

Quick Guide – In-House Video Captioning

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Getting Started

Captioners should begin by watching our training [video](#) (8 mins). Next, you should create your account by logging into Panopto.

Creating Your Account:

1. Panopto shares a login screen with MyAberdeen. So, to ensure you do not log in to Panopto using your student account, **log out** of Panopto **and** MyAberdeen, then close all browser windows. Alternatively use a different browser e.g., Chrome/Edge.
2. Visit the University's Panopto server at <https://abdn.cloud.panopto.eu/>
3. **Leave the drop-down menu set to MyAberdeen** and click "Sign in".
4. On the MyAberdeen login screen, double check that your browser has not saved your student credentials. Then, enter your **staff username** (not email address) and password. Click "Sign In".

Suggestion: You can check that you have successfully signed in using your staff credentials by selecting your initials in the top right-hand corner of Panopto. In the drop-down menu that opens when you click these initials you should see your staff username. You do **not** need to download Panopto software to edit captions.

Providing Access to Edit Videos

Once you have logged in to Panopto to create your staff account, the eLearning team should be notified by emailing elearning@abdn.ac.uk and they will provide you with the "In-house Captioner" role. This role provides access to any videos that may need to be captioned.

Sharing and Locating Videos

Next, you need to be able to find the videos. There are three ways to do this:

1. The video owner may [share videos with captioners using web links](#) to specific videos, perhaps via email.
2. Alternatively, the video owner may [add the captioner's staff account to a course area](#) on MyAberdeen, perhaps using the role "Lecturer – No Gradebook Access".
3. Or you may [search/browse Panopto](#) for videos, if you know the exact folder or video names.

Warning: Searching/browsing Panopto for videos can be more difficult for you and may introduce a risk that you cannot find the correct video, or worse you edit the wrong video!

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Editing Captions

Normally, you will begin by [importing the automatically generated captions](#), as per the training video. Instructions on [how to edit captions](#) are available on the Panopto Support site.

[Automatic captions can be set to languages other than English](#) at folder level, however this should be discussed with the folder owner. Panopto also has guidance on [how to re-process automatic captions from English to another language](#), without changing the folder settings.

Suggestion: It is advisable to save your progress every 15 minutes by clicking “Apply” and going back to edit the video once more.

Additional captions:

- [Inaudible] – you may wish to flag these up to the video owner.
- [Laughter/applause] – so that students not able to hear can appreciate the situation.
- [End of lecture] – to signify there is no more audio.

Additional tips if captions do not appear when changes have been applied:

- If the caption is near an edit or an inserted clip the caption timestamp may be cut off. Try moving the caption by 1 or 2 seconds to leave a gap before or after the edit.
- If a clip of another Panopto session has been inserted, this will need to be located and captioned separately.
- If a clip has been captioned, but the captions still do not appear, check the caption languages are the same (e.g., both set to English and not set to “Default”). You can set the language next to the option to insert automatic captions, top left of the editing screen.

Improving Automatic Caption Accuracy:

- You can add commonly used technical/local words to the Panopto dictionary to improve the automatic captions by sending a list to the [eLearning Team](#).

Further Support

Please contact the [eLearning Team](#) for further support with Panopto or MyAberdeen.