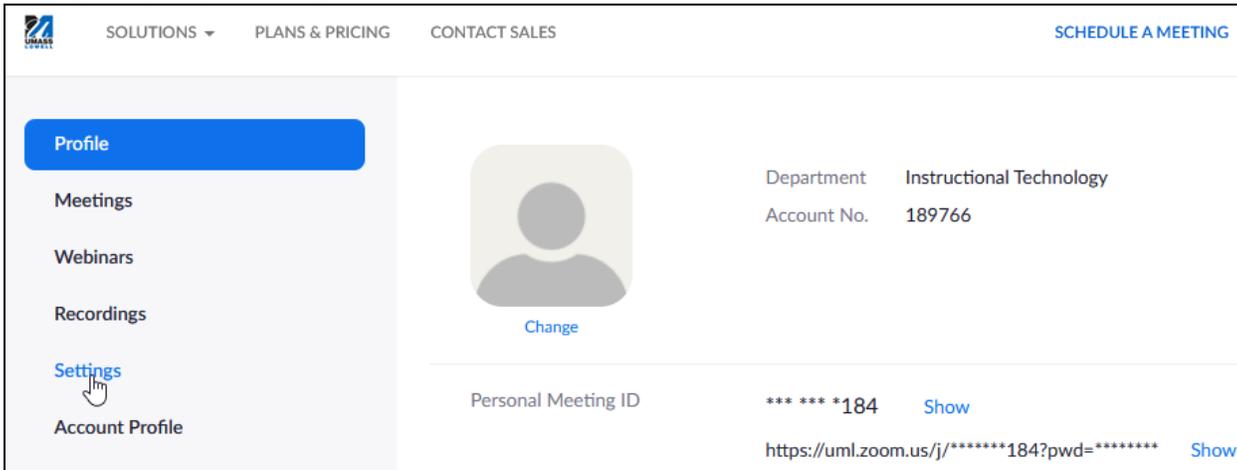


Caption Availability in both Zoom and Echo360-

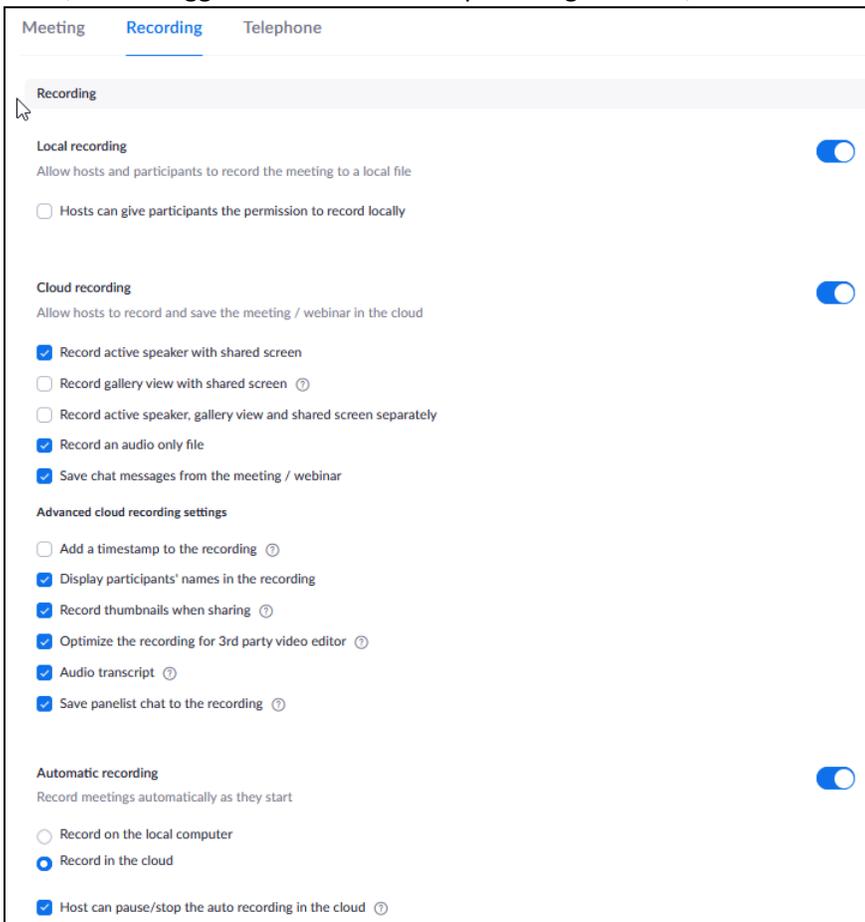
Both Zoom and Echo support the creation of captions and can do it automatically (to some degree). Here's what each platform can do and what you should do to assist it:

Zoom-

Has been globally setup to create audio transcriptions which are then applied as a captioned file to the recording. You can check to make sure that this occurs by going to <https://uml.zoom.us> and login with your UML credentials. Click on Settings on your profile page-



Clicking on Recording once you are in settings shows you many choices, but you should look under Cloud recording and make sure that Audio transcript has been selected. A further suggestion is to have Zoom automatically record to the cloud, which triggers the audio transcript to be generated, so click on Record to the cloud under Automatic recording.

