AUTOMATED CLOSED CAPTIONS IN ZOOM
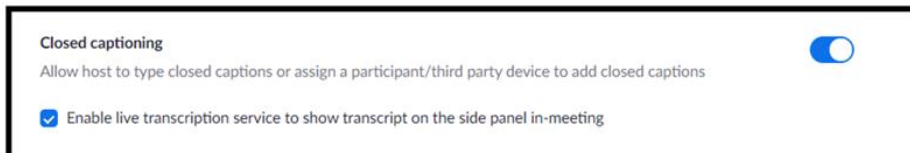
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Zoom now provide automated closed captioning for in your live meetings. To use automated closed captions, you will **first** need to enable them from your Zoom user profile.

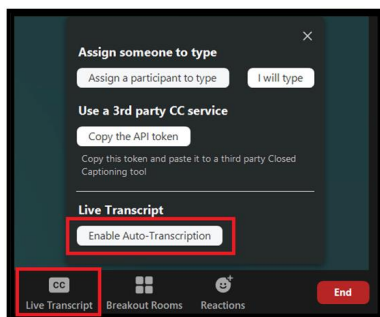Please note that this feature **is not** yet available within Breakout Rooms.

Enabling automatic captioning in your Zoom user profile

Head to the **Zoom web portal**, under **Settings** > **In Meeting (Advanced)** > **Closed captioning**. Switch the toggle to **ON**.
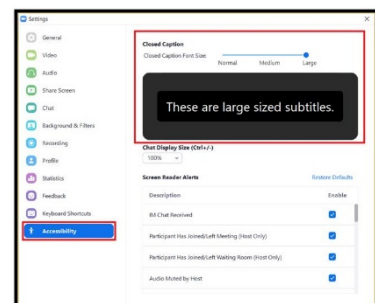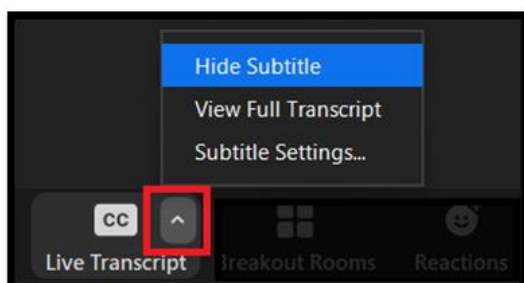

Using automatic captioning in-meeting

As the meeting host you will see the **Live Transcript** icon in the Zoom toolbar when in-meeting. Select this and then **Enable Auto-Transcription**

Meeting participants can choose to **hide** or **view** the captions at the bottom of their screen or view the **Full Transcript** on the right-hand side of the Zoom window, this transcript is separated into named sections showing who has spoken.

Users can also change the size of their subtitles in the accessibility section of the app settings

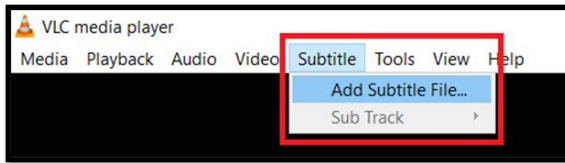## How to download the live transcript

Live transcriptions can **not** be edited during the meeting however all participants have the ability to **save** the captions as a .txt file and, if necessary, edit using Notepad.

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Using transcripts from recorded meetings

When meetings are recorded to the cloud, a transcription (.VTT) file can be downloaded in addition to the m4a file. Open VLC player and select **Subtitle** > **Add Subtitle File** > **select the correct .VTT file** and this will now create a subtitled video. **Please note** that .VTT files are **not** created when recording locally.

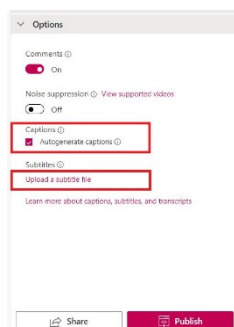## How recorded transcripts can be used when sharing content

When sharing a cloud recording, viewers will receive a link, which looks very similar to the one the host sees, but **without** the ability to edit. The **full transcript** will appear on the right-hand side. Additionally, **captions** can be selected to appear along the bottom of the video. These can be turned on or off by the viewer using the "**CC**" button. This may be useful if viewing in the video full screen mode when the transcript on the right is not visible.

The settings you use when sharing files will determine whether the viewer is able to download the files, **enabling them to keep the recording past the 30 day limit** and use VLC player to play a subtitled video as mentioned above.

Ensuring captions are available in Canvas

When uploading your pre-recorded material in **Microsoft Stream** (before posting into Canvas) it can create a new caption file for you. Alternatively, if you have an existing file you know has all the correct terminology, you are able to upload this.

"**Autogenerate Captions**" will be selected by default. To upload your own file, un-select this option. You will then be able to click "**Upload a subtitle file**" > **select language** > **select correct file**.