# Captioning Panopto Recordings

Panopto can add automatic speech recognition-generated captions to your Panopto recordings. These display as a scrolling transcript and/or closed captions. The scrolling transcript is interactive. This means that the viewer can click on a section of the transcript to jump to that section of the video.

Notes:

- Machine-generated captions do not provide the same accuracy as human transcription. Machine-generated captions need to be revised and edited to ensure they are 100% accurate. This guide outlines the process for importing automatic captions so you can successfully edit them.
- Recordings using the Panopto **Capture** option will have automatic captions added automatically. You will not need to enable them manually. You may edit them once they are available.

**Warning**: While automatic captions are now available for other languages, English is still the only language which seems to be fairly accurate. Please keep this in mind before attempting to use automatic captioning with the other languages.

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# Video Tutorials

[Captioning Panopto Videos](#)

[How to Add Automatic Captions to a Video - Panopto Support](#)

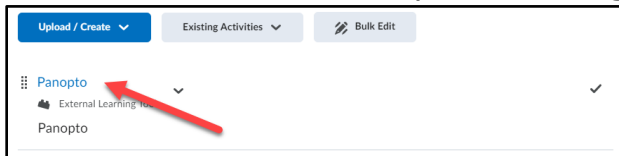[How to Manually Caption Sessions in the Editor - Panopto Support](#)

[Viewing Video Captions - Panopto Support](#)
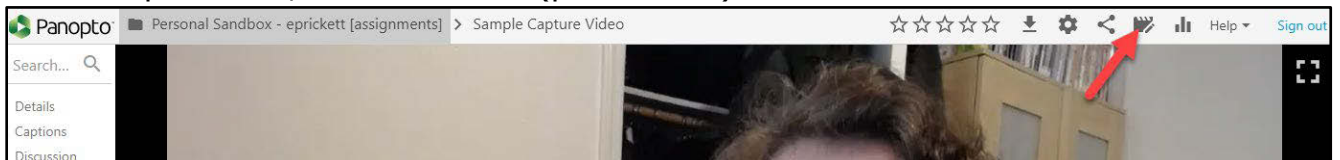
# Navigating to Your Video(s)

Depending on how you've added Panopto videos to your course, you may navigate to your linked Panopto Recordings or to an individual embedded video. Note for either method: **Settings** will allow you to import an existing caption file. **Edit** will allow you to import an existing caption file, import automatic captions, and/or edit captions.

To navigate to Panopto Recordings:

1. After logging in to D2L and selecting the correct course, select the module that contains the link for Panopto recordings. Click the **Panopto** link.



2. Find the recording to which you wish to add captions and click on it.
3. In the top toolbar, click the **Edit** (pencil icon).



To navigate to an individual embedded video:

1. After logging in to D2L and selecting the correct course, find the individual embedded video in the course.
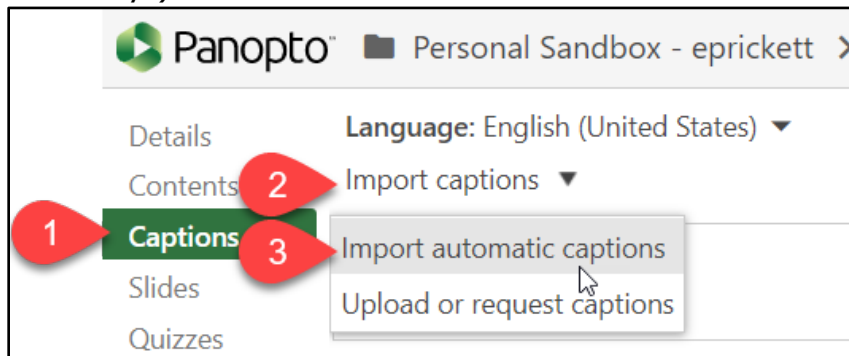2. Click on the **Watch in Panopto** button (forward arrow icon).



