This Quick Guide gives the eLearning team’s recommended settings for editing a video using Panopto in Blackboard. It is the third in a series of four quick guides covering the process of creating videos for a flipped classroom.

Guides on other aspects of the flipped classroom are available at www.tcd.ie/CAPSL/resources/

1. Video Availability

1. You can access an uploaded video via the Videos folder within your Blackboard module. You may need to refresh the page. Once uploaded the video will take some time to process depending on its length.

2. If you do not want students to see the video before it is edited, click on the Settings link then scroll down to Availability and change the date under ‘Session becomes available’ then close the pop-up window.

3. You should now see a description below the video indicating its availability.

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2. Editing the Video – The Timeline

Click on Edit below the video’s title to begin editing it.

1. Play the video to identify where you need to make edits.
2. Click on the scissors icon to enter the editing mode.
3. Make edits by clicking and dragging the sections you wish to cut in the timeline so that they are highlighted in grey.
4. You can drag the blue handle at the start of the timeline to quickly cut the beginning of a video (usually where you are getting set up).
5. If you wish to remove a cut, drag the handles together to remove the grey section in the timeline.
6. Thumbnails of your PowerPoint slides (if applicable) are visible here.
7. Use Pointer mode to jump to a section of a video by clicking on it in the timeline.
8. You can expand the timeline and zoom in to help make smaller edits.

Please note: Editing in Panopto is non-destructive. This means that when you mark sections in grey as above, they are not deleted – instead viewers simply do not see these sections when they watch the video. This lets you revert the video back to the original or re-edit the video again if needed.

3. Editing the Video – The Index

Panopto will automatically create a table of contents for your video based on the title of your PowerPoint slides and when you advanced to the next slide.

You can edit entries in the table of contents to change the times and titles if needed. You can also add links and new entries to this index.

You can also incorporate quizzes into your recording. Visit the CAPSL flipped classroom resources page for more information & links for these advanced features.

4. Uploading & Viewing the Edited Video

Once you have finished making your edits click the Publish button at the top right of the screen and click OK when prompted to leave the editor.

Panopto will begin to process the edited video; wait a few moments and refresh the video list in your Blackboard module. Click on the title of the video (rather than edit) to view what the video will look like for students to ensure you are happy with the edited version.

You can re-edit the video as many times as needed and once you are ready you can click on Settings again to remove the date restriction.

5. The Next Step – Publishing Your Video