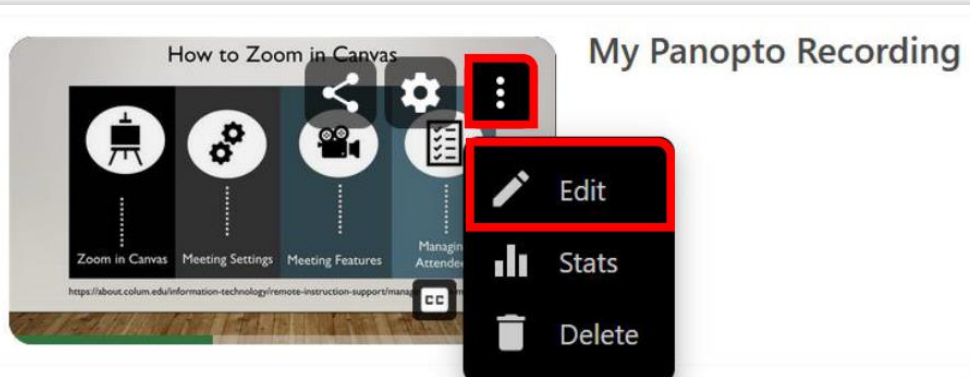


How to Caption Videos in Panopto



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.

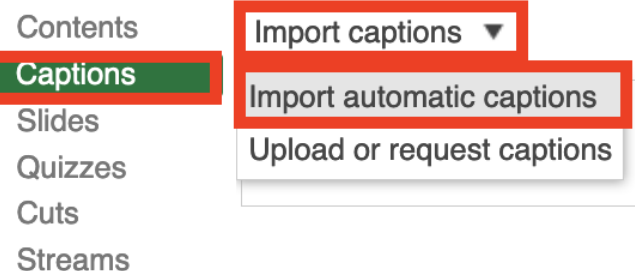
2. Hover your cursor over the video that you would like to caption in Panopto. Click on the dotted icon and select the “Edit” option.

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 “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.

6. Automatic captions will appear for your video momentarily.



Import captions ▼

This is an example of how automatic captions appear inside of Panopto. 0:03

You may adjust these captions to ensure that they are accurate. 0:13

Captioning videos is crucial in making sure that your content is accessible to all class participants. 0:19

7. 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.

8. Click “Apply” in the top right when you are finished editing the captions.



9. Viewers may now click on the “CC” option within your video’s player controls to view the closed captions generated through Panopto.

