Zoom:
Captioning & Recording

Topics

- Captioning
- Recording a Meeting
- Adding Captions to Zoom Recordings in Blackboard

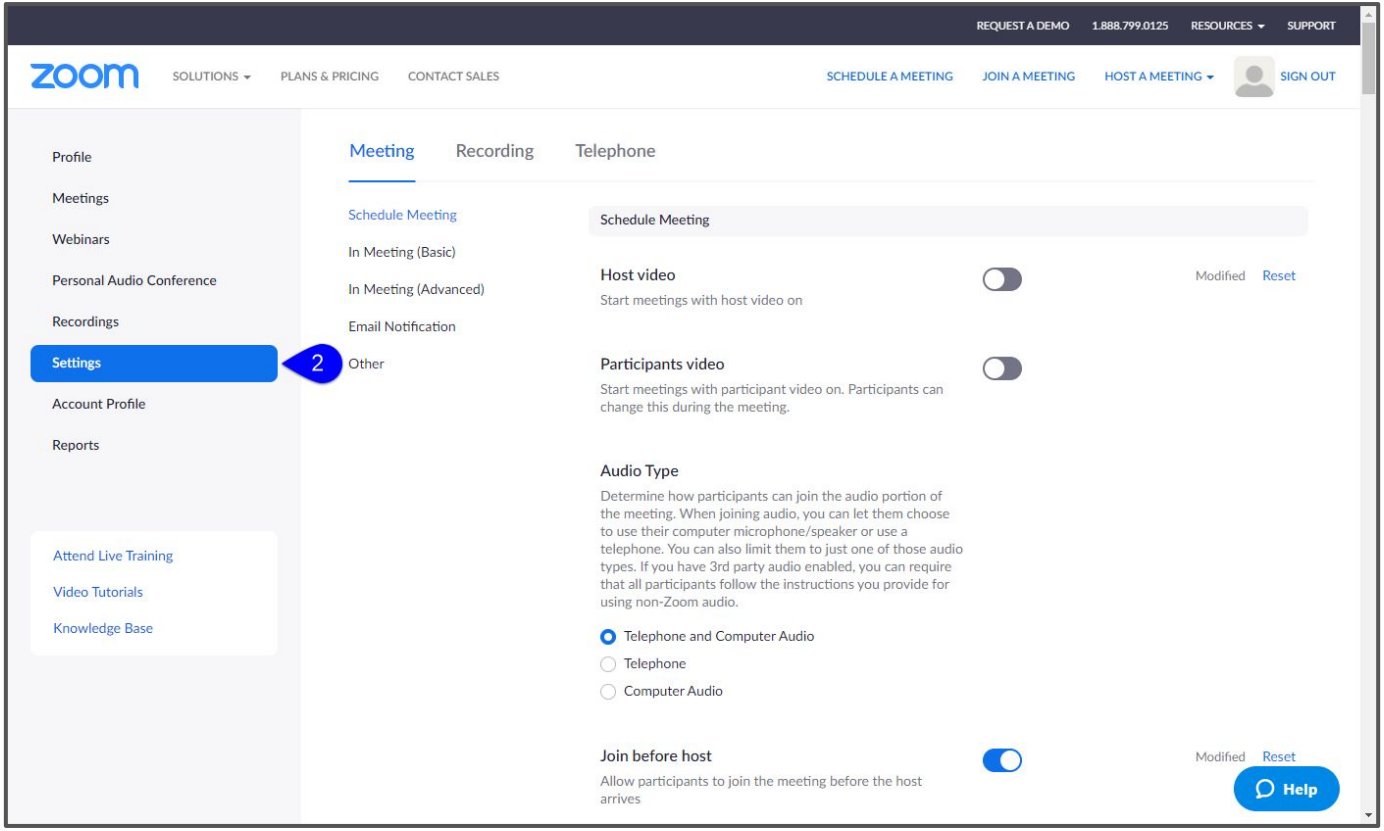
Captioning

- Live Captioning
- Cloud Recording Settings - Audio Transcript
- Viewing and Editing the Auto Transcript (Resource Link)

