# PANOPTO VIDEO CONTENT FEATURES

A. Enter Captions

You can manually enter captions in your videos, or you can upload a file that contains captions for your video.

To manually enter captions in your video, please follow these instructions:

1. Once you locate the video in the Panopto Video area of your Blackboard course, hover your mouse over the video and select **Edit**. The video will open in Panopto's editor.
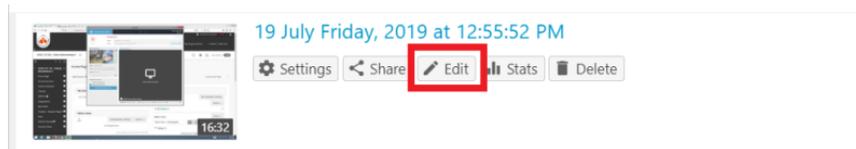

2. Select the **Captions** tab at the top left corner of Panopto's editor.

3. Click inside the box that says **Enter a caption** and you will be able to begin typing along with the video.
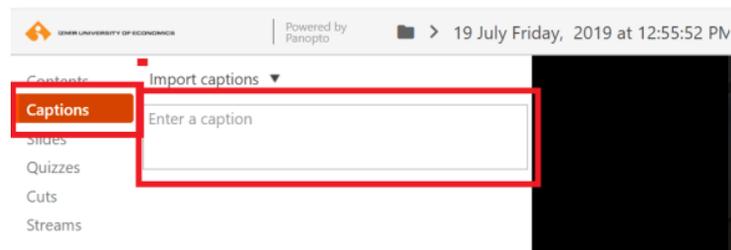
4. To edit or delete the caption, hover over the appropriate caption and click the *three dots* where the **Edit** and **Delete** buttons will appear.
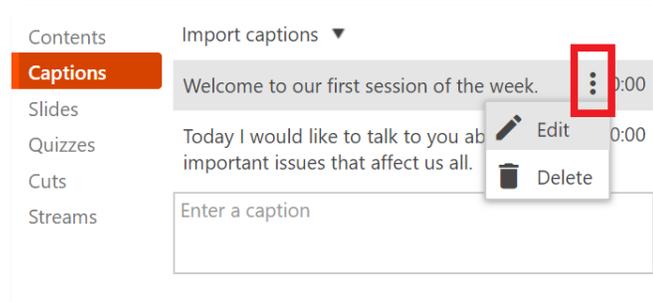
5. If you choose **Edit Caption**, the following screen will appear. You can edit the time and caption from this screen.
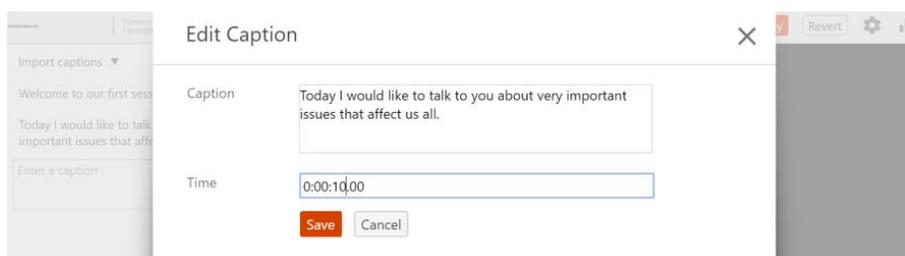
6. Once you have added all the caption you want, make sure you enable the captions so viewers can see them. To do this, select the **CC** icon.

7. Click the **Apply** button in the top right-hand corner to show the changes to your viewers.

To upload captions to your video, please follow these instructions:

1. Prepare a caption file for upload. Panopto supports ingestion of *.srt, *.ashx, *.vtt, and *.dxfp files as captions for a video. These files can be formatted in the following manner:

1
00:00:00,500 --> 00:00:07,040
[Welcome to our first session of the week]

2
00:00:08,020 --> 00:00:15,030
[Today I will talk to you about very important issues that affect us all]

3
00:00:17,010 --> 00:00:23,040
[But I would like to kick off this session with a very simple question]

Captions can be written in a regular text editor such as TextEdit, or Notepad.

