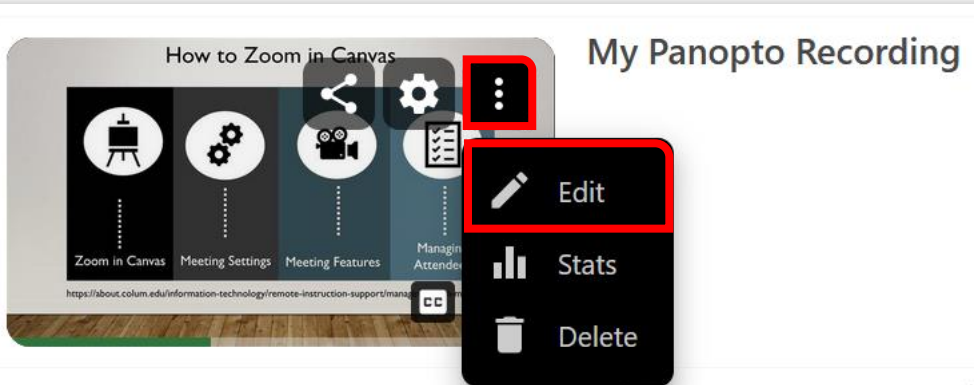


## How to Add Audio Descriptions in Panopto



1. Sign in to Panopto by logging in at [colum.hosted.panopto.com](https://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 to add audio descriptions to in Panopto. Click on the dotted icon 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 “Audio Descriptions.”

4. You may begin to enter audio descriptions for your recording in the text field that appears. Type your description for a given section of your recording and press the “Enter” key. Your entries will correspond and be timestamped according to where the video player was when you entered the audio description. An example is shown for the audio description entered at 39 seconds.

Details  
Contents  
Captions  
**Audio Descriptions**  
Slides  
Quizzes  
Cuts  
Streams

Language: English (United States) ▼

Import audio descriptions ▼

The instructor is at the lectern and is now presenting PowerPoint slides	0:24
On the slide shown, a map of North America is present.	0:39

Enter audio description



5. Once you have finished adding your audio descriptions, click “Apply” in top right to save your changes.

6. Your audio descriptions will now be available in the Panopto recording for your viewers. Viewers can click on the “AD” icon that appears in the Panopto player to activate audio descriptions. Once this is done, when the video reaches the point where an audio description was added, the Panopto recording will pause and the audio description will be played aloud. The video will then resume playback automatically.

