

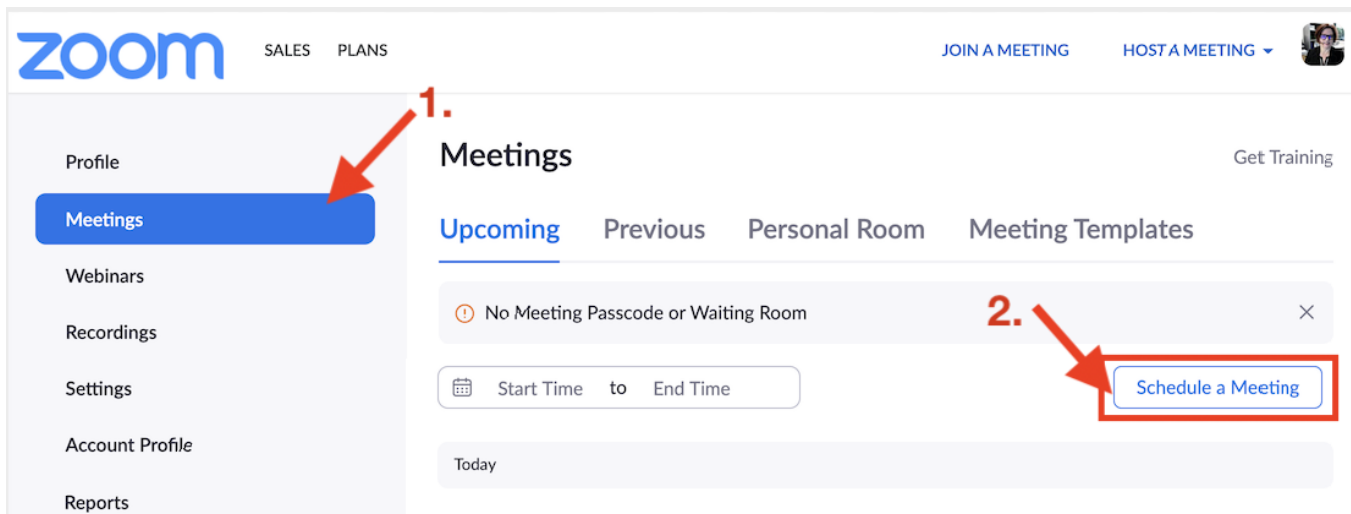
# STEPS TO ACTIVATE ZOOM LIVE CAPTIONS FOR AN ENTIRE SEMESTER CLASS ZOOM SERIES

## 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](mailto: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.

This 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.

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My Meetings > Schedule a Meeting

### Schedule a Meeting

Topic

Description (Optional)

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When

Duration  hr  min

Time Zone

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

Recurrence

Repeat every  week

Occurs on  Sun  Mon  Tue  Wed  Thu  Fri  Sat

End date  By   After  occurrences

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Registration  Required

---

Security  Passcode  Waiting Room

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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

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Meeting Type

---

Alternative Hosts

---

Interpretation  Enable language interpretation

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

Remember to Hit the "SAVE" button!