2. Once you locate the video in the Panopto Video area of your Blackboard course, hover your mouse over the video and select **Edit**. The video will open in Panopto's editor.
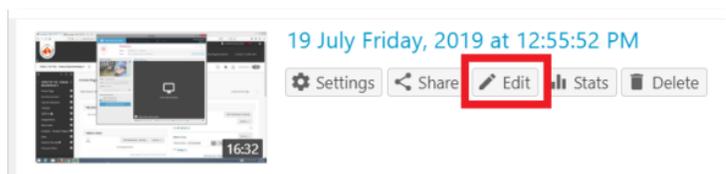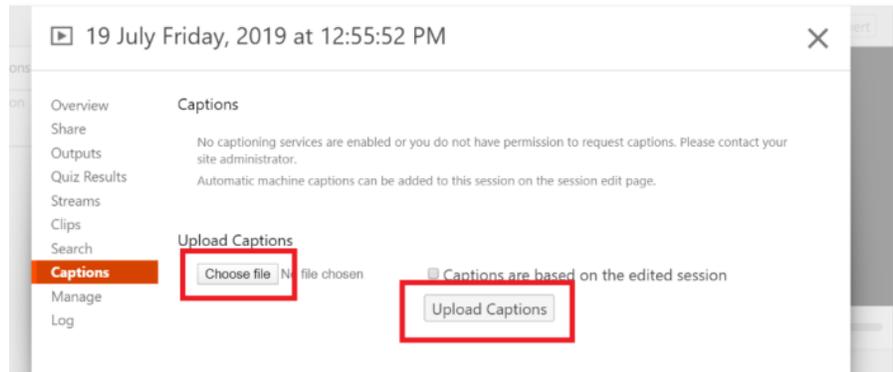

3. Select the **Captions** tab at the top left corner of Panopto's editor.

4. Pull down the **Import captions** list and select **Upload or request captions**.
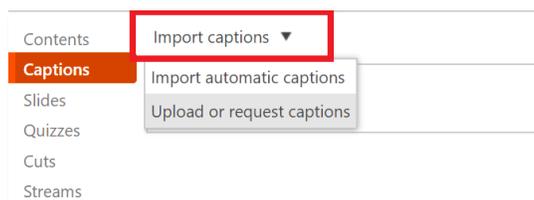
5. Click **Choose File** under the **Upload Captions** header in the Captions interface and open your captions file.
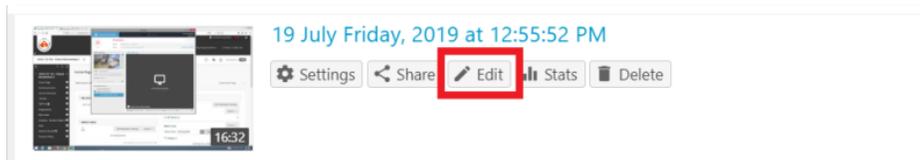
6. Select **Upload Captions**.
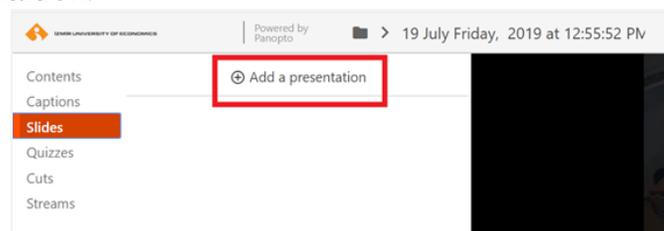

B. Upload a presentation

You can upload a PowerPoint presentation to an existing video. To do this, please follow these instructions:

1. Once you locate the video in the Panopto Video area of your Blackboard course, hover your mouse over the video and select **Edit**. The video will open in Panopto's editor.
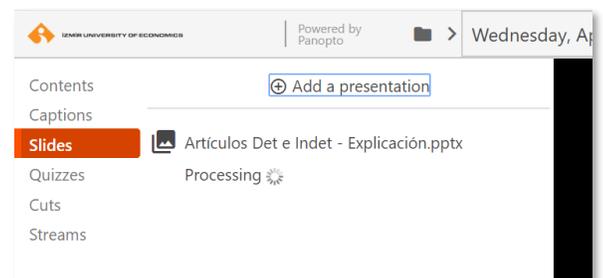

2. Select the **Slides** tab at the top left corner of Panopto's editor.

3. Select **Add a presentation**.

4. Locate and select the PowerPoint presentation you wish to add to your video. The added presentation will begin processing automatically.

