Editing Panopto Recordings

After creating recordings in Panopto, you may want to go back and edit them. The Panopto editor is available online and requires no special software to download or install.
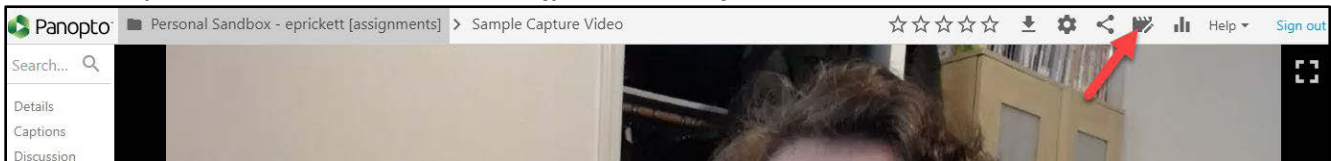
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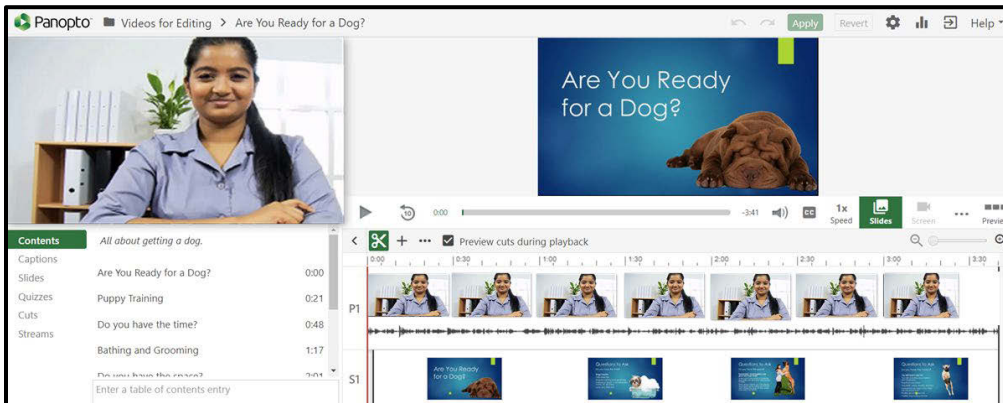- [Use the Focus Tool in the Editor](#)

Open the Panopto Editor

1. After logging in to D2L and selecting the correct course, select the module that contains the link for Panopto Recordings. Click the **Panopto** link.
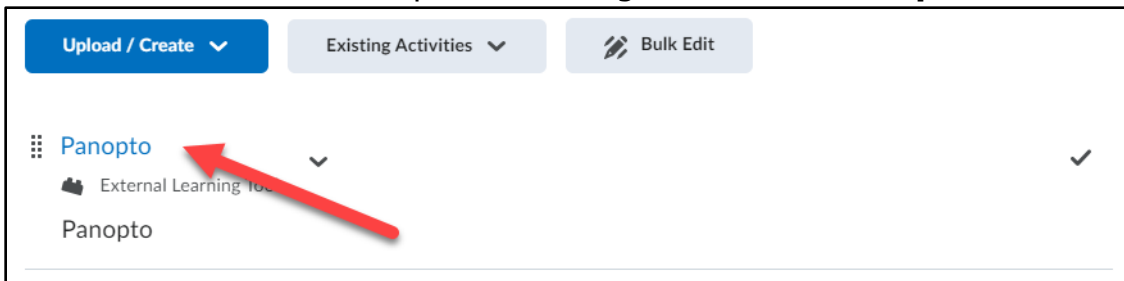
2. Find the recording to which you wish to add captions and click on it.
3. In the top toolbar, click the **Edit** (pencil icon).

Video Editor Overview

The video editor includes the following features:

1. **Video Title**: This is where you can change your video name at any time by clicking the title.
2. **Primary Video Stream** if one was recorded.
3. The **Content** area allows you to add text labels, quizzes, captions, YouTube videos, website links, and more. You can also use this section to edit various contents attributes such as start/end times.
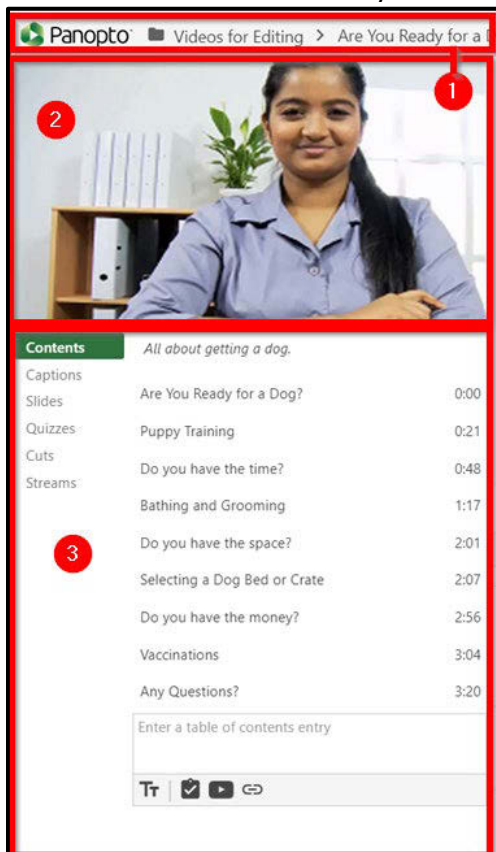
4. **Secondary Video**: This is where you will see your secondary video stream.
5. **Undo/redo**: Use these to discard your most recent change(s).
6. **Apply**: If you're happy with the edits you've made, use Apply to make your changes go live.
7. **Revert**: Your work will always be saved even if you decide not to publish. If you don't like the changes you've made, you can Revert to start over.
8. **Expand**: Use this to expand the timeline view to take up the entire width of the window.
9. **Cut and Pointer tool**: Use this to trim out sections from the beginning/end, middle or from individual streams. You can make trims by dragging your mouse, while clicking in the timeline allows you to seek around the video timeline. Since the editor is non-destructive, you can also use it to add sections back in.
10.   **Plus icon**: Clicking this icon will allow you to add items directly to your timeline, such as streams, clips, quizzes, YouTube videos, and web pages.
11.   **Set thumbnail**: The image set will be used to represent your video in lists, sharing and more. You can use an image from your primary or secondary stream as the thumbnail or upload your own image.
12.   **Timeline**: This is where you will edit your video. The 'Lanes' represent Primary Videos (P), Secondary Videos (S), Slides (SL) or Audio (P). If you have Primary and Secondary videos, Primary videos will be displayed in the upper left.
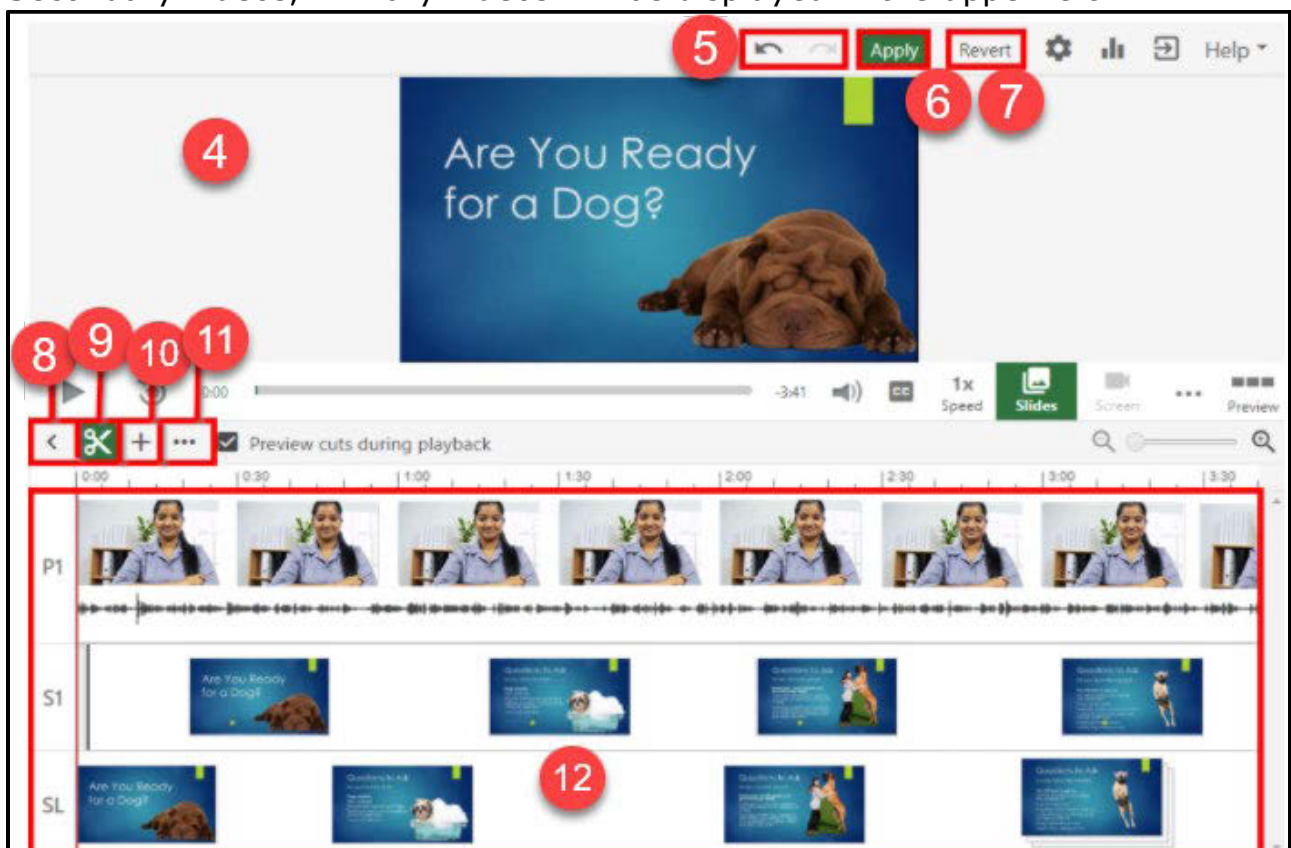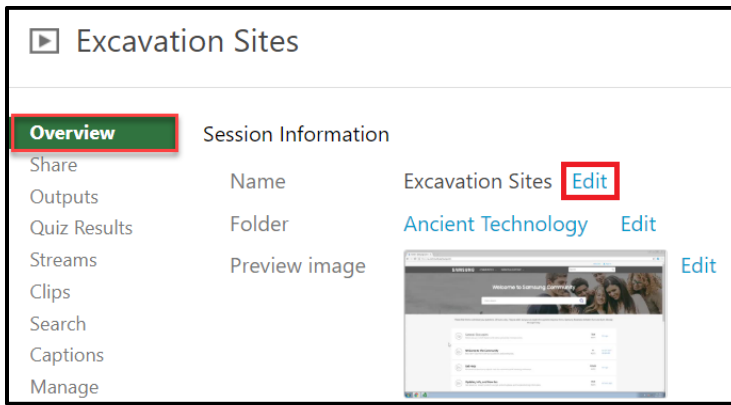
Change the Video Title

