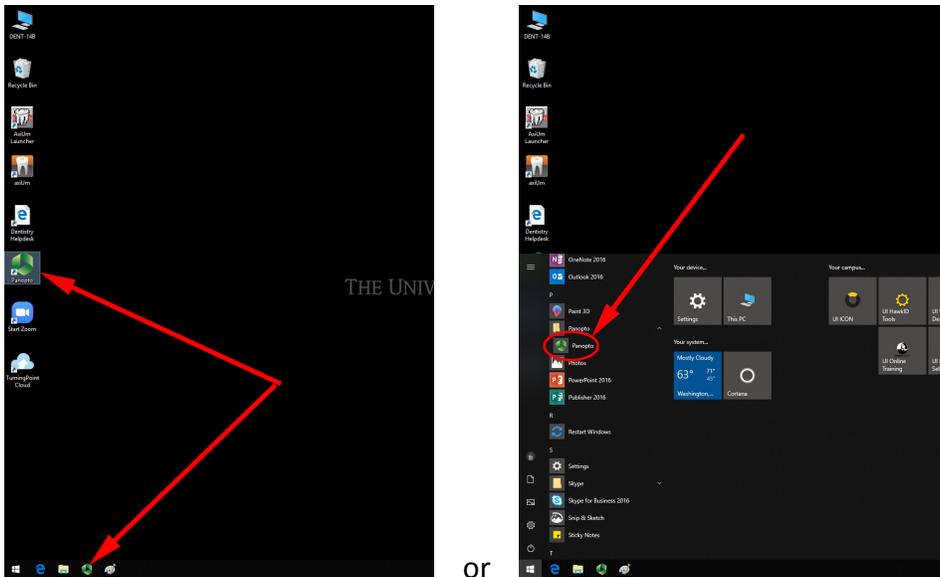


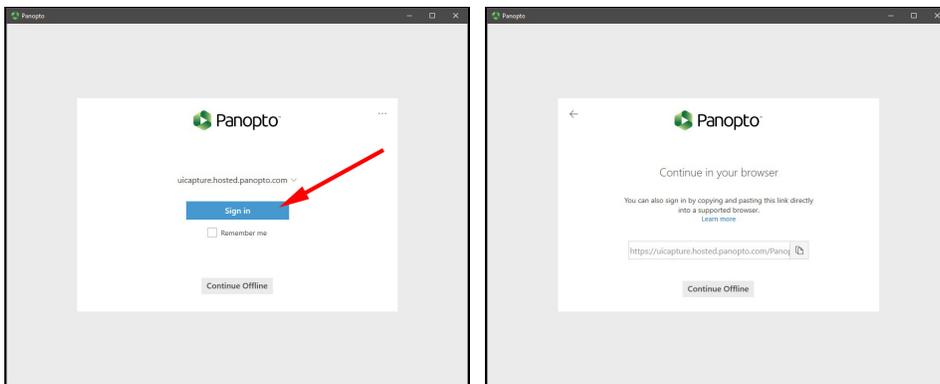
How to use Zoom to connect the Galagans to W220, and use Panopto to record

- 1 – In advance you need to create a Zoom meeting for the lecture.
- 2 – Log in to Zoom on the Galagan computer you will be presenting from.
- 3 – Start your Zoom meeting.
 - Make sure that “BCC950 ConferenceCam” is selected as the video source
(to do this click on the little arrow beside the video camera icon)
 - Make sure “Same as System” is selected for both the microphone and speakers
(to do this click on the little arrow beside the microphone icon)
- 4 – Share your screen through Zoom
(to do this click on the green “Share” button at the bottom of the Zoom window, in the pop up window that appears select “Screen” from the list of open documents & apps, then click on the blue “Share” button in the lower right corner)
- 5 – During this time, or sooner, someone should go to W220
 - Turn on the computer
 - Launch Zoom, enter the meeting ID, and join the meeting
 - Make sure that “BCC950 ConferenceCam” is selected as the video source
(to do this click on the little arrow beside the video camera icon)
 - Make sure “Same as System” is selected for both the microphone and speakers
(to do this click on the little arrow beside the microphone icon)
 - Turn on projector
- 6 – Open your powerpoint presentation in Galagan.
- 7 – Launch Panopto on the Galagan computer (***see steps 1-6 in Panopto instructions below***)
 - Select the correct folder in Panopto
 - Give a name to the recording
- 8 – Press “Record” in Panopto
- 9 – Return to powerpoint and give your lecture
- 10 – When finished, return to Panopto, press “Stop” and ***follow steps 8-10 below***
- 11 – Close out of Zoom
- 12 – Shut down projector (but not computer) in the Galagans
- 13 – Shut down projector in W220

