

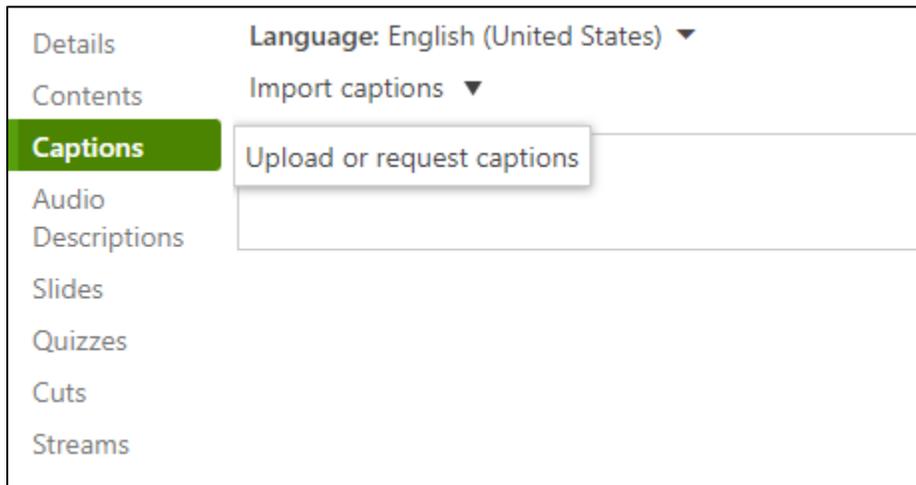
## Using the Auto-Caption feature in a Panopto Video

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. Enter your **NetID** and **Password**
3. Locate the **Video** to be captioned
4. Under the video name, click on the **Edit** button
5. On the left-hand side, click on the **Captions** tab



**Figure 1**

6. Click on **Import Captions** and select **Upload or Request Captions**
7. Under the header **Request Captions**, select **Automatic Machine Captions** and click **Order**
  - 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.*

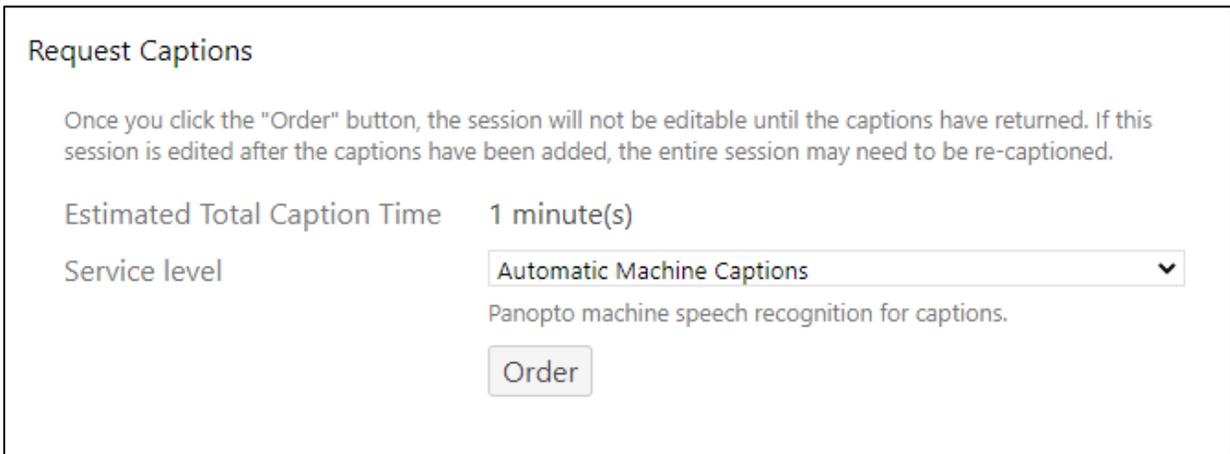


Figure 2

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**

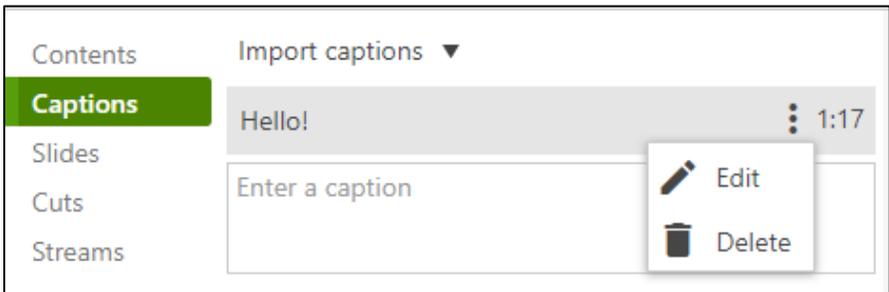


Figure 3

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

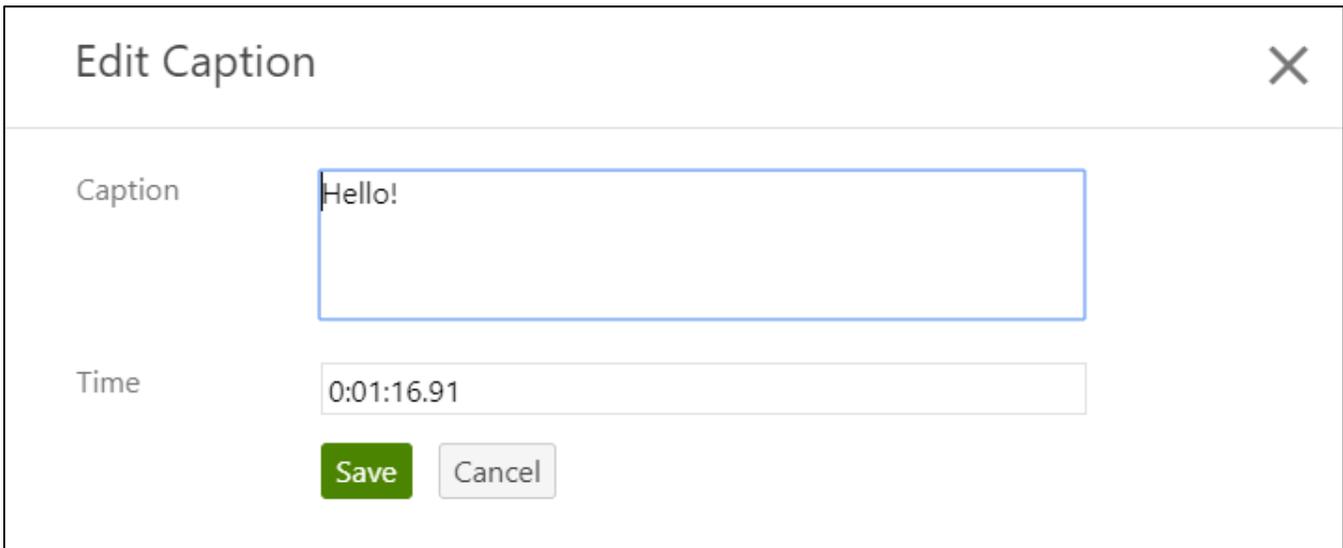


Figure 4

10. Click **Save** to save any new caption changes
11. Click **Apply** in the top right corner to save your changes