

## PART 6 of 6

### Closed captioning in Zoom

This guide will show you how to enable closed captioning in your Zoom session. Closed captioning will allow you or another user within your session to type the captioning for a meeting; this is typically used for students who have hearing challenges. *Not all Zoom sessions will have or require closed captioning. Speak with your program's instructional designer if you have questions about the need for closed captioning in your course.*

1. Log in to Zoom (at <https://csun.zoom.us>) and go to your profile settings ('Meeting Settings'). Under the 'In Meeting (Advanced)' settings, ensure that 'Closed captioning' is checked blue and that you click the blue 'Regenerate' button at the very bottom to save.

#### In Meeting (Advanced)

##### Breakout room

Allow host to split meeting participants into separate, smaller rooms



##### Remote support

Allow meeting host to provide 1:1 remote support to another participant



##### Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions



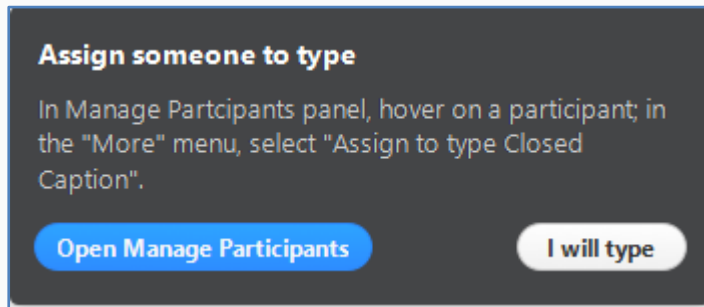
Allow participants to save closed captions.

- 2.

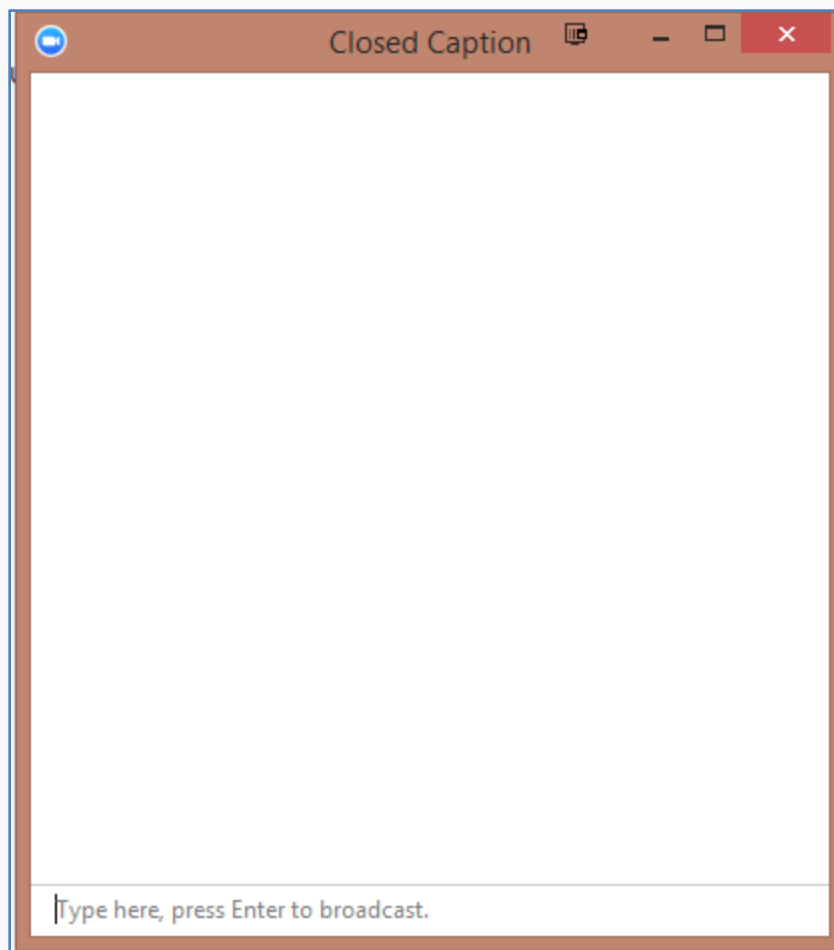


When you join your Zoom session, you should now see a 'Closed Caption' option at the bottom of the screen

