



# 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

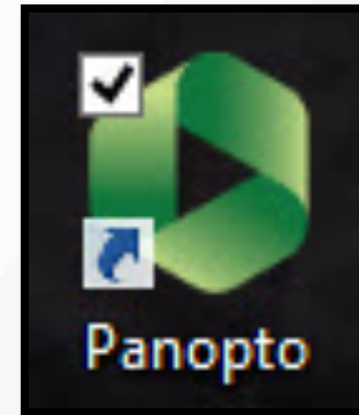
- Captions provide clear text representation of audio presented
- Captions help clarify, otherwise confusing information
- Captions allow users to access the information even at times when sound may not be able to be utilized
- Captions better allow users to navigate lengthy content
- Captions are beneficial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

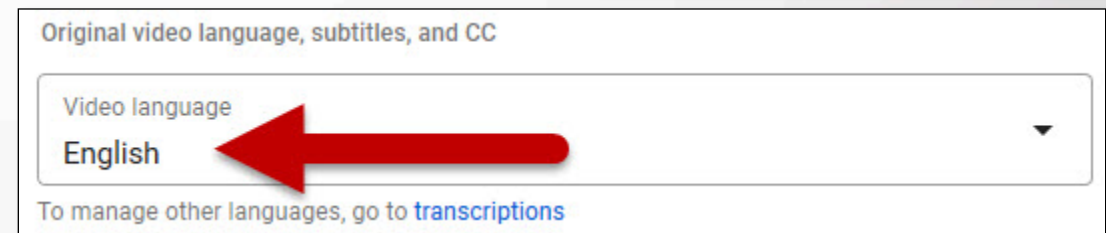
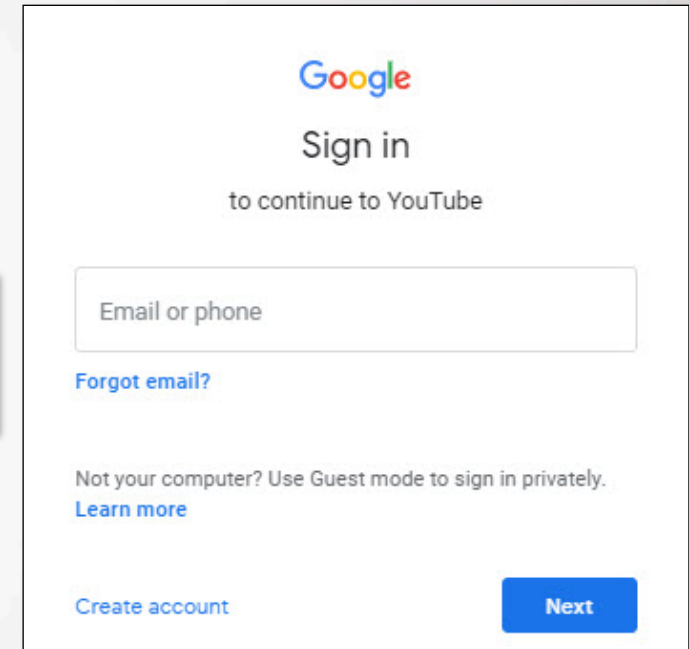
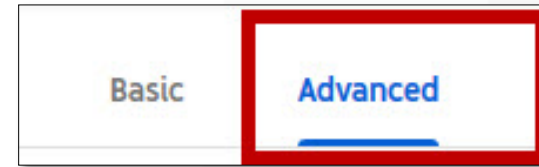




# YouTube Captions

# 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

Original video language, subtitles, and CC

Video language  
English

To manage other languages, go to [transcriptions](#)

Subtitles and CC for original video language ?

[UPLOAD SUBTITLES/CC](#)

Subtitles and CC for original video language ?

English by YouTube (automatic) ⋮

[UPLOAD SUBTITLES/CC](#)

# 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

Original video language, subtitles, and CC

Video language  
English

To manage other languages, go to [transcriptions](#)

Subtitles and CC for original video language ?

[UPLOAD SUBTITLES/CC](#)

**Select subtitle/CC file type**

☒ With timing

☐ Without timing

[CANCEL](#) [CONTINUE](#)

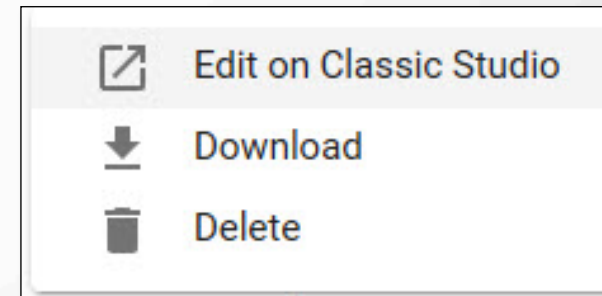
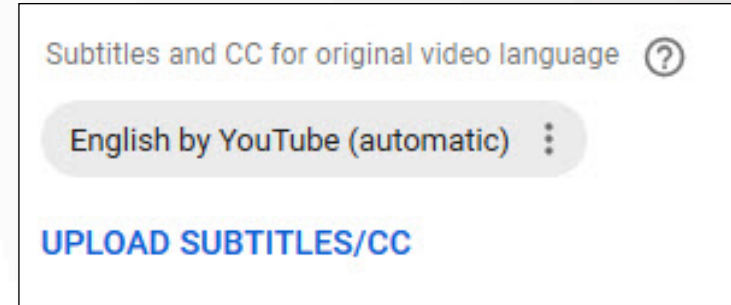


# Adding YouTube Automatic Captions

- 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

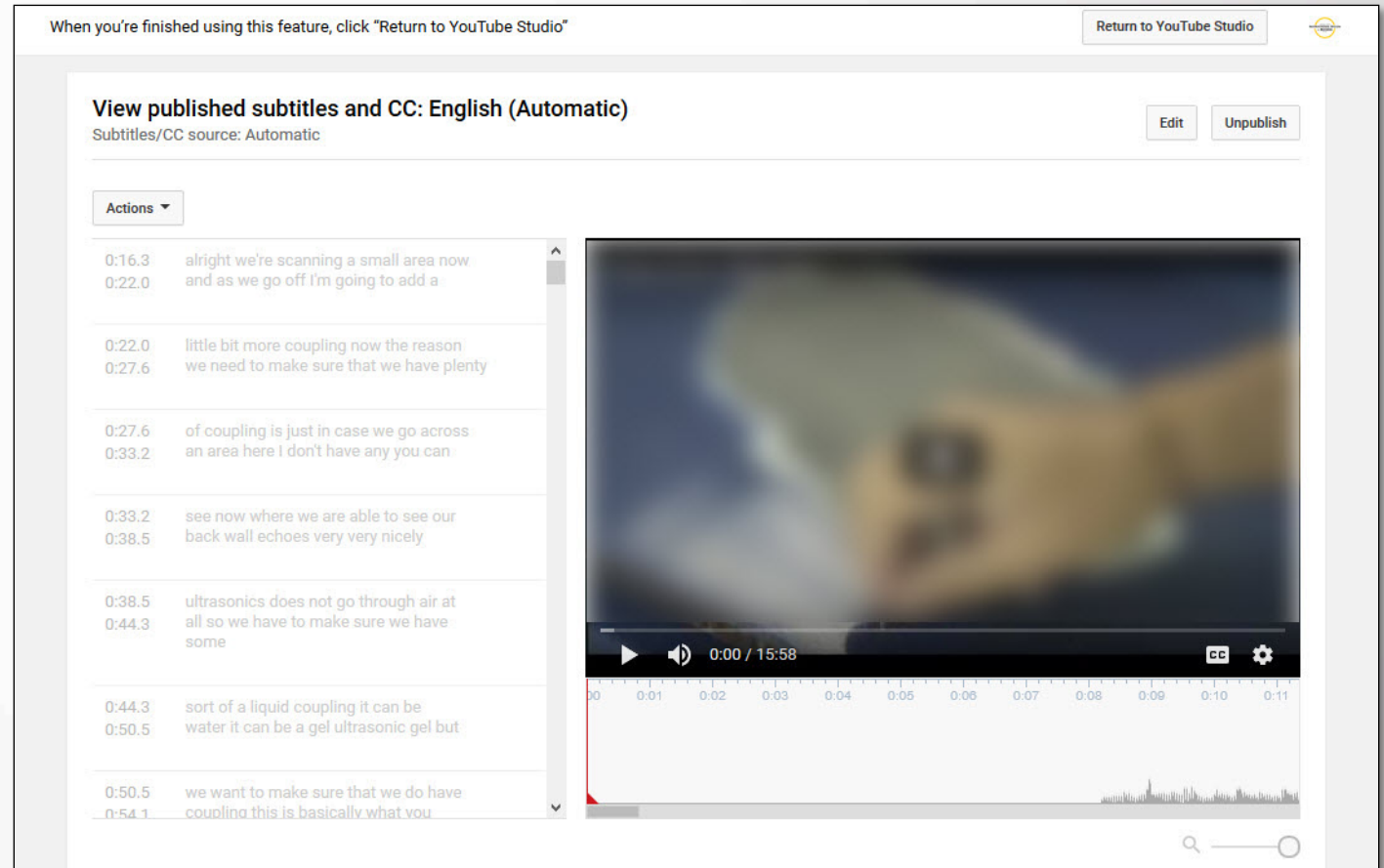
# Editing YouTube Captions

- 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



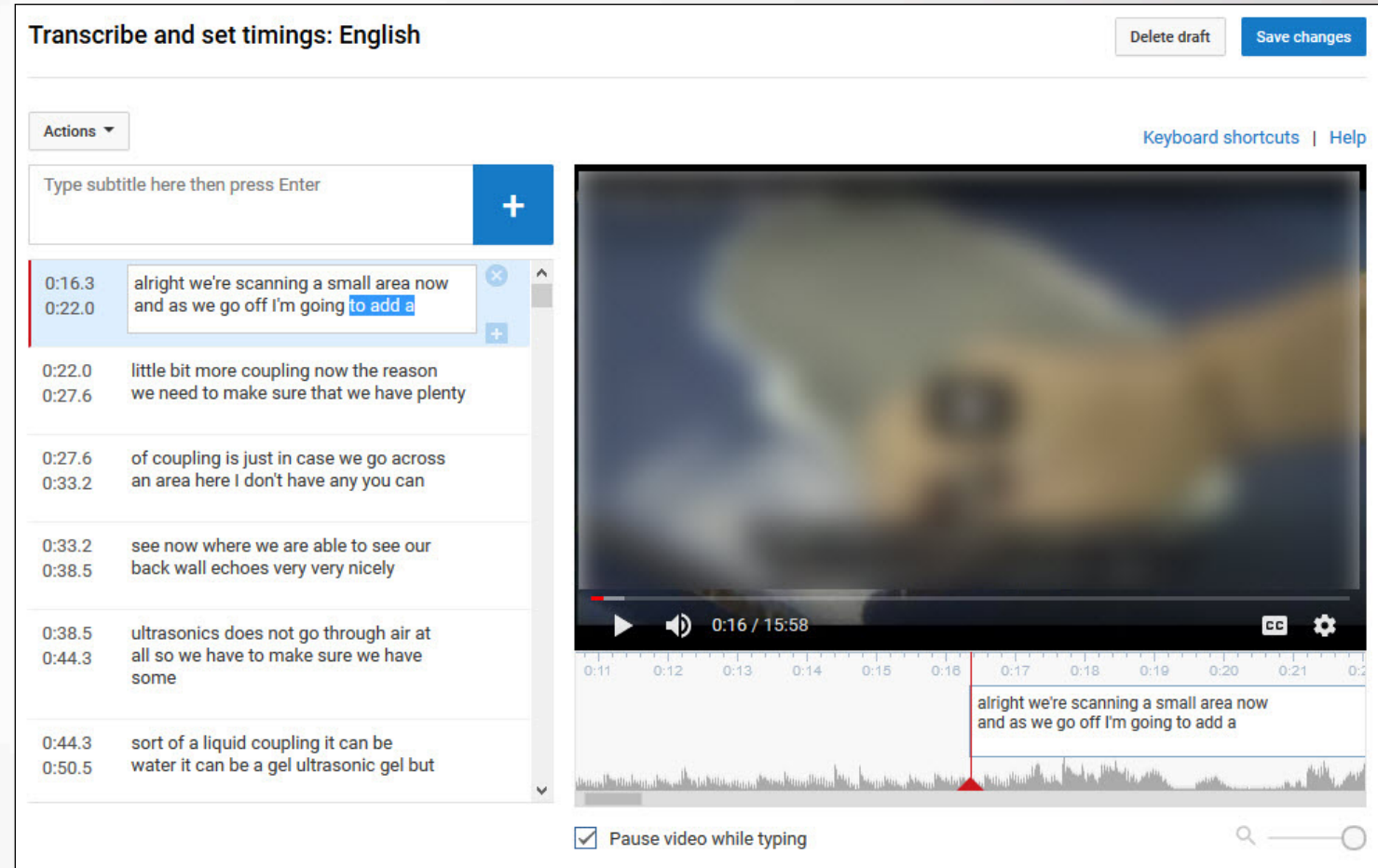
# Edit Captions Window

- 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

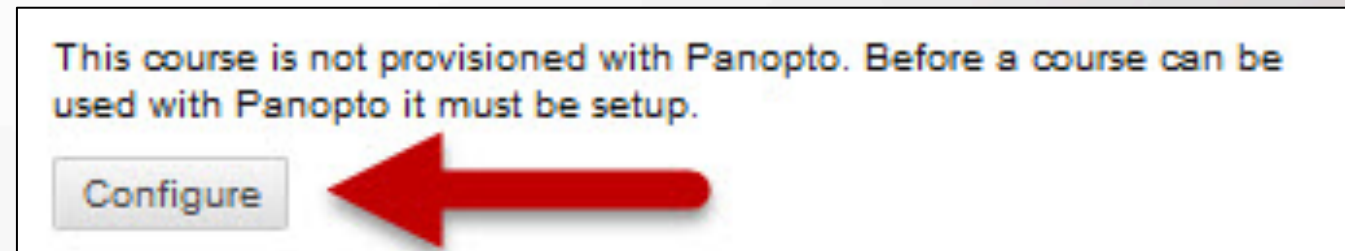
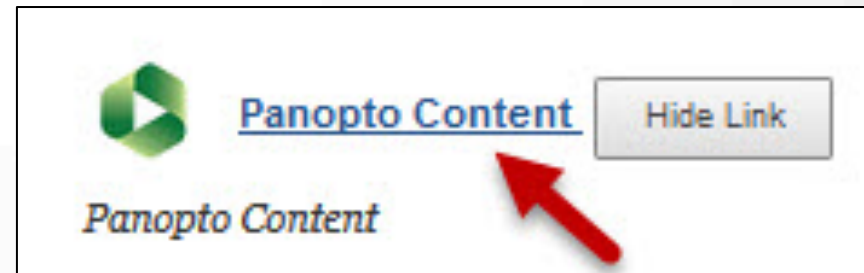
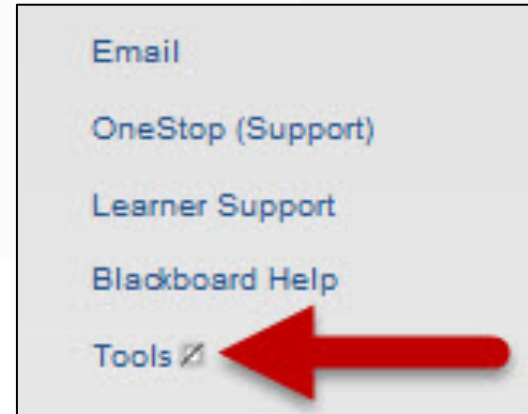
The image shows the YouTube 'Transcribe and set timings' interface for an English video. The interface is divided into two main sections. On the left, there is a list of captions with their start and end timestamps. The first caption is selected, showing its text: 'alright we're scanning a small area now and as we go off I'm going to add a'. Below this, there are several other captions with their respective timestamps. On the right, there is a video player showing a blurred image of a person. The video player has a progress bar at the bottom, and the current time is 0:16 / 15:58. The caption being edited is displayed over the video player. At the top right, there are buttons for 'Delete draft' and 'Save changes'. At the bottom left, there is a checkbox for 'Pause video while typing' which is checked. At the bottom right, there is a search icon and a volume icon.

# 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

## Configure Panopto Course

wichita.hosted.panopto.com

1

Add Course to Panopto

2

*Creates a Panopto folder for the course and sets up access so that instructors are able to create content in the folder and students are able to view it.  
Once the course has been added to Panopto you may associate additional Panopto folders to the course.*

# Provisioning Results

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

## Configure Panopto Connector

### Provisioning Results:

**Course Name**

Panopto Example Course

**Instructors**

Bb8prod\p886w749

Bb8prod\panoptoinstructor

**Teaching Assistants**

No teaching assistants.

**Students**

No students.

**Users without access to Panopto folder**

(no one)

**Result**

Successfully provisioned course Panopto Example Course

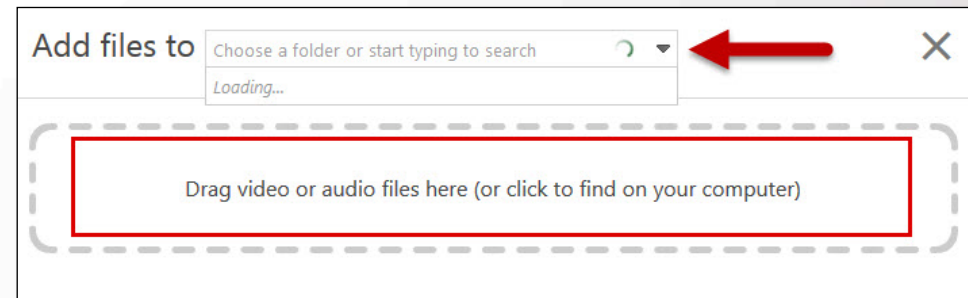
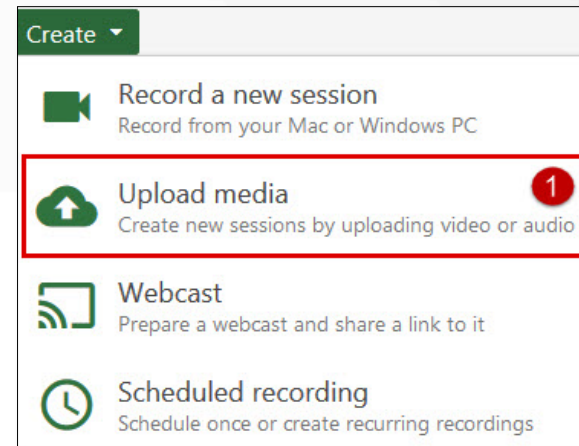
Configure more folders

Return to course



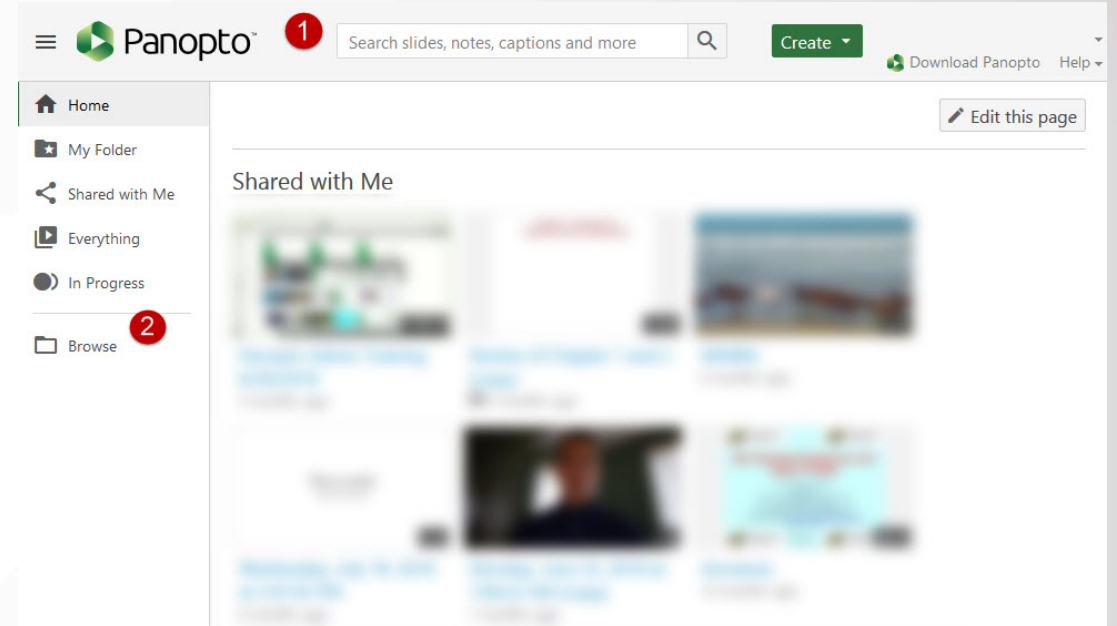
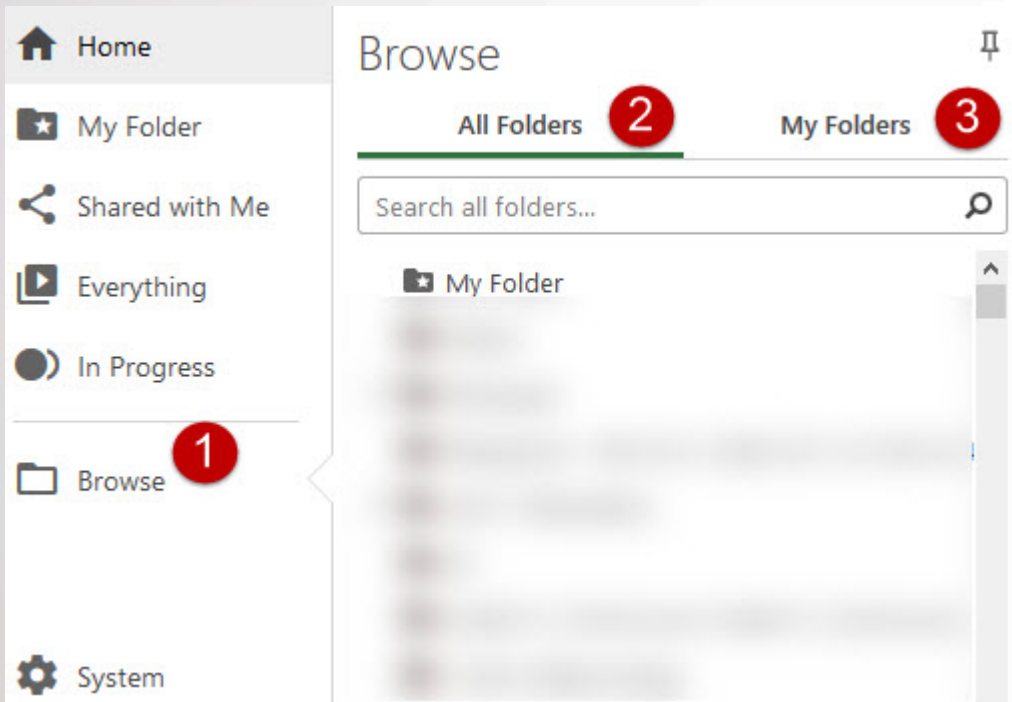
# Creating a Panopto with Video File