3. In the top toolbar, click ther **Edit** (pencil icon) to access the tools you need.
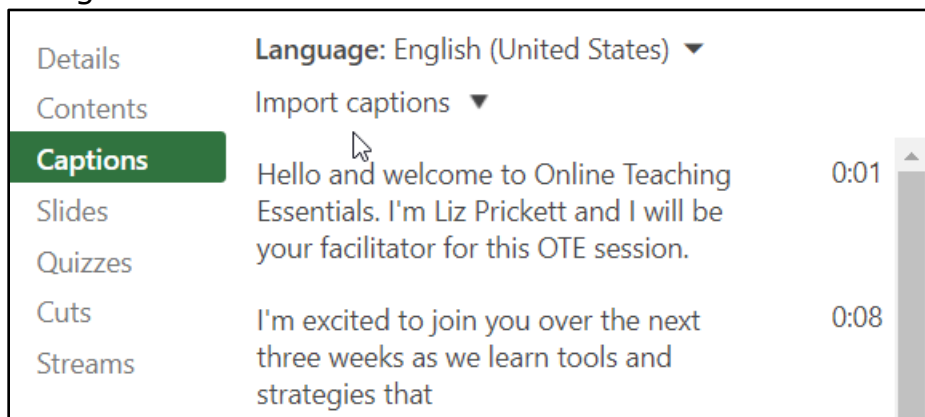
# Importing Automatic Captions

1. Navigate to your Panopto video.
2. Go to **Edit** (pencil icon).

3. Go to **Captions**, and use the **Import captions** dropdown menu to select the **Import automatic captions** option. (Double check the **Language** is set correctly.)



4. Panopto will provide a scrolling transcript powered by automatic speech recognition.



This transcript may be more or less accurate, depending on a variety of speaker and recording tools factors. This gives you a great base to start from which is already time-stamped. Even if the automatic voice recognition is accurate for each word spoken, you will typically still need to edit for capitalization, punctuation, preferred spelling, etc.

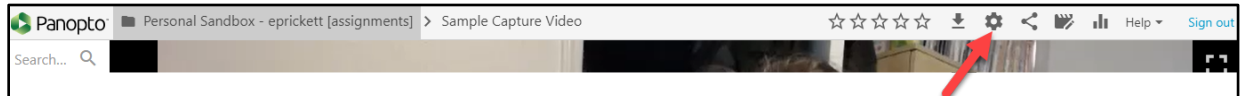## Adding an Existing Captions File

In the event you already have an accurate captions file, you may upload it to Panopto with your video.

