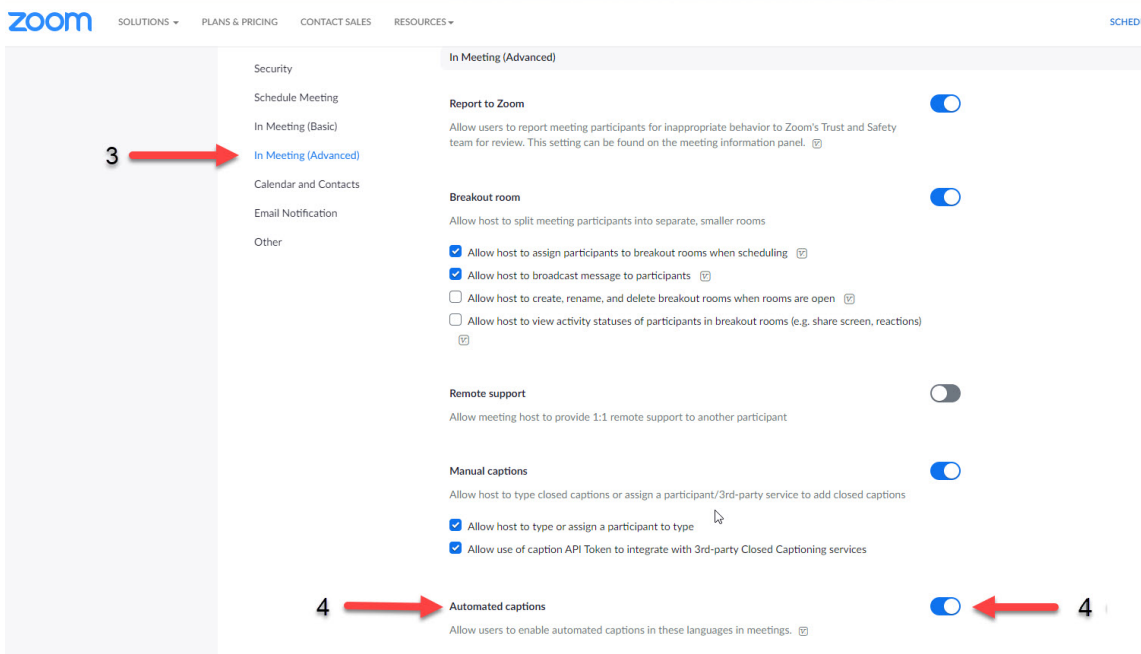


Enabling Automated Real-Time Captions in Zoom

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](#).

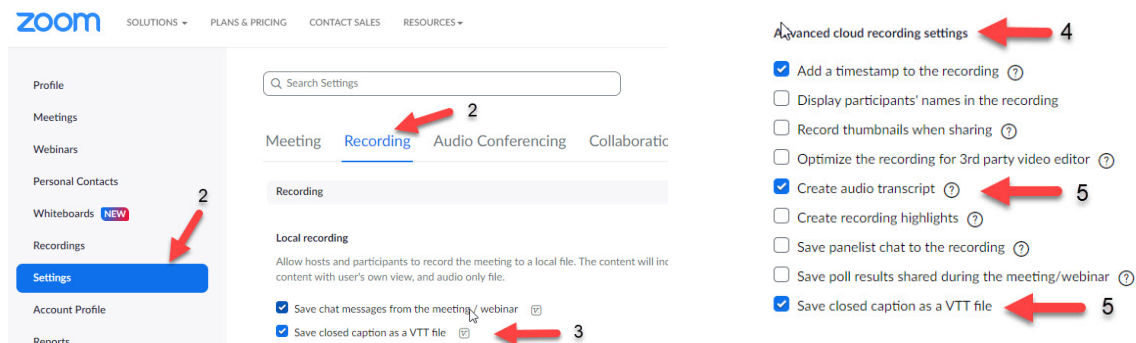
1. Enable **live automated closed captioning** in your Zoom account. (Doing this **once** allows you to enable the **Live Transcript** for all meetings you host.

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 “Allow users to enable automated captions in these languages in meetings.”



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. Check the box to enable "Save closed captions as a VTT file".
4. Scroll down near the bottom, to the section labeled “Advanced cloud recording settings”.
5. Check the boxes to enable “Audio transcript” and "Save closed captions as a VTT file".



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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”.

