

*Emailed Monday, August 9<sup>th</sup> at 9:56 am to "All Governance"*

Hi Everyone,

With the Fall semester fast approaching, we wanted to make sure you were aware of a Zoom resource that can benefit everyone: students, faculty, staff, administrators. Zoom teamed up with a company called "[Otter.ai](#)" to integrate automated captions into live Zoom sessions which allows, not only the deaf or hard of hearing, but all of us to benefit from the ability to read text. After more than a year of teaching/working from home, we know too well that fewer nonverbals combined with audio drops can make it challenging to understand each other. By enabling captions participants will be able to see a live transcript (or captions) during your Zoom session as well as in any recordings that you provide. Attached you will find a simple set of directions that will enable live transcripts in any session that zoom account hosts. Please note that the account settings changes on the first page only have to be done once, while enabling the transcription (*Page 2*) is done during each Zoom session.

Please note that while automated captions should always be turned on and are a great resource, for students who require captioning as an accommodation, automated captions are not sufficient. If you receive an Student Accessibility Services (*formerly DSPS*) *Service Authorization* from a student who requires captions as an accommodation please contact Aaron Holmes ([aholmes@miracosta.edu](mailto:aholmes@miracosta.edu)), Access Specialist, so that he can assist with having the course professionally captioned.

For additional resources please see the links below:

- [Teaching with Zoom at MiraCosta College](#)
- [Captioning FAQ for Prerecorded Videos](#)

Sincerely,

*Dr. Denise Stephenson*

PDP Coordinator

Writing Center Faculty Director

IWCA Mentor Match Co-Coordinator

My pronouns: *per, per, pers* ([why they matter](#))