Note: Panopto currently supports the following caption file types: .srt, .ashx, .vtt, and .dxfp. In the event that you have an unsupported file type (such as a time-stamped .txt file), you may try the free 3Play Media Captions Format Converter (https://www.3playmedia.com/solutions/features/tools/captions-format-converter/).
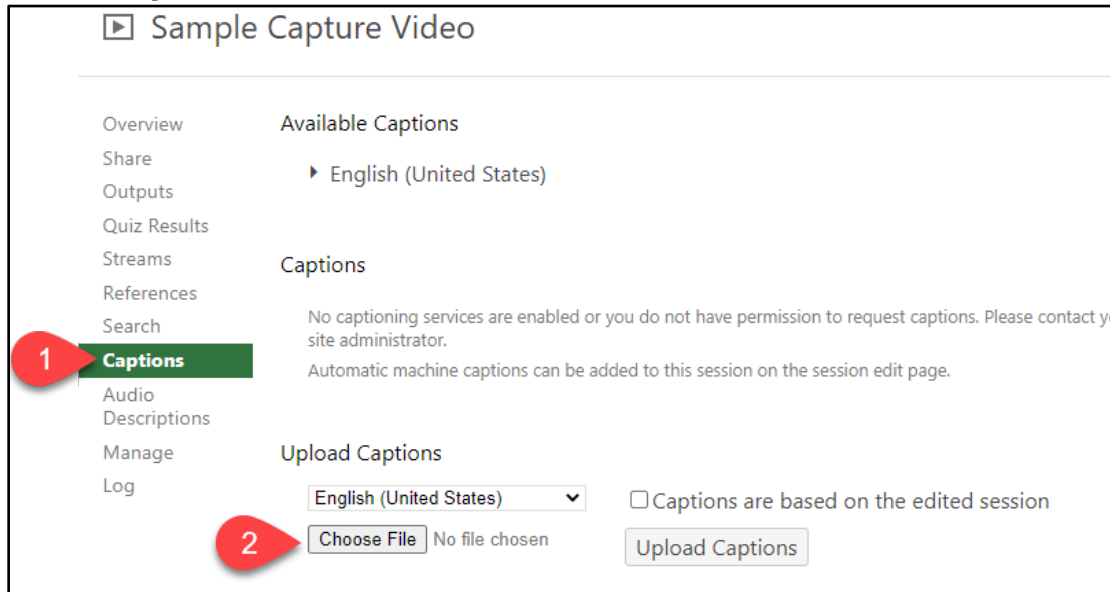
To add your captions file to your Panopto video:
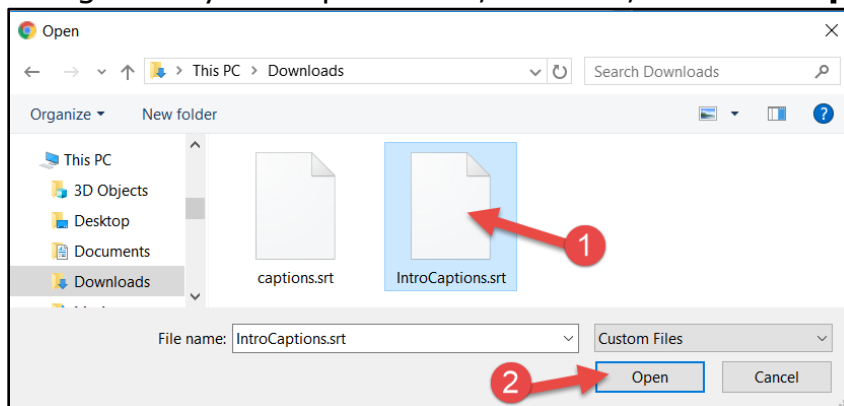
1. Navigate to your Panopto video.
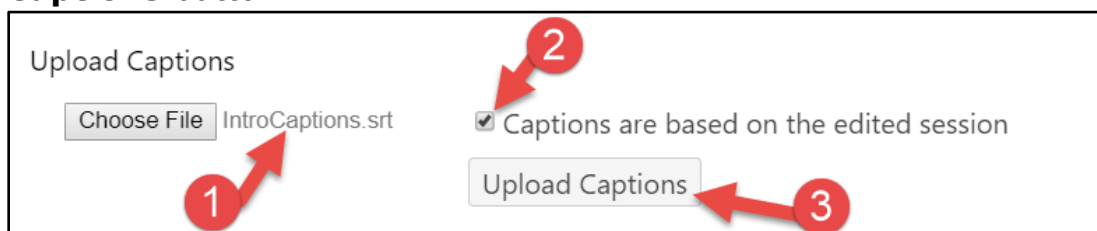
2. Go to **Settings** (gear icon).



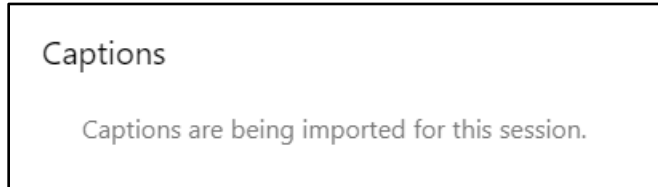3. Go to **Captions** and click on **Choose File**.



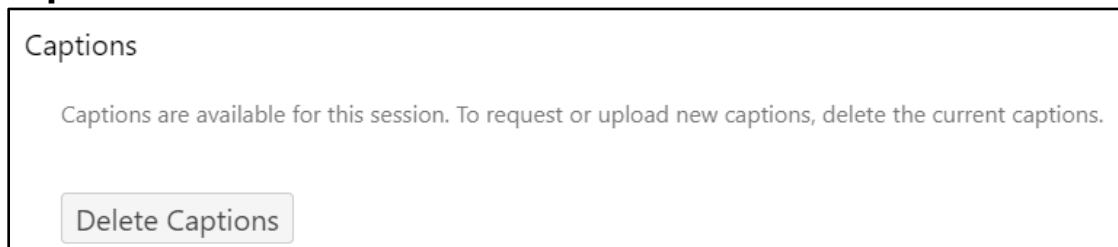4. Navigate to your captions file, select it, and click **Open**



