

## Uploading the Caption File to Panopto

The following instructions explain how to upload the *DFXP.XML* caption file to Panopto.

1. Go to the following website: [coursecapture.kennesaw.edu](http://coursecapture.kennesaw.edu)
2. login using your *Net/ID* and *Password*.
3. Click *All Folders* (see Figure 9).

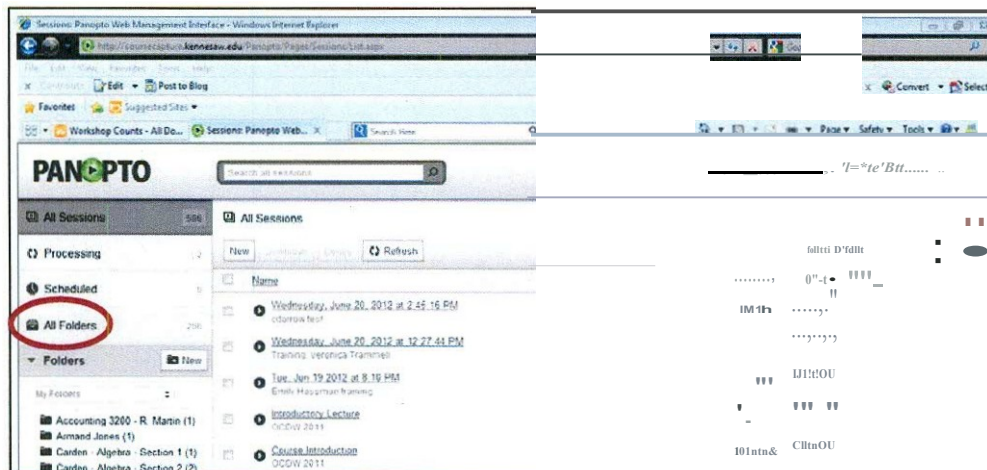


Figure 9– All Folders

4. Click the folder that contains the video that you want to add captioning (see Figure 10).

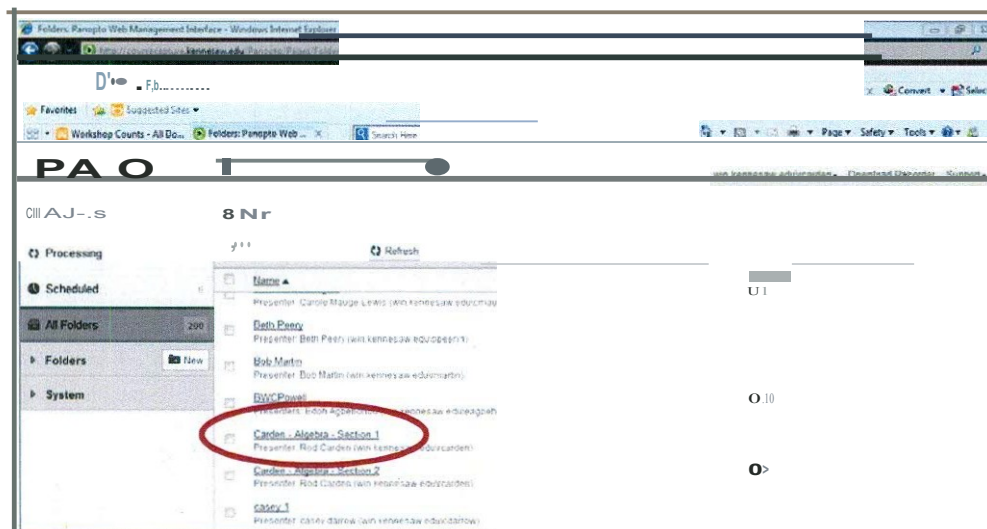


Figure 10– Select Folder

5. Allow your mouse pointer to hover over the video that you want to add captions to and click the *Settings* icon (see *Figure 11* and *Figure 12*).

