Adding Captions to Video

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Training Agenda

- Why Add Captions
- Two Best Options for Captions
- YouTube Captions
- Adding Captions in Panopto (Manually)
- Adding Automatic Captions in Panopto
- What Do I Do with Video I Don’t Own?

Why Add Captions

Why add captions to video

- Captions provide clear text representation of audio presented
- Captions help clarify, otherwise confusing information
- Captions allow users to access the information even at times when sound may not be able to be utilized
- Captions better allow users to navigate lengthy content
- Captions are beneficial for all users

Two Best Options for Captions

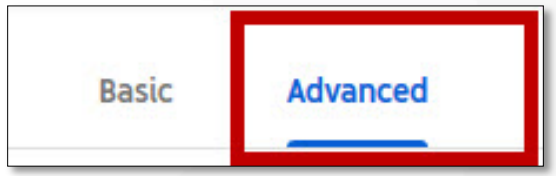
Two Options for Adding Captions

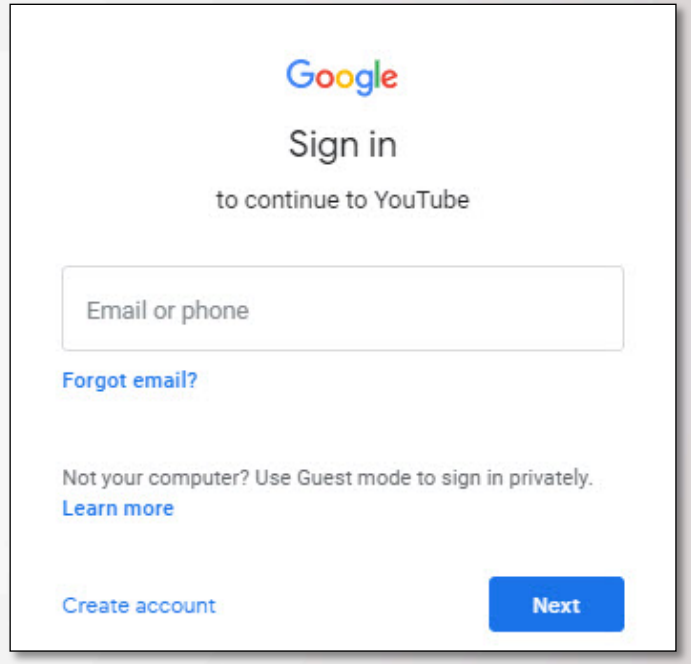
- YouTube
  - IDA does not currently offer additional training for this option
  - IDA does not offer Technical Support for this option
- Panopto
  - IDA offers training for this option
  - IDA offers technical support for this option

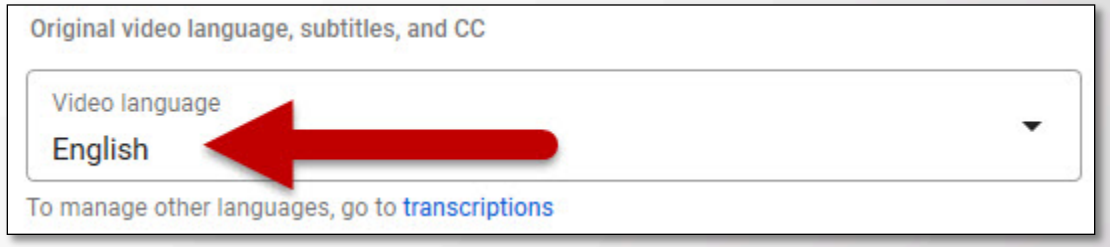
YouTube Captions

Adding YouTube Captions

- Log into YouTube with a Gmail account
- Upload your video to YouTube
- In the Editing area, select the Advanced tab
- Scroll down to the captions area, and select the video language using the dropdown menu

