Edge Hill University

Panopto

Closed Captions Guide

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About Closed Captions

Closed captions are required on all online recordings for adherence to the Public Bodies Accessibility Regulations which became law in September 2018 to ensure all electronic content is accessible to all users, especially those with disabilities. By 23rd September 2020 all content must be compliant.

Closed captions can be added manually to Panopto recordings and since mid-May 2020 they are added automatically to all new recordings uploaded to Panopto.

Panopto uses machine generated speech to text processing to create the transcript for closed captions. This is not 100% accurate, so you will need to ensure that you use it as a starting point which you can edit to accurately display the spoken text for those watching your recordings.

Closed Captions in Existing Recordings

Recordings in Panopto that were created prior to closed captions being automated can be added manually.

The automatic machine generated speech to text transcript can be added to a recording as captions.

Importing automatic captions into a recording
- Login to Blackboard and go to the relevant course
- Click 'Recorded Content' in the Course Menu
- Click the 'Edit' button next to the specific recording to open the Panopto Editor window
- Click the 'Captions' menu on the left-hand side
- Click the 'Import captions' drop-down menu and choose 'Import automatic captions'
- Click the purple 'Apply' button at the top right-hand side of the screen

If you have a pre-made captions file for a recording (srt, dfxp or vtt format) you can upload this instead of using the machine generated transcript.

Uploading a captions file to a recording
- Login to Blackboard and go to the relevant course
- Click 'Recorded Content' in the Course Menu
- Click the 'Settings' button next to the specific recording
- Click the 'Captions' menu on the left-hand side
- Choose 'English (United Kingdom)' from the drop-down list
- Click 'Choose file', browse for the captions file, select it and click 'Open'
- Click the 'Upload Captions' button
- Click 'X' in the top right-hand side of the window to exit

The recording will be re-processed with closed captions added.

Closed Captions in New Recordings

Recordings in Panopto that were created after closed captions being automated in mid-May 2020 will have them added automatically.

The closed captions text will have been created from the automatic machine generated speech to text transcript which is made in all recordings as part of the processing procedure after a recording is uploaded to Panopto.

Editing Closed Captions

Closed captions that have been imported from the automatic machine generated speech to text transcript may not be 100% accurate. You can edit them and captions that have been uploaded from a file within the Panopto Editor in a web browser.

Editing captions in a recording
- Login to Blackboard and go to the relevant course
- Click 'Recorded Content' in the Course Menu
- Click the 'Edit' button next to the specific recording to open the Panopto Editor window
- Click the 'Captions' menu on the left-hand side
- Click each caption text box to be changed and edit the text
- Click the purple 'Apply' button at the top right-hand side of the screen

Displaying Closed Captions

When a recording has closed captions a 'CC' symbol appears next to it in the web and mobile app interfaces. Recordings embedded on a web page will only show the 'CC' symbol once playback has started. Each person viewing has the choice to show the closed captions for each recording or not.

Displaying captions in a web browser
- Play the relevant recording
- Click the 'CC' button at the bottom of the recording to show or hide closed captions
- Captions will appear underneath the main video panel
- Embedded recordings will show captions overlaid on the video
- Customise the caption style with the 'Caption Styling' button (3 horizontal dots) to change position, colour and size options
- To customise the caption style on an embedded recording you must click the 'Watch in Panopto' button on the recording first

Displaying captions in the Panopto mobile app
- Play the relevant recording
- Tap the 'CC' button at the bottom of the recording to show or hide closed captions
- Captions will appear overlaid on the video