1. If you want to change the title of a video from the Editor, go to the top bar of the editor and click on the video title.
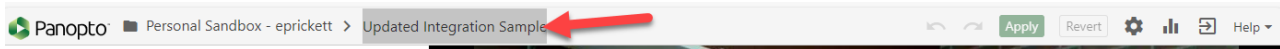
2. If you want to change the title of a video from your list of recordings, hover over the recording and click **Settings** (gear icon).
3. In the **Overview** section, you can change the name of your video by clicking on **Edit** next to the **Name**.

4. Enter the new title and click **Save**.
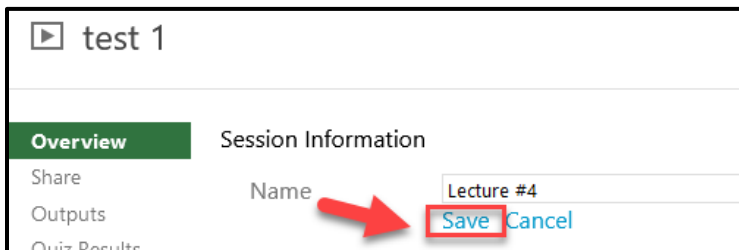

Delete Secondary Stream

If you have recorded your computer screen by accident, you can delete it from your recording so that only the primary source (camera) displays in the video.

1. Hover over the video you want to edit and click the **Edit** (pencil icon).
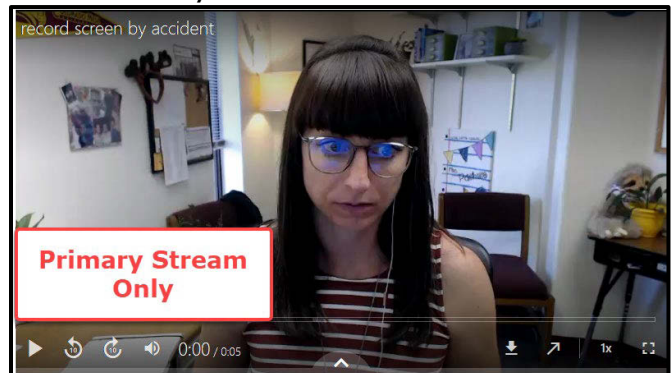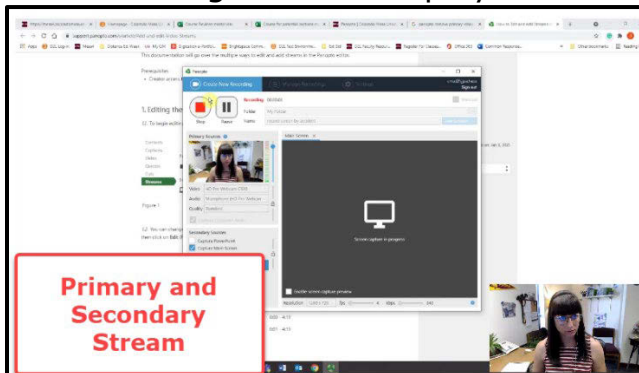2. Click **Streams** from the left-hand menu.

3. Under the **Secondary** stream (Screen), click the **three dots** and then **Delete**.
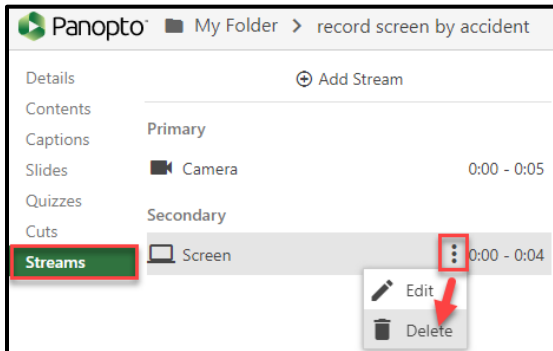
4. Apply your changes using the **Apply** button in the top-right corner when you're finished.
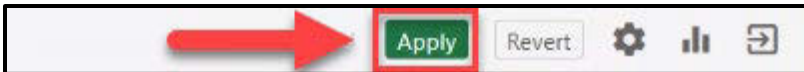
5. The recording will now display the Primary stream only.

Change the Preview Image of a Video

The preview image is the thumbnail that represents your video in the video library. You can change the preview image of your video in the Panopto editor.

1. You can set the preview image using an image from your video. Open the video in the editor and find the place in the video that has the preview image you would like in either the primary or secondary viewer window.


2. Then click on the **three dots** next to the plus sign in the editor and select one of the following options:
   a. **Set primary as preview image**-Use an image from your primary video stream, which is typically a video of the presenter.
   b. **Set secondary as preview image**-Use an image from your secondary video stream. This is typically what you are presenting and is located on the right side of the screen.
   c. **Upload custom preview image**-Upload an image file from your computer to use.


3. If you do not select your own preview image, Panopto will automatically select one for you in this order:
   a. The image will be the first slide (if there is a slide stream).
   b. The image will be chosen from .5 seconds into the first secondary video.
   c. The image will be chosen from .5 seconds into the primary video.

