

Live Transcriptions for LBCC TechConnect Zoom Meetings

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

Objectives

This guide will show you how to:

- a. Enable the live transcripts feature in your LBCC TechConnect Zoom account
- b. How to use the live transcription feature in your meetings.

Note:

- For future information and requirements related to this feature, please visit CCC TechConnect here:
 - <https://ccctechconnect.zendesk.com/hc/en-us/articles/1260801947809-New-Live-Transcriptions-for-Meetings-and-Webinars>

Prerequisites

A few things to keep in mind:

Be sure your Zoom is at least:

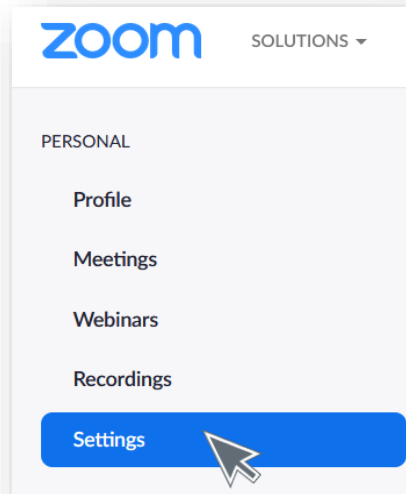
- Zoom desktop client for Windows, macOS: version 5.0.2 or higher.
- Zoom mobile app for Android and iOS: version 5.0.2 or higher.
- ‘Audio Transcript’ must be enabled in your account Recording Settings (next steps show you how to do this).
- The accuracy of Zoom’s live transcription feature depends on many variables, such as but not limited to: volume and clarity of the speaker’s voice, background noise, Lexicons and dialects specific to a geography or community.

Enable Live Transcript Feature in Zoom Account

Step 1: Log into your LBCC TechConnect Zoom account: <https://lbcc-edu.zoom.us>

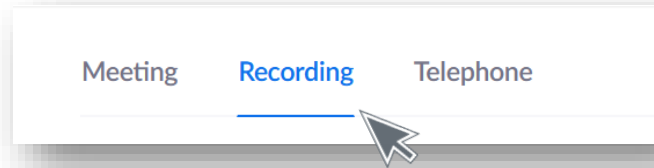
- (Don't have an account? Email the helpdesk@lbcc.edu)

Step 2: Go to Settings on the left.

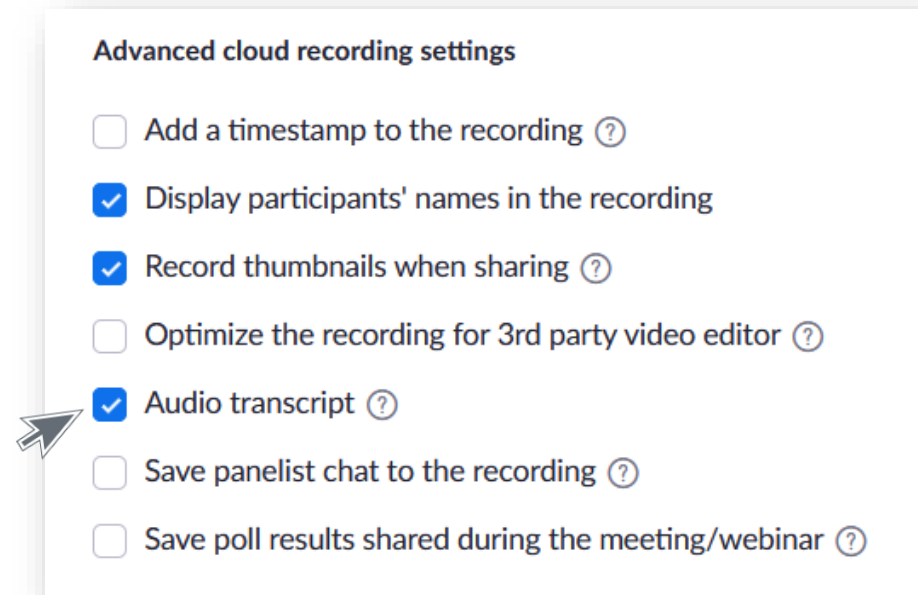


Enable Live Transcript Feature in Zoom Account

Step 3: Click on Recordings on the top.

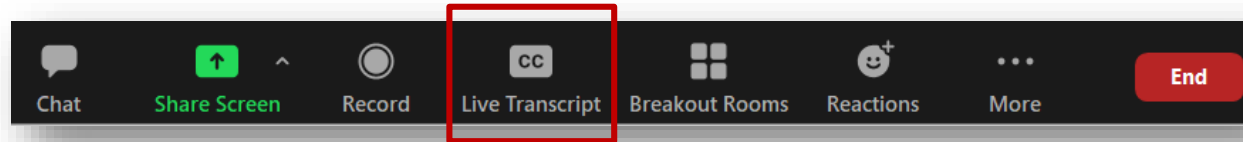


Step 4: Go down until you see **Audio Transcript**. Make sure that button is selected.