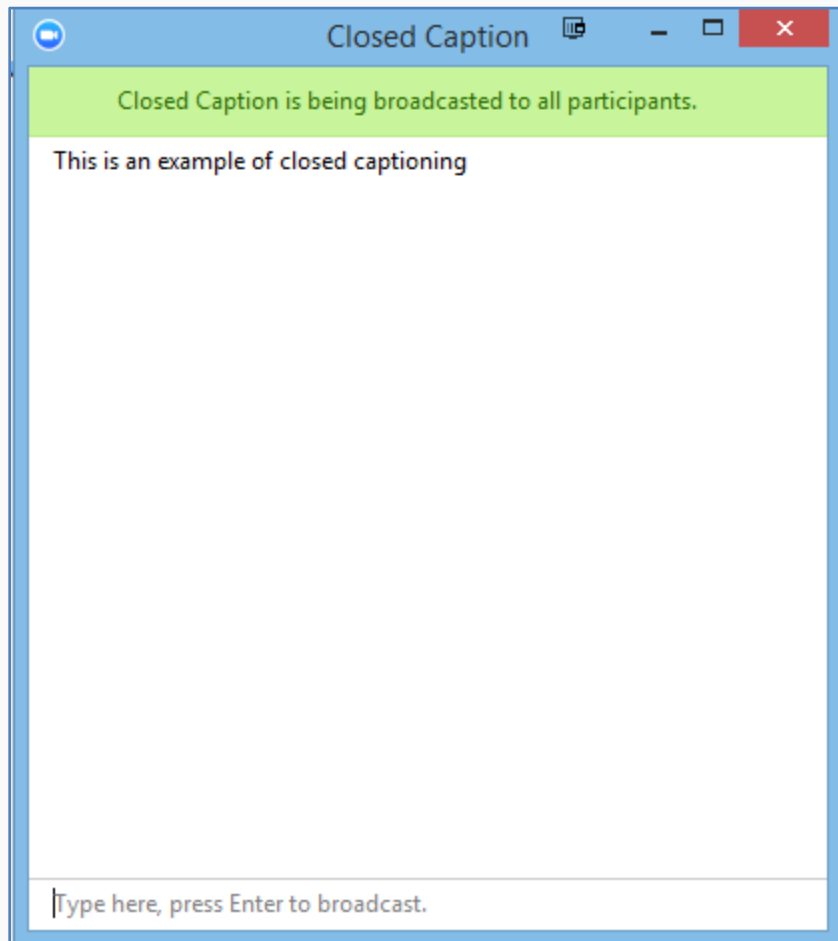
- When clicked, you will be prompted to either type the captioning yourself or assign another participant in the meeting to do so.



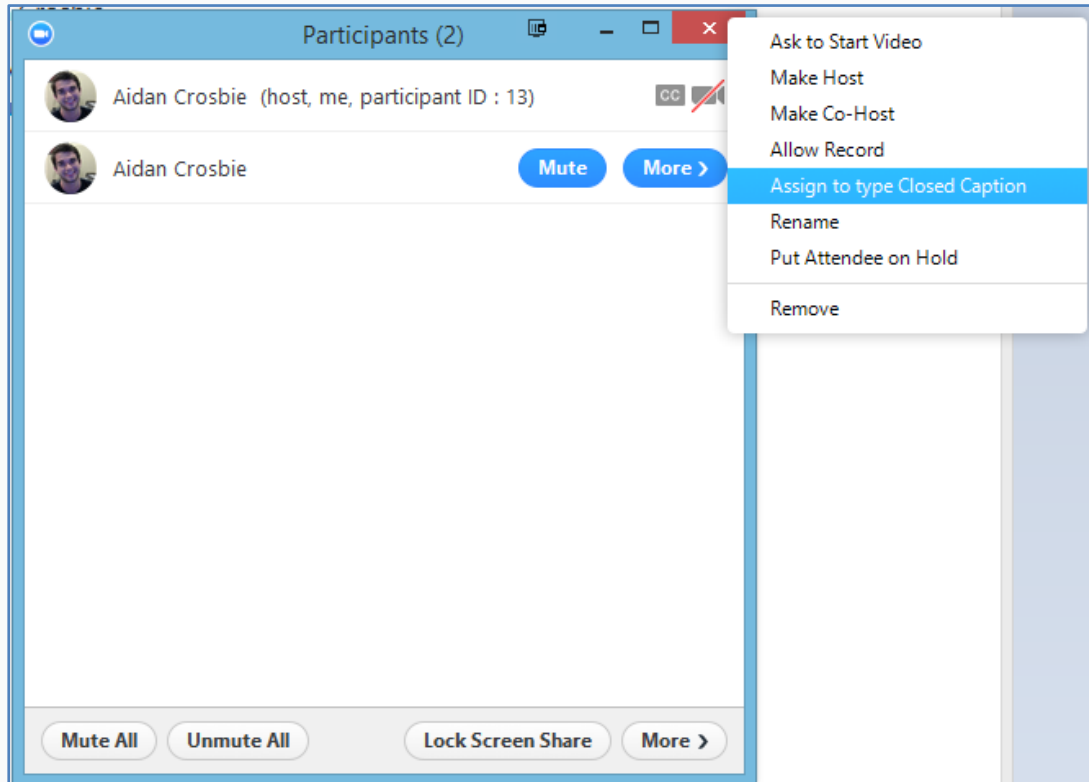
- Selecting "I will type" will bring up the 'Closed Caption' box.



