

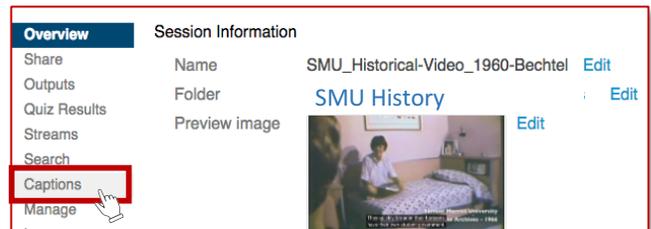
## How To Request Closed Captions For My Panopto Videos

1. Open the **Panopto folder** where your video is stored
2. Hover your cursor over the **thumbnail of the video** you want to have closed captioned, then click **“Settings”**



3. Click **“Captions”**

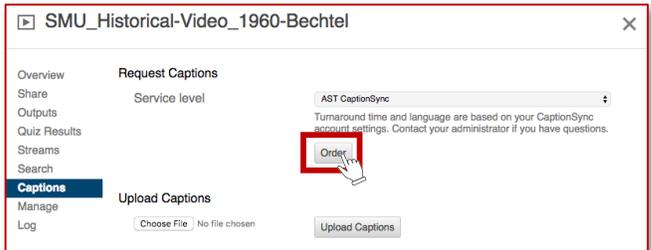
This will take you to the screen where you can make a **request** for closed captions.



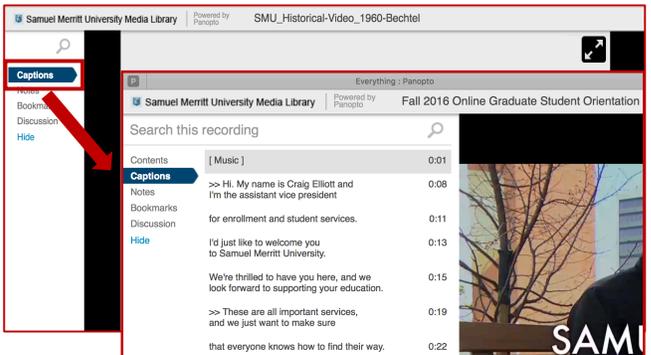
4. Click **“Order”**

It takes about **4 business days** to complete a closed captions request.

The **closed captions symbol (CC)** will appear next to the video thumbnail when captions have been posted.



5. You can also play the video to make sure the **closed captions** are posted and accurate
6. Click **“Captions”** to view the closed captions



### IMPORTANT

Please **notify A&I** if you need to **cancel a request** for Panopto video closed captions, your **captions do not appear** within 7 business days, or if captions **appear but are inaccurate**.