Utilizing Auto-Generated Subtitles for Synchronous or Asynchronous Sessions

Notes:
- The process described herein has not been verified for compliance with ADA standards or requirements regarding translations services for students or patients. Please contact Learning & Disability Resources or clinical leadership for questions regarding these services.
- These steps and the screenshots were assembled in July 2022, software updates may have occurred since which may have caused the individual steps to have changed. If you have questions, please email the TLC (tlc@atsu.edu)

English Subtitles
The following steps describe a process for enabling auto-generated English subtitles in Zoom.

1. Before starting, you must first check that you have enabled the subtitle and transcript functions through your Zoom settings.
    a. Go to www.zoom.us/signin and login in to your Zoom account
    b. Navigate to Settings, then under Meeting, select In Meeting (Advanced)
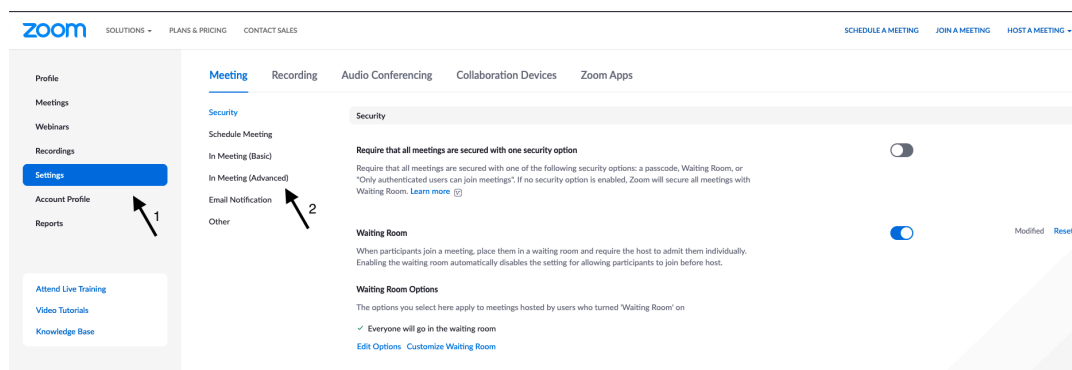
    c. Scroll down to where you see the options for Closed captioning and Save Captions. Toggle closed captioning on and ensure that you have selected all 3 check boxes. Next toggle on Save Captions.
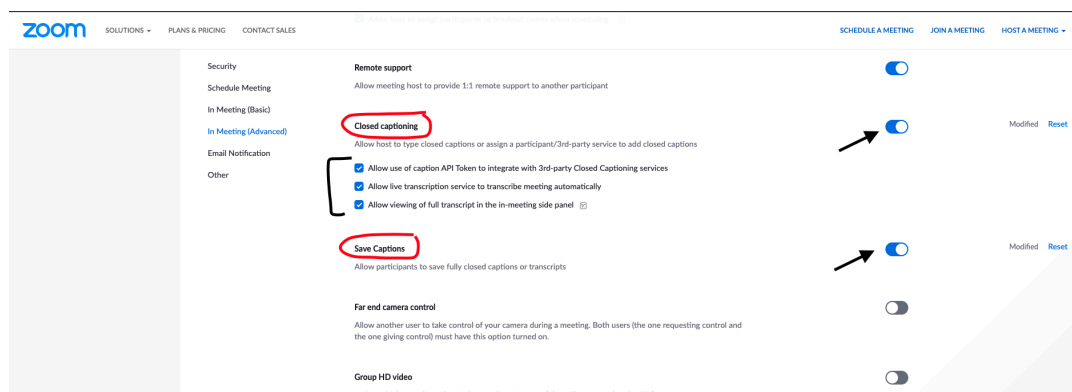
d. Navigate to the Recording Settings. Under Cloud recording, ensure that the option for audio transcript is enabled.
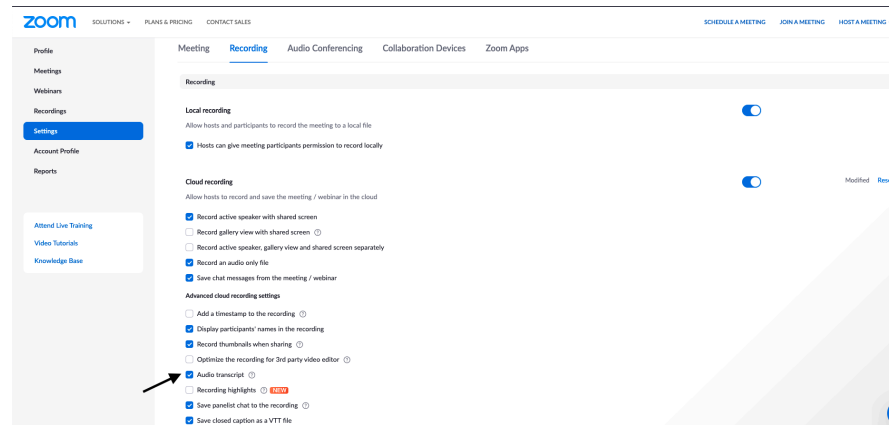

Now that you have enabled the settings, you are ready to use them in Zoom.

2. For synchronous meetings you have the option to turn on closed captioning/subtitles and/or the transcript. Please note, the host of the meeting can turn on the live transcription. However, each participant in the meeting must turn the captions and/or transcript on for their own viewing. Be sure to inform your participants that they will need to do so.

   a. Find the Live Transcript button at the bottom control panel in Zoom. This button should appear to the right of the green Share Screen button.
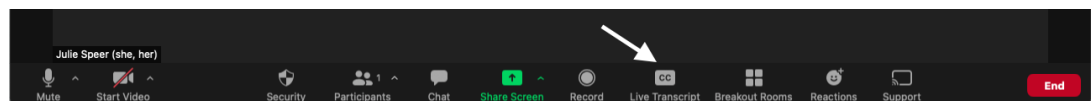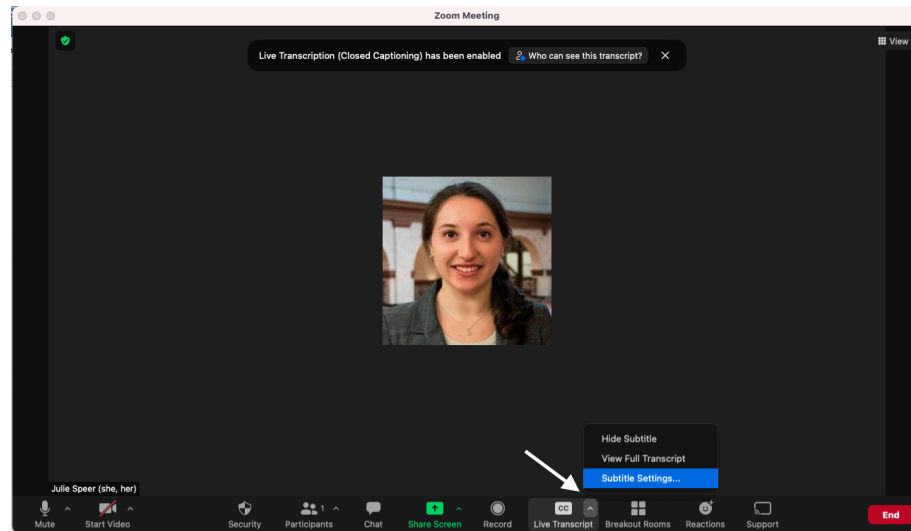

