

# Panopto: A guide to editing recordings

## Introduction

This short guide is designed to help you edit your Panopto recordings before they are released to your students. You may wish to trim or cut a section or sections from your recording before it is published, and this guide will give you a quick overview of how this is done.

Once your automatic recording has been uploaded to your StudyNet module you will have two working days in which to edit the content before the recording is made available to students and published on the module. You can access the recording through the relevant module on StudyNet. The table below shows when automatic recordings will be available to edit and when they're published on StudyNet.

If the recording take place on...	It will be available for editing on...	Published on StudyNet at...
Monday	Tuesday, Wednesday, Thursday	00:01 Friday
Tuesday	Wednesday, Thursday, Friday	00:01 Saturday
Wednesday	Thursday, Friday, (+Sat, Sun), Monday	00:01 Tuesday
Thursday	Friday, (+Sat, Sun), Monday, Tuesday	00:01 Wednesday
Friday	(Sat, Sun +) Monday, Tuesday, Wednesday	00:01 Thursday
Saturday	(Sun+) Monday, Tuesday, Wednesday	00:01 Thursday
Sunday	Monday, Tuesday, Wednesday	00:01 Thursday

Manual recordings are not automatically published and are available for editing shortly after they have finished uploading and processing.

## Step 1

Go to the module for the recording you wish to edit and click on the Panopto link under **StudyNet Tools** in the module menu.

This will open the Panopto module folder for the module where all your recordings will be located.



Figure 1 - Panopto Module Folder

## Step 2

Move your mouse cursor over the recording you wish to edit and click on the 'Edit' icon (fig.2) from the options to the right of the recordings thumbnail image.

This will open the recording in a new browser tab ready for editing. The view is similar to that of the playback view but has the extra editing functionality.



Figure 2 - Edit option for recording

## Step 3

Click on the 'Cut' icon (denoted by a pair of scissors) located just underneath the main recording window, just under the play button

When the Cut icon is highlighted green then the video editor is available to use.

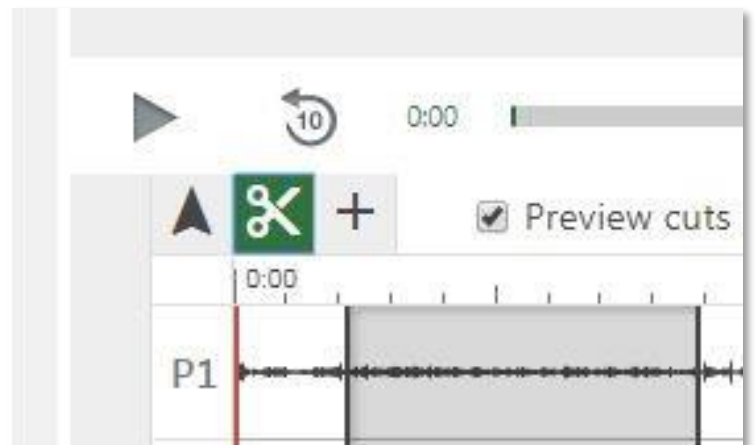


Figure 3 – Cut Icon in the edit window

## Step 4

There are two main ways in which you can use the Panopto editor – Trimming and Cutting.

- **Trimming** allows you to adjust the start and /or the end point of your recording. This is a good option if you wish to change the start or end point of a recording.
- **Cutting** allows you to remove a section or sections of the recording. This could be useful if say you have a break in the middle of your lecture.

### Trimming

To trim a recording from the start – Locate the trim handle in the timeline and then **click and drag the edit handle** from the left to the right and position where you 'd like the recording to start.

To trim the end of a recording **click and drag the edit handle** from the right to the left and position where you 'd like the recording to end.

The trimmed content will appear greyed out on the timeline as Panopto editing is non-destructive. This means that trimmed and cut content won't be lost and that you can re-adjust the edits at any time.

