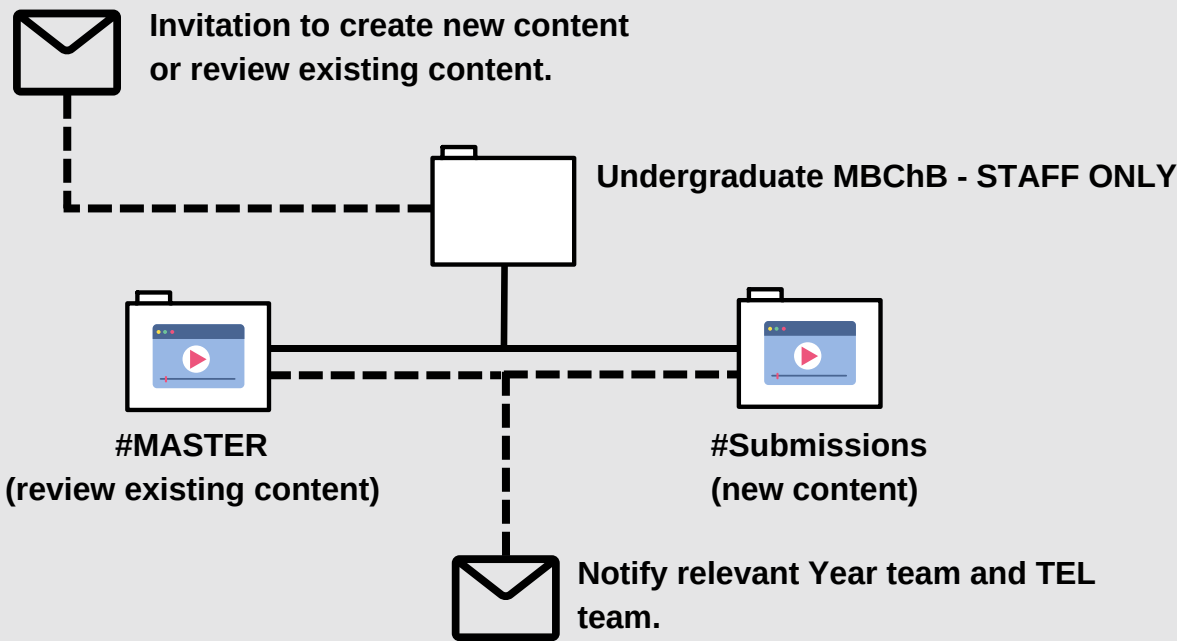


# PANOPTO CAPTION CORRECTION PROCESS

Workflow for requests, edits and publishing accessible content to students

## 1 STAFF REQUEST FOR CAPTIONING SUPPORT

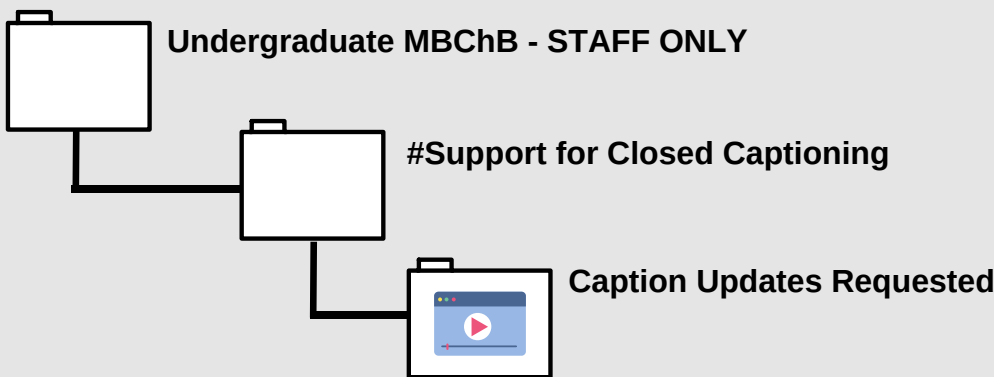
A staff member requests caption correction support when informing the relevant Year Administration team and the TEL team (via [somav@liverpool.ac.uk](mailto:somav@liverpool.ac.uk)) that they have submitted new content or have approved existing content for reuse



## 2 PROCESSING BY TEL TEAM

New submissions are added to the MBChB content library.

If caption correction support is requested, the content is moved to the **Caption updates requested** folder.



## 3 CORRECTION AND APPROVAL BY SCHOOL OF MEDICINE CCC TEAM

A CCC team member claims a submission in the Caption updates requested folder by adding their own name to the session title.

The CCC team member will review the captions and edit when required. When the changes are completed, they remove their own name from the session title. The submission is approved and then moved to the **Caption updates completed** folder. The content creator will receive an email notification alerting them that the submission has been approved.

The TEL team may contact the content creator to clarify complex medical terms or specific content.

## 4 PUBLISH BY YEAR ADMINISTRATION TEAM

A TEL team member moves the submission from Caption Updates Completed to the relevant Year **Master** folder, where reusable content is stored for up to 5 years.

A copy of the submission is created in the relevant live student folder. The Year Administration team embed onto Canvas for students to access in accordance with the teaching timetable.

