University Classrooms: Capturing Video and Audio

This guide shows how to capture and share video and audio in a University of Iowa Classroom (UCR) using equipment and software installed in the room. Each UCR has a camera, microphone, and software to facilitate teaching and learning either in-person or through virtual instruction.

Support: For questions regarding this instructional technology, please contact the ITS Help Desk at its-helpdesk@uiowa.edu or call 319-384-HELP (4357).

For additional information on services provided by Learning Spaces, please visit https://teach.uiowa.edu/learning-spaces-services.

Cameras and Microphones in UCR

Each UCR has both a camera and microphone to capture teaching and learning activity, for use in synchronous (e.g., Zoom) or asynchronous (e.g., Panopto) instruction.

The cameras are generally of two types:

- A Huddly Go webcam attached to the podium:

  - In most cases, this camera is mounted on a flexible "stick" that can be physically adjusted to capture the instructor, whiteboards, or other instructional activities.
• A Pan-Tilt-Zoom (PTZ) camera usually mounted on the ceiling:

  o This camera can be remotely adjusted through the room control panel to focus on the instructor, whiteboards, or other instructional activities.

The microphones generally come in two types:

• A MXL USB web conferencing mic placed on the podium:

  o This mic can be moved around the podium to best capture instructor audio but must remain connected to function.
  o This mic will capture most audio within about 15 feet of the device.
  o This mic will not amplify the instructor’s voice through the UCR AV system.

• A wireless microphone is usually found in a drawer in or around the classroom podium.
  o There are two types of wireless mics.
    ▪ A lavalier mic consisting of a transceiver and wired lapel microphone:
• A hand-held microphone:

  o The wireless mics will amplify the instructor's and students' voices through the UCR AV system.
  o Do they all function with Zoom and Panopto?

Using the cameras and mics with Zoom, Panopto, and Skype for Business

Each computer in a UCR is equipped with software that works with the camera and microphone enabling the recording, sharing, and online storage of video and audio for synchronous and asynchronous teaching and learning:

• **Zoom** is a cloud-based video conferencing platform that allows instructors to capture, “broadcast” and share live, in-person instructional activity to a wide variety of learners using a variety of built-in tools like chat, polling, and other engagement functions.

• **Panopto** is a cloud-based video recording and editing platform that allows instructors to capture instructional activity to share on ICON and other content management platforms.

• **Skype for Business**, like Zoom, can be used for sharing live, in-person instructional activity, but lacks much of the functionality of Zoom.

While each UCR podium computer is configured to automatically enable the camera and microphone in the room to use the software above, the instructor can select the appropriate camera and microphone should the need arise.

In the camera or video selector in Zoom, Panopto or Skype for Business, select the **Huddly Go** camera or the **PTZ** room camera. Here are examples:
• Zoom

• Panopto
• Skype for Business

![Skype for Business - Options](image)

- **Special instructions for laptop users**

Each UCR is equipped to allow instructors to connect and use their laptop with the room AV equipment, **however**, the cameras, microphones, and software in the room:

- will **not** capture audio or video input directly from the connected laptop
- or, conversely, capture audio or video from the room for input into the laptop.

**Please note:**

- Instructors using a laptop can capture in-person sessions with Panopto with the UCR camera, microphone and software while simultaneously capturing their laptop output in a separate Panopto recording. These files will be saved and stored as distinct files in Panopto and can then be shared with students.

**Capturing high-quality video and audio**

Each UCR has been set-up for ease of use by a wide range of instructors and a broad array of instructional activities. It is highly recommended that each instructor
follows some simple steps to ensure good quality results when capturing audio and video:

- Check the audio and video signal each time they are used
  - Zoom and Panopto prompts users to check video signals and audio input levels before starting a session or a recording
- When checking the video signal, adjust the camera position to best capture the desired activity or material for each class session
- Position the microphone to capture the desired audio for each class session
  - The web conference mic captures a 180-degree arc of sound and may be moved on the podium to point to the center of the activity being recorded

**For virtual instruction:**

- As most UCR are not equipped to capture, or amplify, audio from students, it is **highly recommended** for instructors to repeat student questions so they can be heard, captured, and recorded.