*Aaron Holmes*

Access Specialist

Student Accessibility Services

My Pronouns: *he, him, his*

*Diane Dieckmeyer*

Vice President, Instructional Services

My Pronouns: *she, her, hers*

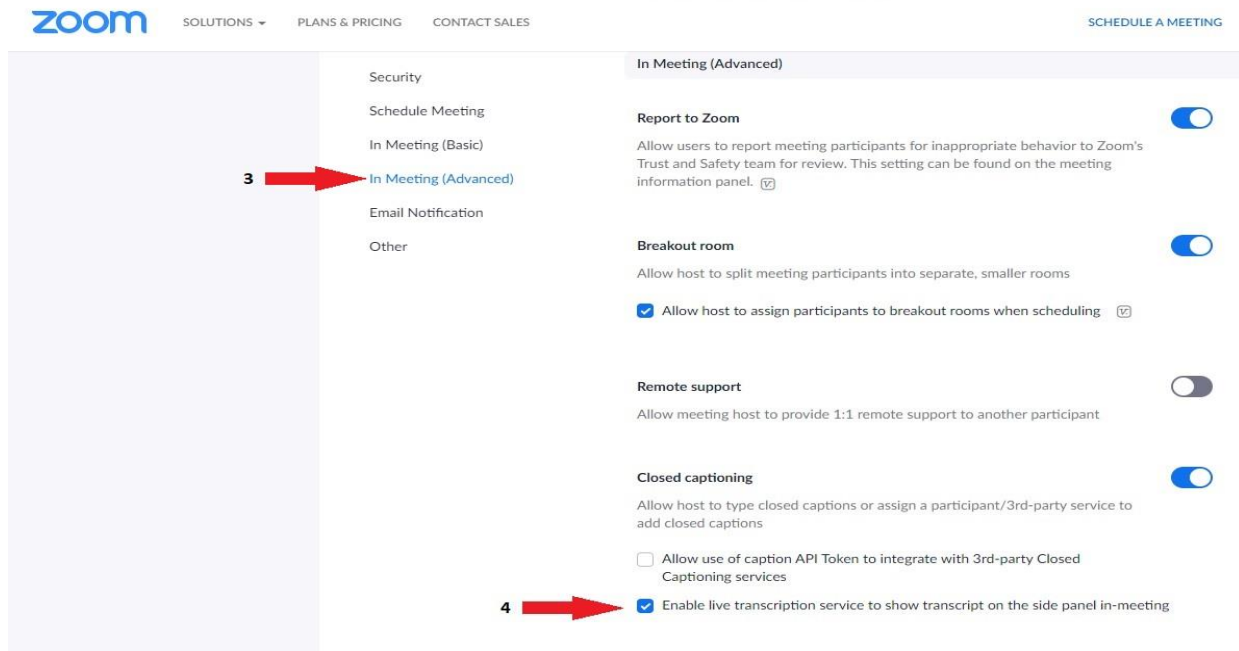


# Enabling Automated Real-Time Captions in Zoom

We now have access to automated captions inside our Zoom meetings – both live and recorded. While automated captions are a great resource for our students, they are not a replacement for professional captions. If you have a student in your course that requires captions as an accommodation, please work with the DSPS office to get professional captioning. The steps taken to enable the automated captions for both live and recorded meetings are below. For more detailed information on how automatic captions work, see [Live Transcriptions for Meetings and Webinars](#) on the [TechConnect support site](#).

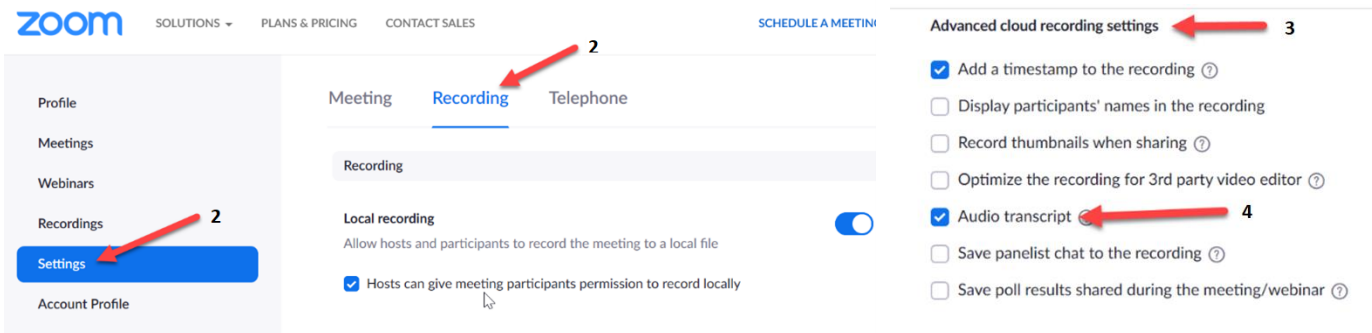
## 1. Enable **live automated closed captioning** in your Zoom account. (Doing this **once** allows you to enable the **Live Transcript** for all meetings you host.)

1. Go to <https://miracosta-edu.zoom.us> and sign in.
2. Go into the Settings area, and stay on the Meeting tab.
3. Click on the In Meeting (Advanced) link.
4. Check the box to “Enable live transcript service to show transcript on the side panel in-meeting.”



## 2. Enable **transcription for recordings** in your Zoom account. (Doing this **once** ensures all meetings you host and record include captions and an interactive transcript **in the recording**.)

1. If you are not already signed in, go to <https://miracosta-edu.zoom.us> and sign in.
2. Go into the Settings area, and go to the Recording tab.
3. Scroll down near the bottom, to the section labeled “Advanced cloud recording settings”.
4. Check the box to enable “Audio transcript”.



# Enabling Automated Real-Time Captions in Zoom

3. Start the **Live Transcript** during each Zoom session you host. (This is done *every time* you start a meeting to enable *live captions and a transcript option*.)

1. Open the “Live Transcript” menu on your meeting toolbar. This will be either a button with “CC” icon, or an entry in the “More” menu, depending on how you have your meeting window arranged.
2. In the “Live Transcript” section, click the button to “Enable Auto-Transcription”.

