



How To Edit Panopto Recording Title for SOM Clerkships

Step 1: Login to <https://louisville.hosted.panopto.com> with your ulink username and password. Make sure blackboard is selected.

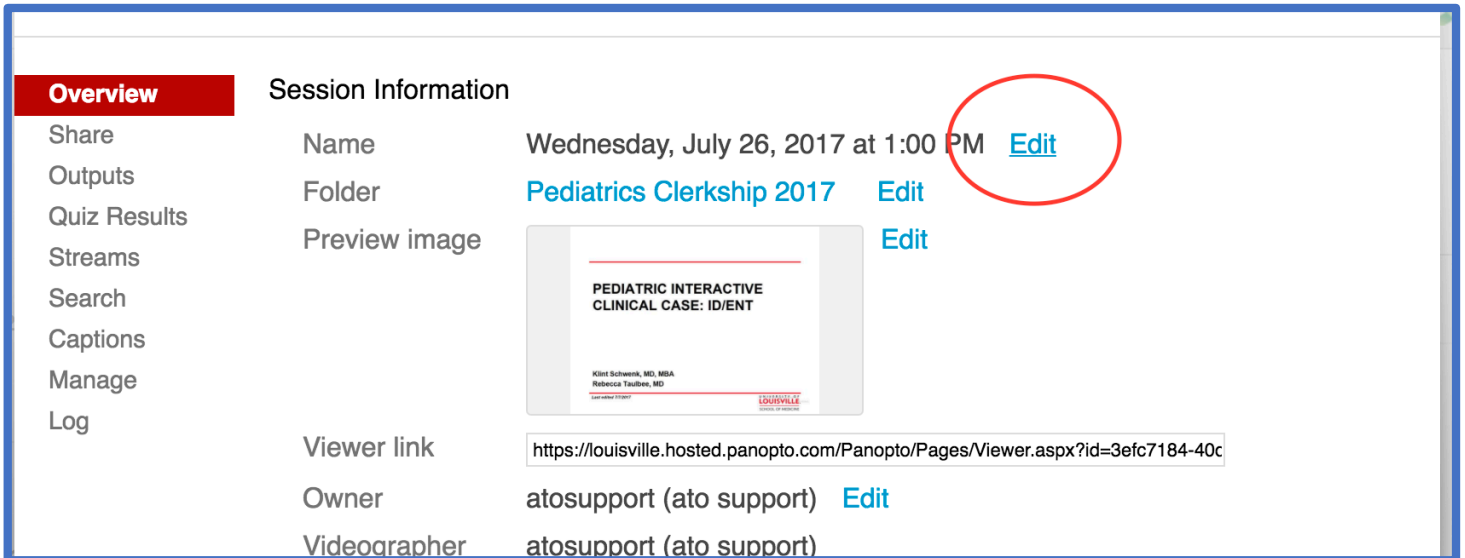
Step 2: Open **SOM Clerkships** folder on the left side of screen and select your clerkship.

The screenshot shows the Panopto interface. On the left, a sidebar contains a 'Browse' section with 'All Folders' and 'My Folders' tabs. Under 'My Folders', there is a search bar and a list of folders. The 'SOM Clerkships' folder is circled in red. Below it are sub-folders for 'Family Medicine Clerkship 2017', 'Internal Medicine 2017', 'Neuro Clerkship 2017', 'OB/GYN Clerkship 2017', 'Pediatrics Clerkship 2017', 'Psychiatry Clerkship 2017', 'Surgery Clerkship 2017', 'SOM Courses 2016-2017', and 'SOM Courses 2017-2018'. The main area displays a grid of video thumbnails. Each thumbnail includes a title, a timestamp, and a duration. The thumbnails are: 'Wednesday, August 30, 2017 at 9:15:22 AM' (1:16:15), 'Community Engagement Seminar, Wednesday...' (1:53:10), 'Community Engagement Seminar, Wednesday...' (1:12:32), 'Tuesday, August 29, 2017 at 11am - Neuro Physic...' (1:22:12), 'Tuesday, August 29, 2017 at 10:13:14 AM Patholo...' (48:16), 'Somatosensory Systems Tuesday, August 29, 20...' (32:06), 'Tuesday, August 29, 2017 at 9 AM Pathology of th...' (1:24:26), 'Poster, Monday, August 28, 2017 at 3:08:00 PM' (52:10), 'Blood Supply One, Monday, August 28, 201...' (2 days ago), 'Monday, August 28, 2017 at 11:00:00 AM - Male...' (2 days ago), 'Monday, August 28, 2017 at 7:55:27 AM' (2 days ago), and 'Gluteal Region, Posterior Thigh and Popliteal Fos...' (2 days ago).

