

How to Use Transcripts/Subtitles in Zoom

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

Objectives

- A) Enable the live transcripts feature in your LBCC TechConnect Zoom account
- B) How to use the live transcription feature in your meetings.

Prerequisites

A few things to keep in mind

Be sure your Zoom client is at least:

- Zoom desktop client for Windows, macOS is version 5.0.2 or higher.
- Zoom mobile app for Android and iOS is version 5.0.2 or higher.

Audio Transcript must be enabled in your account Recording Settings (*shown in next slide*).

The accuracy of Zoom's live transcription feature depends on many variables, such as:

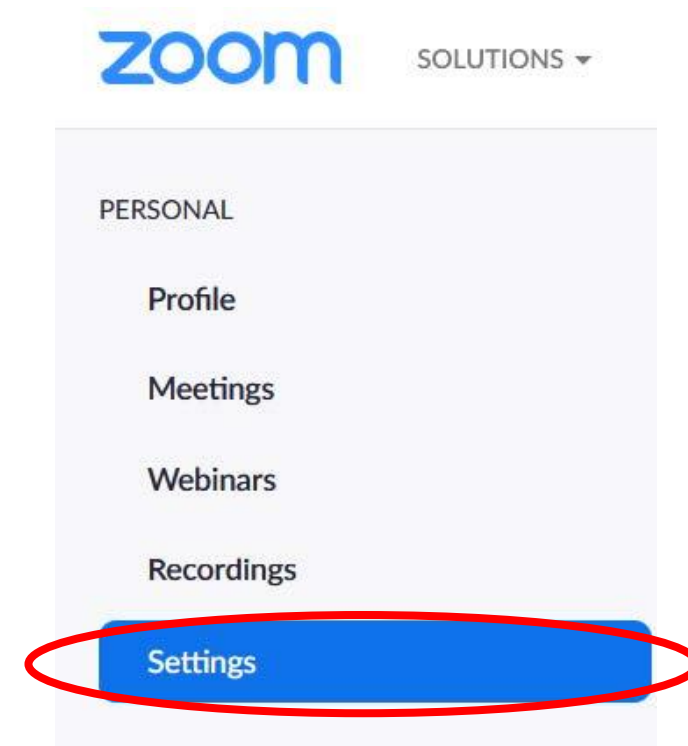
- Volume and clarity of the speaker's voice
- Background noise
- Vocabularies and dialects specific to a geography or community

Enable Live Transcript Feature in Zoom Account

Step 1: Log into your LBCC Zoom account ([LBCC Zoom](#)).

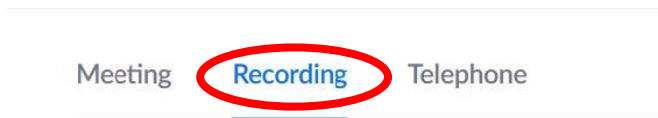
Don't have a licensed Zoom account? Email the Help Desk at helpdesk@lbcc.edu

Step 2: Click on Settings on the left.

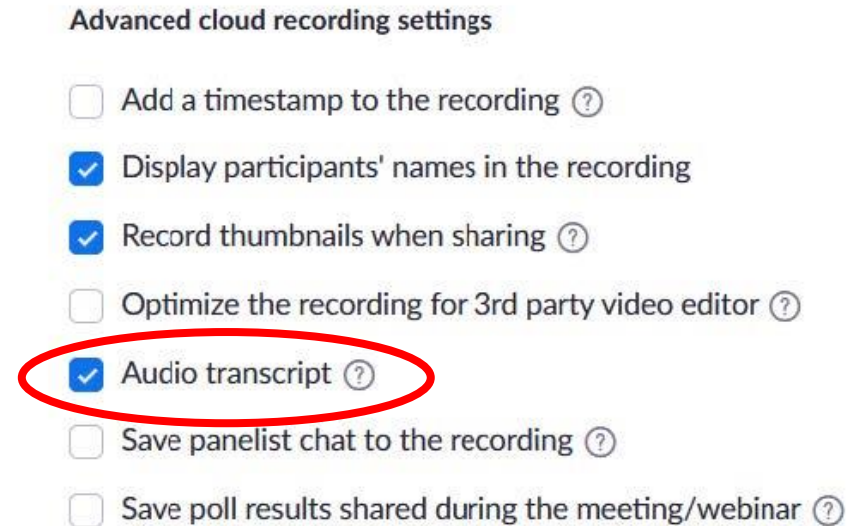


Enable Live Transcript Feature in Zoom Account

Step 3: Click on the Recordings tab located at the top of the page.

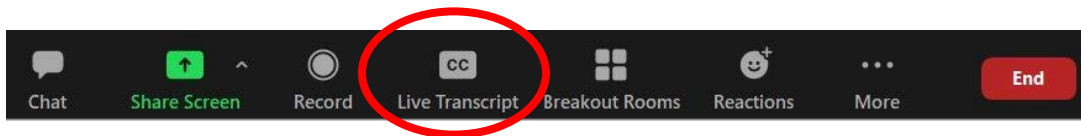


Step 4: Scroll down until you see *Audio Transcript*. Make sure that button is selected with a check mark.

