
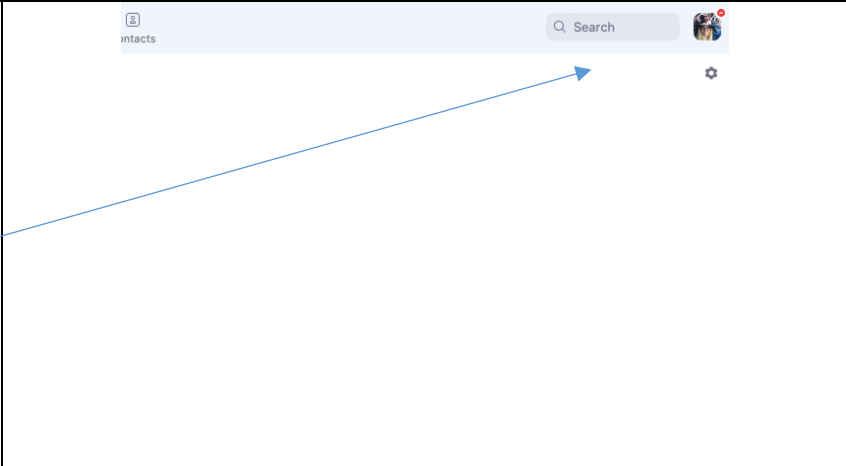
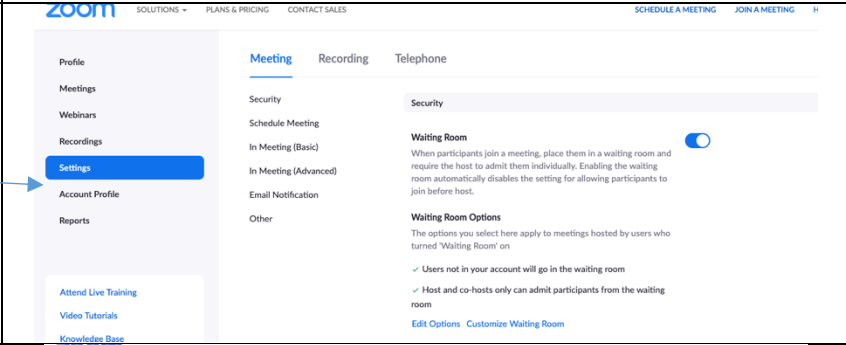
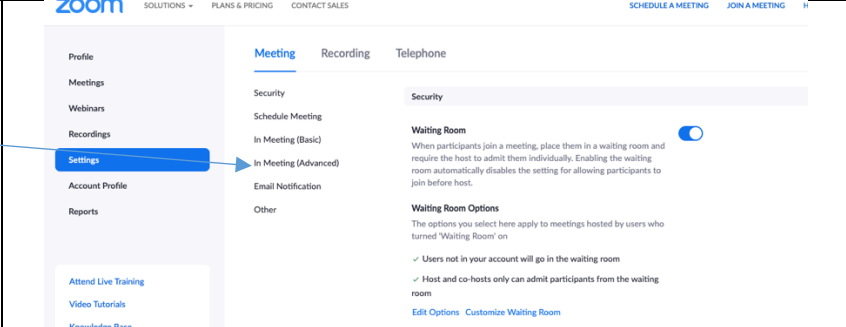


