

# How to segment a Panopto video into multiple shorter videos

## Create the copies of your original video

1. Decide **how many segments** you need to make from the original video. Video segments should be **divided into logical topics** (preferably no longer than 9 minutes). As you identify the needed segments, write down the beginning time of each from the Panopto timeline.
2. **Create** a folder inside your My Folder to store all the video segments and the original full-length video. Choose a folder name that makes sense to you.

Link opens in new window: [Create folders in Panopto](#)

3. **Copy** the original full-length video into the folder you just created. Then copy the full-length video, equivalent times to the number of segments you identified in step 1.

Link opens in new window: [Copying \(and renaming\) videos](#)

## Edit and apply the changes on each video

At this point you have created several duplicates of the full-length original that will now become each of the shorter segments – all you need to do is edit each segment video to show only the desired portion.

4. Edit video segment 1. Cut the portion in the timeline that is not part of this segment.

Link opens in new window: [Getting started: Edit a video](#) (video 2.12 mins)

Link opens in new window: [How to edit a video](#) (article)

5. **Apply** the change/s when you have finished editing.
6. Continue to edit and apply (save) the remaining segments.

## Share each video segment with your students

Your videos are complete but not yet visible to anyone but you – now share them with your students.

7. Move the completed video segment/s into the Blackboard Unit Panopto folder.

Link opens in new window: [How to copy or move Panopto recordings](#) (video 1.00 min)

8. Embed the videos into your Blackboard unit site.

Link opens in new window: [How to embed videos](#) (video 2.53 mins)