WRIGHT STATE UNIVERSITY

Closed Captioning for Audio/Video

Accurate closed captions are an essential component of audio and visual material. Closed captions make your content accessible to students who are hard-of-hearing, who are not native speakers of the recorded language, or who might be working in environments where audio is hard to hear.

NOTE: Transcripts are **not** the same as closed captions, as they are not timed to play in sync with the media.

Captions are necessary in all classroom settings with audio/visual material!

Synchronous online classes: WebEx provide real-time automatic closed captions for online class sessions.

In-person classes: Any audio/visual materials shared in a lecture should have closed captions enabled or added to the media.

Asynchronous material: Closed captions must be generated and added by the faculty to all audio/visual content in their asynchronous course. A method for this using Panopto is outlined below.
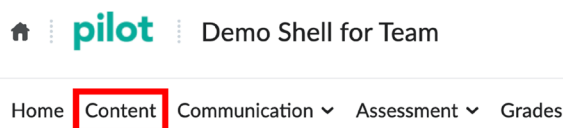
NOTE: Developments in automatic speech recognition technology have made generating closed captions much easier, but it is important to take the time to ensure your captioned material meets the needs of your students.

Panopto Closed Captioning Guide

This step-by-step guide will show you how to generate automatic speech recognition (ASR) closed captions using **Panopto.**
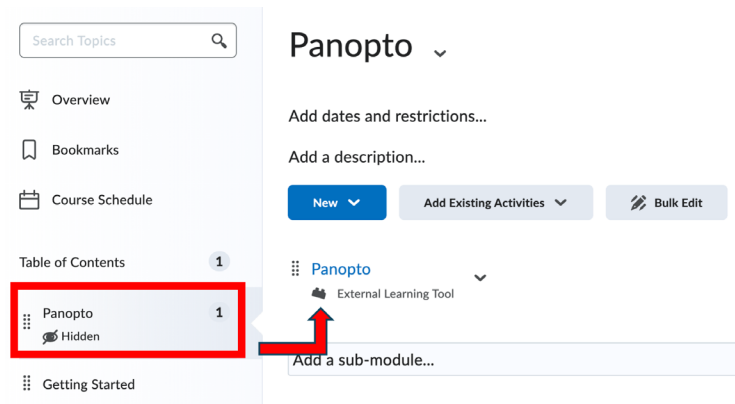
1. Access and organize your media in Panopto

1.1 While viewing your course in Pilot, select the "content" tab.

🏠 ⋮ pilot ⋮ Demo Shell for Team
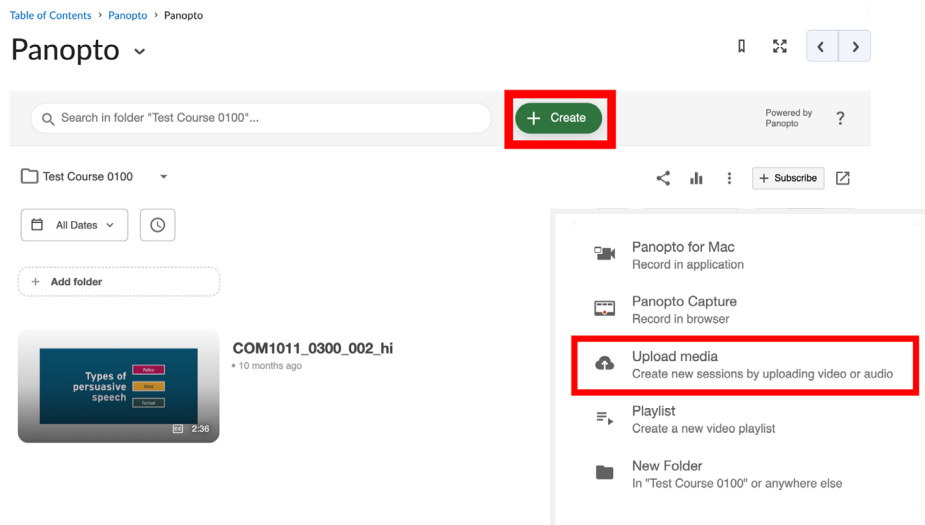
Home | Content | Communication ⌄ | Assessment ⌄ | Grades

1.2 If you have added Panopto to your course, it will appear on the side-menu. If not, refer to ITS' guide on adding Panopto to your course:

https://www.wright.edu/information-technology/pilot-help-for-faculty/panopto#add

1.3 Next, select the "Panopto" tab on the left-hand list of pages. Once the Panopto tab opens, select the "Panopto" link that appears in the center listed as an External Learning Tool.