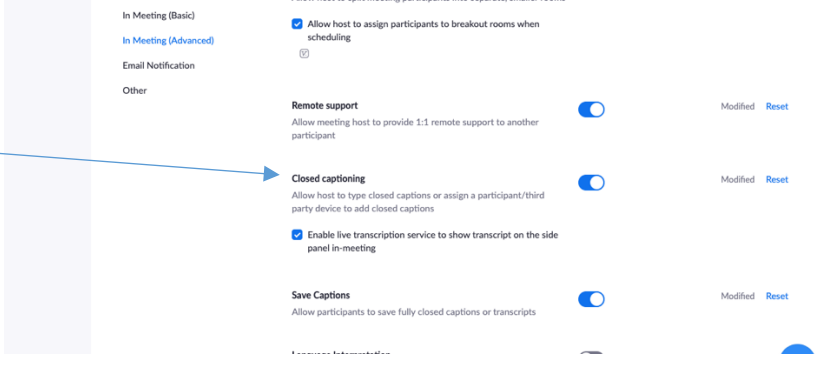
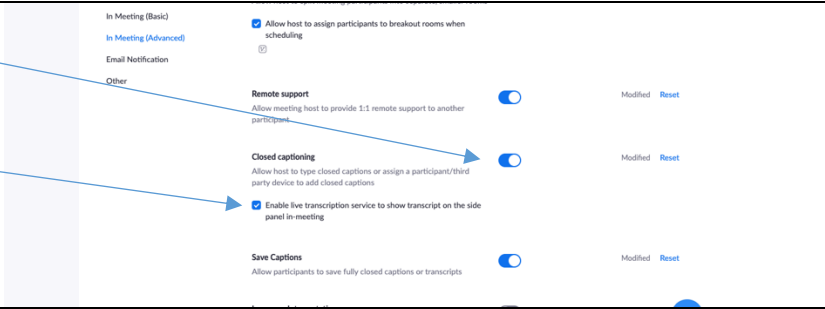
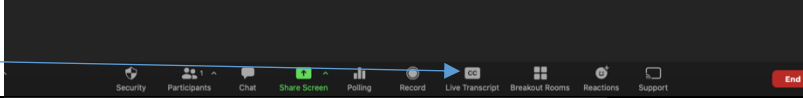
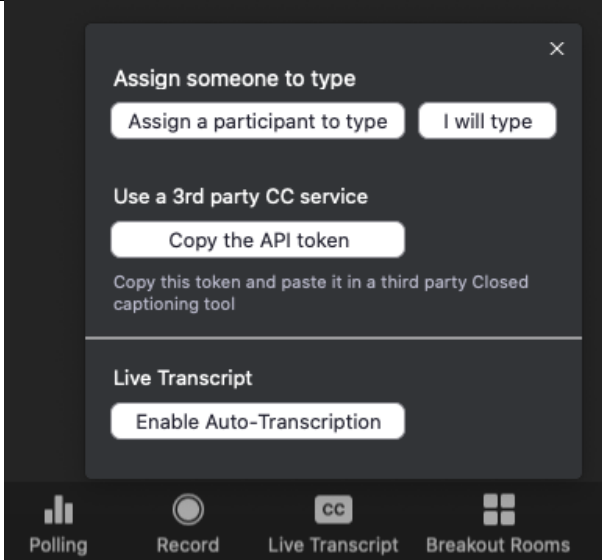
## Experts' Guide to Captioning in Remote Lessons

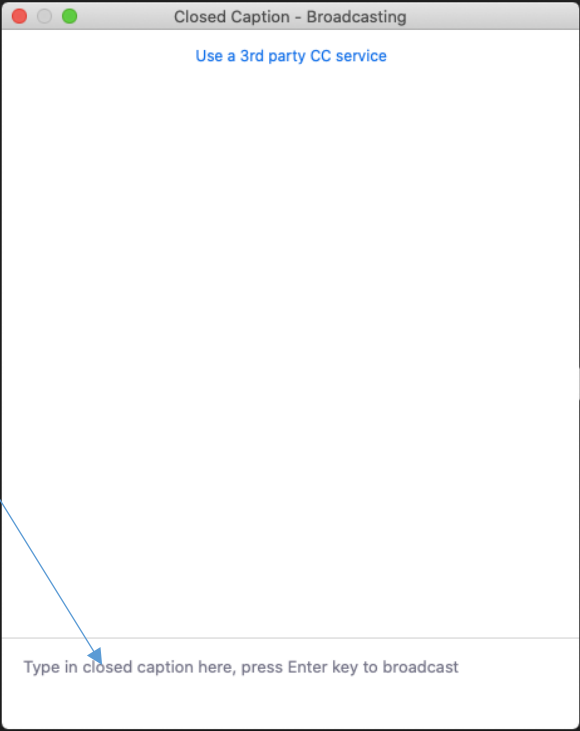
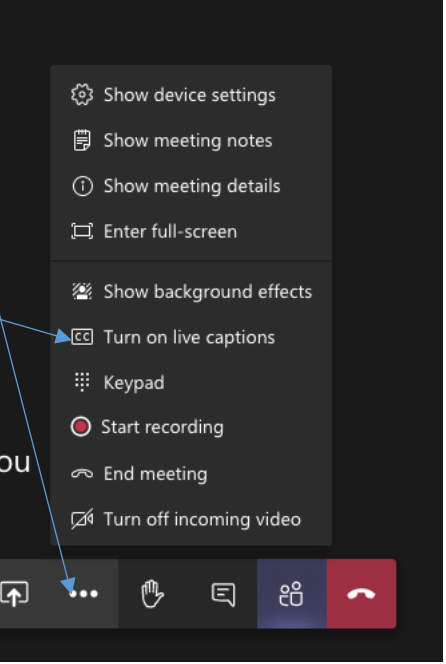
Captioning is a useful feature for learners who may not be able to hear the speaker. Hosts will have to enable this on their meetings.

