

Quick Guide – Captioning Tips for Panopto

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Audio Quality

Ensure that you use a good quality microphone, minimise background noise and speak into the microphone while recording your video. Then this will increase the chance of Panopto generating more accurate captions.

Panopto Find and Replace

Use [find and replace](#) for words that are misunderstood more than once. Simply, select the Find and Replace icon in the upper right corner of the Captions window.

Panopto Confidence Rating

Panopto highlights words generated with low confidence – these are words that might have been misinterpreted by Panopto. Use the left and right arrows in the bottom right corner of the Find & Replace window to navigate through the low confidence words.

Adding Audio Description

[Audio descriptions](#) for visual aids, where these are not described verbally, can be added to videos on Panopto to improve accessibility for users with a visual impairment.

Panopto Dictionary

Add technical terminology, local words, or names from your lecture to the Panopto dictionary by sending these to eLearning. This will help Panopto caption them correctly.

Add a Disclaimer

Consider adding “Captions automatically generated” as your first caption to let students know if your captions have not been edited.

Folder Level Setting

Consider enabling automatic captions at a [folder level](#) (see step 3.4) to make your workflow more efficient. These captions can still be edited. This will automatically caption any new videos in that folder.

Consider Recording a Pristine Version

Instead of recording a new Panopto video each time, caption a pristine recording to reuse in your course area.

Captioning Maths

For learning material with maths, staff are advised to make available an accessible version of the lecture that can be read aloud by text-to-speech software.

Editing Captions Offline

If you prefer, you can edit the captions offline to increase efficiency. First [download the captions](#) file and then edit the captions in the .txt downloaded file. Finally, [upload the captions file](#) back into Panopto.