



School of Social Work
UNIVERSITY OF WISCONSIN-MADISON

Reviewing and Tagging a Recording in the Practice Skills Lab

1. (If off-campus, connect to UW VPN) Go to <https://psl.socwork.wisc.edu/> and log in using your Net ID and Password.
2. Once logged in, click on “Review” on the left hand side of the screen.
3. Then click on the name of the video you want to review.
4. In the review window, you can watch the recording, add markers at specific points, or crop parts of the video.
5. To add a marker, pause the video at the time you want to add a marker. Then click on “Markers” above the video. Click on “Add a new marker”. Name the marker, write your name, then click “Save Marker”
6. To edit a previously created marker. Click on “Markers” above the video. Then from the “select a marker” drop down, choose the marker you want to edit. Click “Save” to save your changes or “Delete” to delete your marker.
7. You can go to the specific marker by choosing the marker from the “select a marker” drop down above the video.
8. To crop the video, click on “Tools” above the video. At the time you want to start cropping, pause the video and click on “Cue in” from the left-hand side window. Then, at the end of the crop, choose “Cue out”.
9. To remove everything but the section between the time of cue in and the time of cue out, click “Create clip”. A clip will then be created, which you can review and share with the instructor from the “Review” window.
10. To remove the section between the time of cue in and the time of cue out, click “Redact”. A new video will be created, with the selected portion removed. To view and share go to the “Review” window.
11. From the “Review” window, you can edit the information of a recording or share it by clicking on “Options” for the video you want to edit.