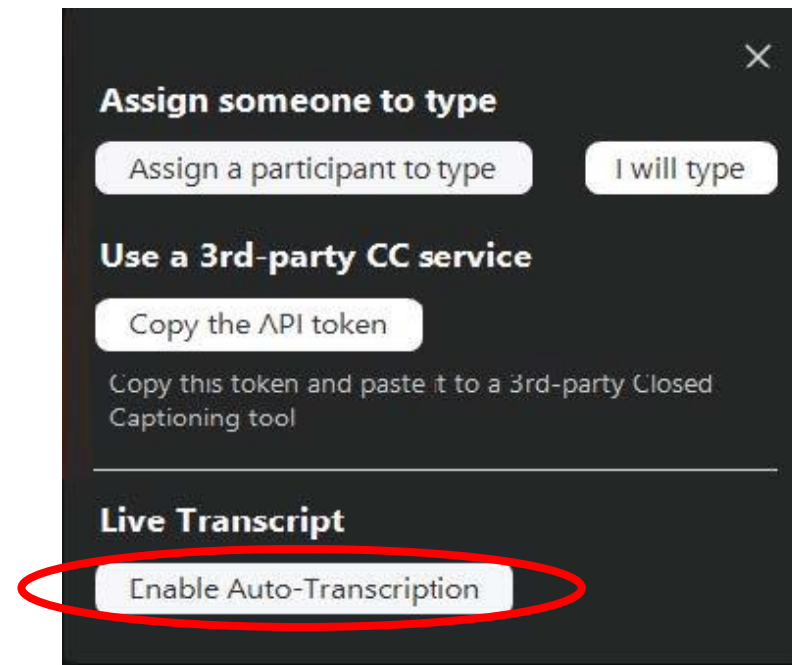


How to use the live transcription feature in your meetings

Step 1: As a **host**, when you start your meeting, you'll see Live Transcript in your in-meeting menu.

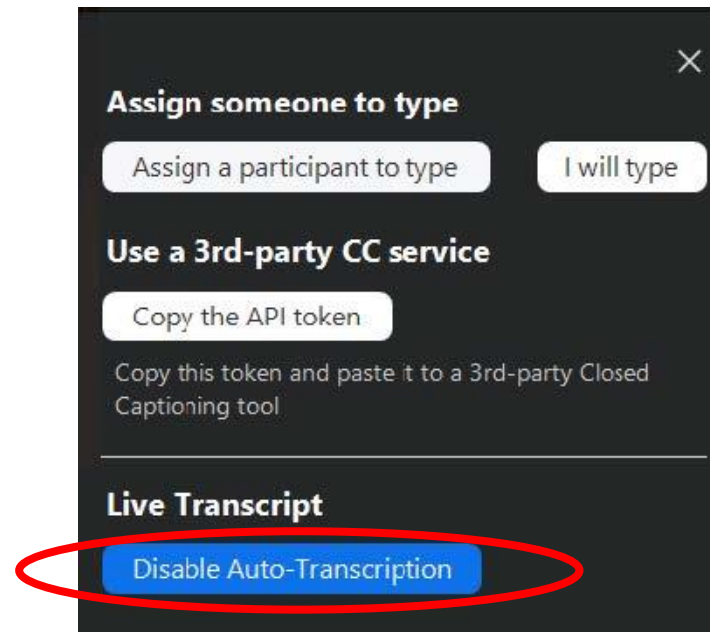


Step 2: When you click on Live Transcript, you will get a menu. Click on **Enable Auto-Transcription**.



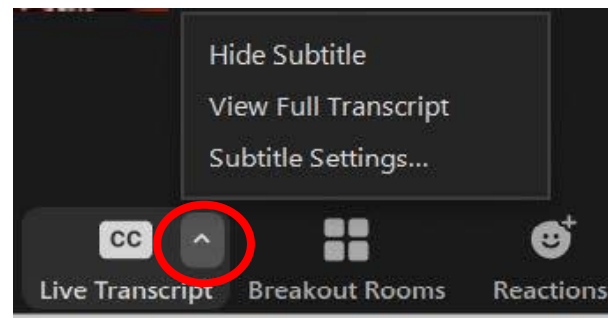
How to use the live transcription feature in your meetings

Once you complete Step 2, you will see that Enable Auto-Transcript will now say **Disable Auto-Transcripts** and will be highlighted in blue. This means your live transcripts are enabled and you will need to click it *again* to Disable Auto-Transcripts.



How to use the live transcription feature in your meetings

Next, if you click on the carrot symbol next to Live Transcripts, you will get a few more options. Note, your participants will now *also* see this menu.



Options:

1. **Hide Subtitles** – Option to hide subtitles from appearing on your screen. Note, guests in your meeting can also choose to hide subtitles.
2. **View Full Transcript** – Option to show the full transcript log of the meeting as it is generated.
3. **Subtitle Settings** – Option to customize the appearance of your subtitles.

Questions?

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

1. ITS Help Desk:

- helpdesk@lbcc.edu
- (562) 938-4357

2. Integrating Zoom TechConnect with Canvas:

- Online Learning & Educational Technology (OLET)
- olet@lbcc.edu
- (562) 938-4357 (please ask to be transferred to OLET for Zoom assistance within Canvas)

3. Questions for DSPS Services:

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