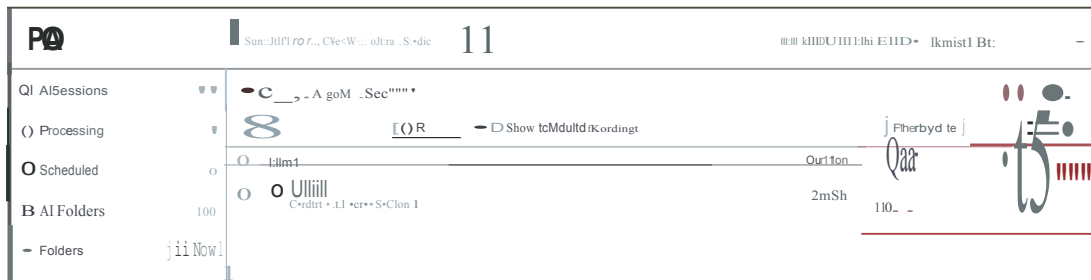


Figure 11 -Settings Icon

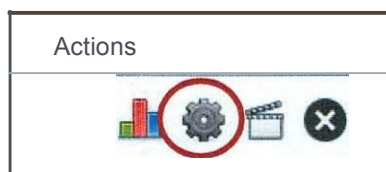


Figure 12 –Settings Icon

6. Click the *Streams* tab (see *Figure 13*).

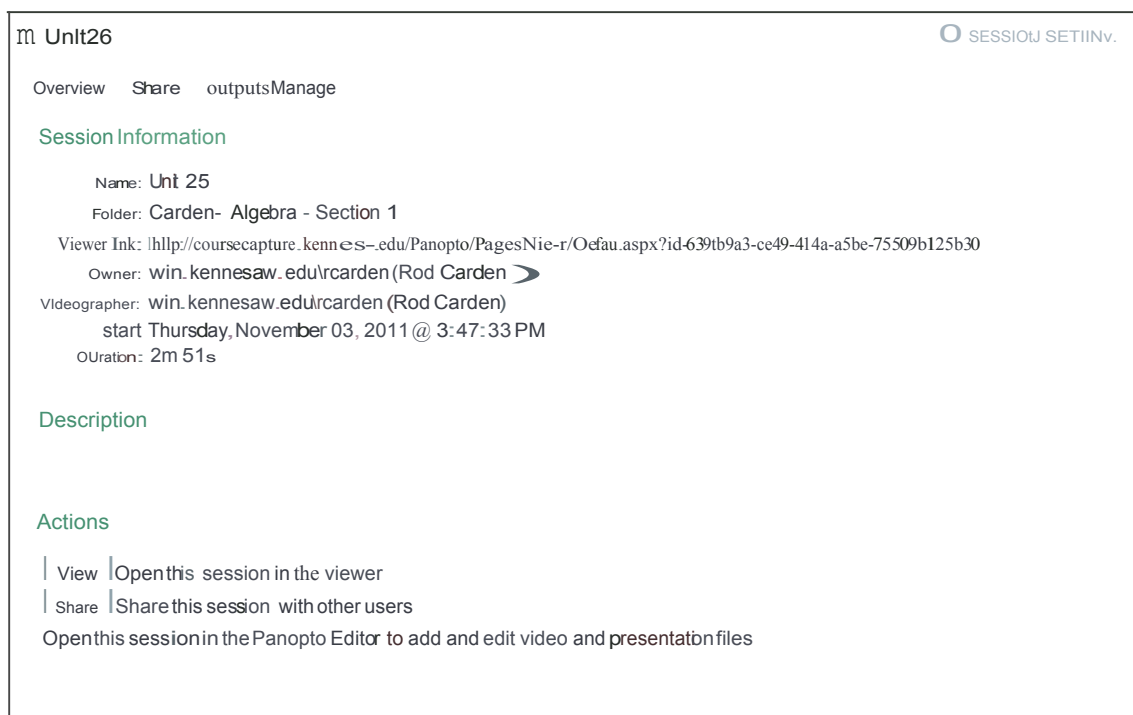


Figure 13 –Streams Tab

7. Click the *Choose File* button under the *Upload Transcript* section (see *Figure 14*).

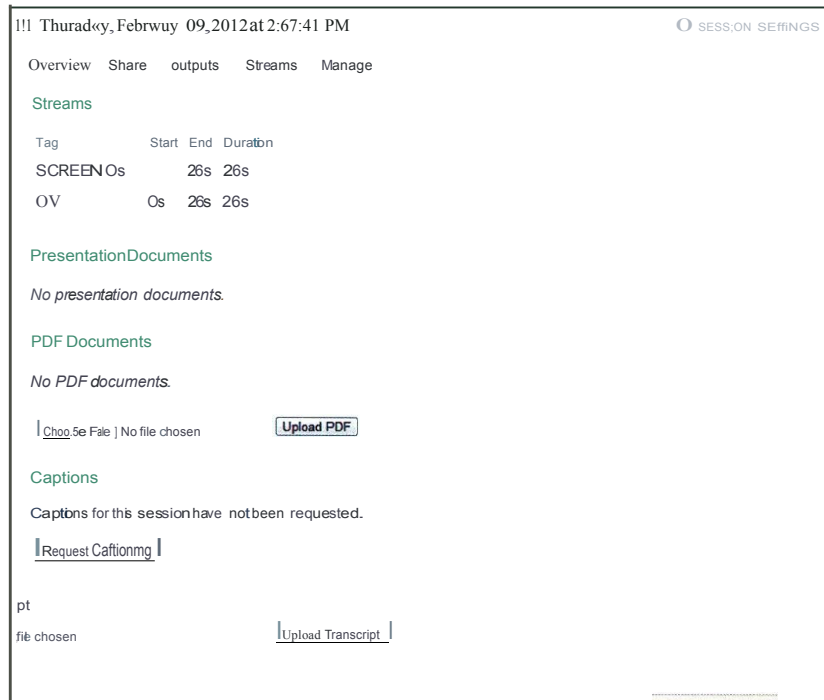


Figure 14-Choose File

8. Select the *DFXP.XML* file.
9. Click the *Upload Transcript* button (see *Figure 15*).

