



## Adding searchable data into your recording

This guide assumes that you've opened the Panopto ReView editor with one of your recordings, as well as having at least a rudimentary understanding of the tools. Please look at the 'Accessing the editor & basic orientation' guide if this is not the case.

### Indexes and extra searchable information

- 1) With the Panopto ReView editor open, click the indexing button.

Panopto Content Creation For Editing 15 August 2016 in Ada Fieldhouse's Folder

**Contents**  
Captions  
More...

A video to introduce staff to the benefits of content creation using Panopto ReView for our students. This video discusses why content creation is a preferred learning format for millennials, who make up 90% of our student body at Cardiff Met. The video also outlines some ways of making content creation videos more engaging, purposeful and empowering.

Content Creation 0:00  
https://commons.wikimedia.org/wiki/File:Psy\_(8541720534)... 1:00  
How many views has 'Gangnam Style' had on its official... 2:00  
You're correct! 2:24  
You're mistaken! 2:25  
You're mistaken! 2:28  
How many views has 'Gangnam Style' had on its official... 2:31

**Learning Objectives:**  
Understand why content creation may be appreciated by many students, particularly Millennials.  
Become more aware of how students may access your content and the implications it has for your practice.  
Develop skills in creating engaging, purposeful and empowering video content.

For the YouTube generation

Panopto  
**ReView**

0:00 0:00 -21:54 .5x Speed Preview

Preview cuts during playback

- 2) On the editing panel, hover over the part of the video that you'd like to index or to add extra searchable terms to. Click, and you'll see an 'Add Table Contents of Entry' pop-up.

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1:24 -20:30 .5x Speed Preview

Preview cuts during playback


1:24:22

- 3) Give your index a title – this will appear to students in the left-hand search bar. Fill in the key terms that you'd like to be attached to this part of your presentation in the 'Search keywords' box. Students searching for these keywords will be directed to your index point.

Add Table of Contents entry ✕

Title:

Time:

Thumbnail: 

Make default thumbnail

Search keywords:

Link:  Links are useful for incorporating quizzes into your video or for just pointing to a helpful web page. When you add a link to your video, the video will pause at this position and viewers will see the linked web page.

- 4) If you're happy with your edits, click 'Save' and then 'Publish'.

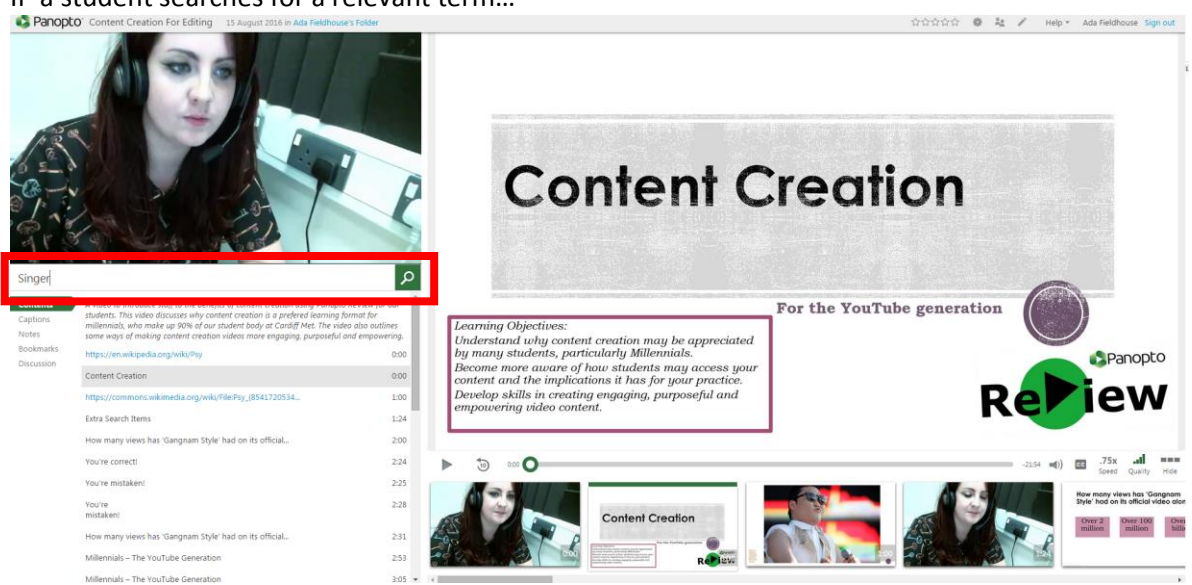
**TIP:** You must click 'Publish' for your changes to be saved. Don't worry, clicking publish does not mean that your work is being shared somewhere: it is used to save over your previous work.

**TIP2:** Panopto ReView edits are reversible! So if you change your mind later, you can always delete the indexes.

The end result will be that your audience will be directed to the appropriate part of your video if they decide to search for one of the terms that you inputted.

**Student view**

If a student searches for a relevant term...



The screenshot shows a Panopto video player interface. On the left, a table of contents is visible with the following entries:

Captions	0:00
Notes	0:00
Bookmarks	0:00
Discussion	0:00
Content Creation	0:00
https://commons.wikimedia.org/wiki/File:Psy_(8541720534...)	1:00
Extra Search Items	1:24
How many views has 'Gangnam Style' had on its official...	2:00
You're correct!	2:24
You're mistaken!	2:25
You're mistaken!	2:28
How many views has 'Gangnam Style' had on its official...	2:31
Millennials – The YouTube Generation	2:53
Millennials – The YouTube Generation	3:05

The main video area displays a slide titled "Content Creation" with the subtitle "For the YouTube generation". The slide includes "Learning Objectives" and the Panopto ReView logo. A search bar at the bottom left of the video player contains the text "Singer".

...they'll be directed to the appropriate part of your recording:

The screenshot displays the Panopto video player interface. At the top, the header shows 'Panopto Content Creation For Editing' and the date '15 August 2016 in Ada Fieldhouse's Folder'. The main video area shows a man in a white shirt and sunglasses singing into a microphone. On the left side, there is a search bar with the text 'Singer' and a magnifying glass icon. Below the search bar, there are options for 'Contents', 'Captions', 'Notes', 'Bookmarks', and 'Discussion'. The 'Notes' section is expanded, showing 'Extra Search Items' with a duration of '1:24'. At the bottom of the player, there is a progress bar and a 'Creation' section with two video thumbnails. To the right of the thumbnails, there are two bar charts comparing view counts for 'Gangnam Style' and 'G Style'.

Chart Title	Bar 1	Bar 2	Bar 3
How many views has 'Gangnam Style' had on its official video alone?	Over 2 million	Over 100 million	Over 2 billion
How many views has 'G Style' had on its official video alone?	Over 100 million	Over 2 billion	Over 100 million



Learning & Teaching Development Unit  
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Inspirational Staff - Aspirational Students  
Staff Ysbrydoledig - Myfyrwyr Uchelgeisiol