How to Caption Videos with Zoom

Thanks to Brandon Drake– Disability Services

Why should you caption your video?

- Improve accessibility
- Give access to deaf and Hard of Hearing users
- Improve comprehension
- Text with audio is helpful for ESL students and students with auditory processing challenges
- Be more flexible
- Someone can watch it in the library if they forgot their headphones

Captioning with Zoom

Use Zoom when you want to make a recording of something you can show on your computer. Some examples:

- Saving a PowerPoint presentation with audio narration
- Creating a walkthrough of how to use a website
- Creating a walkthrough of software
- Showing people how to caption using Zoom

Using Zoom: What you will need

- Zoom license through UMass Lowell
- How can I tell if I have a license?
- Go to your settings in Zoom
  Screenshot to the right
  Get a license from IT website: https://www.uml.edu/it/services/software/zoom.aspx

Settings that you want to make sure are active-

Cloud Recording is turned on.
Audio Transcripts is turned on.
Note:

If you are playing audio on your computer that you want to be recorded, be sure to check “Share computer audio” when you click on the “Share Screen” button.

**Recording within Zoom**

When you record, select “Record to cloud” as it will not get captioned if you record locally.

“Audio Transcript” should be on by default, but just double check.

**Stopping a Recording**

Leave the meeting or click “stop recording” in the same place that you started it, either way will stop the recording.

You will get two confirmation emails from Zoom, one to let you know that a cloud recording is available while the other tells you that a transcription is available.

Note: If you didn’t make a cloud recording, but instead made a local recording, all is not lost. Contact our office and we can assist.
Checking & Editing the transcription

To check on your recording, log into the zoom website to view your recordings.
Click on Recordings and select Cloud Recordings
Click the one you want in order to edit the captions.

Editing the Transcript

Click the play button inside the film reel to play your video and edit the captions
The transcript will show up on the right-hand side.

If you hover your mouse over the transcript, an edit button the in the shape of a pencil will show up.
Click the pencil and edit the text so it is correct.
Click save when you are done.
That’s it! Close the window when you’re done.