

Captioning Videos Uploaded in vUWS via Panopto Link



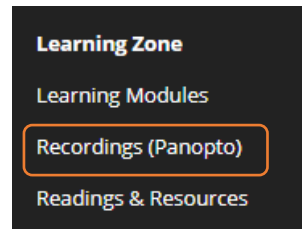
Logging in

Login into your unit via vUWS. Note: You will need to be an instructor on the site to edit the Captions.

- Under the Learning Zone, click on the **Recording (Panopto)** link.

Note: If this link is not showing on your menu area (in edit mode)

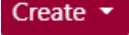
[How to add a Panopto link to a vUWS site](#)

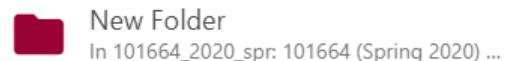


Organising content:

This area stores the videos for this session of your unit. You may prefer to set up folders to organise the content into topic or modules, depending on the number and type of recordings you will have.

To add a folder:


1. Click the **create** button 
2. Select '**new folder**' from the dropdown list
3. Give your folder a name and click Create folder.

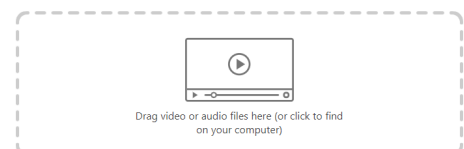
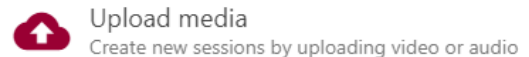


Check out the [Learning Futures page of recorded training videos](#) for more information on using Panopto.

Uploading a video:

To add a video:

1. Click the **create** button 
2. Select '**Upload media**' from the dropdown list
3. Drag your video into the indicated **area to upload**.
4. Upload time varies depending on the video file size. Panopto will then have to render this, so it can take time before you get access to the video.



REMEMBER: to give your videos a **meaningful name**. Five videos all called 'Zoom 0' won't help you when you come back later to update or edit something.



Editing Your Captions

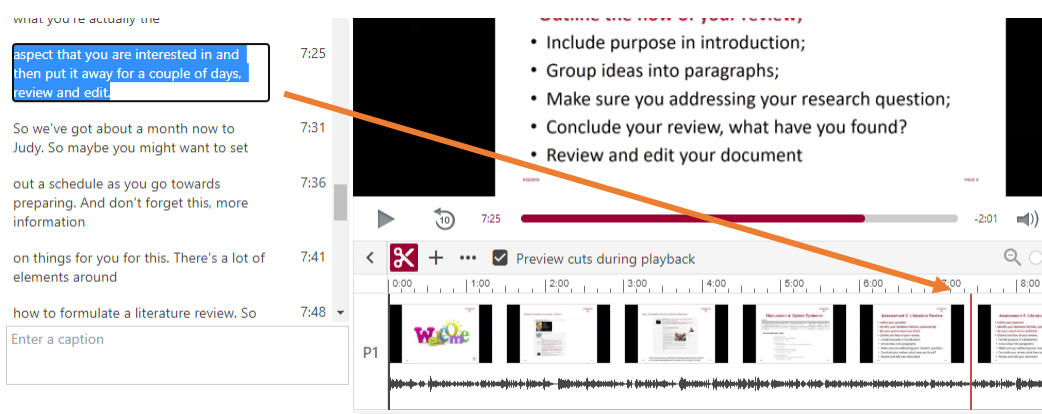
Panopto captioning is around 90% accurate, **but words like vUWS may display as views**, and some accents or speed of speech can affect the accuracy.

YOU must **CHECK YOUR CAPTION SCRIPTS** before applying them to the video.

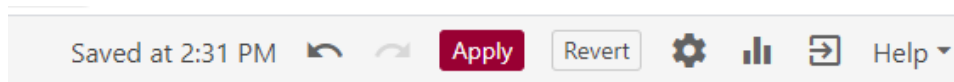
1. Select text within the text areas to edit.



