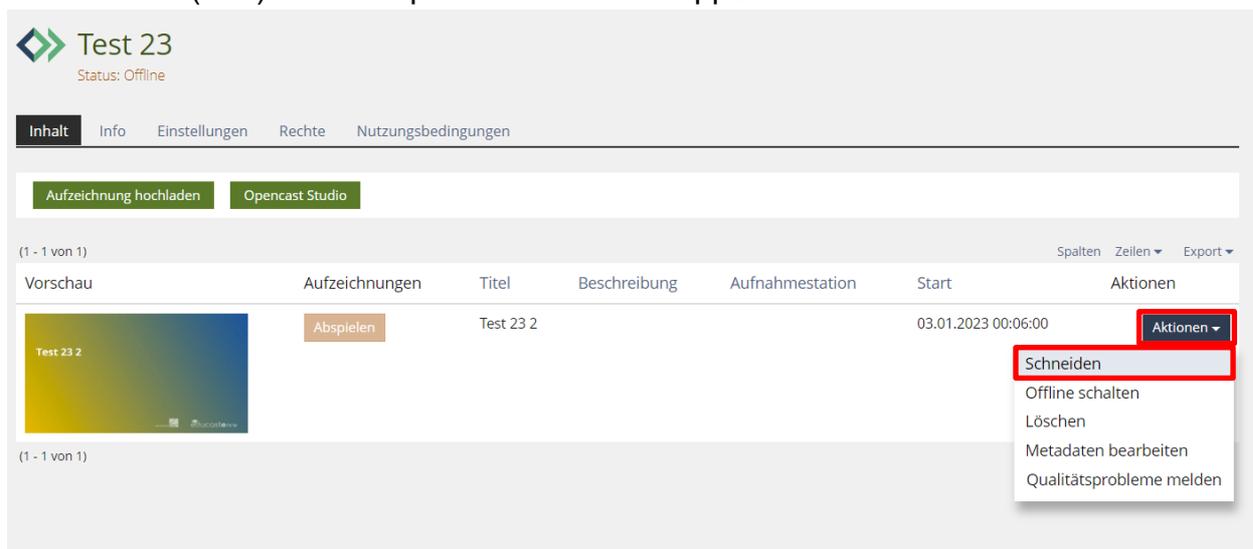


## Quick Guide: Opencast Video Editor

The Opencast editor is a simple and clear tool for editing video recordings that have already been uploaded to eCampus Video. It is used exclusively via the web browser. It is a non-destructive image editing tool, so the original content can be restored at any time using the editor

### 1. Open Editor

In the eCampus course, go to the series containing the video you want to cut. Now click on the “Aktionen” (Actions) field highlighted in blue next to the video and click on “Schneiden” (Edit) in the drop-down menu that appears.



You will now be taken to the eCampus Video portal, where you must log in with your Uni ID.

**Please note:** Student assistants require an employee Uni ID to be able to log in to the portal. You can apply for this account on the HRZ website: <https://www.hrz.uni-bonn.de/de/services/identity-management/regelungen-dokumente/ablauf-der-nutzungszeit-statuswechsel>

After logging in, the selected video is automatically opened in the editor and can be edited.

**Note:** The visual appearance of the editor can be can be changed. To do this, click on “Aussehen” (Appearance) in the horizontal bar at the top right. You can now choose between several presets.

## 2. Editing Videos

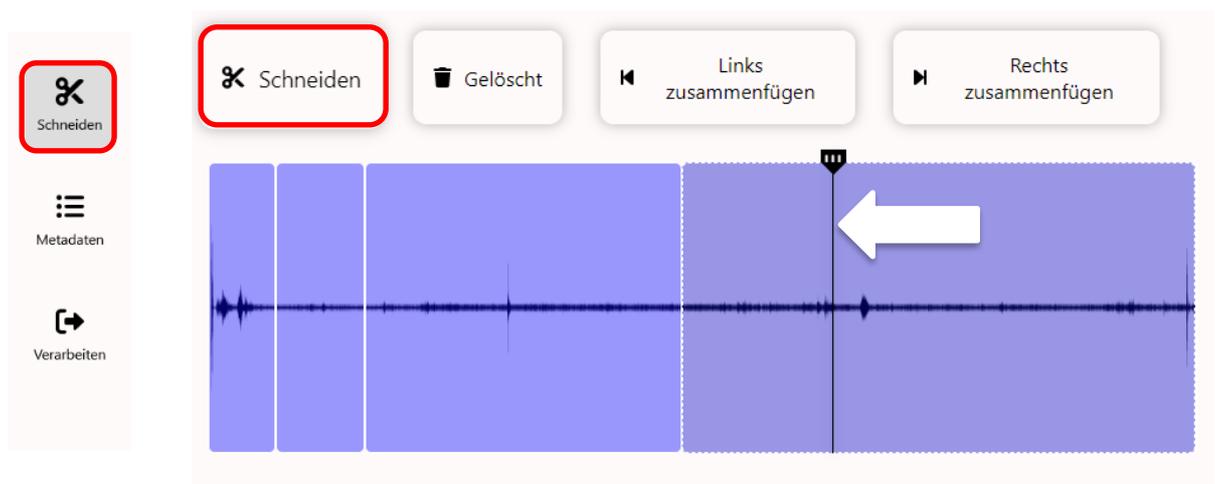
You can cut out the desired passages by splitting the video into individual clips (segments) and cutting them out using the 'Deleted' function

