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In Zoom, you can enable live transcription (live captioning). Below are the instructions for enabling this feature. This should be enabled prior to students joining your class meeting. The instructions below can also be found on the Zoom Support web page.

To enable automated captioning in a Zoom Meeting or Webinar:

1. In a Zoom meeting or webinar that you are hosting, click Show Captions. Automated captions will begin generating and appearing in your video window.

2. Choose your speaking language. When using automated captions, English is the default language, but other languages can be selected. This tells the system which language it will hear you speak and generates captions in that language. If speaking in language A, but Zoom is expecting language B, the generated captions will be inaccurate.

3. In the meeting controls next to the Show Captions option, click the up-caret.

4. Select the Speaking language option to view other languages available for captioning. When selected, Zoom will begin transcribing your speech in the chosen language.

Notes: The availability of languages is determined by the host's automated captioning settings. The speaking language choice is set by each participant individually and is remembered for future meetings.

How to handle participant requests to enable live transcription:

Participants of your meetings and webinars can also request to have automated captioning enabled during the session. This option is available in the meeting controls, and avoids the need to request this verbally or through chat to avoid interruptions.

1. Start a meeting or webinar as the host.

2. When a participant or attendee requests live transcription be enabled, you will be prompted with the request. This request can be made anonymously, so you

may not see the name of the participant requesting this feature.

3. Choose one of the following options:

   Enable: Enables live transcription for use of anyone in the meeting or webinar.
   Decline: Decline this request to have live transcription enabled. Other participants will be able to make their own requests.
   Decline and don't ask again: Decline this and all future requests to have live transcription enabled.

4. The host can also disable the ability to make requests before any request is made when using the Windows or macOS desktop clients.

   - Click Live Transcript as the host in the meeting or webinar.
   - Disable Allow participants to request Live Transcription. This disabled the ability for participants and attendees to make these requests.