   b. Upon clicking the Live Transcript button, you should see multiple options for transcription. To use the auto-generated transcription, click "Enable" on the option for "Live Transcription." This should be the last option in the menu that appears when you click the Live Transcript button from the main control panel.
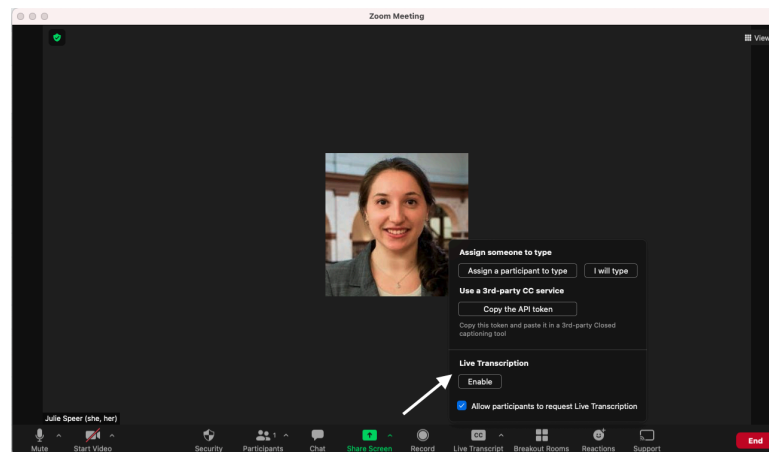
c. Now that the live transcription is enabled, speech will be transcribed and will appear as closed captioning at the bottom of the screen. Remember that each participant will need to turn on/off their own subtitles on by clicking the Live Transcript button on their own Zoom screens.
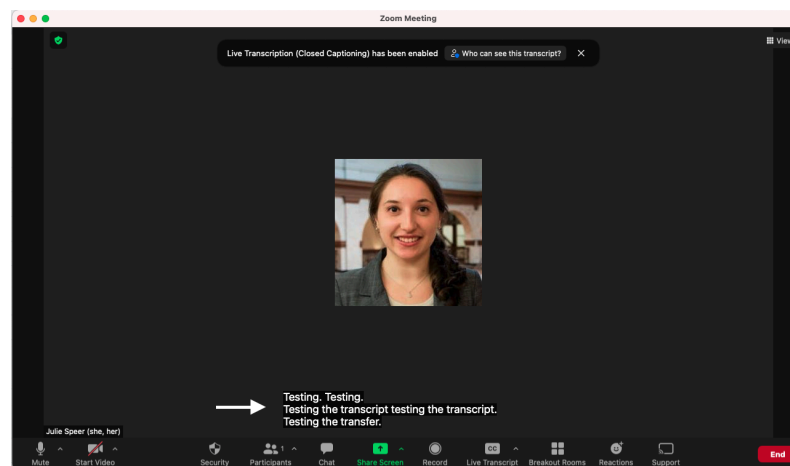

d. The appearance of the subtitles can be modified by clicking the Live Transcript carrot (^) on the Live Transcript button and navigating to Subtitle Settings. This will open the Zoom settings window and you can edit the size of the captioning font.

e. In addition to showing the subtitles, you can also turn on a full transcript of the meeting. Again, click the carrot (^) on the Live Transcript button and select View Full Transcript. Like the subtitles, participants will need to turn this on or off to see this feature on their own Zoom screens.
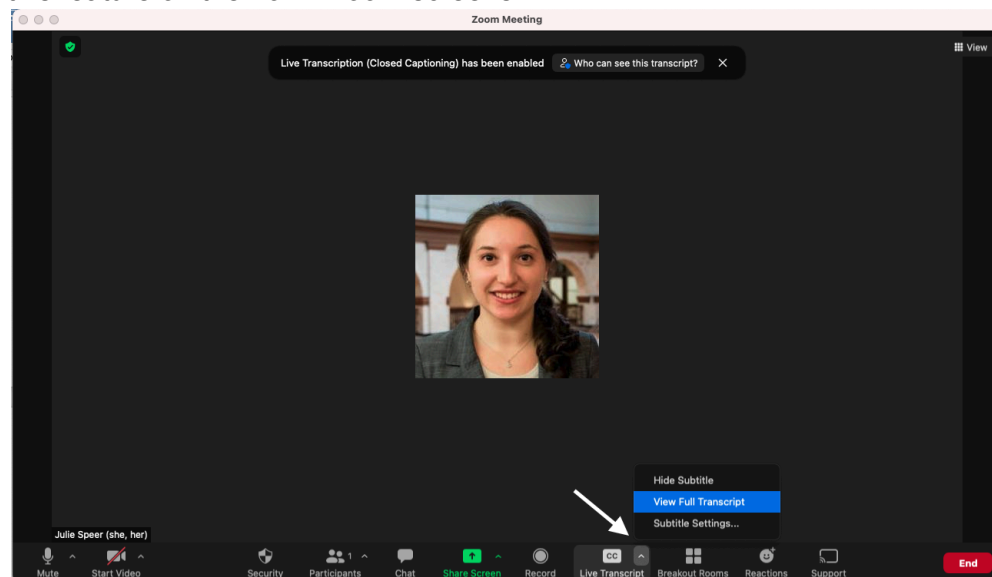

f. When in gallery or speaker view modes, the full transcript will appear on the right side of the Zoom window (white arrow) much like the Participants or Chat boxes.
   i. You or the participants can save the transcript at any point in the meeting by clicking the Save Transcript button (black arrow) at the bottom of the transcript window. Clicking this button will download a text (.txt) file of the transcript.
   ii. Be sure to save the transcript *before* closing the Zoom room, as it will not be available to save once the room is closed. If you do not want to allow your participants to save a transcript, you can disable that setting from the settings of your profile via www.zoom.us/profile (See Step 1C above).
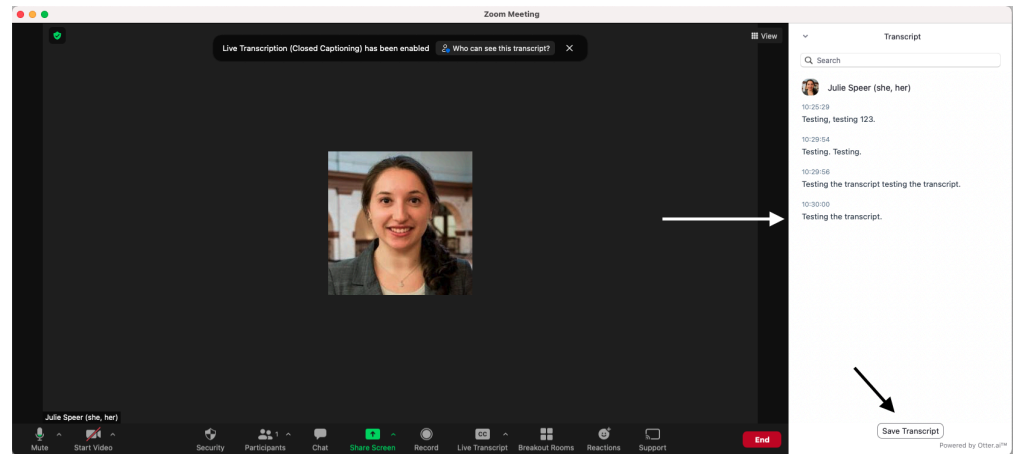
iii. The transcript box shows a search bar that can be used to search for key words in the full transcript. You can type a word into the search bar, and if present, the word will be highlighted in the transcript.
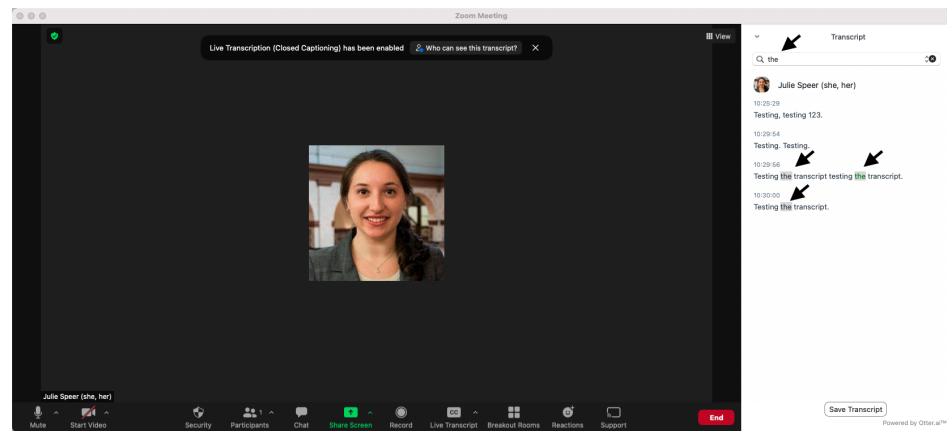