Live Captioning a Meeting

Enable Captioning Settings

1. Sign in to odu.zoom.us
2. Select "Settings"

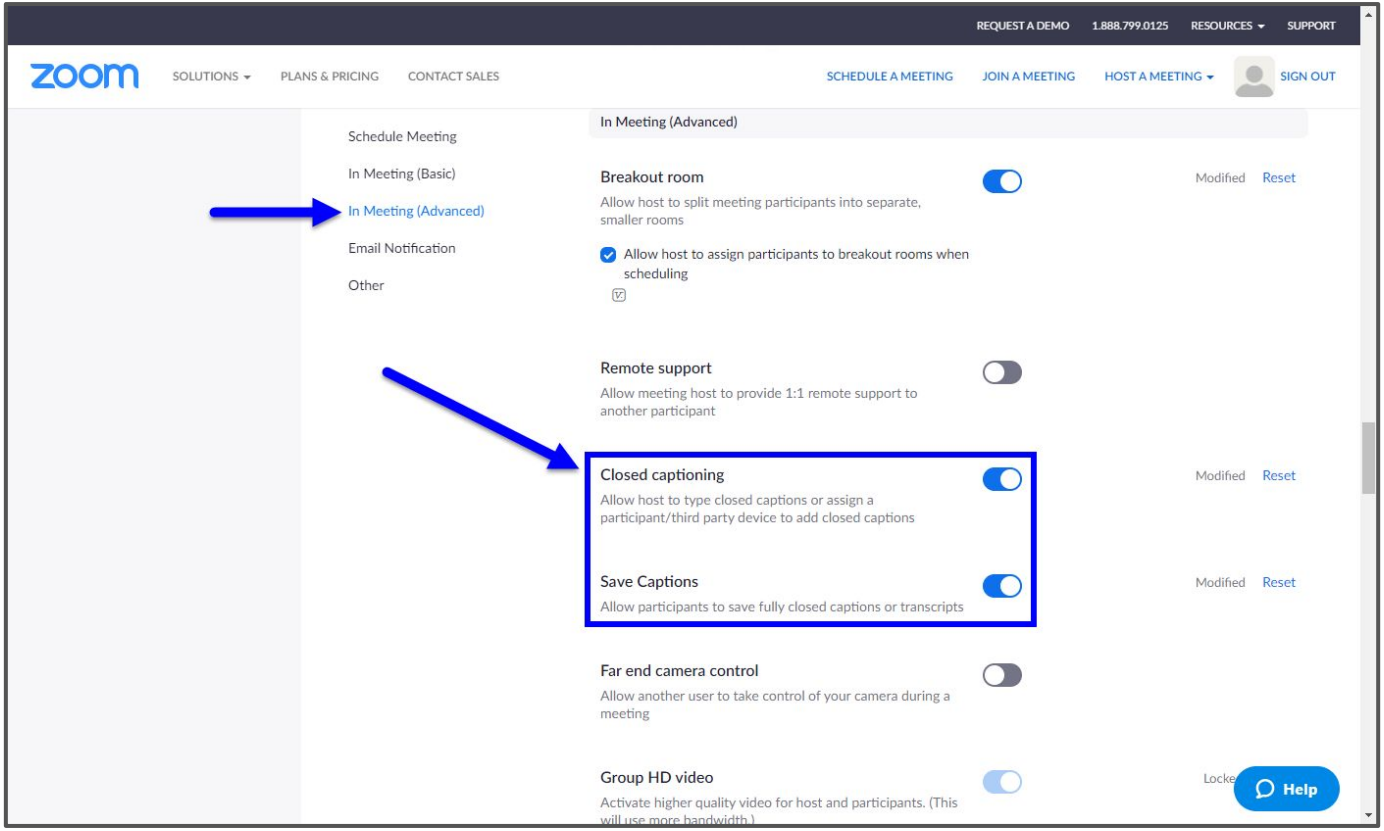


Live Captioning a Meeting

Enable Captioning Settings

3. Select "In Meeting (Advanced)"
4. Turn on "Closed captioning" and "Save Captions" settings

*ON position - circle to right and blue background



Live Captioning a Meeting

Using Live Captioning During Meeting

Watch the Closed Captioning video

See next slide for Accessibility Setting information

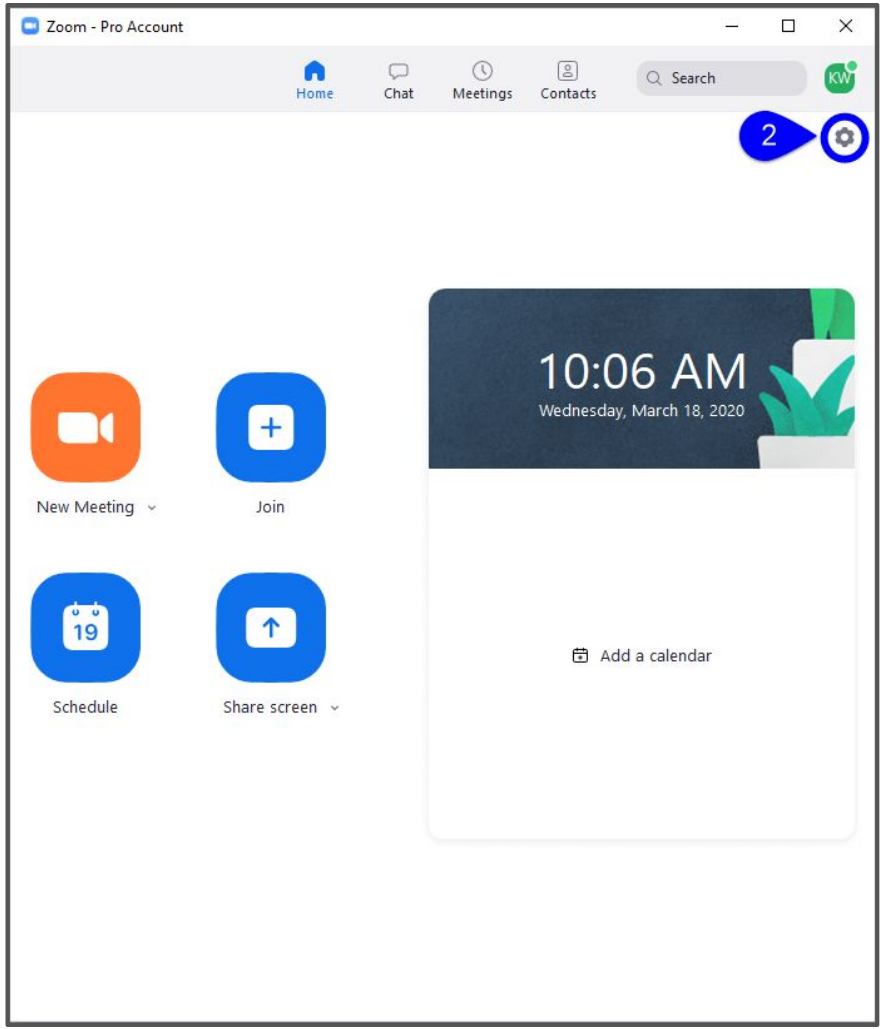
(User Interface in video differs from ODU's)

Zoom Live Captioning Video

Live Captioning a Meeting

Accessibility Settings

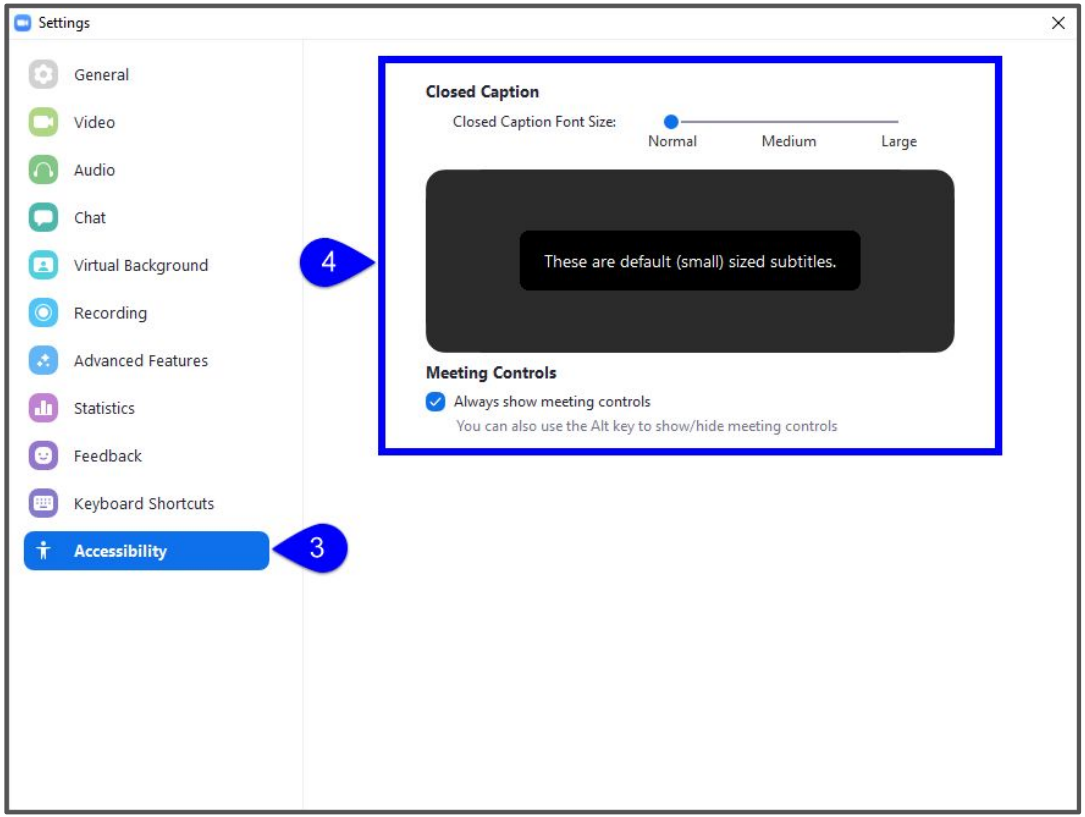
1. Sign in to Zoom Desktop Client
   - Don't have the Desktop Client yet? Download [Zoom Client for Meetings]
2. Select the "Settings" icon



Live Captioning a Meeting

Accessibility Settings

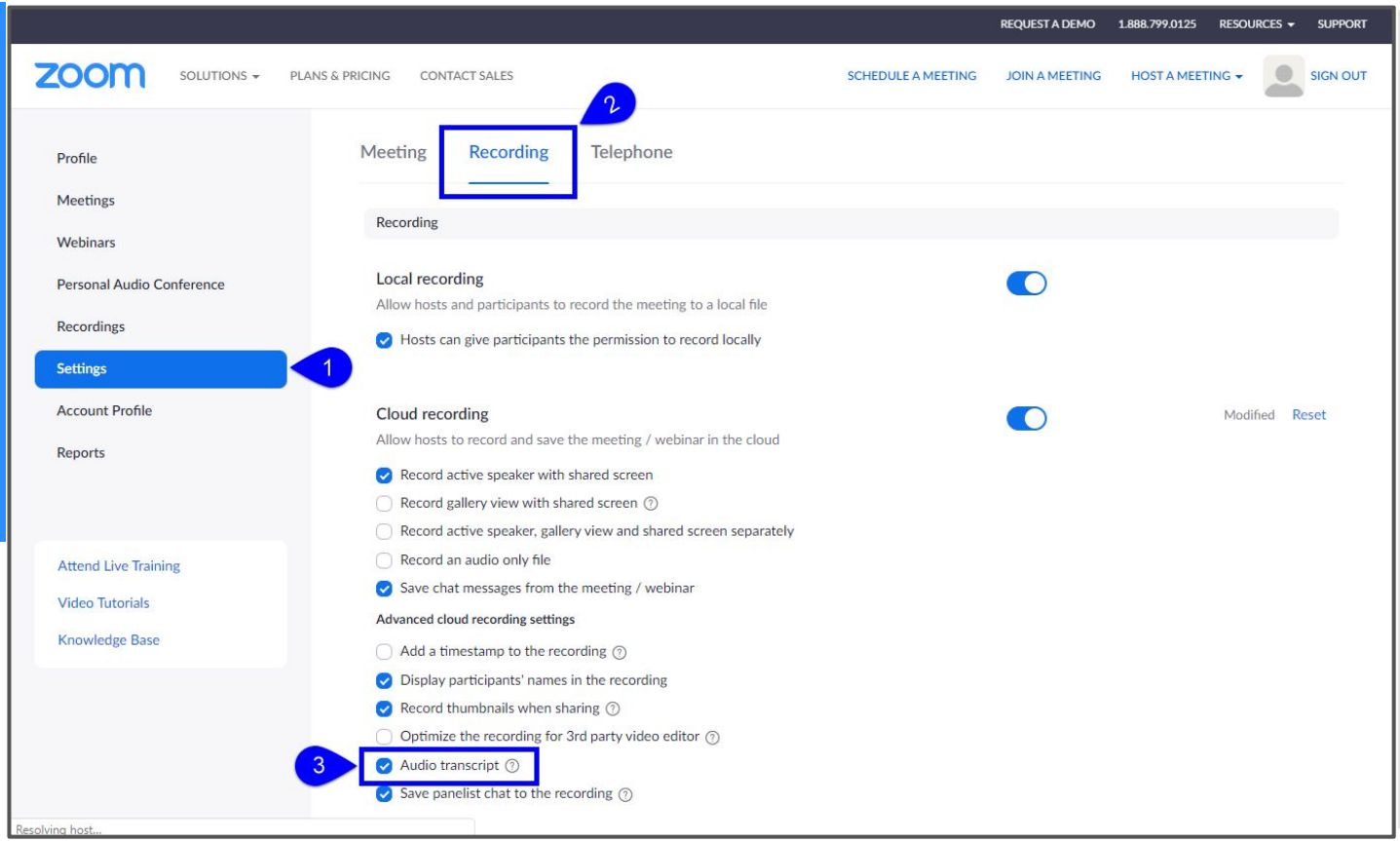
3. Select "Accessibility"
4. Change settings if desired
   - Closed Caption Font Size
   - Meeting Controls



Audio Transcript

Cloud Recording Settings Web

1. From odu.zoom.us select "Settings"
2. Select the "Recording" tab
3. Turn on "Audio transcript" under Advanced cloud recording settings

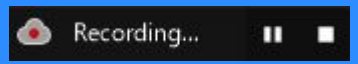


[Recording Layout Resource]

Recording a Meeting

Meetings can be recorded to your computer (Local) or to the cloud (Zoom website).