1 – Launch the Panopto Recorder app



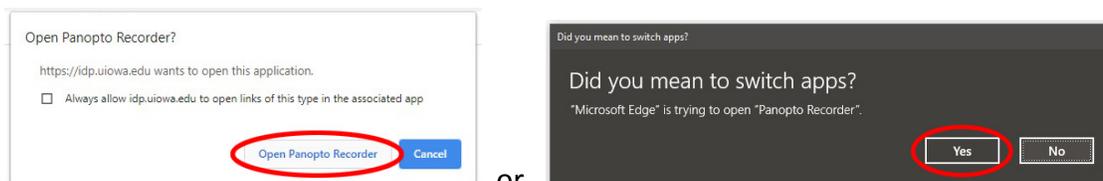
2 – Click on “Sign In” in the Panopto window, it will change to say Continue in Brower, but it will do that automatically all by itself



3 – Your default web browser will open and display the login page; log in with your Hawkid



4 – A popup window will appear asking permission to switch back to Panopto



5 – The main screen in the Panopto app should now appear.

Check the settings;

(1) – Video source – *should say “Extron MediaPort” in the Galagans*

(2) – Audio source – *should say “Speakerphone Extron MediaPort” in the Galagans*

(check audio by speaking in your normal “lecturing” volume – ideally the level should hover around the top of the green bars, and not go into the red bars)

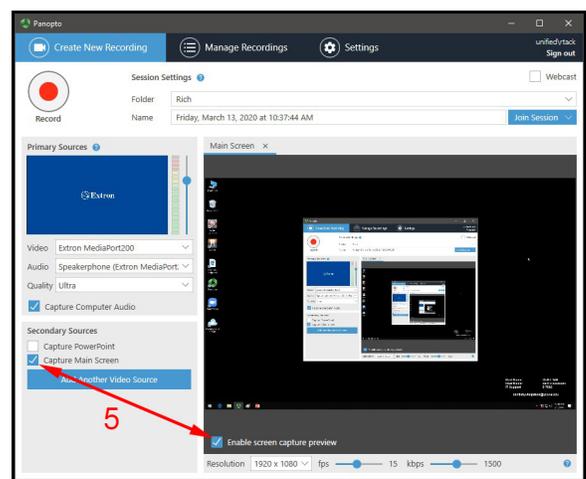
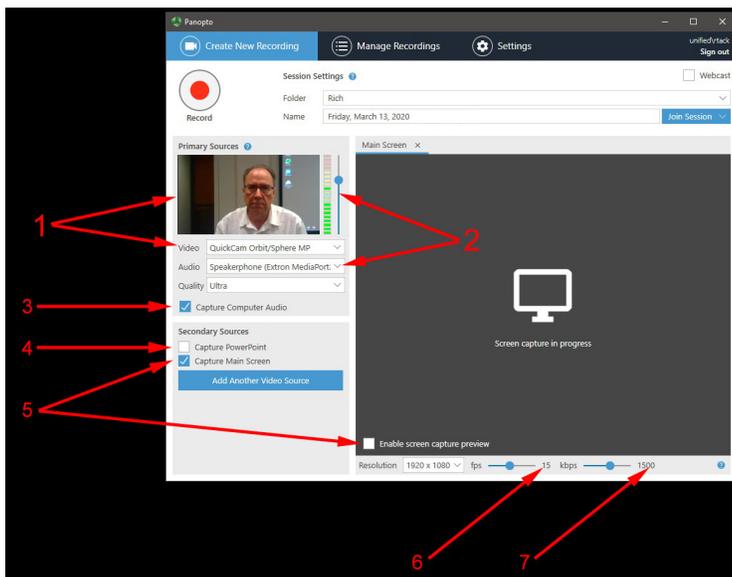
(3) – “Capture Computer Audio” is not needed

(4) – “Capture PowerPoint” is not necessary to check for most uses

(5) – Check “Capture Main Screen”

