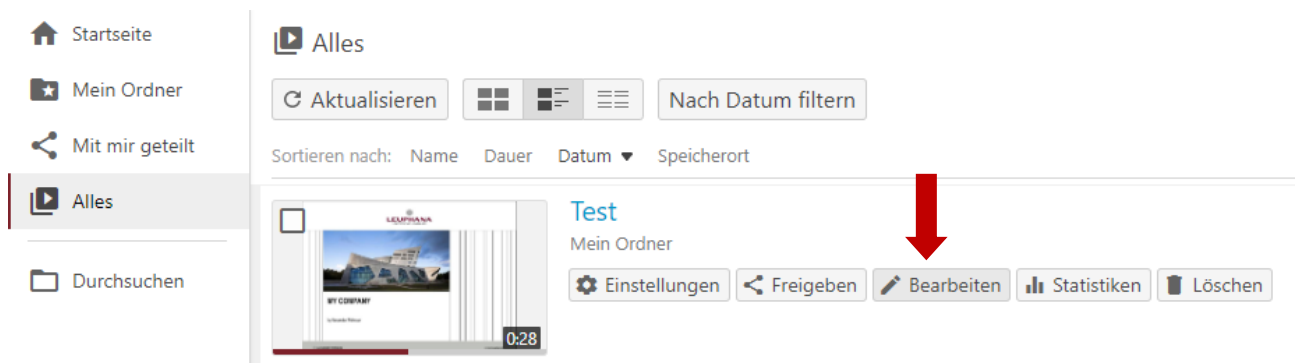


myVideo (Panopto) – Video Platform of Leuphana University of Lüneburg

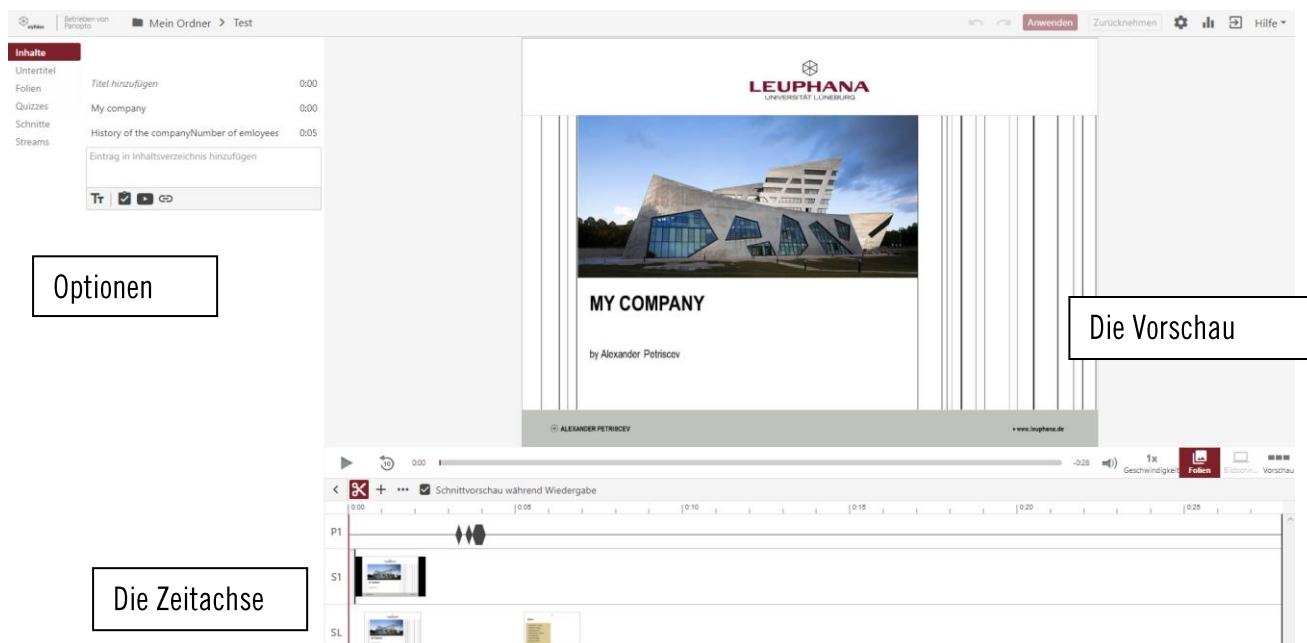
Instructions: Editing a Recording Using the MyVideo Editor