1.4 Either navigate to your existing media in Panopto, or upload media from your personal device. To do this, either drag and drop the media in the media browser, or select the green "Create" button, and then "upload local file."

1.5 If you are uploading new media, the footage will have to be processed before you can proceed. The amount of time this takes is relative to the size of the media being uploaded. Progress is shown in small text underneath the title of the media.

1.6 Once a video is done processing, you can proceed to generate automatic closed captions for it.
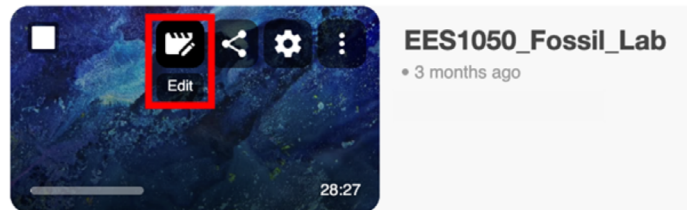
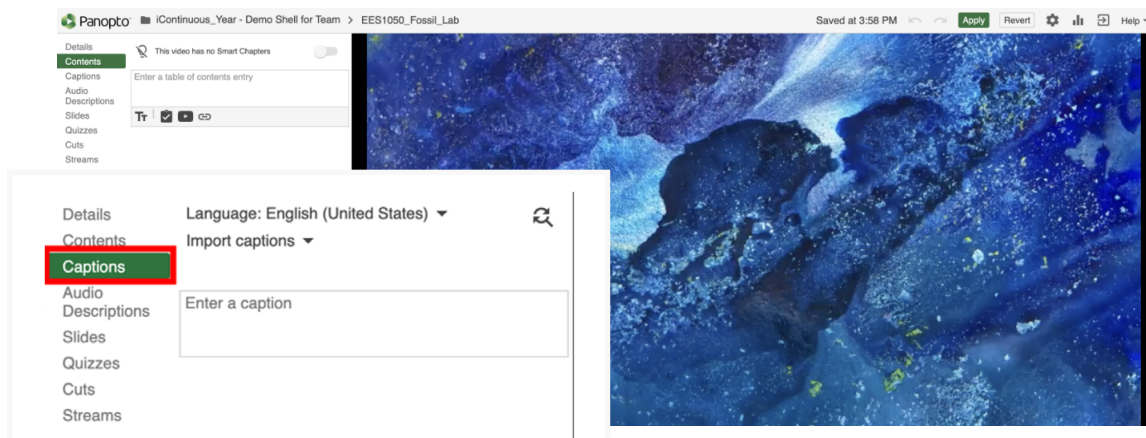| NOTE:	If you plan to edit your media to clean up any mistakes, this must be done prior to the next step to ensure proper timing for the closed captions. This is most important for those who wish to **export their captions for use on another platform.**

For more creative control with your editing, consider **Camtasia** or **Adobe Rush**, both of which are **free** for Wright State users.

2. Generate Automatic Speech Recognition (ASR) closed captions

2.1 Once your file is uploaded and is done processing, hover over the thumbnail image and select "Edit." It is the left-most option.
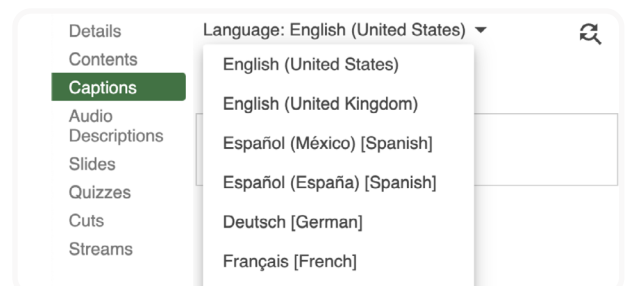
2.2 A new tab will open for the editor. Here, navigate to the list of options on the left-hand side and choose "Captions"

