Panopto has the ability to add Automatic Speech Recognition generated captions to your Panopto recordings. Please note that 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 documentation outlines the process for importing automatic captions so you can successfully edit them.

**Importing Automatic Captions**

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

2. Find the recording you wish to add captions to. Click “Edit” underneath the recording to open your Panopto home page in a new window.
3. Click “Captions” from the left-hand menu. Then, click the “Import captions” drop down and select “Import Automatic Captions”.

Editing Captions

1. Once the captions have been processed successfully, edit each individual caption by clicking directly on the text. Remember, automatic captions are not 100% accurate and will need to be edited.

2. To completely delete the caption, highlight the text and click the trash can icon.

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

1. After editing the captions, save and publish the changes by clicking the “Publish” button on the top right of the screen.

2. Click the Closed Caption icon (CC) in the bottom right corner to adjust captioning options and turn captions on.

3. Click “CC” to turn captions on. When the “CC” is GREEN, the captions are ON.
4. Recordings that have Closed Captions enabled will show a “CC” under the title.