Cutting

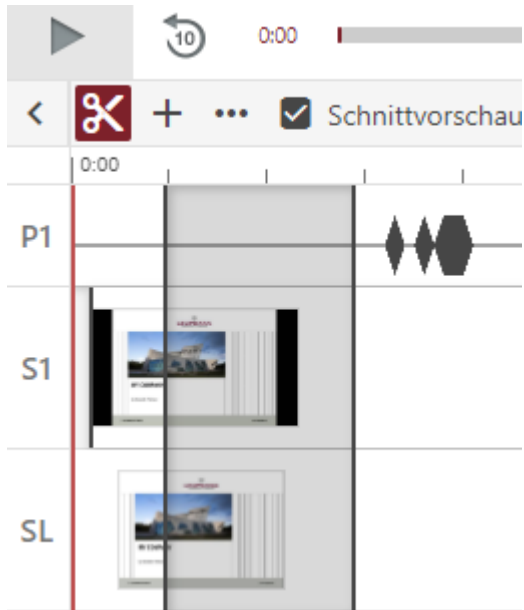
1. Once you have uploaded your recording, you will find your recording under "All". Here you can edit your file.



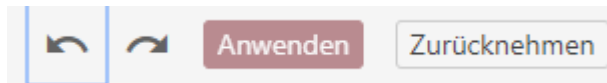
Your screen will now look like this:



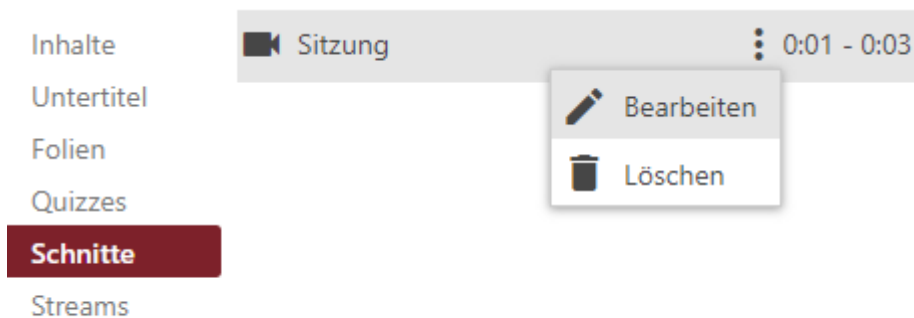
2. Now, you can cut out the desired parts from your recording. To do this, click and drag the left mouse button until you reach the desired point in time within the recording.



3. If you make a mistake while cutting, you can undo it. To do this, either click on the left arrow at the top right of the window

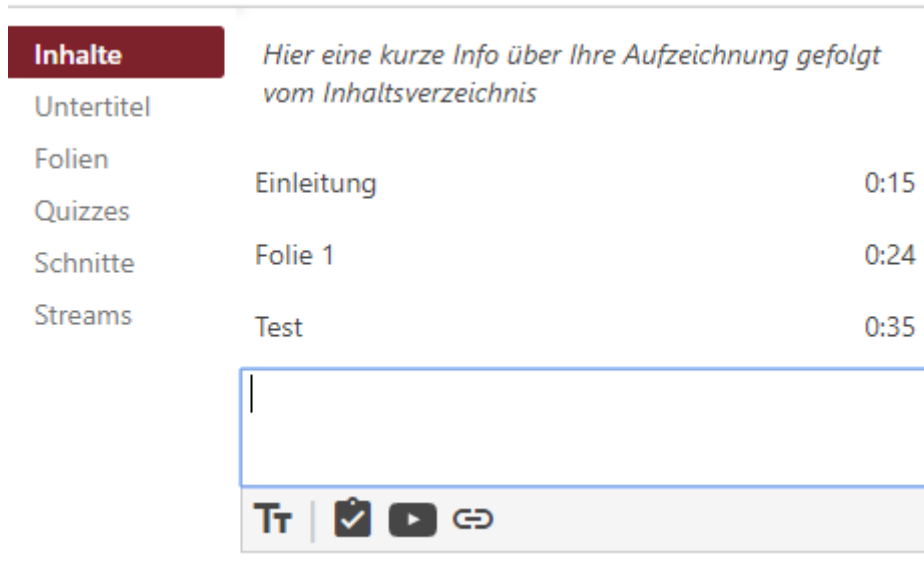


or you edit your cut under the option point "Cuts".