Trim a Video

1. Open the Panopto video editor and select the **Cut** tool.
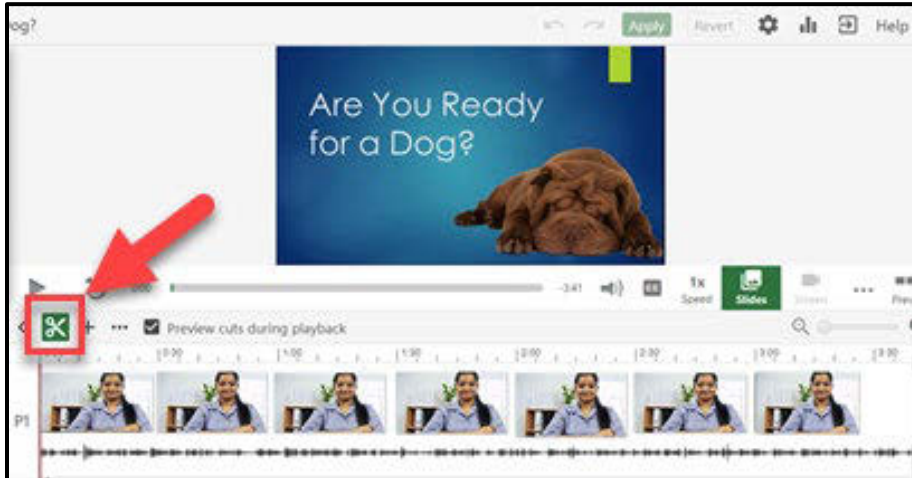
2. Position the cursor over the point you would like to start the edit, a dark gray edit handle will appear. Click and drag the edit handle to trim the video. Let go at the point you want the cut to finish. This will remove the grey highlighted area from the video.

3. Move your cursor over each point you would like to cut and add a new handle at each edit point.
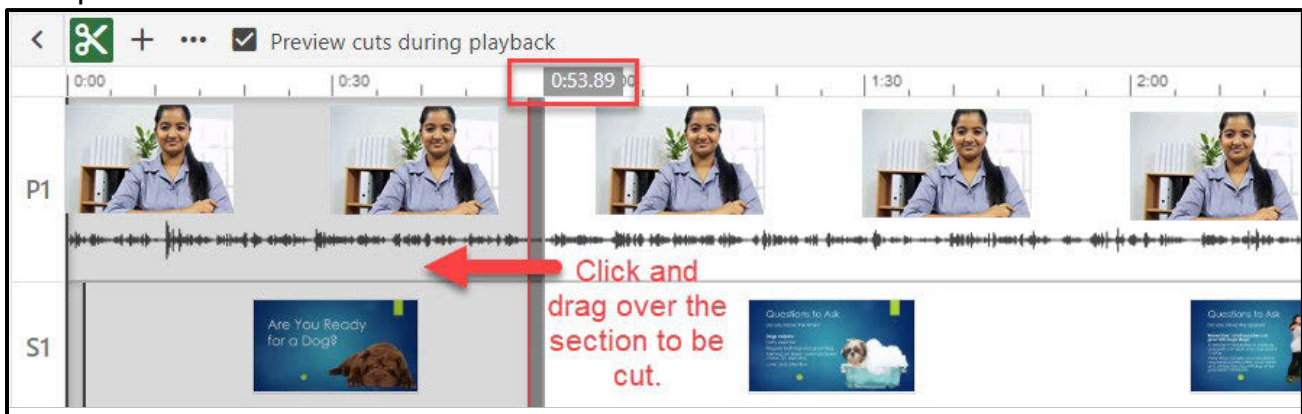

4. You can use the magnifying glass on the right to zoom in on the timeline so you can see the audio or video file in more detail to make more accurate cuts.
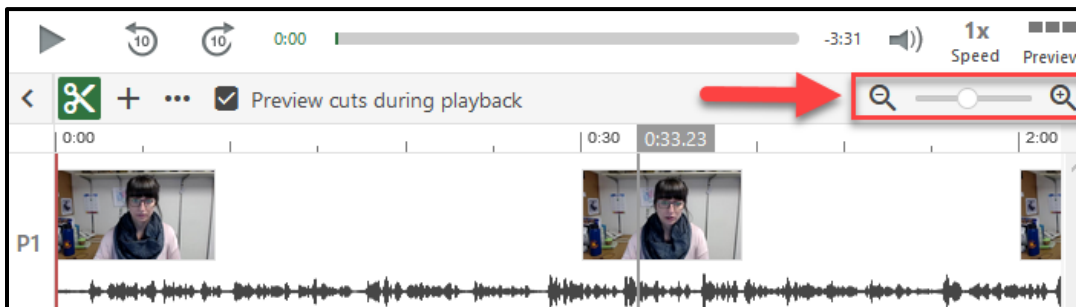
5. The **Cuts** tab is also in the editor on the left. This area shows every cut that has been made and puts it into a list. You can edit the cuts here as well as on the timeline. If you click on the three dots next to a cut, you can adjust the start and end time based on minutes and seconds if you need to make a very fine edit.
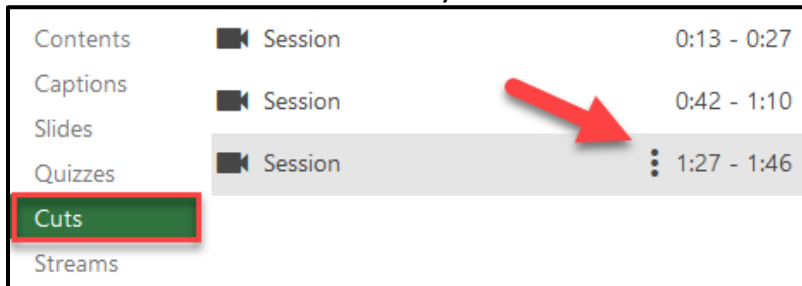
6. The grey highlighted areas will not be shown to viewers. Editing in Panopto is non-destructive, so you can add this content back in later if you need to.
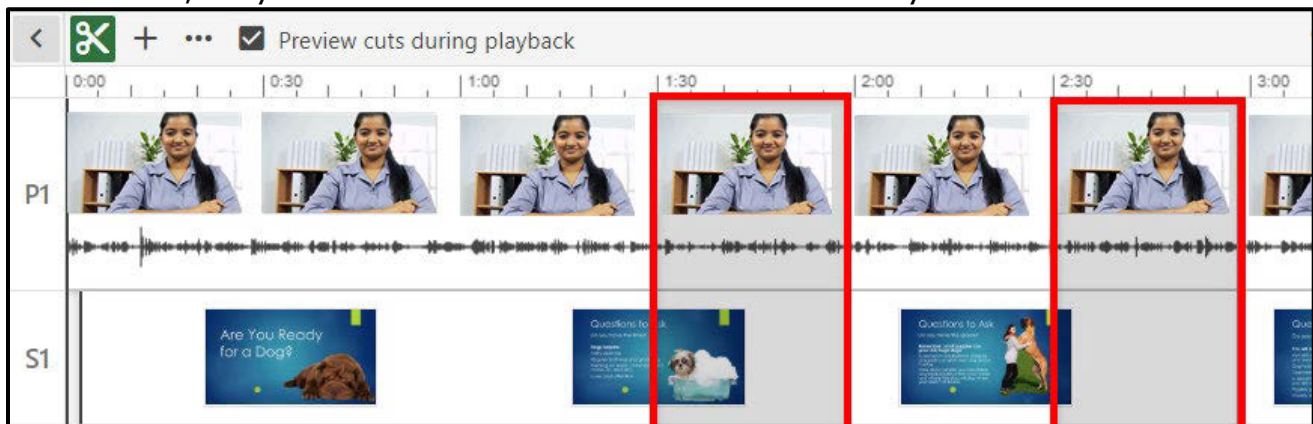

7. Select **Apply** when you are done making your changes.
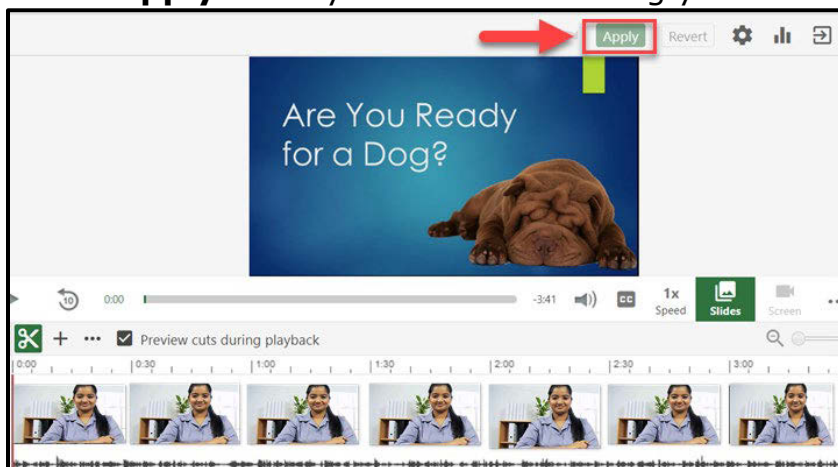
Add a Table of Contents to a Video

In the Panopto viewer, the table of contents (TOC) provides an easy method to navigate the recording. The TOC is automatically generated if a session is recorded with a PowerPoint, but can be added manually, or edited to provide the viewer with more information.