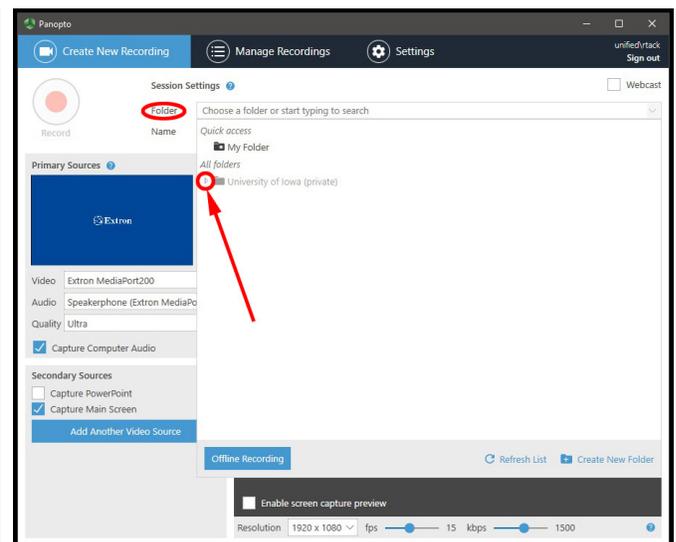
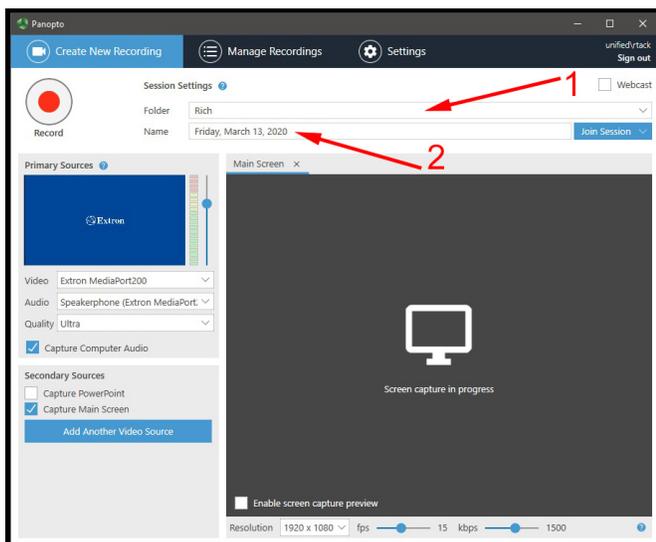
(6) – Set the “fps” to 15 for a better quality recording

(7) – As above, set “kbps” to 1500



(Check “Enable screen capture preview” to confirm which screen is being captured)

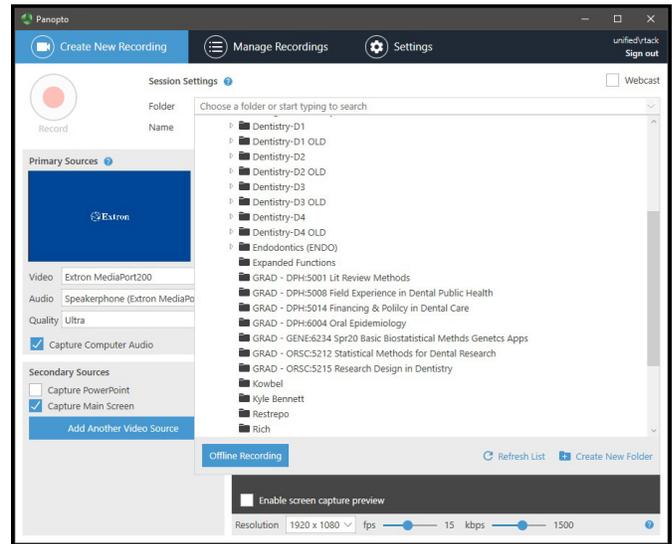
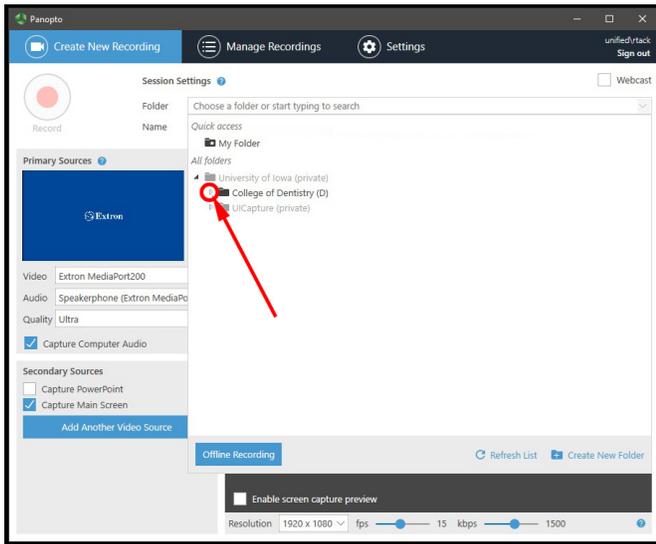
4 – Name the recording (#2) – *(use this format – Date; then Title or topic; then Presenter’s name)*