Adding a Table of Contents

1. Under the Contents item, you can add a table of contents.



Inhalte		
<i>Hier eine kurze Info über Ihre Aufzeichnung gefolgt vom Inhaltsverzeichnis</i>		
Untertitel		
Folien	Einleitung	0:15
Quizzes		
Schnitte	Folie 1	0:24
Streams	Test	0:35

Tt | ✓ ▶ 🔗

2. Find the appropriate time using the red bar in the timeline. The left-click on the desired time, pause the video and add the entry.



Timeline showing a red bar at 0:35. A video player window is visible on the left.

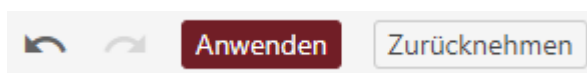
3. In case of problems, the entries can individually be edited.



Einleitung	⋮	0:15
Folie 1		0:24
Test		0:35

✎ Bearbeiten
🗑️ Löschen

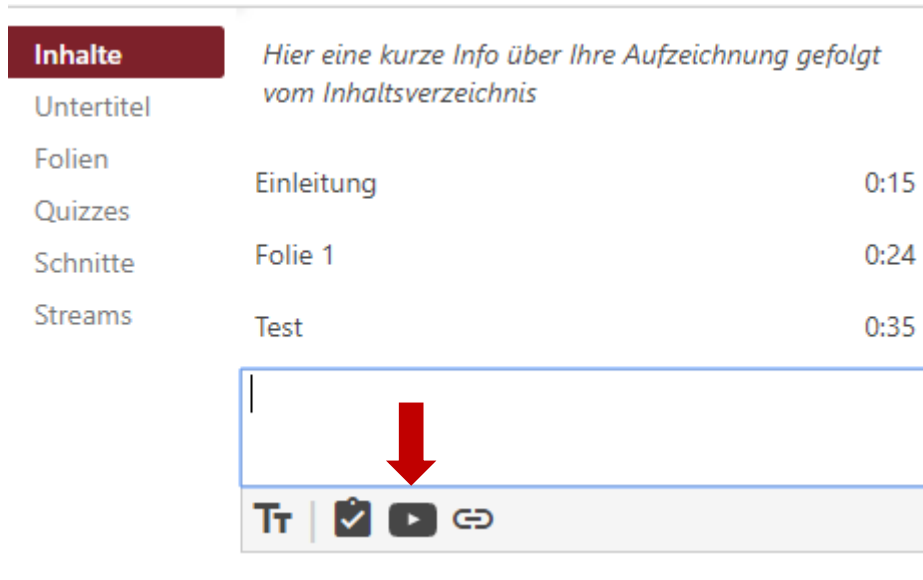
4. Once you are done with your editing, the changes must be applied once.



↶ ↷ Anwenden Zurücknehmen

Adding a YouTube Video

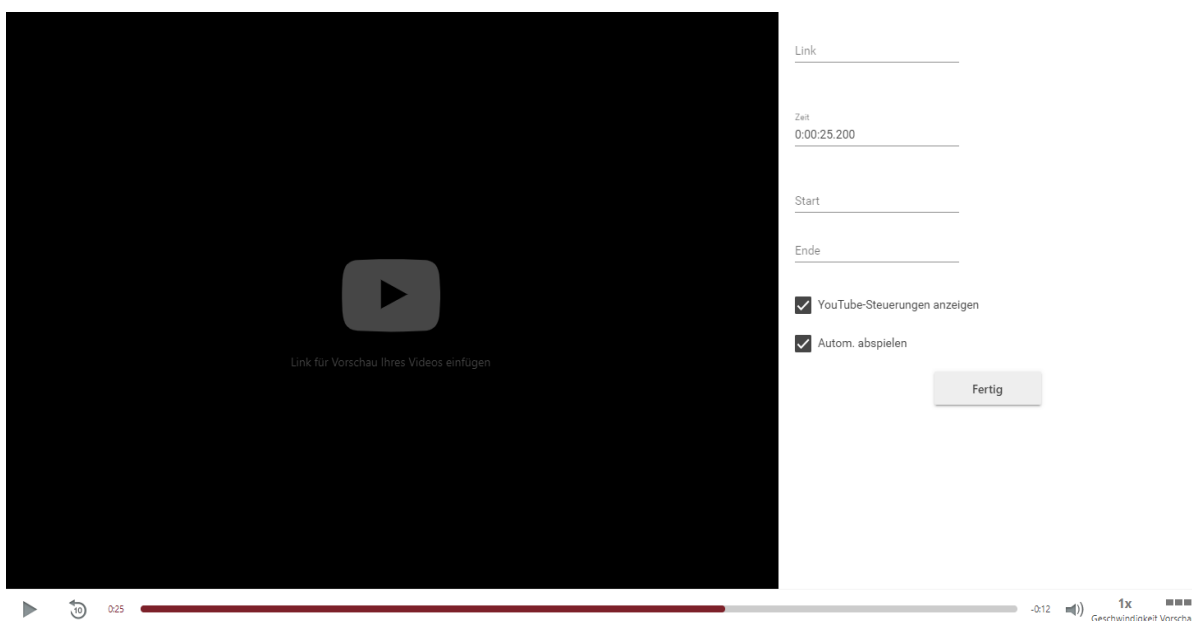
1. Under the "Content" item you can add a YouTube video.



