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.
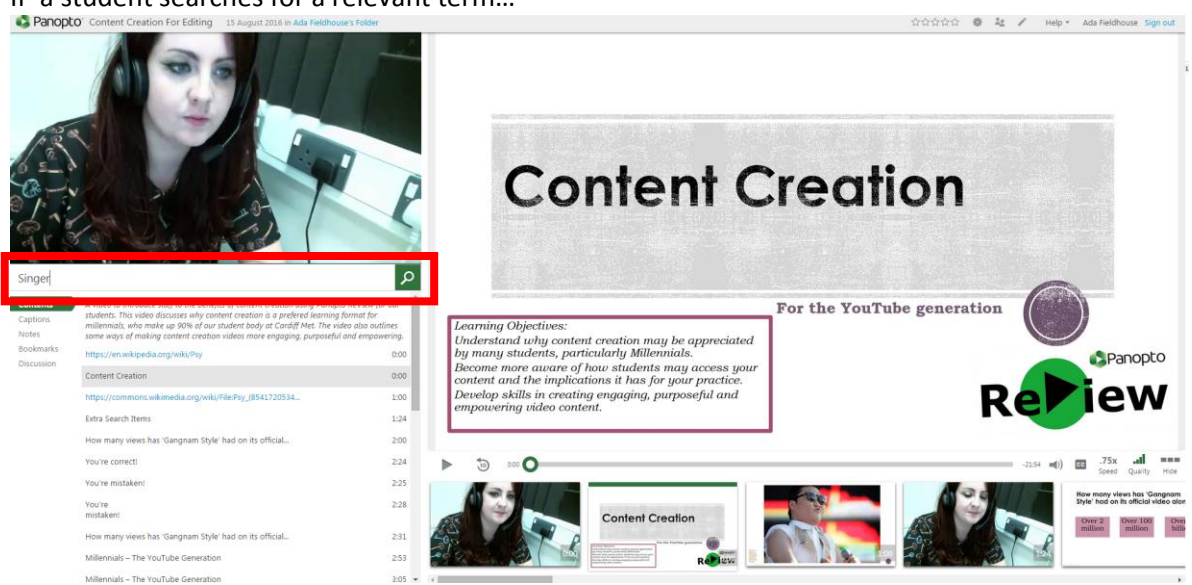

4) If you're happy with your edits, click 'Save' and then 'Publish'.

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: