

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

### Using CART (Communication Access Realtime Translation)

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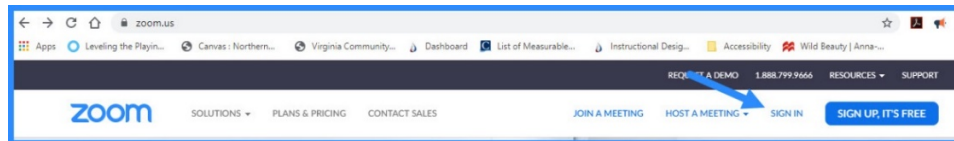
Interpreter Services – [interpreters@nvcc.edu](mailto:interpreters@nvcc.edu)

\*\*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

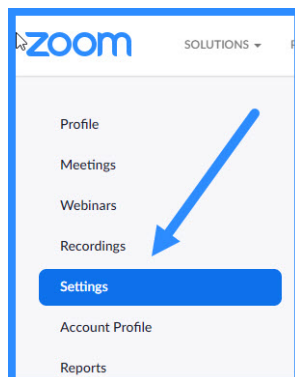
- Access [Zoom](#) & Sign In.



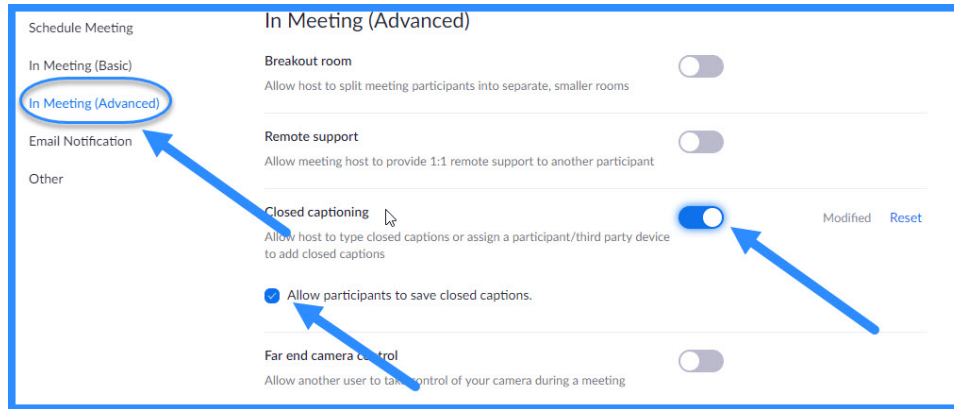
You may find a Zoom icon in the myNOVA portal or a link in your Canvas course site.

#### Step 2 – Allow Captioning

- Click on **Settings**

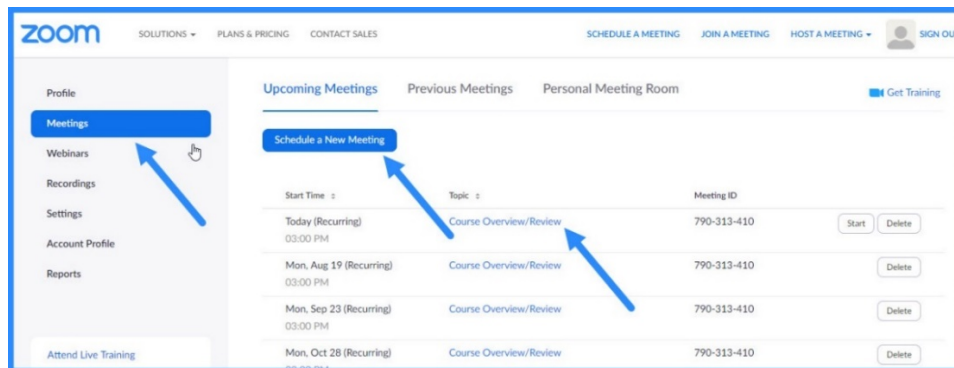


- Click on **In Meeting (Advanced)**. Scrolled to and select **Closed Caption**. Check **Allow participants to save closed captions** so the user will have a transcript of the captions.

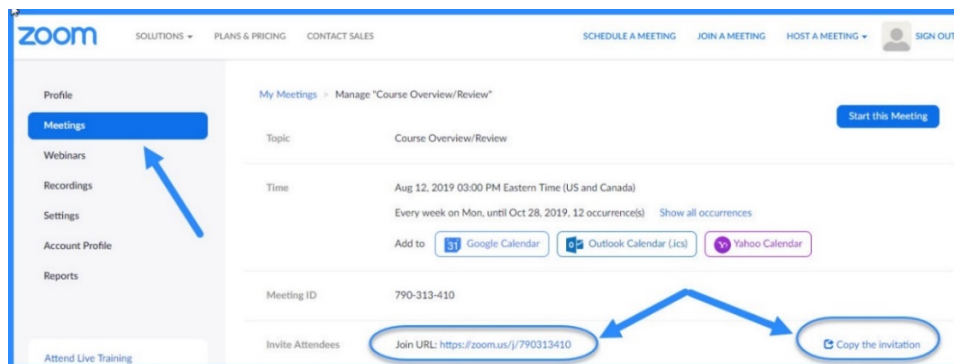


**Step 3 – Copy link to Zoom meeting**

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



- Copy the link for the meeting.

