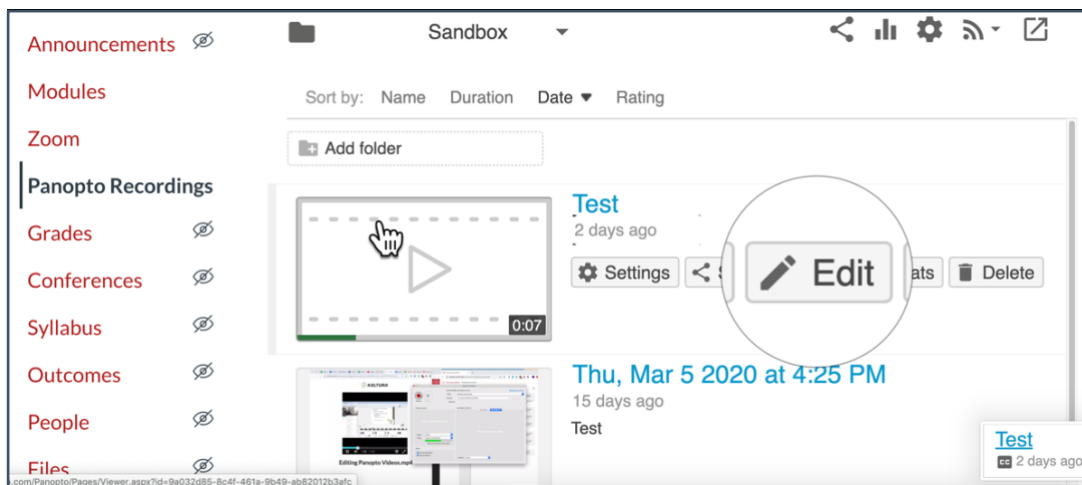


Automatic Captions in Panopto

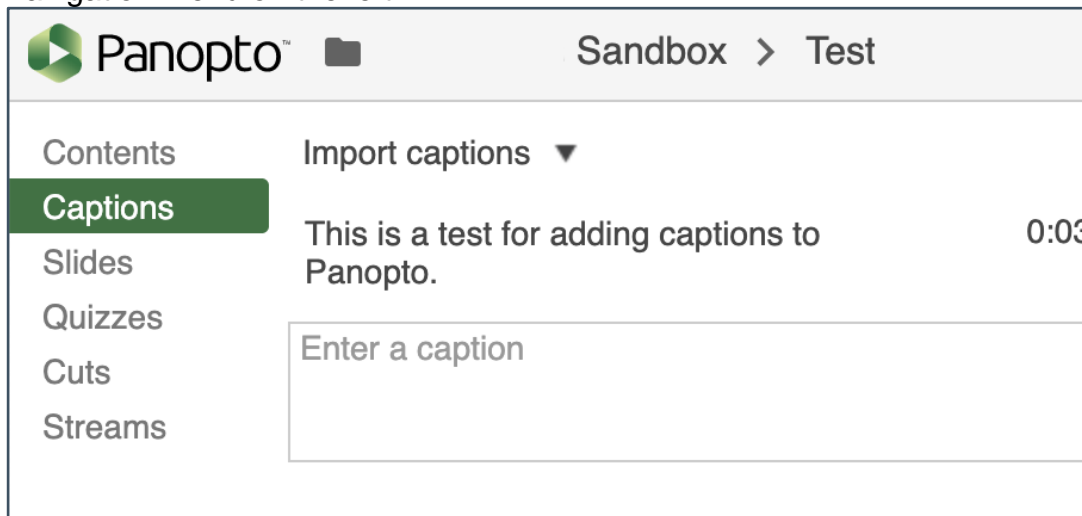
Enabling Automatic Captions

To enable automatic captions, you will need to have already enabled Panopto Recordings in your Canvas course and created a video. If you need help with those steps, see the [Getting Started with Panopto Quick Start Guide](#).

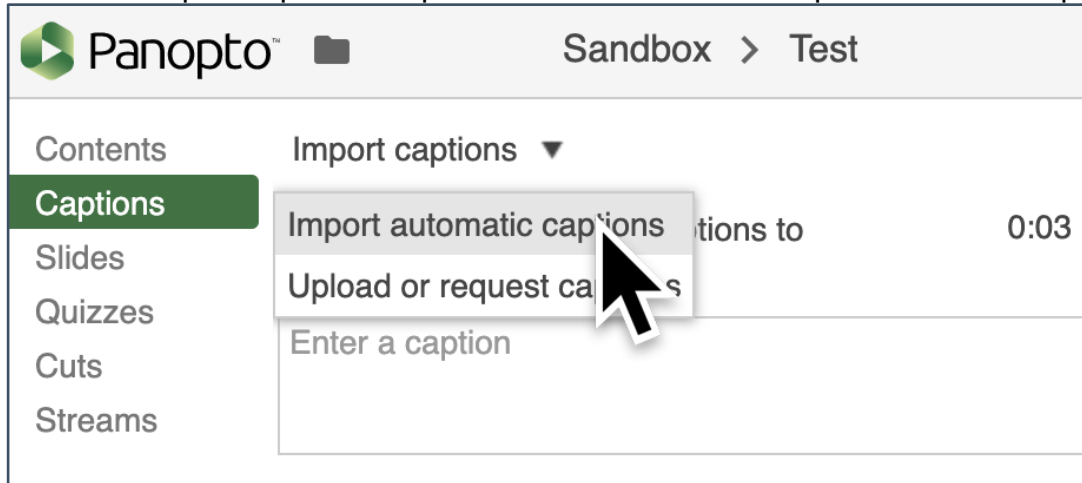
1. Click Panopto Recordings in the Course Navigation Menu in your Canvas course. **Note:** Your navigation items may be in a different order than shown in the image.
2. Find the video and hover your cursor over it until the Edit button appears.