iv. If you are in full-screen mode in Zoom, the transcript will not show up as a side panel. Instead, after clicking View Full Transcript from the carrot on the Live Transcript button, the transcript will show up as a separate window. All the features of the transcript will be retained in this view including the search and save options.
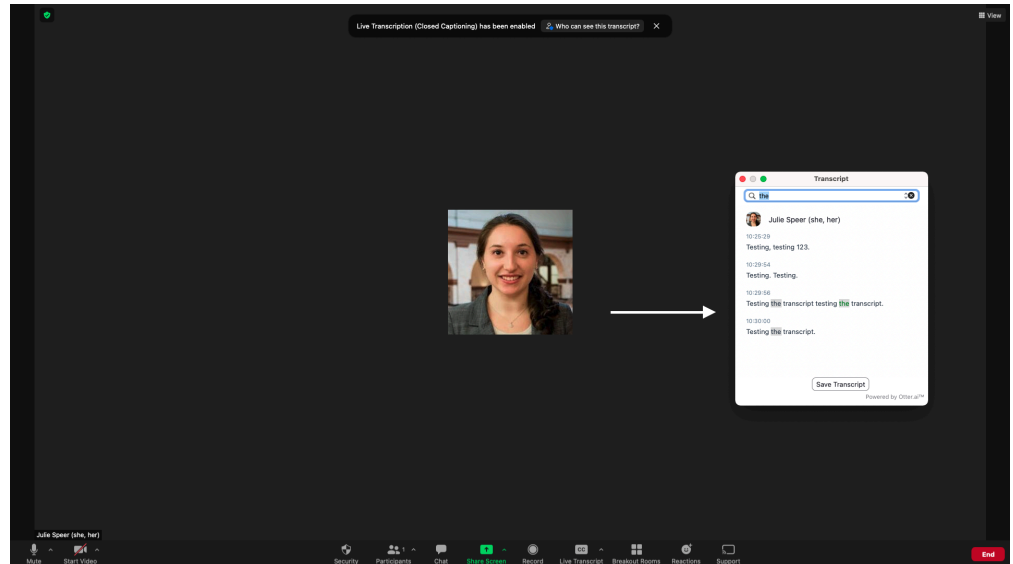
3. If you want to record a lecture/demo for your students for asynchronous viewing and wish to enable subtitles and the transcript or if you want to share the recording of a synchronous meeting with the subtitles/transcript enabled please follow the following steps.*

    *If you are recording a synchronous session, you may still wish to enable the live captions/full transcript using the steps above. However, these live features do not save into the .mp4 recording itself. The steps below describe a process for creating a recording and enabling captioning and transcripts which will be added into the video after the recording is completed.

    a. Just before you are ready to start your lecture/meeting/demo, click the record button from the main control panel in Zoom and click "Record to the Cloud." If you record to your local computer not all of the subtitle/transcript features will be saved, so be sure to record to the cloud.
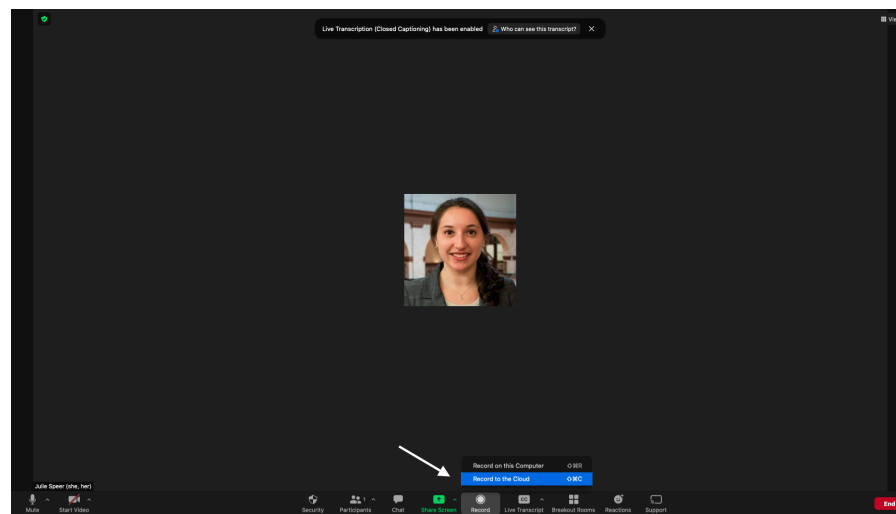
b. Continue your meeting or recording as usual. When you wish to stop your recording, you can do so using the Stop recording button or by click the End button to close your session. If you stop the recording before closing the Zoom session you will see a message box pop up. This will inform you that the recording will be uploaded to the cloud once the Zoom session is completed. You will not get a pop-up message if you click the red End button.
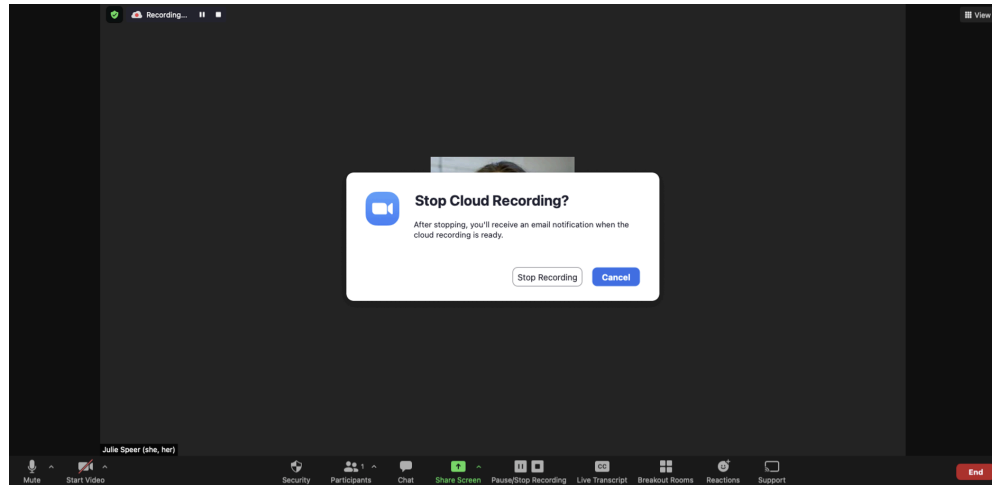
c. You will get an auto-generated email notification from Zoom once the recording is available. This may take a while depending on the length of your recording. You will in fact get 2 emails from Zoom. The first will appear when the video is available for viewing on the cloud. However, you will get a second email once the transcript is available on the cloud (again this may take some time depending on the recording).

