Using Panopto to record your podcast
Pt. 2—Editing your podcast

To access your recordings, go to wcu.panopto.com and sign-in via Blackboard. You’ll be taken through a sign-in screen from Blackboard and then you’ll be redirected back to Panopto.

On the Panopto main page, click on the My Folder link on the left side bar to access your folder of recordings.

Hover your pointer over the video you want to work with and you should see options appear in the box. Choose ‘Edit’ from the list. Your recording should open in a new tab.

The new tab is the editing interface for your recording. We’re going to focus on doing a basic edit for the beginning and end of the recording.

1. In the lower right portion of the screen is where you will be editing. Start by clicking on the scissors icon.
Now we want to trim the piece at the beginning of the recording so that finished project will start with the beginning of your podcast and not the part where you got setup and before your scripted piece started.

2. Use the player function on the right side to watch/listen to your recording and figure out where your finished product should start. If you pause the player at the point where you want to start, you should see a red vertical line in the box underneath, corresponding to the time stamp where you paused.

3. Click and hold on that vertical red line and drag your mouse to the left, all the way to the beginning of the recording. You now have a tentative cut in your recording. The cuts won’t be permanent until you click on the purple ‘publish’ button on the bar at the top of the screen.

4. If you make a cut and want to edit or delete it and start over, click on the tab on the left side of the screen labeled ‘cuts’. You can see the cuts you’ve made and you have the option to edit or delete an individual cut by clicking on the 3 dots next to the time.

5. Repeat the process for making your cut at the end of your video. Find the place in the recording where you want the finished recording to end, then click and drag the mouse to the end of the recording session.

6. When you are ready to publish/finish your edits, click on the ‘Publish’ button. The edits will be saved to your recording.

---See the document on uploading your recording for the next part of the process.---