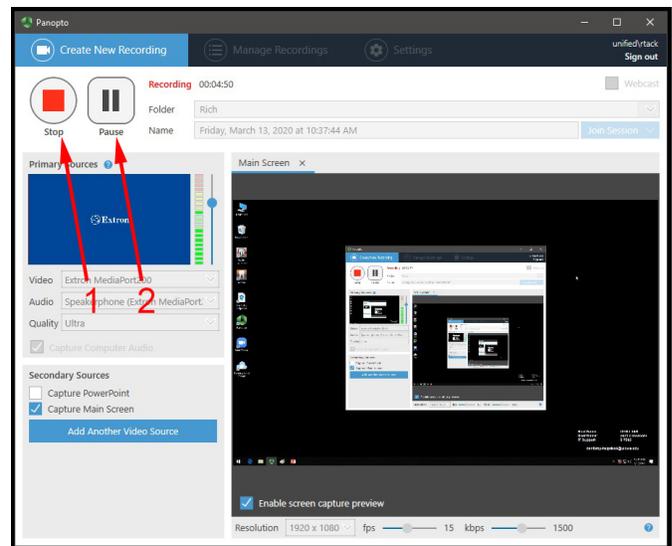
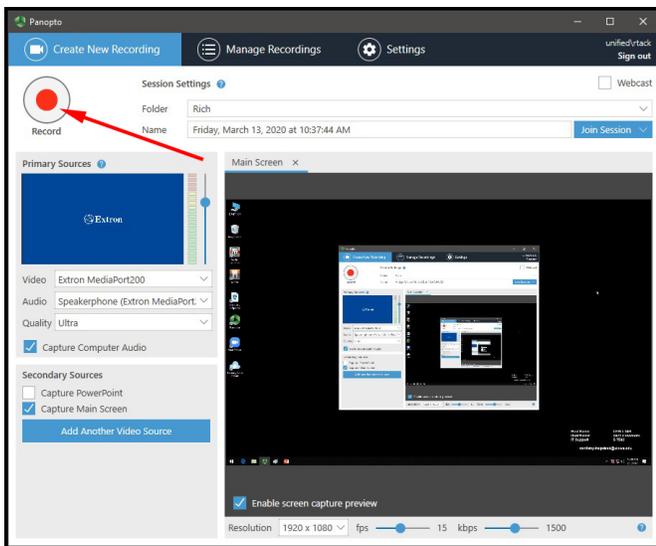
5 – Select a folder for the recording.

To choose a folder, click in the Folder area (#1) to open up a drop-down list

- Click on the arrow next to “The University of Iowa”
- * Then click on the arrow next to “College of Dentistry”
- Then click on the name of the folder you want to record into



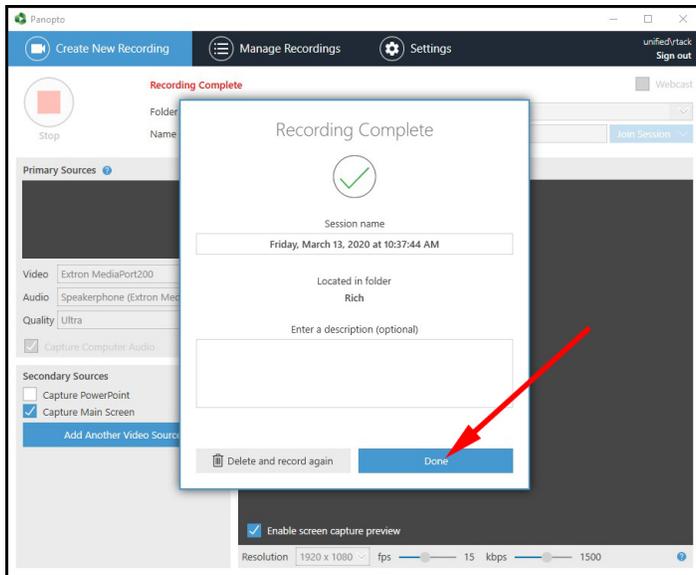
6 – When ready to begin recording click on the “Record” button. Once the recording starts you will see the time (duration) counting up, and also the Record button will be replaced by a Stop button and a Pause button.