1. To add a new TOC entry, click the **Contents** tab from the left-hand side of the Editor screen.
2. Select the **Cut/Pointer** tool from the top left of the edit timeline.
3. Click in the timeline to move the red line to the exact spot you want to insert a TOC entry.
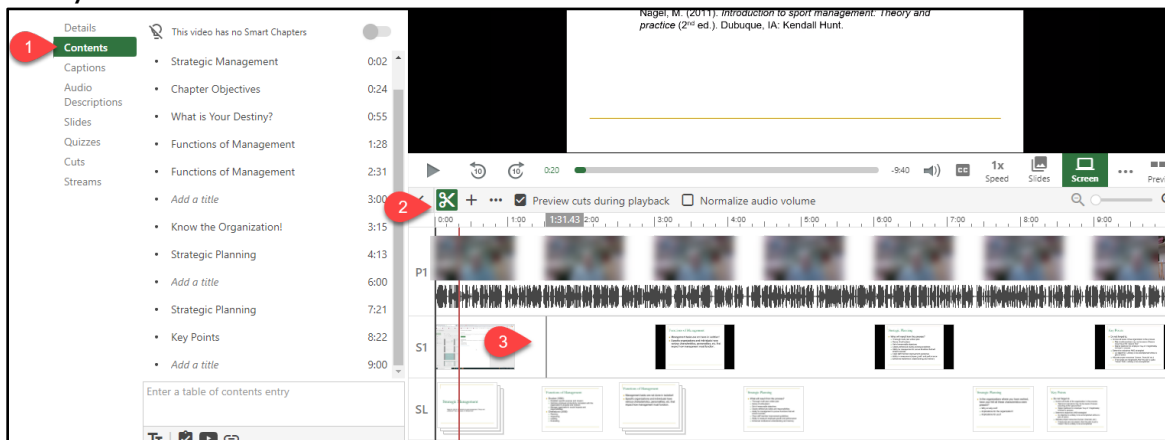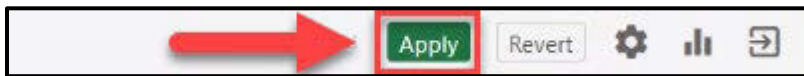

4. Type in the outlined box on the **Contents** tab to enter an event at that time. Hit **Enter** on your keyboard to save the event.
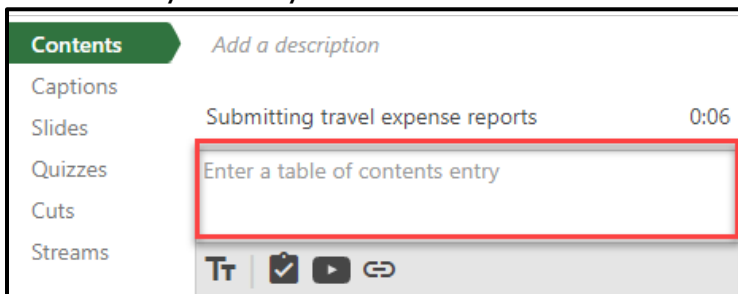
5. To edit or delete a pre-existing TOC entry, move the cursor over the entry you wish to change, click on the three dots next to it then click on **Edit** or **Delete.**
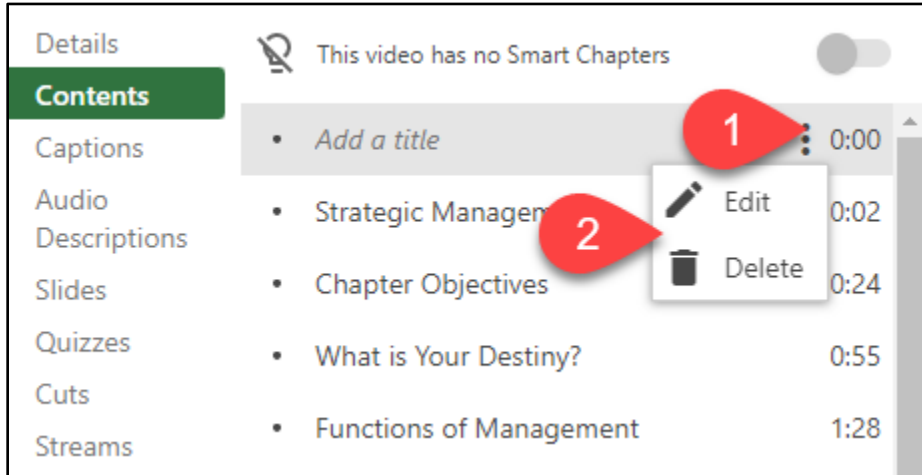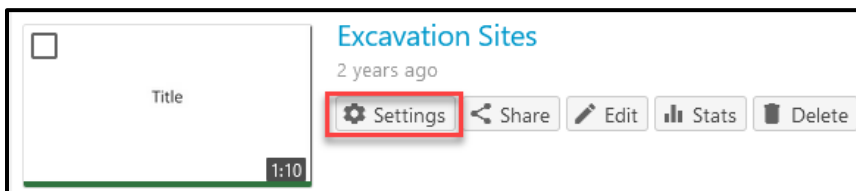

6. Apply your changes using the **Apply** button in the top-right corner when you're finished.

## Allow Viewers to Download Slide Presentation

If a video is recorded with slides, or a PowerPoint is uploaded with the recording in the editor, the slides can be made available to Viewers for download.

1. Hover over the recording and click **Settings**.

2. In the Settings window, select **Streams** from the left-hand navigation.

3. In the **Presentation Documents** section, under the **Download** column, select **Allow** next to the presentation you wish to make available for download.
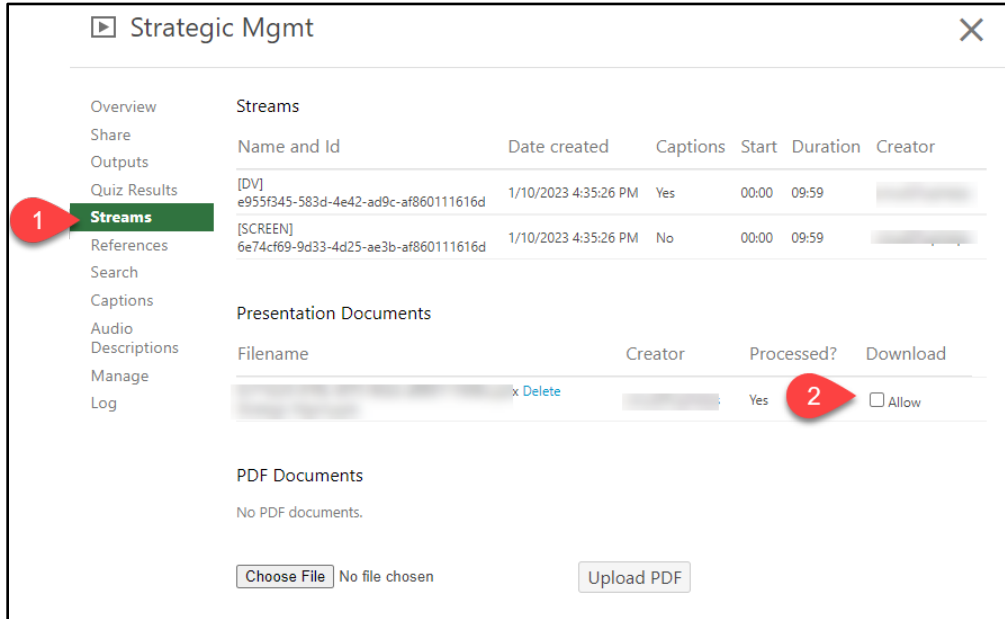
4. Viewers may download the presentation(s) by navigating to the **Attachments** tab in the left-hand navigation of the viewer. From this tab, they can select the download button next to the title of the presentation they would like to download.
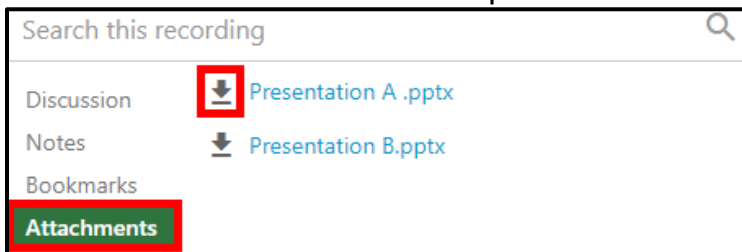


Add a Clip to Splice Multiple Videos Together

You can splice multiple videos together by using the **Add a clip** option in the editor. You **cannot** add a clip of a video that already contains a clip. So, if you are trying to add a video as a clip, and it already has a clip in it, it will not appear in the list of options in the Insert Clip window.