- Go to [wichita.hosted.panopto.com](http://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



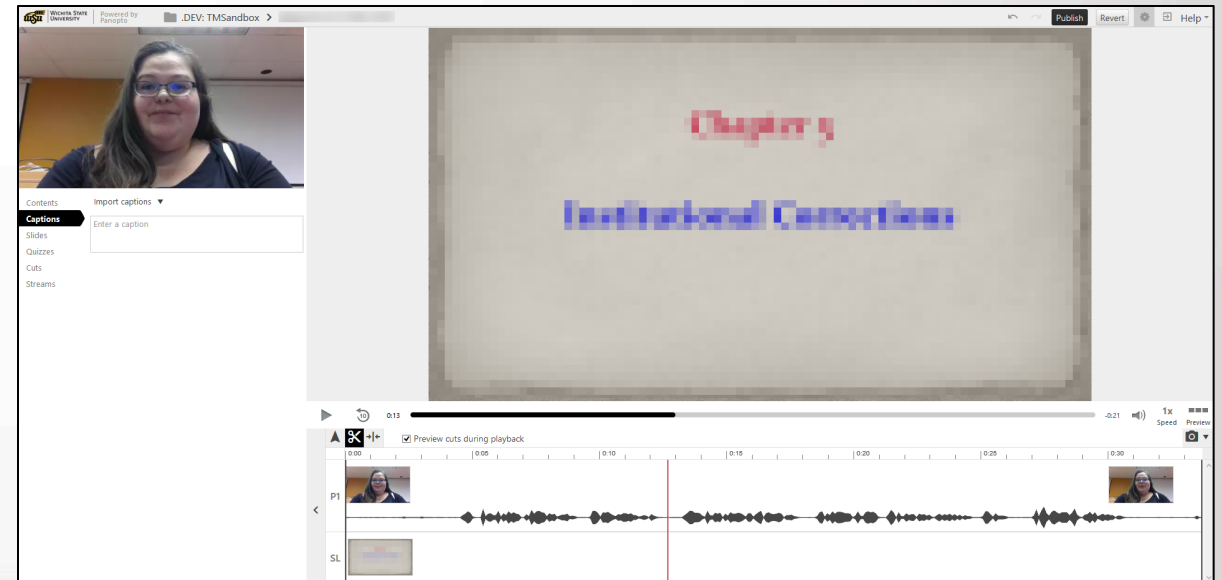
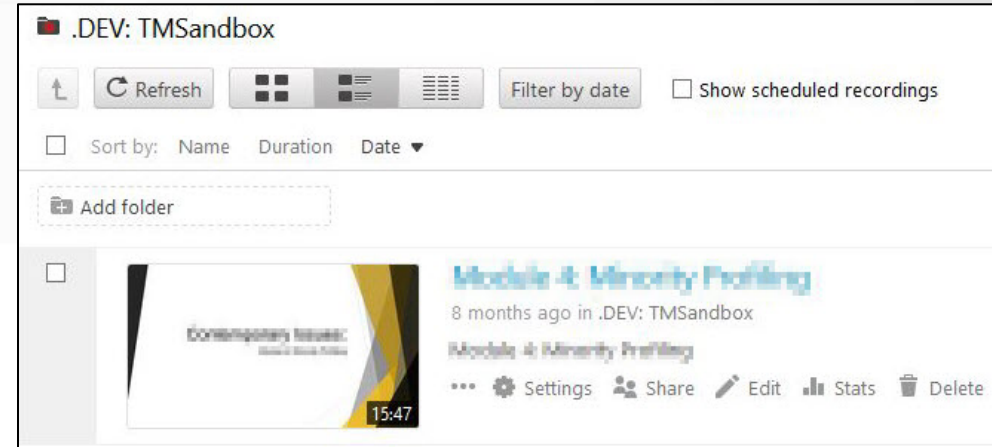
# Editing Your Panopto Video Captions

