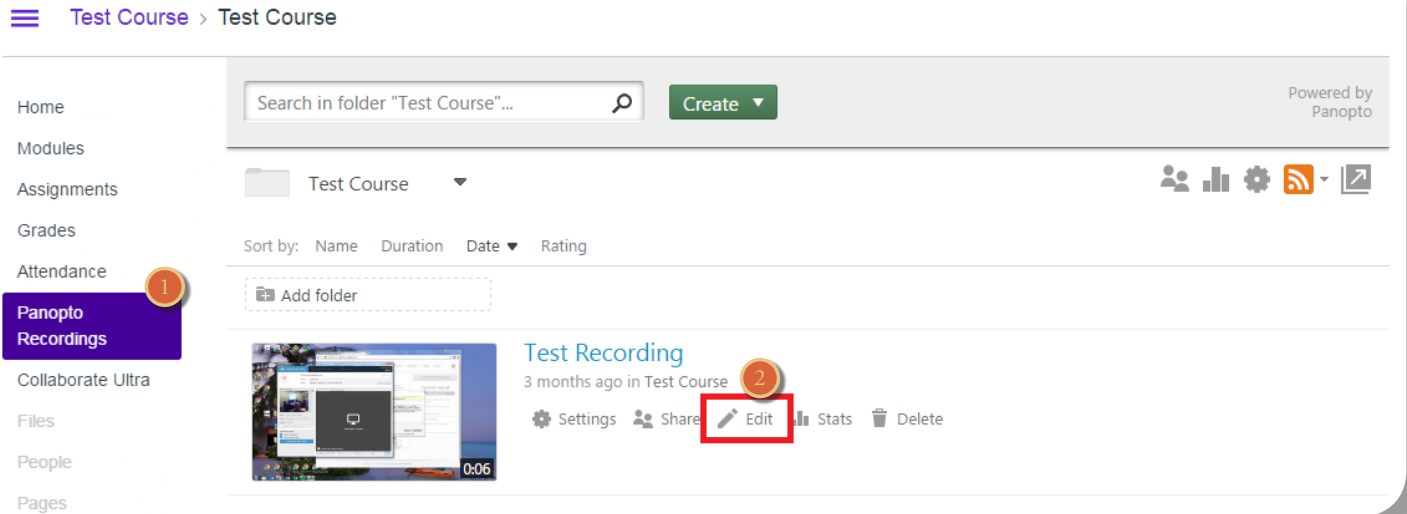