It's recommended to use the Cloud Recording option for multiple reasons:



- You can adjust cloud recording settings via the Zoom Website
- A copy is automatically uploaded to your My Media in Blackboard where it can be viewed, edited, or published
- You can still download a copy of the file from your Cloud Recordings on the Zoom website
- You can enable Automatic Transcription (useful for accessibility purposes)

As a reminder, per ODU's Recording Policies, your Zoom Cloud Recordings are automatically deleted after 30 days. Given this policy, it is best practice to turn on your Email Notification via the Zoom website (Meeting Settings, Email Notification) for "When the cloud recording is going to be permanently deleted from trash".

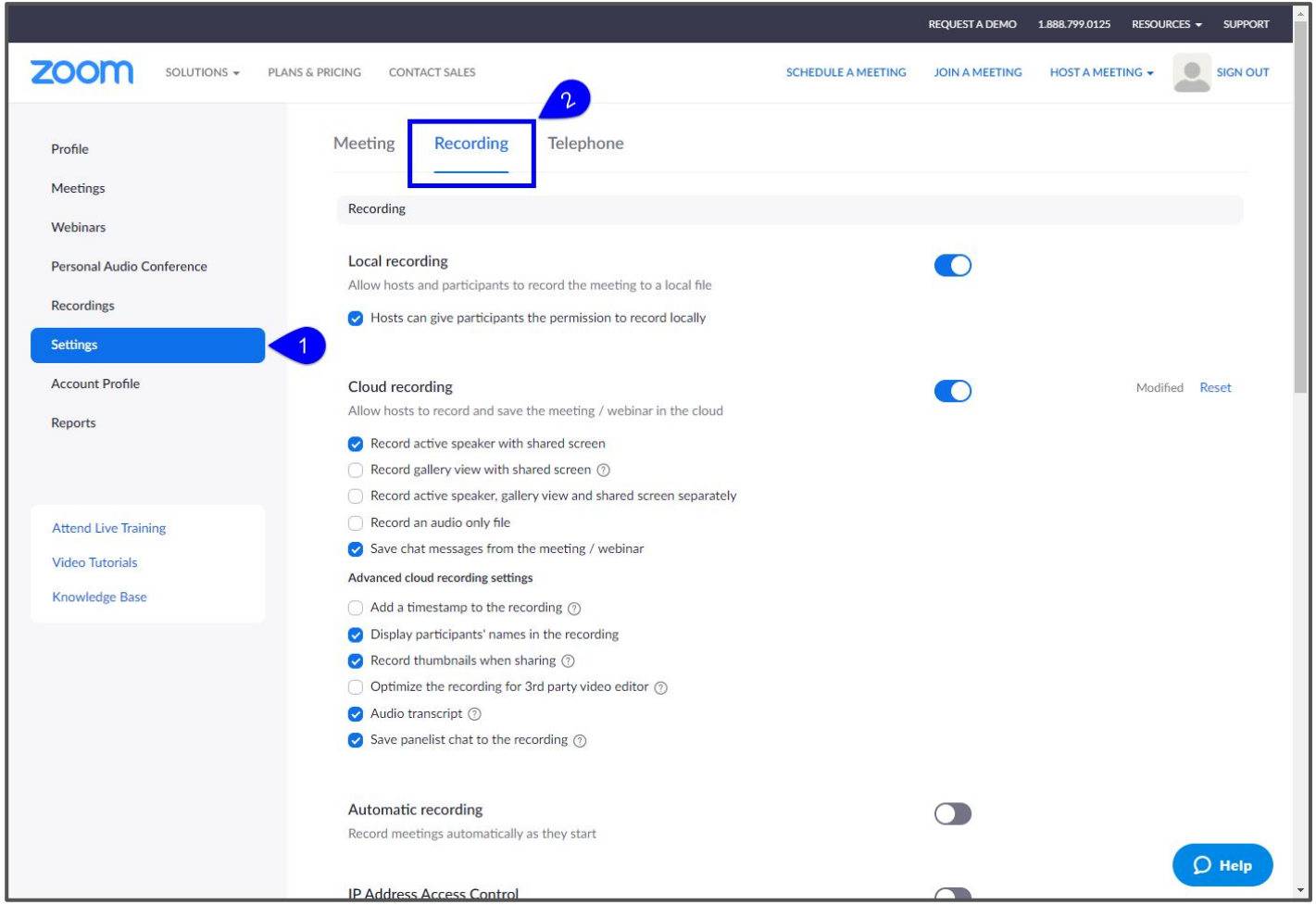
Recording a Meeting

- Automatic Recording
- Recording After Meeting has Started
- Accessing/Managing your Recordings

Recording a Meeting

Automatic Recording
Part 1

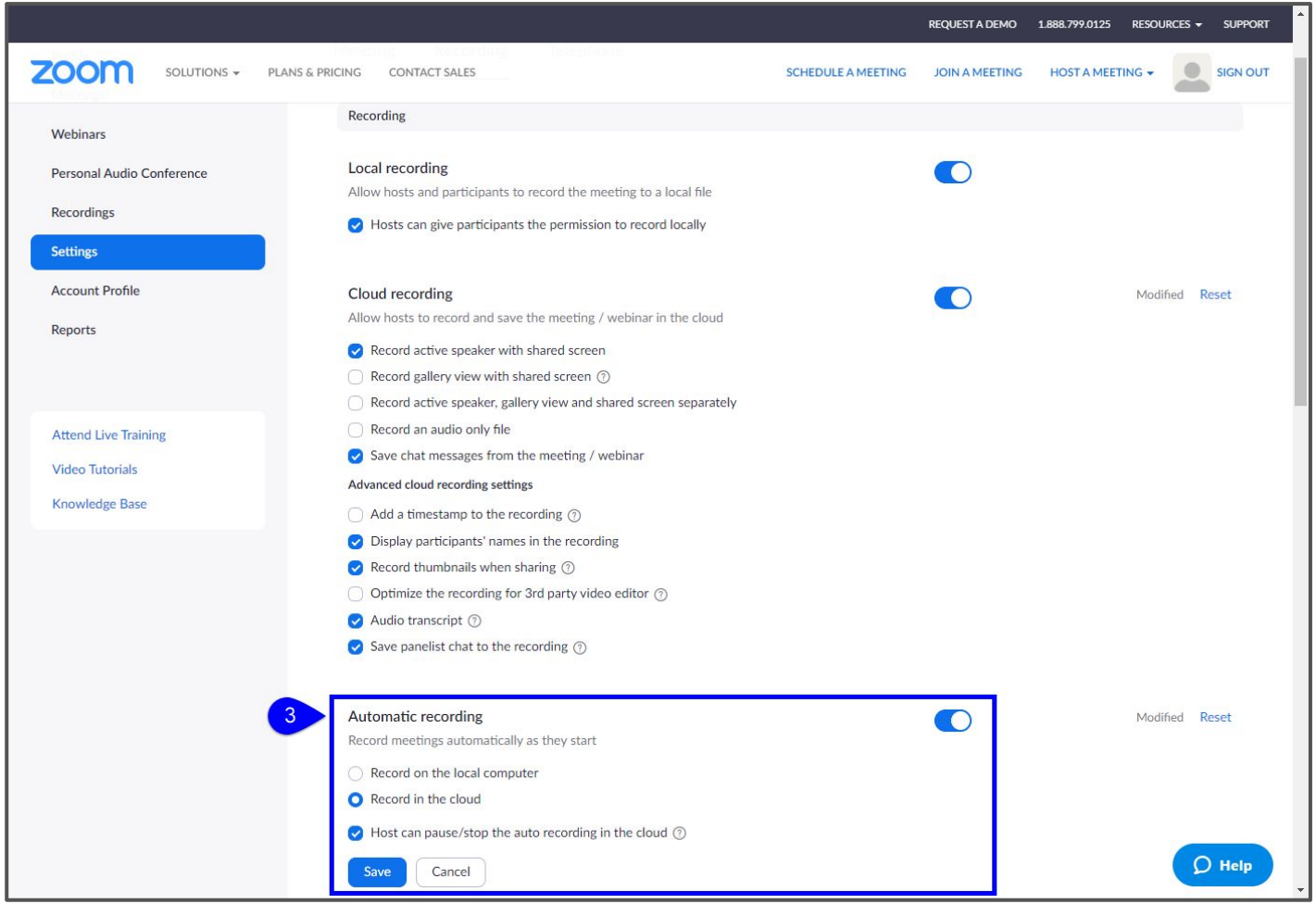
1. From odu.zoom.us select "Settings"
2. Select the "Recording" tab



