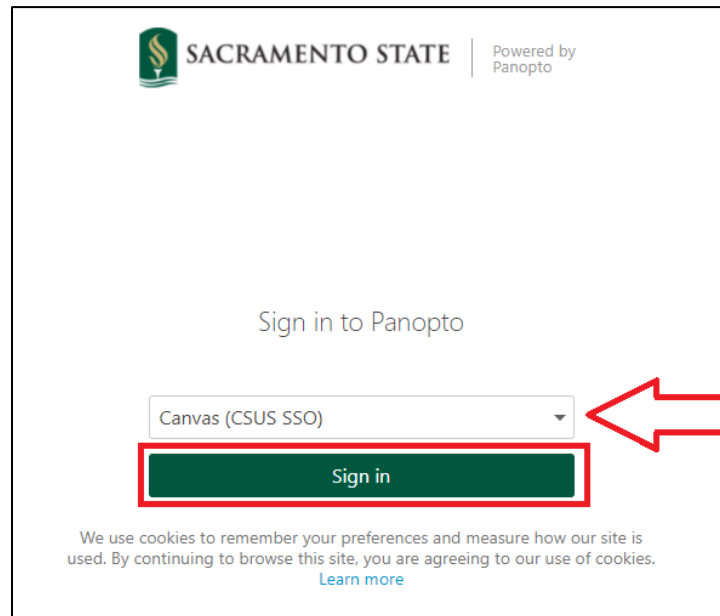
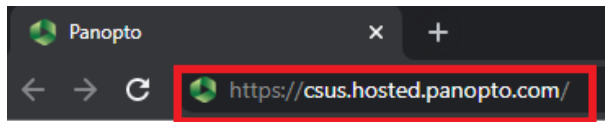
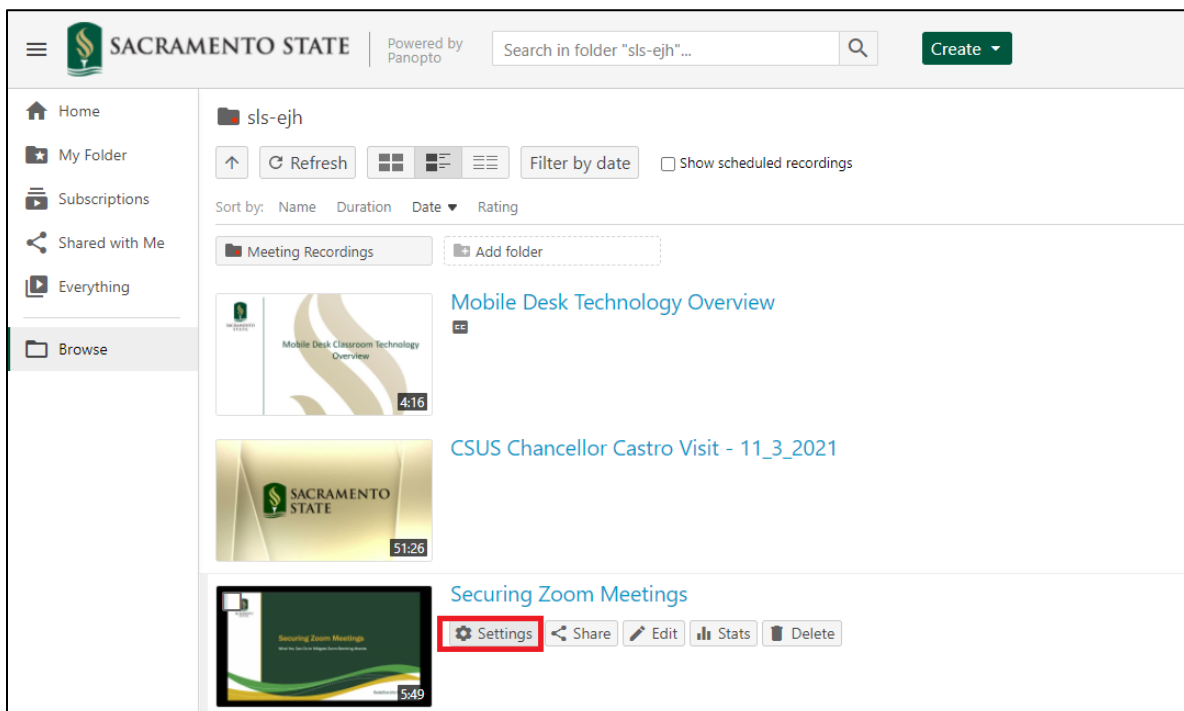


How to Request Captions in Panopto

1. Go to <https://csus.hosted.panopto.com/> and sign in with your CSUS credentials



2. Hover over the video you would like to caption and click the "Settings" button



3. Click on the "Captions" option in the menu to the left. Then click on the drop-down menu across from "Service Level" and choose which type of captions you prefer.

