# STEPS TO ACTIVATE ZOOM LIVE CAPTIONS FOR AN ENTIRE SEMESTER CLASS ZOOM SERIES

1st: *RECOMMENDED ZOOM SCHEDULE PREPARATION:*
Create Your Master Zoom Meeting Series for the Entire Class.

Your class meetings schedule should be created in Zoom Confer Scheduler in advance, so you can generate and send S.Delahanty & Ai-Live the unique Zoom meeting link URLs (& any passwords, if needed), for any sessions which need live captions, in advance. (This info is also needed for grant funding.)

Go to your ConferZoom account page & login. Click on the Zoom "*Meetings*" button on the left menu (#1). Then click on the "*Schedule a Meeting*" button that will appear on the right (#2).
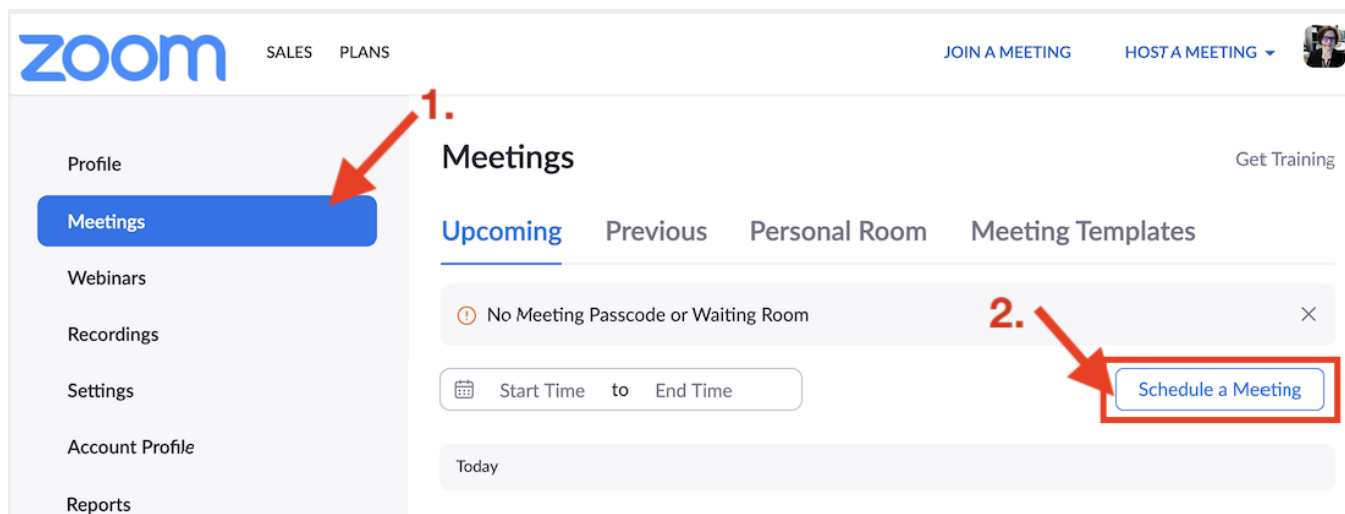
On the next page there is an example of a series of weekly Zoom meetings I've pre-scheduled in advance to occur every Monday & Wednesday from 10-11:30am from 9/7/20 to 12/16/20. This mode of scheduling in advance is ideal, as you will generate just "one Meeting ID" for all 30+ of your Zoom meeting sessions!

Zoom schedule info is to be provided to sdelahanty@craftonhills.edu as soon as possible, so DSPS can apply for grant funding in advance, and train the DSPS student who will be utilizing Ai-Live's Software.

Example below shows a typical setup for a class series of Prescheduled Zoom Sessions. Note that many settings are entirely at the discretion of the instructor; e.g. requiring a passcode and/or waiting room, allowing students to join before host, auto muting participants, etc.

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training
Video Tutorials
Knowledge Base

My Meetings > Schedule a Meeting

Schedule a Meeting

| Topic | Psy-001- Section 120 Fall2020 |

| Description (Optional) | Psy-001 Live Lecture Sessions Fall 2020 Meetings P Mons. and Weds. |

When   09/07/2020   10:00   AM

Duration   1 hr   30 min

Time Zone   (GMT-7:00) Pacific Time (US and Canada)

☑ Recurring meeting   Every week on Mon, Wed, until Dec 16, 2020, 30 occurrence(s)

Recurrence   Weekly

Repeat every   1 week

Occurs on   ☐ Sun ☑ Mon ☐ Tue ☑ Wed ☐ Thu ☐ Fri ☐ Sat

End date   ● By 12/16/2020   ○ After 14 occurrences

Registration   ☐ Required

Security   ☐ Passcode   ☐ Waiting Room

Video   Host   ● on   ○ off

        Participant   ● on   ○ off

Audio   ○ Telephone   ○ Computer Audio   ● Both

        Dial from United States of America Edit
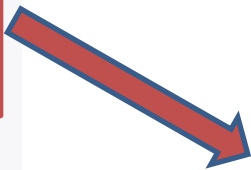
Meeting Options   ☑ Enable join before host

        ☐ Mute participants upon entry

        ☐ Only authenticated users can join

        ☐ Breakout Room pre-assign

        ☑ Request permission to unmute participants

        ☑ Automatically record meeting in the cloud

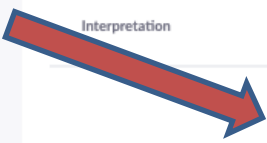Meeting Type   Student Instruction

Alternative Hosts   Example: mary@company.com, peter@school.edu

Interpretation   ☐ Enable language interpretation

Please be sure to set this to "auto-record your meetings in the Cloud...

