Panopto Advanced Editing

PANOPTO EDITOR
The Panopto editor allows for web based editing from any Mac or Windows computer. Microsoft Silverlight plug-in is required for editing. The Panopto Editor lets you create multiple versions, called ‘edits’, of recorded sessions. The edit called default is created automatically, and contains the entire recording. You can modify default or create additional edits without affecting the original session content.

1. Log into Panopto using your college login by going to: https://imperial.cloud.panopto.eu
2. After logging in to the Panopto server you should see a listing of available recordings.
3. Click the name of your course on the left under the My Folders section to show recordings from your module.
4. Hover your mouse over the recording that you wish to edit and the Action Icons will appear.
5. Click the director’s cut board icon next to your recording to open the editor.

Or alternatively on the actual recording’s screen click on the same icon in the top right corner of the window.

How to navigate/seek in the recording/add searchable chapter

1. Clicking anywhere in the timeline will seek the video to that point
2. Click on any of the events will seek the video to where that event starts

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3. Click the **Add a new event** button under the Events tab in the lower left corner of the screen.
4. Select a location by moving the black bar along the timeline where you would like to add the event.
5. An **Edit Event Properties** window will open. Enter a title for the chapter in the caption field and keywords/phrases in the **Searchable Metadata** box and click OK (the thumbnail image will be created after the session re-processes).

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**Thumbnails can only be inserted into screen capture and secondary video streams.**

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**How to edit a thumbnail/event**

1. Click **Add a new event** under the **Events** tab in the lower left corner of the screen.
2. Select a location by moving the black bar along the timeline where you would like to add the event.
3. An **Edit Event Properties** window will open. Enter a title for the chapter in the **Caption** field and keywords/phrases in the **Searchable Metadata** box and click OK (the thumbnail image will be created after the session re-processes).

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**How to modify the start time of a stream**

1. Click the **Streams** tab.
2. Click **Edit** on the stream you wish to modify.
3. Change the start time as desired and click **OK**.

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**Switching between different edits in the Panopto Editor**

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Additional information about thumbnail generation:

1. For slides (PowerPoint or Keynote): they are generated every time a slide advances.
2. For secondary video (screen cap, secondary camera): they are automatically generated every three minutes. You can add in events to supplement the three minute gap in secondary video.

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You can use this easy accessible drop down menu to quickly hop from one version of the recording to another.

**Inserting/Editing captions**

You can manually type in a caption stream for your recordings right from the editor. To do this, click on the captions tab – start typing in the text box – press **ENTER** when you want to add your captions. After saving and committing the captions, these will now be visible in the captions tab in the viewer.

**Useful Panopto Editor features.**

1. **Stop button.** Clicking the stop button returns the video back to 00:00
2. **Preview Edits.** If checked, only the segments of video that are being kept will play
3. **+/- controls.** This allows you to zoom in/out of the recording
4. Clicking **revert** will undo all editing that has been done

**Splicing and Remixing**

Have you ever wished you could re-record part of a lecture? Introduce your video with a polished lead-in track? Show part of another video in your own presentation? Easily stitch several presentations together? You can do it with Panopto’s remixing capability. With the easy-to-use Panopto editor, you can make your presentations richer and more engaging.

Find the session that you want to add content into and click edit.

1. From the ‘add another session’ tab, expand the Folder and click on the session that will be spliced in.
2. To add the new clip to:
   - the beginning of your video under **New Session Position** – select **Start** – then click **OK**
   - the middle of your video Under **New Session Position** – select **Click to position** – then click **OK**
   - the end of your video under **New Session Position** – select **End** – then click **OK**
3. The session will be added to the start/middle/end of the editor timeline (note: you will have to re-adjust the handles if you move the newly spliced in segment).

4. Click save then save and quit.

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Adding PowerPoint presentation or single slide

You can add a PowerPoint (or an additional PowerPoint slide) to an existing recording via the edit screen.

1. Working in the 'Slides' tab, Click the 'Add a presentation' button then upload your presentation and/or single slide from your computer.

2. Once the Presentation has uploaded and finished processing you need to 'Add' each slide to a relevant point of the recording.

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Adding a Hyperlink

You are able to add a URL link to a recording Event, this pauses the recording and displays the link in the main window. Users then need to click Play to resume watching. Note that some websites do not display well (known websites are YouTube and Vimeo). Also, this feature will only work if the viewer has an active internet connection while viewing a presentation. It will not load if viewed or downloaded offline.

1. From the Events tab, click the 'Add a new event' and Set the time, OR right-click the timeline where you would like the event and click 'Add new event'

2. Provide a title

3. Add the URL into the 'Url' field