

Step 3. In the Participants List, Select the: "Closed Captioner".

The "options button" (is the 3 dots shown to the left).



Participants (5)

Joined (5)

- Sherri Restauri (Host, me)
- CC Closed Captioner** [Mute] [Options]
- Marty
- Suzanne Delahanty
- Jacqueline Hill

Not Joined (2)

Invite Mute All

- Chat
- Ask to Start Video
- Pin to First Screen
- Pin to Second Screen
- Make Host
- Make Co-host
- Rename
- Assign to Type Closed Caption**
- Allow to Multi-pin
- Put in Waiting Room
- Remove
- Report...

Step 1. Unmute yourself! (video is not needed)



Closed Captioner

Closed Captioner

Step 4. click on the options button (3 dots shown above), and select "Assign to Type Closed Caption". Shortly you will see them typing "test text" 1st, right before they begin.

Step 2. Open the Participants List (the captioner should be present 5-10 mins. before start time) If not, please email sdelahanty@craftonhills.edu & order@vitac.com asap stating CC'er is NOT present. or: Call me @ 909-389-3305. If you have any issues, I can also jump into the session...

Unmute Stop Video Security Participants 5 Polls Chat Share Screen Pause/Stop Recording Live Transcript Breakout Rooms Reactions Apps Whiteboards More End