Remember to Hit the "*SAVE*" button!

Save   Cancel

Above is a Schedule / List for all Upcoming Zoom Class Meetings for the entire class. (Only 6 out of 30 scheduled meetings are visible here). Notice: All the "Meeting ID's generated are identical because it was set up as a "series". ☺

VERY IMPORTANT: Once you have finished setting up your class meetings schedule in ZoomConfer, PLEASE email: sdelahanty@craftonhills.edu immediately with the following information:
Meeting ID, Class name/section# /name of Professor /Meeting days (e.g. M, W, TR)/ start & stop times.

Setting Up Zoom Closed Captions: PART

"Getting Your API Code" for Live Closed Captioning in a Zoom Meeting"

This step must be done 10 minutes before "every" Live Zoom class session in order to provide the "active" meeting link to the Ai-Live "live captioner":

1. In the Zoom class meeting that you have just started, Click on the **"Closed Caption" icon.**

2. Click on the: **"Use a 3rd Party CC Service"** *Button,* which will automatically copy the API token to your clipboard.
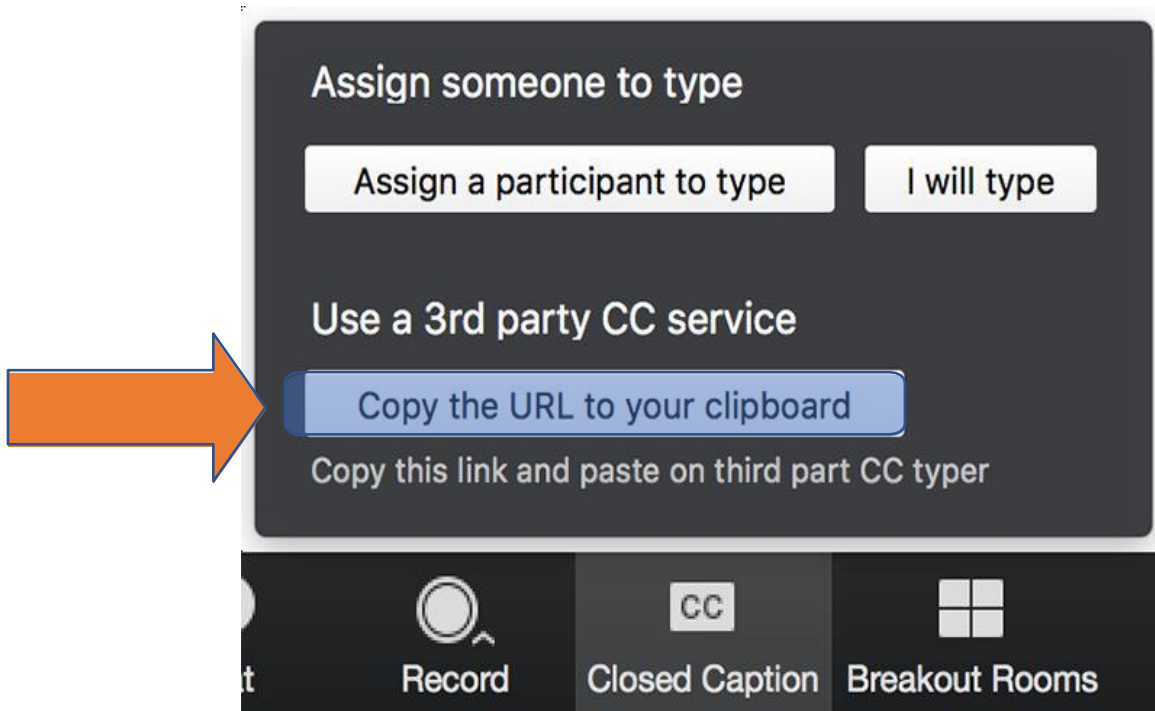
PART 2:

Email the "copied" API Code immediately to the Ai-Live's Captioners. Please also cc: sdelahanty@craftonhills.edu

Please use the following email template format below to email the API link and other Zoom general class information:

(Please note, any omissions or errors may prevent captioning services)

To: coordinators.na@ai-media.tv
Cc: sdelahanty@craftonhills.edu

Subject: API token – [*Name of the session/class – start time*]

Email:

[Hi,

Here is the API token for: [*Name of the session /class, name of Professor / School / start time, time zone***:**

https://zoomapitokenexample.jhSDBFjzhfvbsdkjsDNFdsbjhKNNJAon AJNLhA]

Thanks,
your name]