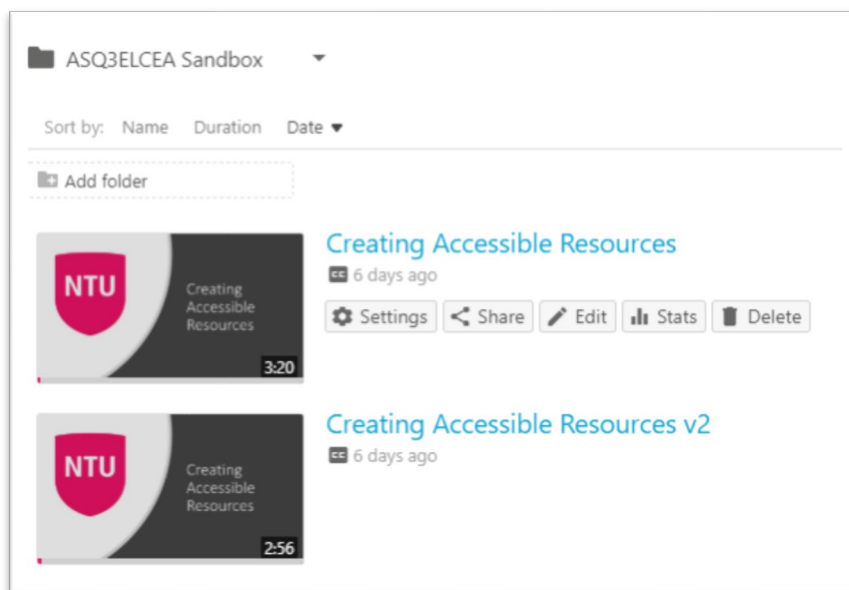


Last updated: 2nd July 2020

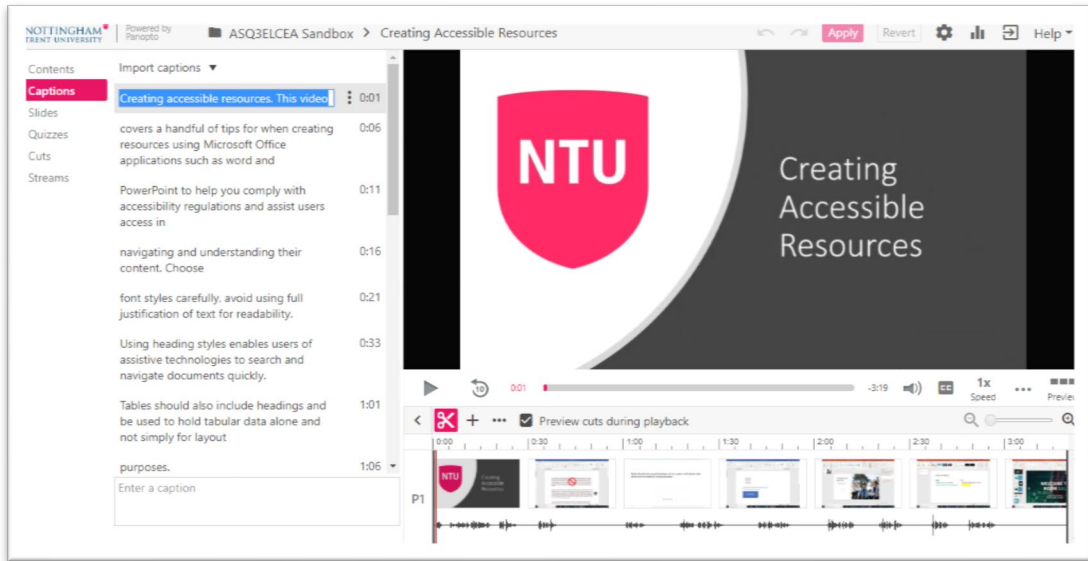
Panopto Captions Guide

Updated on 2nd July 2020 to reflect new terminology in NOW. The **Lecture Capture** area of each Learning Room will now be called **Video (Panopto)**. Some of the video guidance linked to may still refer to this as Lecture Capture.