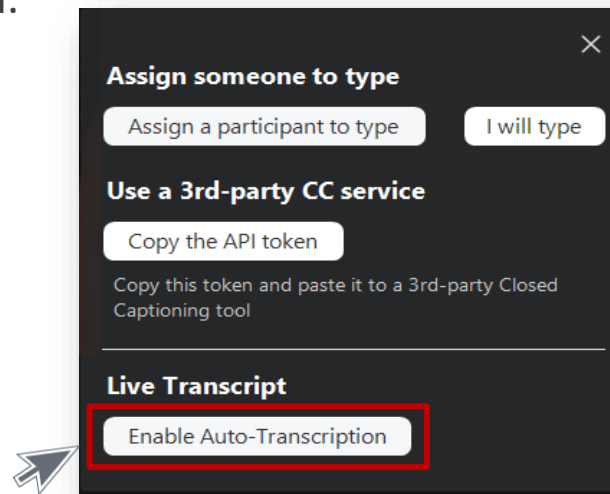
How to use the live transcription feature in your meetings

As a **host**, when you start your meeting, you'll see Live Transcript on your in-meeting menu.



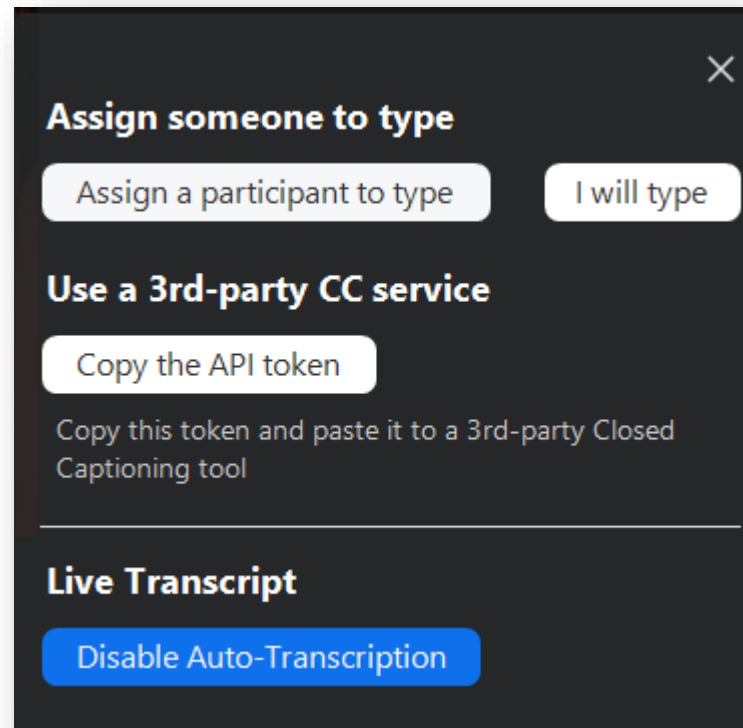
When you click on Live Transcript, you will get the following menu.

➤ Click on Enable Auto-Transcription.



How to use the live transcription feature in your meetings

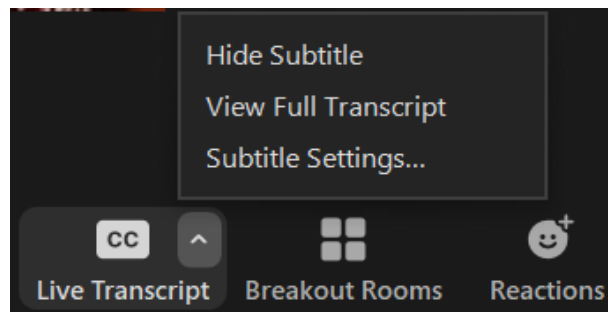
Once you do that you will see it change to look like this. That means your live transcripts are enabled.



How to use the live transcription feature in your meetings

Next, if you click on the carrot next to Live Transcripts, you will get a few more options.

