

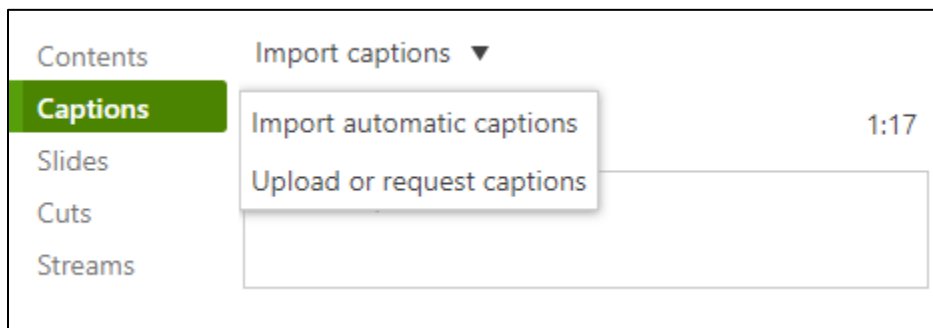
## Using the Auto-Caption feature in a Panopto Video

Panopto has a software that provides auto-captioning on videos. This is available on any video on Panopto and is free to use. This document will walk you through how to turn on the auto-caption feature.

**Please Note:** These captions are generated via Automatic Speech Recognition (machine generated) and should be checked for accuracy. If you have videos that need to be captions for a student with accommodations, please contact the Accessibility and Disability Services Office.

### *Turning on Auto-Captions*

1. Navigate to <https://towsonu.hosted.panopto.com>
2. In the drop down menu, select **Blackboard**, then click **Sign In**
3. Enter your **NetID** and **Password**
4. Locate the **Video** to be captioned
5. Under the video name, click on the **Edit** button
6. On the left-hand side, click on the **Captions** tab



**Figure 1**

7. Click on **Import Captions** and select **Import Automatic Captions**
  - a. For videos shorter than an hour: Captions should be available within 8 hours of the recording being completed
  - b. For videos longer than an hour: Captions should be available within 24 hours of the recording being completed

**Please Note:** These are just target completion times. You will not see the import automatic captions option if they have not yet been generated. If there is a large amount of videos being created and requesting captions, it may take longer than this for the captions to be generated.
8. Once the captions are generated, you can edit the captions by clicking on the three dots to the right of the caption text and selecting **Edit**

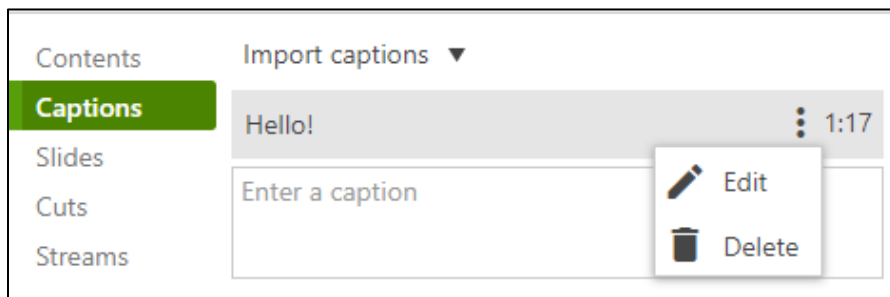


Figure 2

9. Once the **Edit Caption** box is open, you can change both the **caption text** and the **timestamp**

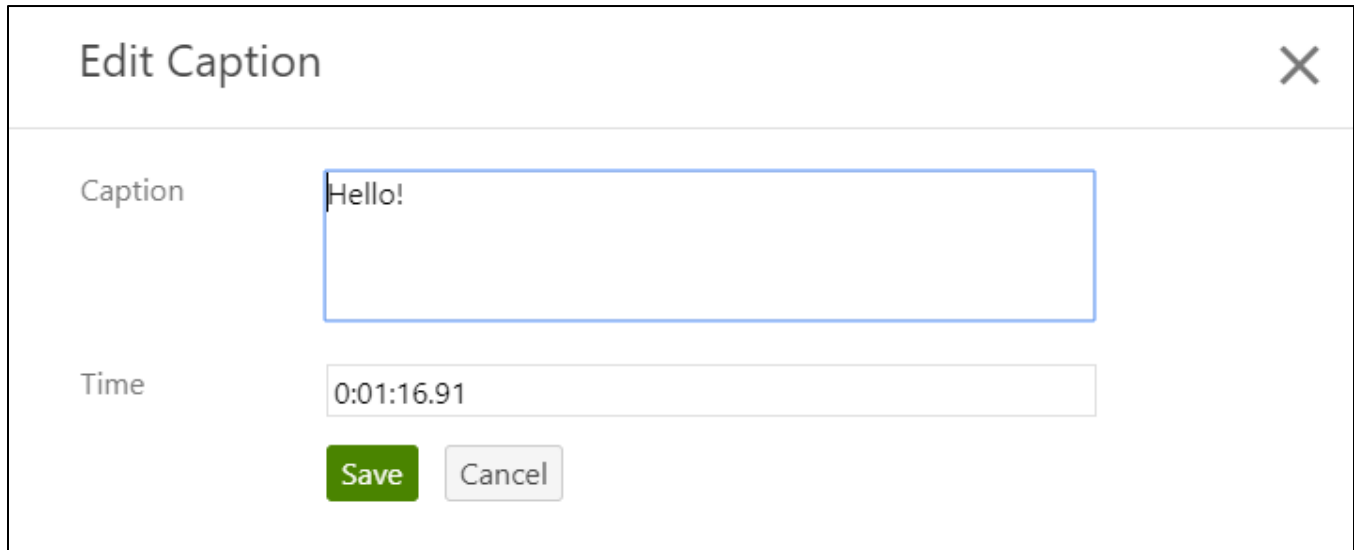


Figure 3

10. Click **Save** to save any new caption changes

11. Click **Apply** in the top right corner to save your changes