

Accessibility Help Guide: Adding Captions to a Review/ Panopto Video



What it does: How to Add and Edit Automatic Speech Recognition (ASR) Captions into a Review Video/ Audio

Lecture recordings uploaded from 23rd Sept 2020 are required to have a transcript or captions, here we see how to add captions to Review/ Panopto recordings.

Prerequisites:

In order to generate ASR for a Review video there are a number of prerequisites:

- You have already created and uploaded your Review/ Panopto video/audio.
- As you are the creator of the video you have Creator access to the video in Review (or you are an Instructor for the module where the video sits).
- ASR captions are not available in the editor immediately after a video has been uploaded and processed.

Target completion times for the ASR captions:

Target completion time for videos one hour or shorter: 8 hours

Target completion time for videos over an hour: One day

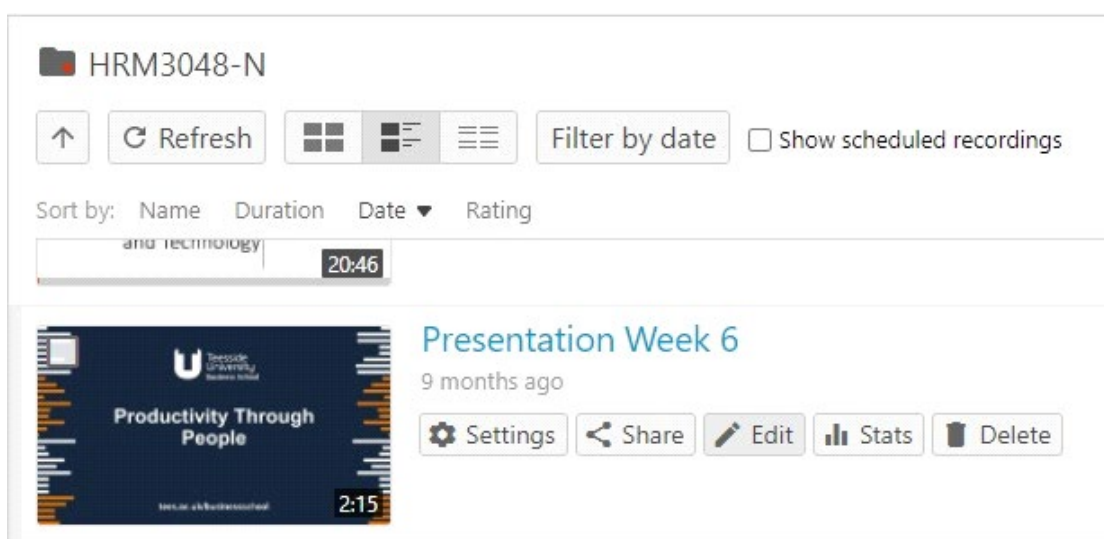
Your captions may be available sooner so it is worth checking an hour or two after your video has been uploaded

LTE Guides on Using ReView/Panopto to record your lectures

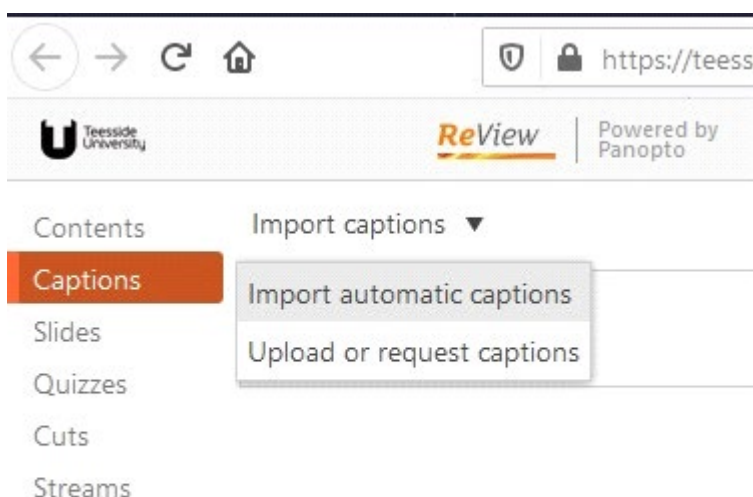
<https://blogs.tees.ac.uk/lteonline/2020/04/02/using-review-to-record-lectures/>

How to generate ASR captions

1. Login to Blackboard, and select your module.
2. Click ReView Video Library link under Course Tools.
3. Hover over the thumbnail of the video you wish to edit. Click on Edit. This will open the editor in a separate browser window.



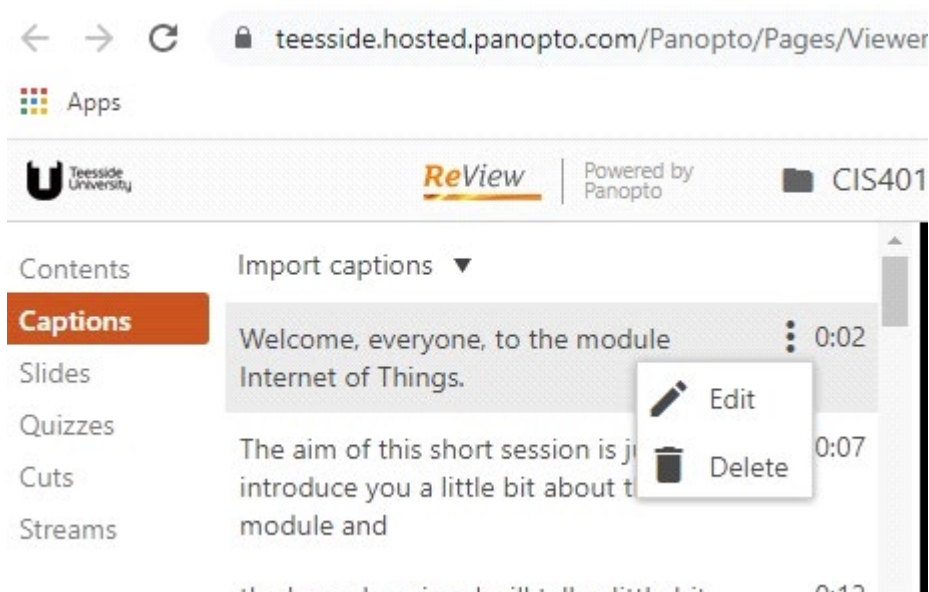
4. Select Captions from the left side of the editor, and then click the Import captions drop-down.



Editing the Captions

The caption text is based upon automatic speech recognition technology and will need to be checked and edited for accuracy.

Once you enable a video's ASR captions and they have been processed successfully, you will then be able to edit each individual caption. To edit a caption click the three dots next to the caption and choose Edit



While editing captions, you can press Shift+Space to play/pause the session playback.

Once you've imported/edited your captions, commit the changes by pressing the Apply button on the top right of the Review Editor



More information:

When editing or correcting the text keep the guidelines for good practice in mind:

Accessibility Help Guide – Video captions and transcripts best practices.

<https://eatsupport.tees.ac.uk/staff/knowledgebase/video-captions-and-transcripts/>

Panopto Guide How to Add ASR (Automatic Speech Recognition) Captions into a Video

<https://support.panopto.com/s/article/ASR-Generated-Captions>

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This document has been checked for accessibility on 20th August 2020.