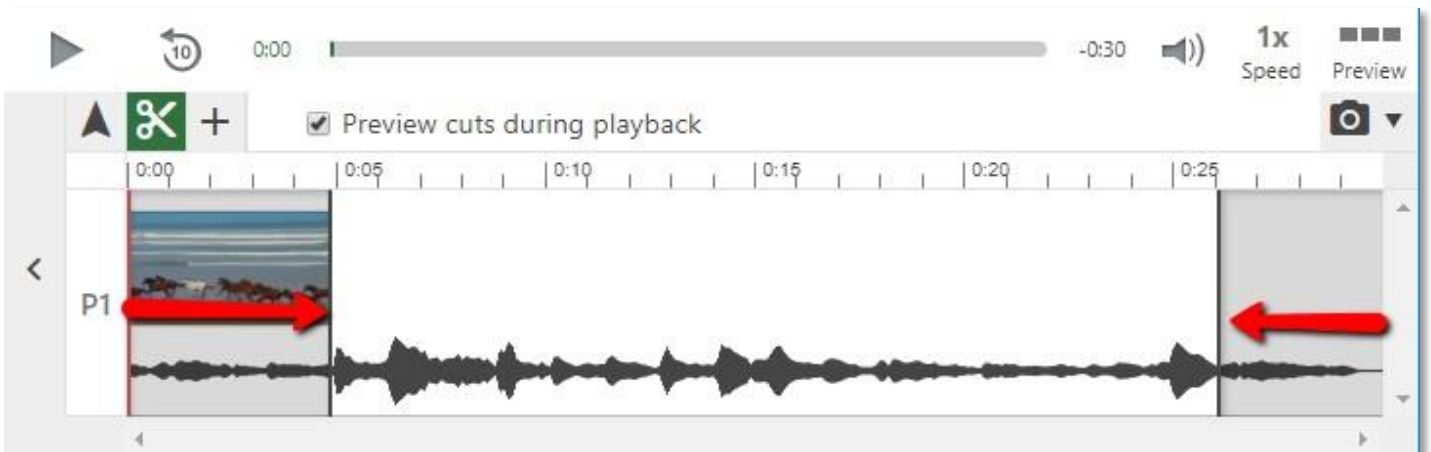


Figure 4 – Trimming a recording in the editor

## Cutting

To cut a section from the middle of the video, position the mouse cursor over the point you would like to start the edit, **click and drag** to the right and then let go at the point you want the cut to finish.

You can add as many cuts as you wish to the recording and re-adjust the edit points at any time.

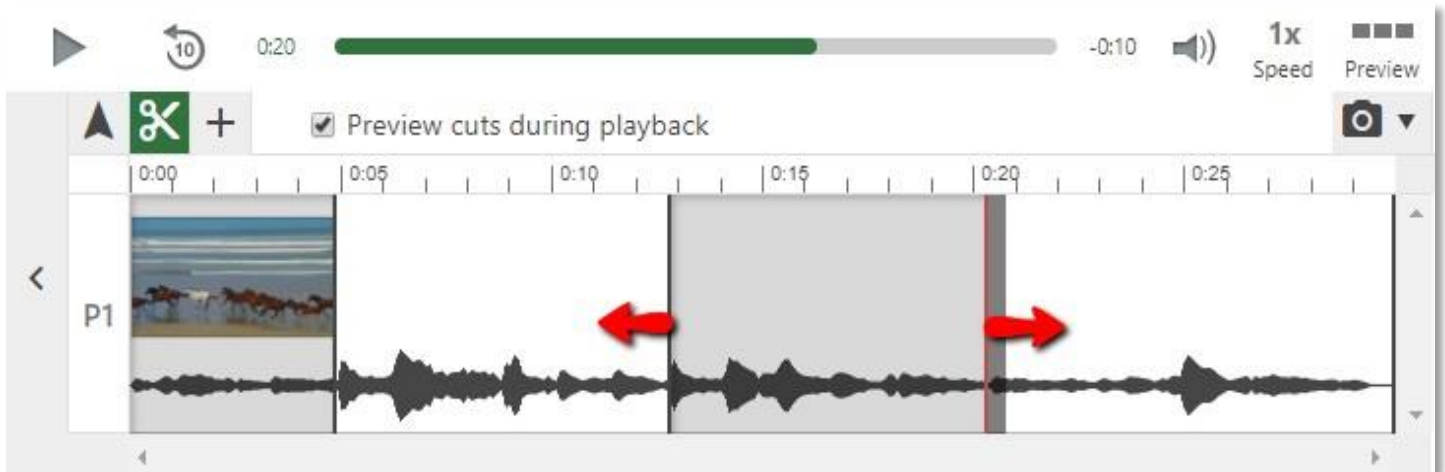


Figure 5 – Cutting a recording in the editor

## Step 5

Once you have finished editing the recording click the **'Publish'** button at the top right of the screen.



Figure 6 – Click Publish to save your changes

## Support and Guidance

- For more information about Panopto at UH including, instructional guides and video resources please visit <http://www.studynet.herts.ac.uk/go/recording>.
- For help, please contact the helpdesk by emailing [helpdesk@herts.ac.uk](mailto:helpdesk@herts.ac.uk) or call 4678.

*Note: The guidance given in this document may be updated from time to time to reflect changes in the Panopto application and the integration with UH systems.*