5. Once this process is complete, the slides will be uploaded to your video.

6. Select the **Plus** icon next to the slide to add it. You will see a new stream appear within your timeline. Repeat step 5 to add in additional slides.
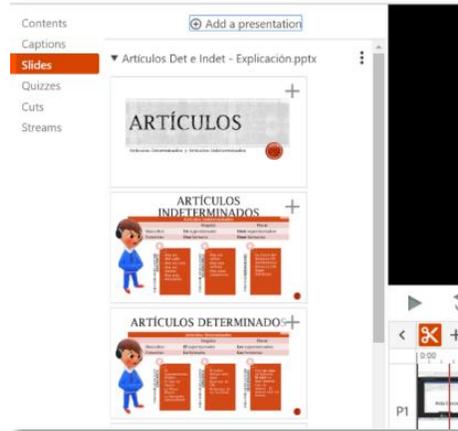
7. Once the slides are added to the video, you might want to change time settings for each slide. The time setting determines at what point in the video timeline the slide will appear. To do this, click the three dots next to the slide and select **Edit**.
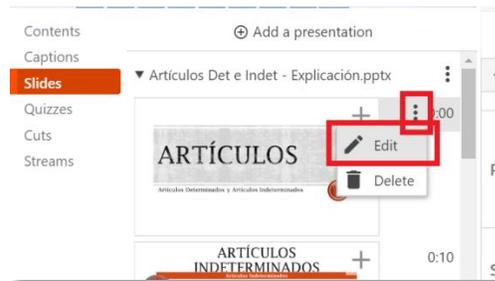
8. The **Edit Table of Contents** entry page will appear. Use the Time box to adjust the time setting for the slide.


9. Click **Save** to save changes.

10. Click the **Apply** button in the top right-hand corner to show the changes to your viewers.
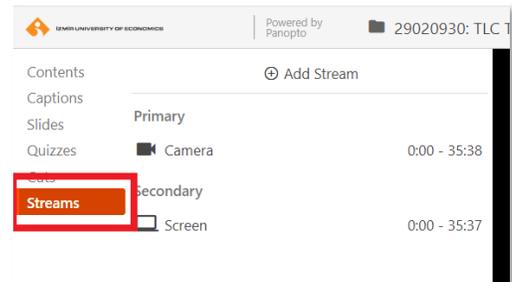
C. Adding Streams to Videos

You can edit and add streams in the Panopto editor.
To add a stream to a video, follow these instructions:

1. Once you locate the video in the Panopto Video area of your Blackboard course, hover your mouse over the video and select **Edit**. The video will open in Panopto's editor.
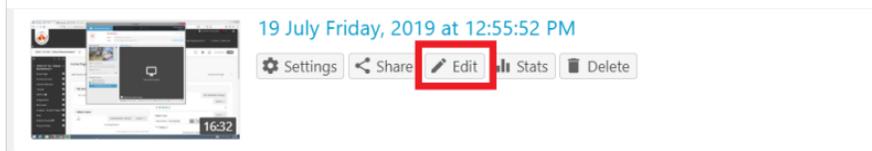

2. Select the **Streams** tab at the top left corner of Panopto's editor.

3. Click on **Add Stream** to add a primary or video stream.

You can drag and drop video, audio, or PowerPoint files into the Primary or Secondary video sections. Additional primary streams will include audio and will appear in the upper left side of the viewer. Only one primary stream can be shown in your video at a time, so you will need to use the focus tool to choose where in the video you want your additional primary stream to appear. Additional secondary streams will not include audio and will appear alongside your other secondary sources on the right side of the viewer.
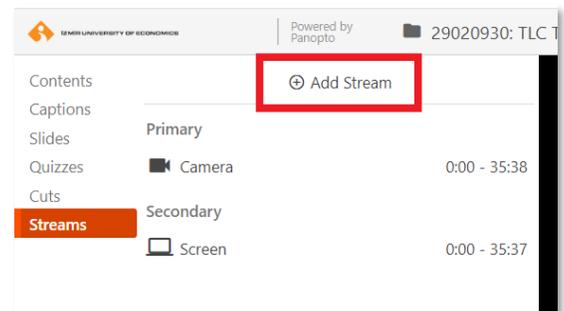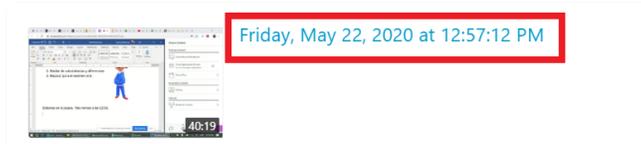