This guide will cover how to set up on:

- Zoom (complex)
- Teams (easy)

Step Number	Step Details	Extra Comments
1	<p><b><u>Setting up captioning on Zoom</u></b></p> <p>On the client click the small cog</p>  <p>on the top right hand corner. It is very small.</p>	
2	<p>On the website, log in and choose 'Settings' on the left.</p>	
3	<p>Click 'In Meeting (advanced) '.</p>	

<p>4</p> <p>You will now see the heading 'closed captions'.</p>		 <p>The screenshot shows the 'In Meeting (Advanced)' settings page. The 'Closed captioning' section is highlighted with a blue arrow. It includes a toggle for 'Closed captioning' (which is turned on) and a checked checkbox for 'Enable live transcription service to show transcript on the side panel in-meeting'. Other settings like 'Remote support' and 'Save Captions' are also visible.</p>
<p>5</p> <p>Check this on and check 'enable live transcription'.</p>		 <p>This screenshot is similar to the previous one but with two blue arrows pointing to the 'Closed captioning' toggle and the 'Enable live transcription service' checkbox, indicating they should be checked.</p>
<p>6</p> <p>When you start a meeting on you will have the option 'live transcript' in your tool bar.</p>		<p>If you do not see this option, maximise the Zoom window or click on the 3 dots and you will see the option for live transcripts.</p>  <p>The screenshot shows the Zoom meeting toolbar at the bottom of the screen. The 'Live Transcript' icon, represented by a document with a speech bubble, is highlighted with a blue arrow.</p>
<p>7</p> <p>There are a few options here. Click on "assign a participant to type" if a support worker is with you supporting a students and this needs to be enabled. You can then choose the support worker in the session.</p>		 <p>The screenshot shows a dialog box titled 'Assign someone to type'. It has two buttons: 'Assign a participant to type' and 'I will type'. Below this, there is a section for 'Use a 3rd party CC service' with a 'Copy the API token' button and instructions to paste the token into a third-party tool. At the bottom, there is a 'Live Transcript' section with an 'Enable Auto-Transcription' button.</p>

<p>8</p> <p>The person you have chosen (or yourself) will see a pop up window and they can start typing.</p> <p>The participants will see the captions at the bottom of their screens.</p>		
<p>9</p>	<p>You can also enable auto-transcription but this is not necessarily accurate, but easier.</p>	
<p>10</p> <p><b><u>Closed Captions</u></b> <b><u>Teams</u></b></p> <p>When in a meeting, simply click on the three dots and click 'turn on life captions'.</p>		

11	<b><u>Transcripts in Teams</u></b>	View this video to see how the learners can use transcripts to look back on the lesson:  <a href="https://www.youtube.com/watch?v=KO7vuki02qk">https://www.youtube.com/watch?v=KO7vuki02qk</a>
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For more information, use Teachers' Toolkit in Moodle under 'Digital Guides'.

You and your students can also check on the Bolton College E-Stream for links to video tutorials.