

Transcript for video tutorial on PAN002 Edit, Share and Output Panopto video

Hello, everyone. I am Ada, from Information Technology Services.

In this training session, I will introduce how to edit the captured video and merge two captured videos into one.

I will also show you how to save and output the video into mp4 format and share the video with the external users.

In the Panopto's web based media editor, teachers can edit the video by removing the unwanted portion and inserting another Panopto video into the existing Panopto video.

To edit the captured video, first of all, we go to <http://lecturecapture.hku.hk> to login our Panopto account.

Select "HKU Moodle" to login the Panopto account.

Click "Login".

Select "HKU Portal account (CAS)", to login Panopto account by using your own UID and password.

This is my Panopto account interface.

I select "All folders" on the left hand side.

You can see in this folder, I have 2 videos. I click on this folder.

There are two videos, one calls "Ada test 1" and one calls "Ada test 2".

I am going to make some editing on "Ada test 2".

Click the "edit" icon next to the video "Ada test 2".

In this editing page, on our left hand side, we can preview the video by clicking the "Play" button. We can see there is a block here.

Under the events tab, we can see the powerpoint title is captured.

I can simply click on one of the events and the video will be jumped to that section.

Under the stream tab, I can easily jump to each time section.

Under "Slides" tab, we can see the slide's capture here, the title of the powerpoint slide can be searched by teachers and students who have permission to view this video.

I can edit the slide's caption by clicking "Edit" button.

I can edit the caption and searchable metadata here, and save the changes by clicking "OK".

Under the edit tab, you can edit the video here.

For example, I click the "Edit" button, I would like to remove 5 seconds at the beginning of the video.

And then I save the changes by clicking "OK".

You can preview the video by clicking "Play" button.

Under the "Captions" tab, I can add captions to the screen.

For example, if I want to add caption at this position of the video, I can stop the video here, and then add the captions by typing text in this text box.

I need to press "Enter" to add the caption.

To remove an unwanted portion, I can click on this "Edit timeline" icon.

For example, if I want to remove this part from the video, I select this part.

You can see this part will be shown in dark grey color, it means this part of the video is removed.

To insert another Panopto video, we can click on this "Add content" icon.

I click on this "Add content" icon, this window will be shown here.

And I can choose the video here.

For example, I would like to add a video from the Moodle course "MOOD0930".

I would like to add this video "Ada test 1".

I select this video.

For the new session position, I would like to add this session at the beginning of my video, so I select "Start".

Click "OK".

You can see the video is now inserted to this video.

Finally, I save this edited video by clicking "Save" button on the top right hand corner.

I select "Save and quit".

Please be reminded that the video needs to re-encode to generate the new version.

It takes about 45 mins for a 2-hour video.

After the video finished encoding, I would like to share this video to the external user.

I select my folder under "All folders" tab.

I would like to share this video "Ada test 2" to the external user.

I click on this "Share" icon next to this video.

I enter the user's email here.

After you entered the user's email,

You can click "Invite".

The user will receive a notification email with the URL link of the video.

I click "Share".

To output and save the video in .mp4 format, I can click the "Share" icon next to the video.

Go to "Outputs" tab.

We can download the .mp4 video format by clicking "Download" under "Video Podcast".

We can select the video quality here under this pull down box, but I just use the default setting.

I click "Download", and the .mp4 video file will be saved in my PC.

For example, I save it on my desktop.

I can play this video on my PC.

If you have further questions. Please feel free to contact us through email:

eLearningteam@hku.hk

Thank you for watching.