Editing Recordings in Panopto

Introduction

Panopto, the software that underpins Listen Again, provides basic editing features. Staff can trim the start and end of recordings, remove sections, and prioritise video sources (where multiple devices have been used).
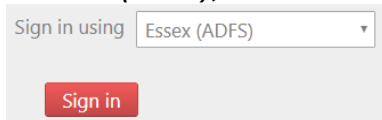
You may want to edit recordings that you have recorded yourself offline, or timetabled events after they have taken place.

Editing is non-destructive[i], removed sections of a recording can be restored at a later date if necessary.
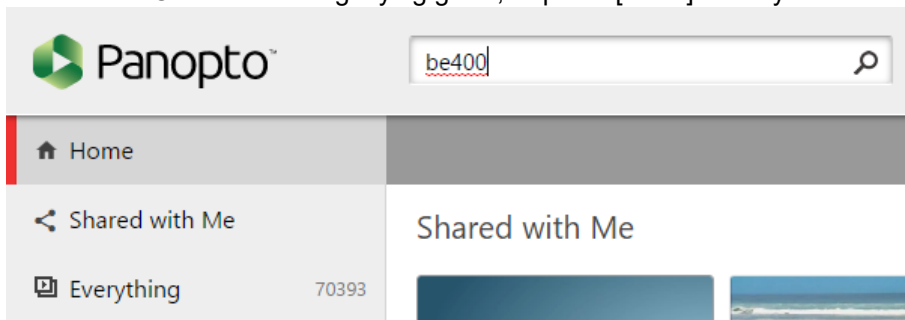
There are two approaches to finding recordings, either via Listen Again, or directly within Panopto:

Finding recordings in Listen Again

1. Visit https://panopto.essex.ac.uk in a web browser. Google Chrome is recommended.

2. At this point you will be asked to sign in. To do this, you need to make sure that **Sign in using** is set to **Essex (ADFS),** and then use your University of Essex email and password.
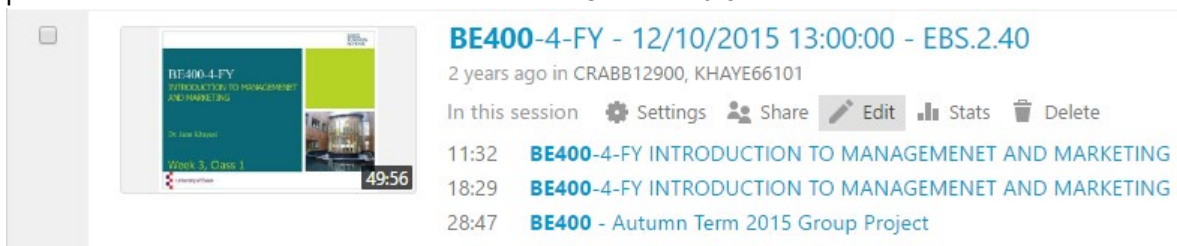

3. Once you are logged in, you can search for a recording by typing in the module code or date in the search box. Click on the magnifying glass, or press [Enter] when you are ready to search.

   Alternatively, you can find your recordings by browsing the recording folders. Click on **Browse** to the left-hand side of the screen and navigate between folders.
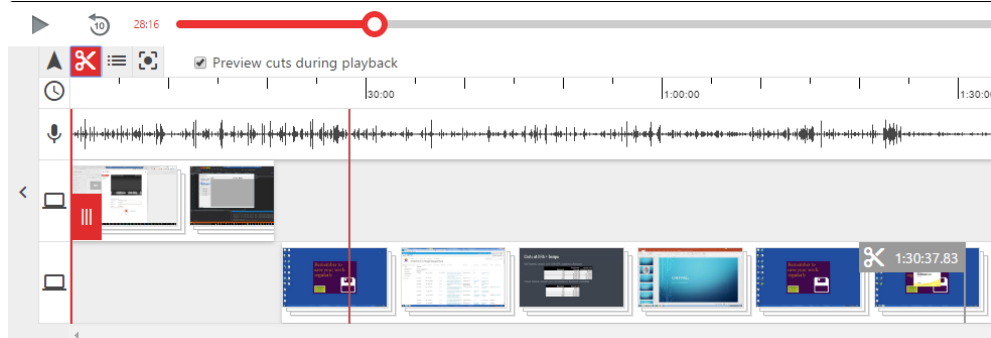
4. Once you have found the recording you wish to edit, move the mouse pointer over the recording preview. This will show some additional buttons. Click on **Edit**.

Editing recordings

Note further information can be found at https://support.panopto.com/articles/Documentation/basic-editing-1
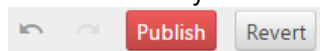
1. The top-half of the screen will show a preview of your recording. The bottom-half shows a timeline of the various inputs (screen, audio, PowerPoint, etc.).

2. To make an edit, click on the scissors icon in the bottom-half of the screen. This will enable editing.

3. Sections of the recording can be removed by clicking and dragging over a section of the timeline view. The edited (removed) region will be shaded in dark grey.

4. You can move edits by clicking and dragging the red drag handles at the edge of each section. This can be used to trim your recording or refine the removed sections.

5. If you wish to restore a section (remove the edit), pull the red drag handles towards each other. They should snap together and disappear. You can also use the *Undo* and *Revert* buttons at the top of the screen to undo your last change or remove all changes.

6. Once you are happy with all your edits, click on the *Publish* button at the top of the screen. Note that the recording will be unavailable for a while as it will need to be reprocessed.

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[i] Within Panopto's default basic editor. Panopto's optional advanced editor allows for non-recoverable deletion of video streams.