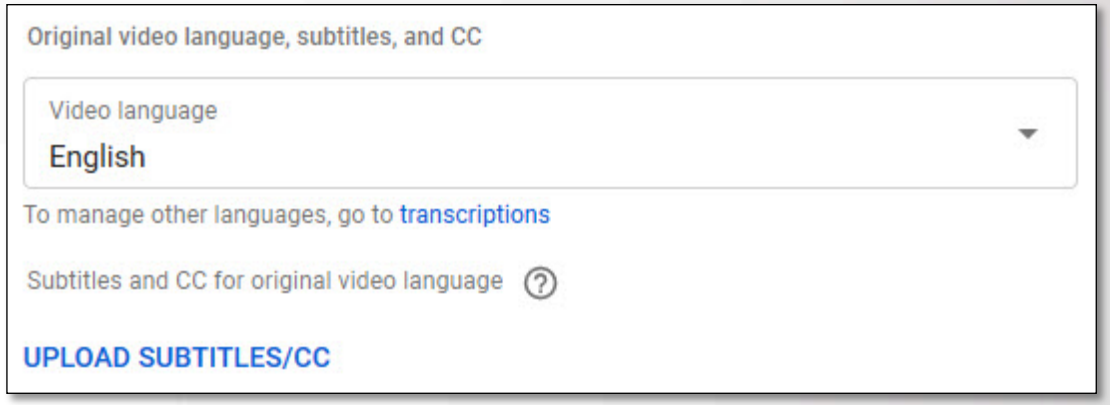


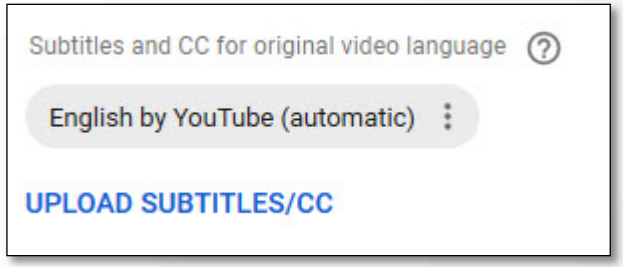




Upload or Wait for Captions

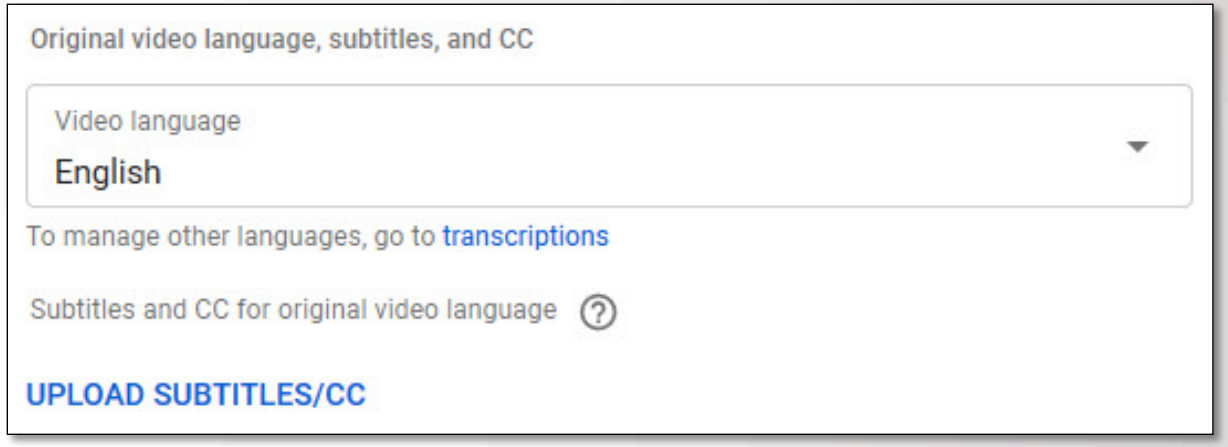
- Once the video is fully processed, automatic captions will start to generate
- Automatic captions may take several minutes to complete
- Longer videos will take longer to generate automatic captions
- You can upload a captions file at this point if you have one

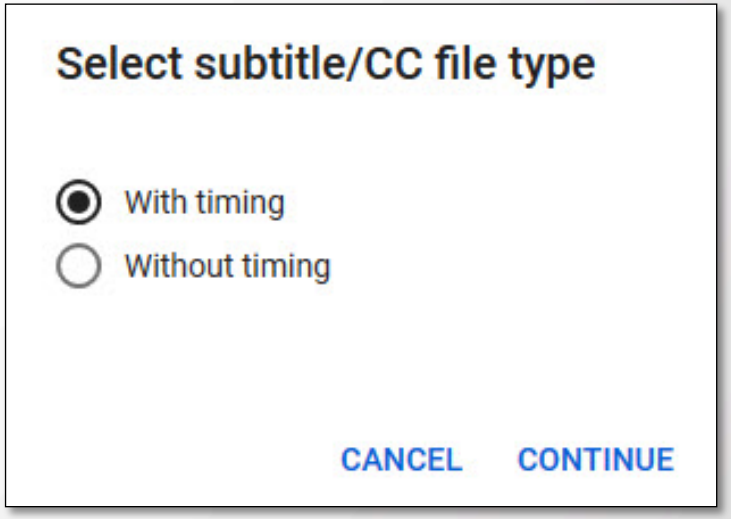




Upload Captions

- If you choose to upload a captions file:
  - Click on the Upload Subtitles/CC link
  - Choose the type of file you are uploading (with or without timestamps)
  - Select Continue
  - A file explorer window will open to allow you to choose the correct file from your computer



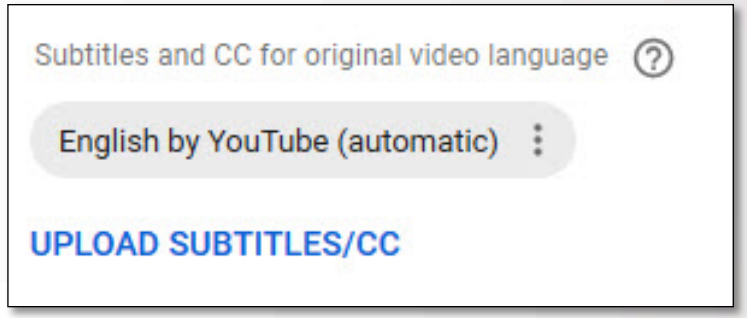


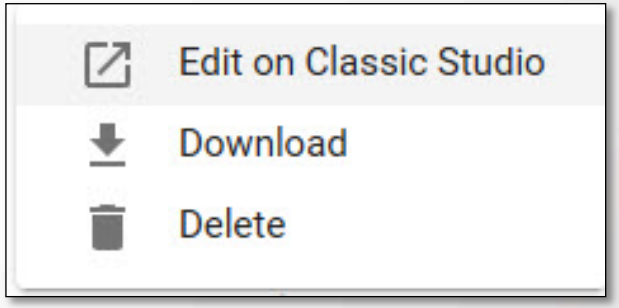
Adding YouTube Automatic Captions

- As mentioned, automatic captions will auto generate upon the completion of the video processing and the language of the video being selected
- However, automatic captions are not 100% accurate and will require you to edit them for accuracy
- Consider this before recording; using details notes or a script may greatly reduce the amount of time and effort required for editing captions

