# 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).

| ZOOM SALES      | PLANS |                                  |                  |               | JOIN A MEETING | HOST A MEETING -   |
|-----------------|-------|----------------------------------|------------------|---------------|----------------|--------------------|
| Profile         | M     | leetings                         |                  |               |                | Get Training       |
| Meetings        | υ     | pcoming                          | Previous         | Personal Room | Meeting Ten    | nplates            |
| Webinars        |       |                                  |                  |               | •              |                    |
| Recordings      | (     | <ol> <li>No Meeting P</li> </ol> | asscode or Waiti | ng Room       | 2.             | ×                  |
| Settings        |       | Start Time                       | to End Time      |               | -              | Schedule a Meeting |
| Account Profile | т     | loday .                          |                  |               |                |                    |
| Reports         |       |                                  |                  |               |                |                    |

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 <u>sdelahanty@craftonhills.edu</u> 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                           | My Meetings > Schedule a | My Meetings > Schedule a Meeting   |  |  |  |  |
|-----------------------------------|--------------------------|--|--|--|--|--|
| Meetings                          | Schedule a Meeting       | Schedule a Meeting   |  |  |  |  |
| Webinars                          | Topic                    | Psy-001- Section 120 Fall2020  |  |  |  |  |
| Recordings                        | Description (Optional)   |  |  |  |  |  |
| Settings<br>Account Profile       | percent of control       | Psy-001 Live Lecture Sessions Fall 2020 Meetings P Mons. and<br>Weds.          |  |  |  |  |
| Reports                           |                          |  |  |  |  |  |
|                                   | When                     | 09/07/2020 🔲 10:00 v AM v  |  |  |  |  |
|                                   | Duration                 | 1 v hr 30 v min  |  |  |  |  |
| Attend Live Training              |                          |  |  |  |  |  |
| Video Tutorials<br>Knowledge Base | 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 vweek   |  |  |  |  |
|                                   |                          | <u> </u>   |  |  |  |  |
|                                   |                          | Occurs on O Sun Ø Mon O Tue Ø Wed O Thu O Fri O Sat                            |  |  |  |  |
|                                   |                          | End date By 12/16/2020 O After 14 - occurrences                                |  |  |  |  |
|                                   |                          |  |  |  |  |  |
|                                   | Registration             | Required   |  |  |  |  |
|                                   | Security                 | Passcode Waiting Room  |  |  |  |  |
|                                   | Security                 | Passcore - Warding Room  |  |  |  |  |
|                                   | Video                    | Host • on O off  |  |  |  |  |
|                                   |                          | Participant • on O off   |  |  |  |  |
|                                   |                          |  |  |  |  |  |
|                                   | Audio                    | O Telephone O Computer Audio O Both  |  |  |  |  |
|                                   |                          | Dial from United States of America Edit  |  |  |  |  |
| Please be sure                    |                          |  |  |  |  |  |
| to set this to                    | Meeting Options          | Enable join before host  |  |  |  |  |
| "auto-record                      |                          | Mute participants upon entry   |  |  |  |  |
| your meetings                     |                          | <ul> <li>Only authenticated users can join a</li> </ul>                        |  |  |  |  |
| in the Cloud                      |                          | Breakout Room pre-assign   |  |  |  |  |
|                                   |                          | Request permission to unmute participants                                      |  |  |  |  |
|                                   |                          | Automatically record meeting in the cloud                                      |  |  |  |  |
|                                   |                          |  |  |  |  |  |
|                                   | Meeting Type             | Student Instruction *  |  |  |  |  |
| Remember to                       |                          |  |  |  |  |  |
| Hit the                           | Alternative Hosts        | Example: mary@company.com, peter@school.edu                                    |  |  |  |  |
| " <b>SAVE</b> "                   |                          |  |  |  |  |  |
| button!                           | Interpretation           | Enable language interpretation   |  |  |  |  |
| Button                            |                          |  |  |  |  |  |
|                                   |                          | Save Cancel  |  |  |  |  |

| 1.888.799.9666                    | SALES | PLANS                                      |          | Click on "Upcon<br>to View the seri                       | es      |                    |
|-----------------------------------|-------|--|----------|---|---------|--------------------|
| Profile                           |       | Meetings                                   |          | with their Meet<br>ID's.                                  | ing     |                    |
| Meetings                          |       | Upcoming                                   | Previous | Personal Room   | Meeting | ; Templates        |
| Webinars<br>Recordings            |       | ① No Meeting Passcode or Waiting Room      |          |   |         |                    |
| Settings                          |       | 📅 Start Time to End Time                   |          |   |         |                    |
| Account Profile                   |       | Mon, Sep 7                                 |          |   |         |                    |
| Reports                           |       | <b>10:00 AM - 11:</b><br>Occurrence 1 of 3 |          | <b>Psy-001- Section 120 F</b><br>Meeting ID: 977 7364 532 |         |                    |
| Attend Live Training              |       | Wed, Sep 9                                 |          |   |         |                    |
| Video Tutorials<br>Knowledge Base |       | <b>10:00 AM - 11:</b><br>Occurrence 2 of 3 |          | <b>Psy-001- Section 120 F</b><br>Meeting ID: 977 7364 532 |         | Location<br>of all |
|                                   |       | Mon, Sep 14                                |          |   |         | Meeting<br>ID's    |
|                                   |       | <b>10:00 AM - 11:</b><br>Occurrence 3 of 3 |          | <b>Psy-001- Section 120 F</b><br>Meeting ID: 977 7364 532 |         | 7                  |
|                                   |       | Wed, Sep 16                                |          |   |         |                    |
|                                   |       | <b>10:00 AM - 11:</b><br>Occurrence 4 of 3 |          | <b>Psy-001- Section 120 F</b><br>Meeting ID: 977 7364 532 |         |                    |
|                                   |       | Mon, Sep 21                                |          |   |         |                    |
|                                   |       | <b>10:00 AM - 11:</b><br>Occurrence 5 of 3 |          | <b>Psy-001- Section 120 F</b><br>Meeting ID: 977 7364 532 |         |                    |
|                                   |       | Wed, Sep 23                                |          |   |         |                    |
|                                   |       | <b>10:00 AM - 11:</b><br>Occurrence 6 of 3 |          | <b>Psy-001- Section 120 F</b><br>Meeting ID: 977 7364 532 |         |                    |

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". ③

VERY IMPORTANT: Once you have finished setting up your class meetings schedule in ZoomConfer, PLEASE email: <u>sdelahanty@craftonhills.edu</u> 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 "<u>every</u>" 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.

|                            | Assign someone to type         |                      |                |  |  |  |
|----------------------------|--------------------------------|----------------------|----------------|--|--|--|
| _                          | Assign a parti                 | I will type          |                |  |  |  |
| Use a 3rd party CC service |                                |                      |                |  |  |  |
|                            | Copy the URL to your clipboard |                      |                |  |  |  |
|                            | Copy this link and             | paste on third pa    | rt CC typer    |  |  |  |
| )<br>t                     | Record                         | CC<br>Closed Caption | Breakout Rooms |  |  |  |

## **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: <u>coordinators.na@ai-media.tv</u> Cc: <u>sdelahanty@craftonhills.edu</u>

**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<mark>]</mark>

Thanks, your name]