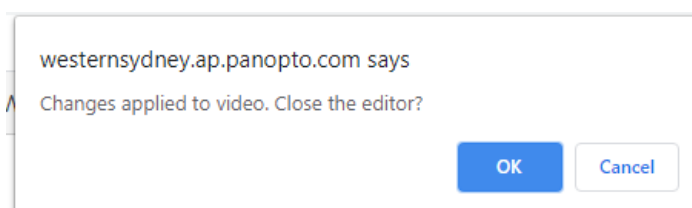
Clicking on any text area will automatically move the video timeline to the corresponding part of the video. Playback the video and check the text matches the audio in the recording.



2. Once you are happy with the edits. Click **'APPLY'** (top right of screen).



3. You will receive a pop-up box asking for confirmation to make the changes. Click **'OK'**.



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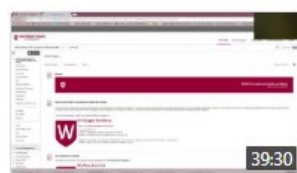
4. Your video will now have **Closed Captions (CC)** available, which can be toggled on or off.



5. Return to the location of your video by navigating to the folder where it is stored in Panopto.



6. You will now see the 'CC' icon is listed under your video title to indicate this video has Closed Captioning.



Assessment 1- Noise Risk Assessment



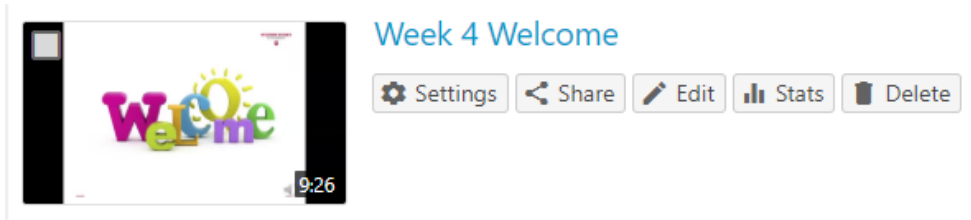
Week 4 Welcome

7. Once the video is embedded into your vUWS site, you are able to edit the captions at any time in Panopto by repeating the steps above. Any changes will automatically update in your vUWS site.



Create/download a transcript (text copy) of your Captions

1. Moving your mouse near the Title of the video, and select 'Settings' from the menu.



2. Select **Captions** from the menu on the left.
3. Click on the dropdown arrow beside **Default** under the **Available Captions** heading.

Available Captions

▼ Default

Status	Captions Ir
Requester username	unified\300
Service level	Automatic
Session length	09:25
Delete Captions	
Download file	
Download unedited caption file	

4. From the dropdown list, click on the **Download file** option.

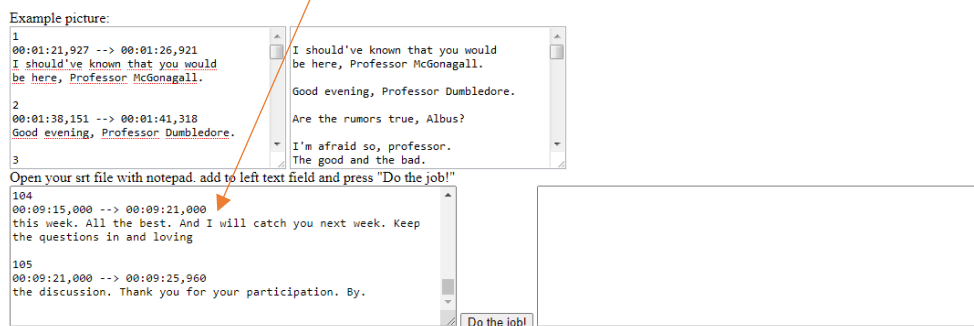
5. Open the downloaded TEXT file.

6. Select all and **copy**.

7. Open the web app: [Extract Text only from subtitle and remove timestamps](#)

8. **Paste** your text into the bottom left text box.

Extract Text only from subtitle and remove timestamps



9. Click the **Do the Job** button between the text boxes.

10. **Copy** the generated text from the text box on the right into a Word document and format as required.