5. When you see the correct file name beside Choose File, be sure to check the **Captions are based on the edited session checkbox**, then click the **Upload Captions** button.
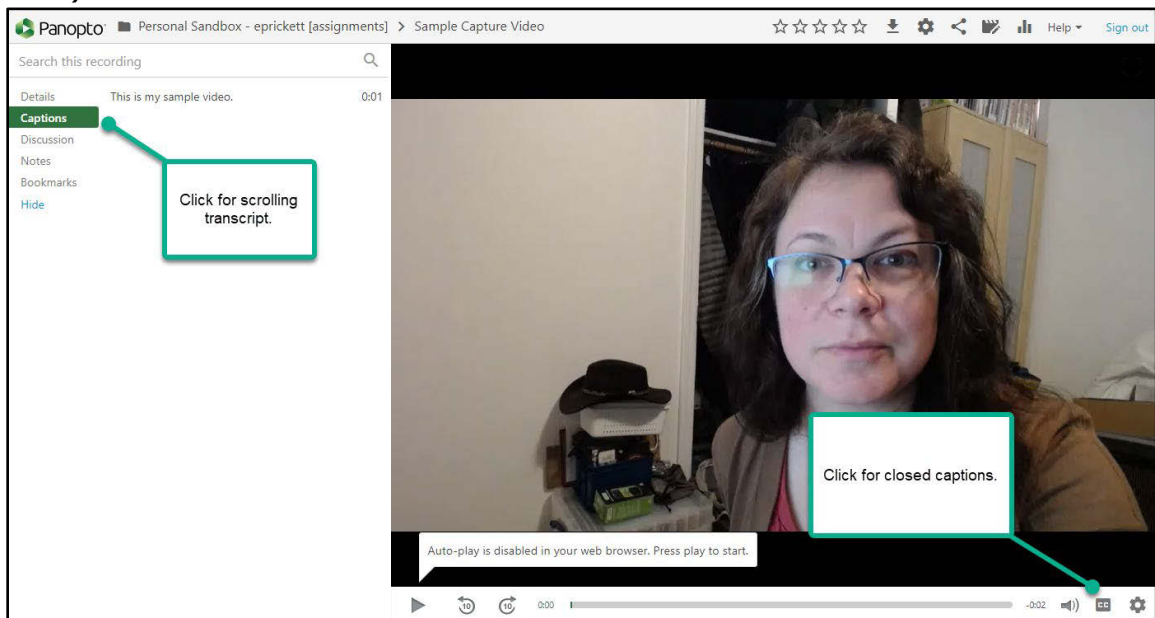
6. While Panopto is processing the captions, you'll see this message: **Captions are being imported for this session.**

Captions

Captions are being imported for this session.

7. Once the captions are imported, you'll see this message: **Captions are available for this session. To request or upload new captions, delete the current captions.**

Captions

Captions are available for this session. To request or upload new captions, delete the current captions.

