Panopto: Captioning for Videos

Automated Speech Recognition (ASR) is a technology used to identify each word that is spoken in a recording. Once identified, the words are time stamped and added to a search index. Users can then search for spoken words, find the precise moment in the video when they were mentioned, and fast-forward to that point in the video. Since many viewers will be searching for a moment based on an idea or phrase they remember, ASR is an incredibly helpful part of your video search engine. Panopto has the ability to add ASR generated captions to your Panopto sessions. Note that machine-generated captions clearly aren’t the same quality as human transcription so this is really just a way to generate captions that would be a starting point, meaning they would need to be revised and edited to ensure they are 100% accurate, once generated. **This means, these captions are not ADA 504 complaint so they will need to be edited by a human to 100% accuracy to be compliant.**

Adding captions to videos is a two-step process. You must first process the folder/video for Speech in the Smart Speech feature, then import captions into your video. Make sure to follow all of the directions below to add captions to your videos.

**Automated Speech Recognition for Individual Videos**

1. Hover over the specific video and click on Settings.

2. Click on Search in the column on the right.
4. Next to “Speech”, click Process all. This will recognize speech for all sessions in this folder with Panopto speech recognition to improve search effectiveness.

6. Once you click on Process all for this option, you will see a message that your sessions have been requested for the options. Your sessions will be placed in the que to be processed. Please leave time for your requests to be processed. Once an individual session is picked up, it typically takes 2x recording time. Panopto’s target completion is 2 days from recording until ASR is completed.
7. Once your sessions have been processed, the message will be updated in each of your individual video Settings to Active. To see this message, hover over an individual video and click on Settings, then click on Search in the left column of the pop up box.
Adding Captions to Videos

1. Hover over the specific video you want to add captions, and click on Edit.

2. On the top left, click on Captions.

3. This is what the drop-down will look like if no captions currently exist for this session, but they have been requested and are still processing.

   This is what the drop down will look like if you have not requested captions for this session. If this is the case, go back to the beginning of these directions to request ASR for this session.

4. This is what the drop-down will look like if captions currently do exist for this session. Click on the drop-down arrow and select “Replace with automatic captions”. This will add the ASR content that was processed to the video with time stamps.
5. Once captions have been added to your video, you will then be able to edit each individual caption by simply clicking on that section of words. Make your changes to that section, then click into another section.

6. When you are done editing your captions, click publish on the top right of the page to save all of your changes for the viewer.