

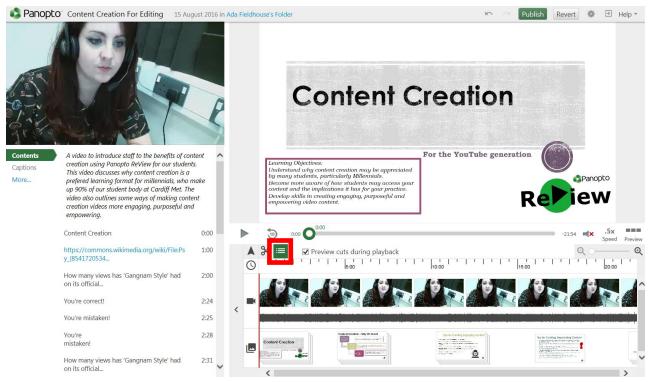


Adding searchable data into your recording

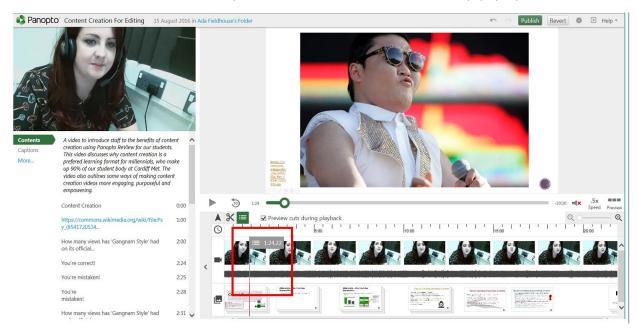
This guide assumes that you have opened the Panopto ReView editor with one of your recordings, as well as having at least a rudimentary understanding of the tools. Please look at the 'Accessing the editor & basic orientation' guide if this is not the case.

Indexes and extra searchable information

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



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 a 'Add Table Contents of Entry' pop-up.



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	e of Contents entry	×
Title Time	Extra Search Items 0:01:24.40	
Thumbnail	Thumbnail will be generated later	
	Make default thumbnail	
Search keywords	Singer Seoul South Korea Viral YouTube Hit Billion Views	
Link	https:// 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. Save Cancel	

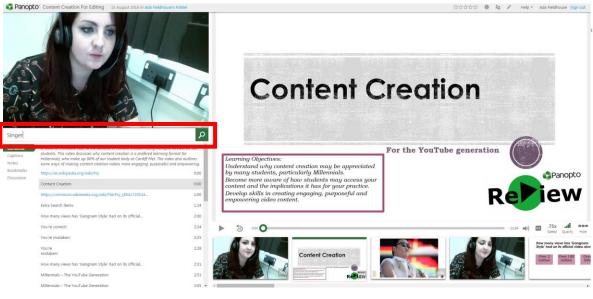
4) If you're happy with your edits, click 'Save' and then 'Publish'.

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.

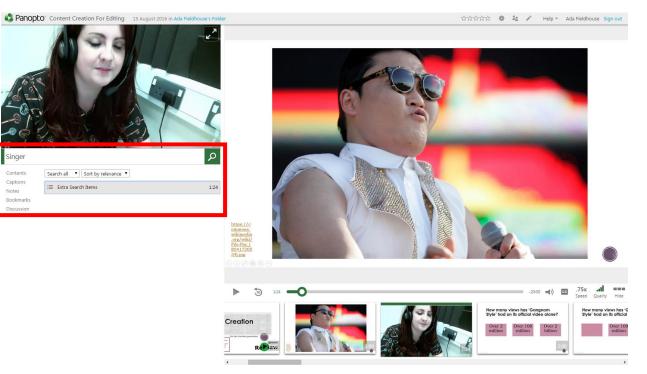
The end result will be that your audience will be directed to the appropriate part of your video if they decide to search for one of the terms that you inputted.

Student view



If a student searches for a relevant term...

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





Inspirational Staff - Aspirational Students Staff Ysbrydoledig - Myfyrwyr Uchelgeisiol