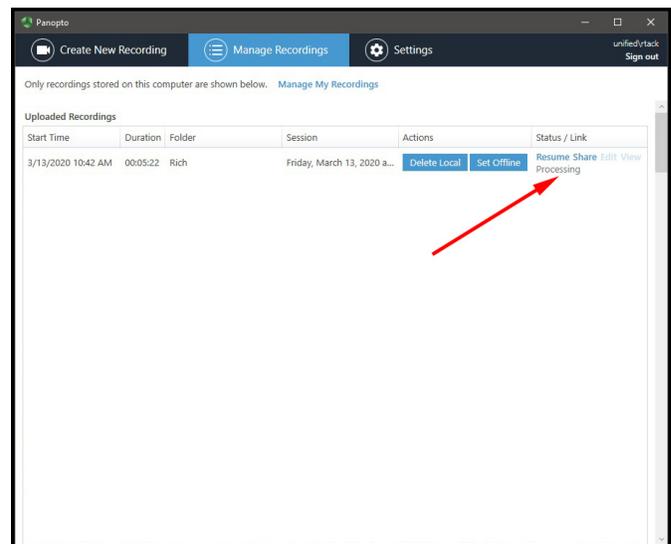
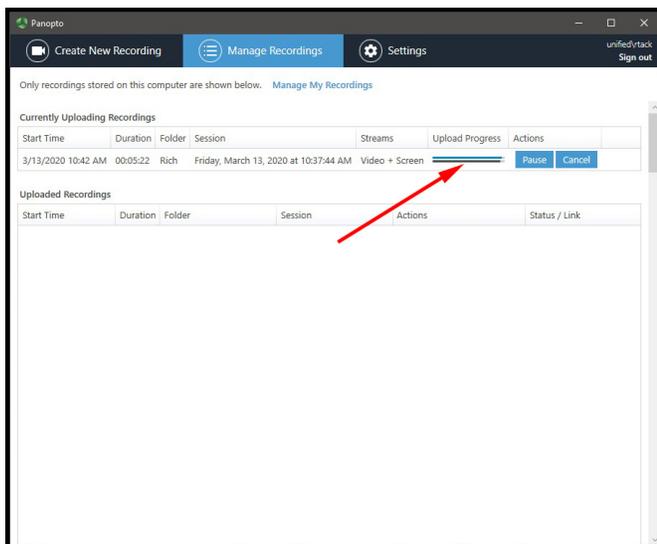
7 – Now you may give your presentation

8 – When finished return to the Panopto window and click on the “Stop” button

9 – Click “Done” in the popup window that appears.



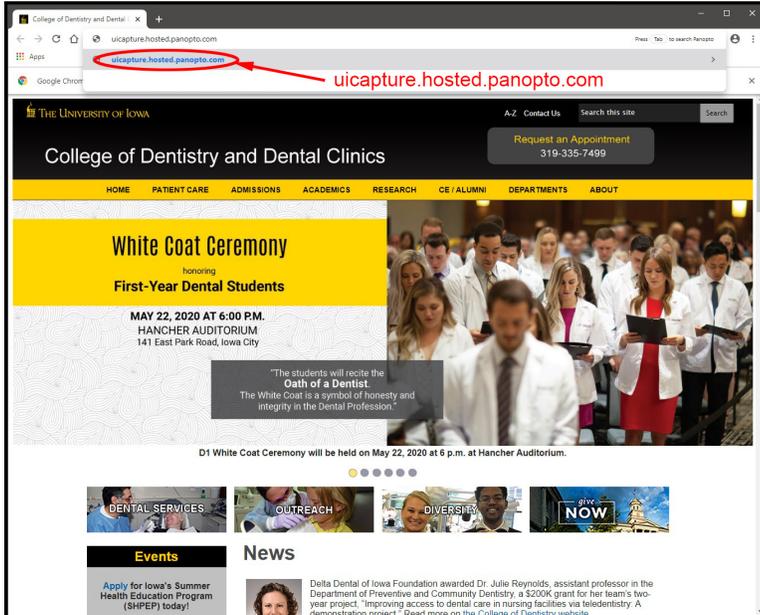
10 – The window will display a progress bar showing the upload. You may close Panopto, but do not shut your computer off. Note: after the upload to the server completes it still takes a while for the file to be processed before it can be played back.



