Creating Automatic Captions in Panopto

In Panopto, there is a way to get captions on your videos with Automatic Captions. The option will be available up to 24 hours after initially creating the video. This option is taking speech-to-txt automatic transcriptions, so the captions may not be entirely accurate. However, they can be modified after the process by the creator.

In this document, we will demonstrate...

Creating Automatic Captions

**Step 1:** After creating a video and after a 24 hour waiting window, go into your video and click the *Edit* tool or the “*Pencil*” icon in the upper right.
Step 2: Once in Edit mode, click on **Captions** on the left-hand navigation bar

Step 3: From here, click on **Import Captions** and choose **Import automatic captions** to generate immediate Closed Captions for the video
Step 4: From here, you can manually change anything that may not be accurate by clicking on any captions and editing them.

Step 5: Once captions have been edited to your liking, you can click Publish to save your video. Remember, you can Revert to the original video before any editing changes to undo anything you may have done.
Once the video has been saved, the “CC” button will display Closed Captions on playback.