Editing YouTube Captions

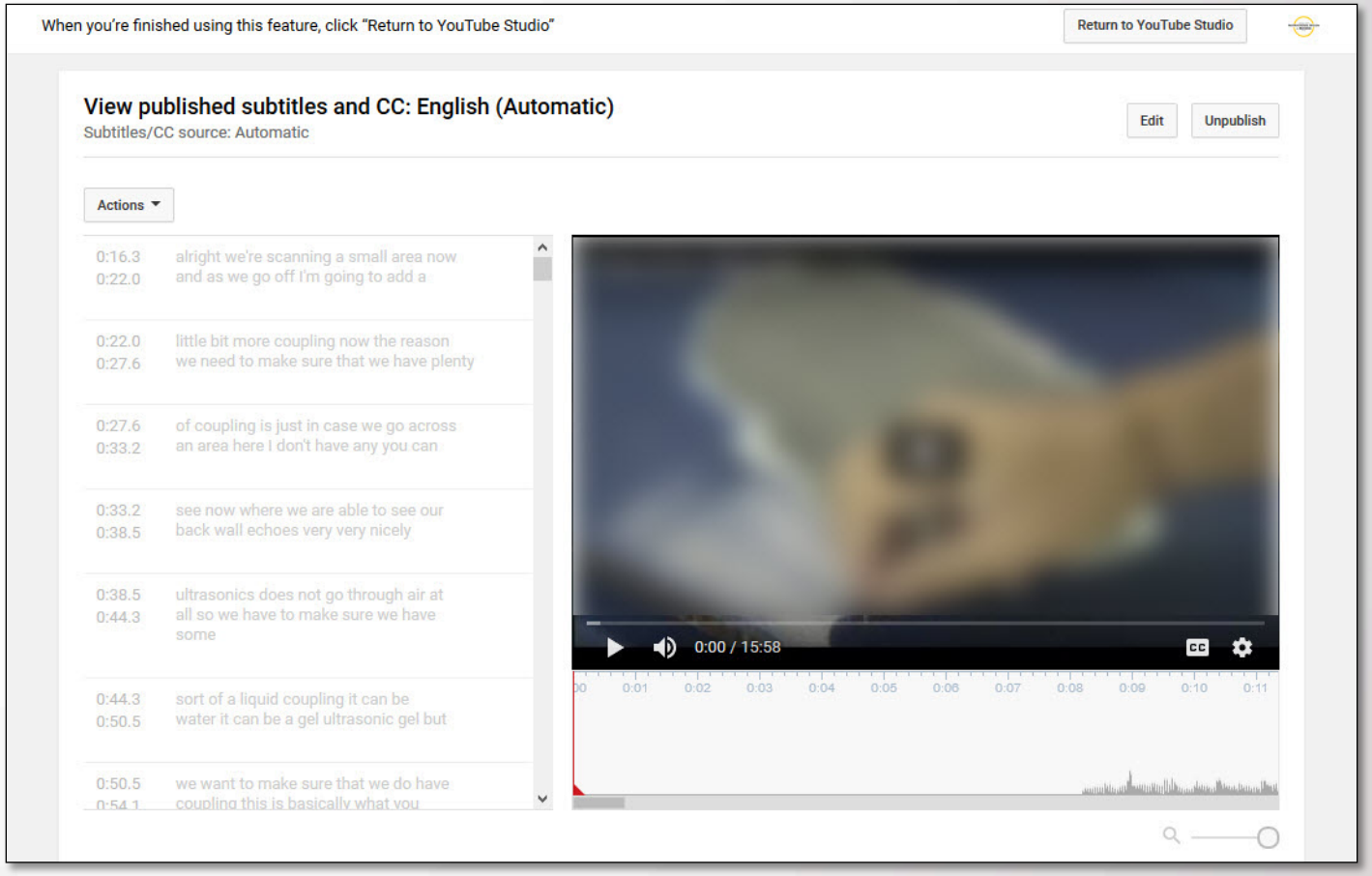
- To edit automatic captions in YouTube:
  - In the advanced edit tab, locate the captions (automatic) link
  - Use the vertical ellipses (three dots) to open the submenu
  - Choose the “Edit on Classic Studio” option available
  - This will lead to the editing window