The audio transcript of cloud recording - Julie Speer (she, her)'s Personal Meeting Room is now available `External` Inbox ×

Zoom <no-reply@zoom.us>
to me ▾

Hi Julie Speer (she, her),

The audio transcript of the cloud recording (for the meeting below) is now available.

Topic: Julie Speer (she, her)'s Personal Meeting Room
Date: Aug 25, 2021 03:52 PM Central Time (US and Canada)

Click here to view your recording (this link can be used only by the host):
https://atsu.zoom.us/recording/detail?meeting_id

Copy the link below to share this recording (with the integrated audio transcript) with viewers:
https://atsu.zoom.us/rec/share/   Passcode:

Thank you for choosing Zoom.
-The Zoom Team

d. Using the second link in the second email (the one labeled as containing the recording and the integrated audio transcript), you can view the recording and you also have the option to edit the transcript. This may be particularly important for words that are technical jargon or in situations, for example, where the speaker was talking quickly or had background noise. You can edit the transcript by hovering over a particular line of text in the transcript until the pencil icon appears. Then click the pencil icon to edit the text. When you are done editing the transcript, click the blue check mark.
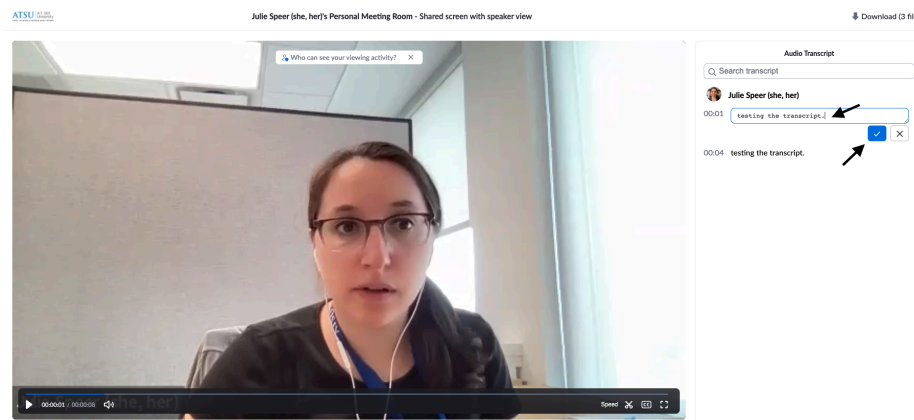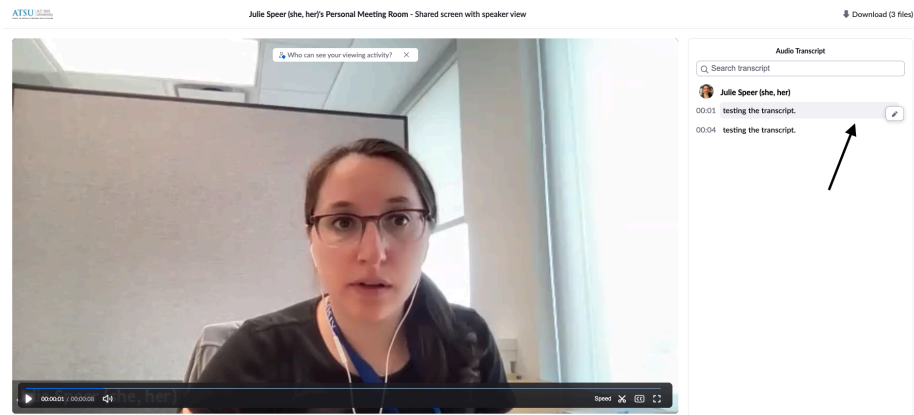

e. You have several options for sharing the recording with your participants.

i. You can provide them with the email and passcode including in the automatic email from Zoom. This will open a window in an internet browser where participants can watch the video, view the captions, and the full transcript. Viewers can search for terms in the transcript and clicking on a line in the transcript will skip to that point in the video.
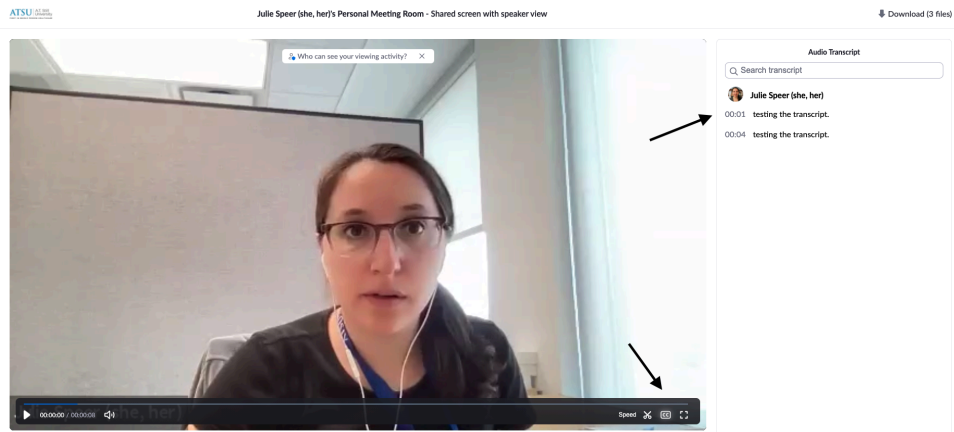

ii. Alternatively, or additionally, you can import the video and transcript into Echo360.

1. Clicking the first link in the second Zoom email (the link labeled for host only) will take you to the recordings tab of your Zoom profile (you can also access this by navigating to recordings in the left panel of your Zoom profile from www.zoom.us/profile).

2. Download the video file (.mp4) and the audio transcript file* (.vtt) associated with the Zoom meeting. To do this, hover over the file type. This will bring up options to download, share, or delete. Click the download button (black arrow in screenshot below).

