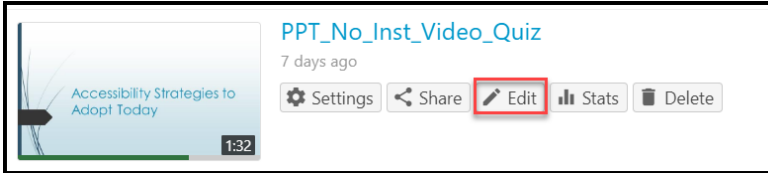


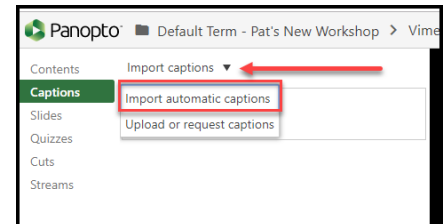
Captions in Panopto:

Adding Captions

1. In the Panopto Viewer in Canvas, click on the **Edit** button for the video.



2. On the upper left corner of the Panopto window, select **Captions** and click on the arrow next to **Import captions**.



3. Select **Import automatic captions**.

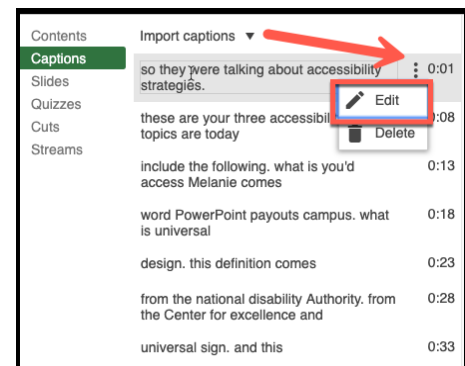
This step is required on each video created to show the Captions/Transcript to viewers.

These captions will be approximately 70% accurate. They will need to be edited to provide an accurate search of the video and to meet requirements for accessibility.

Captions are not available immediately after a video has been uploaded. Panopto needs time to create the automatic captions.

Editing Captions

1. Once the captions are available, they will be visible in the **Captions** pane.
2. In the **Captions** pane, hover the mouse over a caption that needs editing. Then click on the 3 dots to access the **Edit** menu. Select **Edit**.



3. After editing the caption in the pop-up window, click on **Save**.
4. Repeat this process for each caption needing editing.