Recording a Meeting

Automatic Recording
Part 2

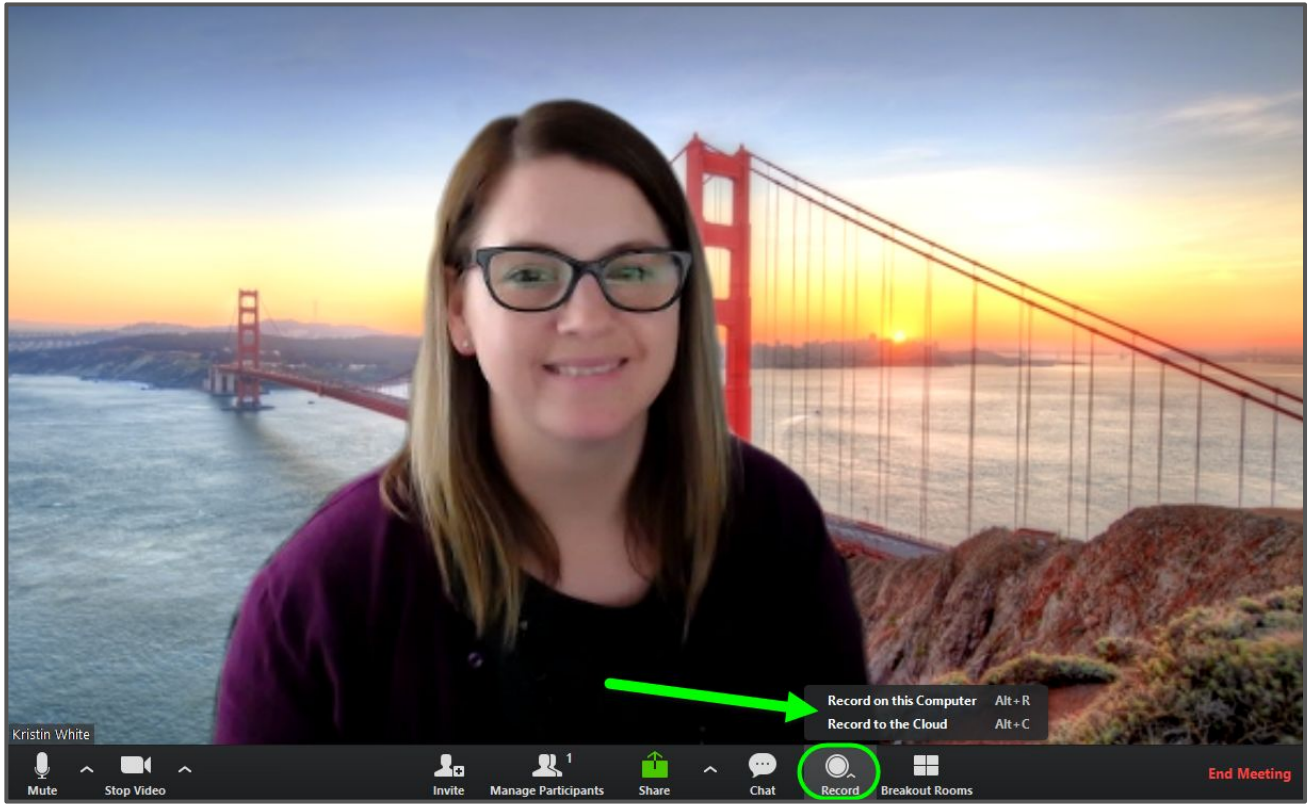
3. Turn on "Automatic recording" setting
   - Select "Record in the cloud" radio button
   - Select "Host can pause/stop the audio recording in the cloud" checkbox
   - Select "Save"



Recording a Meeting

After meeting has started

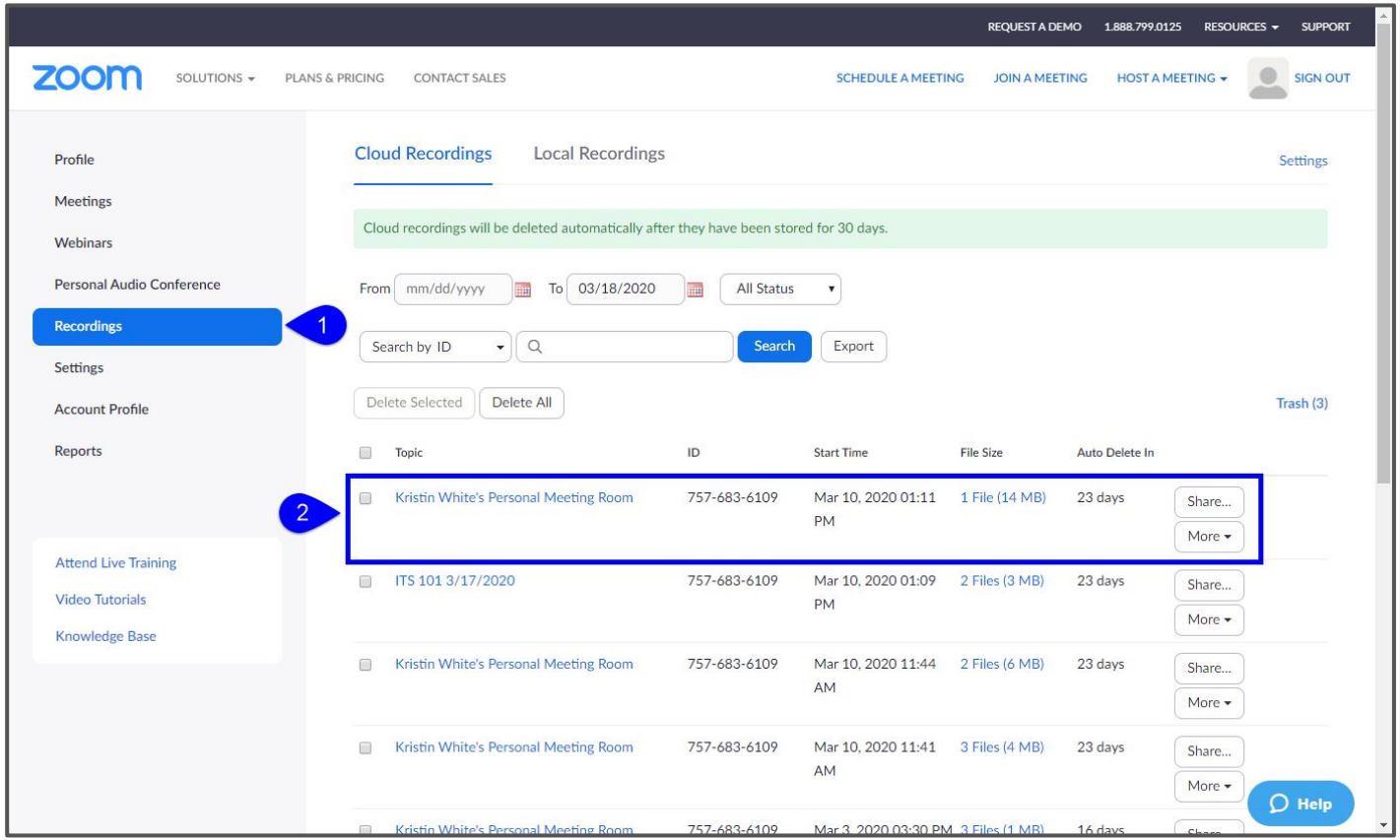
1. Select "Record" from your meeting controls
2. Select the "Record to the Cloud"