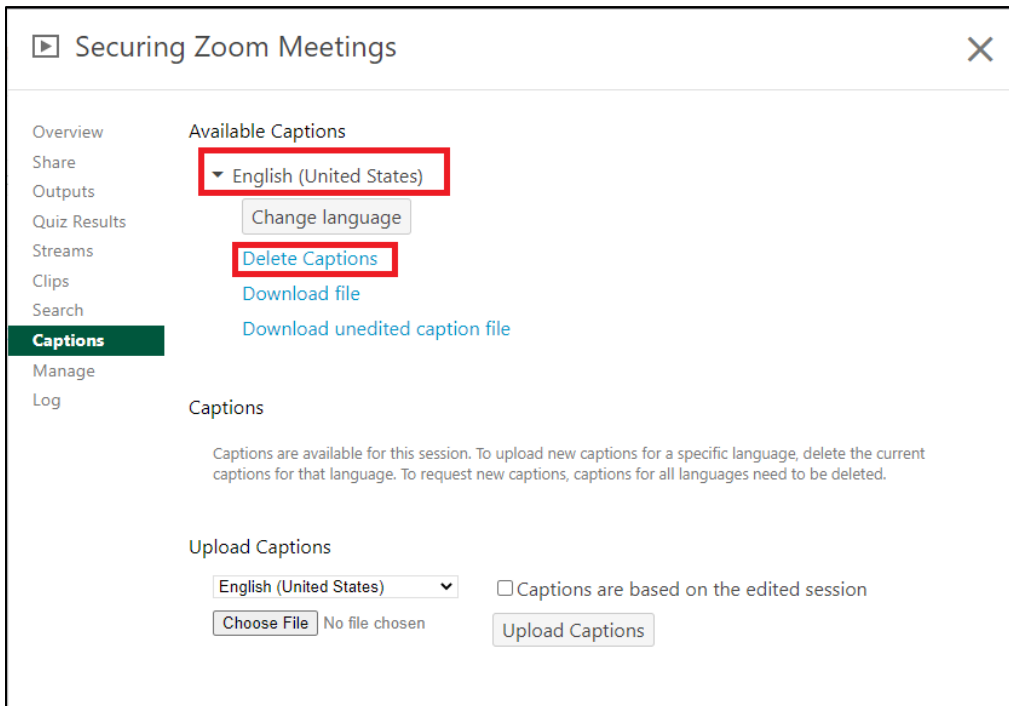
The screenshot shows the 'Securing Zoom Meetings' interface. On the left, a sidebar menu has the 'Captions' option highlighted with a red box and a red arrow labeled '1'. The main content area is divided into sections: 'Available Captions' (showing 'No captions found for this video'), 'Request Captions' (with a note about the 'Order' button), 'Estimated Total Caption Time' (6 minute(s)), and 'Service level'. The 'Service level' dropdown menu is open, showing options: '-- Choose a caption service --', 'Automatic Machine Captions' (highlighted with an orange box), 'AutomaticSync - French (AST CaptionSync)', 'AutomaticSync - German (AST CaptionSync)', 'AutomaticSync - Spanish (AST CaptionSync)', and 'AutomaticSync Captions (AST CaptionSync)' (highlighted with a purple box). A red arrow labeled '2' points to this dropdown menu. Below the 'Service level' section is the 'Upload Captions' section, which includes a language dropdown set to 'English (United States)', a 'Choose File' button (labeled 'No file chosen'), and an 'Upload Captions' button. Two text boxes with arrows provide further details: an orange box points to 'Automatic Machine Captions' and a purple box points to 'AutomaticSync Captions (AST CaptionSync)'.

