

This document will explain how to update and correct automatic captions on a video recorded and uploaded to Panopto before March 2020.

In March 2020, the algorithm that Panopto uses to create automatic captions was updated. This means that captions generated for videos recorded after that date will show greater accuracy than videos uploaded earlier.

If you are refreshing your content for each academic year, this will not be an issue for you. However, if your content hasn't changed and you are retaining and re-using older Panopto recordings in your teaching, you may wish to update their automatic captions.

*Please note that if you have already manually edited your captions, refreshing them will overwrite any changes you have already made, so please be sure that this is the best option for you before proceeding.*

### **Step 1: Download your video as a podcast.**

Log in to Panopto and locate your recording. From the video playback screen, press the download icon. This will produce an MP4 file (the podcast version of your video).



### **Step 2: Upload the MP4 to Panopto as a new file.**

Once you have uploaded your file it will be processed by Panopto. Panopto will reanalyze the audio in the file and generate new automatic captions.

Once the new file is ready, go to edit, then captions.

Under 'import captions' select 'import automatic captions'.

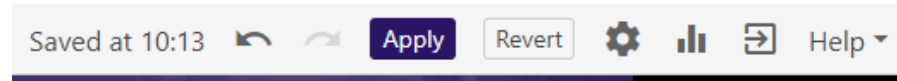
## How to Replace Captions in A Panopto Recording

Version: 1.0  
Date:08/12/20



Once the new captions are generated, you can check them for accuracy.

Press 'apply' to save the new captions to the recording.



This process will provide you with a recording with new, more accurate captions. Be aware that machine generated captions, even with the improved algorithm, are still not as accurate as transcription by a human. Your new captions will still need to be checked for accuracy.

At this stage you could choose to share the new video file with captions to your students, however it will be missing any accompanying slides and searchable metadata from your original video.

### **Step 3: Extract the captions from your new file.**

To update the original video file, you will need to extract the captions from the new file to put into your original file, replacing the older, inaccurate captioning.

In your new file go to settings , Captions and download the file. Its default name will be **GenerateSRT.txt**

The SRT file that is generated contains timestamps which will correspond with the original file (as long as you have not edited the new file), so you will easily be able to check that the timings are correct.

### **Step 4: Import the captions to your original file**

Navigate to your original video, go to edit, then captions. Under 'import captions' select 'upload or request captions'

Click on the upload captions button. Select English (United Kingdom) and check the 'Captions are based on the edited session' tick box to ensure that your new captions

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align with the timing of your original published video.

The screenshot shows the Panopto interface for managing captions. On the left is a navigation menu with options: Streams, Clips, Search, Captions (highlighted in dark blue), Manage, and Log. The main content area is titled "Captions" and contains the text: "Captions are available for this session. To request or upload new captions, delete the current captions." Below this is the "Upload Captions" section, which includes a language dropdown menu set to "English (United Kingdom)", a "Choose file" button (with "No file chosen" text next to it), a checked checkbox for "Captions are based on the edited session", and an "Upload Captions" button.

Once the captions have been uploaded, make sure that you check them for accuracy. This is especially important if you are using acronyms or specific technical terminology.

You will need to press Apply to save the new captions to the recording.

The screenshot shows the Panopto toolbar at the bottom of the interface. It includes the text "Saved at 10:13", a back arrow icon, a forward arrow icon, a dark blue "Apply" button, a "Revert" button, a gear icon for settings, a bar chart icon, a share icon, and a "Help" dropdown menu.