4. To save changes, click on **Apply**.
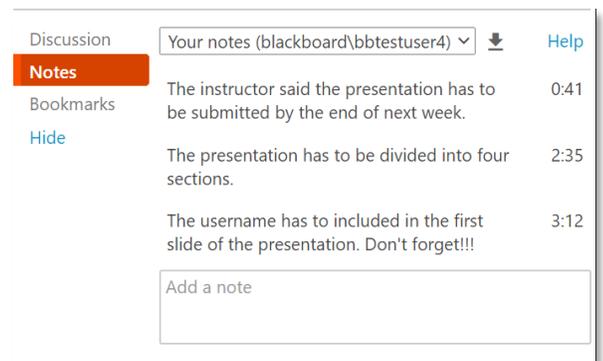
D. Adding Notes to Videos

Panopto's note taking ability gives you the ease of typing out notes on the video on the same page as you watch. Your notes will appear time-stamped right along with the part of the video that corresponds with it.

To add notes to a video, follow these instructions:

1. Once you locate the video in the Panopto Video area of your Blackboard course, select the video by clicking on the title.

2. Select the **Notes** section.

3. To start entering notes, click in the outlined box and begin typing. Press **Enter** on your keyboard to submit the note.

4. To edit or delete a submitted note, click on the *three dots* of the note you wish to change. Choose **Edit** or **Delete**.
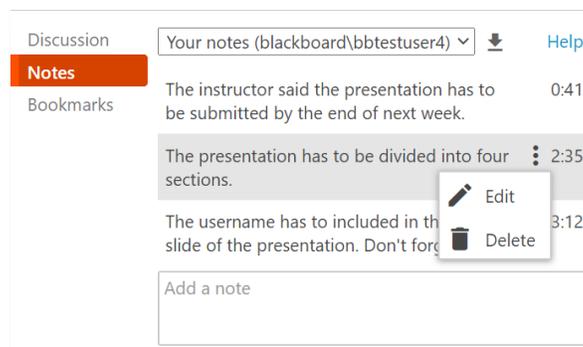

Editing the note will bring the submitted note back into the initial field and allow you to change the submitted note but will not change the initial time stamp of the note.

Deleting the note will remove it entirely from all fields.
*Note: hitting delete once will remove the note. There is **no confirmation prompt**.*

5. You can **download notes** for a session as a text document. Click on the down arrow button at the top of the Notes list.
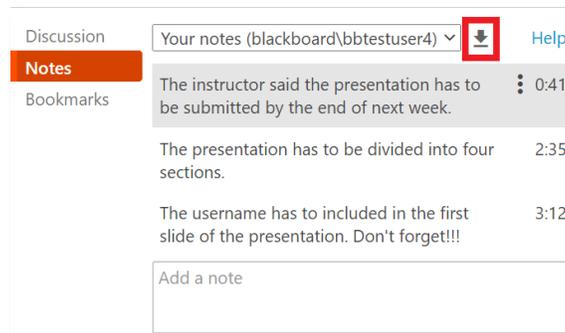
IMPORTANT: By default, notes under your username will be private notes. This means no one else can see your notes.

To verify that your notes are private, you will see a link that says **Make Public**.

