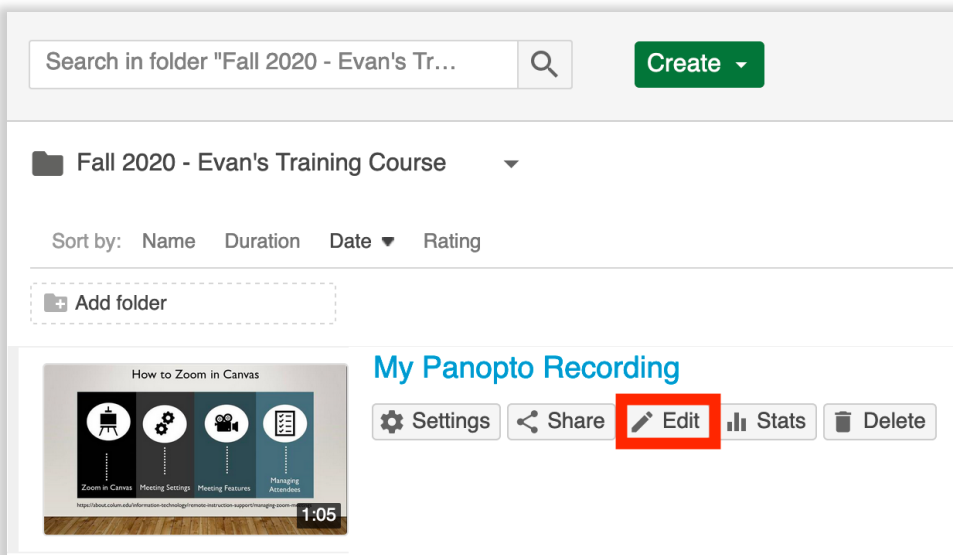# How to Caption Videos in Panopto
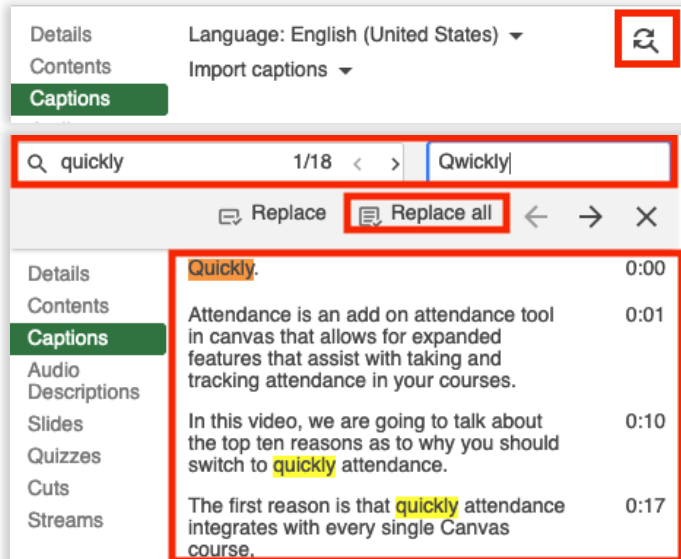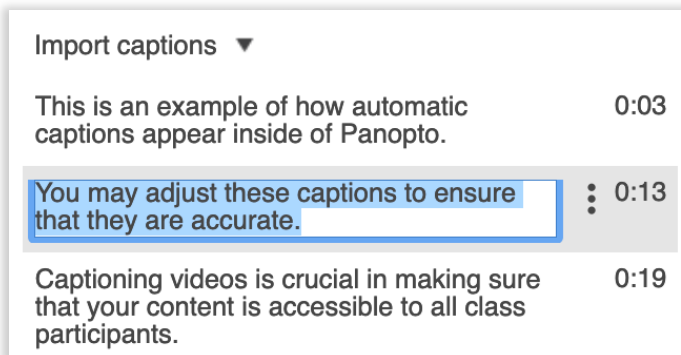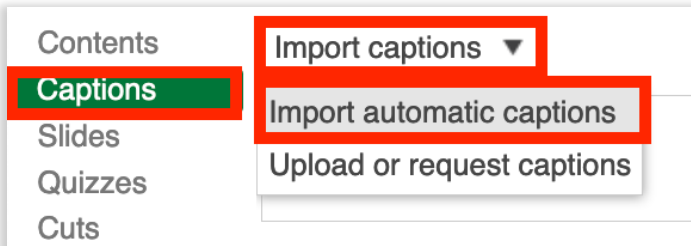

1. Sign in to Panopto by logging in at colum.hosted.panopto.com or by clicking on the "Panopto Video" link in a Canvas course menu.

2. Hover your cursor over the video that you would like caption in Panopto and select the "Edit" option.

3. Once you open the editing mode for a video, there will be a menu all the way to the left of your screen. Click on the option for "Captions."

4. From the captions button, click on "Import Captions."

5. Choose the option that reads "Import automatic captions." This will automatically generate captions for your video in Panopto. Automatic captions will appear for your video momentarily.

6. You may edit your captions to ensure that they are accurate. Accuracy of the captions will depend upon the pacing of your speech, enunciation, and audio quality. Oftentimes, small adjustments are needed to correct punctuation and mistaken words.

7. Panopto will also allow you to make bulk edits within closed captions with the find and replace feature. If the same word is consistently incorrect within closed captions, find and replace can update all instances of a given word within a video's closed captions.

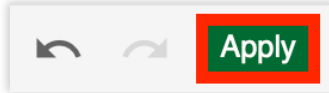**8.** Click on the find and replace icon within the caption menu.

9. Type the word that you are wanting to correct in bulk in the "find" field. Type the correction in the "Replace with" field.

- An example of a use case is shown to the left with the spelling of our tool "Qwickly Attendance." Panopto captions will interpret Qwickly incorrectly in this case, with "quickly." With find and replace, this error can be updated in bulk.

10. Click "Replace all" and the captions will now update.

How to Caption Videos in Panopto

11. Click "Apply" in the top right when you are finished editing the captions.

12. Viewers may now click on the "CC" option within your video's player controls to view the closed captions generated through Panopto.