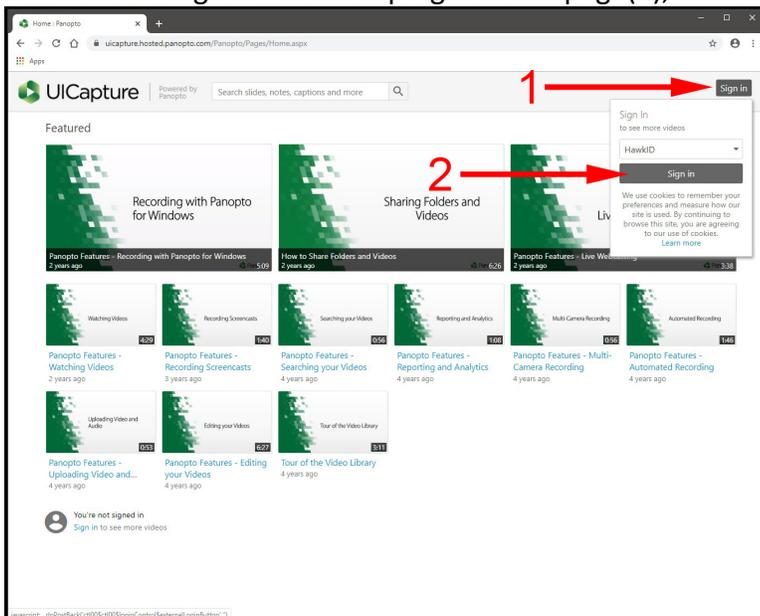
How to view a recording in Panopto

1 – To upload the recording, open a web browser and log into Panopto

<https://uicapture.hosted.panopto.com/>

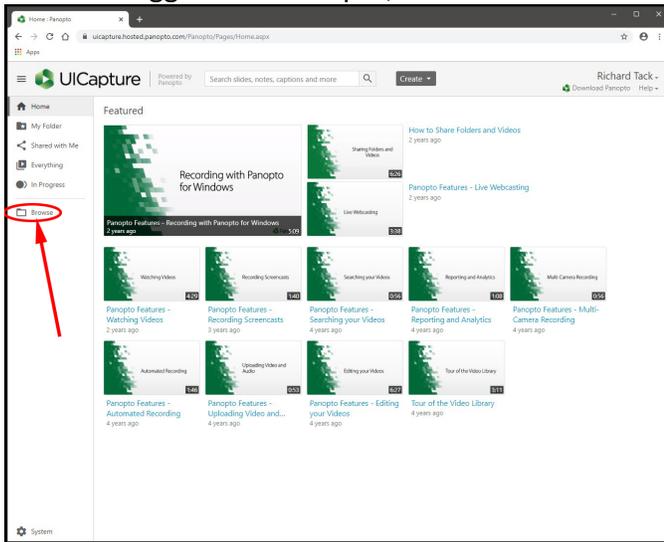


2 – Click on “Sign in” at the top right of the page(1), then click on “Sign in” in the drop down window(2)

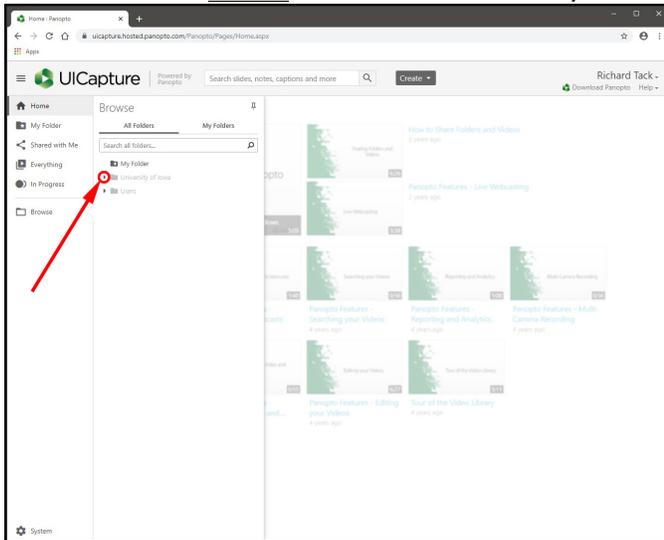


3 – Then log in with your hawkid

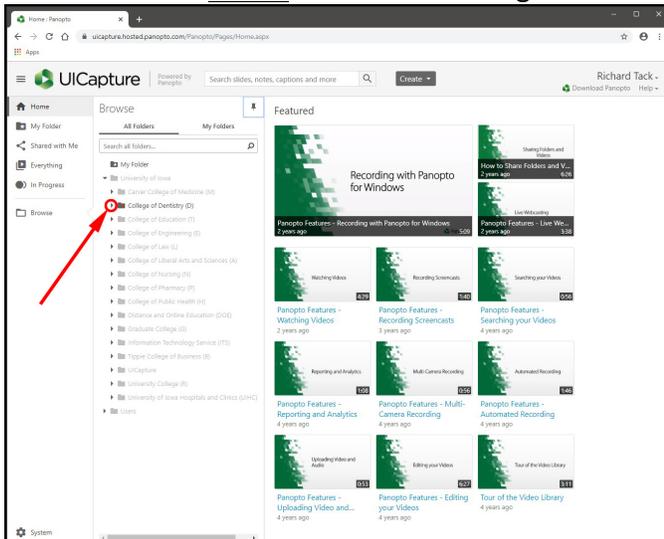
4 – Once logged into Panopto, click on “Browse” in the left hand column