   *The webpage may show you an option to download both the closed captions and the audio transcript file. If so, download only the audio transcript file.
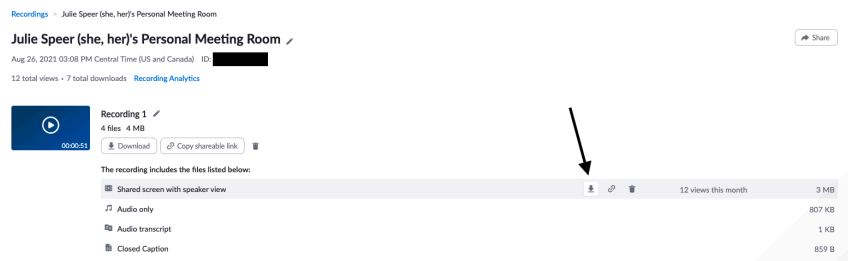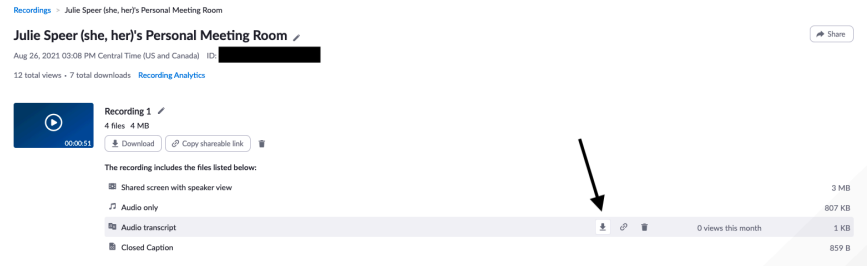
3. Navigate to the Echo360 module in your Canvas course. From the Create option click Upload Media and select the video file of your recording (.mp4). Your video file will then appear in your Echo360 library. Allow your video to process – depending on the length of the video this could take some time. You should get an email when your video's processing through Echo360 is complete.
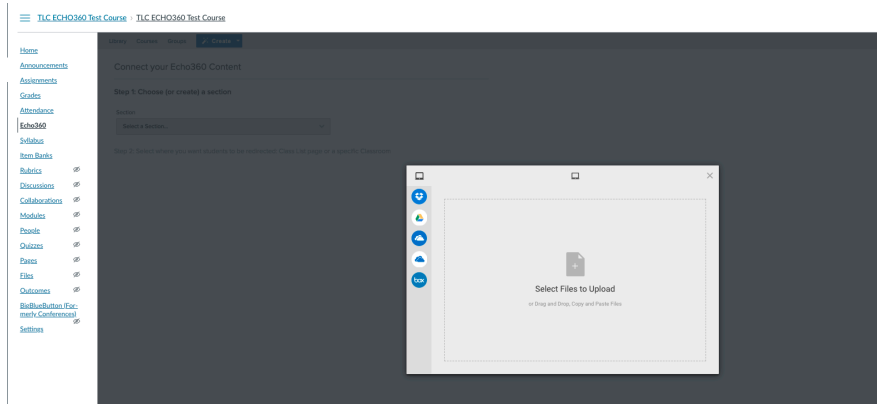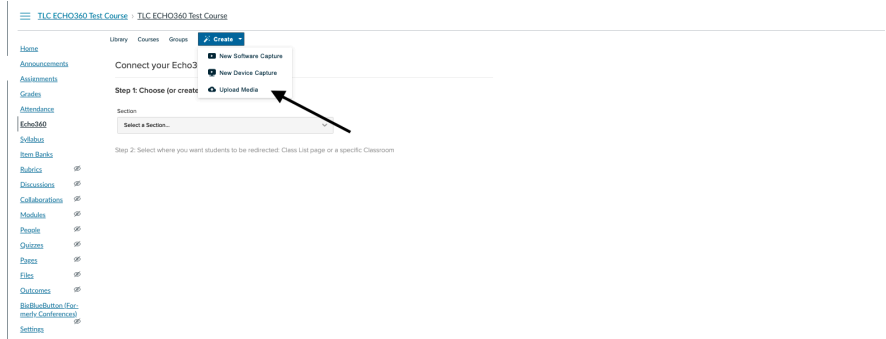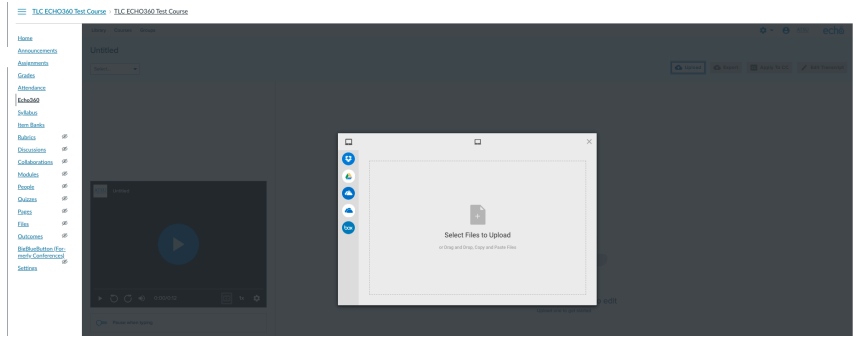

4. When the video has finished processing, hover over your video and you should see a blue button with 3 dots appear. Click the 3 dots, then click More Actions. This will extend the menu options. Select Edit Transcript.
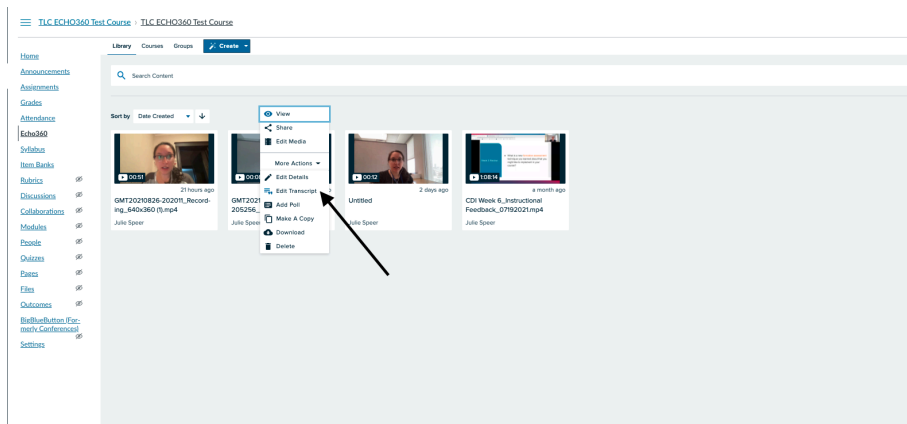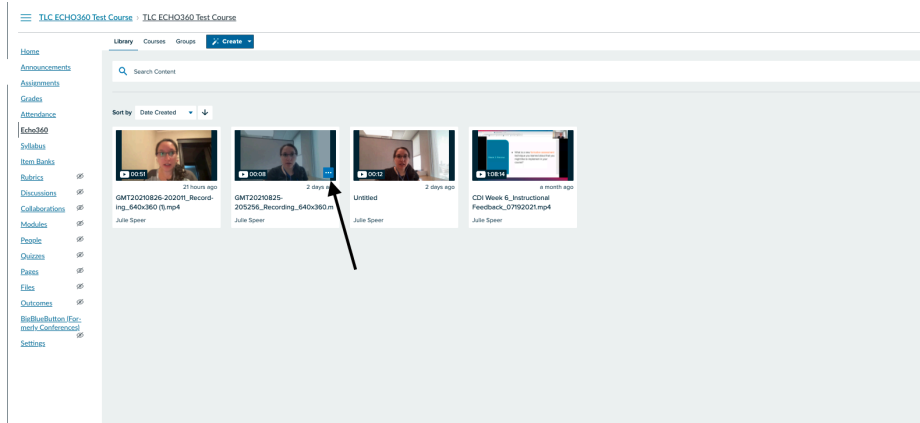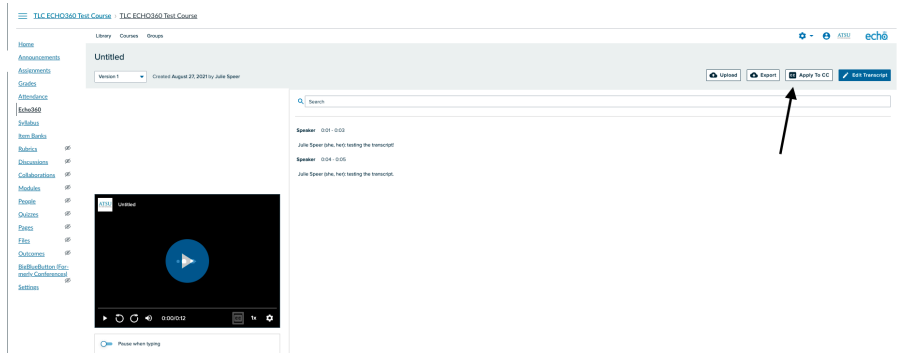
5. Click the Upload Button at the top of the page and select the transcript file downloaded from Zoom (.vtt file).
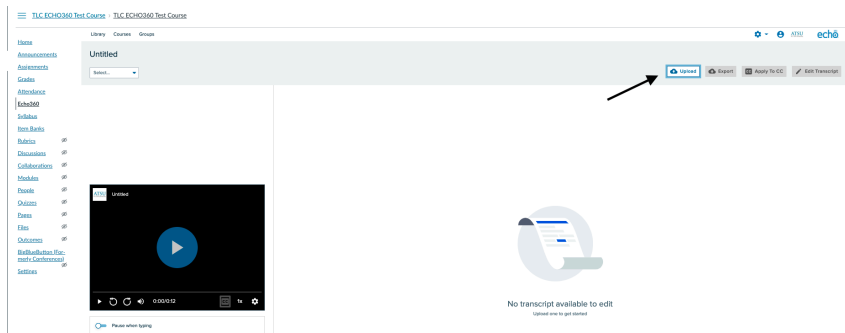
6. Now your transcript should appear to the right of the video. Lastly, click Apply to CC to allow the transcript to be added to your video as closed captioning. Click Apply on the pop-up message that appears to confirm your choice.


