

# Captioning Tips for Live Learning Platforms



GUIDELINES FOR TEACHERS AND ZOOM MEETING HOSTS

## **BEFORE CLASS:**

- Activate Caption Settings in the host's ZOOM account. See how [here](#).
- Send Zoom session link and prep material (educational material, PowerPoints, Videos, etc) to the captioner *well* in advance *and also* by email to [alicia@designatedinterpreters.com](mailto:alicia@designatedinterpreters.com).
- Consider limiting competing bandwidth in your area, such as other video streams, music, etc. to allow best signal for your classroom session.
- For strongest signal during your live learning session, plug your computer directly into the [ETHERNET cable](#) from your router box (if possible.)

## **LIVE CLASS SESSION:**

- Log-on about ten minutes before class to ensure you see the **CC** icon on the screen.
- Under **Participants**, find the Designated Captioner and assign them to be the captioner.
- Under the **CC** icon activate the **SUBTITLES** and announce to the students that they can activate subtitles as well.
- If recording the session, make sure you engage the subtitles on the host's account to capture the closed captioning in the video.

## **BREAK OUT SESSIONS:**

- Ensure that student/s and captioner are in the *same* break-out room

## **CAPTION VIEWING OPTIONS:**

- Captioning on zoom can be viewed under the **CC** icon by selecting **SUBTITLES**.
- For larger-longer view of the captions select **FULL TRANSCRIPT** which will appear in a side bar.

## **BACK-UP CAPTIONING SOURCE:**

- Additional STREAMTEXT window will be available to watch from another window or device:
  - Some students prefer this option for better, faster viewing depending on internet connections or delays with the learning platform.

## **MISC TIPS:**

- If you have a Deaf or Hard of Hearing Student in your class, take time to set-up captions, but also the clearest video possible. Some DHOH learners read lips. Do your best to have light from the front and above to make your lips clearly visible (NOT FROM BEHIND THE SPEAKER!)
- Set the computer camera to be at eye level (put computer on stacked books, etc to lift up.)
- **DO NOT USE** a busy background such as ZOOM's background screens with mountains, etc... use a solid background, preferably a wall or curtain behind the speaker.
- Consider using the CHAT feature to allow for best DHOH discussion integration.
- Additional communication tips can be found [here](#).

For any issues please text or call the coordinator with Designated Interpreters,

Alicia Booth, at 505-681-3101 or email [alicia@designatedinterpreters.com](mailto:alicia@designatedinterpreters.com)