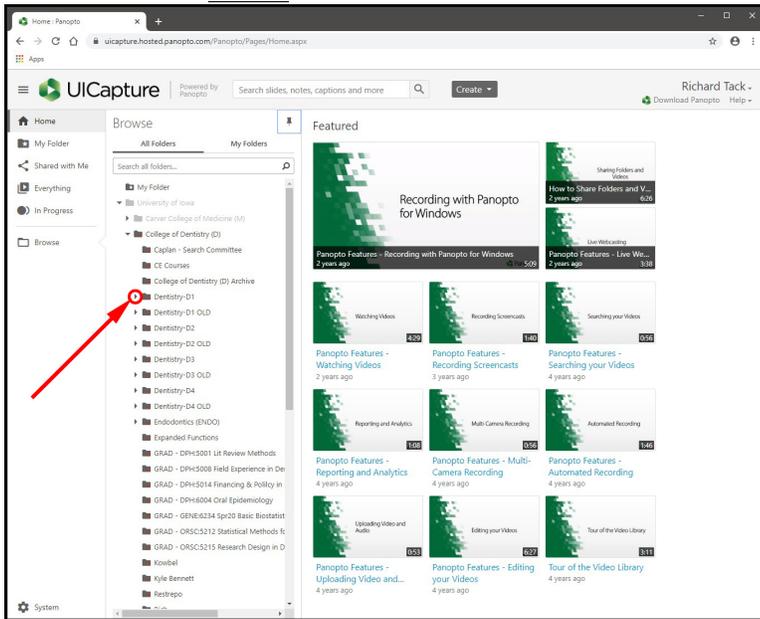
5 – Click on the Arrow beside the “University of Iowa” folder icon to open it up



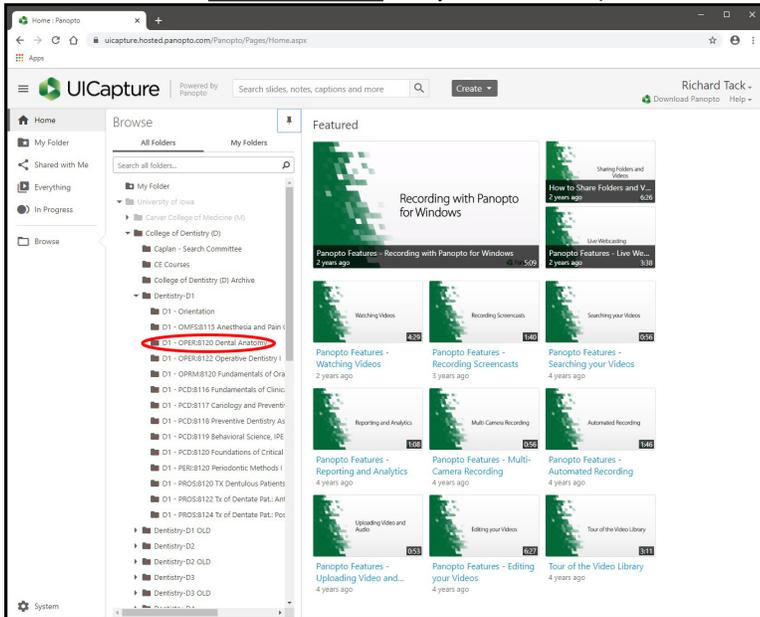
6 – Click on the Arrow beside the “College of Dentistry” folder icon



7 – Click on the Arrow beside the folder of the class where your course is (ie – “Dentistry-D1”)



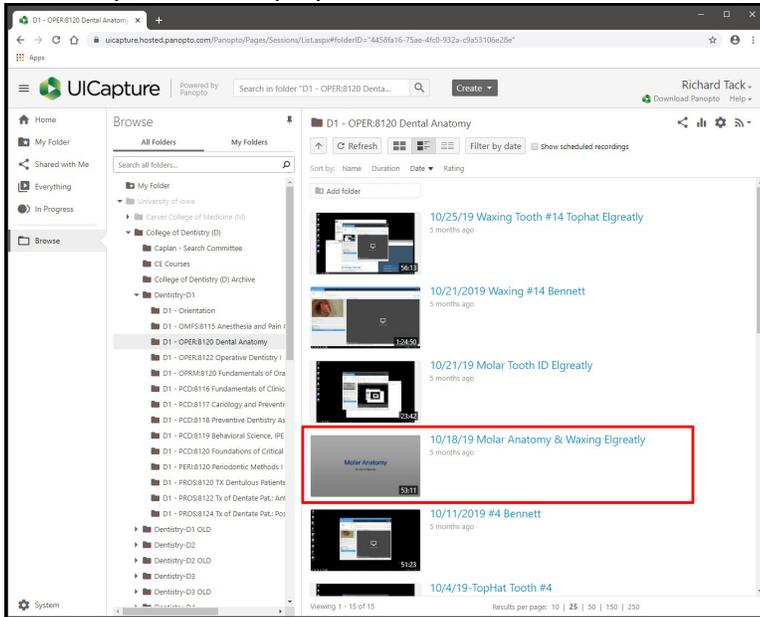
8 – Click on the Course Name for your course (ie – D1 – OPER:8120 Dental Anatomy”)