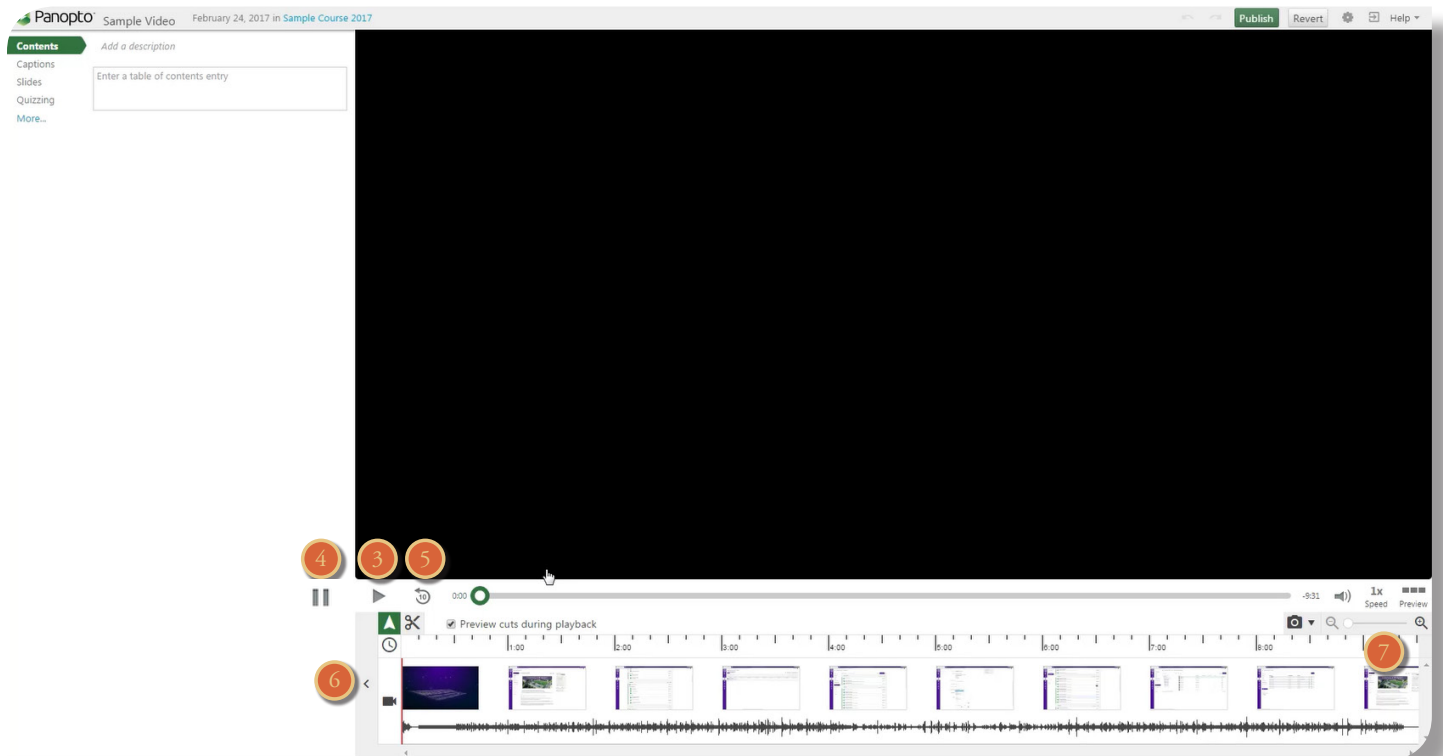