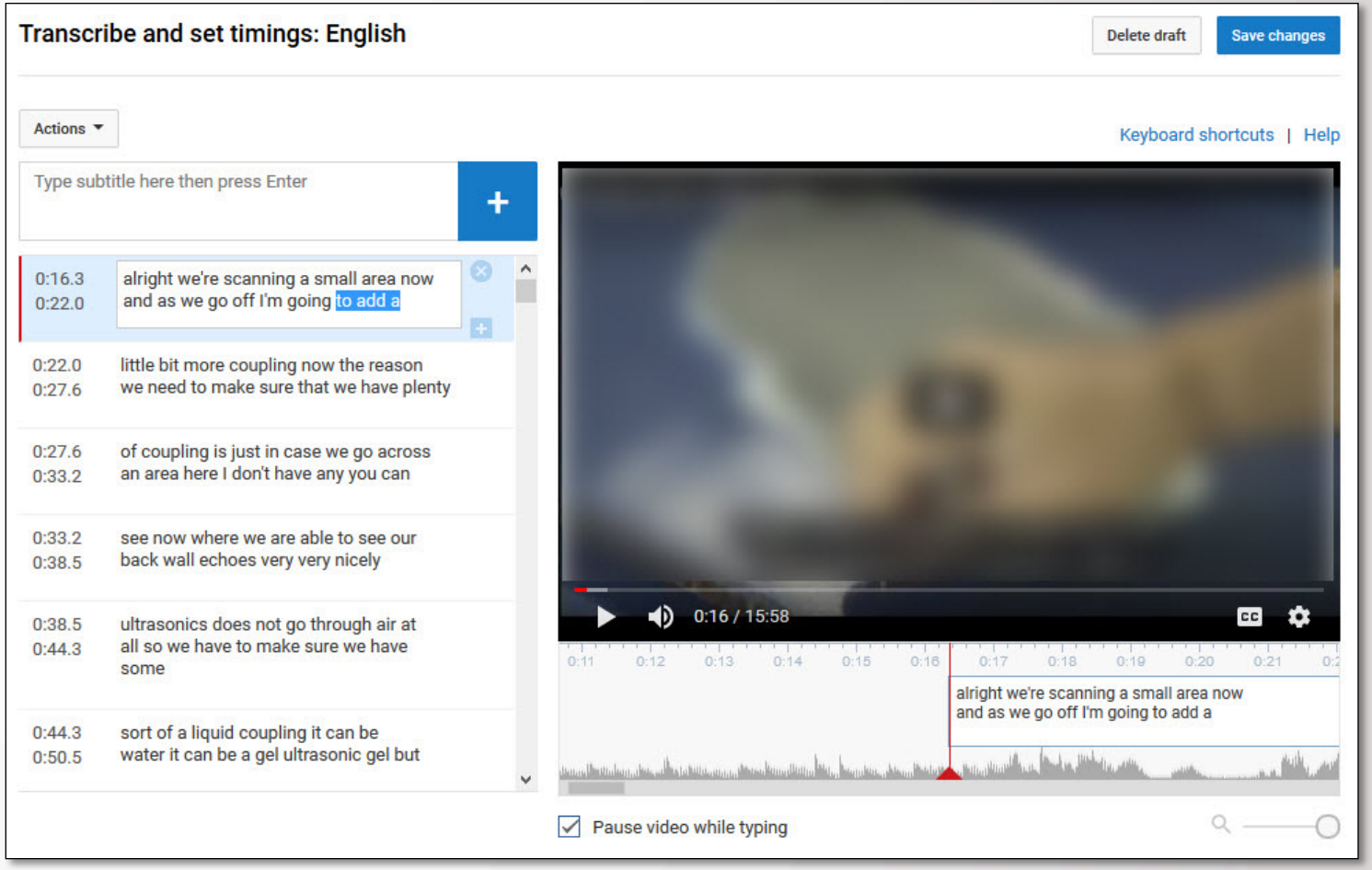
Edit Captions Window

- In the edit window:
  - A small preview version of your video will be present with an audio track below
  - Automatic captions will be available to the side of the video
  - Edit, unpublish, and Action buttons available



Edit YouTube Captions and Publish

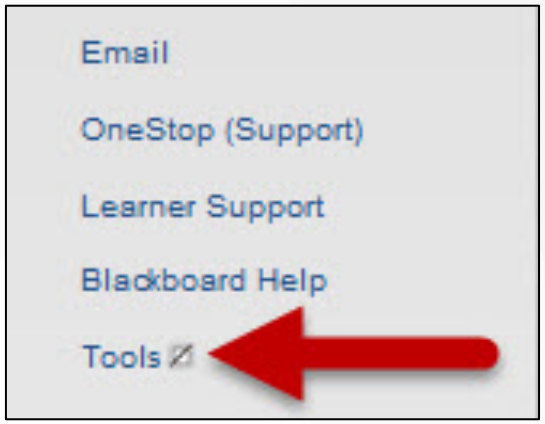
- Select the Edit option to begin editing the automatic captions:
  - Click inside each textbox to edit the text associated with each timestamp
  - The audio track under the video will jump to the section of the video where the captions are being edited
  - Edit the length of the caption display by sliding the edges of the caption boxes in the audio track
  - Save changes when finished making edits



Adding Captions in Panopto (Manually)

