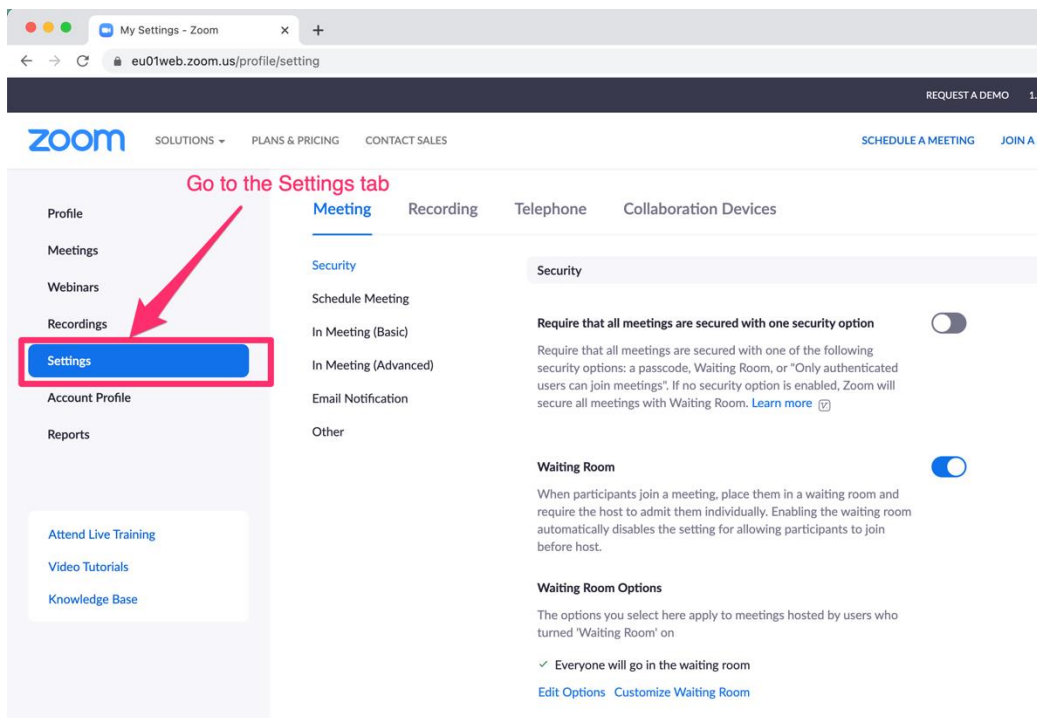


Enabling Closed Captions for Online Classes

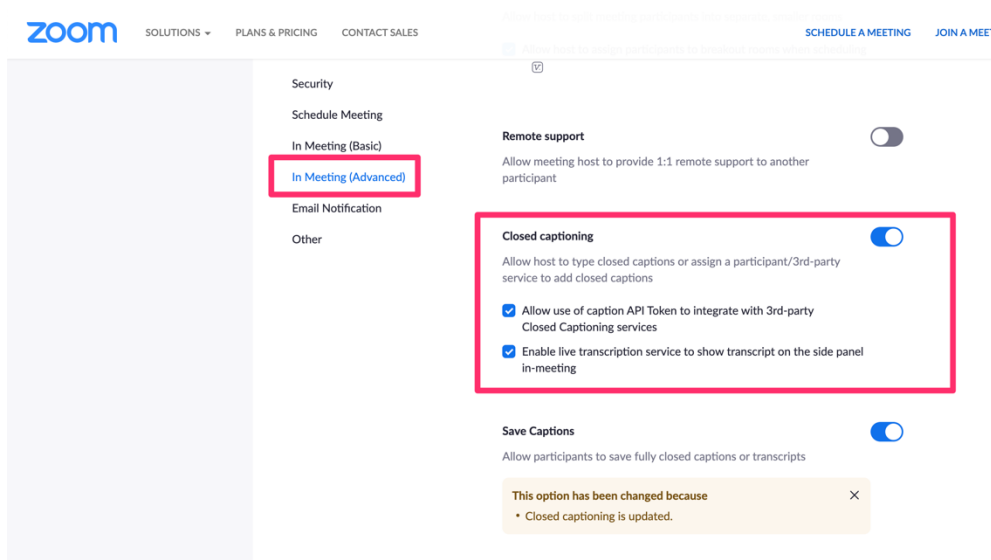
Closed captions in the online classroom are a useful aid for students with accessibility issues as well as students whose first language is not English. It is possible to enable closed captions for live online classes.

Step 1: In order to do this, log on to your Zoom cloud account (go to www.Zoom.us). Go to the *Settings* tab.



The screenshot shows the Zoom web interface. The browser address bar displays "eu01web.zoom.us/profile/setting". The left sidebar contains a menu with "Settings" highlighted in blue and enclosed in a red box. A red arrow points from the text "Go to the Settings tab" to the "Settings" button. The main content area shows the "Meeting" tab selected, with sub-sections for "Security", "Schedule Meeting", "In Meeting (Basic)", "In Meeting (Advanced)", "Email Notification", and "Other". The "Security" section is expanded, showing options for "Require that all meetings are secured with one security option" (disabled), "Waiting Room" (enabled), and "Waiting Room Options".

Step 2: Select the *In Meeting (Advanced)* options and toggle on *Closed Captioning*.



The screenshot shows the Zoom web interface with the "In Meeting (Advanced)" section selected in the left sidebar and highlighted with a red box. The "Closed captioning" option is toggled on (blue) and highlighted with a red box. Below it, the "Save Captions" option is also toggled on. A notification box at the bottom states: "This option has been changed because Closed captioning is updated."

Step 3: The closed caption button will now become an option in your online classes. Students can click the button to enable closed captions in the session.

Live transcript option will become available for students to select

