## Enabling Automated Real-Time Captions in Zoom

We now have access to automated captions inside our Zoom meetings – both live and recorded. This setting should be turned on by default for all MiraCosta College Zoom accounts. 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 SAS 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 the Enabling Automated Captions Zoom Support article.

- 1. Ensure **automated captions** are turned on in your Zoom account. Doing this once ensures the **captions** and **live transcript** for all meetings you host are turned on.
  - 1. Go to <u>https://miracosta-edu.zoom.us</u> and sign in.
  - 2. In the navigation menu, click **Settings**.
  - 3. Click the Meeting tab.
  - 4. Click In Meeting (Advanced).
  - 5. You may have to scroll down to see the **Automated captions** setting. Ensure the **Automated captions** toggle is enabled.
  - 6. Ensure the **Full transcript** toggle is enabled.
  - 7. Click **Save** to confirm any changes.

zoom	Products	Solutions	Resources	Plans & Pricing		
Profile		0	oourity		reactions)	
Meetings		s	chedule Meeting	Re	emote support	
Webinars		Ir	n Meeting (Basic)	Alle	ow meeting host to provide 1:1 remote support to another participant	
Personal Contacts	;	Ir	Meeting (Advanced	d)		
Whiteboards		E	mail Notification	Ma	anual captions	$\mathbf{O}$
Recordings		o	ther	Alle	ow host to type closed captions or assign a participant/3rd-party service to add closed ptions	
Settings					Allow host to type or assign a participant to type	
Scheduler					Allow use of caption API Token to integrate with 3rd-party Closed Captioning services	
Reports				Au	tomated captions	
Account Profile				Alle	ow users to enable automated captions in these languages in meetings.	
				Ara En Ge	abic Beta, Chinese (Simplified) Beta, Chinese (Traditional) Beta, Czech Beta, Dutch, glish, Estonian Beta, Finnish Beta, French (Canada) Beta, French (France) Beta, rrman, Hindi Beta, Hungarian Beta, Indonesian Beta, Italian, Japanese Beta, Korean	
Video Tutorials	mer			Be	eta, Malay Beta, Persian Beta, Polish Beta, Põrtuguese, Romanian Beta, Russian, anish, Swedish Beta, Tagalog Beta, Telugu Beta, Turkish Beta, Ukrainian, Vietnamese	
Knowledge Base					Allow only the following users to enable captions for the meeting 🛛 🕑	
				Ful	Il transcript	
				Alle	ow viewing of full transcript in the in-meeting side panel	