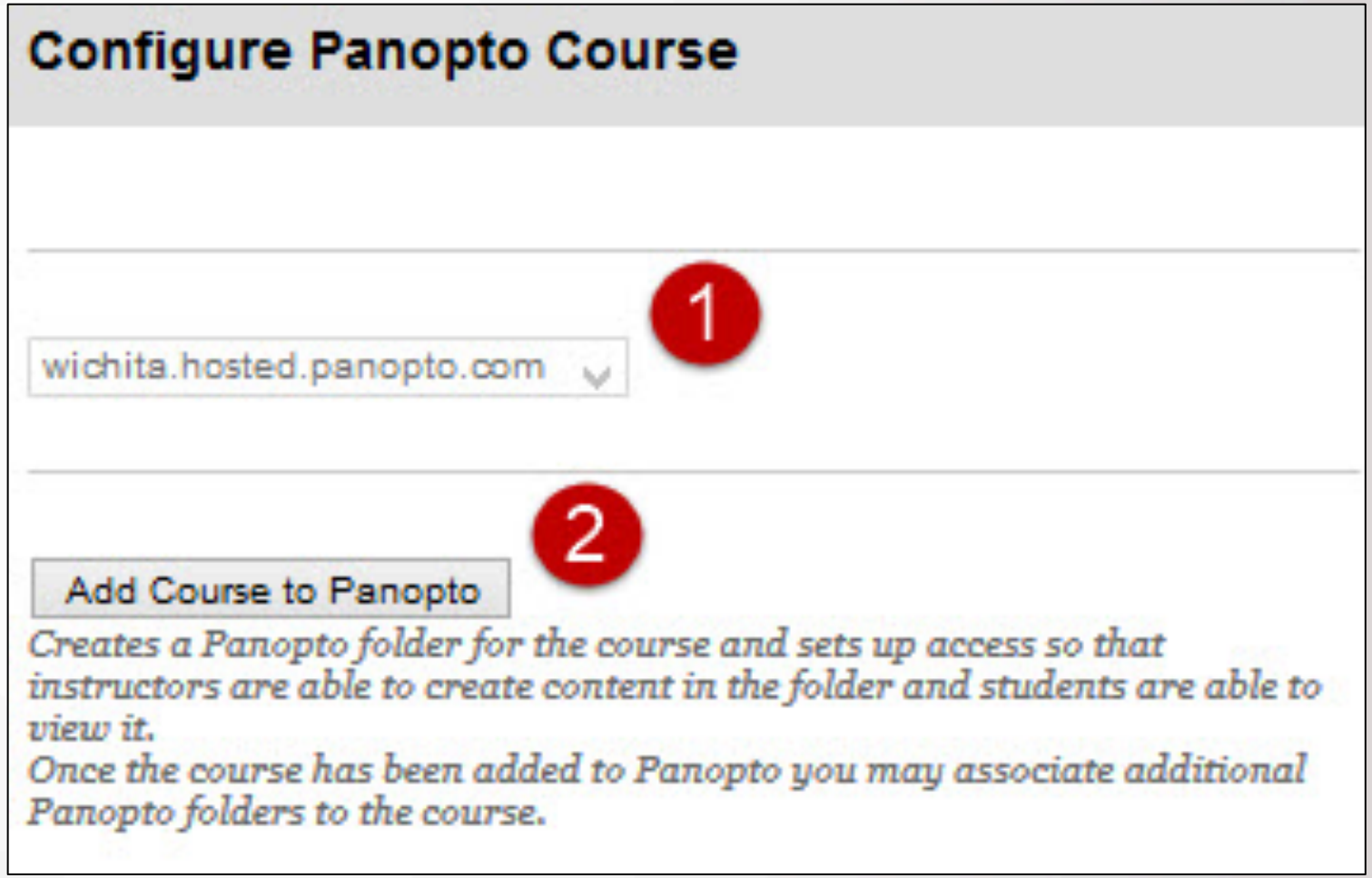
Start the Provision Process

- Log into Blackboard
- Select your course
- Select “Tools”
- Click on “Panopto Content”
- Select “Configure”



Creating Your Panopto Course Folder

- Add course to Panopto

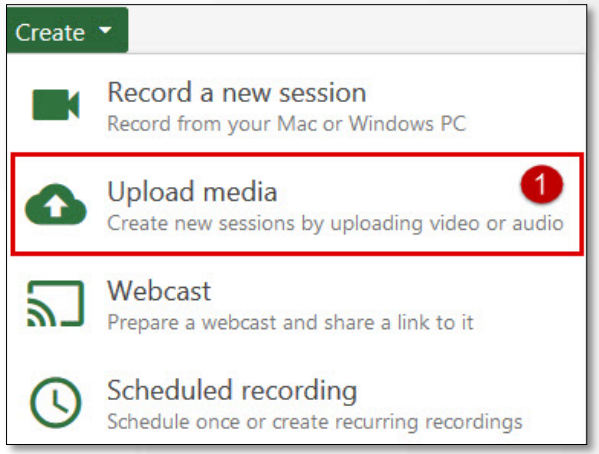


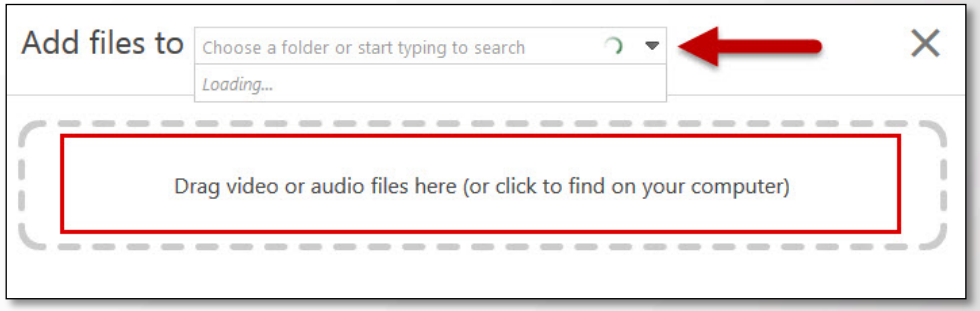
Provisioning Results

- Provisioning results page
- Configure additional folders
- Return to your course
- Course folder created in Panopto
- Ready to download the recorder