7. Now your video should be ready for viewing and sharing with your participants. Please note: Viewers will need to toggle both the closed captioning and the transcript on for their viewing. By hovering over the video, you will trigger the video options. To turn on the transcript, click the leftmost icon at the right of the video window (left black arrow below). To turn on the closed captioning, click the icon second to the left at the right of the video window (right black arrow below). Note: Once the transcript is enabled, viewers can search for terms in the transcript and clicking on a line will skip to that point in the video.
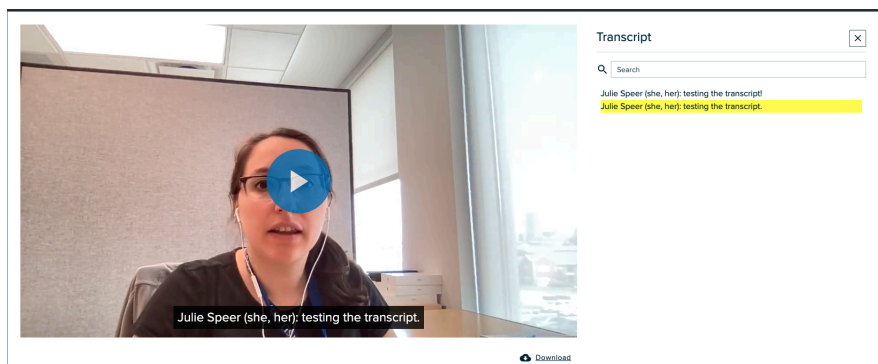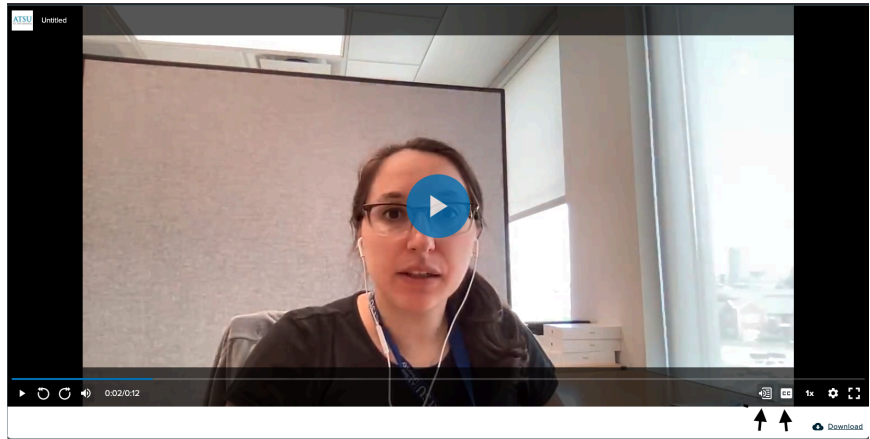
Subtitles in a Language Other than English
The following steps describe a process for enabling auto-generated non-English subtitles.

