# Live and Closed Captions for Remote Meetings

Captions benefit not only learners who are hearing impaired or who are second or additional language speakers; they provide clarification and promote understanding for all learners. Captions may be enabled as a real-time audio transcription during the meeting (**live** **captions**). They may also be added an audio transcription on a recorded meeting (**closed** **captions**).

Closed captions are an accessibility requirement for videos as per [Ontario policy (AODA](https://aoda.ca/the-act/#partiii)).

Note that the caption options presented here are auto generated, and they may not provide full accuracy in their transcriptions. It is important that closed captions be reviewed and edited before sharing, especially when learners require absolutely precise instructions.

## Four Ways to Provide Live Captions

### Enable Live Captions in Zoom

Zoom now allows for live transcriptions to be added during the meeting. See this link, [Closed Captions and Live Transcription](https://support.zoom.us/hc/en-us/articles/207279736-Getting-Started-with-Closed-Captioning) (Zoom), for more information.

1. In Zoom portal, enable Closed Captions
2. In Zoom room, click Closed Captions or Live Transcript
3. Enable “Auto-transcription.”

Note that the auto-transcription may be turned on or off by participants as they wish. Auto-transcription will capture all speakers’ voices, but will not indicate who is speaking.

### Enable Subtitles in PPT Slides (Presentation Mode)

PowerPoint for Microsoft 365 can transcribe words of the presenter and display them on screen while a slide deck is in presentation mode. Click [this link for instructions](https://support.microsoft.com/en-us/office/present-with-real-time-automatic-captions-or-subtitles-in-powerpoint-68d20e49-aec3-456a-939d-34a79e8ddd5f) for Windows, Mac, and web-based versions.

Notes on this feature:

* Requires PowerPoint for Microsoft 365 for Mac version 16.22.127.0 or higher
* Good for presentations, but transcribes only the presenter’s audio
* Good for slide shows, but will not transcribe when the presenter screenshares something other than the slides in presentation mode
* Place above slide if applying closed caption subtitles in recording
* Live captions cannot be edited

### Enable Subtitles Behind Another Window

When running behind another screen that is being shared, PPT subtitles can be used for a live transcription of the speaker, even if the speaker is not screensharing a PPT presentation.

1. Open PPT, enable subtitles, then put into presentation mode
2. Open a second window, then place over top the PPT window, with only the subtitles in the PPT presentation still showing below
3. Screenshare only the top screen, allowing PPT to continue to transcribe speaker audio.

Notes on this strategy:

* Requires PowerPoint for Microsoft 365 for Mac version 16.22.127.0 or higher
* Only transcribes speaker comments, not discussion from others in the meeting
* Requires a full screen/desktop or partial screen share (in advanced screenshare settings)
* Google slides has live auto-captions as well, and may be used in a similar way

### Use MS Teams Video

MS Teams has recently updated the app to include a live caption option which may be turned on and off by any user in the room.

1. Send an MS Teams invite
2. Open MS Teams, and invite participants to join
3. In Teams, click Closed Captions

Notes on this strategy:

* Requires use of MS Teams
* Enables all participants to see the live transcript for everyone who is speaking
* Allows every participant to enable or disable as per personal preference

## Three Ways to Provide Closed Captions

### Zoom Closed Caption Recording

An updated version of Zoom provides a subtitle option, which must be enabled in advance of the recording. Subtitles may be saved along with or separately from the recording.

1. Enable subtitles in Recordings/Setting

2. Record the presentation

3. After meeting ends and subtitles are created, log into Conestoga portal

4. Review transcriptions and edit for accuracy

5. “Trim” the recording (beginning and ending only)

5. In recordings, click “Share” recording

Notes on this strategy

* Closed captions will capture all speakers in the meeting, even if there is no screenshare
* Students must sign in to view recording and subtitles
* Live captions will be recorded; if they are below slide then subtitles might not be easily visible
* Enable before recording - Subtitles will not be generated if they are enabled after the recording
* Recordings that are downloaded to a local device will not be subtitled.

### MS Stream Closed Caption Recording

MS Stream is and Office 365 app that is like Youtube, but for Conestoga employees only. Downloaded Zoom recordings may be uploaded and shared using Stream, and MS Teams videos are saved here as well.

For Zoom Recording

1. Download local copy of Zoom cloud recording
2. Open MS Stream and upload video
3. Trim video and check auto-subtitles
4. Set permissions and publish

For MS Teams Recording

1. Set up a meeting in Teams
2. Join the team, share the screen and record
3. The video is recorded into Stream
4. Use the guide below to share with users/team

Click here for the [user guide to share with user/team](https://microsoft365pro.co.uk/2019/07/13/teams-real-simple-with-pictures-setting-up-a-video-channel-for-the-team/)

Notes on this strategy

* Good for when middle part of recording must be deleted before sharing
* Default is to share video with all Employees at Conestoga
* Students must be added to a group manually before sharing only with them
* MS Teams can add Forms throughout recording
* Editing features are minimal

### Youtube Closed Captions Recording

1. Download video file
2. Sign into Youtube
3. Upload Youtube file
4. Edit and set permissions

Click here for the [user guide to upload a video to Youtube.](https://support.google.com/youtube/answer/57407?hl=en&co=GENIE.Platform=Android)

Notes on this strategy

* Most advanced strategy
* May set video to public, private, or unlisted
* Good for when video needs to be edited or shared with wider audience
* Do not share student information or discussions in a public Youtube video