### a. Splitting into segments

Go to „Schneiden“ (Cut) in the left bar.

Position the black time marker with your cursor in the timeline at the point where the cut is to be made. Then click on “Schneiden” (Cut) in the bottom bar.

White lines will now appear at the cutting points. If you hover over the timeline with the cursor, you can see which number has been assigned to the respective segment (numbering starts at 0).



If you have made unintentional cuts, you can merge the segments again. To do this, select a segment in the timeline and click on “Links zusammenfügen” (Merge Left) or “Rechts zusammenfügen” (Merge Right) to connect it to the segment on the respective page.

### b. Remove

If your video is divided into several segments, click on the segment in the timeline that you want to cut out. The selected segment now appears in a darker

colour and is removed when you click on “Löschen” (Delete). The invisible part is now highlighted in red.

To restore the cut out segment, select in the timeline and click on “Wiederherstellen” (Restore).



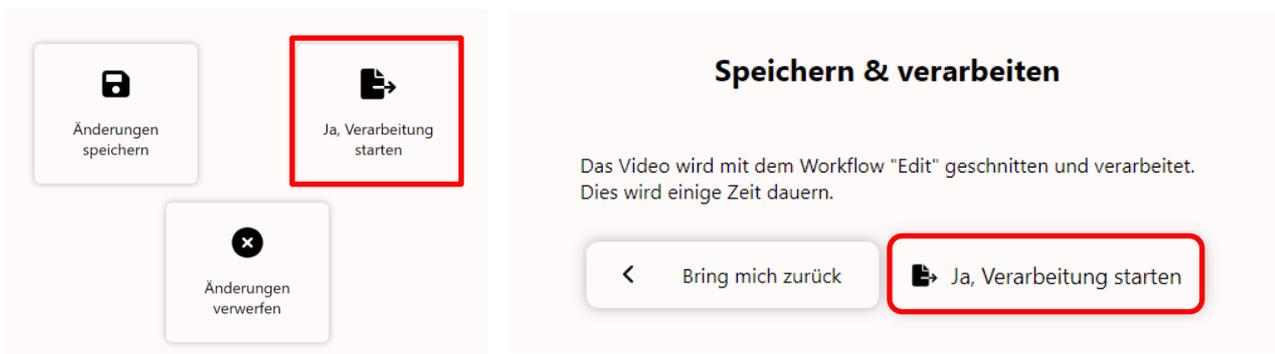
c. Check

You can check how your video looks after the cuts have been made by activating the “Vorschaumodus” (Preview mode) next to the Play button. You can use the cursor in the timeline to select the point from which the video is to be played and then click on Play.



d. Finalising the Project

If you have hidden all unwanted segments and would now like to publish the recording, select “Verarbeiten” (Process) in the left-hand bar. Now select “Ja, Verarbeitung starten” (Yes, start processing) twice.



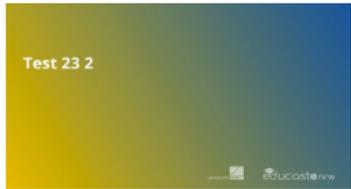
**Note:** If you are not finished editing in one session or would like to preview at a later time before publishing the edited video, you can also just save the changes. You can then continue working on the project in a new session by clicking on “Schneiden” (Edit) for the video in eCampus (see 1. Open Editor)

### 3. Transcoding

The video that you have edited with the editor is now recreated (transcoded) by the renderers of the eCampus video platform in the corresponding output formats. You can call up the editing status in the Opencast object of your eCampus course. The editing process runs in the background, so you can now also log out of the eCampus learning platform and the eCampus Video Portal.



Once processing is complete, the video is available for playback.

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