Recording a Meeting

Access/Manage Recordings

1. From odu.zoom.us select "Recordings"
2. Select a "Topic" or title of your meeting to manage/access its files

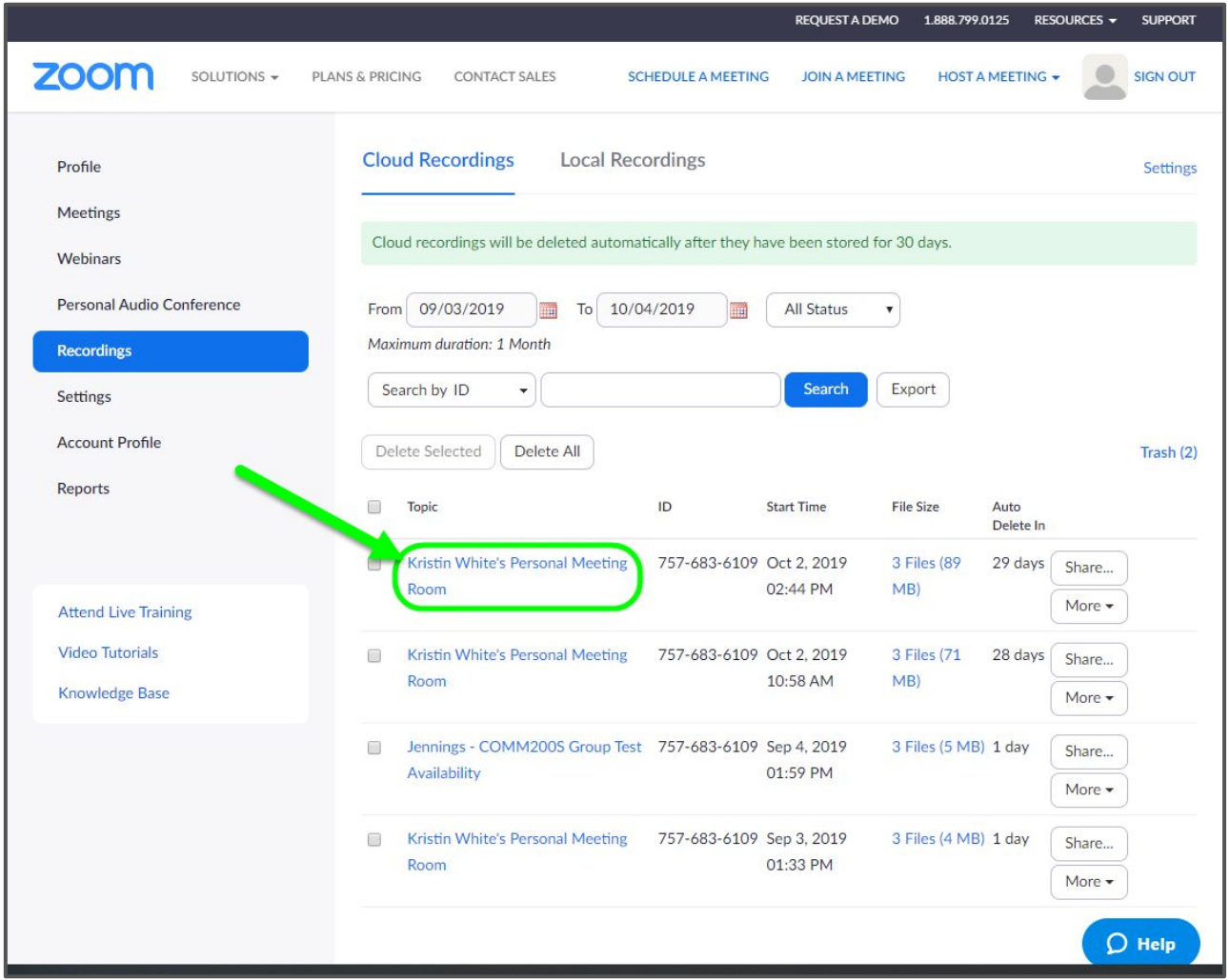


Adding Captions to Zoom Recordings in Blackboard

- Download Transcript
- Convert VTT to SRT File
- Adding SRT to Video in Blackboard