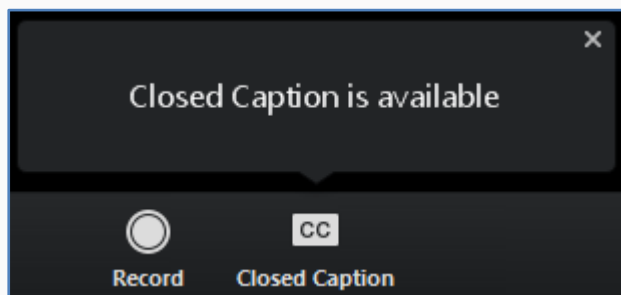
5. You will be able to type in text and press enter to submit the caption.



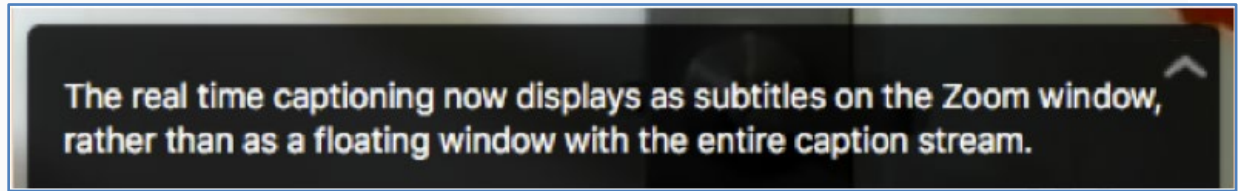
6. If you would like to assign captioning ability to another participant in your session, you can do so under "Manage Participants" by selecting "More" next to the user who you wish to have captioning ability, and choose 'Assign to type Closed Caption'.



7. Once Closed Captioning text has been typed, all participants will receive a notification that 'Closed Caption is available'



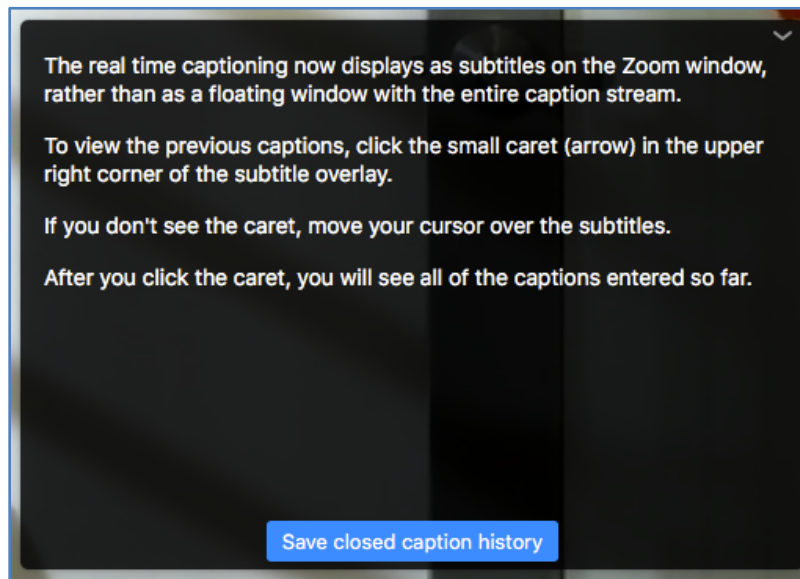
8. After selecting 'Closed Caption,' participants will see the captioning in a subtitle-like overlay. Only the most recent few lines of transcription are displayed. Clicking on the "caret" in the upper right corner will toggle to the full view, with a larger captioning panel.



**\*\*\*PLEASE NOTE: The 'Closed Caption' box does not display in Zoom session recordings, nor does the closed caption text get automatically saved to a text file after the session is complete.**

**If a live captionist attends your session you must make the closed captioning text available to students in your Canvas course to accompany the video recording of your session. To do that please follow these steps:**

1. Turn on closed-captioning and toggle to the full captioning view by clicking on the caret in the upper right corner of the subtitle panel. (If the caret is not visible, move your cursor over the subtitles.
2. Click the "Save closed caption history" button at the bottom of the caption panel.



3. The captions will be saved as a text file in the same folder as your Zoom session recording. The file will be named, "meeting\_saved\_closedcaption.txt".

4. You should rename the file, so it is clear which week the captions are for. For example, if your class is HSCI 536 and the caption text is to accompany the recording of your Zoom session in week 5, please name the text file as follows:

**HSCI-536-Week-5-caption.txt**

5. When you upload your recording to the shared CSUNBox folder, upload the caption file, as well.
6. The Distance Learning technical support team will add the captioning file to your Canvas course to accompany your Zoom video recording within 1 business day of receiving the captioning file.

To download the latest version of this manual, as well as all our Zoom Faculty manuals, go to ~~Distance Learning's [Zoom for Faculty website](#), available 24/7.~~