Delete Captions

8. Now, when you go back to your video, you will be able to view the scrolling transcript and the closed captions.
   a. Access the scrolling transcript by clicking on captions.
   b. Access the closed captions by clicking on Show Captions button (green CC icon).
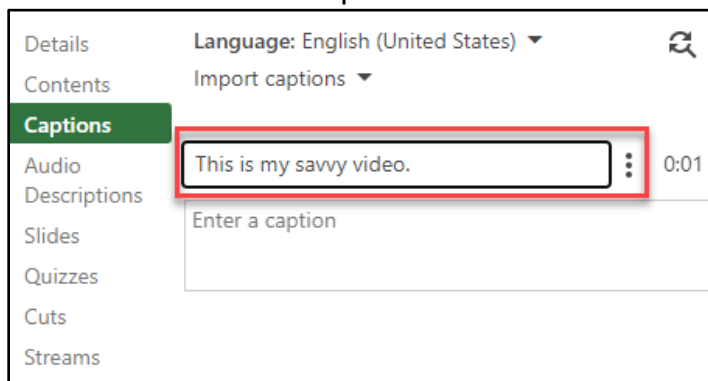
Note: Embedded videos will have the option to display closed captions by clicking on the CC icon. Viewers may access the scrolling transcript by opening the video in Panopto.
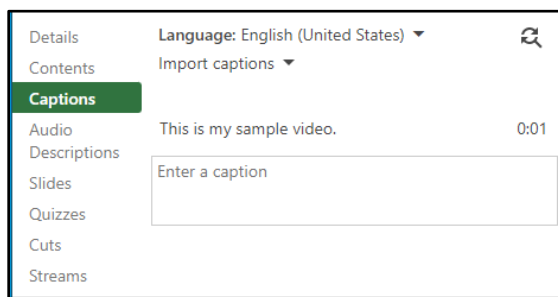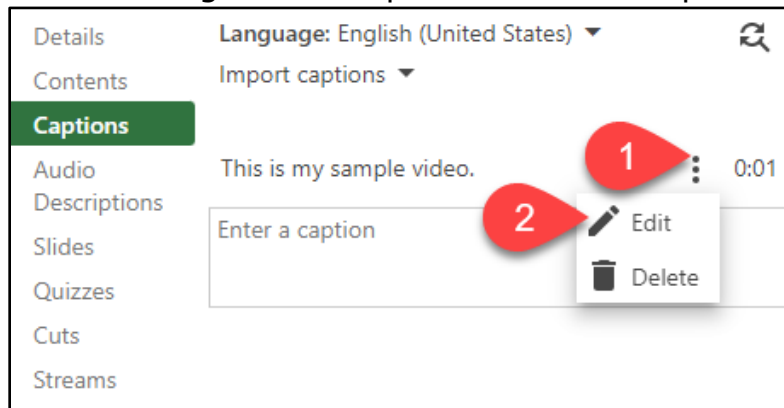


## Editing Captions

1. If you aren't already in the Edit screen, go to the **Edit** (pencil icon) option, and click on **Captions**.
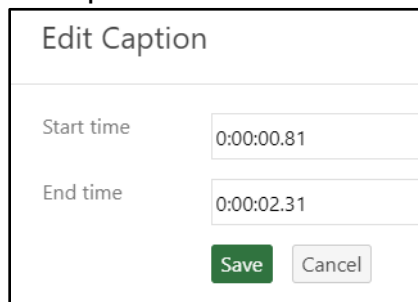2. Click on a time-stamped section to start editing.



Edited version:

Note: You may continue to the next time-stamp section for additional editing. Or, you may prefer to edit the time-stamped text by clicking on **More** (3 dots icon) and selecting the Edit option from the dropdown menu.



You may then use the **Edit Caption** dialog to adjust the text and/or the time-stamp as needed. Click Save when finished.



3. If you need to undo and/or redo an action while editing, use the **Undo** (backwards arrow icon) and **Redo** (forwards arrow icon) tools in the top toolbar.
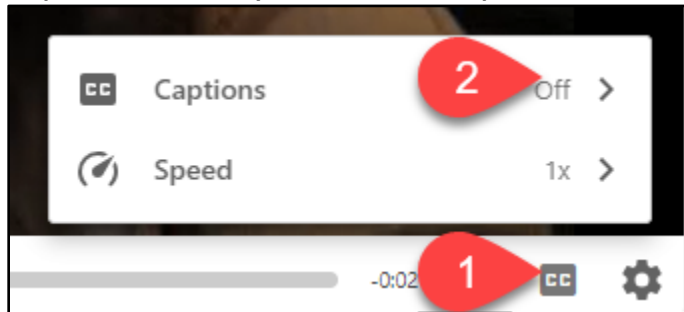


Note: At any time while making these edits, you can press Shift + Space to play/pause the session playback.

4. When you're ready to apply the changes to your captions, click the **Apply Changes** button (green Apply button).
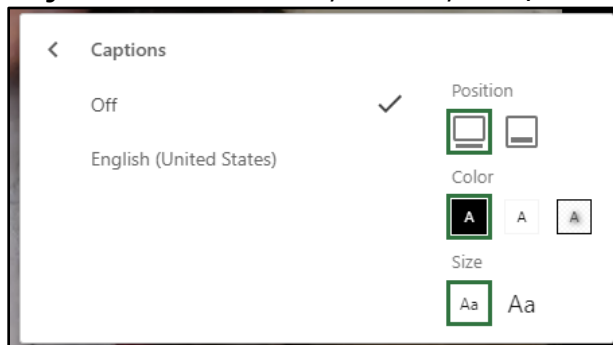


Note: If you need to revert your action, use the **Revert** button.