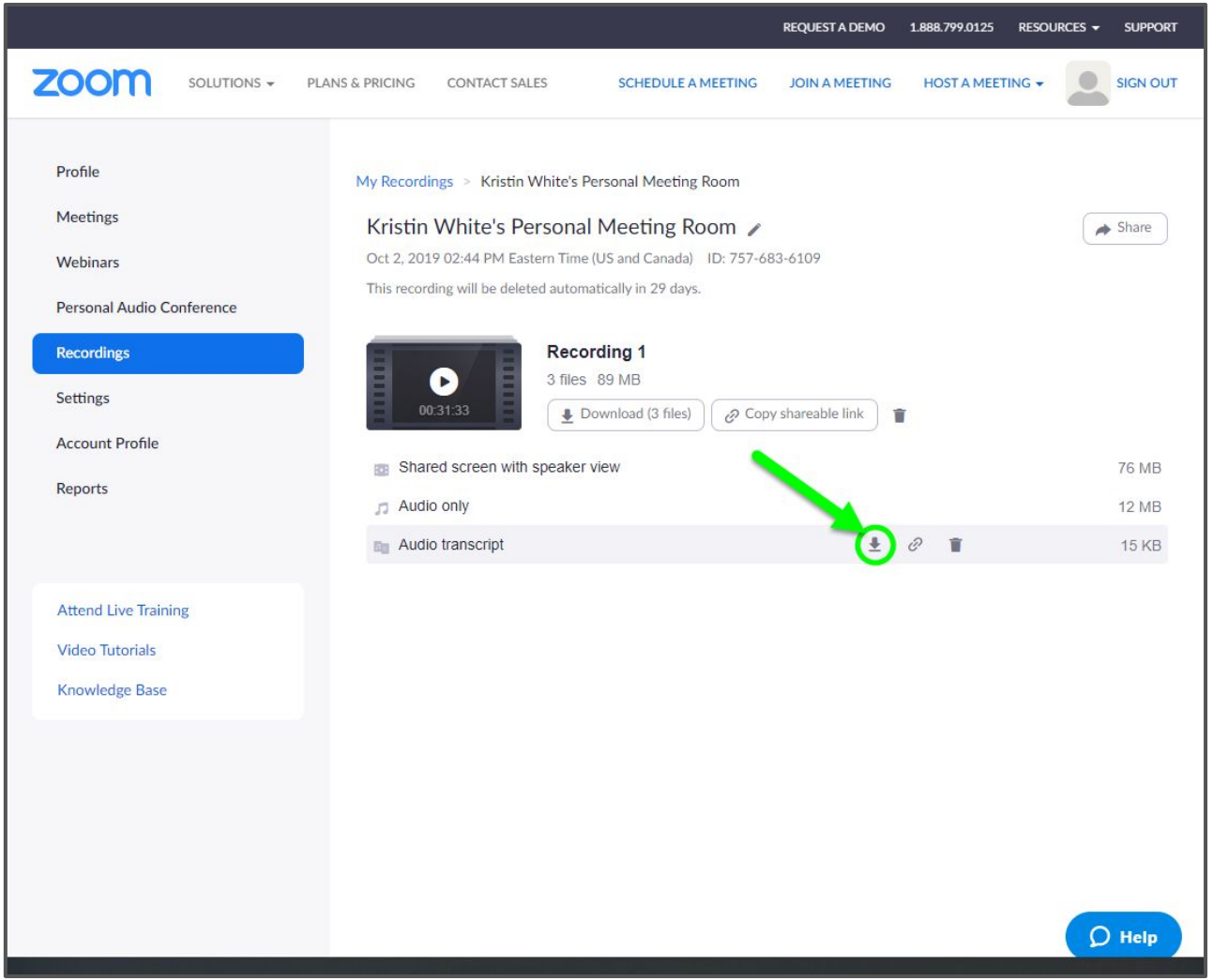
Download Transcript

1. From odu.zoom.us select "Recordings"
2. From "Cloud Recordings" select the Topic/Name of the Recording



Download Transcript

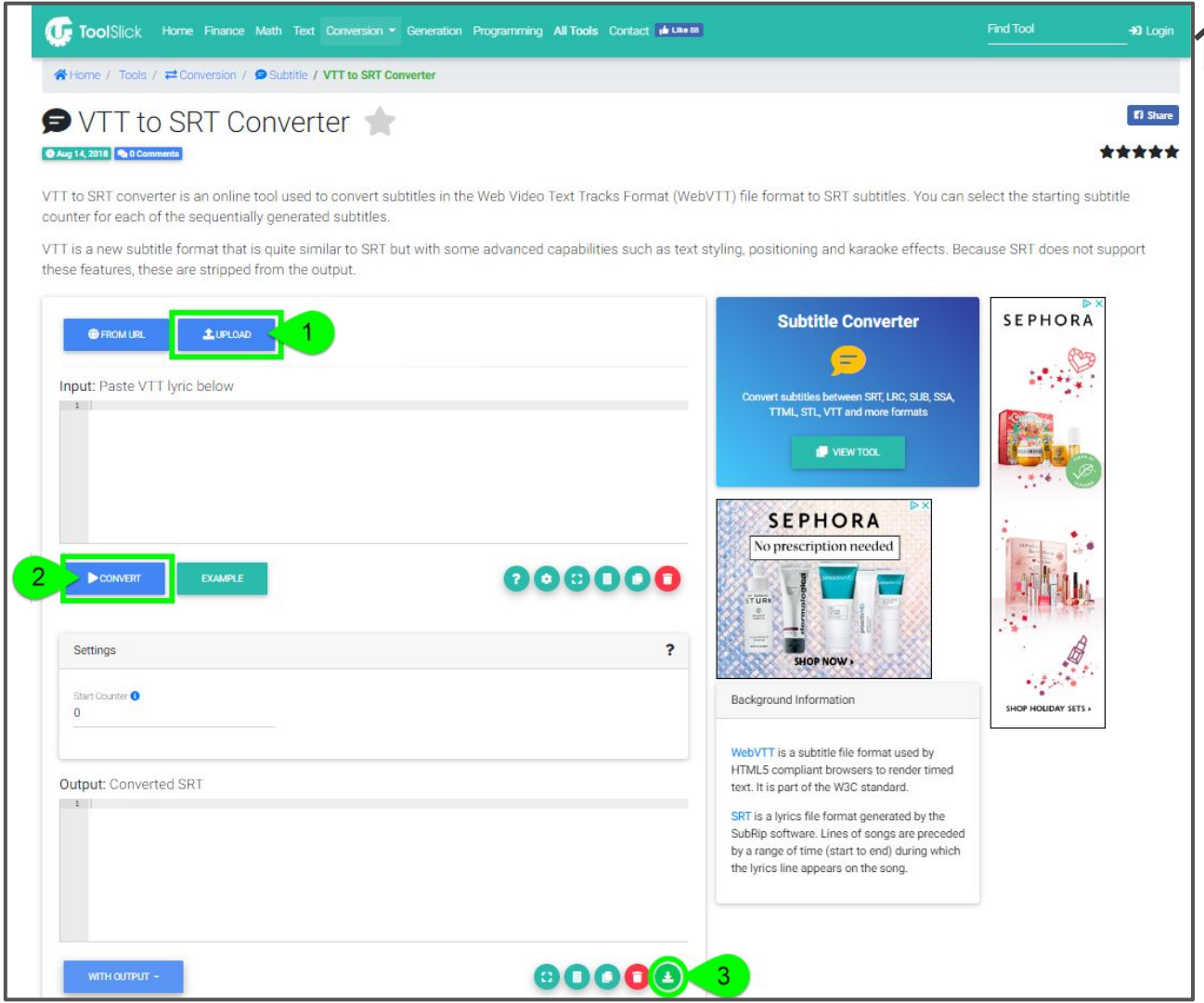
3. Select “Download” icon next to “Audio transcript”



Convert VTT to SRT File

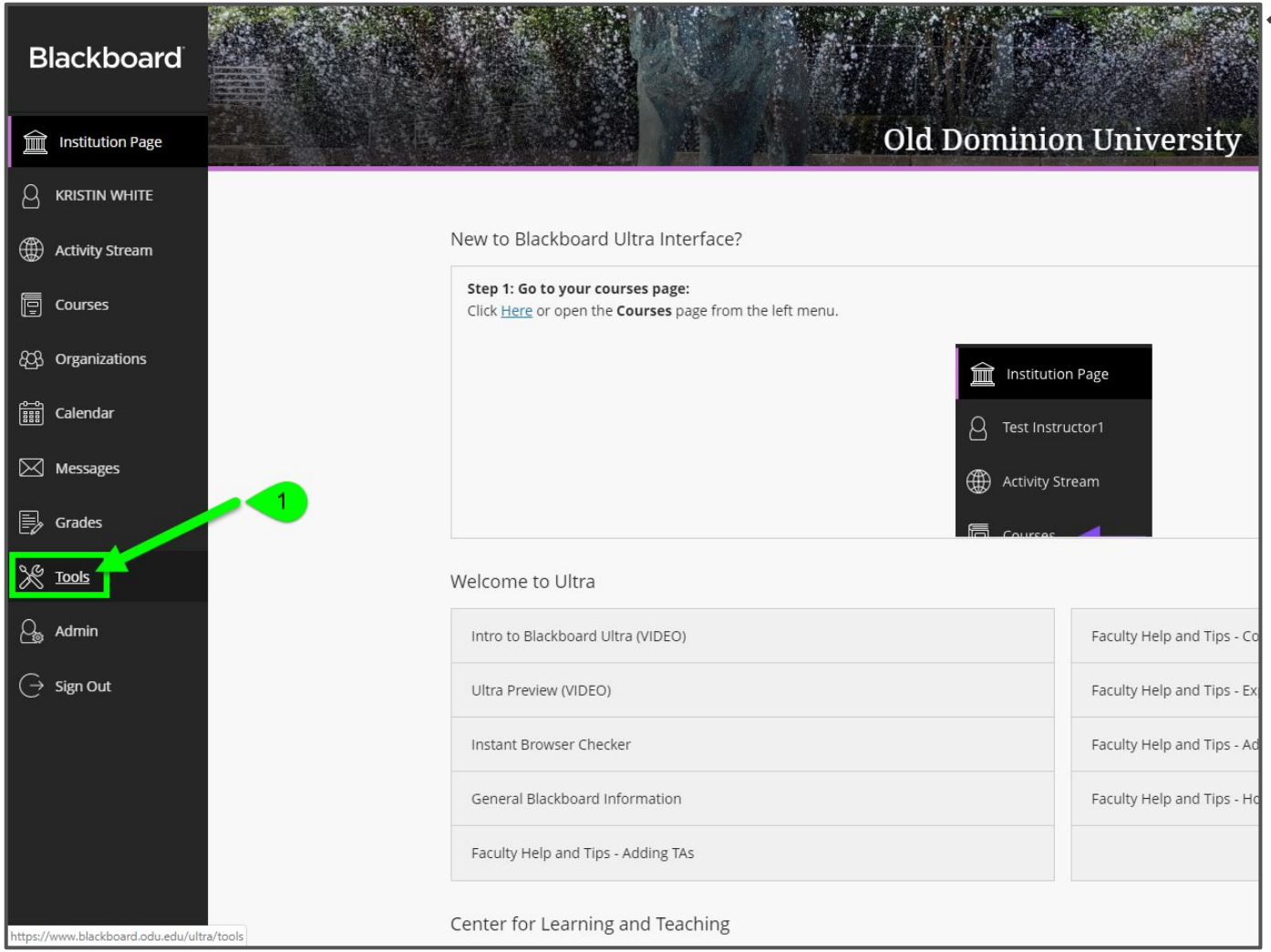
Navigate to
ToolSlick Converter

1. Select "Upload" (use VTT file from Downloads folder)
2. Select "Convert"
3. Select Download icon to obtain SRT file (saved to Downloads folder)



