Please note Sussex is replacing its lecture capture system for the 2019/20 academic year. Panopto will replace Opencast

By September 2019, the new system, Panopto, will be in place in teaching spaces across campus.

For further information please see:

http://www.sussex.ac.uk/tel/learningtechnologies/lecturecapture

This guide explains how to edit your lecture recordings. Before editing first create your recording by following the steps in the guide to *Creating and Publishing Lecture Recordings*, available at www.sussex.ac.uk/tel/ canvasfaq.
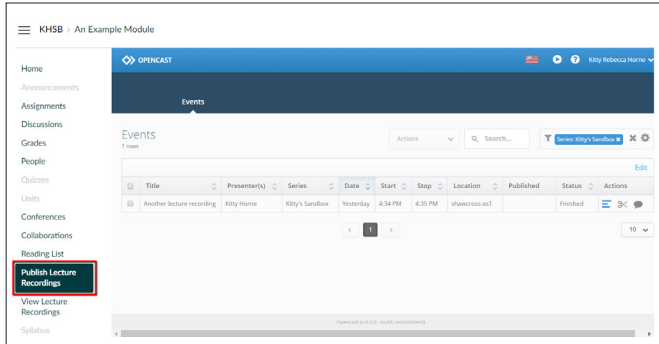
Step 1

Once you have created your recording log in to Canvas and access your module via your Dashboard or Modules. In the Module Menu on the left hand side of the site click the item **Publish Lecture Recordings**.
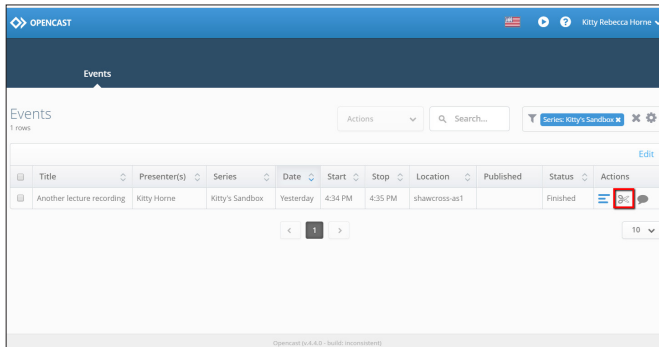

Step 2

You will be presented with a list of all of the recordings associated with this module. Click the **Scissors** icon to the right hand side of your chosen recording under the **Actions** column. (If you chose 'My Recordings' when you created your recording please see *A Guide to Searching for Recordings* to learn how to find these.)

Step 3

You will see a preview of your video and below that a timeline of the recording. To edit this drag the red dot along the timeline to where you could like to cut the recording.

