

ReCap

Personal Capture Software

Staff Guide

ReCap Team

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ReCap Personal Capture Software – Windows

To get the ReCap Personal Capture software installed onto your computer please contact the ReCap team via recap@ncl.ac.uk who will be able to advise you regarding how to do this and will set up a Personal Capture folder for you.

Once the software has been installed and your PCap folder has been set up, please follow the steps in this guide to get started.

Disclaimer

This is not meant to be a definitive guide, just a guide to help get you started with PCap. Contents is adapted from information available on the Panopto web site and full instructions can be found on the Panopto website at https://support.panopto.com/Documentation?cat=Windows_Recorder

Opening and logging in to the system

Once the software is loaded onto you Windows PC or laptop, double click the ‘Panopto’ logo on your desktop. This will open the software.



The login screen shown below will open. Choose either ‘Medical Services Authentication’ or ‘Blackboard’ depending on which VLE you use.

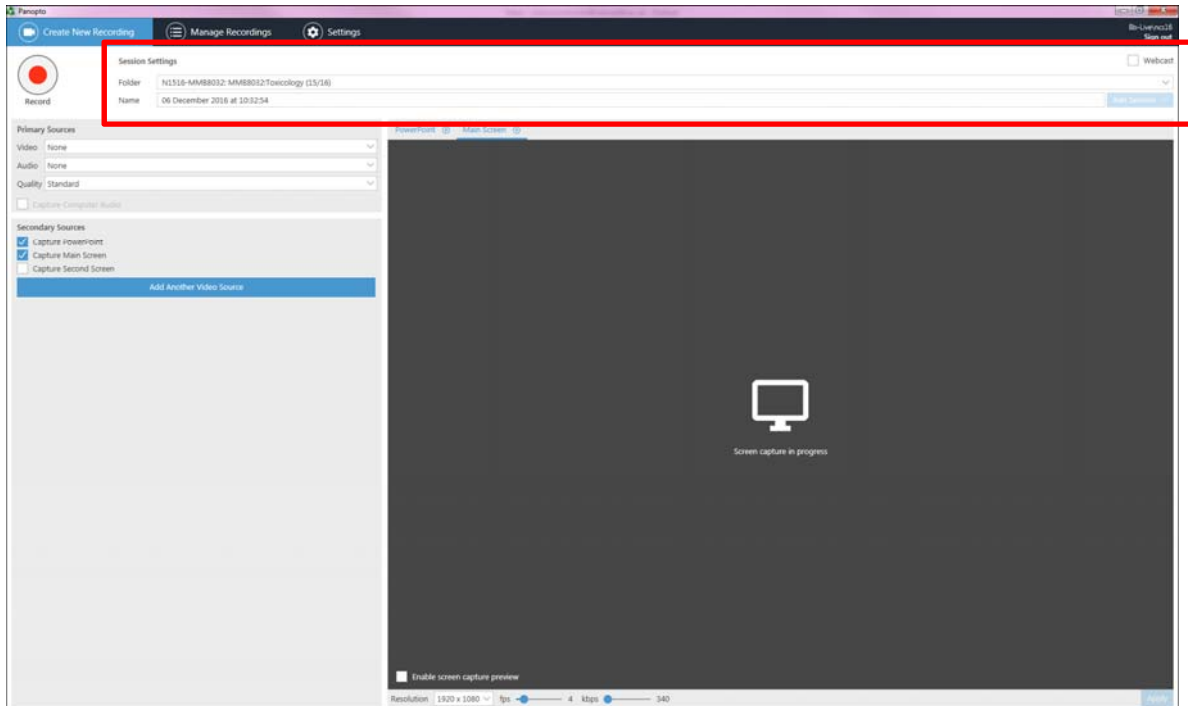
The image shows the Panopto login screen. At the top left is the Panopto logo, a green play button. To its right is the word "Panopto" in a large, black, sans-serif font. Below the logo and name is the text "Choose how to sign in". There are four blue buttons stacked vertically: "Sign in with Panopto", "Sign in with Campus", "Sign in with Medical Sciences Authentication", and "Sign in with Blackboard". A red rectangular box highlights the "Sign in with Medical Sciences Authentication" and "Sign in with Blackboard" buttons. Below these buttons is the word "or". Underneath is a "Server Address" dropdown menu with "campus.recap.ncl.ac.uk" selected. Below that are three input fields: "Username", "Password", and a "Remember me (required for offline recording)" checkbox which is checked. A red rectangular box highlights the "Remember me" checkbox. At the bottom left is the text "Sign-in not verified" and at the bottom right is a blue "Sign in" button.