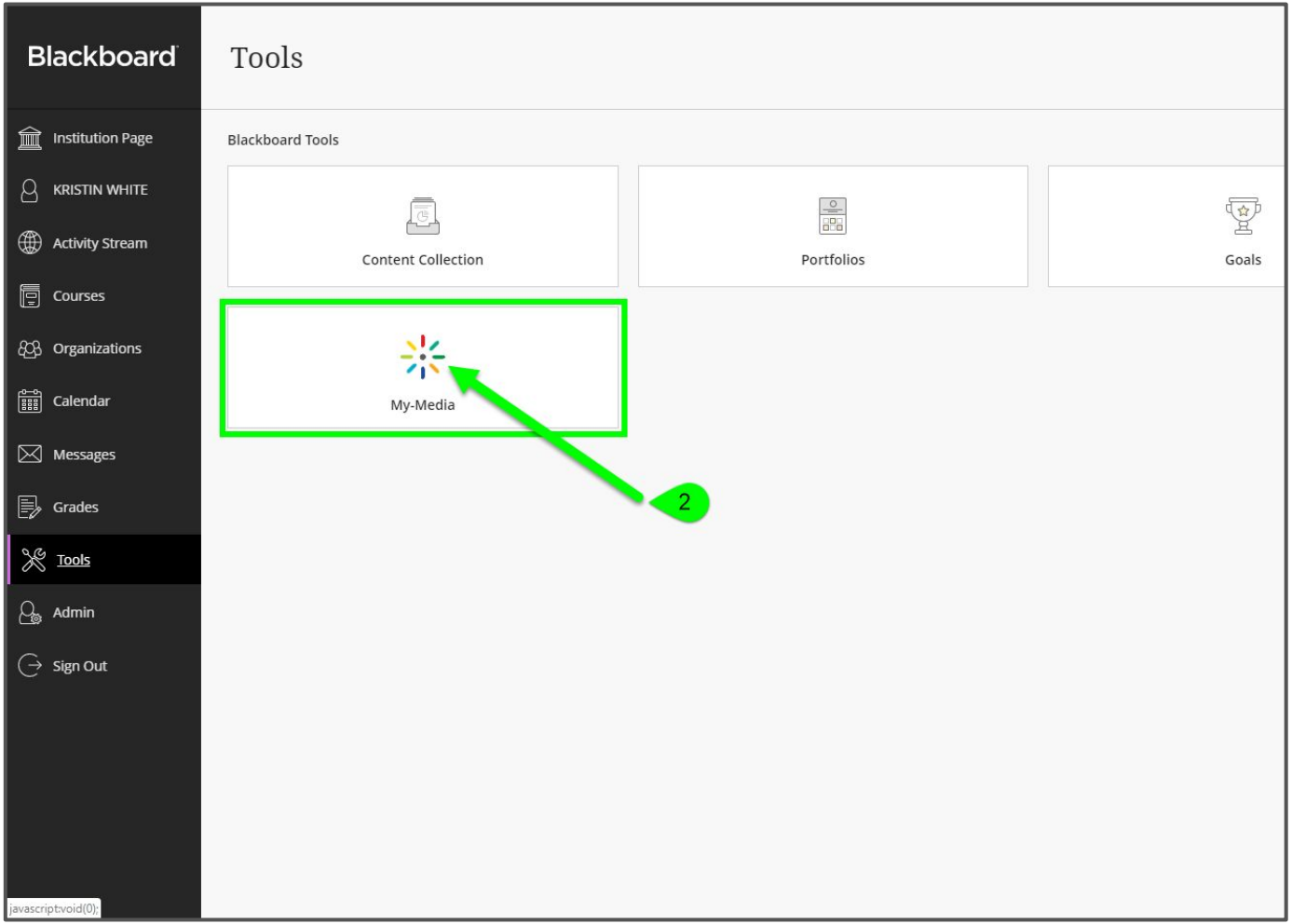
Adding SRT to Video in Blackboard

1. Select “Tools” from Blackboard Menu



Adding SRT to Video in Blackboard

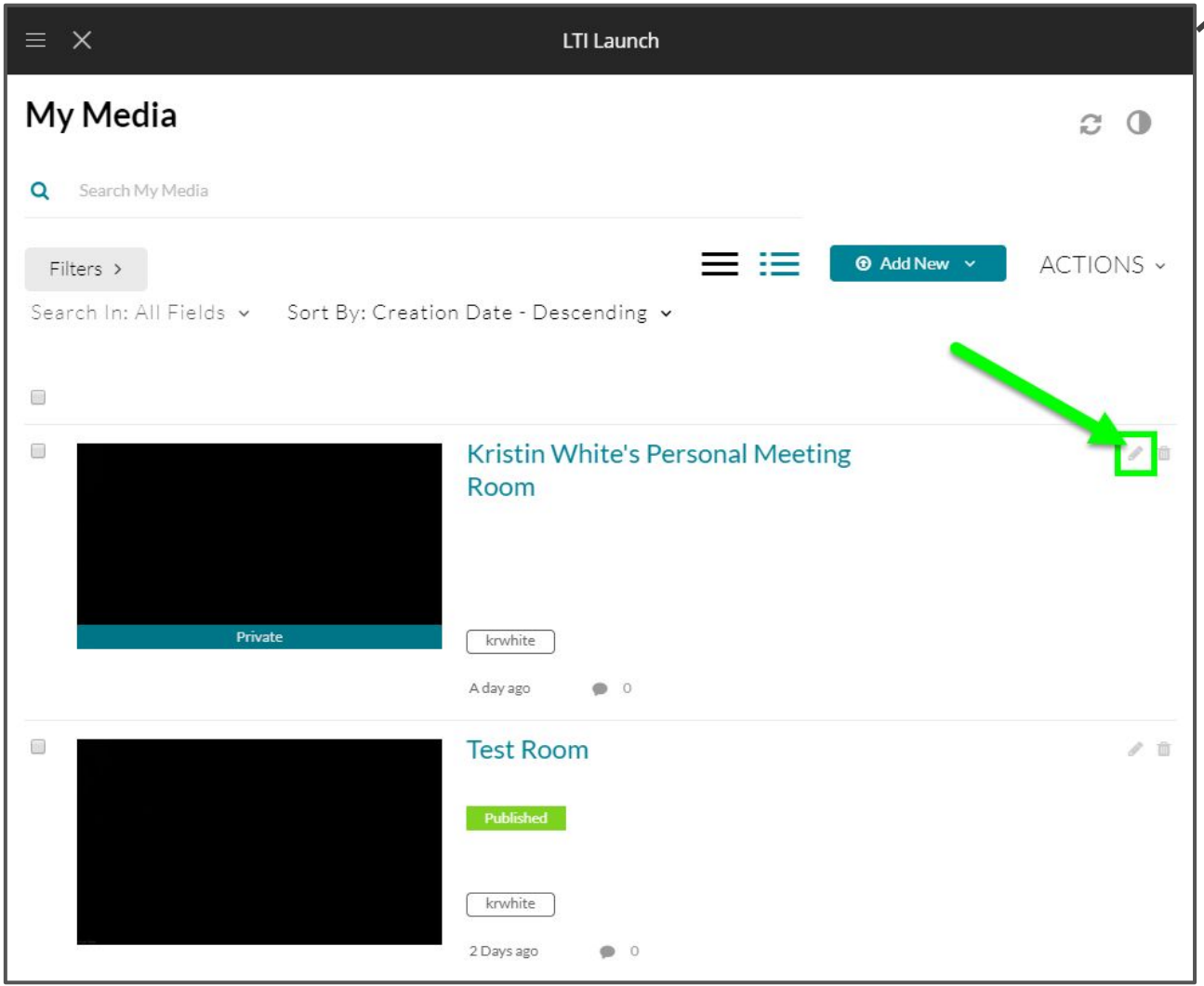
2. Select "My-Media" on Blackboard Tools page