Inhalte		<i>Hier eine kurze Info über Ihre Aufzeichnung gefolgt vom Inhaltsverzeichnis</i>	
Untertitel			
Folien	Einleitung		0:15
Quizzes			
Schnitte	Folie 1		0:24
Streams	Test		0:35

Below the table is a toolbar with icons for subtitles (Tt), a checklist, a YouTube icon (highlighted with a red arrow), and a link icon (chain).

2. Here, you can insert your link when the video should start ("Time") and which section of your YouTube video should be shown (for the whole video leave "Start" and "End" empty)



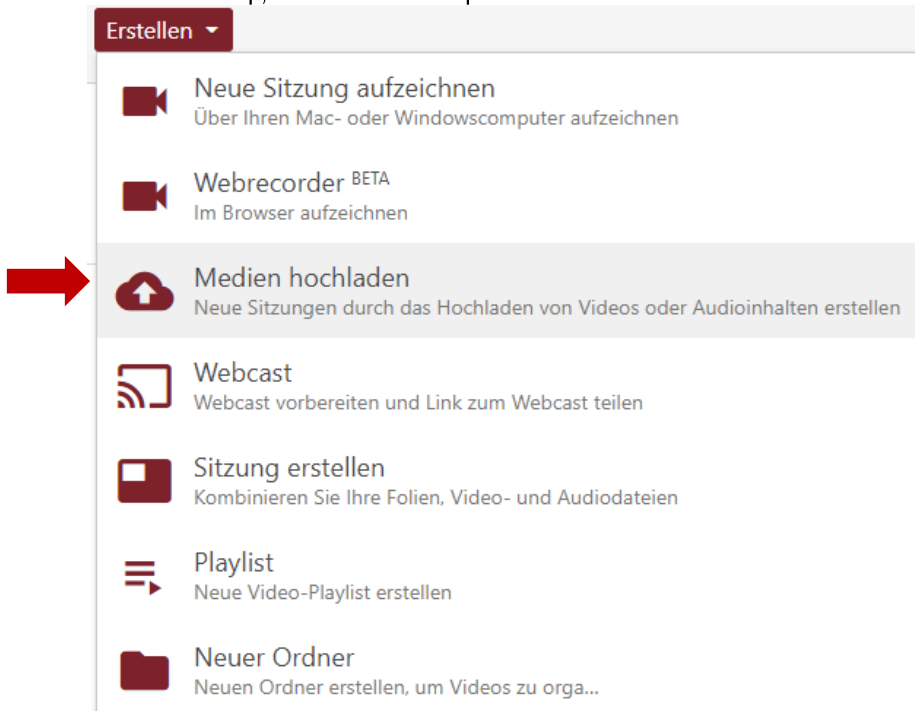
The video player shows a black screen with a play button and the text "Link für Vorschau Ihres Videos einfügen". The settings panel on the right includes:

- Link: _____
- Zeit: 0:00:25.200
- Start: _____
- Ende: _____
- YouTube-Steuerungen anzeigen
- Autom. abspielen
- Fertig