Automatic Machine Captions: Captions automatically generated through Panopto's AI. Very short turn-around time but less accurate if audio isn't clear.

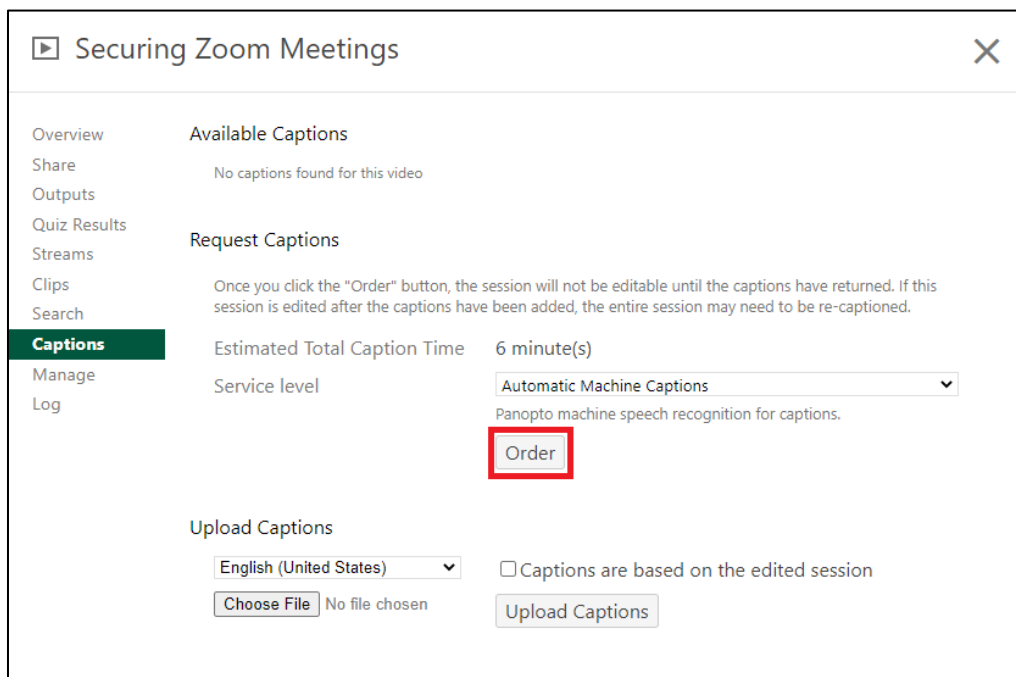
AutomaticSync Captions: Captions created by 3rd party vendor AutomaticSync which are reviewed by someone before submission. Much higher accuracy, but longer turn-around (usually 1-3 business days).



- a. If you are not able to Request Captions, this may be because captions have already been generated for the video. You must first delete the generated captions (shown below) and request them again as show in Step 3 above.



4. Once you have chosen your preferred captioning option, click on the “Order” button to begin the captioning process.



5. After you close the Settings panel, you will see an “Embedding Captions” progress line appear next to the video as shown below. Once the captions are finished, the “Embedding captions” dialogue will disappear and the captions will be ready.

The screenshot displays the Panopto interface for a user named 'sls-ejh'. The interface includes a left sidebar with navigation options: Home, My Folder, Subscriptions, Shared with Me, Everything, and Browse. The main content area shows a list of video recordings under the 'Meeting Recordings' tab. The recordings are sorted by Name, Duration, Date, and Rating. The first three recordings are 'Mobile Desk Classroom Technology Overview' (4:16), 'CSUS Chancellor Castro Visit - 11_3_2021' (51:26), and 'Securing Zoom Meetings' (5:49). The 'Securing Zoom Meetings' video has a red box highlighting the text 'Embedding captions: 0%'.

SACRAMENTO STATE | Powered by Panopto | Search in folder "sls-ejh"...

Home | My Folder | Subscriptions | Shared with Me | Everything | Browse

sls-ejh

Refresh | Filter by date | Show scheduled recordings

Sort by: Name | Duration | Date | Rating

Meeting Recordings | Add folder

Mobile Desk Classroom Technology Overview | 4:16

CSUS Chancellor Castro Visit - 11_3_2021 | 51:26

Securing Zoom Meetings | 5:49

Embedding captions: 0%