Captioning Course Videos

Ensure all course videos are captioned and that captions are accurate (RIT Guidelines for Captioning Audio-Visual Media). Captioning is not automatic and can be added to Panopto videos using either of the two methods below.

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Editing Panopto Machine-generated Captions

Instructors and students who voice can enable automatic speech recognition (ASR) generated captions on Panopto videos that they own. ASR captions must be manually activated then reviewed and edited for accuracy. This option is best for when you need captioning quickly or for student-created videos. Review Add/edit ASR captions in Panopto for details. Note that the default ASR language is English but if the spoken language of the video is not English, the language settings can be adjusted so the ASR is more accurate and matches the spoken language.

Typing Captions from Scratch

Instructors and students who sign can type their own captions from scratch since no ASR captions can be generated when there is no voice track. Review Manually Caption Panopto Videos for details.

Professional Captioning

Professional captioning turnaround time is about one week, so please plan accordingly. Due to the turnaround time required, professional captioning is not suitable for discussion-based activities and the automatic speech recognition (ASR) generated captions or manually-typed captions should be used instead.

Instructors can request professional captions for credit-bearing course videos stored in Panopto. Videos need to have a voice track in order to be captioned by our vendor (the vendor cannot interpret ASL to English). RIT pays for these captions for you. Make sure you have finalized all of your edits before requesting captioning. Once captions are requested, you will not be able to edit the video using the Panopto editor until the captions are returned due to the fact editing could alter the captions. The video is viewable while professional captions are in progress.

On the Panopto video, click Settings (cog icon).
2. From the left menu click Captions.
3. Click Order.

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4. Click OK to confirm your submission.
5. The screen will no longer display a caption request option. If you close out of the settings and reopen them, the caption settings screen will display a request status message.

6. Once captions are returned from the vendor, the captions are automatically attached to your video in Panopto. You will receive an email notification from the Center for Teaching and Learning when your captions are complete and you can verify by clicking on the CC icon while the video is playing.