

# How to Edit Videos in Panopto

## *A Guide for Faculty*

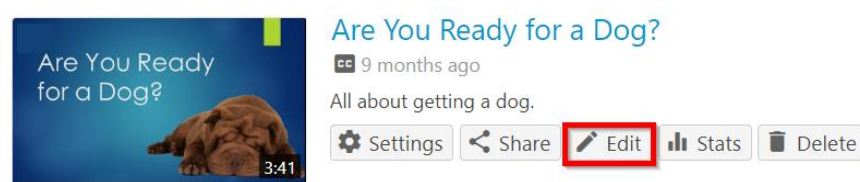
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Panopto is a recording software that allows you to easily record and share videos and presentations online. Panopto recordings can include Video, Audio, Desktop, PowerPoint, and more. Download Panopto to create and share videos with students and colleagues. To use Panopto in the classroom to record in-person lectures, [contact us](#). Find additional Panopto guides on Installing Panopto, Recording Videos, and Sharing Videos on the [Academic Commons website](#).

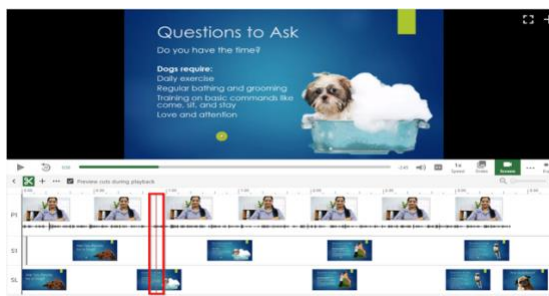
### Editing a Panopto Video

Panopto has limited editing capabilities that will enable you to easily trim the beginning, middle, and end of videos. You can also edit out content to remove dead air, external commotion, or outdated material.

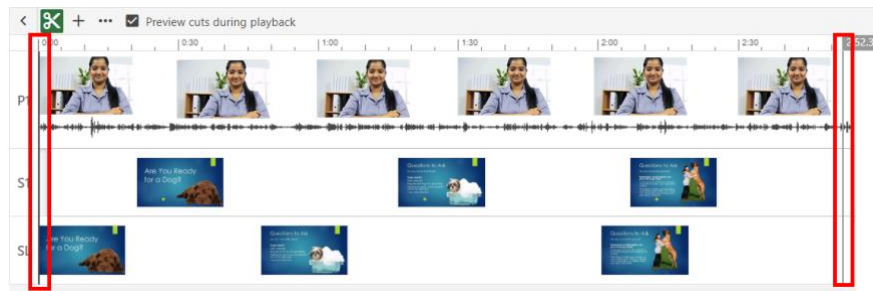
- **Step 1:** Log in to Panopto at: <https://jefferson.hosted.panopto.com> or from any Canvas course where you have enabled Panopto.
- **Step 2:** In your video library, hover over the video you want to edit and click the **Edit** button.



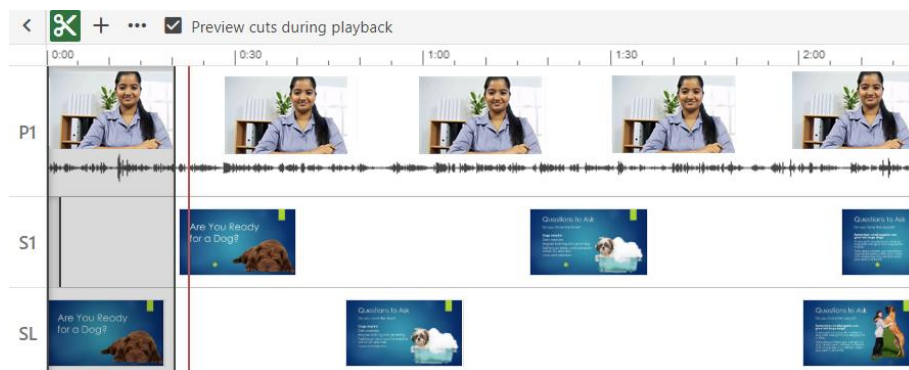
- **Step 3:** The video will open in Panopto's editor. This is where you'll make any edits.
- **Step 4:** Change the title of your video by clicking on the title bar and updating text. Click **Enter** to save.
- **Step 5:** Trim your video by using the Cut tool (scissors) on the Timeline (the bottom section of the Editor).



- **Step 6:** When you select the Cut tool, you will see a dark gray line appear at the beginning and end of the video Timeline.



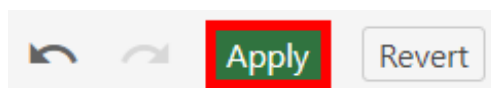
- **Step 7:** Play your video from the beginning and pause it right before you'd like it to start. Select the Cut tool and click and drag the gray line to trim out the section of the video. The gray line will snap into position with the red line, which will allow you to be precise with your cuts.



- **Step 8:** Continue to perform these steps to cut out the end of the video. Click and drag in the middle of the timeline to trim any of those sections.

**Note:** Cut sections will always appear in the timeline, but will not playback in the Panopto viewer once you publish changes.

- **Step 9:** Once you have trimmed your video, click **Apply** to save your video.



## Help

- Watch the [video tutorials](#) and read [in-depth editing guides](#) on the Panopto website. Guides provide instruction on combining video clips, changing descriptions, and more.
- Visit [the Academic Commons website](#) for additional guides on How to Record Videos and How to Share Panopto Videos.
- For help with using Panopto in your course, contact the Educational Technologies Team at [EdTech.Support@lists.jefferson.edu](mailto:EdTech.Support@lists.jefferson.edu) or call (215) 503-2830.