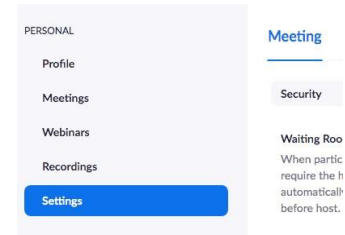
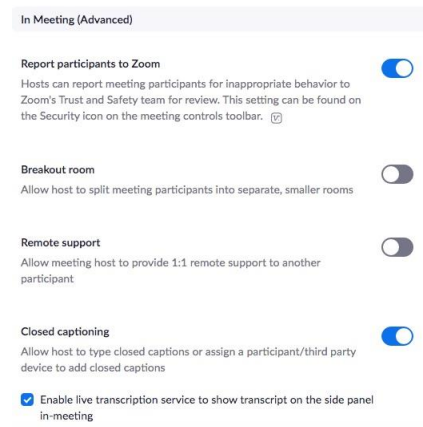


EMBEDDING CAPTIONS FOR ZOOM MEETINGS (instructions for Zoom version 5.3.0)

1. Log into your Zoom account. Click on 'Settings'



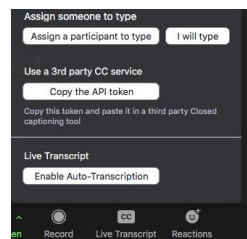
2. Scroll to "In Meeting(Advanced)" menu, toggle "Closed captioning" and 'Enable live transcription service to show transcript on the side panel in-meeting.' Optionally, turn on "Save captions" as well.



3. Host a Zoom meeting, click the **CC/Live Transcript** button.



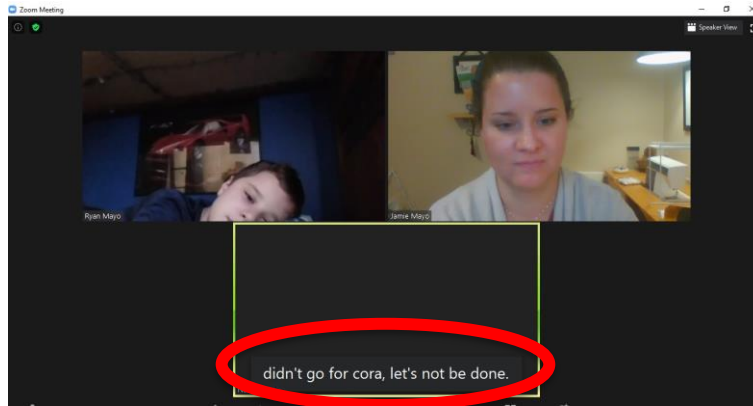
4. Click on 'Enable Auto-Transcription'



5. Students should be able to Click on CC button on their screen and show subtitles. They can also save a full transcript. These are automatic captions, and ARE NOT PERFECT!

6. There are two ways to view captions. By selecting the small caret on the **CC/Live Transcript** button, you can select:

- a. **View Subtitles** – This will place the subtitles at the bottom of the screen. The size of the subtitles can be adjusted in the settings on the **CC/Live Transcript** button.



- b. **View Full Transcript** – This will place another window next to your Zoom window that lists the transcript with details for who said it and at what time.

