



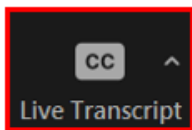
Zoom Auto Live Transcription

Seattle Colleges' Zoom now offers live auto-transcription (CC Subtitles) for any meetings (at no cost!). Below are instructions for using this functionality.

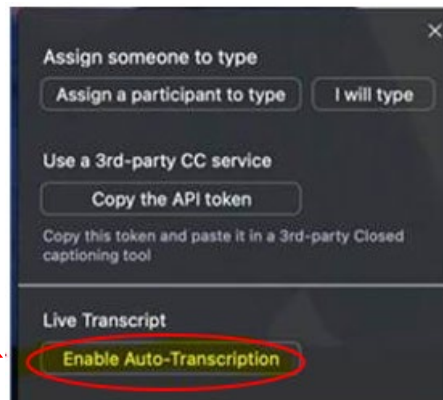
Here are the HOST INSTRUCTIONS for turning on auto-live transcriptions:

Steps 1-3 are only necessary once, and will remain set to on for your own account going forward unless you change it.

1. Go to Zoom **Settings** under Personal
2. Go to **In-Meeting Advanced** settings menu
3. Click checkbox by **Enable Live Transcription service** (if it is already enabled, you are good to go to step 4)
4. Start a Meeting as the host as you normally would
5. Click the **CC Live Transcript** option



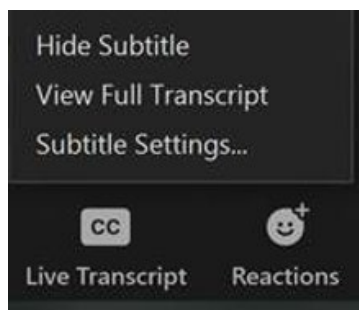
6. Click **Enable Auto-Transcription** to activate the live transcription text in the meeting.
7. That's it! Your meeting will now have live auto transcription for all participants and yourself.



OPTIONS FOR INDIVIDUAL PARTICIPANTS

in a meeting in which the host has turned live transcription on:

- Individual participants will see the live transcription by default.
- **To change settings or turn live transcription off:** When Live Transcription is turned on by the host, participants can click on **CC Live Transcript** at bottom of screen, to bring up these three options:



- **Hide Subtitle:** to stop seeing CC subtitles.
- **View Full Transcript:** CC subtitles will appear in a new box to the right of the Zoom screen.
- **Subtitle Settings:** to adjust your personal CC subtitles font, size and other characteristics.

For assistance, please contact the IT Help Desk: <https://itservices.seattlecolleges.edu/contact-it-help-desk>

(Content contribution courtesy of eLearning)