Creating a Panopto with Video File

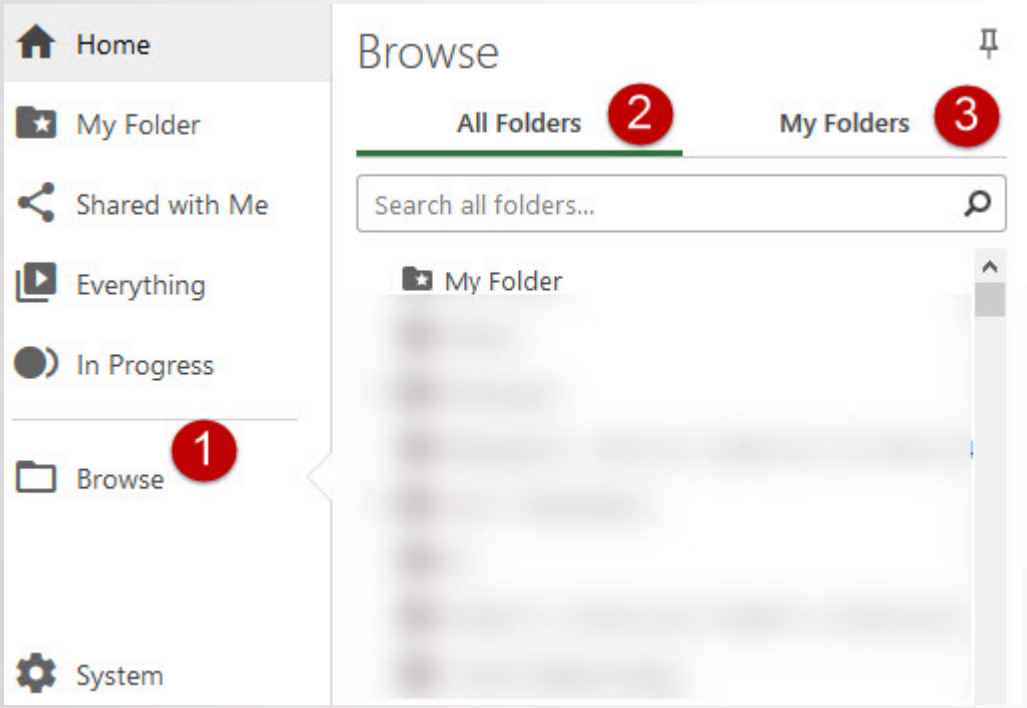
- Go to wichita.hosted.panopto.com
- Sign into Panopto using the Blackboard sign-in option
- Click the "Create" session button, near the top search box, and select "Upload Media" from the list of options available
- Drag and drop the file from an open file explorer window on your computer, or click into the outlined box and select the file
- Select the proper folder from the "Add files to" dropdown menu
- Select submit
- Your new session will start to process immediately and you will be notified by email when it is complete

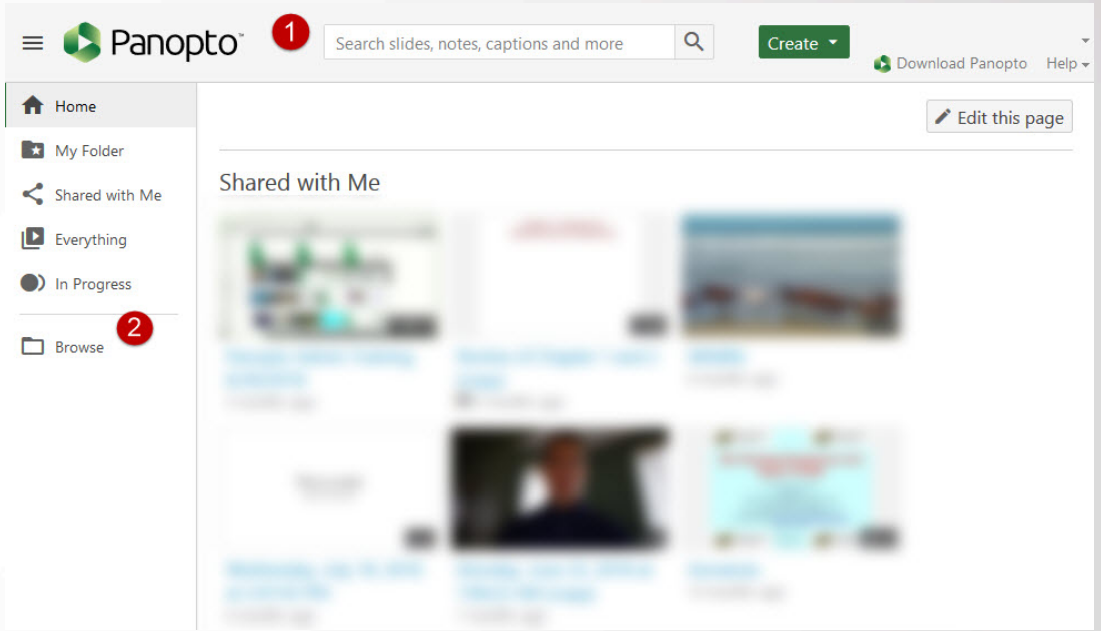




Editing Your Panopto Video Captions

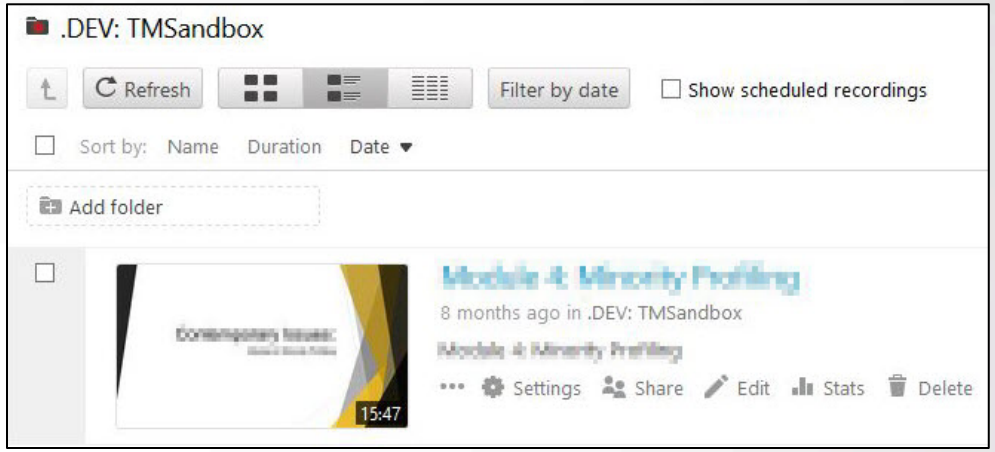
- Select “Edit” from the finished video or;
- Go to Wichita.Hosted.Panopto.Com