Login using your regular User ID and password. Tick the ‘Remember Me’ box if it you wish to make offline recordings, and if you want the software to log you in automatically in the future.

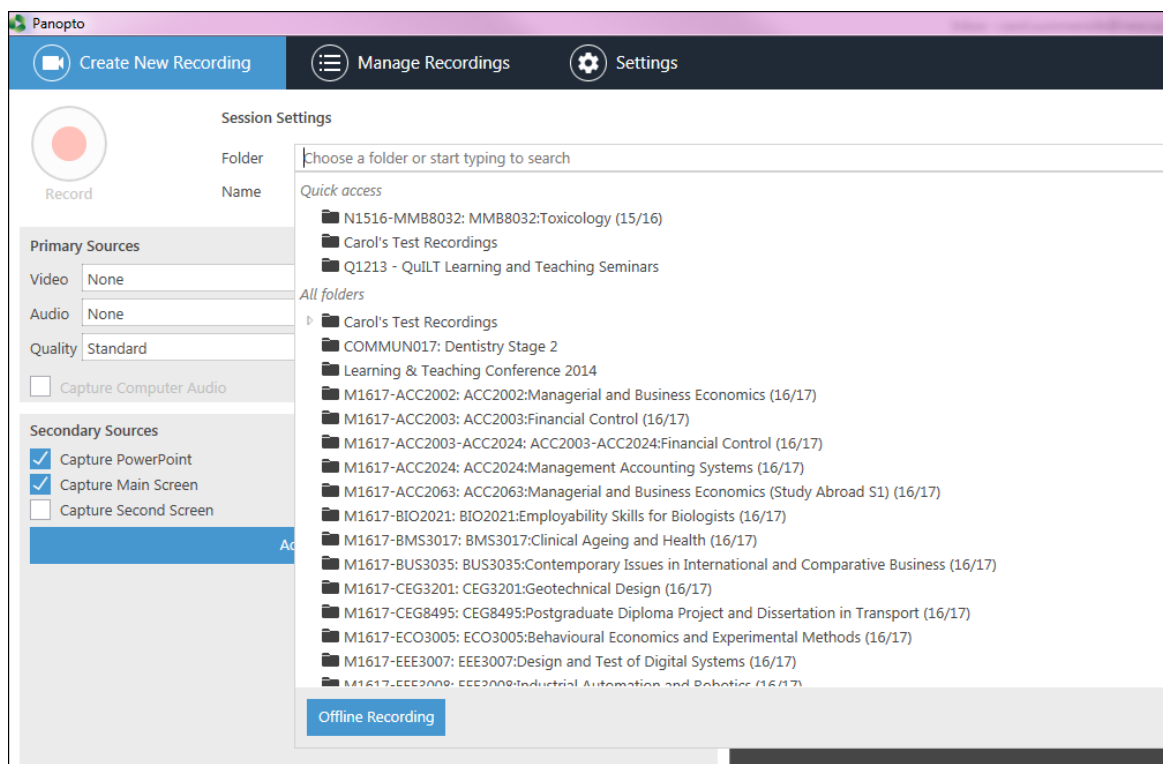
Recording

Choosing a folder


Once logged-in, the first thing you can do is set the folder that your recording will be placed in. In the upper portion of the application window, locate the "Folder" box.