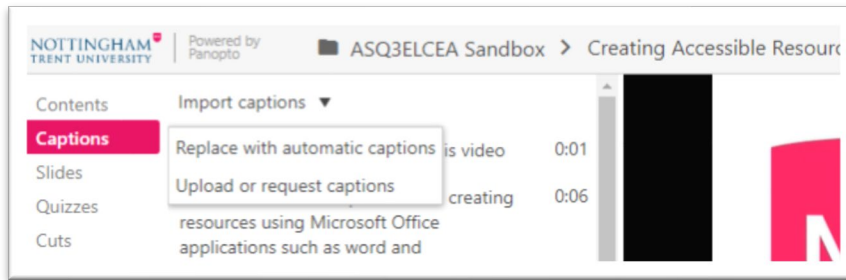
To enhance the accessibility of lecture capture recordings, automatic captions have been enabled by default. Previously, captions generated by the system were available to each recording but had to be applied by the Module Lead. Now they are available to viewers when the recordings are published to the Learning Room via the Video (Panopto) folder.



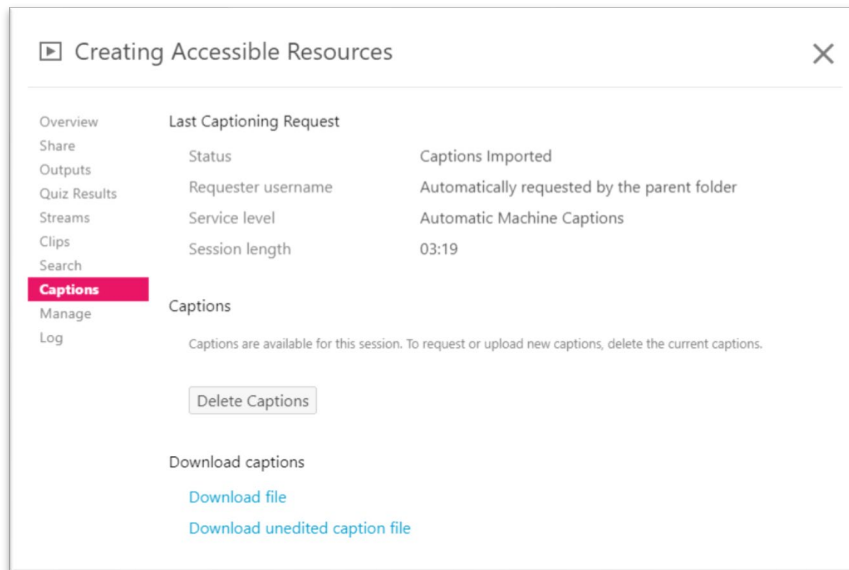
Captions can be modified by navigating to the **Video (Panopto)** area of the Learning Room, locating the relevant recording and selecting **Edit**.



From this view, selecting **Captions** from the left-hand menu displays a list of each caption and the time within the recording it is presented. Selecting any of these captions provides the ability to modify them.



To download all captions for the recording, select the **Import captions** option and choose **Upload or request captions** from the displayed menu.

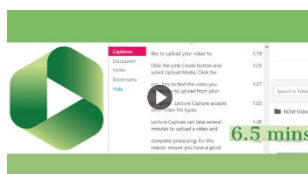


This presents a menu containing options to download the captions file. This is a plain text document that can be edited to improve the accuracy and reuploaded via the **Delete Captions** option.



Captions can be viewed by the user using the **CC** option on the player toolbar whilst viewing a recording and can modify the settings of the captions using the **...** menu option.

[Adding Captions to your Lecture Capture Recordings](#)



This video (6m 42s) provides step-by-step instructions to both methods of updating the captions in your recordings – editing them in situ or downloading and modifying a captions file.

Note: The 'Lecture Capture' area of NOW Learning Rooms is now called 'Video (Panopto)'