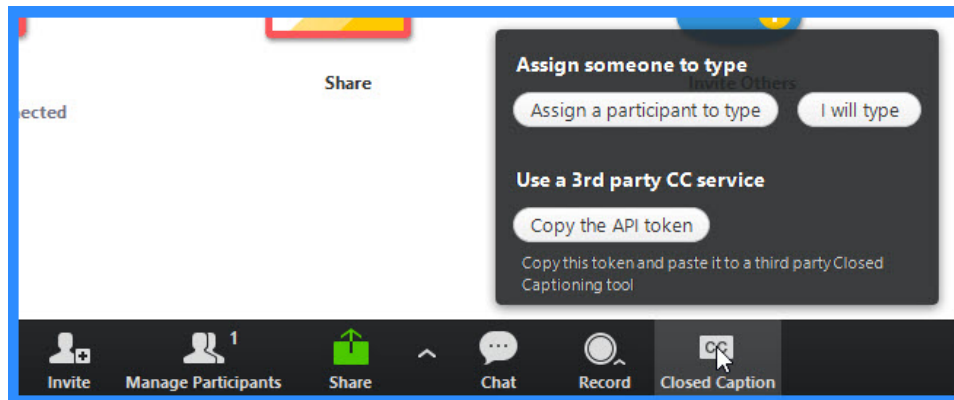


### Step 4 - Email Interpreter Services

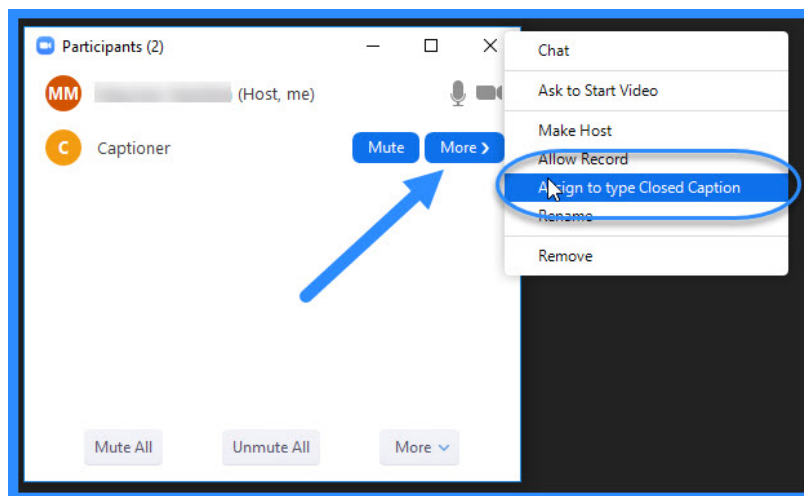
- Email [Interpreter Services](#) and provide the link(s) for the room/session(s) along with session date(s) & time(s).
- The coordinator sends the link to the CART agency who will send the link to captioner.
- You will receive an email from the coordinator once the captioning service confirms.

### Step 5 – Assigning Captioner

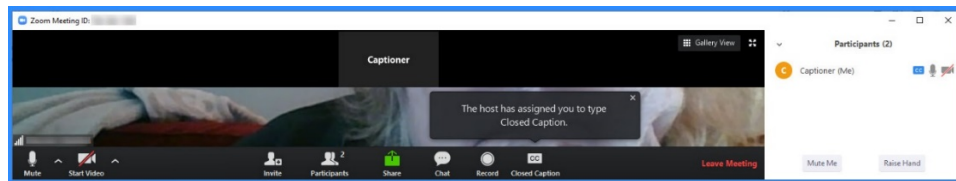
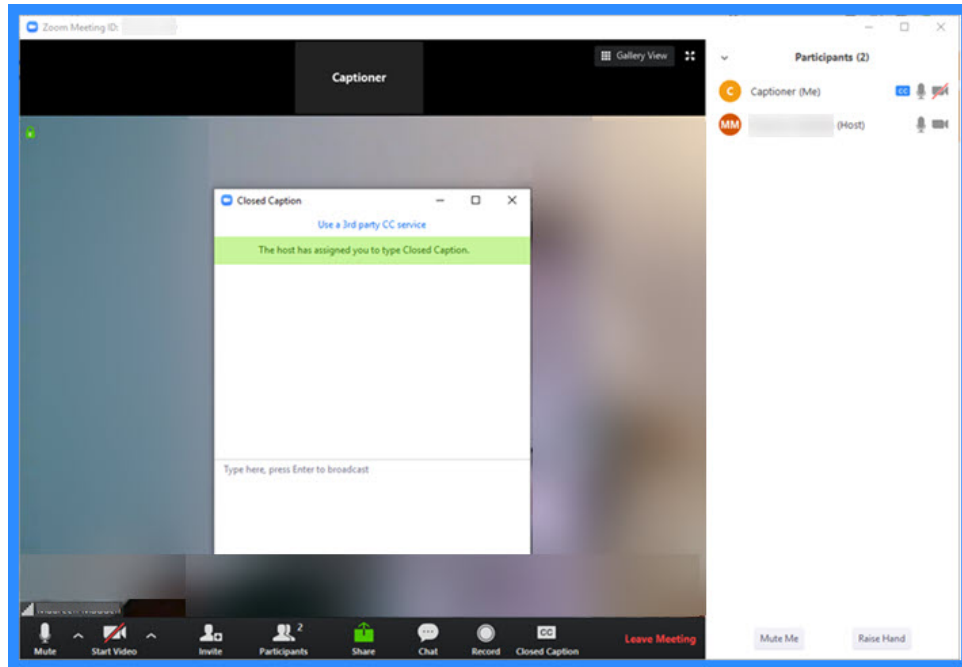
- At the time of the Zoom session, the captioner logs into session as a participant. The name may appear on the participants list as *Captioner* or you will have been given the name of the captioner before the session. You will need to assign that person the role of the captioner. Click on the **CC button** 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