- Select “Edit” from the finished video or;
- Go to [Wichita.Hosted.Panopto.Com](https://Wichita.Hosted.Panopto.Com)



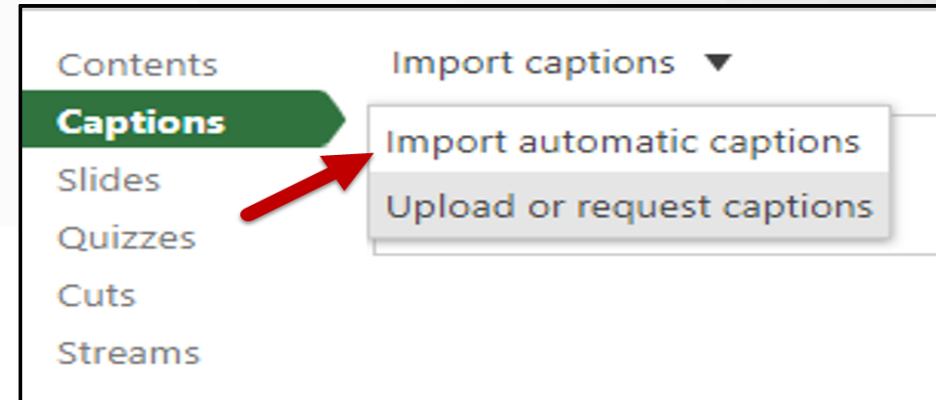
# Navigating to the Editing Page

- 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



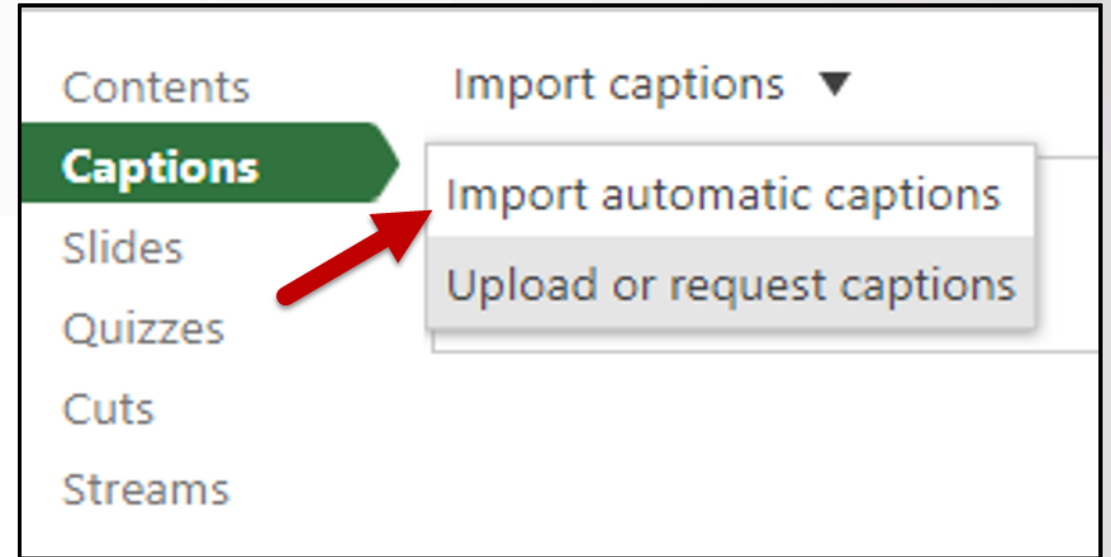


# Adding Automatic Captions in Panopto



# Adding Automatic Captions

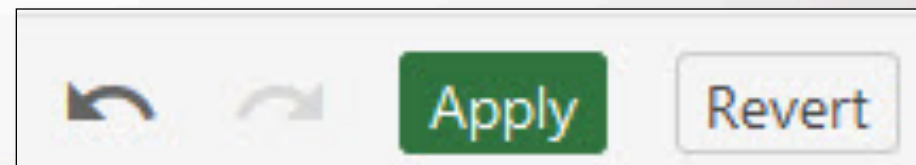
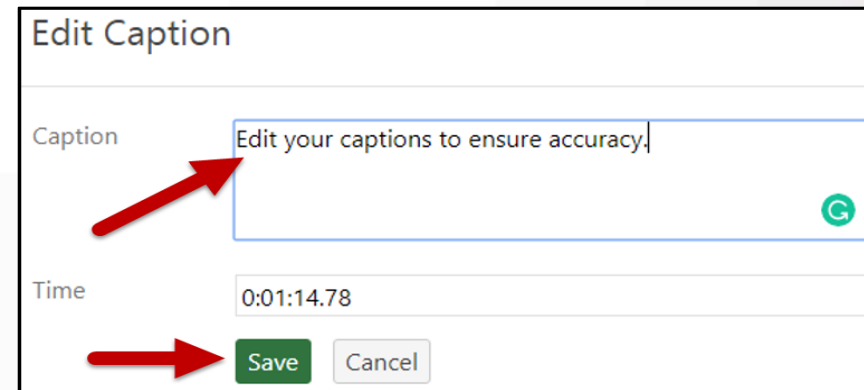
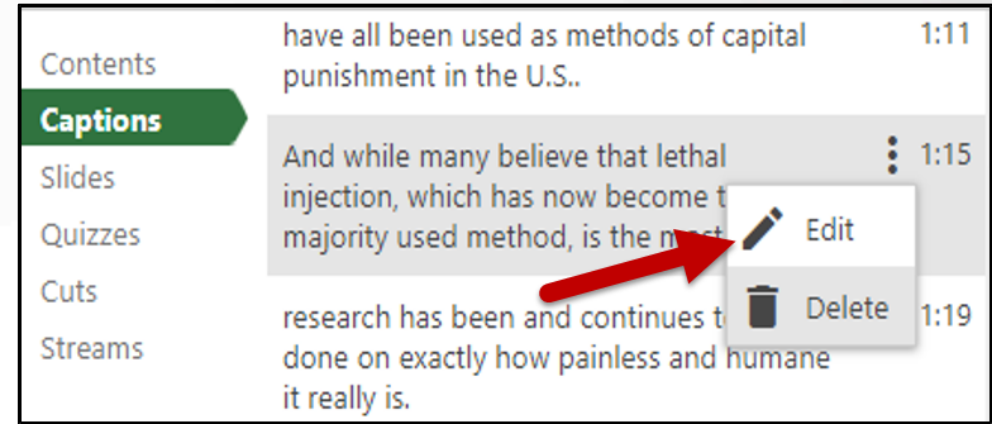
- Panopto offers the ability to import and edit automatic captions
- Automatic captions are not 100% accurate and will need to be edited
- To add captions:
  - Select “captions”
  - Use the dropdown and choose “Import Automatic Captions”





# 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](mailto: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](mailto:IDA@Wichita.edu)