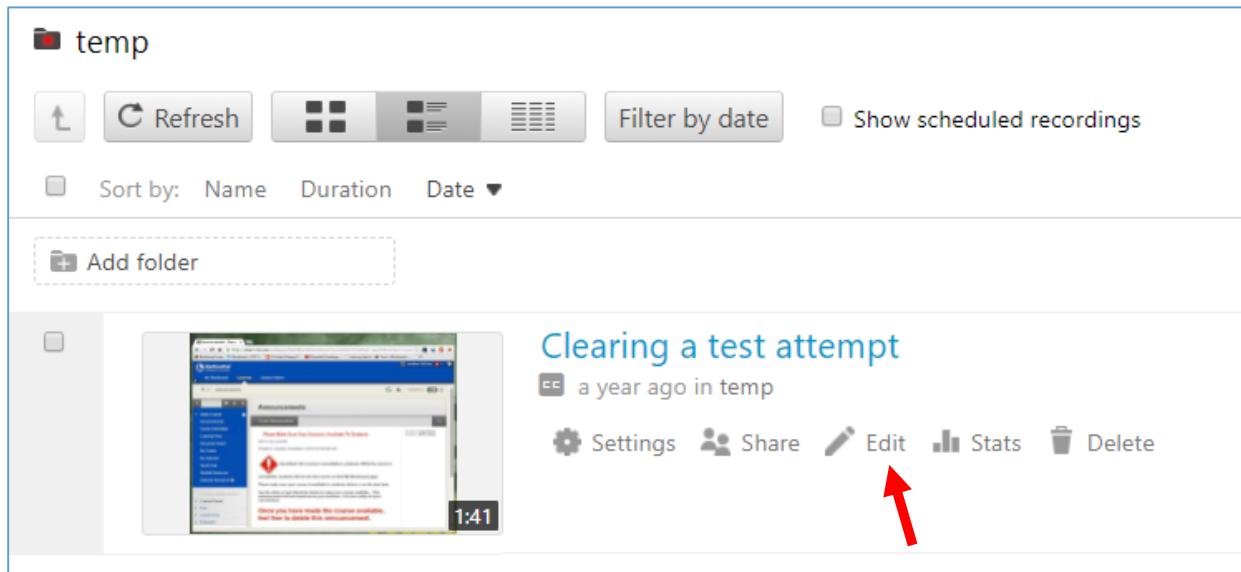


# Panopto

## Trim Videos

After a video has completed processing, video creators can edit and trim parts of their video. The trim feature can be accessed from your Class Recordings page within Canvas or from the Panopto site.

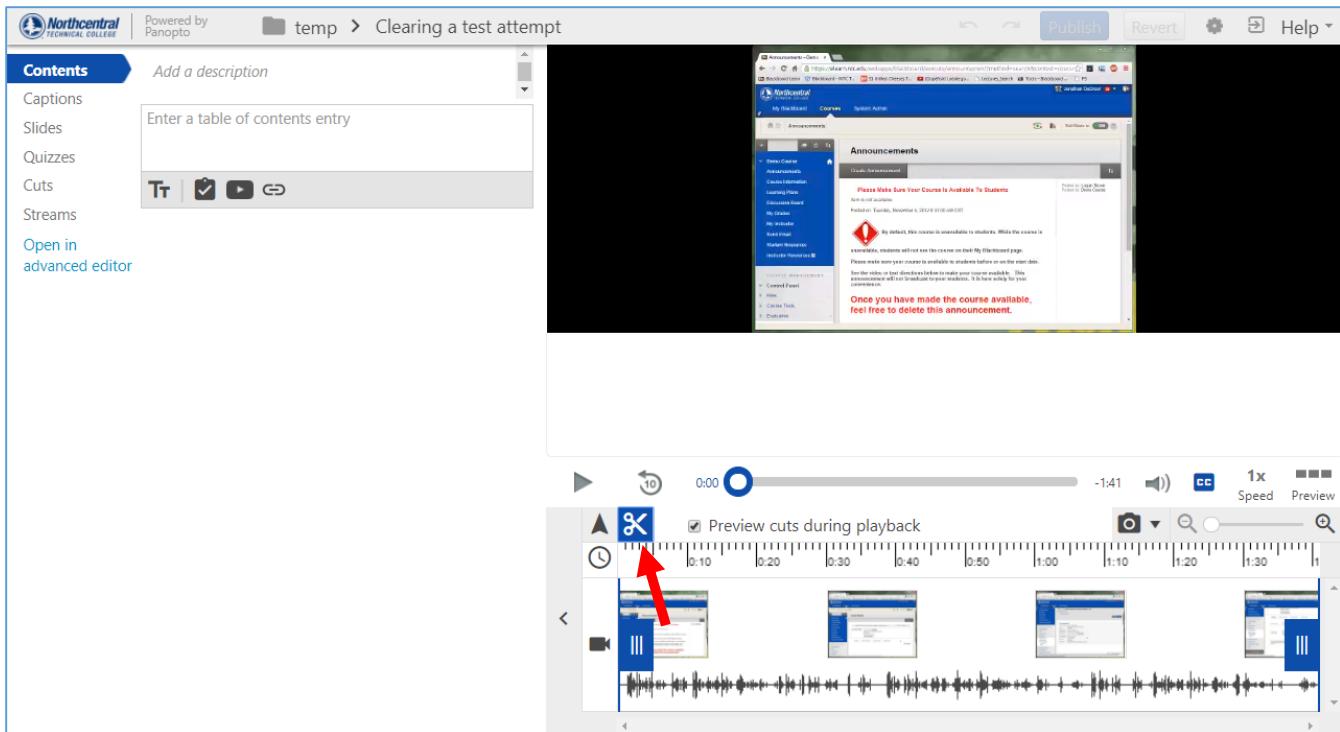
1. To trim a video, locate the video in Panopto and click the Edit button