Note: If you want to make edits to a clip, which is part of a spliced video, go to the original clip and make edits there. After you publish the original video, the edits will be reflected by default in the spliced video. If the original video clip is deleted, it will be removed from any videos it was spliced into.
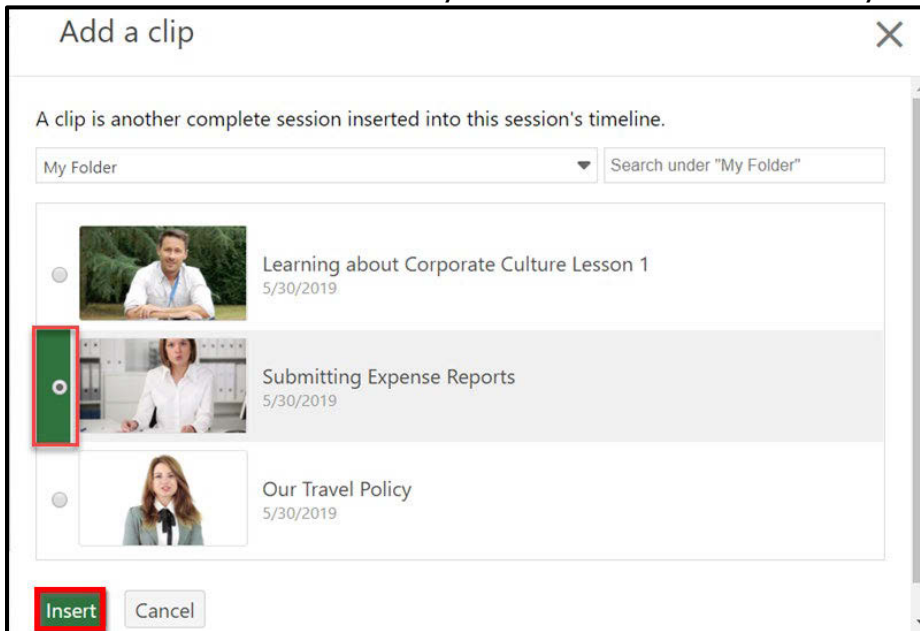
1. Open the video where you want to add another video in the editor. Click in the timeline to move the red line to the exact spot you want to add a clip.
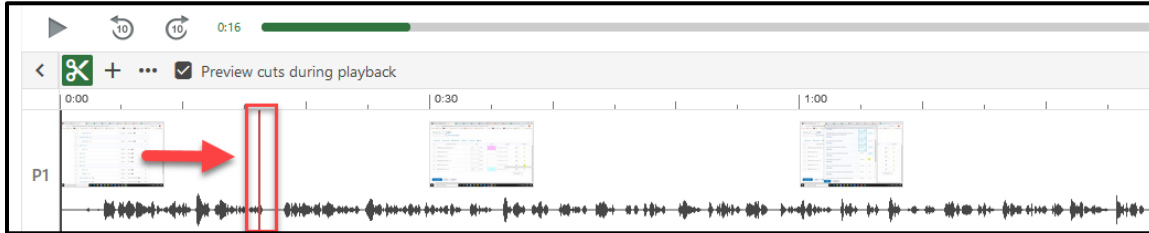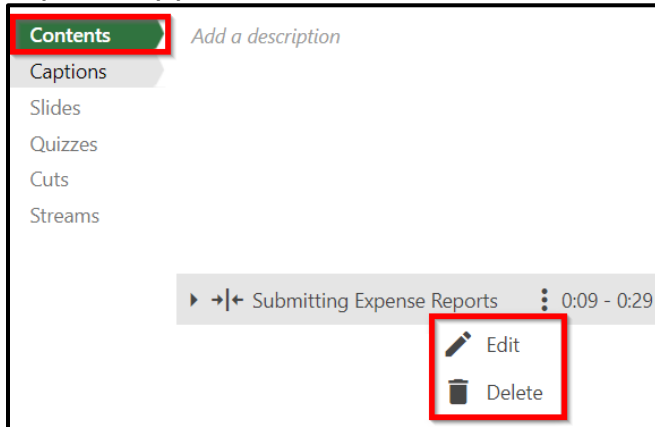

2. Click on the **Plus icon** to the right of the scissors then choose **Add a clip**.
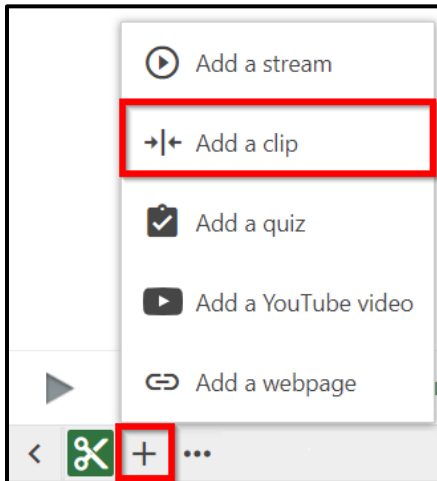

3. Select a video from one of your folders to insert into your video. Then click **Insert**.

4. Under **Contents** you will see the new session. Click the three dots to **Edit** when the clip will appear in the session.

5. When editing the clip, you can choose a specific **Start time** in your recording to insert this video, or just choose at the beginning or at the end. You can also choose the **Order** if you have multiple clips added at the same time in the video.
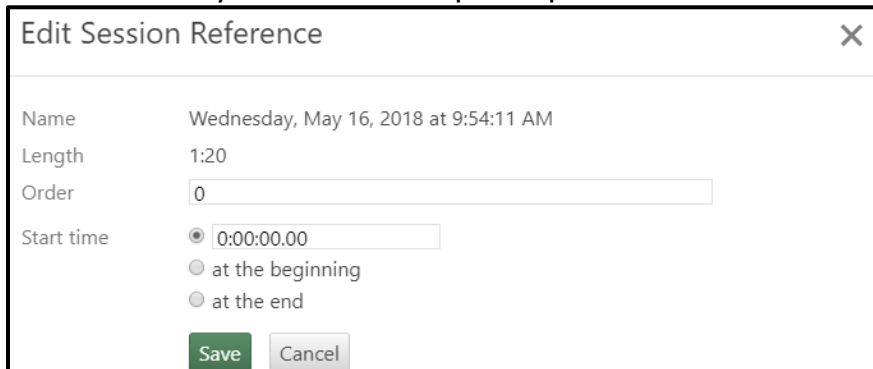

6. Apply your changes using the **Apply** button in the top-right corner when you're finished.
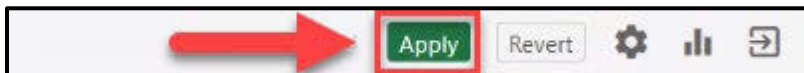
Add and Edit Slides in the Editor

1. In the editor, click on the **Slides** option in the left navigation menu.
2. If you have slides already in your Panopto video, a thumbnail image of each slide will appear along with the time that it appears inside your video. If you'd like to add slides to your video, click **Add a presentation** above and select your slide deck from your computer.
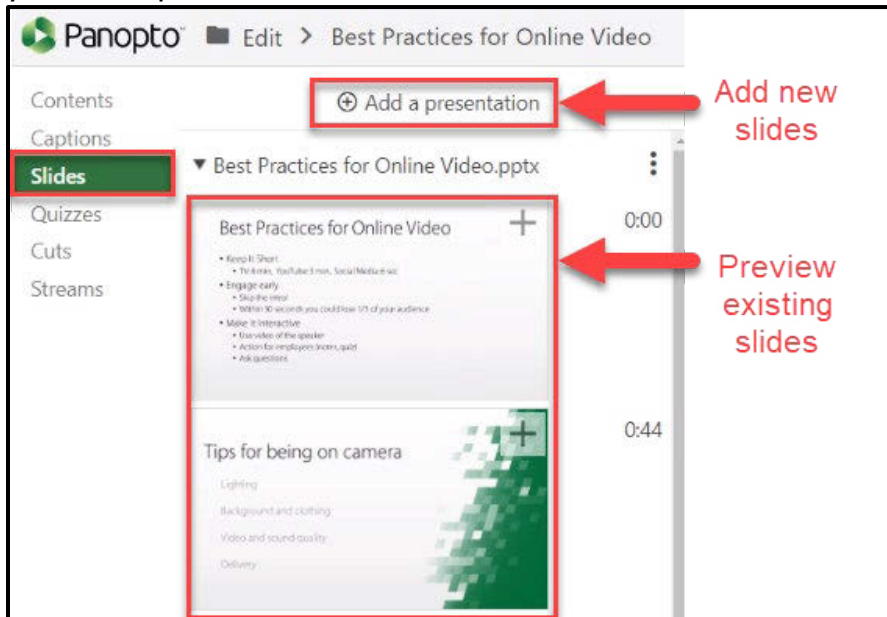

