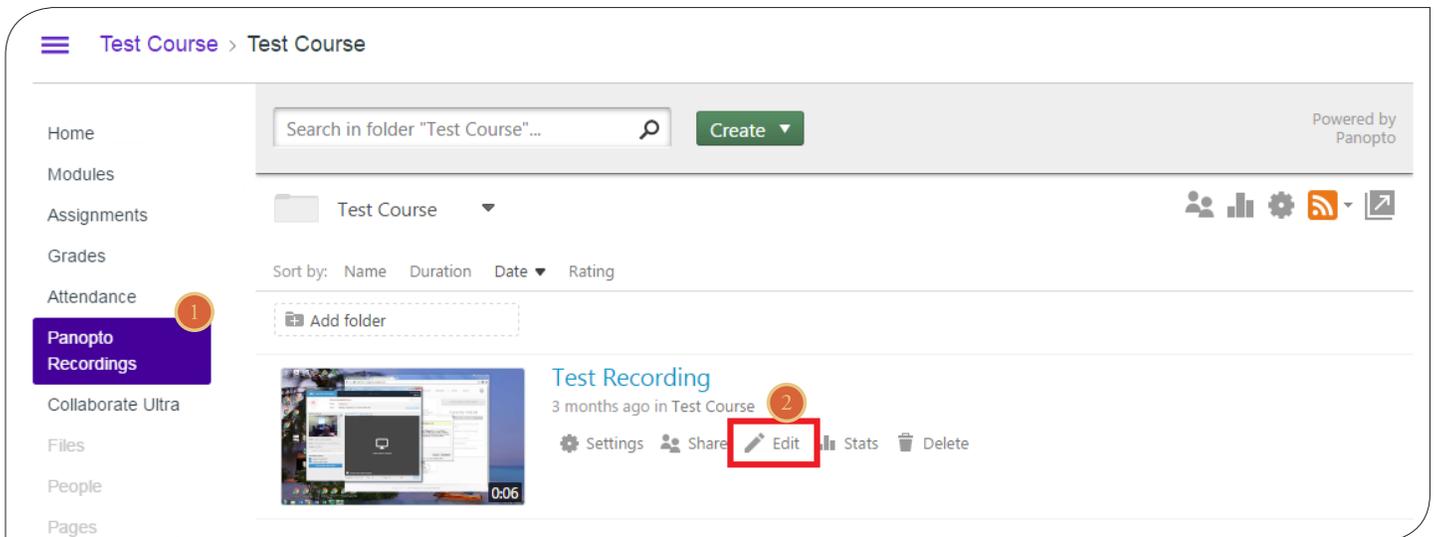


How to use the Panopto basic editor



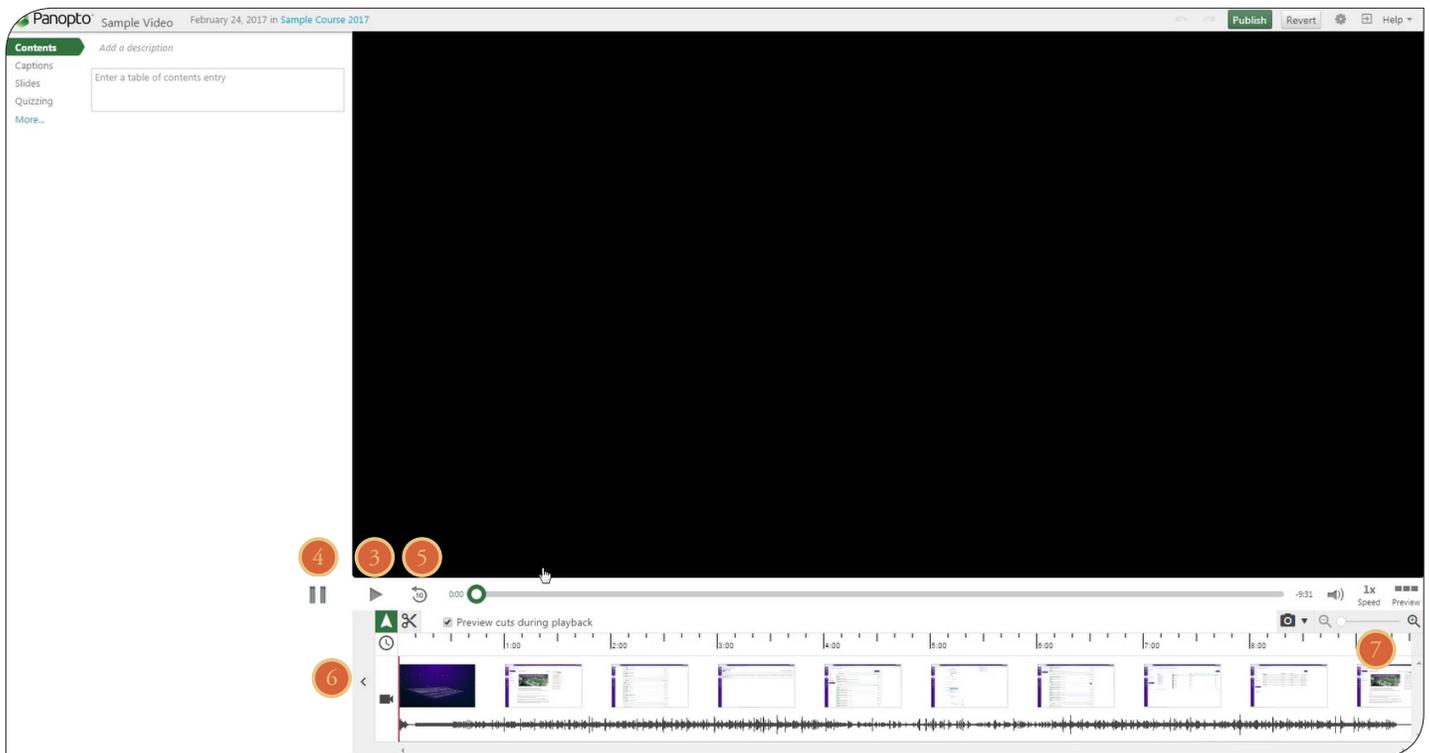
The screenshot shows the Panopto interface for a course titled "Test Course". On the left is a navigation menu with options: Home, Modules, Assignments, Grades, Attendance, Panopto Recordings (highlighted with a blue bar and a red circle containing the number 1), Collaborate Ultra, Files, People, and Pages. The main content area has a search bar "Search in folder 'Test Course'...", a "Create" button, and a "Test Course" folder dropdown. Below this is a "Sort by" menu with options: Name, Duration, Date, and Rating. A "Add folder" button is visible. The main content area displays a video recording titled "Test Recording" with a thumbnail showing a computer screen. Below the video are options: Settings, Share, Edit (highlighted with a red box and a red circle containing the number 2), Stats, and Delete. The video duration is 0:06. The interface is powered by Panopto.

