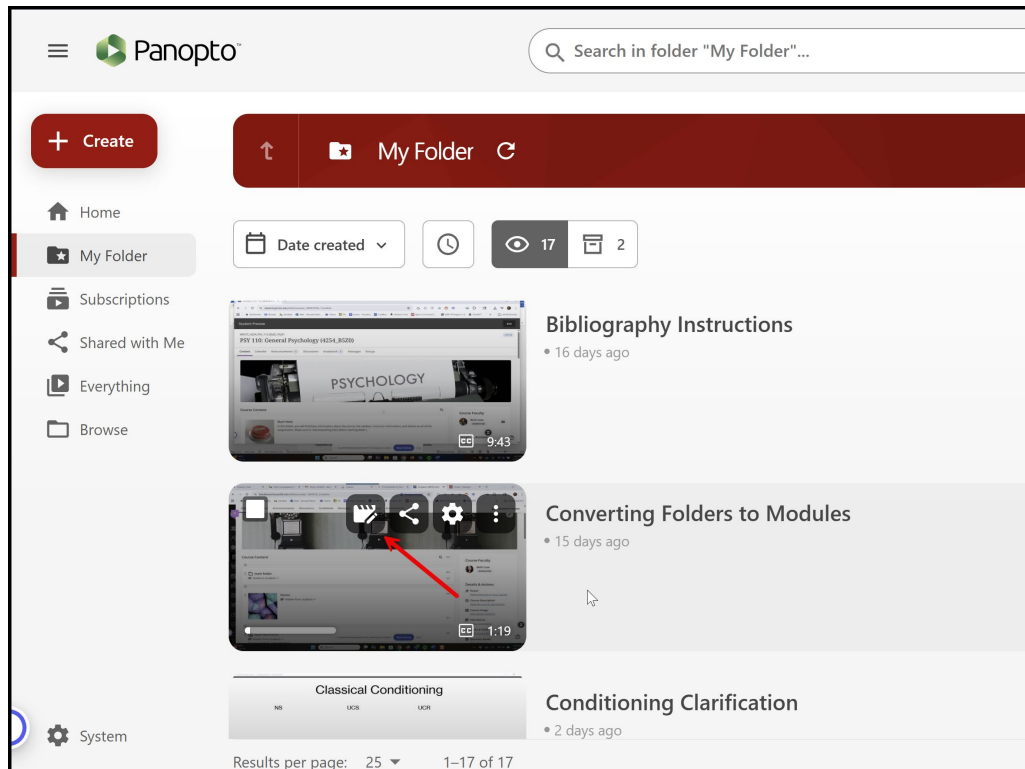


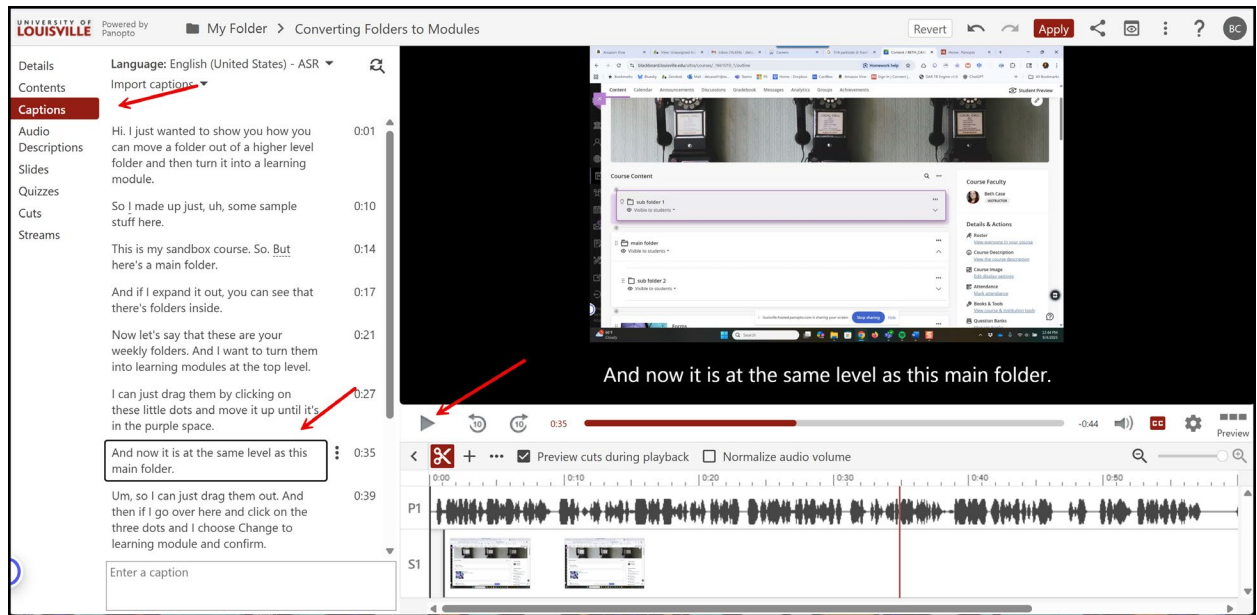
Panopto makes it easy to provide captions for your videos. This tutorial assumes you have already uploaded your video to Panopto.