2.3 The first drop down in this panel should reflect the language of the speech in the media you are captioning. Change this if needed.
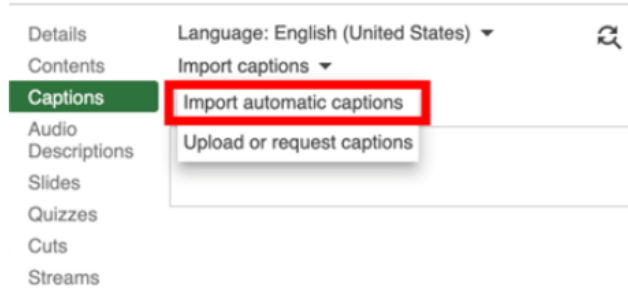
If you accidentally choose the wrong language, the captions can be re-processed to another language at any time.
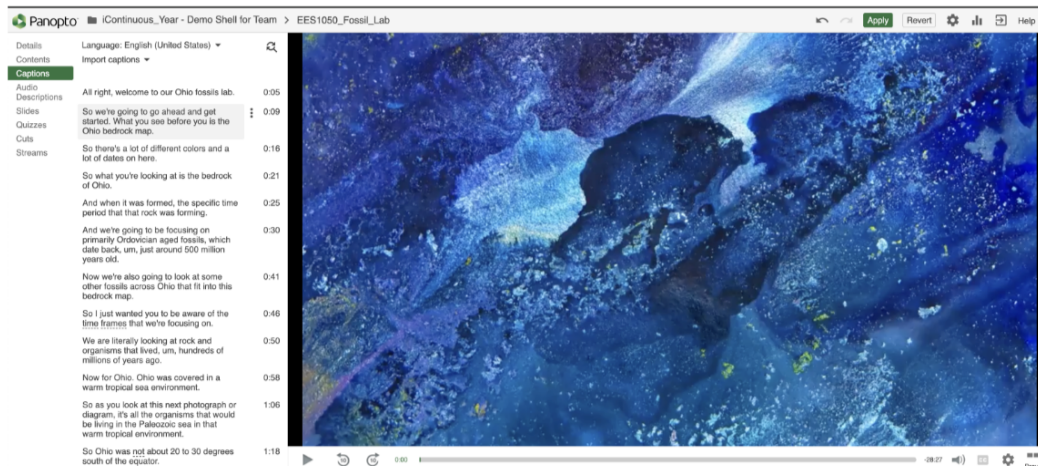
NOTE: This will not translate existing captions—it will only help Panopto recognize what language is being spoken in the media. For more information, review this resource from Panopto on how to reprocess automatic captioning to a different language:
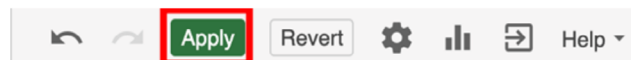
2.4 Next, select the second drop-down that reads "Import Captions" and choose "Import automatic captions."
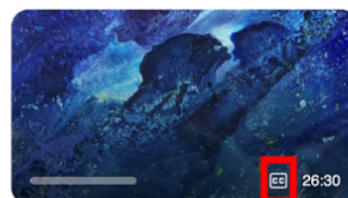

2.5 This will auto-generate captions based on speech recognition software.

2.6 Press the green "apply" button in the top-right of the editor page to save.

Now, when you view your media's thumbnail in the Panopto media browser, you will see the CC icon indicating that closed captions are present.
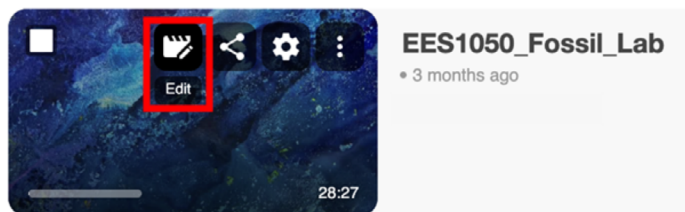

EES1050_Fossil_Lab

• 3 months ago

3. Quality Review

Automatic captions are not perfect and must be reviewed for accuracy. If you have a transcript, this is a great tool to help you verify your captions are accurate. Transcripts are not a replacement for timed closed captions, however.

NOTE: Captions are edited in the same editor window in which they were generated in Section 2.

3.1 To navigate there, open the editor by hovering over the thumbnail of your media and choosing the left most option, "edit" to open the editor in a new tab.
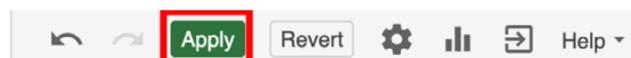

3.2 Next, in the left-hand panel choose "Captions."

3.3 There is a large text box on the left side of the screen with your previously generated captions from Step 2.

To ensure accuracy, you must play your media from start to finish while proofreading the automatic captions. To change your captions, edit the text in the left-hand panel as you would with any text document. The changes will be reflected automatically when you play back the video.

3.4 After you make changes, select the green "apply" button in the top-right of the window to save your work.

Things to look for while proofreading include:

- Spelling
- Punctuation
- Grammar
- Accuracy of technical terminology
- Descriptive text for any music or sound effects

For the sake of pacing and clarity, unnecessary "uh" or "um" filler sounds may be omitted from closed captioning.

For more detailed information on how to make quality closed captions, check this resource from the University of Colorado Boulder:

4. Additions

If you wish to record additional content, it is recommended that you do so using the "Add a Clip" feature in Panopto and then caption the new clip only, so that you do not lose any changes you may have made to the existing clip's captions: