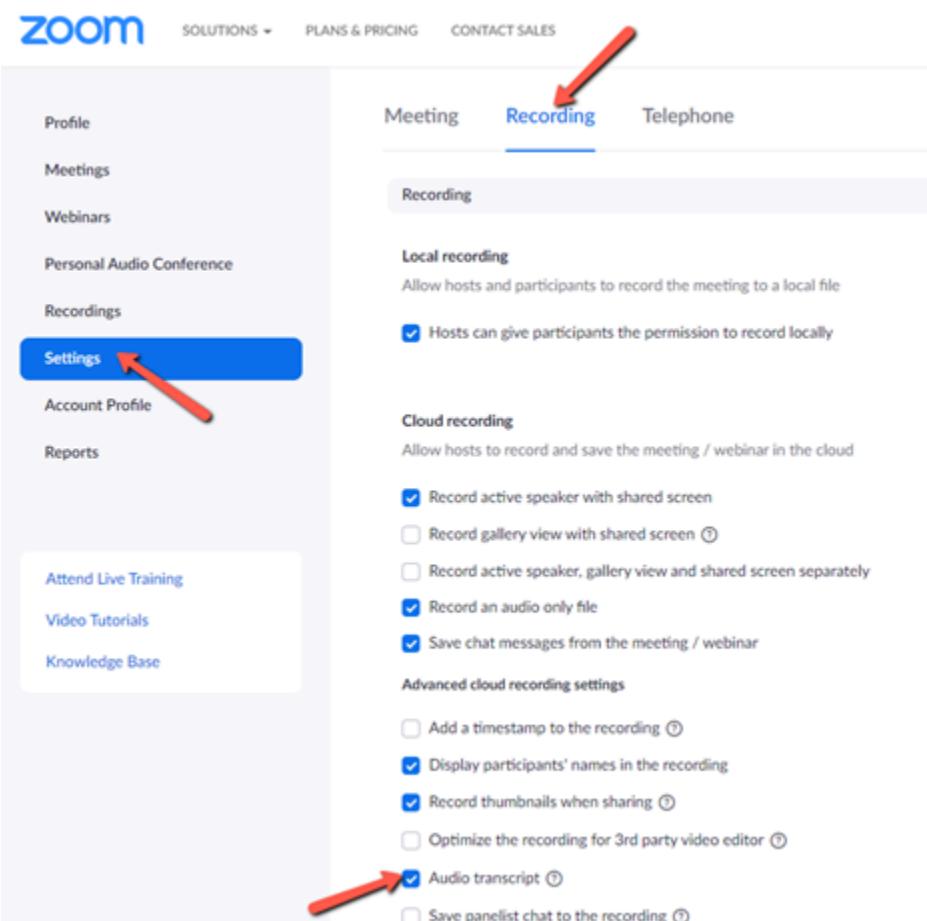


Transcripts & Closed Captions for Zoom Meeting

- Auto Transcripts are only available to licensed Zoom accounts that save to the “cloud”.
- You must first turn on your **Auto Transcripts** before recording in order for the transcripts to be created. There is no option to go back and create auto transcripts on a previously recorded session without paying for the transcript.
- You can give students a link to videos that are closed captioned in Zoom because they are ADA (accessible) compliant.
- Keep in mind that you may lose access to your Zoom account after you stop teaching for the college. It might be in your best interest to download any of your videos and store them on YouTube.
- [Zoom Support for Transcripts/Closed Captions](#)

Turning on Auto transcripts:

1. Log into your Zoom account
2. Click on **Setting** (Left menu)
3. Click **Recording** (tab at top of screen)
4. Turn on Auto transcript



To View and Edit Transcripts:

1. Click on **Recordings** (in menu)
2. Click on the **title** of the meeting

The screenshot shows the Zoom interface. On the left, a sidebar menu is open with the following options: Profile, Meetings, Webinars, Personal Audio Conference, **Recordings** (which is highlighted with a blue box and has a red arrow pointing to it), Settings, Account Profile, and Reports. To the right, the main content area is titled "Cloud Recordings" and "Local Recordings". It features a search bar with "From" and "To" date fields set to "10/28/2020". Below the search bar is a dropdown menu set to "Topic". A list of recordings is shown, with the first item, "Donna Simiele's Personal Meeting Room", highlighted with a red box and a red arrow pointing to it.

3. Click on video to view

The screenshot shows a Zoom recording page titled "Donna Simiele's Personal Meeting Room". The page displays a video thumbnail with a play button and the text "00:23:33". Below the thumbnail are playback controls: "Recording 1", "3 files 59 MB", "Download (3 files)", "Copy shareable link", and a trash icon. Below these controls are three options: "Shared screen with speaker view" (selected), "Audio only", and "Audio transcript".

4. CC (Closed Captions) button is now available at the bottom of the video.
5. To Edit caption click on the pencil button that appears to the right of the text.

The screenshot shows a Zoom video player. At the bottom of the video frame, there is a red callout box with the text "Closed Captions button now available" pointing to the CC icon in the video controls. To the right of the video, there is a sidebar titled "Audio Transcript" with a search bar. A red callout box with the text "Edit Captions" points to a pencil icon next to a message from "Donna Simiele". The message content is partially visible: "Hello. Good afternoon. This is Donna Simiele with the online learning department. Count... College...".