



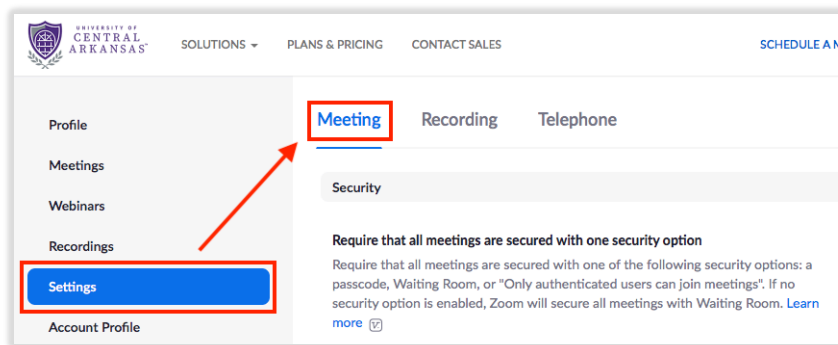
Zoom now has automatic live transcription available to UCA users! Once enabled, subtitles will appear at the bottom of the video screen *as the host/speaker is speaking*. This service is critical for students with accommodations and can be an indispensable tool for students who prefer the combination of written and oral communication.

***** Users must upgrade to the latest version of Zoom to enable this feature. *****

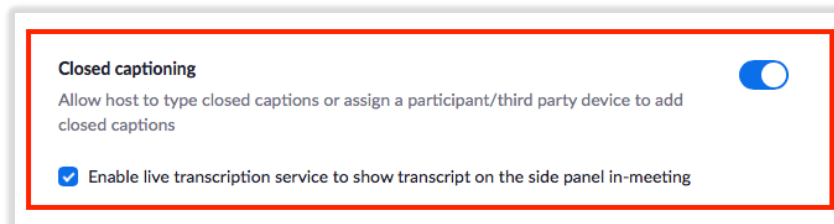
Enable Closed Captioning/Live Transcription

To activate this feature, the host/speaker must enable the “*Closed Captioning*” and “*Enable live transcription service to show transcript on the side panel in-meeting*” setting within the Zoom website settings.

1. Log into UCA’s zoom website.
2. Click Settings from the side menu, then Meeting.



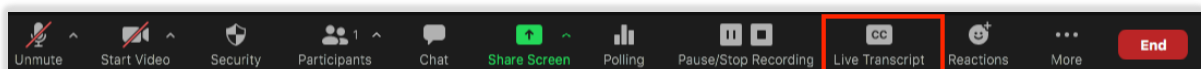
3. Scroll to the In Meeting (Advanced) section and find Closed captioning.
4. Turn on **Closed captioning**.
5. Check the box underneath that says “*Enable live transcription service...*”



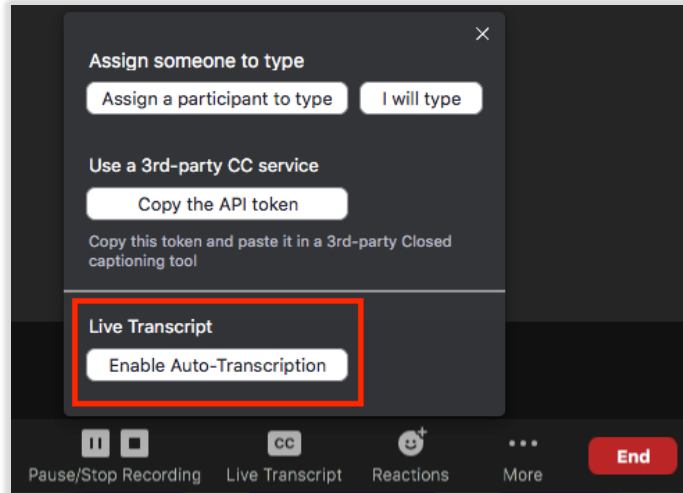
Enable the Live Automatic Transcription (During a Session)

It is important to note that only the host can enable auto transcriptions during a session. The host must follow these steps *with each session* to allow the participants to view the subtitles.

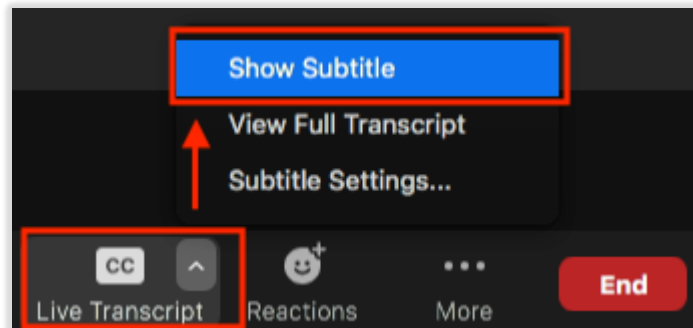
1. Once a session has begun, click the **Live Transcript** button in your Zoom meeting controls. (Note: If you do not see this button, click on the “More” icon, then select “Live Transcript.”)



2. Within the pop-up window, click **Enable Auto-Transcription**.



3. The host will automatically see the subtitles, but they **do not** appear automatically for the participants. Participants can opt to view or hide the subtitles. They must click the **Live Transcript** button and select **Show Subtitles**.



4. Participants can also change the font size of the subtitles by selecting the **Subtitle Settings**.