[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.

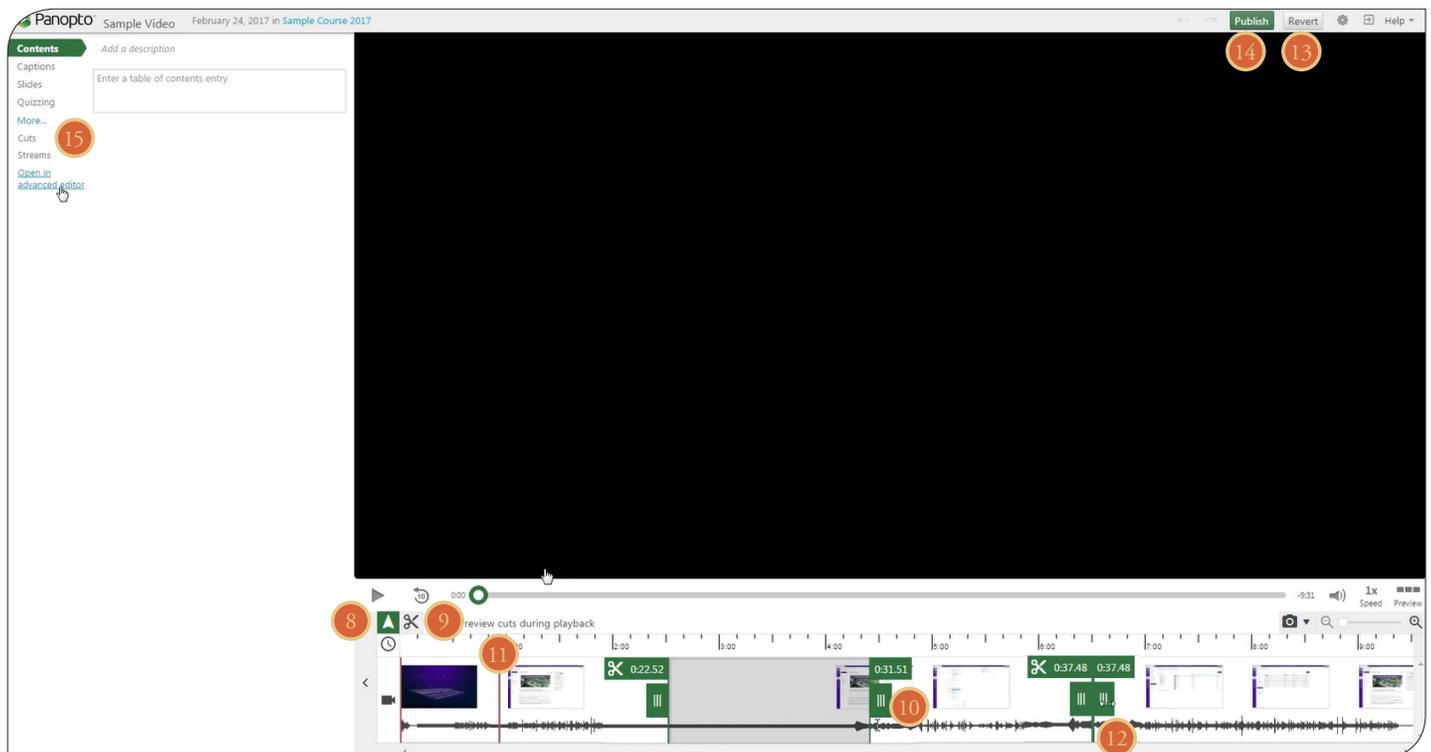
[13] If you need to start again, you can remove all your edits by

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](#)