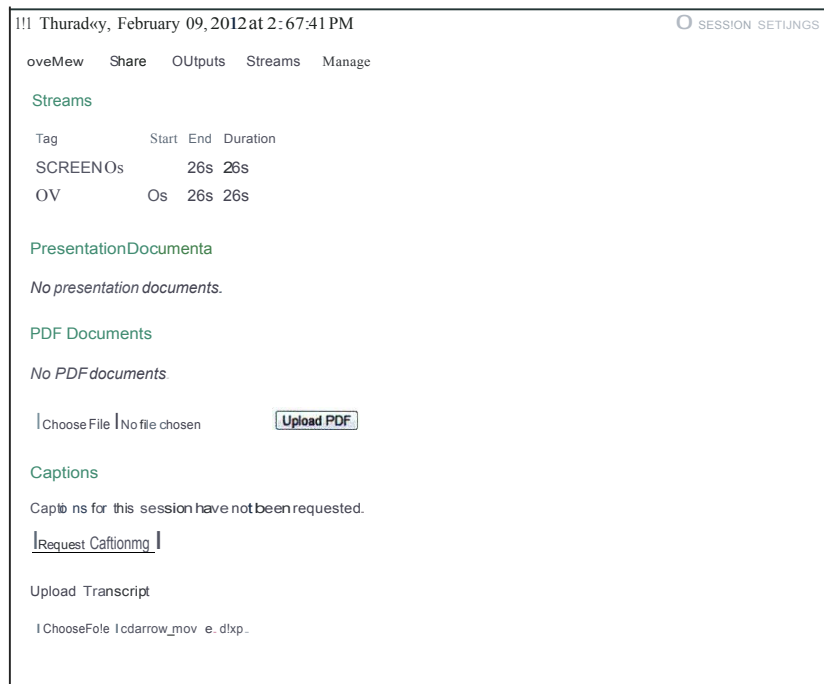
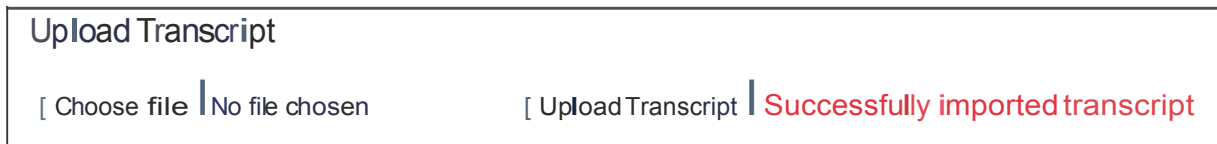


Figure 15-Upload Transcript

10. You will get a confirmation that your transcript was successfully imported (see *Figure 16*). At this point, your session has now been captioned.



*Figure 16* – Confirmation Message

11. To confirm that the captions are working in the video, you can play the session. Your sessions will be displayed under the *Captions* tab.