

## Panopto Captioning

*Please note that machine-generated captions clearly aren't the same as human transcription, so they need to be revised and edited to ensure they are 100% accurate.*

*Also consider that any subject specific technical language or acronyms may not be picked up on the auto generated caption service, so please do check over these areas of the recording to ensure it will be understood by the students.*

In order to make Panopto recordings accessible for those who require captions or subtitles there are two options:

### For existing recordings:

You can add automatic captioning to your recordings to assist with students who may have difficulty in accessing the video recording on its own.

*Note that machine-generated captions clearly aren't the same as human transcription, so they need to be revised and edited to ensure they are 100% accurate.*

Panopto guidance on how to add the automatic captions can be found [here](#). The document also provides you with guidance on how to edit these captions if they are not accurate and changes need to be made.

### For new recordings utilising PowerPoint:

1. Before you record; set Panopto to “Capture Main Screen” and “Capture PowerPoint”, then press record.
2. Use the features in [Office365 to create automatic subtitles](#) while you are talking.
3. The recording will be available in Course Resources as normal.

Please note the accuracy of these automatic subtitles is not 100% but is very good.

It is advised to have a try before you record your presentation to get a feel for how this will appear to you as the lecturer as well as how the students will view the recording and captioning.

It is good to provide students with a warning that the captions are automatically generated, so anything that doesn't make sense they will be more likely to ignore.