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Developed by Justine Hamilton

Using Closed Captioning in Zoom

The meeting host (whoever sets up the link) must first enable this option under Settings:

- Go to Settings, Meetings, Advanced
- Turn ON the closed captioning feature and once you turn this on, the Live Transcription option will appear – check that option as well:

Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions



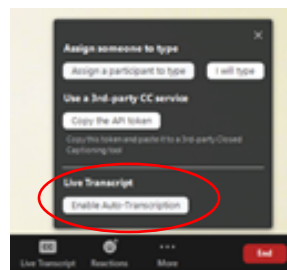
- Enable live transcription service to show transcript on the side panel in-meeting

Once this setting is turned on, it's available for any new or previously scheduled links.

When you launch the meeting, you will now see the **Live Transcript** button:



Click on the Live Transcript button to bring up options:



Click on **Enable Auto-Transcription** and Zoom will start adding captions to everything that is spoken.

Each participant can control whether they see captions or not, and in what format. Have the participants click on the little arrow in the Live Transcript button to bring the options up:

- **Hide Subtitle:** gets rid of the captioning
- **View Full Transcript:** includes the full captioned transcript for the class on the right hand side where the Chat window is
- **Subtitle Settings:** allows each participant to customize the size of captioning and what content is captioned

When recording a Zoom class, the captions are also recorded, regardless of whether or not the host has them hidden.

When uploading to MacVideo, an additional set of captions will be added because MacVideo auto-captions everything, but students can be advised to turn CC off in MacVideo to avoid the extra set of captions. However, the original captions from Zoom cannot be removed.