3. To **add a presentation**, locate and select the PowerPoint you wish to add to your video. Panopto will upload all slides in the presentation and allow you to preview them once processed.
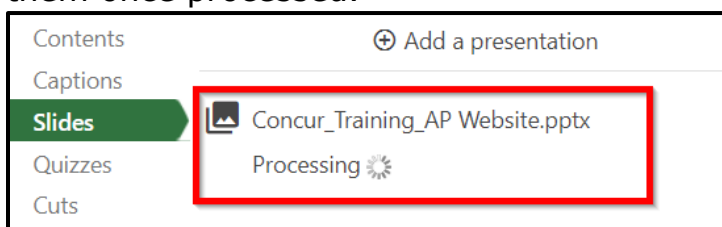
4. To add a slide to the video, click in the timeline to move the red line to the exact spot you want to add the slide.
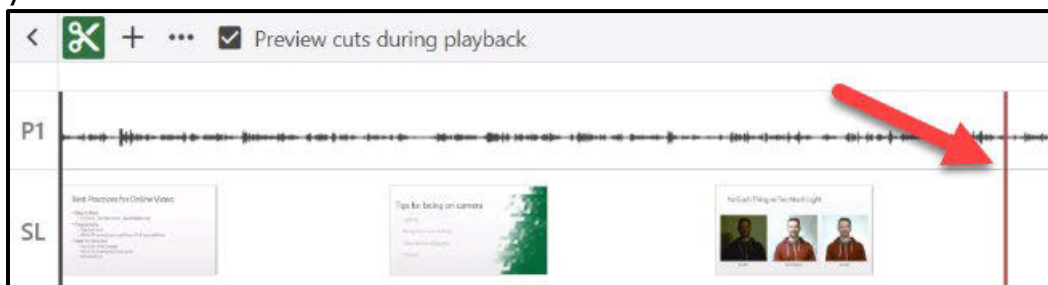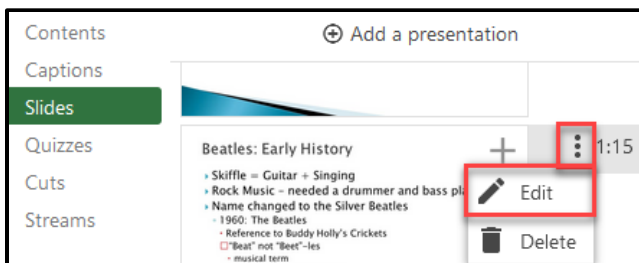
5. Select the **Plus icon** next to the slide to add it. Repeat this step to add additional slides.
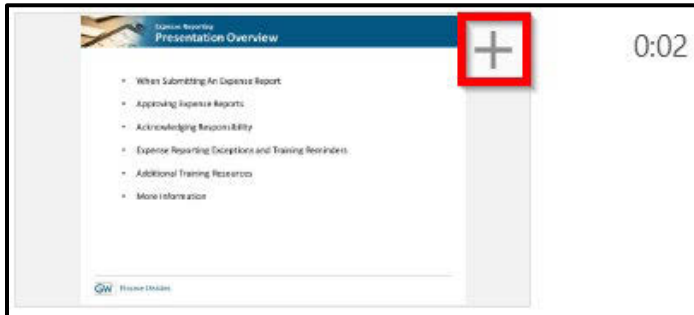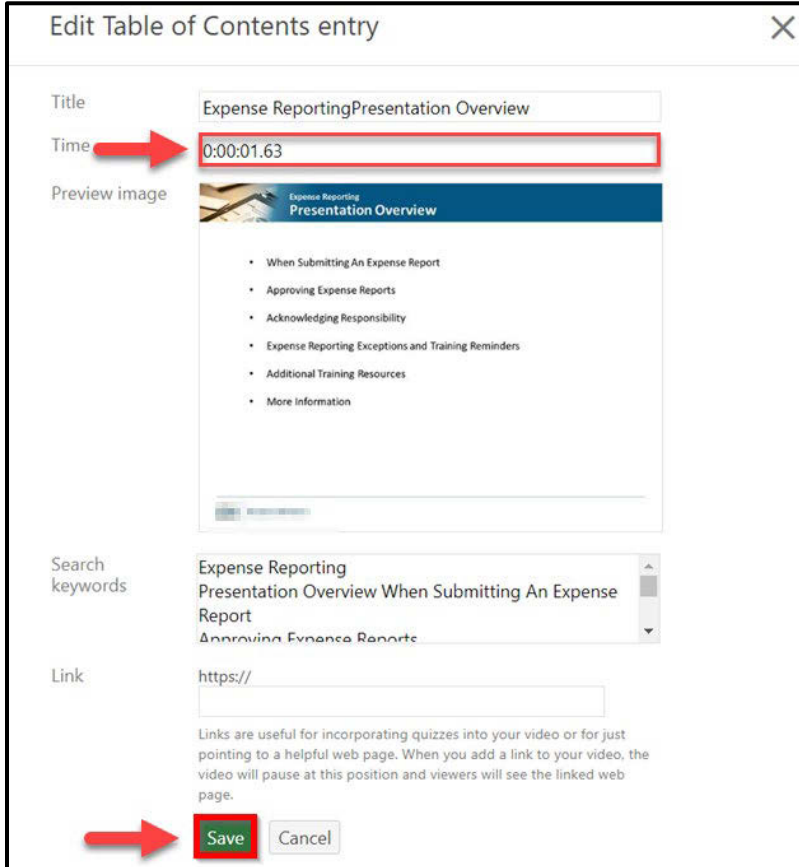

6. A new stream appears within the timeline and your slides will now appear in the video stream.

7. To edit where a slide appears, select the three dots next to the slide and then select **Edit**.

8. On the **Edit Table of Contents** entry page, you can manually type in the time you want the slide to appear. When completed, click **Save**.
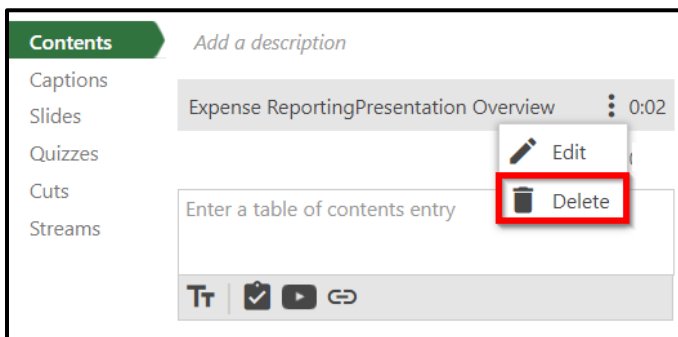
9. To remove a PowerPoint slide from the video, select the three dots next to the slide, and then select **Delete**. Note: The slide won't be permanently deleted, so you can add the slide back into the video later if needed.

10. Apply your changes using the **Apply** button in the top-right corner when you're finished.

Embed a Web Page into a Video

Adding links to Panopto sessions allows you to include extra teaching materials within a video. Links may be embedded at any point in the video. When the video reaches the time associated with the URL, the player will pause and display the contents of the embedded web page directly within the Panopto player. When the user is finished with the link, they may resume the player by clicking the Play button.

NOTE: Not all web addresses (URLs) will work. You will not be able to see a website that does not allow the site content to be displayed in iframes. Additionally, an embedded website will not display when viewing the session as a podcast or embedded video.

1. Open the video in the Panopto editor and click on the timeline to move the red line to the exact spot you want to embed the webpage.