A Guide to Editing Lecture Recordings

canvas
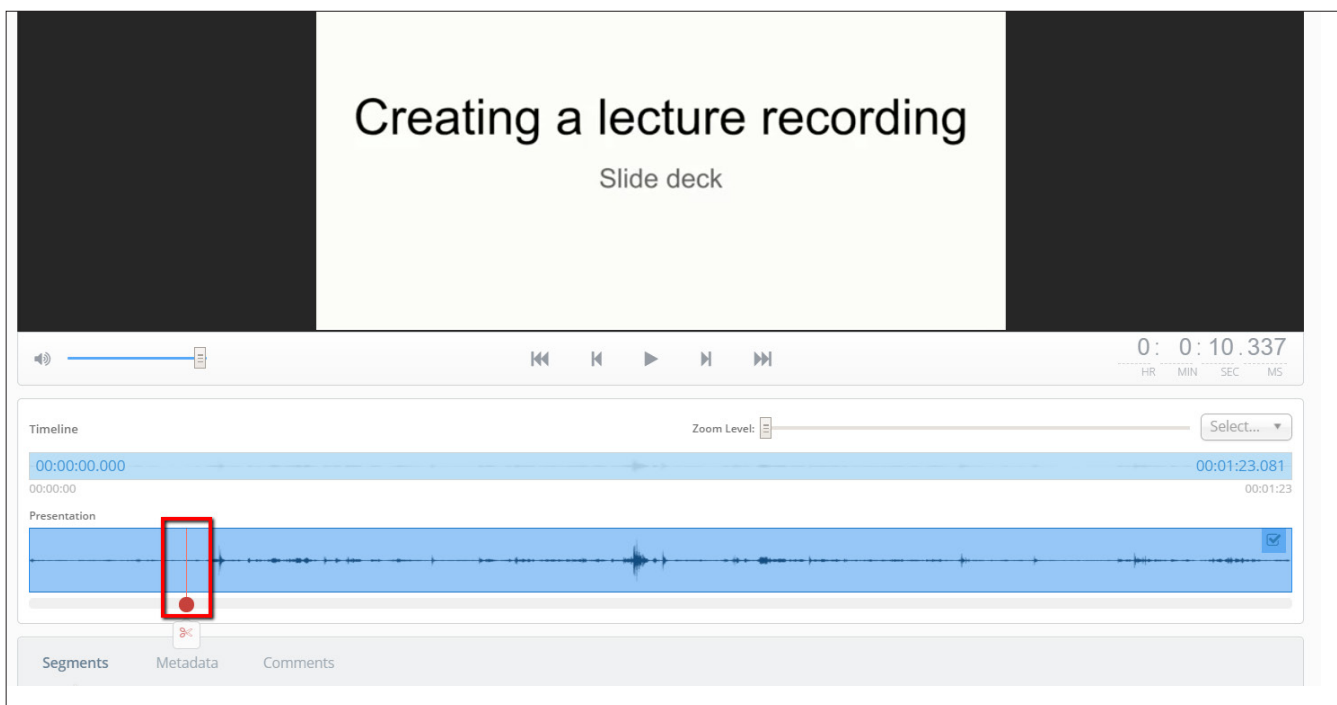
Step 4

Next click the red **Scissors** icon to split your recording. You will now see that your recording has been split into two segments.


Step 5

Select which segment you would like to delete by clicking on it. You will see which segment is selected as it will appear a darker blue. Click the **Cut** button below your timeline to delete your chosen segment. Once a segment has been deleted it will appear in red. Clicking **Clear selected segment** will undo your previous split.
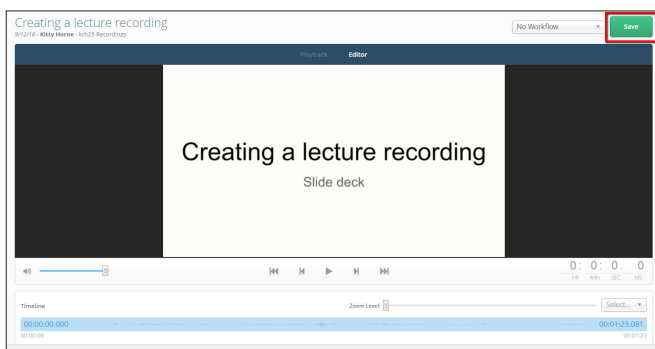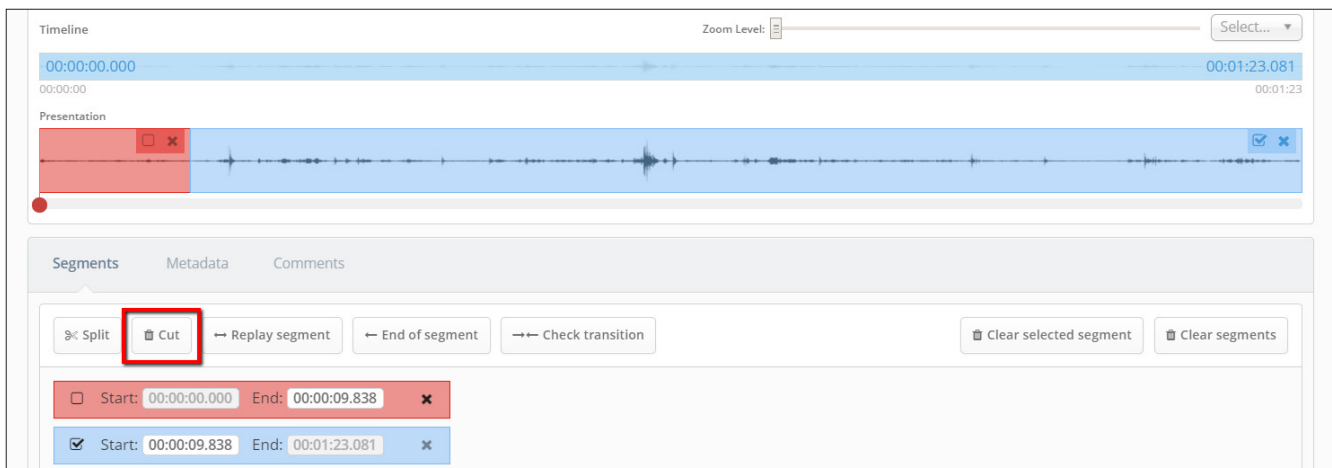
Step 6

Repeat Steps 4 and 5 for each segment that you would like to remove from your recording. As you are editing use the green **Save** button in the top or bottom right hand corner to save your progress. You can use the player above the timeline to preview your edits.
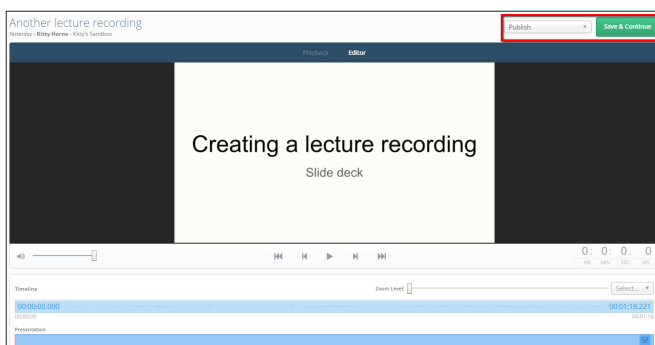
Step 7

Once you are happy with your edited recording and are ready to make it available to your students click the drop down menu in the top right hand corner (titled **No workflow**) and select **Publish**. Next click **Save & Continue**.