5. If you need to adjust **Caption Settings**, click on the **Settings** icon on the bottom menu (gear icon) option at the bottom of the screen. This allows you to adjust the captions visually and/or the speed.
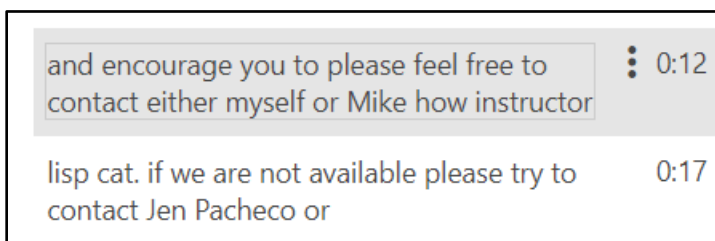


6. Adjust the **Position**, **Color**, and/or **Size**.



7. Now, when you go back to your video, you will be able to view the scrolling transcript and the closed captions.
Note: Embedded videos will have the option to display closed captions by clicking on the CC icon. Viewers may access the scrolling transcript by opening the video in Panopto.

Remember: Captions should convey the same meaning as the audio. All students need access to equally effective communication. Here is an editing example:
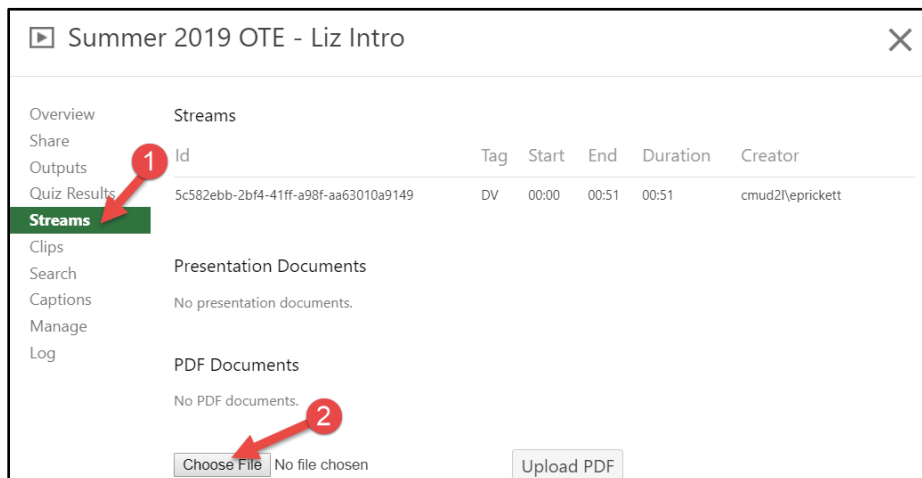


Automatic: "…Mike how instructor lisp cat." vs Edited "…my co-instructor, Liz Prickett."
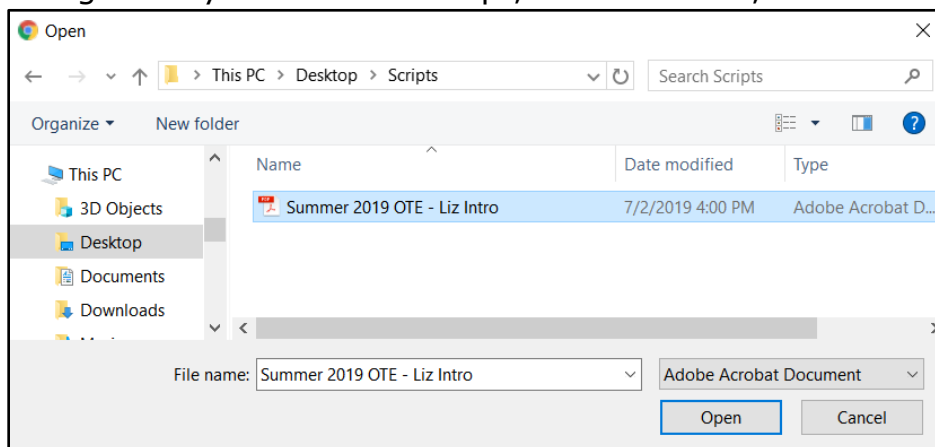
# Adding a Transcript