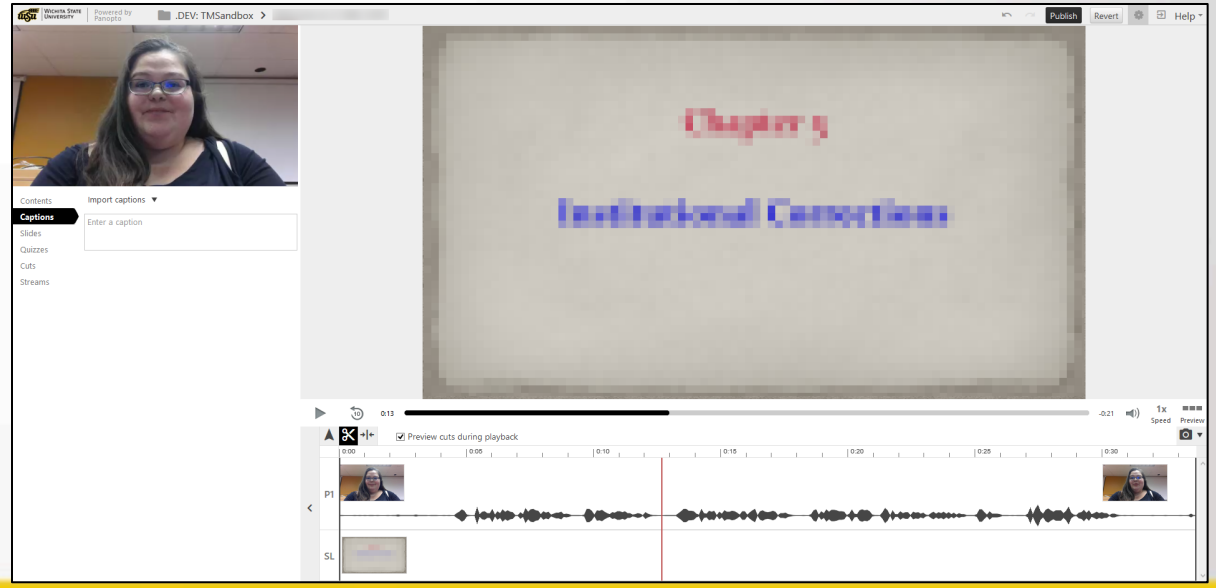




Navigating to the Editing Page

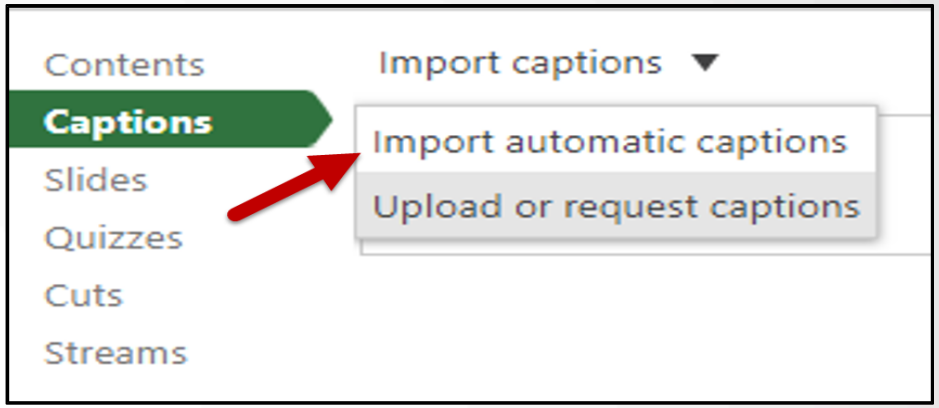
- Locate the video you want to edit in your folder
- When you mouse over the video, options appear
- Select “Edit”
- The Editing Page will appear





Adding Manual Captions

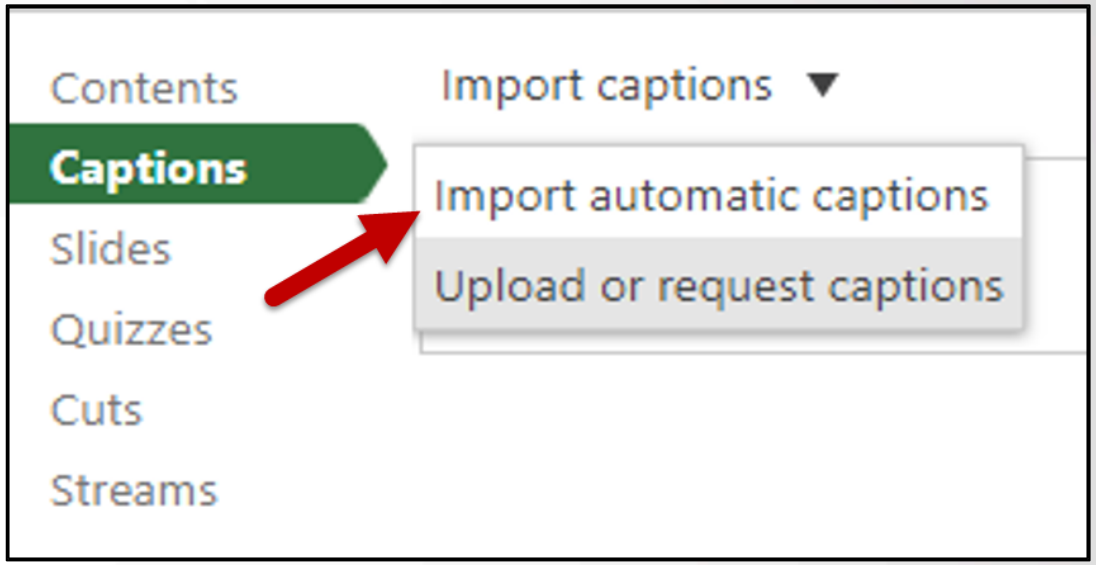
- To add a caption file:
  - Select “captions”
  - Use the dropdown and choose “Upload or request captions” if you have a captions file
- If you do not have a captions file to upload, and want to create them manually:
  - Use the text box present in the Captions page to enter the first caption
  - Press “Enter” on your keyboard to move to the next caption
  - To change the timestamp or caption, use the vertical ellipses and select edit