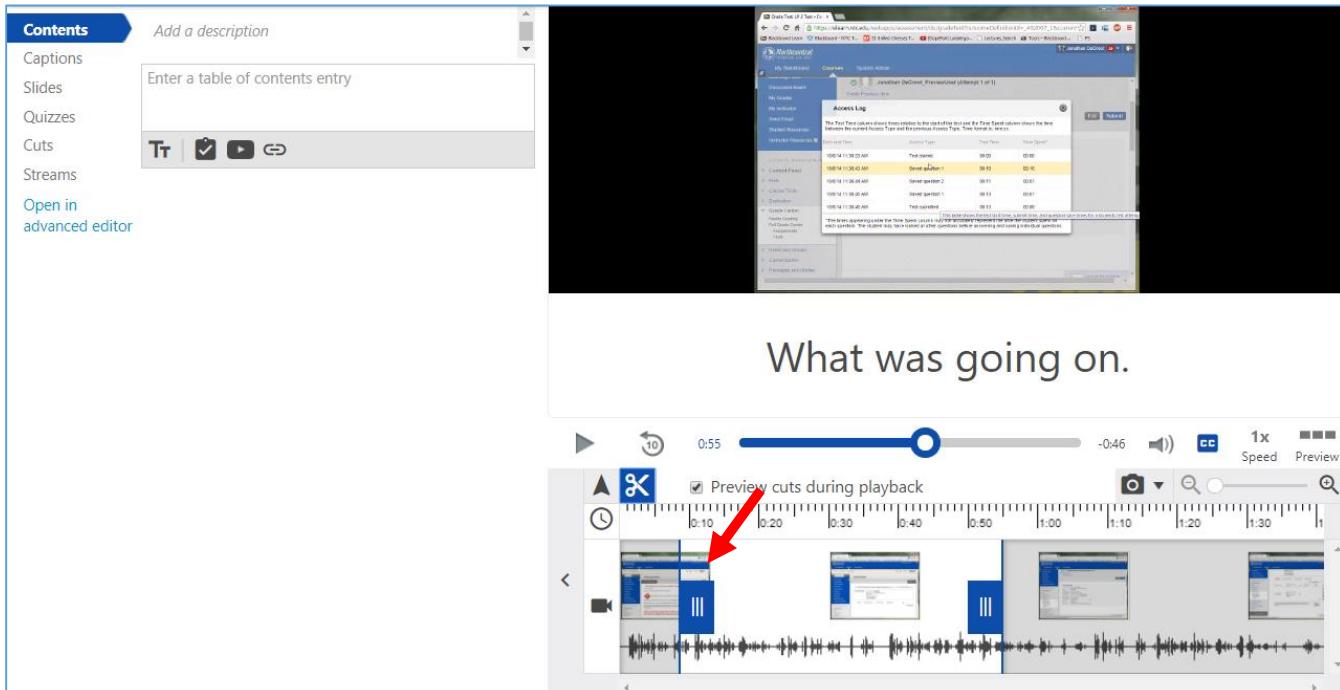
The screenshot shows the Panopto interface for managing recordings. At the top, there is a toolbar with icons for upload, refresh, filter by date, and show scheduled recordings. Below the toolbar, there are sorting options: Sort by Name, Duration, and Date. A 'temp' folder is selected. In the main list area, there is a video thumbnail titled 'Clearing a test attempt' with a duration of 1:41. To the right of the video thumbnail, there are several action buttons: Settings, Share, Edit, Stats, and Delete. A red arrow points to the 'Edit' button.



