

Basic Editing of Panopto Recordings

When a recording is created in Panopto you may wish to remove certain sections before publishing it to students. You may want to add the YouTube video shown in class or add a quick quiz at a certain point in the recording. The steps below will cover basic editing

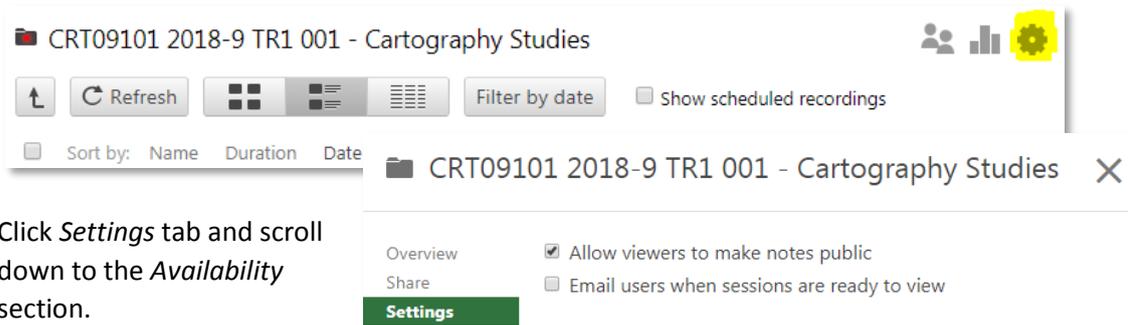
The Panopto folders

1. Once you have 'provisioned' your Moodle module then a corresponding folder is available on the Panopto server (see guide: [First steps with Panopto](#)).
2. Staff have their own private *My Folder* so you may wish to upload all your recordings there before moving it to the module folder.

Setting availability dates

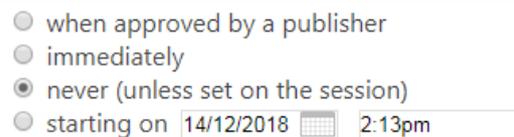
Settings to control the availability of recordings can be made at the folder level, or for individual recordings which then override the folder settings.

1. There are no availability dates for private *My Folders* as they are not accessible by other users. Recordings in this folder are either moved to a module folder, or are made accessible to anyone in the institution or the wider world.
2. Click the cog icon to set the default availability for a folder.

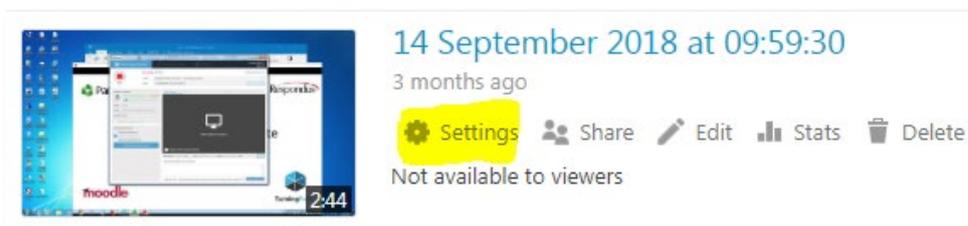


Click *Settings* tab and scroll down to the *Availability* section.

If you are intending to review or edit recordings before they are released to students then select *never*. Click the X to close the window.



3. To set the availability of an individual recording click the *Settings* icon.

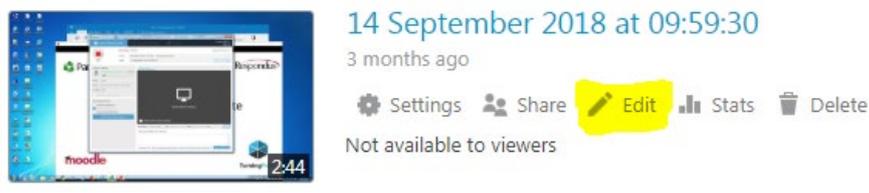


Scroll down to the *Availability* section and note the default setting matches the folder setting. Change the availability to *now* or at a specific start date.



Basic editing of recordings

1. Click the edit icon and editing screen will open in a new browser window.

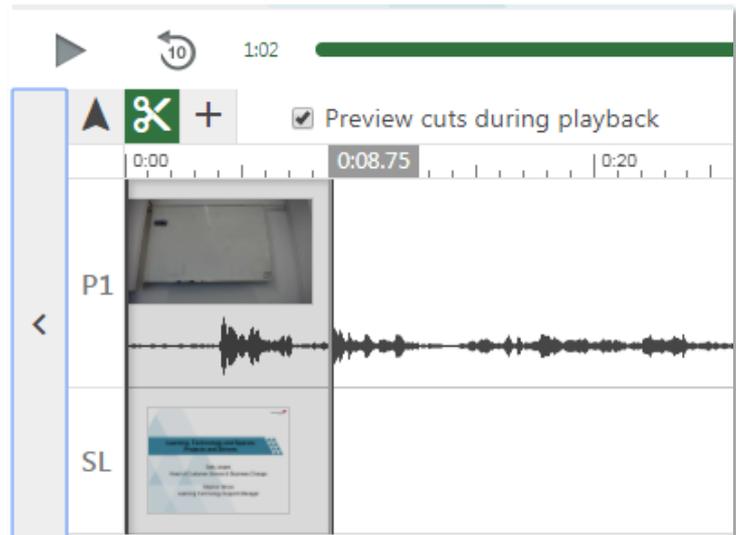


2. Click the scissor icon and then click the on the time where the removal will start begin.

A vertical cursor line will appear which you drag to the right and let go when you have reached the removal end point.

The removed section will be grayed over and will not appear in the video when it is published.

The process can be repeated multiple times.



3. To save the edit click the *Publish* button at the top-right of the screen and the video will be re-encoded which may take several minutes. Note that all edits are non-destructive so you are always able to restore the recording to its last published state. To do this click the *Revert* button. There is an *undo* icon for the last edit action.



Further editing options

1. You may wish to import captions from the automatic speech translation. Although these will not be accurate they do add to the searchable resources for students to find pertinent content (PowerPoint text is searchable).
2. The table of contents is created automatically based on the titles of your PowerPoint slides. To add items click on the appropriate point on the timeline and choose to add either a
 - Heading text
 - Quiz
 - Youtube video
 - Web page

