**Zoom to UICapture: Recording Within ICON**

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2. [Recording Options in Zoom](https://teach.uiowa.edu/Zoom-UICapture#Recording%20Locally)
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4. [Editing in UICapture](https://teach.uiowa.edu/Zoom-UICapture#Editing)
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1. Scheduling a Meeting in ICON

1. Open your ICON course, then from the navigation bar select **Zoom** from the list.
2. Select **Schedule a new meeting**in the upper right of the window.
3. Configure the meeting settings you would like to use:
	* **Registration** is not recommended for most Course Meetings ([guide](https://support.zoom.us/hc/en-us/articles/211579443-Registration-for-Meetings))
	* **Video** is your preference. If you have trouble with the quality of the meeting, it can be good to turn off the participant video.
	* **Audio** should be set to **Both.**
	* **Meeting Password** is not recommended for most meetings.
	* **Enable join before host** is the default, otherwise students will not be allowed into the meeting until the host is there.
	* **Mute participants upon entry** is a recommended setting.
	* **Waiting Room** can be helpful when meetings are used for 1:1 meeting, this allows you to select which students you let into the actual meeting.
	* **Recording the meeting automatically**is off by default but can be used to automatically record to your computer, or to UICapture.
	* **Alternative Hosts** are individuals you have given the ability to start a meeting, they do not have full permissions within the meeting, but most functions are available. ([guide](https://support.zoom.us/hc/en-us/articles/208220166-Alternative-Host))
4. Select **Save** at the bottom of the window to add the meeting to the course calendar.

2. Recording in Zoom

Recording Locally

Produces a file on your Computer

1. Ensure that you have all of the sources you would like to display turned on (Webcam, Microphone, Screen Share) then click the record button
	* If you are sharing your screen, the record button will be in the top bar.
2. To open your Zoom session from ICON, click on **Zoom** in the navigation menu of your ICON course. Once there, you can click **Start** next to your Zoom session to open it.
3. Select **Record to this Computer**
4. Present the content you wish to share with your students live.
5. When you are done presenting and you wish to stop capturing, select the **Stop Recording**button and end the meeting.
6. **Wait for the recording to finish processing before closing the window or shutting down your computer.**

NEW - Recording to the Cloud (Manual)

Automatically moves the recording to your **My Folder** in UICapture (Panopto)
It can take **up to 24 hours to process** the media completely.

1. To open your Zoom session from ICON, click on **Zoom** in the navigation menu of your ICON course. Once there, you can click **Start** next to your Zoom session to open it.
2. Ensure that you have all of the sources you would like to display turned on (Webcam, Microphone, Screen Share) then click the record button.
	* If you are sharing your screen, the record button will be in the top bar.
3. Select **Record to the Cloud**
4. When you are done with the meeting, simply end the meeting and your recording will start processing.
	* If you would like to stop recording early, you can select **Stop Recording** from the in-meeting controls.
	* You will get an email from Zoom when the recording starts moving to UICapture.

New - Recording to the Cloud (Automatically)

Automatically moves the recording to your **Course Folder** in UICapture (Panopto)
It can take **up to 24 hours to process** the media completely.

1. To open your Zoom session from ICON, click on **Zoom** in the navigation menu of your ICON course. Once there, you can click **Start** next to your Zoom session to open it.
2. When you join the meeting, it will start recording in the background. If you would like to edit out any content, you can use the Panopto Editor at [https://uicapture.hosted.panopto.com/](https://uicapture.hosted.panopto.com/%C2%A0)([Trimming a video](https://support.panopto.com/s/article/Trim-a-Video)).
3. When you are done with the meeting, simply end the meeting and your recording will start processing.
	* If you would like to stop recording early, you can select **Stop Recording** from the in-meeting controls.
	* You will get an email from Zoom when the recording starts moving to UICapture.

3. Uploading to UICapture

Moving a Cloud Recording to the Course Folder

By default, Cloud Recordings will be added to your **My Folder**in a folder named **Recorded Meetings**.

You can drag and drop the session into the folder you would like it to be in from within the **Browse**menu

You can also share the recording in your ICON course by using the steps below.

Uploading to a Page/Announcement/etc. in ICON

[Upload a video you created outside of UICapture](https://teach.uiowa.edu/UICapture/Guides/Embed-Session#Upload)

You are able to embed a UICapture session anywhere the Rich Content Editor (RCE) is available
[What is the RCE (Rich Content Editor)?](https://community.canvaslms.com/docs/DOC-10728-67952720342)

Uploading to the Course Folder in UICapture

[How to upload video files using the Create button](https://support.panopto.com/s/article/Batch-Upload-Video-Files)

You can easily access the course folder for your ICON course through clicking UICapture in the navigation of your ICON course.



4. Editing in UICapture

[Trimming Your Session](https://support.panopto.com/s/article/Edit-a-Video)

The most common edit that you will make to a recording is to trim off the beginning/end so it only includes the content you intended to present.

[Adding ASR Captions](https://support.panopto.com/s/article/ASR-Generated-Captions)

In order to make what is said searchable captions are generated automatically. If you wish to edit these captions and release them to your students, you can do so from within the Panopto editor.

It can take up to 24 hours from when the session finishes processing to generate these Automatic Speech Recognition captions to be available.

[Adding a YouTube Video](https://support.panopto.com/s/article/Embed-a-YouTube-Video-into-a-Panopto-Session)

You can use UI Capture to embed YouTube videos into your ICON course.

[Adding a link in the Table of Contents](https://support.panopto.com/s/article/Table-of-Contents)

You can create a table of contents for your video to allow users to easily refer to specific parts.

Adding a Quiz

[Adding a quiz to a Panopto Session.](https://support.panopto.com/s/article/How-to-Add-a-Quiz-to-a-Video)

[Adding a Panopto Quiz to your ICON Course.](https://support.panopto.com/s/article/Canvas-Quiz-Reporting#hTargetInstance0)

5. Sharing in ICON

Sharing UICapture content in ICON can be done quickly through the Integration between the two platforms.

[How to share content in ICON](https://teach.uiowa.edu/UICapture/Guides/Embed-Session).

If your UICapture session includes a quiz, you can embed the quiz in an assignment in ICON and have the grades automatically passed back to your ICON gradebook. ([guide](https://support.panopto.com/s/article/Canvas-Quiz-Reporting#hTargetInstance0))