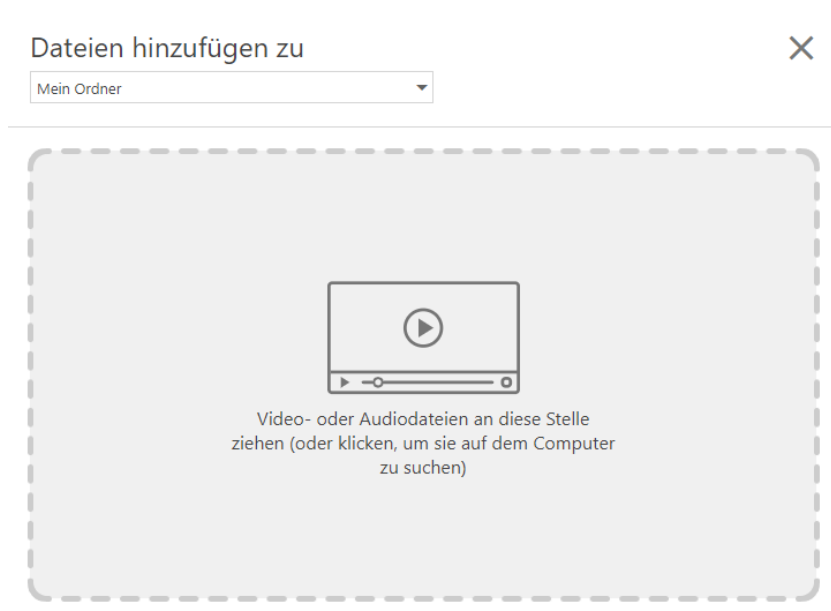
At the bottom, a video progress bar is visible with a play button, a refresh icon, a volume icon, and a speed icon set to 1x.

Adding a Clip

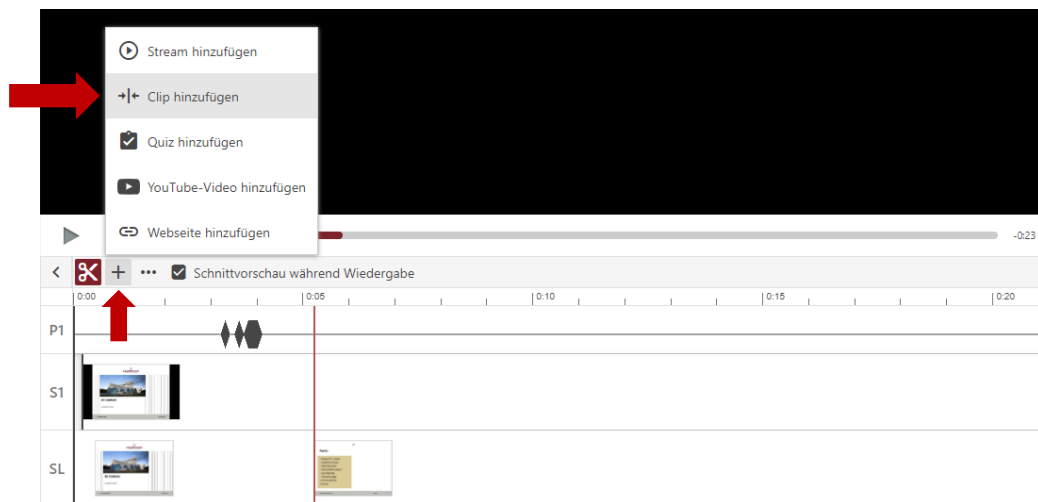
1. To add a clip, it must first be uploaded.



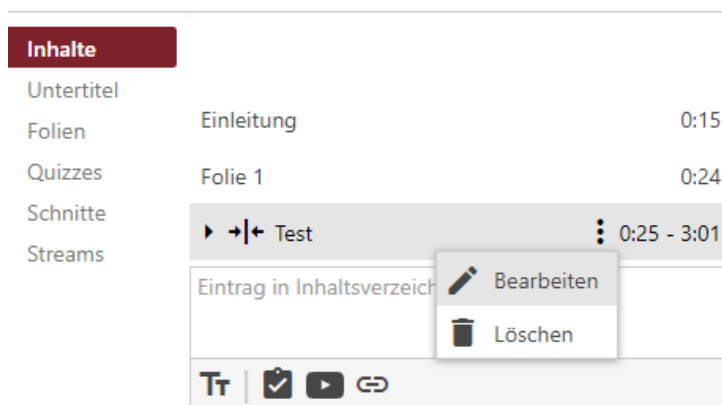
Now, the following window will open where you can upload your video.



2. Once the video is uploaded, you can add it to your recording. To do this, mark the corresponding point on the timeline with the red bar and click on the + sign and "Add clip."



3. Under "Content" you can now edit your video.



4. Here, you can change again when to play the video.