2. Click on the **plus** icon above the timeline and select **Add a webpage**.

3. In the pop-up window, you can give the link a title, specify a more exact time, which stream you want this to appear in (Camera or Screen), some keywords for searching, and enter the link itself. Once the information is entered, click **Save.**
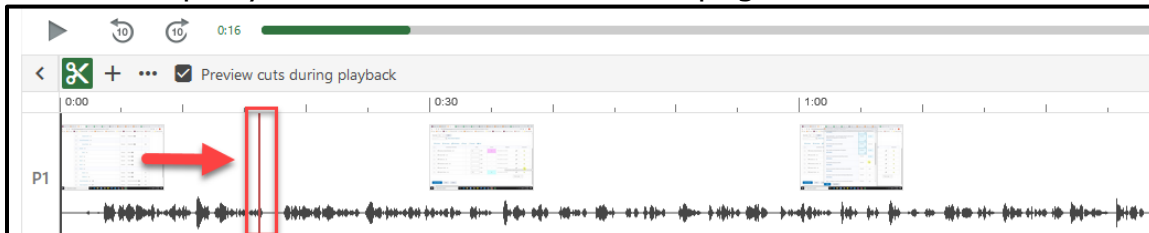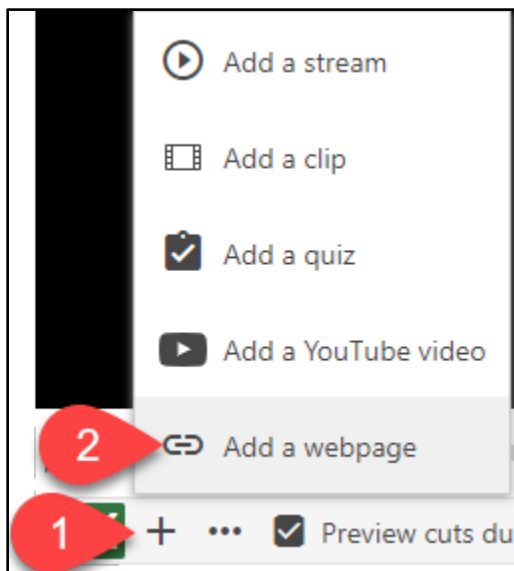

4. Apply your changes using the **Apply** button in the top-right corner when you're finished.
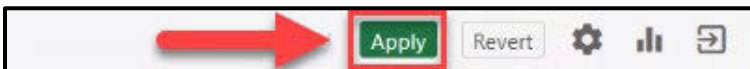
5. The web page will now appear in the stream in which you chose.

6. If an error message or blank page appears after you embed a webpage, then the webpage publisher does not allow the site content to be displayed in an iframe. This is not controlled by Panopto. As a workaround, enter the link as the title of a table of contents entry. Users will be able to click the link in the table of contents and open the webpage in a new window.

Embed a YouTube Video into a Panopto Video

You can embed a YouTube video or a portion of a YouTube video into your Panopto recording from the editor. Note: Embedded YouTube videos will not play when using the embedded viewer (e.g. in D2L) they must be played within the Panopto player/website.
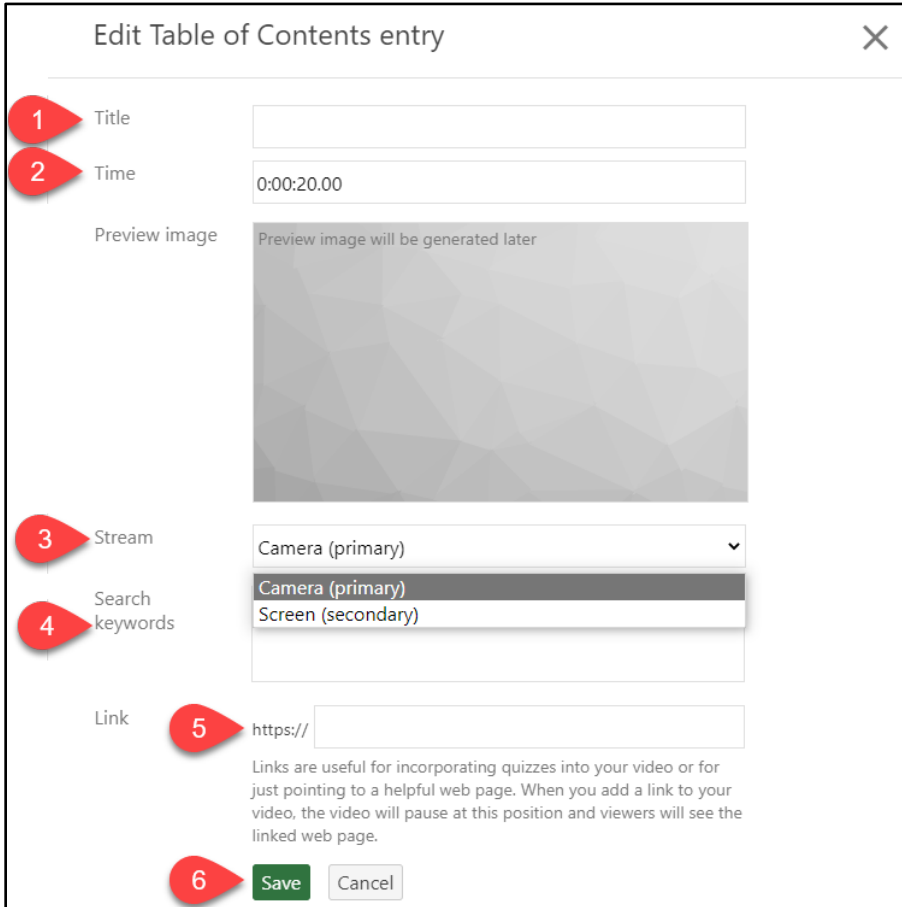
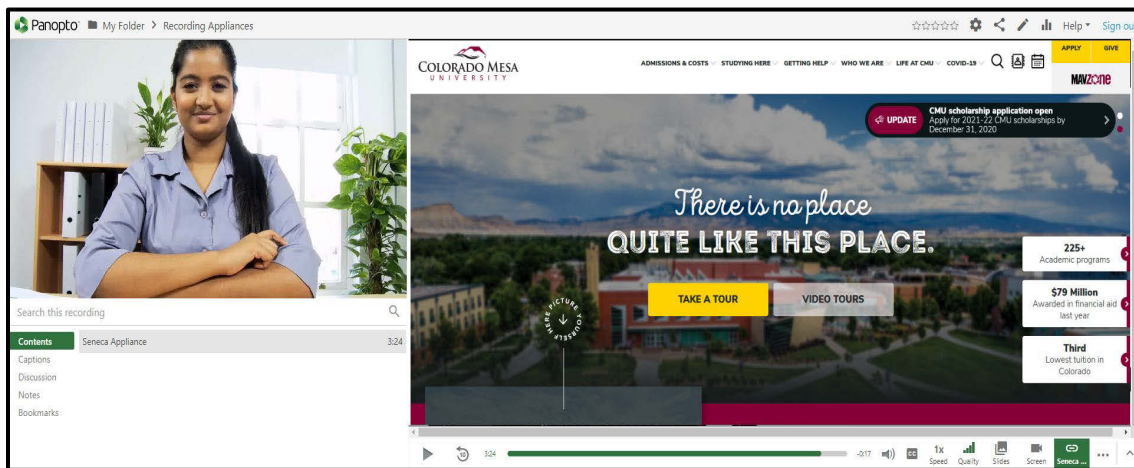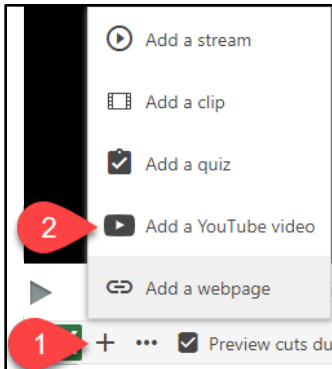7. Open the video in the Panopto editor and click on the timeline to move the red line to the exact spot you want to embed the YouTube video.