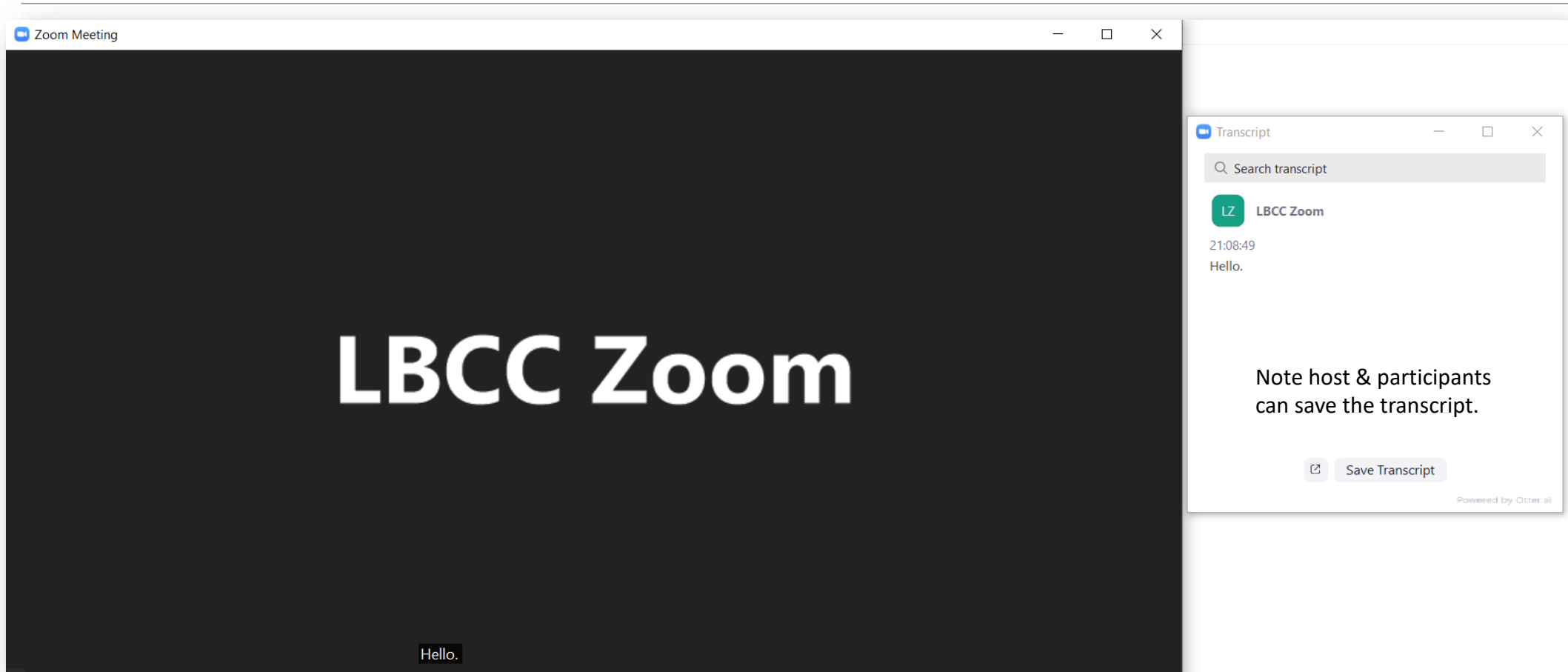
➤ Note, your **participants** will now *also* see this menu.



Options:

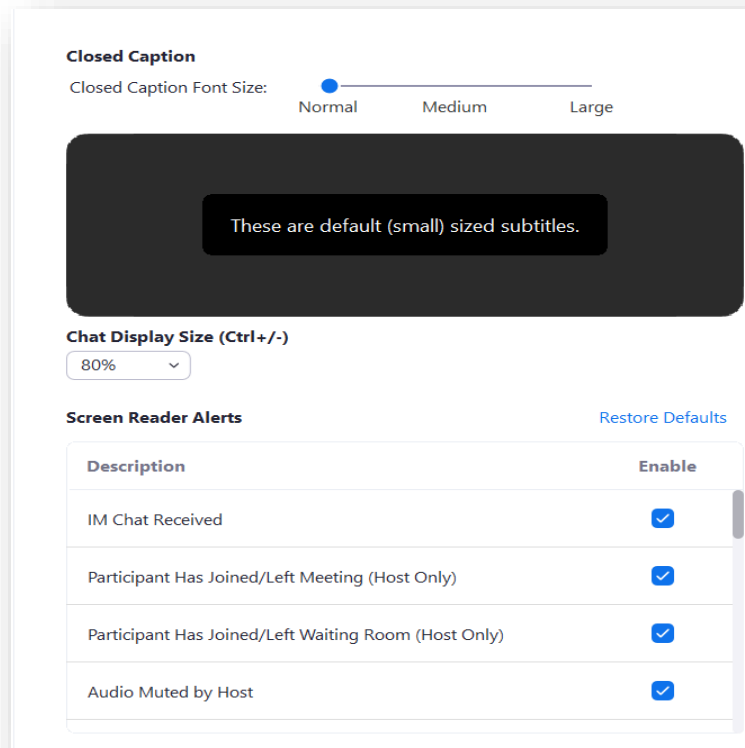
1. Hide Subtitles – an option for anyone to use if they choose to not see the subtitles on **their** screen.
2. View Full Transcript – A screen will pop open the transcript details on the left side (see next slide for example).

How to use the live transcription feature in your meetings



How to use the live transcription feature in your meetings

3. The final option is Subtitle settings. There are a variety of settings associated.



Questions?

If you have any questions, feel free to reach out to:

1. The LBCC TechConnect Zoom for all colleagues:

- LBCC IITS Faculty & Staff Help Desk
- helpdesk@lbcc.edu
- 562-938-4357

2. LBCC TechConnect Zoom for faculty (Canvas Tech Connect related):

- Online Learning & Educational Technology
- olet@lbcc.edu
- 562-938-4357 (ask for OLET)

3. Questions for DSPS Services:

- Disabled Students Programs & Services (DSPS)
- dsps-staff@lbcc.edu
- 562-938-4558