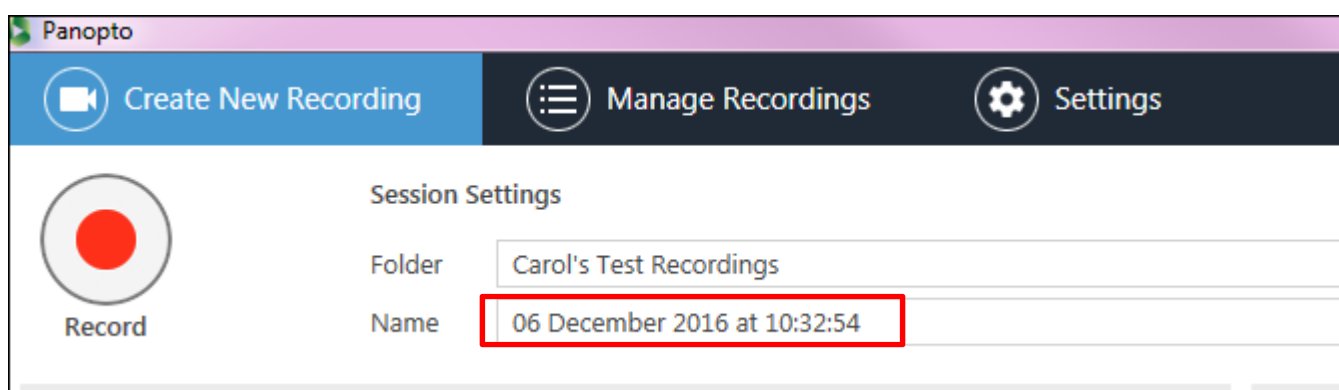


Upon clicking the down arrow within the folder box you will be presented with a list of folders which you're able to place recordings in. This list will include your 'PCap' folder (to which only you have access) or to any other module or community that you have access to as a creator/instructor via your VLE.



Things to note:

- The most recently used folders for recording will populate the "Quick Access" list
- Your "All Folders" list will always show under the most recently used folders
- Clicking the  button will allow you to record without choosing a folder. You may upload the session at a later time at your discretion, or when network connectivity is restored.
- The session is automatically given a name based on the current date and time. You can change this to whatever you think is appropriate.

