ASSINIBOINE COMMUNITY COLLEGE CAMPUSES ARE LOCATED ON THE TRADITIONAL TERRITORIES OF TREATY NO. 1 AND TREATY NO. 2, AND THE SHARED TRADITIONAL LANDS OF CREE, OJI-CREE, DAKOTA, DENE AND ANISHINABEK/OJIBWE PEOPLES, AND THE HOMELAND OF THE MÉTIS NATION.

JOB AID – REAL-TIME CAPTIONING IN ZOOM

September 10, 2021

Purpose

This job aid explains how you can use automatically generated real-time captioning in a synchronous class, meeting, or presentation using Zoom.

Background

Adding Real-Time Captions to your synchronous classes or videos can support students' understanding of auditory information . Captions are beneficial for many learners including English Language Learners, students learning new terminology, viewers in a noisy environment, and people with hearing loss and speech processing difficulties (*UDL On Campus: Captions*, n.d.).

Note: Automated real-time captioning may not always be 100% accurate, so be aware of that especially when working with content – specific vocabulary.
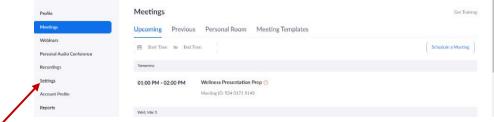
How To

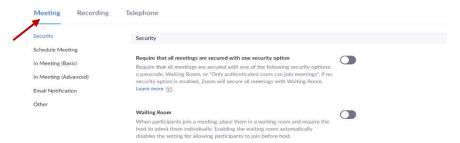### Real-Time Captioning in Zoom

Enable Closed Captioning in Zoom

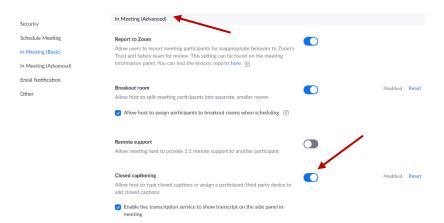1. Sign into your Zoom Account through the Web Portal using the link from the top of Moodle.

2. Click on Settings

3. Click on the Meeting tab

4. Verify that Closed Caption is enabled. Note it is under In Meeting (Advanced). If the setting is disabled click the toggle to enable it. If a verification dialog displays, click Turn On to verify the change. With Closed Captioning enabled, the option to enable live transcription should appear directly below as Enable live transcription service to show transcript on the side panel in-meeting. Check this to enable live transcription.
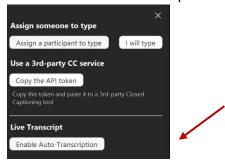

Starting Live Transcription in a Meeting

1. In a Zoom meeting or webinar that you are hosting, click Closed Caption or Live Transcript.

2. Choose Enable Auto-Transcription.

3. Non-hosting participants (students) can choose to see the captions or not and to change the font size if they are viewing it (*Closed Captioning and Live Transcription*, n.d.).

References

Closed captioning and live transcription. (n.d.). Zoom Help Center. Retrieved March 1, 2021, from https://support.zoom.us/hc/en-us/articles/207279736-Closed-captioning-and-live-transcription

UDL On Campus: Captions. (n.d.). Retrieved March 1, 2021, from http://udloncampus.cast.org/page/media_caption