## 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)

Create •

Create -

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 <u>Learning Futures page of recorded training videos</u> 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.



New Folder
In 101664_2020_spr: 101664 (Spring 2020)



Upload media Create new sessions by uploading video or audio

0
Drag video or audio files here (or click to find
on your computer)
L/

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## Accessing Your Captions

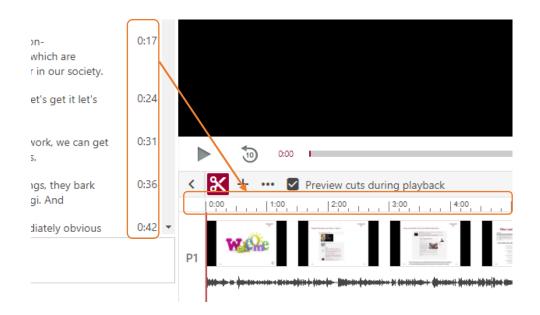
- 1. Navigate to your uploaded video.
- 2. Moving your mouse near the **title of the video** will provide you with access to the video's toolbar

	Week 4 Welcome				
Delete	Settings < Share < Edit II Stats De				
	9:26				

- 3. Click on **Edit button** to open the video for editing.
- 4. From the left-hand menu select Captions
- If you have not generated the caption for this video, you will need to select 'Import Automatic Captions' from the 'Import Captions' dropdown arrow

Contents	Import captions	
Captions	Import automatic captions	
Slides	Upload or request captions	
Quizzes		

6. This will generate the Captions with a timestamp mapped to the video timeline.



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## **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 **<u>CHECK YOUR CAPTION SCRIPTS</u>** before applying them to the video.

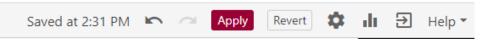
1. Select text within the text areas to edit.



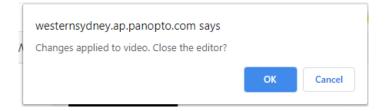
Clicking on any text area will automatically move the video timeline to the corresponding part of the video. Playback the video and check the text matches the audio in the recording.

what you re actually the aspect that you are interested in and then put it away for a couple of days, review and edit.	7:25	<ul> <li>Include purpose in introduction;</li> <li>Group ideas into paragraphs;</li> <li>Make sure you addressing your research question;</li> </ul>
So we've got about a month now to Judy. So maybe you might want to set	7:31	<ul> <li>Conclude your review, what have you found?</li> <li>Review and edit your document</li> </ul>
out a schedule as you go towards preparing. And don't forget this, more information	7:36	→ 100 7.25
on things for you for this. There's a lot of elements around	7:41	
how to formulate a literature review. So	7:48 👻	T Instance of American T Annual Market State
Enter a caption		

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'.



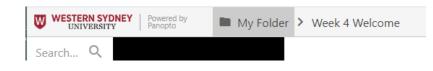
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4. Your video will now have **Closed Captions (CC)** available, which can be toggled on or off.





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.



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.

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

▼ Default					
	Status	Captions Ir			
	Requester username	unified\30(			
	Service level	Automatic			
	Session length	09:25			
	Delete Captions				
	Download file				
	Download unedited caption	file			

Available Captions

- 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.

Example picture:		
1		*
00:01:21,927> 00:01:26,921	I should've known that you would	
I should've known that you would	be here, Professor McGonagall.	
be here, Professor McGonagall.		
	Good evening, Professor Dumbledore.	
2		
00:01:38,151> 00:01:41,318	Are the rumors true, Albus?	
Good evening, Professor Dumbledore.	I'm afraid so, professor.	*
3	The good and the bad.	
Open your srt file with notepad. add to left tex	t field and press Do the job!	
104	<b>^</b>	
00:09:15,000> 00:09:21,000		
this week. All the best. And I will catc	h you next week. Keep	
the questions in and loving		
105		
00:09:21,000> 00:09:25,960		
the discussion. Thank you for your parti	cipación. by.	
L	Do the job	d

- 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.