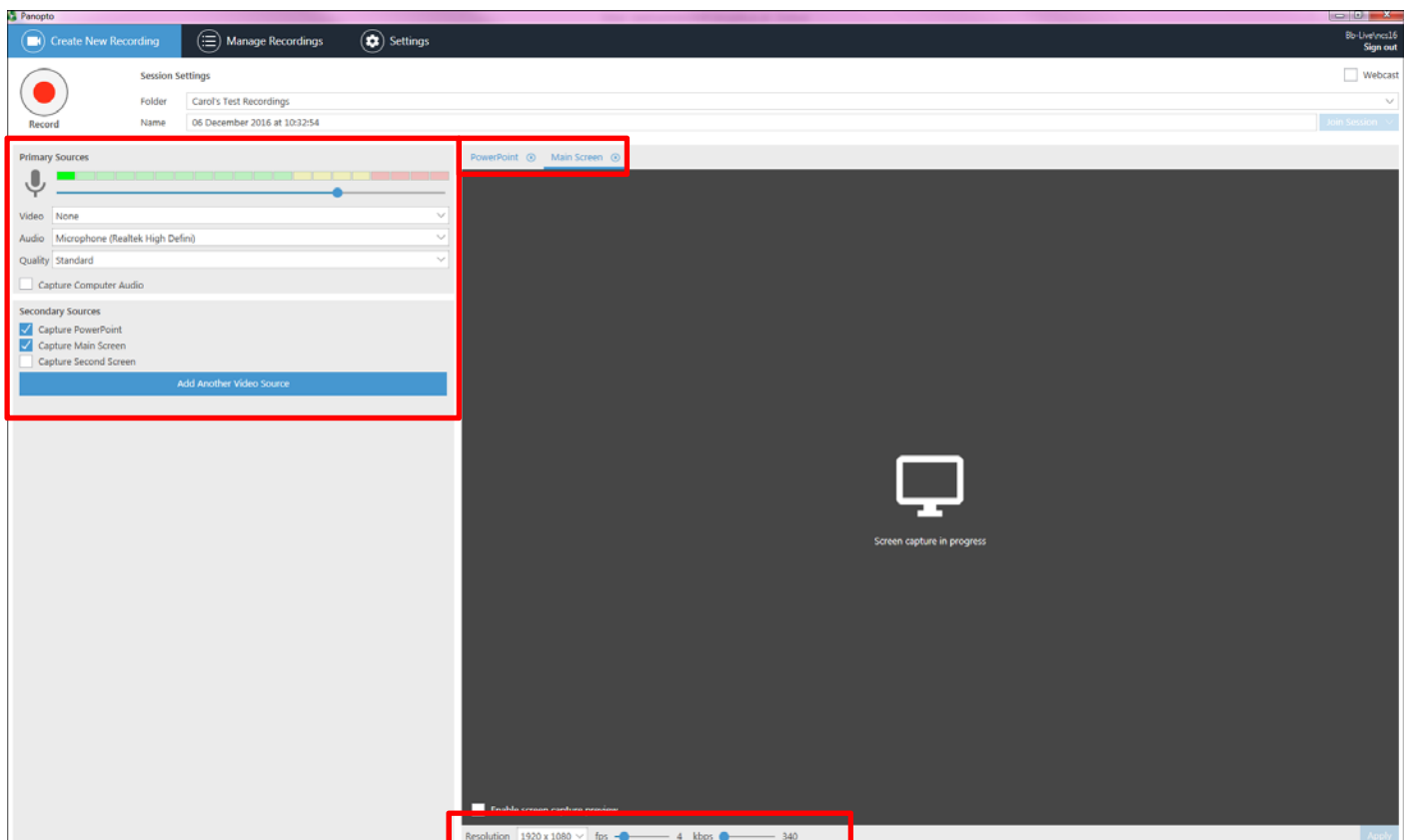


Choosing what to record

Once you have determined the destination for your recording, you must choose the inputs that you would include in your recording. The software can capture:

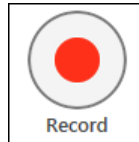
- **Video** - from a webcam (built in or USB)
- **Audio** - from a webcam or dedicated microphone (built in or USB)
- **PowerPoint** - from a PowerPoint presentation
- **Main Screen** - from your computer monitor
- **Second Screen** – from a second computer monitor
- **Computer Audio** – from any audio you play through your computer

You can choose to capture all of these or a combination of them. You can also modify the quality of the recording.

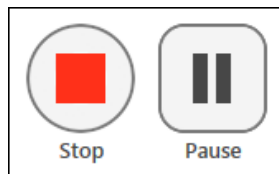


Making the recording – starting pausing and stopping

Starting - after you have chosen what sources you wish to include in your recording click the large red **Record** icon to begin capturing.



Once your recording has started, that icon will change into **Pause** and **Stop**.




Pausing – If during your recording session you wish to take a short break, you may click the **Pause** button, it will then change to **Resume** and when you are ready to continue with your recording click the Resume button.



Stopping - Once you've completed your recording session click the **Stop** button. A message will be shown to confirm that the recording is complete and you will be offered the opportunity to add a description. You can then choose whether to delete the recording if you are unhappy with it or upload to the chosen folder. If you had previously picked a destination folder, your session will begin uploading to that folder.