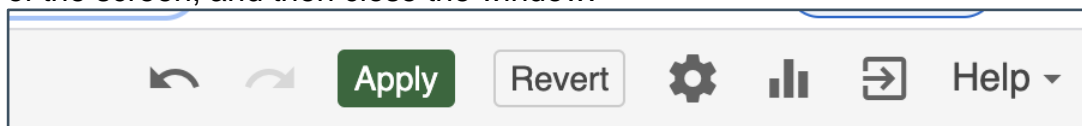
3. The editing window for your Panopto video should open. Click Captions from the navigation menu on the left.



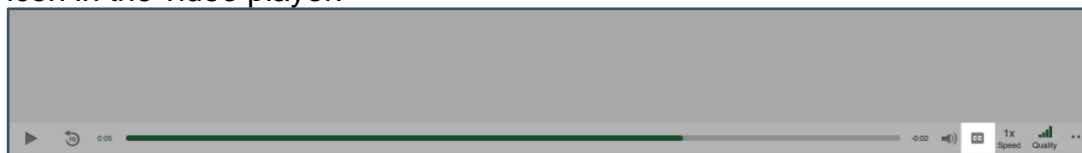
4. Go to the Import captions drop-down menu and select Import automatic captions.



5. Separate boxes for each sentence allow you to quickly skim and correct any errors. Click each text box as needed, and make your corrections. See *Editing Automatic Captions* on the next page for instructions.
6. After importing the captions and fixing any errors, click Apply in the upper-right corner of the screen, and then close the window.



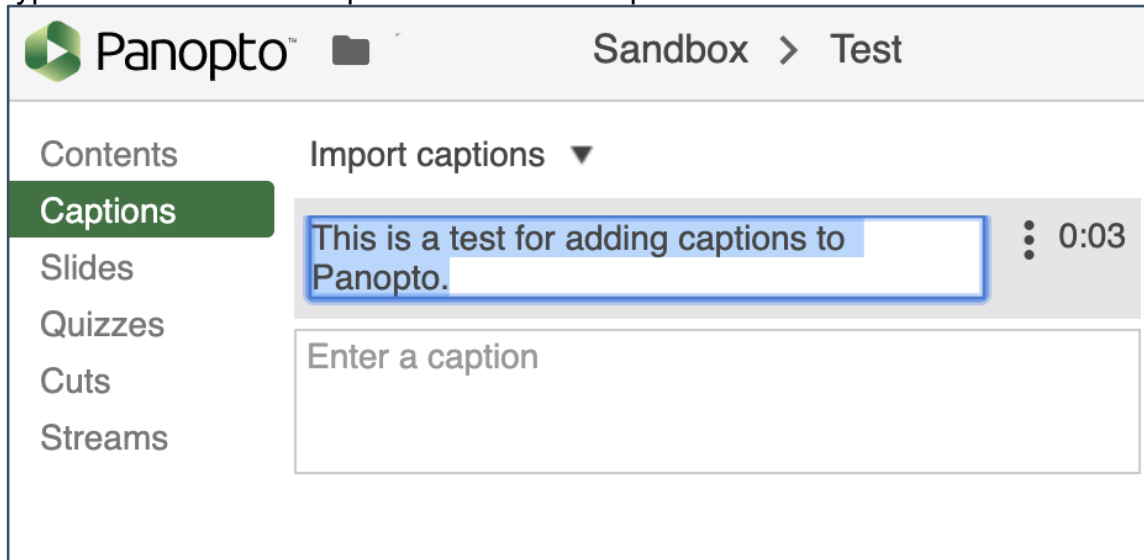
7. The captions should now be available. If a student or instructor selects the video from Panopto Recordings, they will be able to turn the captions on/off by clicking the CC icon in the video player.



Editing Automatic Captions

In the captions tab of the edit menu, you should see the automatically generated captions.

1. To edit a line of text, click on its surrounding box to type. To add a new line of text, type into the “Enter a caption” box and then press Enter.



2. To adjust the timing of a line of text, hover your cursor over the surrounding box, and click the three dots that appear. Select Edit. Enter the time at which that line of text appears in the video in the Time field, and then click Save.

