1

00:00:11,388 --> 00:00:18,343

first of all go to panopto.dmu.ac.uk.

2

00:00:18,343 --> 00:00:23,088

click on browse and find the folder that contains the recording

3

00:00:23,088 --> 00:00:25,550

you want to work with

4

00:00:25,550 --> 00:00:28,697

I'm going to work with this recording

5

00:00:28,697 --> 00:00:31,653

you can see that when I hover over it

6

00:00:31,653 --> 00:00:34,268

a number of options are available.

7

00:00:34,268 --> 00:00:38,786

I'm clicking on to Edit and this will bring up the

8

00:00:38,786 --> 00:00:43,208

basic Editor in Panopto. it's important to

9

00:00:43,208 --> 00:00:47,379

remember that if you want to edit in the basic Editor

10

00:00:47,379 --> 00:00:52,328

you need to do this first before moving on to the advanced Editor

11

00:00:52,328 --> 00:00:58,901

in Panopto. you'll see that we have a visual timeline here

12

00:00:58,901 --> 00:01:04,300

we have the slides and the audio available

13

00:01:04,300 --> 00:01:09,876

we also have the option to zoom and we have

14

00:01:09,876 --> 00:01:13,366

a contents area here where the text is taken

15

00:01:13,366 --> 00:01:16,790

from the PowerPoint slides.

16

00:01:16,790 --> 00:01:24,483

using the pointer you can click at different places in the recording

17

00:01:24,483 --> 00:01:30,547

you also have the option to edit using the scissors

18

00:01:30,547 --> 00:01:36,638

if you click onto these you will see that some handles appear

19

00:01:36,638 --> 00:01:44,774

if you left click and hold then you can remove both the beginning and the end

20

00:01:44,774 --> 00:01:47,900

of your recording.

21

00:01:47,900 --> 00:01:52,129

if you want to make an edit in the middle of your recording

22

00:01:52,129 --> 00:01:57,479

just left-click and hold to do that.

23

00:01:57,479 --> 00:02:01,632

if you did want to join those two up again you simply

24

00:02:01,632 --> 00:02:07,151

left-click hold and drag the two pieces together.

25

00:02:07,151 --> 00:02:12,660

it's also possible to add captions to your recording.

26

00:02:12,660 --> 00:02:18,544

by clicking on the Captions option here you can

27

00:02:18,544 --> 00:02:24,193

do this manually by pressing Enter.

28

00:02:24,193 --> 00:02:30,140

you can also import captions by clicking on

29

00:02:30,140 --> 00:02:34,286

replace with automatic captions. this will

30

00:02:34,286 --> 00:02:37,021

take the audio that you have recorded

31

00:02:37,021 --> 00:02:41,770

and translate it into text.

32

00:02:41,770 --> 00:02:47,794

it's also possible to add a quiz to these recordings.

33

00:02:47,794 --> 00:02:55,500

so simply choose an area that you want to add a quiz to

34

00:02:55,500 --> 00:02:58,501

click on Quizzing

35

00:02:58,501 --> 00:03:03,743

add a quiz

36

00:03:03,743 --> 00:03:09,743

you'll see that you have a number of options of different types of quiz.

37

00:03:09,743 --> 00:03:21,143

you can type in your question

38

00:03:21,143 --> 00:03:25,208

you can also add an answer.

39

00:03:25,208 --> 00:03:28,643

the answer that is highlighted with the black dot

40

00:03:28,643 --> 00:03:36,143

is the correct one.

41

00:03:36,143 --> 00:03:43,943

you can also give some feedback

42

00:03:43,943 --> 00:03:46,767

and if you scroll down you can

43

00:03:46,767 --> 00:03:49,543

click on done.

44

00:03:49,543 --> 00:03:52,171

there are some default settings here.

45

00:03:52,171 --> 00:03:56,362

you can allow students to re-take the quiz

46

00:03:56,362 --> 00:04:00,143

let them see how they've got on

47

00:04:00,143 --> 00:04:05,043

allow them to review the correct answers and any feedback

48

00:04:05,043 --> 00:04:11,943

and also prevent them from moving on in the recording until they have answered the quiz.

49

00:04:11,943 --> 00:04:15,837

it's important to note that they don't have to get the answer correct

50

00:04:15,837 --> 00:04:18,143

in order to move on.

51

00:04:18,143 --> 00:04:21,508

then you can click on Finish

52

00:04:21,508 --> 00:04:26,973

this will insert the quiz into your session.

53

00:04:26,973 --> 00:04:33,710

finally you can click on Publish this has the same effect as Save.

54

00:04:33,710 --> 00:04:36,952

and this will mean that in a few minutes your recording

55

00:04:36,952 --> 00:04:40,512

will be available in the new edited format.

56

00:04:40,512 --> 00:04:42,788

Thank you.