Adding Automatic Captions in Panopto

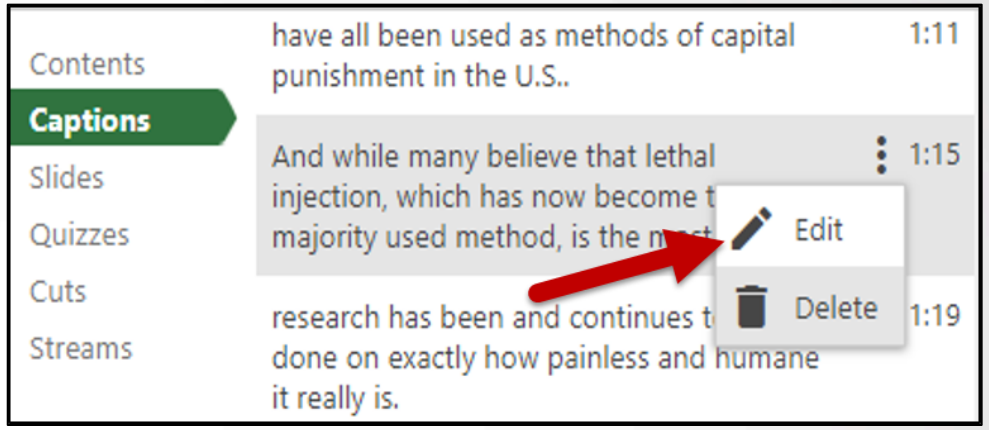
Adding Automatic Captions

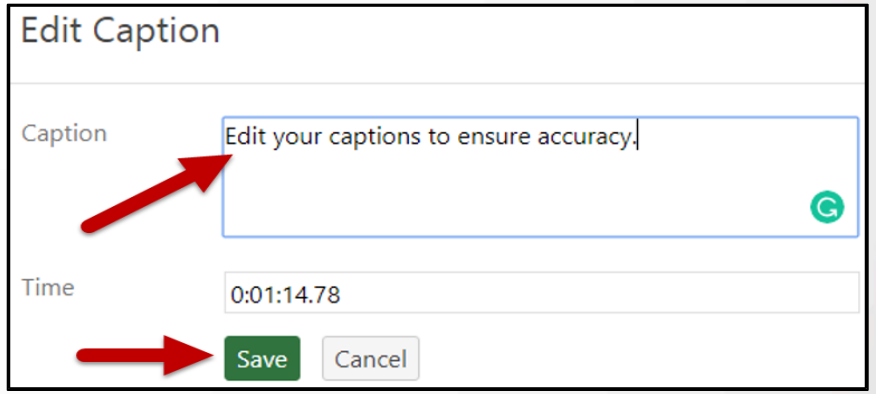
- Panopto offers the ability to import and edit automatic captions
- Automatic captions are not 100% accurate and will need to be edited
- To add captions:
  - Select “captions”
  - Use the dropdown and choose “Import Automatic Captions”

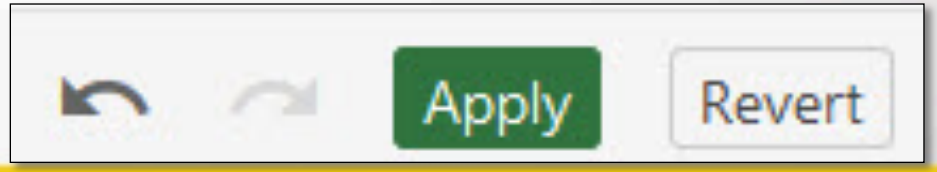


Editing Automatic Captions

- Select “Captions”
- Select “Edit” or click inside the textbox
- Make changes to your captions as needed
- Select “Save” to save your changes
- When finished with all changes, select “Apply”







What Do I Do with Video I Don’t Own?

YouTube Videos That I Don’t Own?

- Reach out to the owner of the YouTube Video and request captions be added
- If the owner does not want to provide captions, ask that they turn on “community contributions”
- If community contributions are turned on, captioning the video yourself is recommended
- If no response is received or no community contributions are allowed consider using the Amara tool

- For F2F courses, you may also provide your class with an accessible document with summary points ahead of time
- For online courses, an accessible document with summary points is accepted only with an exception through the exceptions policy
- Please don’t forget to check with your Subject Librarian! A sufficiently similar video may be able to be found that already has acceptable captions.

How to Get Help

- Come see us in the IDA Blackboard and Accessibility labs
  - 1:00-3:00pm every Tuesday and Wednesday in the C-space in the library
- Email us at IDA@Wichita.edu
- Submit a OneStop ticket for technical support
- Remember
  - IDA = training
  - OneStop = technical support

Thank you. Questions?

Please send questions to IDA@Wichita.edu