Editing Panopto Videos
A guide for new Panopto users

Here's a quick overview of what this handout covers:
1. Open the Panopto editor.
2. Clip segments out of your recording.
3. Add chapters and embed webpages in your recording.
4. Insert recorded segments into your recording.
5. Save your changes and exit.

Detailed Instructions

1   Open the Panopto editor

After creating your recordings in Panopto, you may want to go back and edit them to make changes later. The editor is available online and requires no special software to download or install. The editor does require installation of the **Microsoft Silverlight** plug-in which is also required in order to view Panopto recordings. There are several ways to find the Panopto editor:

- Open your favorite browser to **http://smhsgwu.hosted.panopto.com**. In the **User Login** section select **Blackboard** from the dropdown box and click **Login.** Enter your Blackboard username and password on the screen that appears.
- If you have the Panopto Recorder application open on your Windows computer, go to the **Recording Status** tab and select **Manage My Recordings**.

1. After logging in to the Panopto server you should see a listing of available recordings.
2. Click the name of your course on the left under the **Folders** section to just show recordings from your class.
3. Move your mouse over the recording that you wish to edit.
4. Click the slate icon 🎬 next to your recording to open the editor.

2   Clip segments out of your recording

The editor looks very much like the Panopto viewer that you use to preview your recordings with the addition of a detailed timeline below the screen/slides content.

To remove the beginning or end of a recording:
1. Locate the clip handles on either end of the time line.
2. Drag it inward to the point at which you want the recording to begin or end.
3. Anything in the grayed out areas will be removed.
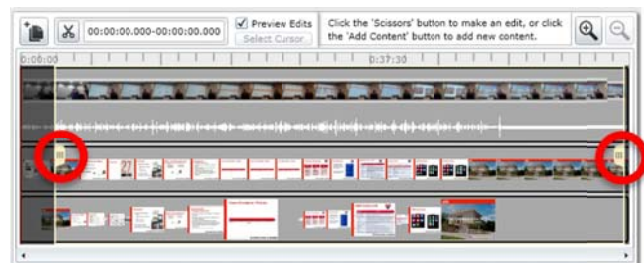
To remove a segment in the middle of your recording:

1. Click the **scissors icon** at the top left corner of the timeline.
2. Click once **inside the timeline** on the section of the presentation you'd like to remove.
   Notice the timestamp next to the scissors shows the exact time for where your mouse is currently located.
3. Drag your mouse to the left or right on the timeline.
   Notice the 2nd timestamp value shows the exact time for where your mouse is currently located.
4. Click a **2nd location on the timeline** to mark the end of the segment you'd like to remove.
5. When completed, the segment can be adjusted by dragging the handles in either direction (if needed).
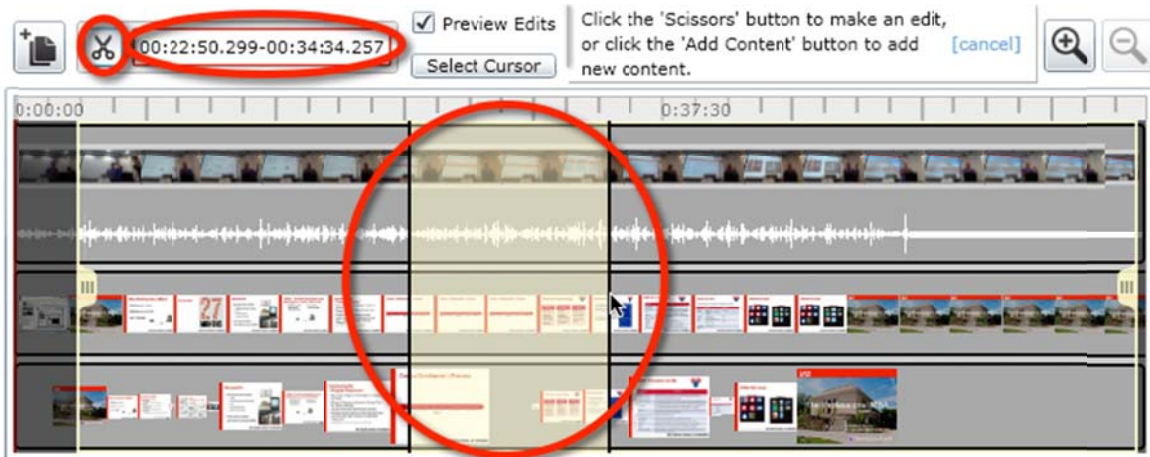
6. Once you are satisfied with all of your edits, click the **Save** button on the upper right corner of the screen.
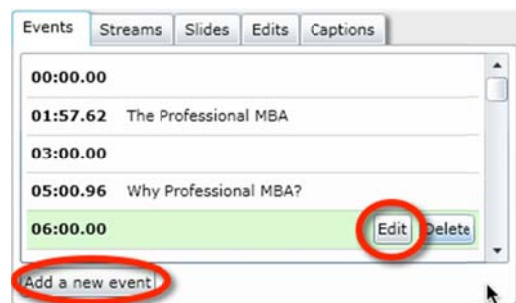
NOTE: The editor is "non-destructive": the deleted segments of your recording can be easily restored even after saving your changes.