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### Meetings

Upcoming Previous Personal Room Meeting Templates

ⓘ No Meeting Passcode or Waiting Room

📅 Start Time to End Time

Mon, Sep 7

**10:00 AM - 11:30 AM**      **Psy-001- Section 120 Fall2020** ⓘ  
 Occurrence 1 of 30      Meeting ID: 977 7364 5321

Wed, Sep 9

**10:00 AM - 11:30 AM**      **Psy-001- Section 120 Fall2020** ⓘ  
 Occurrence 2 of 30      Meeting ID: 977 7364 5321

Mon, Sep 14

**10:00 AM - 11:30 AM**      **Psy-001- Section 120 Fall2020** ⓘ  
 Occurrence 3 of 30      Meeting ID: 977 7364 5321

Wed, Sep 16

**10:00 AM - 11:30 AM**      **Psy-001- Section 120 Fall2020** ⓘ  
 Occurrence 4 of 30      Meeting ID: 977 7364 5321

Mon, Sep 21

**10:00 AM - 11:30 AM**      **Psy-001- Section 120 Fall2020** ⓘ  
 Occurrence 5 of 30      Meeting ID: 977 7364 5321

Wed, Sep 23

**10:00 AM - 11:30 AM**      **Psy-001- Section 120 Fall2020** ⓘ  
 Occurrence 6 of 30      Meeting ID: 977 7364 5321

Click on "Upcoming" to View the series with their Meeting ID's.

Location of all Meeting ID's

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](mailto: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.

## PART 1:

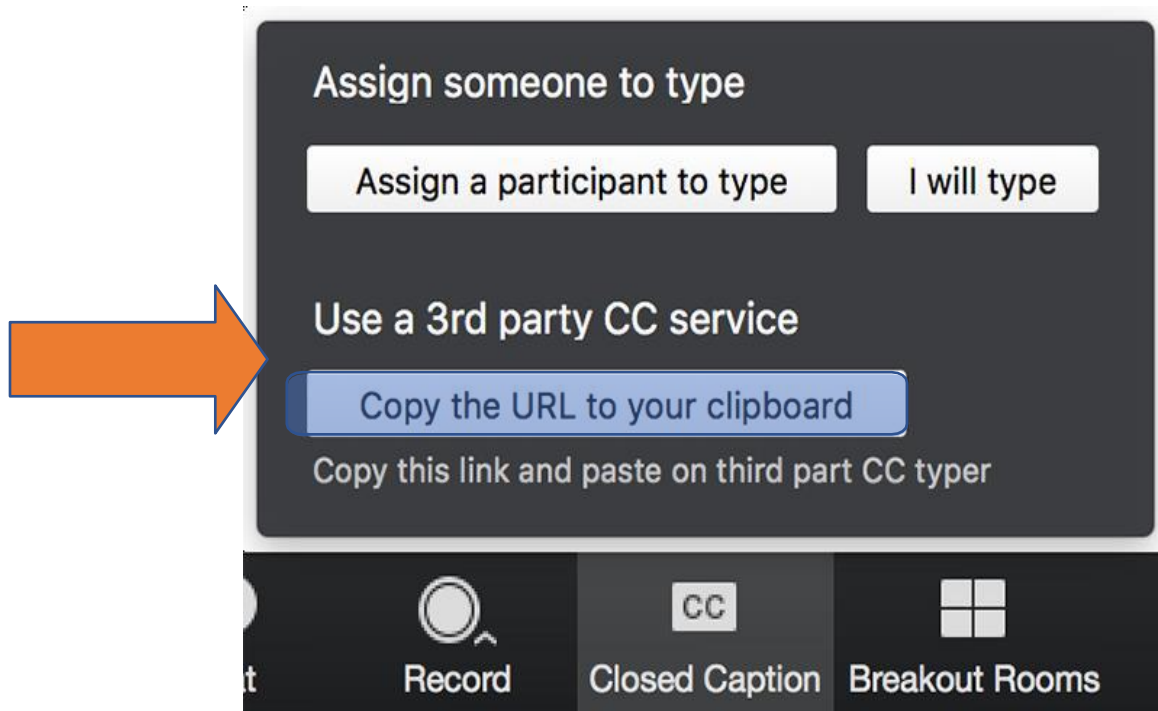
### Getting Your API Code” for Live Closed Captioning in a Zoom Meeting

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 API Code immediately to the Ai-Live's Captioners.**

**Please also cc: [sdelahanty@craftonhills.edu](mailto: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](mailto:coordinators.na@ai-media.tv)**

**Cc: [sdelahanty@craftonhills.edu](mailto: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.jhSDBFjzhfvbsdkjsDNFdsbjhKNNJAonAJNLhA>**]

**Thanks,  
*your name*]**