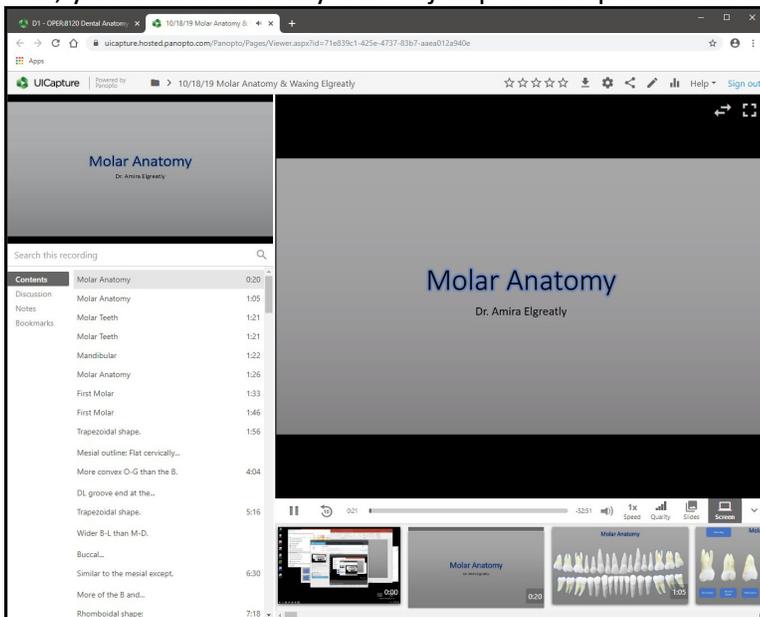
You should now be inside your course folder in Panopto

NOTE: Once you're in your course, bookmark the URL and you won't have to go through all of these steps the next time.

9 – Once in your Panopto course folder you will see a list of all recordings in that folder. Just click on the one you want to play.

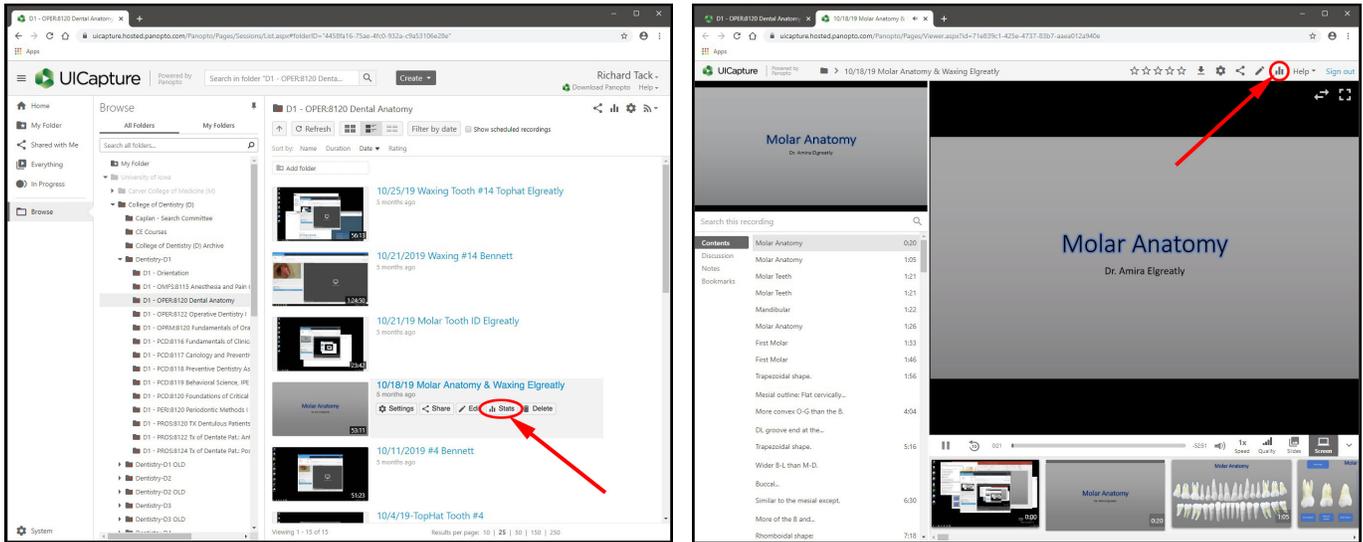


10 – The large window is the primary recording. If there was a secondary recording, such as a laptop, it will appear in the smaller window, double click either to make them full screen. Below the video are the playback controls. Below that are the individual powerpoint slides, you can click on any one to jump to that part in the recording. To the left of the video is a transcript derived from the powerpoint text, you can click on any text to jump to that part in the video.



Viewing Analytics in Panopto

There are some analytics available within Panopto to gauge participant interaction and engagement. Just click on the Stats icon in either of these views.



Here is the analytics window in Panopto.