Adding Captions

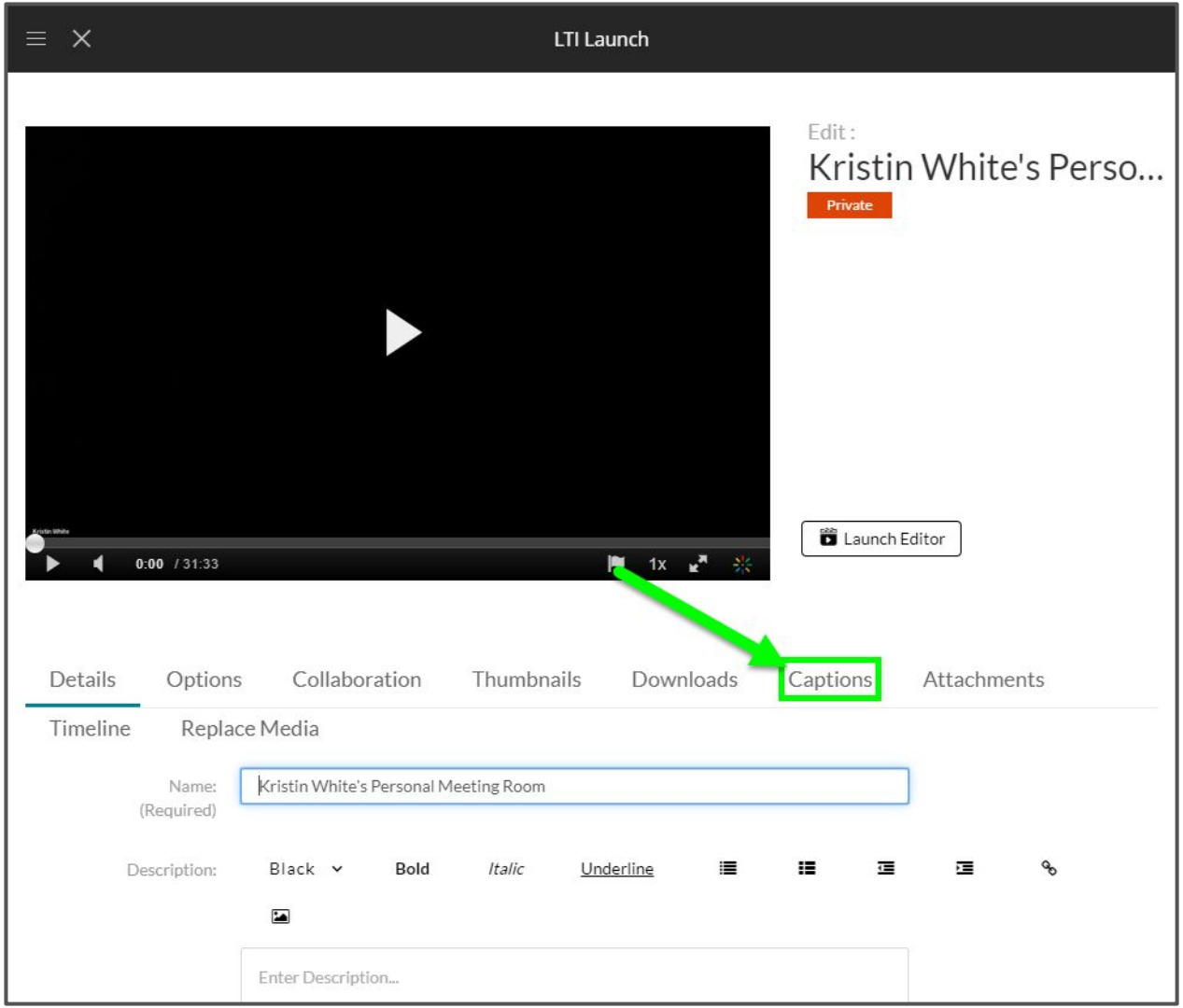
Locate Zoom Recording in Blackboard

3. Locate Zoom Recording
4. Select "Pencil" icon next to video



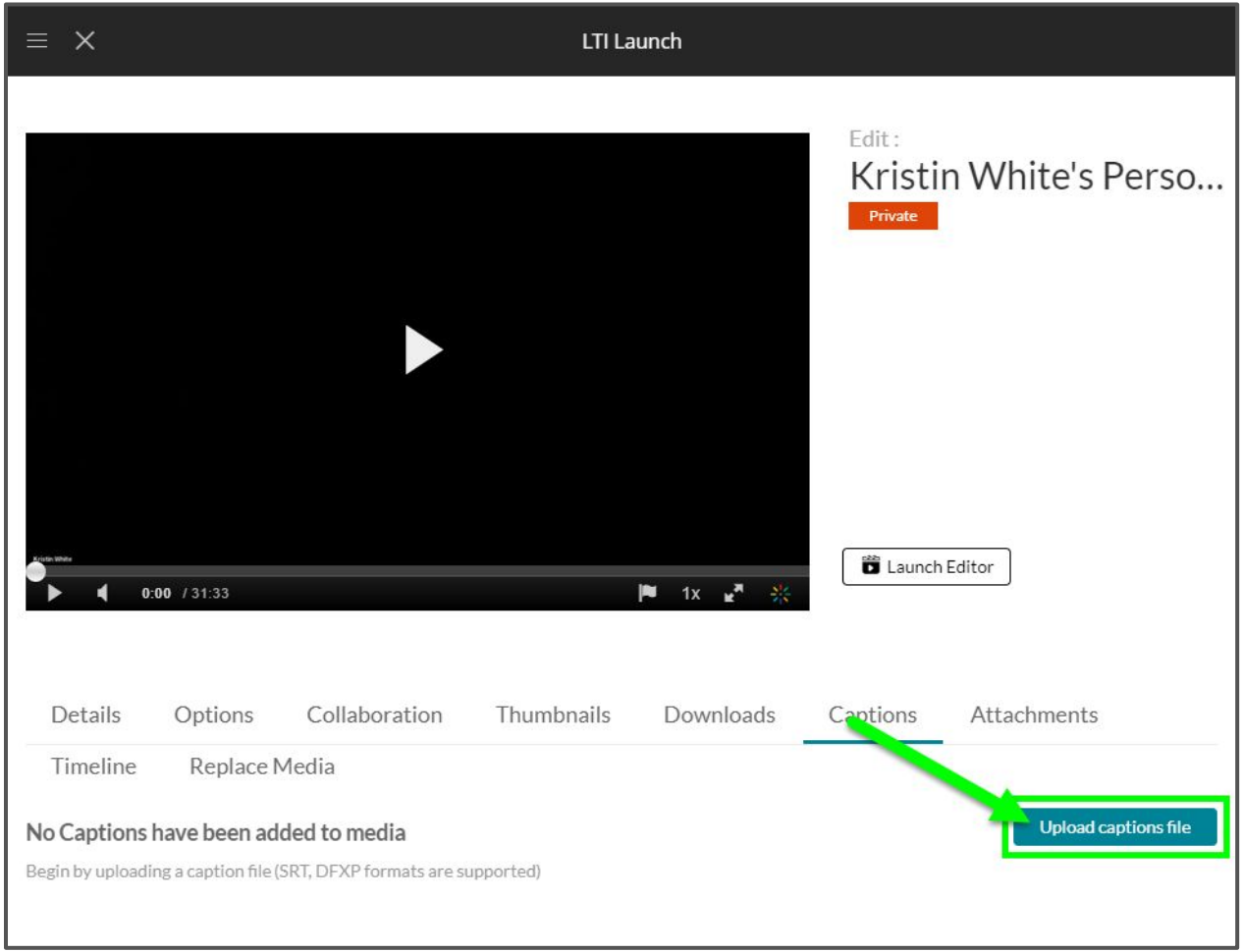
Adding SRT to Video in Blackboard

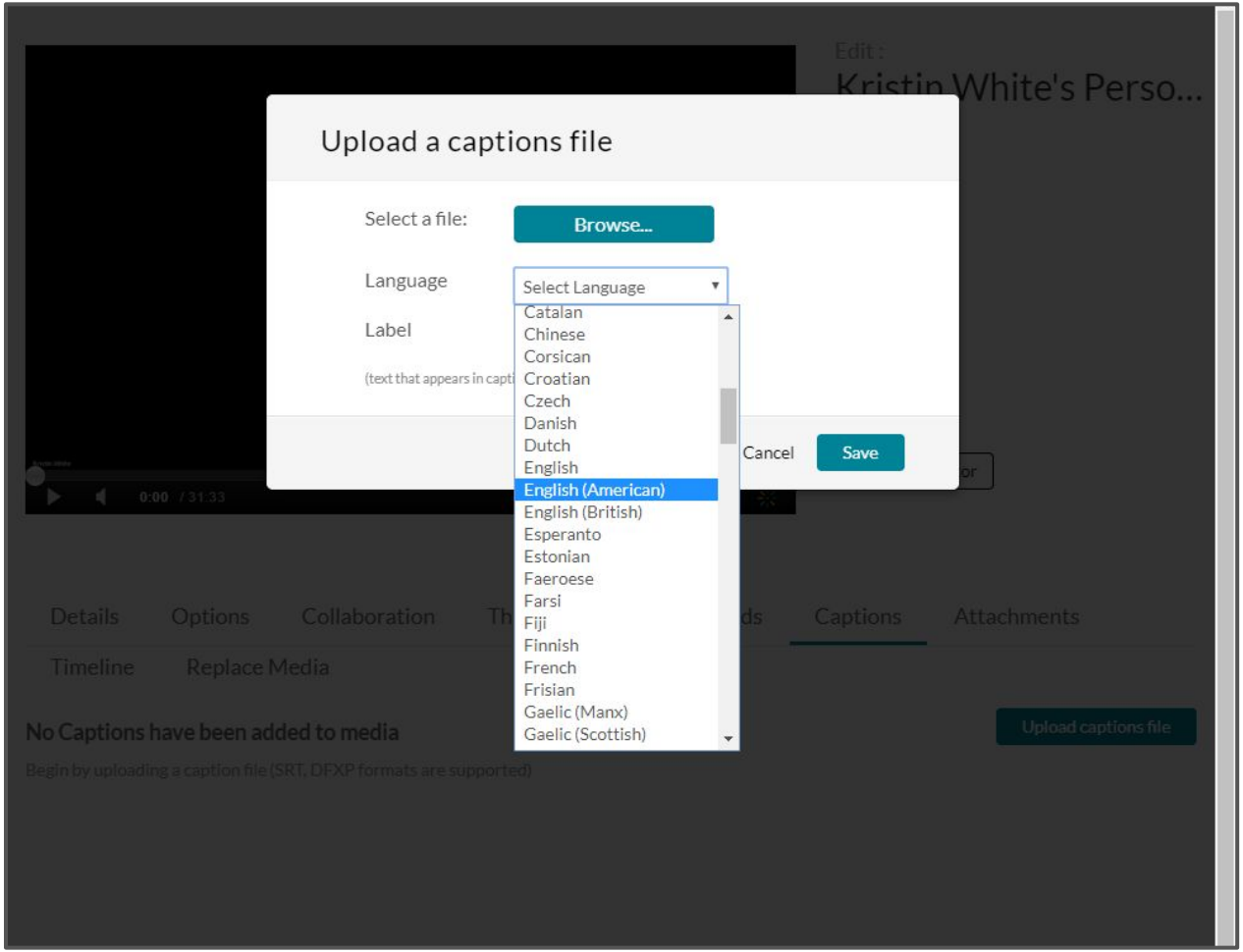
5. Select "Captions" tab



Adding SRT to Video in Blackboard

6. Select "Upload captions file" button



Adding SRT to Video in Blackboard

7. Select "Browse" and select SRT file for video (Downloads folder)
8. Select Language - "English (American)"
9. Select "Save"