2. The Panopto Editor will display. To trim the video click on the scissors.



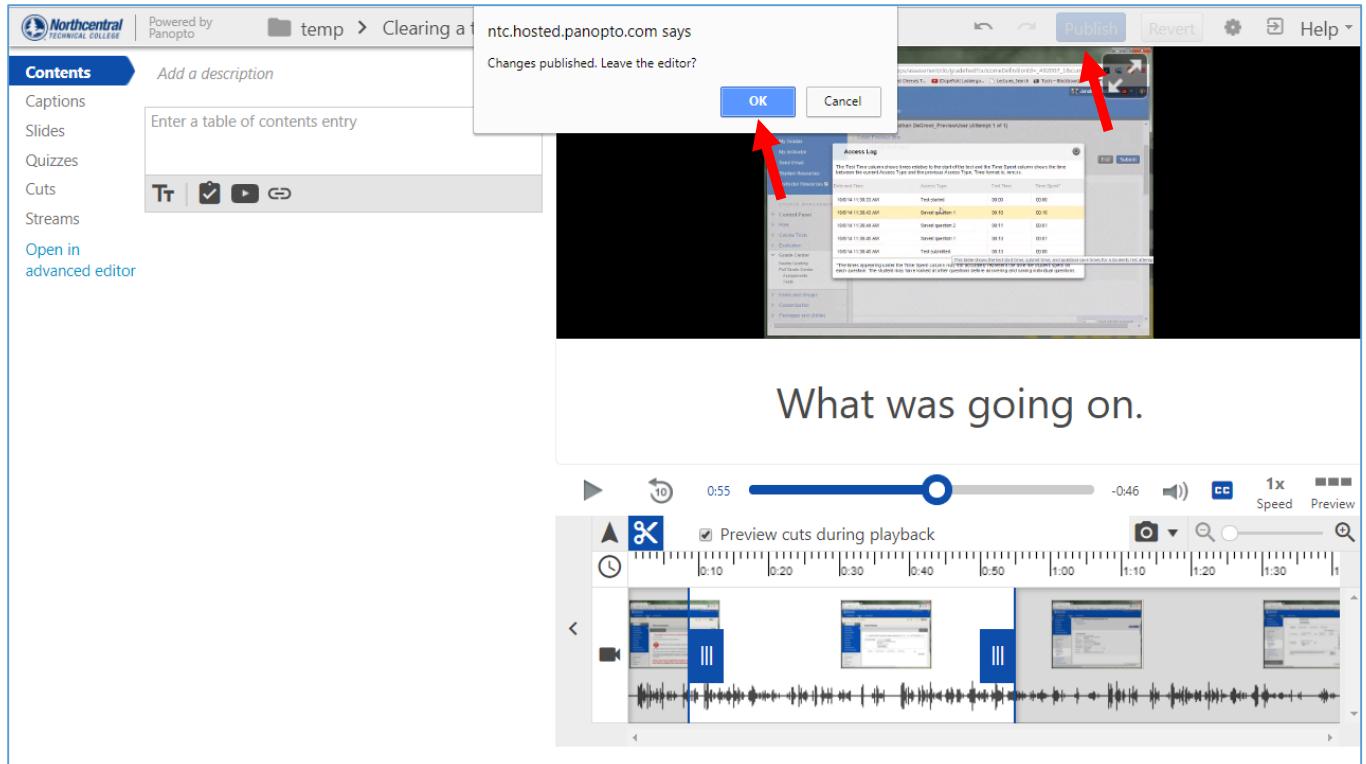
3. To trim the video drag the blue handles on the timeline left or right.



4. If you paused and resumed recording a video, you may have a gray section in the middle of your video. This is because Panopto continues to record even when it is paused, in case you forget to click resume the video is still captured.



5. When you have finished trimming your video, click "Publish" and then click "OK" when prompted



6. The video may take a few moments to process before it can be video