Recording Complete



Session name

Located in folder
Carol's Test Recordings

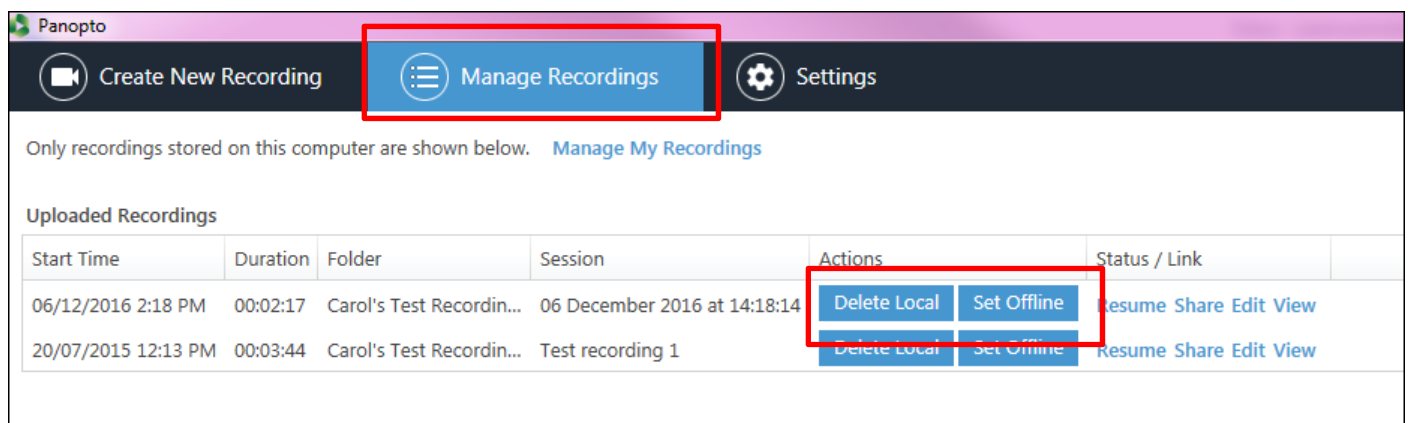
Enter a description (optional)

Things to note:

- **Screen capture** - the software will capture all of your screen and it is therefore recommended that you close any programmes and documents that you do not wish to appear in your recording.
- **Pausing** - The portion of the recording which you placed on pause will be reflected as an edit and will not be shown in the published version of your recording. You may choose to extend the pause period, shorten it, or remove it completely. The Panopto editor is non-destructive which means that edits may be added or removed at your discretion, without the fear of ruining an original recording. A common use-case for this is when a presenter places a recording on pause and neglects to resume recording after the break. Within the Panopto editor, you can edit the remainder of the recording back into the final presentation.

Uploading Recording

Once your recording has ended, you will be taken to the Manage Recordings page. This page provides a list of sessions that have been recorded offline, are uploading, or have completed uploading.



Offline Recordings are recordings that you have not yet picked a folder for, so they are stored on your computer.

Currently Uploading Recordings are recordings that are in the midst of the upload process.

Uploaded Recordings are recordings that have completed upload and are either processing or ready for viewing. You may also perform additional actions on the recordings listed in this area

Delete Local - Clicking this button will delete the copy of the recording that still resides on your computer. This is an irreversible action. The final version that exists on the Panopto site will not be affected by this action

Set Offline - Clicking this button will put the recording in a state where it may be uploaded to another folder, uploaded using a different name, or uploaded to a different Panopto site altogether after logging into that new site within the recorder.

Viewing, Editing and Sharing Recordings

When the upload process has finished you can the 'View' 'Edit' or 'Share' the recording by following the links.

View – you will see the version of the recording that will be made available to your audience.

Edit – it is possible to edit the recording using the Panopto editor, this is a web based editor and does not require the installation of any additional software but will require an internet connection. Full editing instructions can be seen at <https://support.panopto.com/articles/Documentation/Basic-Editing> and <https://support.panopto.com/articles/Documentation/Advanced-editor>

Share – you will be taken to the Panopto interface. This is the 'back-end' of the Panopto (ReCap) system and allows you to view all of your recordings, move them between different modules, edit and rename recordings. To make the recording available to your students you should ensure it is the correct module folder and then make it available via the VLE in the usual way.

Further help

For further help with any aspect of ReCap please contact recap.support@ncl.ac.uk