6. If you would like to make your notes public, Select the **Make Public** link.

7. After selecting **Make Public**, the link will change to say **Make Private**. To make your notes private again, simply click on the link a second time. Notes taken with the link shown as **Make Private** will become public when the link is clicked for **Make Public**.
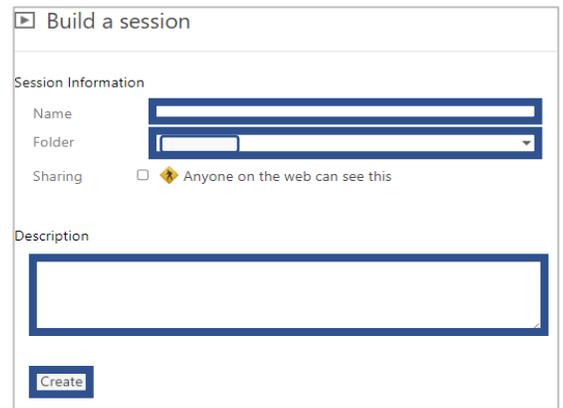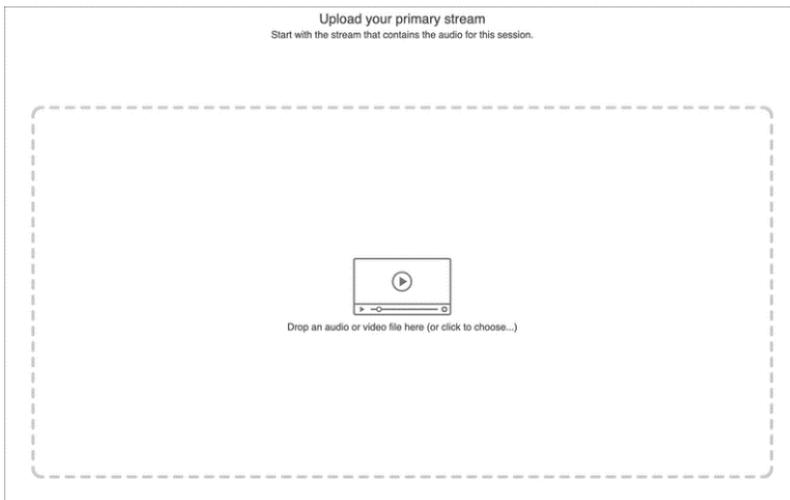
E. Build a Session

Building a session in Panopto allows you to manually add video, audio, and slides, and synchronize them all together. This feature is often used to add content not recorded using the Panopto software. Follow the steps below to create a video content.
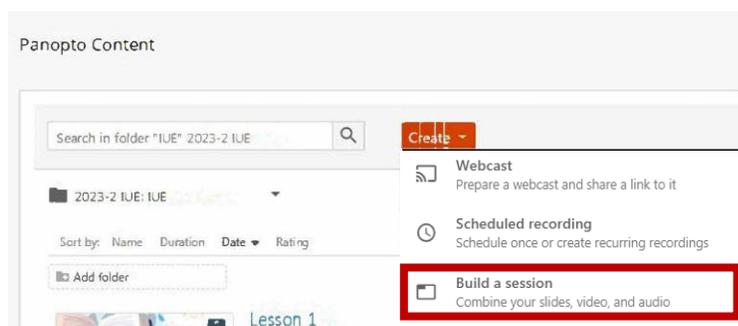

1. **Click** the Create button and select **'Build a session'** from the drop-down menu.

2. In the new window that opens, give the session a **name**, check the folder location; add a description (optional) and then click 'Create'.


3. The editor will now open in 'Build a session' mode, starting with adding your **primary** video or audio. This is usually video or audio of the presenter and appears on the upper left side of the viewer. Add video or audio by dragging and dropping the file here, or click to open a file explorer and choose the file from your computer.

4. While that uploads you can add one or more secondary sources, another primary video feed, or a PowerPoint file. You will see that your videos are uploading and processing to the left of the upload pane.
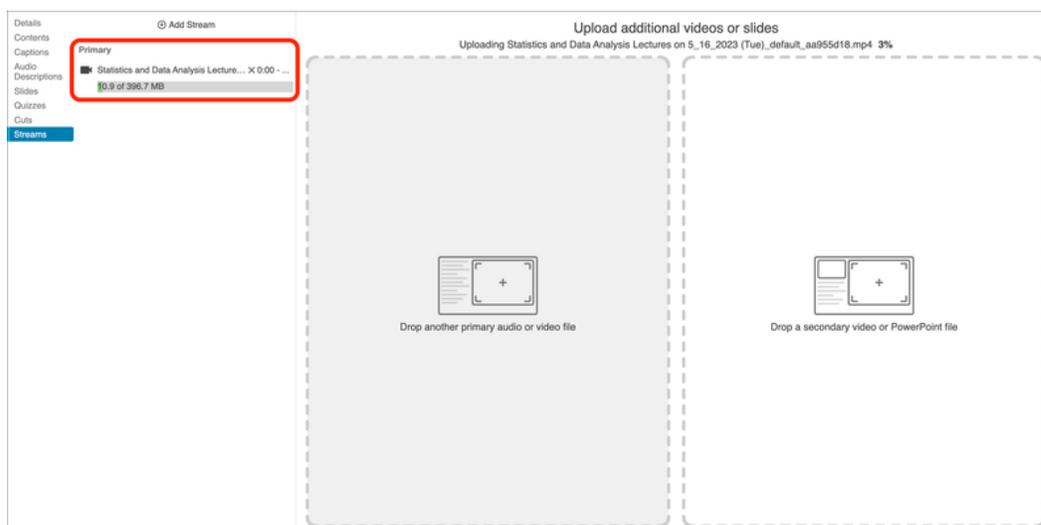
You can add a new media item by selecting it through the **Streams** menu.
You can add the presentation you want to use in the recording from the **Slides** section.
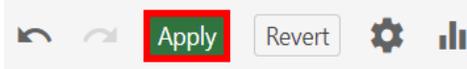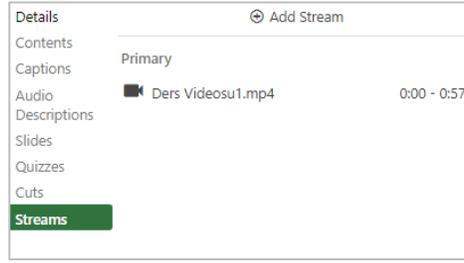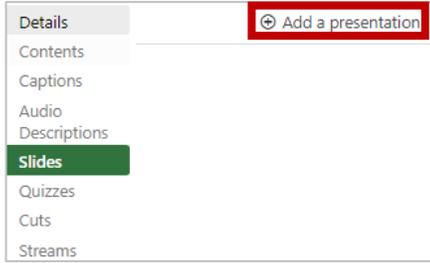
5. Once the files are uploaded and done processing, click **'Apply'** in the top-right corner.

