

Captioning Panopto Videos: Quick Reference

Subtitles and closed captions open your content to a larger audience, including viewers who are deaf or hard of hearing or those who speak languages besides the one spoken in your video. They also are greatly beneficial for language learners (e.g. English language learners) and improve comprehension and retention for everyone ([Gernsbacher, 2015](http://www.gernsbacherlab.org/wp-content/uploads/2015/10/Gernsbacher_Captions_2015.pdf)).

An easy and effective to caption any video you create for your classes starts with creating a video in—or uploading your video file to—[Panopto on Canvas](https://oit.utk.edu/teachingtools/panopto/).

## 1. Sign in to Canvas

1. Navigate to <https://online.utk.edu/>.
2. Sign in to Canvas using your UTK NetID and Password

## 2. Create or Upload a Video to Panopto

If you are new to Panopto, please check out our [Panopto tutorial video](https://utk.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=f82f2ea4-04b0-48d7-9d45-ac5400f3e7b0&start=undefined). Instructions for how to create or upload a video start at minute 3:13, which is accessible as a bookmark on the Panopto tutorial video.

## 3. Use Automatic Speech Recognition (ASR) and Edit

Rather than recreating the existing instructions, we’ll point to the Panopto resources for this (which stay up-to-date. Please note that using ASR captions significantly reduces the time and effort to produce accurate captions, but it is important to still go back and edit for accuracy as needed.

* **Option 1 – Watch:** If you’d prefer to watch a video tutorial for this, please visit “[How to Add Automatic Captions on a Video](https://howtovideos.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=610849cd-1349-4128-a37f-ab9a0151b933&start=19.202016).”
* **Option 2 – Step-by-Step Guide:** If you’d prefer to access a step-by-step guide for how to add and edit captions, please visit “[ASR-Generated Captions](https://support.panopto.com/s/article/ASR-Generated-Captions).”

## 4. Upload an Existing Caption File

If you used a third party captioning service or otherwise have an accurate caption file that you wish to add to a Panopto video, please follow the instructions in “[How to Upload a Caption File for Video](https://support.panopto.com/s/article/Manually-upload-Captions).”