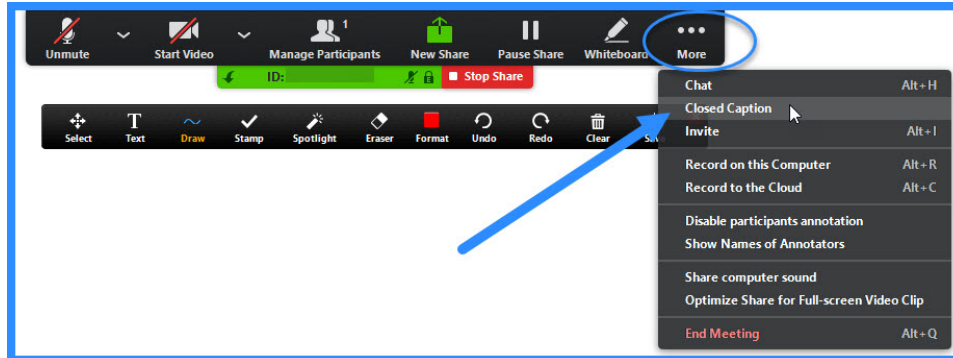
- FYI - The captioneer will see the following:



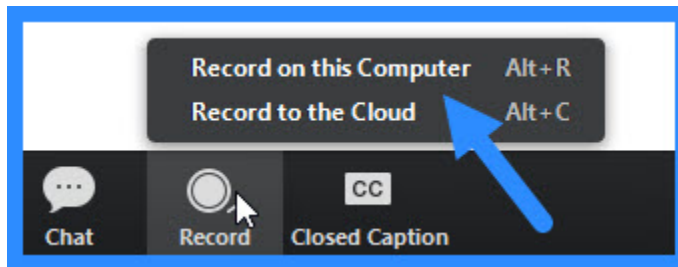
- To view the captions during the session, the participant/student should click on the **CC button** at the bottom of the screen. Any participant can view the captions. The text box appears at the bottom of the page.



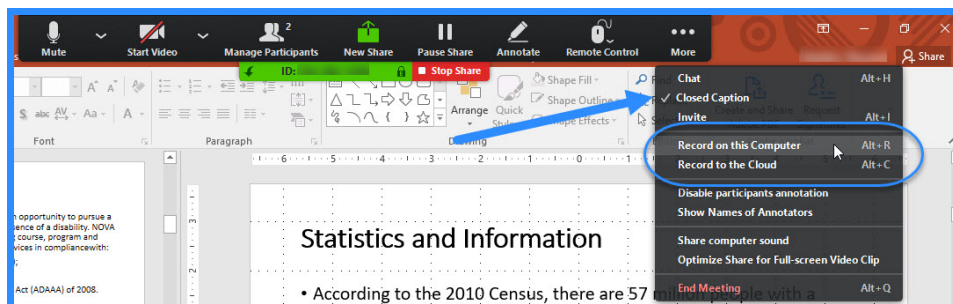
- When using Screenshot, it may be difficult for the person sharing to see the captions. Click on More and then click on Closed Caption to see the captions.



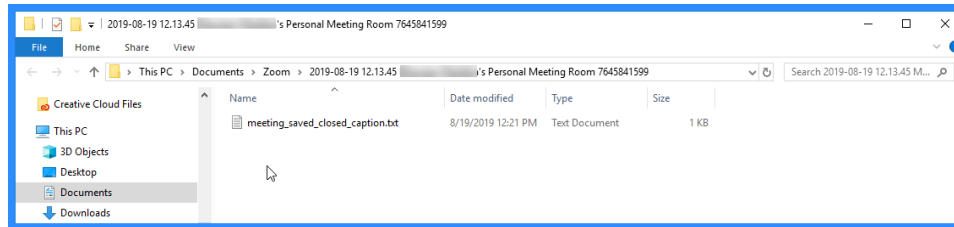
- Remember to click on **Record** if you want to have a recording of the session available later. Captions are saved as well. At the end of the session, you will receive an email containing a link to the recording that you will be able to share.



OR



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



**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.