A. Introduction

Panopto allows you to add Automatic Speech Recognition (ASR) generated captions to your video recordings. Captions are text versions of the audio content, synchronized with the video. They are essential for ensuring your video is accessible to students who are deaf or hard of hearing.

Note:

- Machine-generated captions should be revised and edited as necessary to ensure they are 100% accurate.

- ASR captions are not available in the editor immediately after a video has been uploaded and processed. The target completion times for the captions are as follows:

    o   For videos ≤ 60 minutes: 8 hours or less
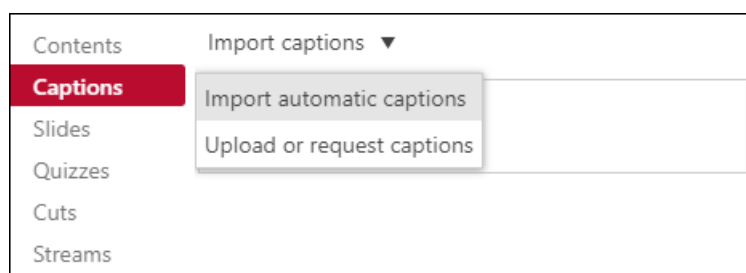
    o   For videos > 60 minutes: One day or less

B. Adding closed captions

1. Access the UM Panopto platform.

2. Click the **Browse** button from the left menu.

3. Access the required folder where you would like to upload the media file. You may type in the study-unit code in the *Search* text field to immediately list the corresponding study-unit's folder.

    All recordings available within the Panopto study-unit folder will be listed.

4. Click the **Edit** icon available on the thumbnail of the recording for which you would like to add captions.

   The *Panopto Editor* is displayed in a new tab.

5. From the menu on the left, click **Captions**.

6. From the *Import captions* drop-down menu choose **Import automatic captions**.

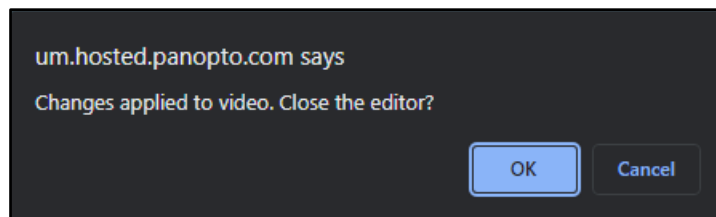The captions are generated automatically, as shown below.

7. You may click a caption to edit any words that might have been incorrectly recognised, as necessary.

8. Once you have reviewed all generated captions, click the **Apply** button in the top-right corner to save your changes.

A dialog box will be displayed, asking you whether you would like to close the editor.

9. Click **OK**.

C. How can I improve automated caption accuracy?

You play an important role in improving caption accuracy. You can improve accuracy by:

- **Using a strong internet connection** – without a strong and stable wi-fi connection, you risk interruptions, which can affect captioning.

- **Using a quality microphone** – good quality audio improves the sound of your voice and makes captions more accurate.

- **Reducing background noise** – keep your windows and doors closed to minimise unnecessary background noise.

- **Speaking clearly** – be mindful of your pace and pronounce each word as clearly as possible.