How to use the Panopto basic editor



The screenshot shows the Panopto interface for a course named "Test Course". On the left is a navigation menu with options: Home, Modules, Assignments, Grades, Attendance, Panopto Recordings (highlighted with a red circle and a '1' in a yellow circle), Collaborate Ultra, Files, People, and Pages. The main content area has a search bar "Search in folder 'Test Course'...", a "Create" button, and "Powered by Panopto" text. Below the search bar is a folder view for "Test Course" with icons for users, a bar chart, settings, RSS, and a link icon. A "Sort by:" dropdown is set to "Name", with other options "Duration", "Date", and "Rating". An "Add folder" button is visible. The main content displays a video recording titled "Test Recording" with a thumbnail showing a software interface and a duration of "0:06". Below the video are icons for "Settings", "Share", "Edit" (highlighted with a red box and a '2' in a yellow circle), "Stats", and "Delete".

- 1) To begin open your course and click on Panopto recordings.
- 2) Move your mouse over the video you would like to edit to show the Video options and click on Edit.



3) Click on the play symbol to start playing your video.

4) Click on the pause symbol to pause your video.

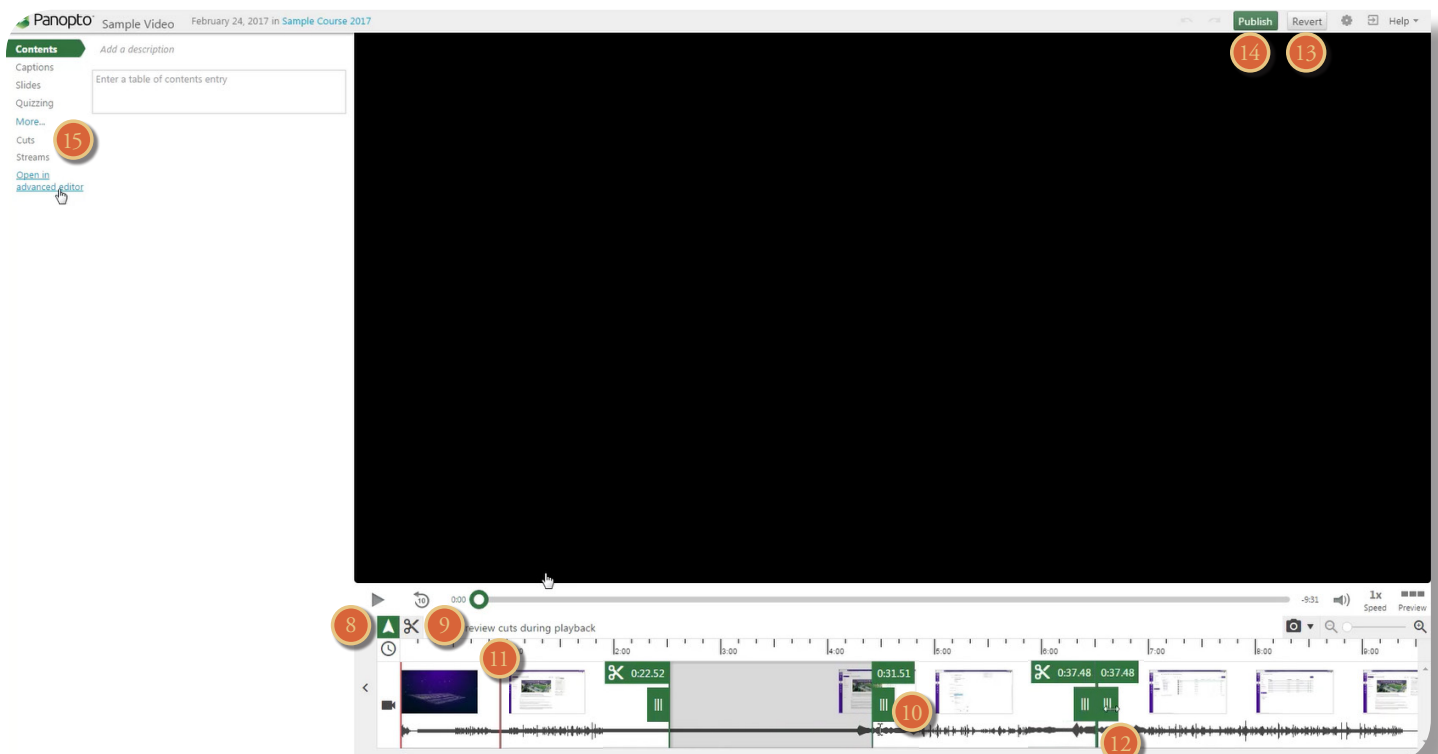
5) Click on the 10 with the arrow around it to Rewind 10 seconds.

6) Click on the arrow the show more of your timeline.

7) Click on the magnifying glass to increase the zoom. It is recommended that you use the Max zoom when editing a video.

You have two tools to use for editing. Both work by selecting the tool and then clicking your mouse inside the video timeline..

- 8) To use the pointer tool click here, then click at any point in the video. From here you can play the video or begin a cut.
- 9) To use the cut tool, click here, then click where you want to start your cut, hold the mouse button down and release at the end of your cut.
- 10) Don't worry about being too precise, you can always increase and decrease the area you want to cut by using the handles here.
- 11) To review your edit, use pointer to go back to before the edit and press play. You can view and change the section you want to cut as necessary.
- 12) You can always remove an edit by moving the handles together.
- 13) If you need to start again, you can remove all your edits by clicking on Revert.
- 14) When you finished your editing, click publish to save the edited file. After you click save, there will be a processing time before your video becomes available again.
- 15) There is also an advanced editor that you can access by clicking here.
- 16) You can't use the advanced editor in Chrome or Edge, so prepare another browser.



The advanced editor is not supported in Chrome or Edge. Please use Internet Explorer, Safari, or Firefox.

[More details](#) 