8. Click on the **plus** icon above the timeline and select **Add a YouTube video**.

9. On the new screen enter the information related to the YouTube video you want to embed:
   a. **Link** - Paste in the link to the video that you would find in the address bar of your browser for the video.
   b. **Time** - This is the time in your session in which the YouTube video will start
   c. **Start** (Optional) - This field allows you to designate where in the YouTube video you want it to begin playing.
   d. **End** (Optional) - This field allows you to designate where in the YouTube video you want it to stop playing
   e. **Show YouTube Controls** (Checkbox) - If checked, the controls for the YouTube video will appear when you hover over the video.
   f. **Autoplay** (Checkbox) - If checked, when the Panopto session reaches the YouTube video the video will play automatically. In unchecked, the session pauses and waits for the viewer to begin watching the video.
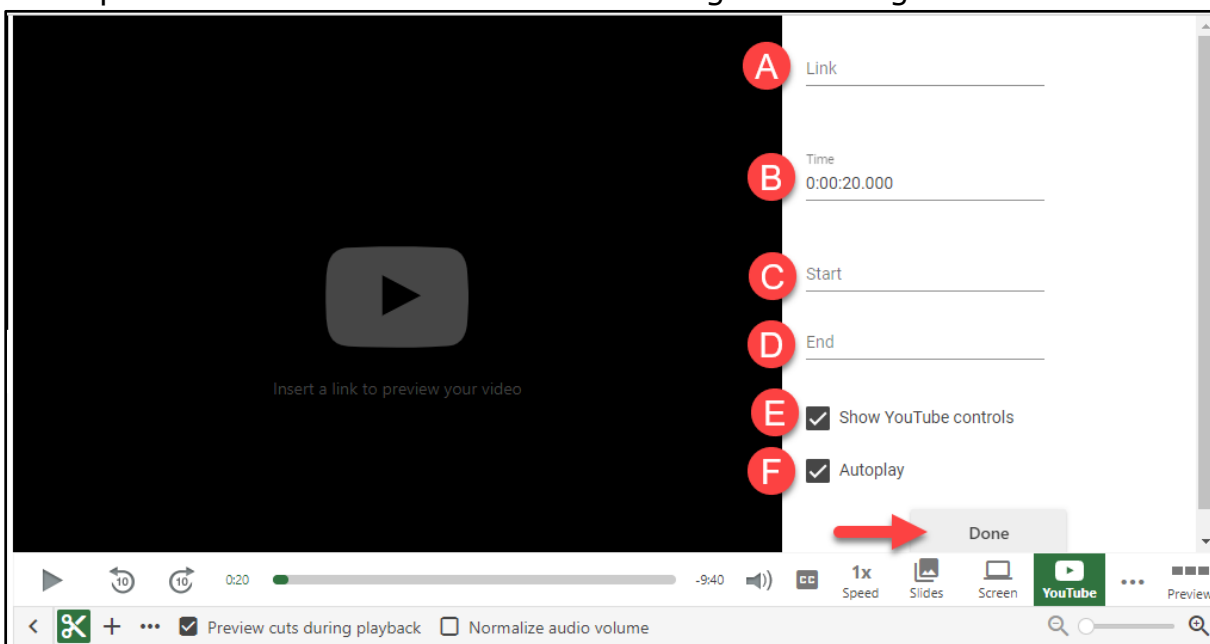
10. Click **Done** to embed the YouTube video. This will insert a new **Table of Contents** entry at the location where you currently are in the timeline.
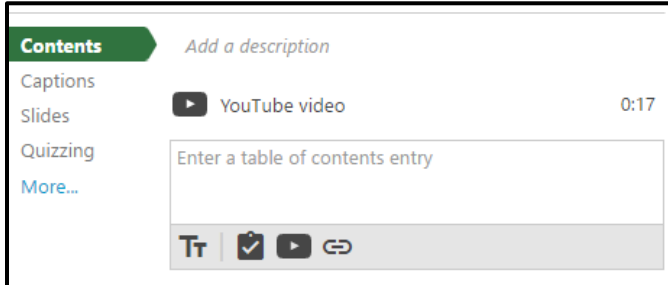
11. Apply your changes using the **Apply** button in the top-right corner when you're finished.

12. When the Panopto video is played it will pause itself at the time the YouTube link was added. The YouTube video will appear in the secondary window to play.
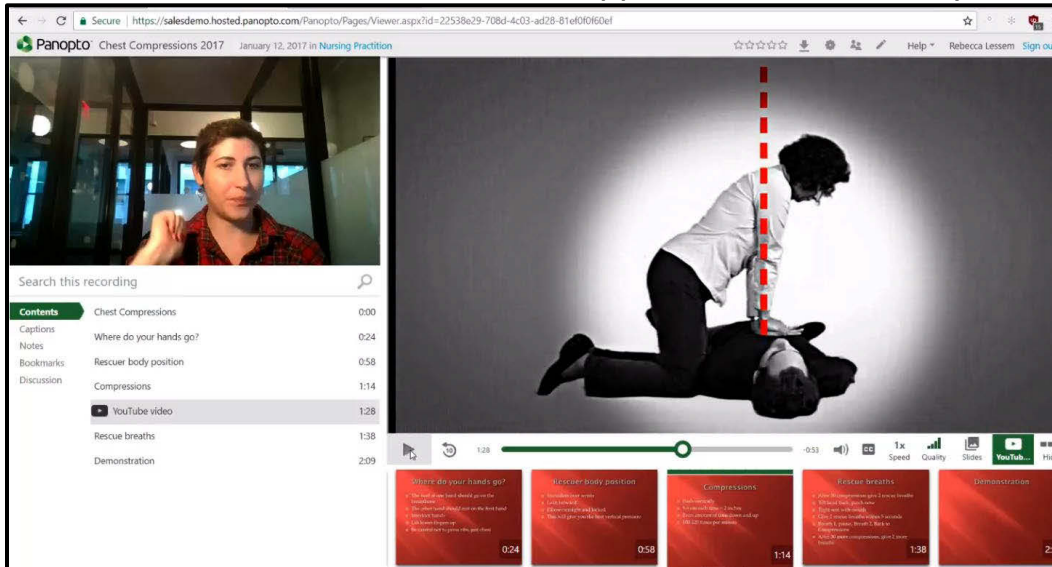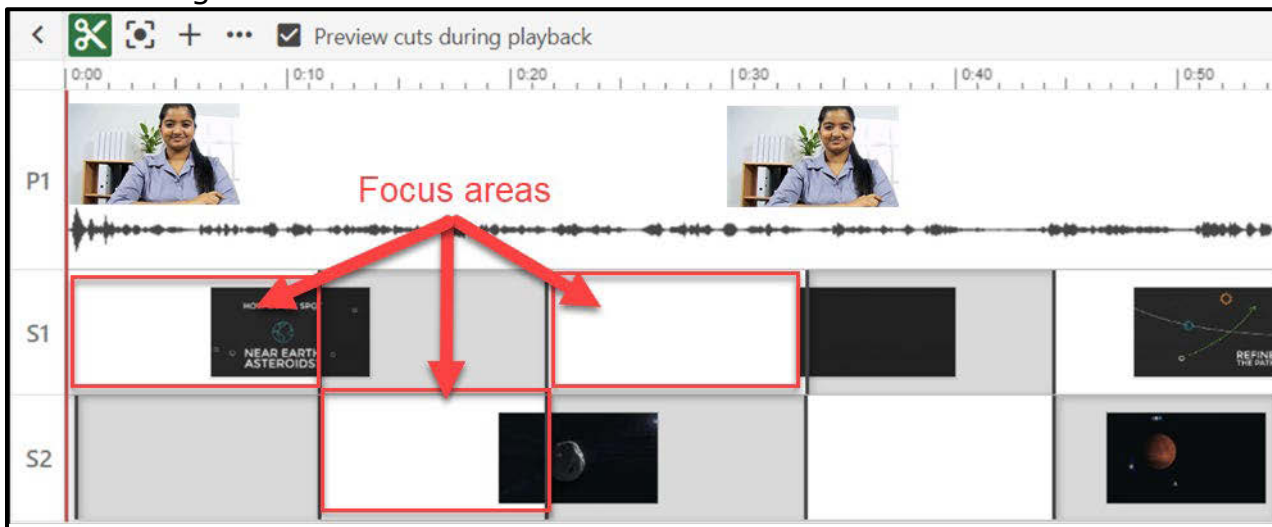
Use the Focus Tool in the Editor

The focus tool is used to switch between multiple video sources so viewers don't have to. The focus tool will be accessible in the editor when you have multiple primary or secondary video sources. However, the tool will not appear when you only have one primary and one secondary source, or if you have two secondary sources, but one of them is slides.

6. When you have two or more primary or two or more secondary streams, you will see the **Focus** tool appear to the right of the cut icon. Select the focus tool.

7. Click and drag over the area of video that you want viewers to focus on. This will trim out the other primary or secondary sources. The trimmed sections will be grayed out in the editor.

8. If you have two secondary streams, you can use the focus tool to go back and forth when editing the streams.

9. Apply your changes using the **Apply** button in the top-right corner when you're finished.