

Steps for Providing Real-time Captions in **ZOOM**

Using CART (Communication Access Realtime Translation)

Interpreter Services – interpreters@nvcc.edu

- **As soon as you know you will need live captioning for an online, synchronous meeting/session, complete the following steps. Consider planning/scheduling the entire semester's sessions at one time so that the students and the CART service can plan for the time required. While every effort is made to accommodate last minute requests, two weeks' notice is preferred for all CART requests.
- **The following instructions assume that you (the instructor) have taken Zoom training & have already set up an account.

Step 1 – Access VCCS's Zoom Account

• Access Zoom & Sign In.



You may find a Zoom icon in the myNOVA portal or a link in your Canvas course site.

Step 2 – Allow Captioning

• Click on Settings

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Profile	/
Meetings	
Webinars	
Recordings	
Settings	
Account Profile	
Reports	



Disability Support Services

• Click on **In Meeting (Advanced)**. Scrolled to and select **Closed Caption**. Check **Allow participants to save closed captions** so the user will have a transcript of the captions.

Schedule Meeting	In Meeting (Advanced)
n Meeting (Basic)	Breakout room Allow host to split meeting participants into separate, smaller rooms
mail Notification	Remote support Allow meeting host to provide 1:1 remote support to another participant
	Closed captioning Allow host to type closed captions or assign a participant/third party device to add closed captions
	Allow participants to save closed captions.
	Far end camera control Allow another user to take control of your camera during a meeting

Step 3 – Copy link to Zoom meeting

• Click on **Meetings** and either **Schedule a New Meeting** or **click on the link** for a previously scheduled meeting.

SOLUTIONS -	PLANS & PRICING CONTACT SALES	SCHEDULE A MEETIN	IG JOIN A MEETING	HOST A MEETING - SIGN
Profile	Upcoming Meetings	Previous Meetings Personal Meeting Room	n	Get Training
Meetings Webinars	Schedule a New Meeting			
Recordings	Start Time : o	Topic a	Meeting ID	
Settings Account Profile	Today (Recurring) 03:00 PM	Course Overview/Review	790-313-410	Start Delete
Reports	Mon, Aug 19 (Recurring) 03:00 PM	Course Overview/Review	790-313-410	Delete
	Mon, Sep 23 (Recurring) 03:00 PM	Course Overview/Review	790-313-410	Delete
Attend Live Training	Mon, Oct 28 (Recurring)	Course Overview/Review	790-313-410	Delete

• Copy the link for the meeting.

	PLANS & PRICING CONTACT SALE	ES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING +
Profile	My Meetings > Manage	e "Course Overview/Review"
Meetings Webinars	Торіс	Start this Meeting Course Overview/Review
Recordings	Time	Aug 12, 2019 03:00 PM Eastern Time (US and Canada)
Settings Account Profile		Every week on Mon, until Oct 28, 2019, 12 occurrence(s) Show all occurrences Add to Sign Google Catendar
Reports		
	Meeting ID	790-313-410
Attend Live Training	Invite Attendees	Join URL: https://zoom.us/j/790313410



Step 4 - Email Interpreter Services

- Email <u>Interpreter Services</u> and provide the link(s) for the room/session(s) along with session date(s) & time(s).
- The coordinator sends the link to the CART agency who will send the link to captioner.
- You will receive an email from the coordinator once the captioning service confirms.

Step 5 – Assigning Captioner

• At the time of the Zoom session, the captioner logs into session as a participant. The name may appear on the participants list as *Captioner* or you will have been given the name of the captioner before the session. You will need to assign that person the role of the captioner. Click on the **CC button** at the bottom of the screen. Then click on the **Assign a participant to type** button. The **Participants** window will open.



• Click on the **More** button next to the Captioner's name and then click on **Assign** to type Closed Caption. Then close the **Participants** window

Participants (2)		· —		×	Chat
MM	(Host, me)) = (Ask to Start Video
C Captioner		Mute	M	ore >	Make Host Allow Record A jgn to type Closed Caption Rename
	/				Remove
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• FYI - The captioner will see the following:

Coom Meeting ID:		Callery View :: Participants (2) Coptioner (Me)	- 🗆 X		
		III Gallery View	*	Participants (2)	
	Captioner		C Cap	otioner (Me)	🖬 🖗 🎫
	and the second se		MM	(Host)	- <u>8</u> mi
	Closed Caption - C X				
	Use a 3rd party CC service				
	The host has assigned you to type Closed Caption.				
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	Type here, press Enter to broadcast				
		and the second second			
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	avite Participants Share Chat Record Closed Ca		h	lute Me Ra	se Hand
Zoom Meeting ID:					- 🗆 X
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	Captioner			Captioner (Me)	ing 🛔 🚥
-	The host has assigned		120		
4	Closed Caption	on.			
Mute Start Video	invite Participants Share Chat Record Closed Captio		ve Meeting	Mute Me	Raise Hand

• To view the captions during the session, the participant/student should click on the **CC button** at the bottom of the screen. Any participant can view the captions. The text box appears at the bottom of the page.

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Disability Support Services

• When using Screenshare, it may be difficult for the person sharing to see the captions. Click on More and then click on Closed Caption to see the captions.



• Remember to click on **Record** if you want to have a recording of the session available later. Captions are saved as well. At the end of the session, you will receive an email containing a link to the recording that you will be able to share.



OR

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• At the end of the session, the moderator, captioner and attendee will be prompted to save a transcript of the captions if they like.

File Home Share				\sim					
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Tips:

- Speak clearly and loud enough without shouting.
- Stay close to the microphone.
- If others are speaking, ask them to say their name first ("*This is John. I'd like to add...*").
- Spell difficult/unusual words.