

# Captioning

## Live Sessions

If you are having class sessions where all students meet together, please give Academic Services the specific dates, start and end times of the meeting (or duration in minutes), the instructor contact email and phone, and the link to the video (or other audio source) the session will be held. Please use the same link weekly. Academic Services will schedule a live transcriber to be present for the session and caption everything said in that session. On the day of the event, assign the transcriber to be the captionist. A transcript will be available to the student at the end of the session.

## Pre-recorded Videos

For videos that are pre-recorded, you can use Automated Captions (which is free to the University) or submit to a captioning vendor for 99% accuracy rate. For short videos, use automated captions. Then go in and correct errors. For longer sessions or sessions with lots of technical jargon and/or medical terminology, submit the video for ADA-Compliant captions.

[How to add and edit captions in Panopto.](#)

It takes some time for the transcript to load. Once it does, check it for accuracy. If there are a lot of errors and there is an ADA request for the course, then you can choose to submit the video for ADA-Compliant captions instead.

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1. Upload your video to Panopto. (More your

Click on the "Service Level" drop down menu.

From the drop-down list,

select (ASTCaptionSync). Click on the "order" button on

the page.