Panopto allows you to add a PDF file, such as a basic text transcript or other document, to the video. This is only accessible to viewers when they access the video in Panopto (instead of embedded viewing). Unfortunately, if you add a PDF file, it "takes over" the main video real estate (refer to the image in step 6 for an example). Therefore, depending on your video, this may not be the ideal placement of the file. If you want to add a transcript or other associated PDF file, you may prefer to upload it in D2L with your video.

To add a PDF file to your video in Panopto:

1. Go to **Settings** (gear icon).
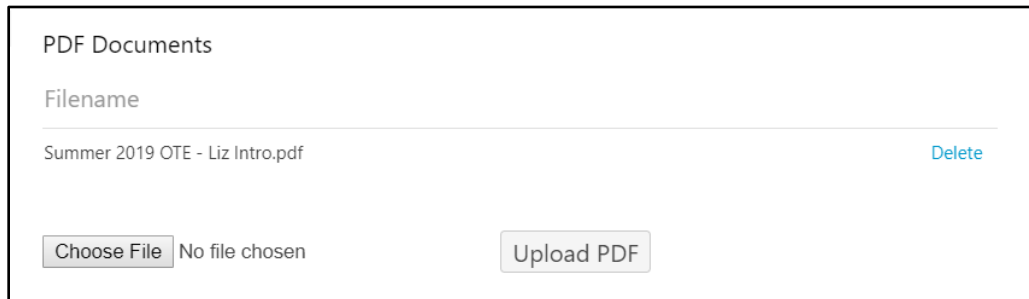2. Go to Streams and Choose File.



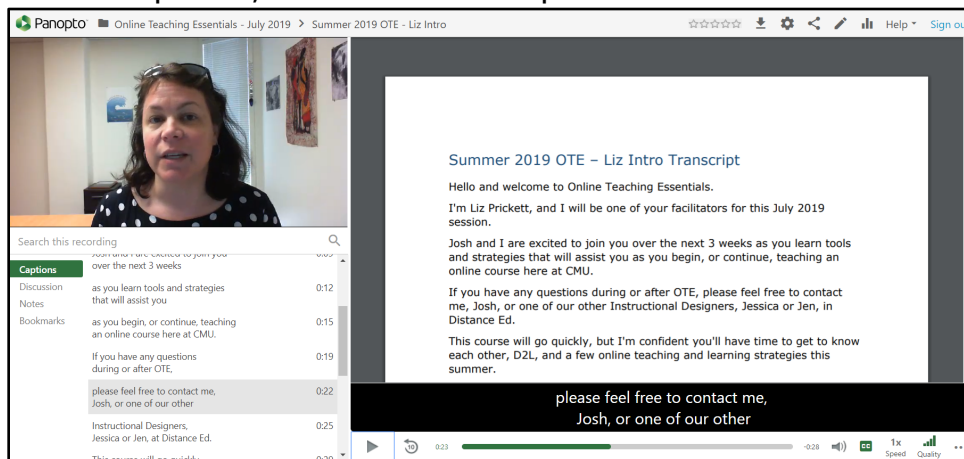3. Navigate to your PDF transcript, select the file, and click Open.



4. Once the correct PDF file name is shown, click the Upload PDF button.

5. You will now see the attached PDF file in Streams.

**PDF Documents**

Filename

Summer 2019 OTE - Liz Intro.pdf                                          Delete

Choose File   No file chosen                    Upload PDF

6. Now, when you go to your video, you will see your video, scrolling transcript, closed captions, and PDF transcript file.

Notes:

- Viewers will only see your video and closed captions if they view the embedded version of the video. They may access the scrolling transcript and PDF file if they open the video in Panopto.
- Viewers accessing the transcript of your video in Panopto have several options, including Print and Download, if they click on **Tools** (double forward arrow icon).