1. Zoom supports the auto-generation of English subtitles, but at this time, it doesn't appear that those can be automatically translated for viewers who would benefit from viewing subtitles in another language. To generate non-English subtitles, use PowerPoint in combination with Zoom.
    a. You will need to use the *online* version of PowerPoint which can be accessed by logging in to Office 365 using your ATSU credentials. Sign in at www.office.com.
   b. Create a PowerPoint file or click on an existing file to open it.
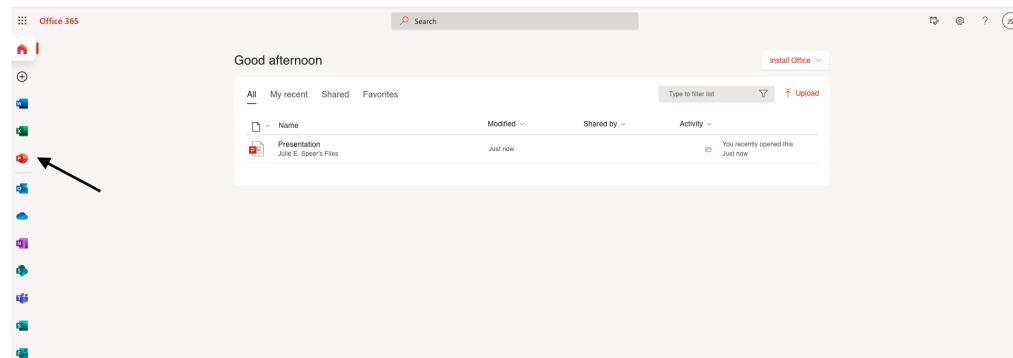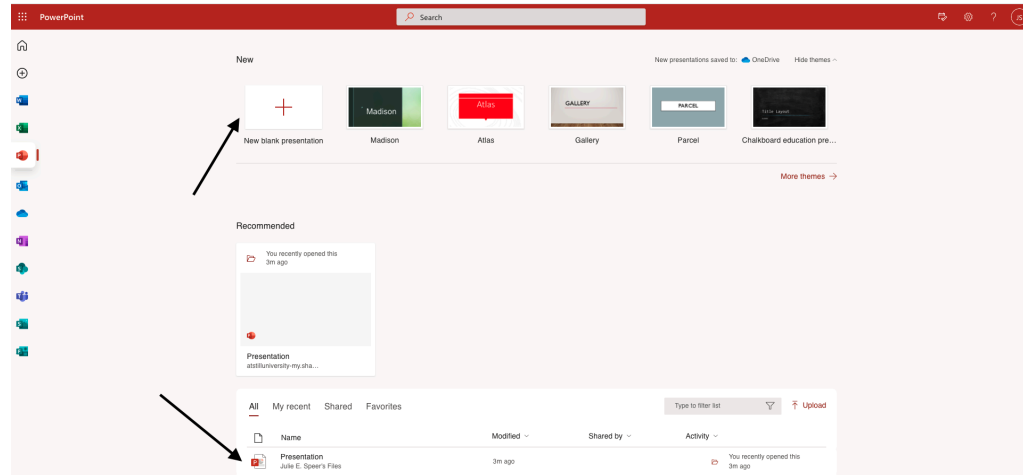
c. From the top menu bar, select Slide Show and then Always Use Subtitles. Click the arrow to open the Subtitle Option.
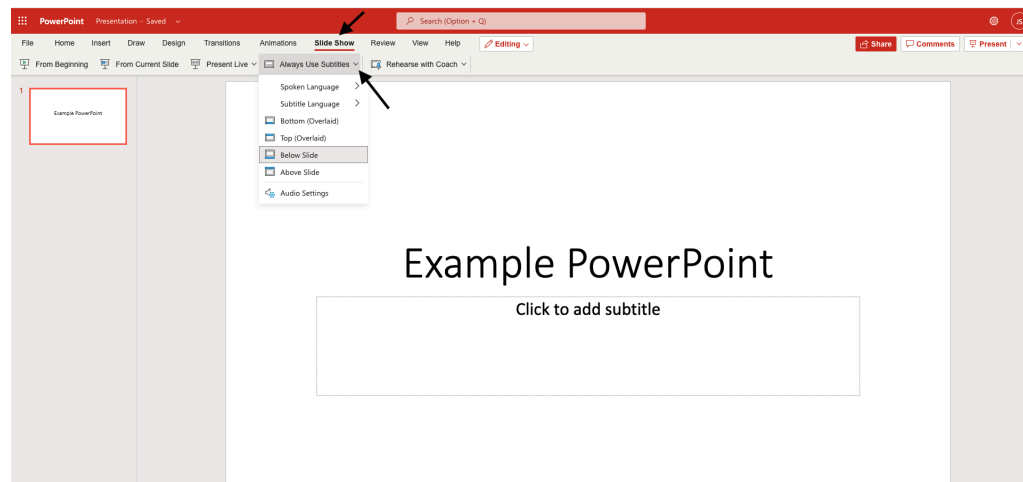

d. Select the language that the presentation will be spoken in (default = English). Then Select the language that you want your subtitles to show in (default = English). You can choose one spoken language and one subtitled language.
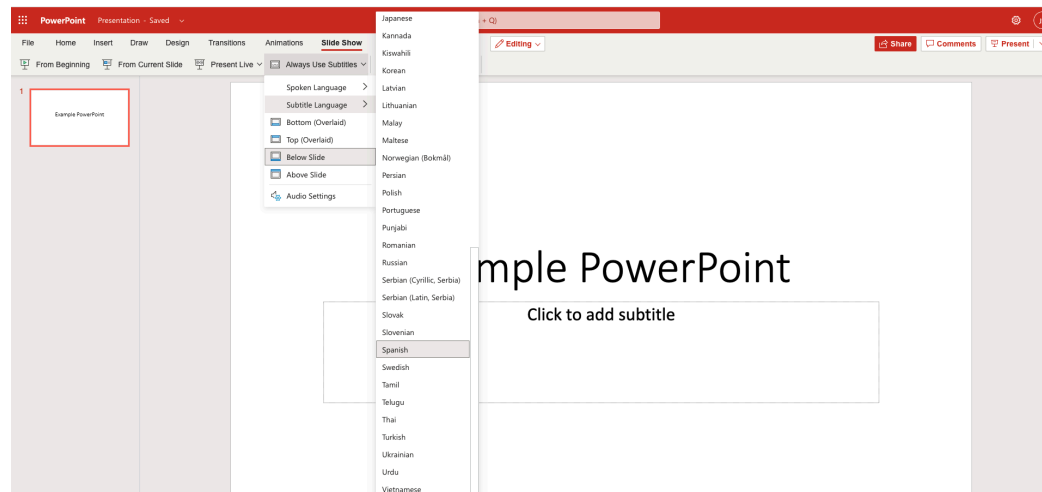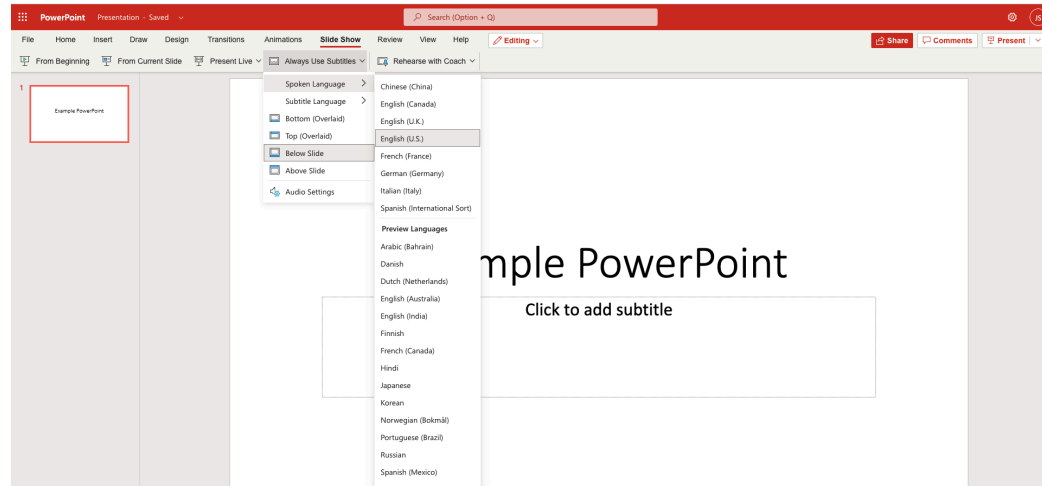
e. Next select the Present button from the top right of the menu bar at the top of the PowerPoint window.
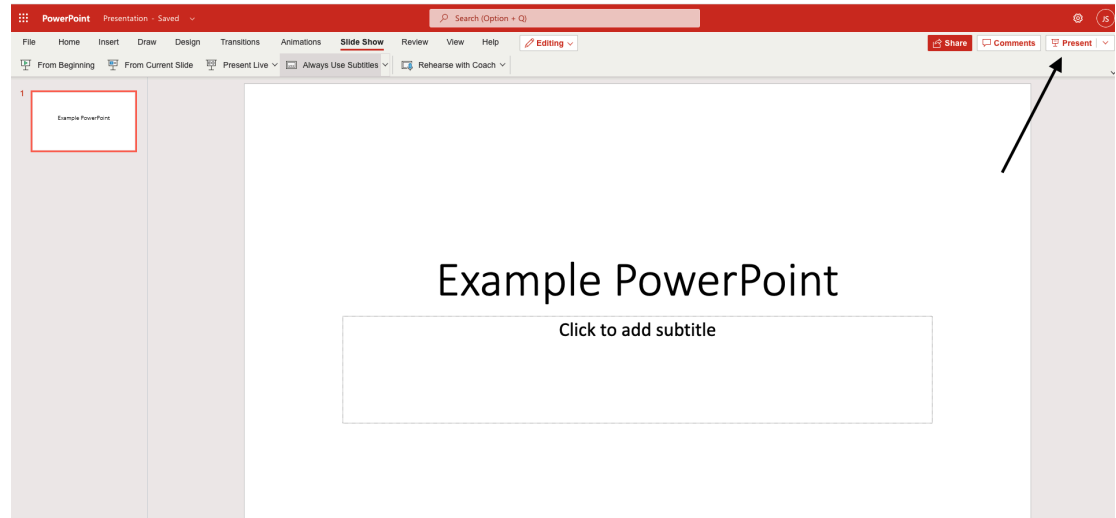
f. If a pop-up menu appears with a request, be sure to provide access to PowerPoint to access your computer's microphone. It will need this to create the subtitles.