- 1) Open the folder in Panopto where your video is saved. Mouse over the video and you will see some options. Click on **Edit**, which is the pencil and paper icon on the left.



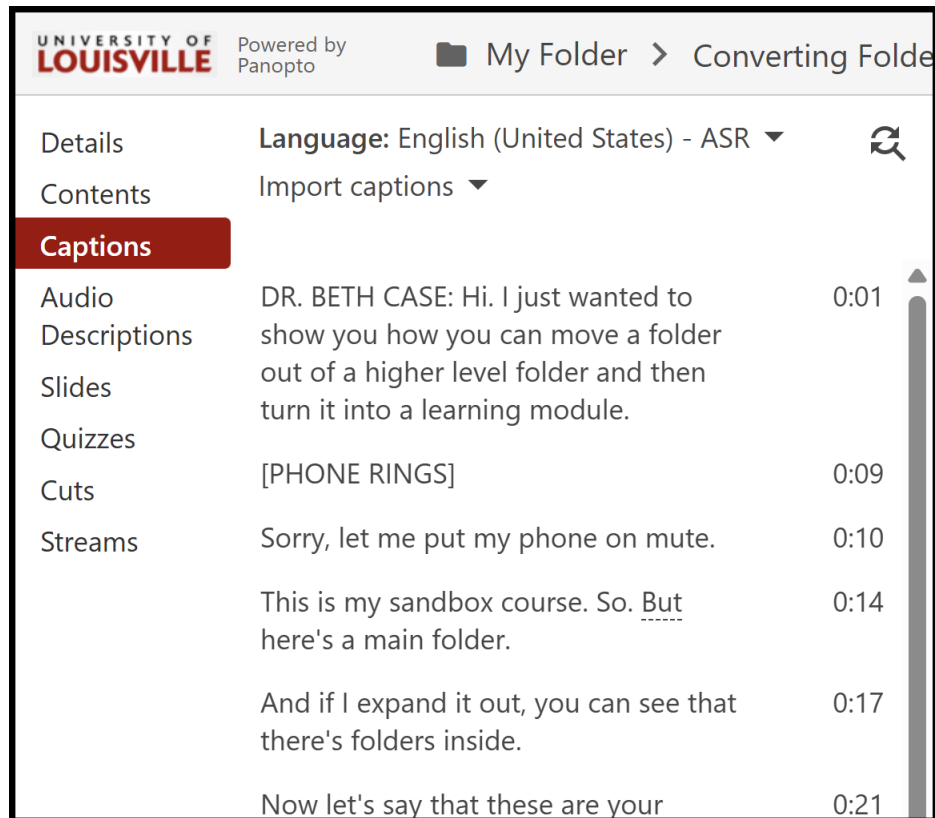
- 2) Choose **Captions** from the left side menu. Panopto will show the automatic captions created when a new file is uploaded. While Panopto usually does well with voice recognition, the captions still need to be reviewed for accuracy and edited, especially if the speaker has an accent, there's background noise, or technical terminology.

You can play the video to hear what was said, then click on the caption that needs editing and make the changes.

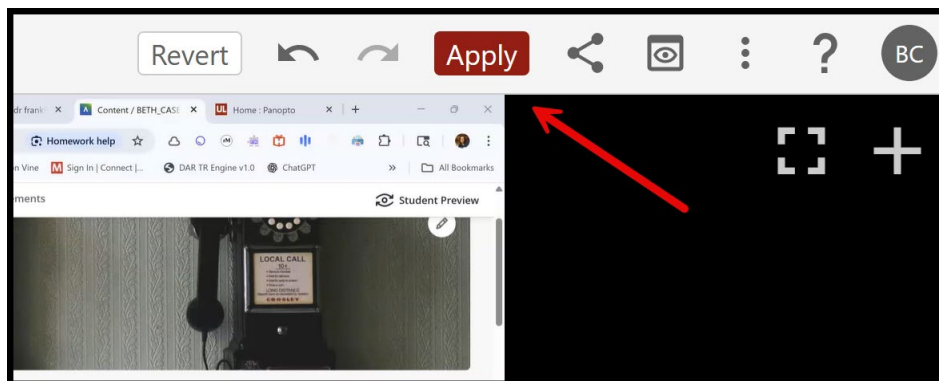


- 3) If the speaker is off screen, if it is not clear who is speaking, or there are multiple speakers, you need to identify the speaker. Do this by typing their name in all caps, followed by a colon, such as DR. BETH CASE:.

If there is a sound that is relevant or the speaker responds or refers to it, describe the sound in all caps and inside brackets, such as [PHONE RINGS].



- 4) Once you have edited all the captions and are happy with them, republish your course by clicking **Apply** in the upper right corner.



If you have any questions about captioning or accessibility, please contact Beth Case at 502-852-7689 or [beth.case@louisville.edu](mailto:beth.case@louisville.edu).