6. If needed, you can edit your session by clicking on the **'Edit'** icon next to the session in your folder.

During the editing stage, your primary item will be positioned in the top left, while your secondary item will be placed on the right side of the screen.

You can m   n create a ch   he video and which seconds of the video will be included.
[Click here for the video tutorial on adding a YouTube video](#).

Additionally, you can add questions to your recording from the **Quizzes** tab. From the **Slides** tab, you can transfer any page of your presentation to the screen. You can determine how many seconds the relevant presentation page will stay on the screen, at what second it will appear, and at what second it will disappear.
[Click here for the video tutorial.](#)

F. Playlist

You can categorize your video content in the Panopto application by creating playlists.

1. You can arrange your videos in a playlist through the **Create Playlist** section. After entering the details for your playlist, click the **Create** button.
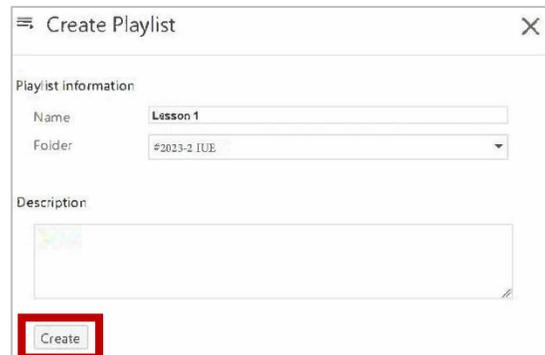
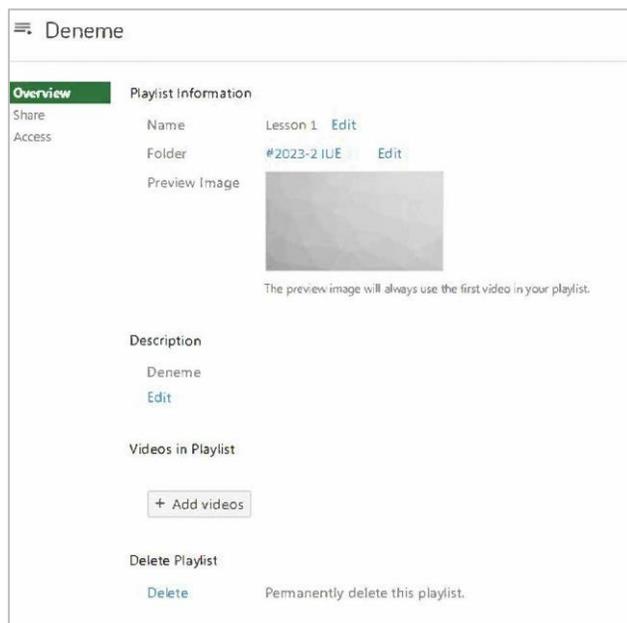**2.** After creating your playlist, you can view and update the details of your playlist in the **Playlist Information** section. By clicking the **Add Videos** button, you can select and add the videos you want to include in your playlist.

[Click here for the video tutorial.](#)