

Live Class Closed Captioning Options

- With Thanks from Samantha Brumer and Kristen Dabney

If you decide to hold live classes, please consider the following.

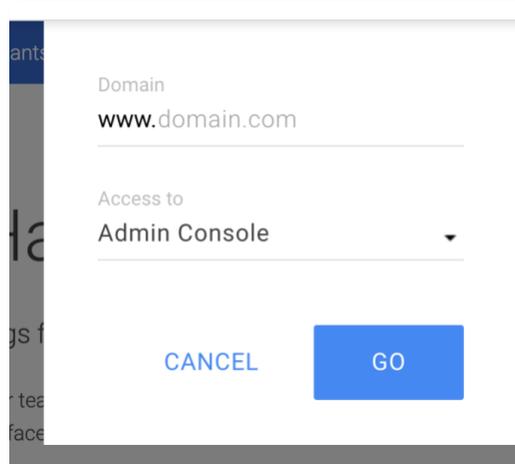
1. Please have one person speaking at a time.
2. Have students have muted microphones.
3. Clearly state who is speaking. For example: Tim please answer this question....
4. As the professor please repeat any questions for the students.
5. Use one of our recommended live captioning tools.

PLEASE NOTE: these are not totally ADA compliant however are great tools to increase accessibility. For the following options you will need to share your screen and use a microphone for clear voice for auto transcription. It is also to keep in mind that anything students say will not be captioned as it will be pulling from your microphone only. We still recommend recording all lectures for student access but understand that it may not be an option at this time.

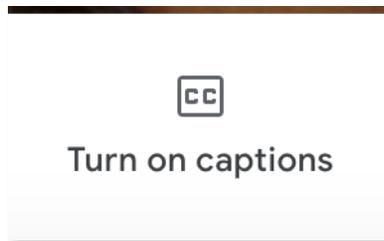
Google Meet

gsuite.google.com/hangouts/meet

1. This feature is through Google Suite a new Tufts online tool! To log in, enter tufts.edu for the domain.



2. Then enter your Tufts email address, you will be prompted to enter your Tufts UTLN and password.
3. Click Meet and start your meeting! Once in the meeting click "Turn on Captions" at the bottom right of the screen:



4. Live captioning will begin, and it will capture every user that speaks.

Note: if recording the meeting to share later, the captions will **not** be added. This is a great option for live meetings and if you were to screen record the meeting, it could be a fully captioned video through otter.ai,

Otter.AI

Live transcription through artificial intelligence, Otter.AI is a highly regarded application for your desktop or your phone. It guesses punctuation in your speech as well as differentiating speakers. Accounts are free and provide 600 minutes a month, premium accounts allow you to integrate your text into captions for your videos.

<https://otter.ai/>

*We had some luck with having Otter pick up on multiple microphones automatically, but you may need to dig into settings to have a similar experience.

PowerPoint

The neat tool you saw in PowerPoint requires a plugin to be installed, of which you need to be an admin to do. But it would allow you to do captioning on your PowerPoint slides while you present. You can find more instructions on the [PowerPoint Website](#).

Google Slides with Auto-generated Captions

Google Slides can use your microphone to create auto captions, these captions are never stored. So you are unable to use these in the future as a transcript. To set up captioning in Google Slides, please go to the [Google Support Webpage](#).

Google Documents with text to speech

For auto transcription in real time use Google Document's Speech to Text feature. It is fairly easy to use and can be shared while you are presenting in either Zoom or Webex. The words will be captioned like a word document so please make sure the size of the font is big enough for the viewers. You can find out more on the [Google Documents Support Webpage](#).

Webcaptioner.com

This site will just do automatic captions that default to whatever language your computer is in. So, if you would like to [speak in a different language](#), please follow the directions for changing your language. It doesn't look like it has default multi-language support at the same time by default. It only works on Chrome, and you can get reasonable captions off of a laptop microphone with it. This is an option for some basic captioning when conferencing if you can share your screen. To start application please go to [Webcaptioner.com](#).

CART: Communication Access Real-time Translation

These options will require a person to transcribe the classes live. For Zoom and Webex you will need to authorize the CART options on each conference. Please share dates, times, and how many live sessions you will have so that accessibility office can hire a transcriber. This is usually an accommodation only made for students who are registered with the accessibility office.

Zoom

Check out this video on how to use [Closed Captioning in Zoom](#). More information can be found on the [Zoom Closed Captioning Website](#)

WebEx

To find out how to add captions to WebEx meetings, please follow this [WebEx Closed Captioning Website](#).