Step 3: Click **Settings**

The screenshot shows the Panopto interface for a specific video. The video title is 'Wednesday, July 26, 2017 at 1:00 PM' and it is located in the 'Pediatrics Clerkship 2017' folder. The video thumbnail is titled 'PEDIATRIC INTERACTIVE CLINICAL CASE: ID/ENT' and has a duration of 2:49:39. Below the thumbnail, there are several icons: a gear icon for 'Settings' (circled in red), a person icon for 'Share', a pencil icon for 'Edit', a bar chart icon for 'Stats', and a trash can icon for 'Delete'. Below this video, there are two more video thumbnails: 'Wednesday, July 12, 2017 at 3:55:00 PM Neuro' (1:17:29) and 'Wednesday, July 12, 2017 at 2:43:34 PM Cardiology' (2 months ago in Pediatrics Clerkship 2017).

Step 4: Click **Edit** in the **Name** field

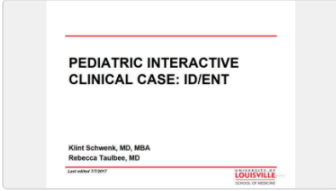


Overview Session Information

Share Name Wednesday, July 26, 2017 at 1:00 PM [Edit](#)

Outputs Folder [Pediatrics Clerkship 2017](#) [Edit](#)

Quiz Results Preview image [Edit](#)

Streams 

Search

Captions

Manage

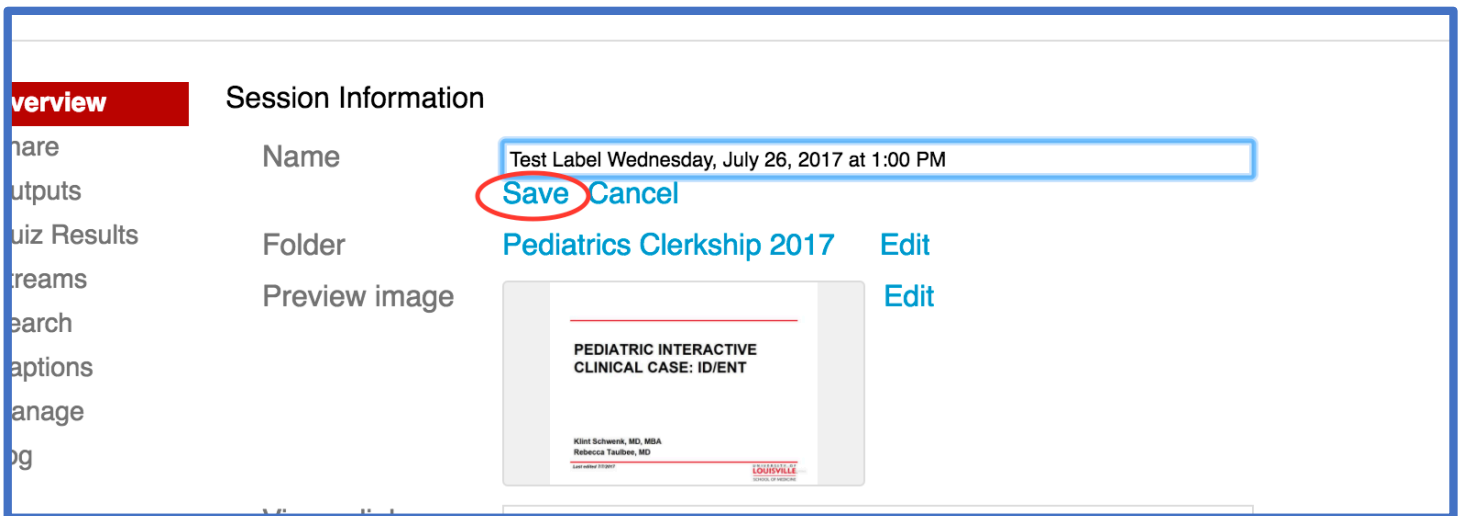
Log

Viewer link <https://louisville.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=3efc7184-40c>

Owner atosupport (ato support) [Edit](#)

Videographer atosupport (ato support)

Step 5: Enter the label you would like then click the **Save** label that appears below the **Name** field.

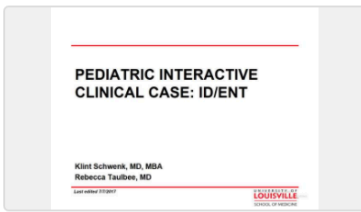


Overview Session Information

Name [Save](#) [Cancel](#)

Outputs Folder [Pediatrics Clerkship 2017](#) [Edit](#)

Quiz Results Preview image [Edit](#)

Streams 

Search

Captions

Manage

Log