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3 **Add chapters and embed webpages in your recording**

Panopto automatically creates chapters every 3 minutes during a recorded video. It also creates a new chapter every time you change slides if you use it with PowerPoint. You may add additional chapters for your students to help them find important segments of your recording.

1. Click the **Add a new event** button under the *Events* section in the lower left corner of the screen.
2. Select a location on the *timeline* where you would like to add the event.
3. Enter a title for the chapter in the **Caption** field.
4. Enter a **Url** in the field provided to open that site in a new tab during session playback.
   NOTE: This feature only works if the viewer has an active Internet connection while viewing a presentation. It will not load if viewed or downloaded offline.

4 **Insert recorded segments into your recording**

If you already have videos, slides, or Panopto recordings, then you can easily insert them into an existing recording. To add another Panopto recording to an existing recording

1. Click the **Add Content** button located next to the scissors icon on the timeline.
2. From the **Add another session** tab, click the **triangle** next to the folder where your existing Panopto recording is saved to expand the folder.
3. Select the recording from the list under the **Pick a session**.
4. Select a location for the new recording under the **New Session Position** area.
   a. Choose **Start** to place the selected recording at the start of your current one.
   b. Choose **End** to place the selected recording at the end of your current one.
   c. Choose **Click to position** to place the selected recording somewhere in the middle of our current recording. Select a location on the timeline that appears to place the selected recording into the middle of your current recording.

To add a recording from an existing file:
1. Click the **Streams** tab on the left side of the screen.
2. Click the **Add a video** button at the bottom of the tab.
3. Click the **Browse** button and select the video file from your computer. Accepted file types include AVI, Windows Media (wmv), MPEG, iPod (mp4), Quicktime (mov/qt), Flash Video (flv), and PowerPoint (pptx).
4. Select the **Stream Type** as **Primary** to include audio and appear in the upper right corner of the screen or **Secondary** to appear in the larger area on the right.
   NOTE: PowerPoint files can ONLY be loaded as a Secondary Stream.

To add a PowerPoint presentation from an existing file:
1. Click the **Slides** tab on the left side of the screen.
2. Click the **Add a presentation** button at the bottom of the tab.
3. Click the **Browse** button and select the PowerPoint file from your computer.
4. Wait for the system to finish processing the presentation. Your slides will appear under your PowerPoint file.
5. To make each slide appear during your recording, click the **Add** button next to the slide, then select a location in the green highlighted area of the timeline to indicate when yo u want the slide to appear.
6. On the screen that appears you may edit the **Caption** title of the slide and include **Searchable Metadata**.
7. Click **OK** to save your changes.
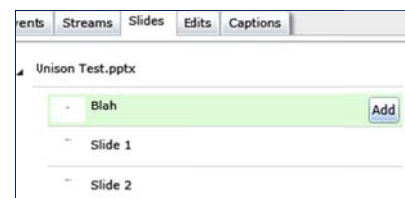
5 **Save your changes and exit**

Always remember to save your work once you are satisfied with all of your edits. Panopto edits are "non-destructive" meaning that you can always return to the original recording even if you previously deleted segments of your recording.

1. Click the **Save** button on the upper right corner of the screen.
2. Click **Save and Continue** if you would like to continue working on this recording.
3. Click **Save and Quit** to save your changes and exit the editor.

After saving your changes, Panopto will need to make the video unavailable while it re-encodes the edited version for the Internet, audio, and video podcasts.

If you have any questions contact Meghan Foster at 202-994-2672 or mdfoster@gwu.edu.