g. As the speaker narrates their slides, the subtitles will automatically come up at the bottom of the screen translated in the language requested.
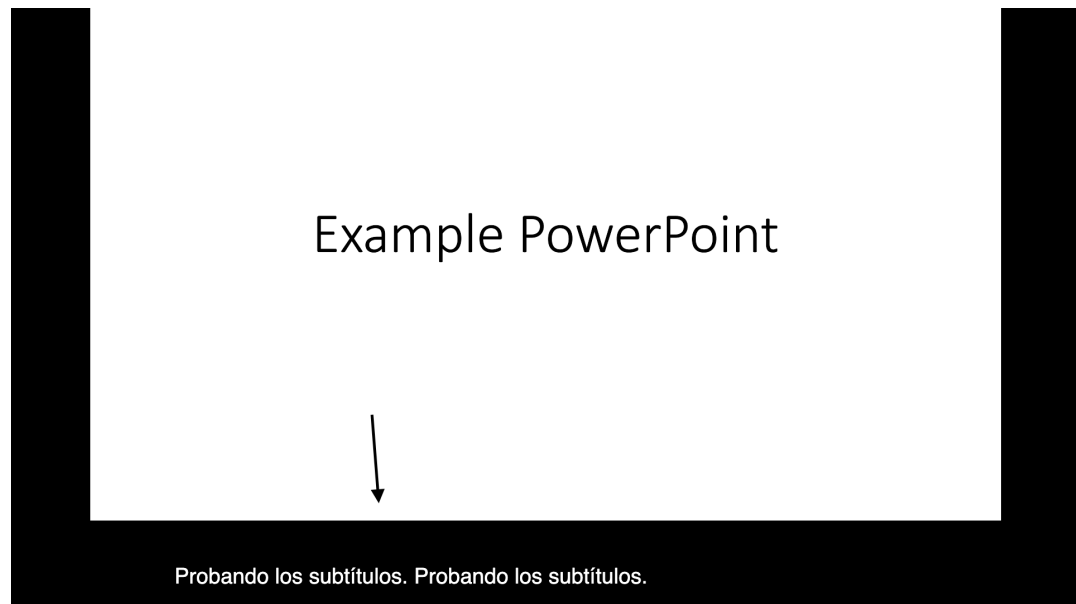
2. If you are presenting live using PowerPoint you can stop here. However, if you are presenting in Zoom, share your screen in Zoom ensuring you select the online PowerPoint presentation as the screen you are sharing. As you speak, the subtitles should appear in Zoom having been generated through the PowerPoint application.

Example PowerPoint

Ejemplo de PowerPoint, esta es mi diapositiva de título.
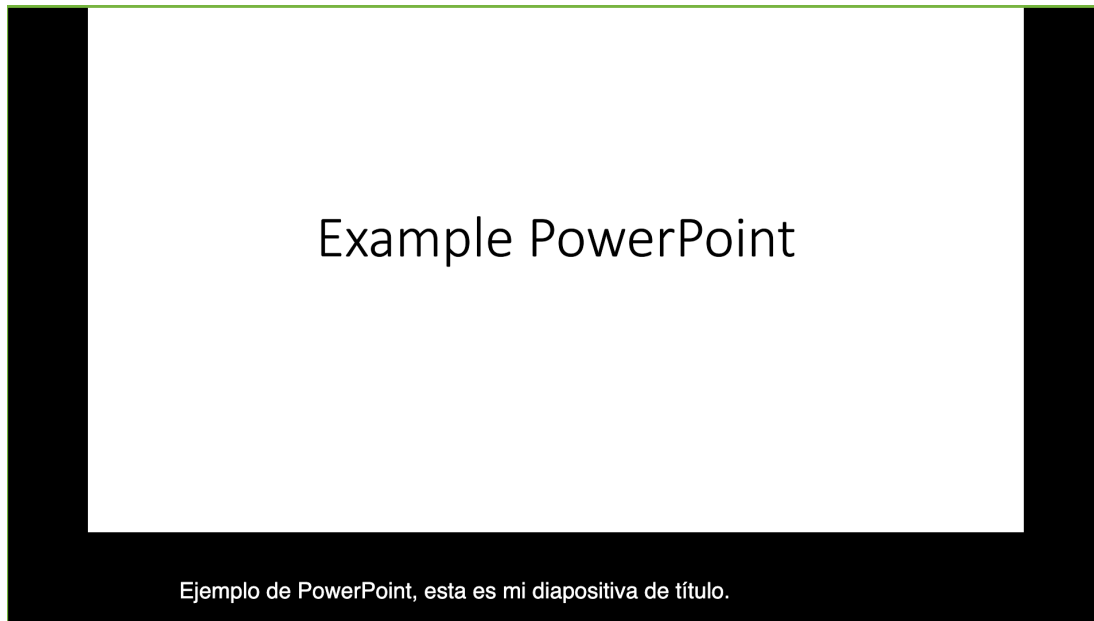
3. Several notes about this feature:
   a. If you close out of the PowerPoint presentation and re-open you may need to repeat steps 1c-1e above. PowerPoint may not remember the subtitle preferences you have set if you close out. So be sure to select/check your language preferences immediately before presenting.
   b. If you share your screen in Zoom you will be able to include both the auto-generated captions from PowerPoint and the auto-generated captions in English from Zoom if you so choose (see steps above for captions through Zoom). However, these may overlap each other on the screen so you should be sure to test this first.
   c. You may record your Zoom session as usual (to the cloud or your computer) when screen sharing your presentation from PowerPoint with subtitles generated by PowerPoint. The subtitles generated by PowerPoint will appear in the Zoom recording.

Additional Resources:

Multilanguage Automatic Captions in Zoom
How to use closed captions, transcripts, and subtitles in a Zoom meeting
Auto-Transcribe Cloud Recordings in Zoom