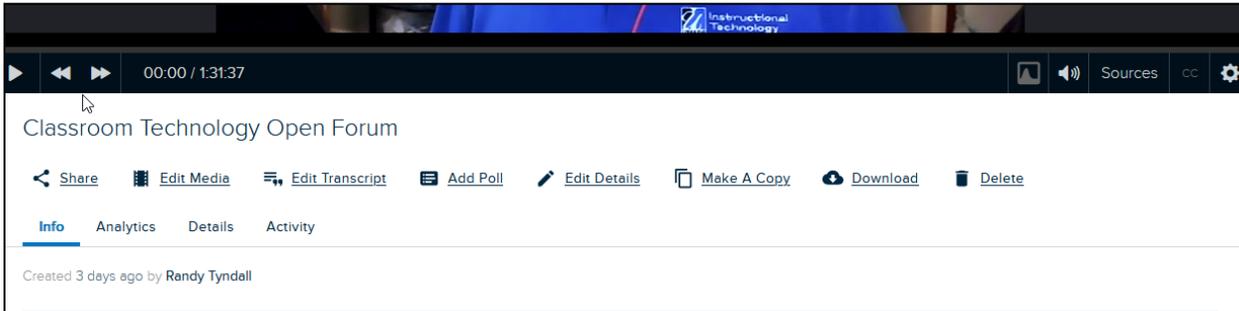


Echo360-

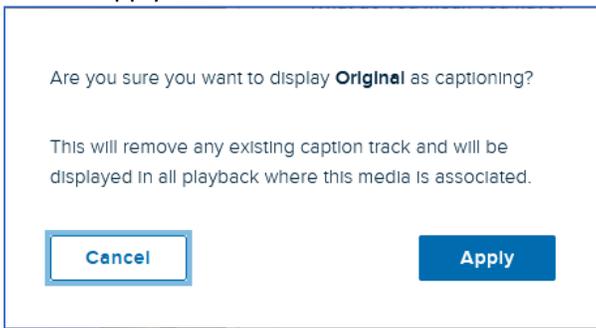
Recordings imported into Echo (either by you or automatically copied over from Zoom) get a transcription made automatically. It must then be applied to the recording as a captioned file in order for viewers to view the captions.

Log into Echo360 (<https://echo360.org>) with your UML credentials. You will then see your Library, a catch-all area where just your recordings are stored. Navigate to any recording and click on the title or icon for that recording.

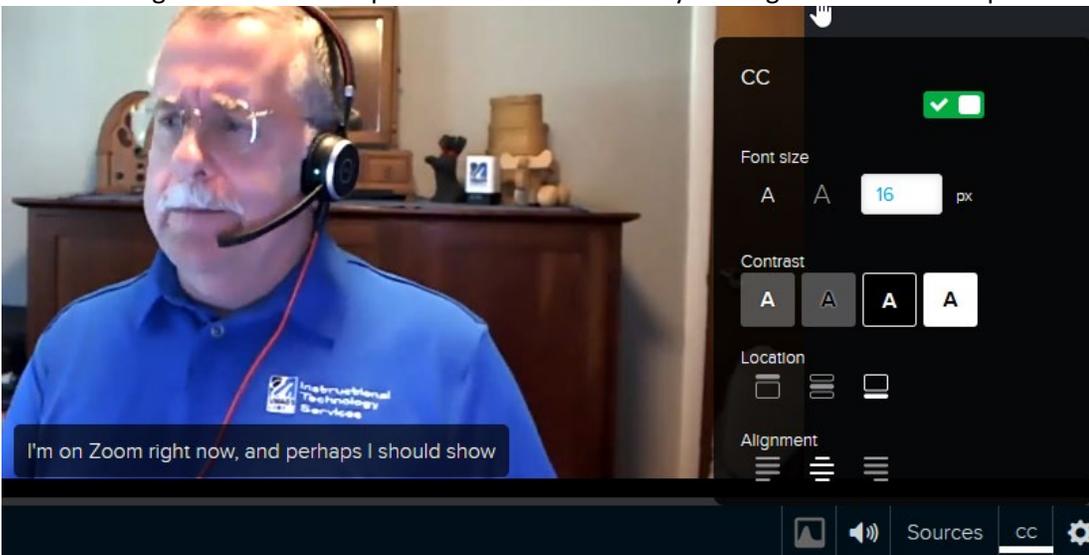
Click on Edit Transcript to bring up the transcription of the recording. If the recording is new it might take an hour or so for Echo to make the transcription.



The transcript screen appears, allowing you to do several things- edit the transcript if needed and apply the transcript as a closed caption file. To apply the transcript as a CC file, click on Apply to CC. A warning screen pops up, but you should click on Apply.



The recording now has been captioned and is viewable by turning on and off the captions from the Echo player.



You can see that there are options for font size, contrast adjustments, location where the captions appear and also alignment of the captions on the screen.

Extra notes regarding captioning-

- Currently, when Zoom recordings are being automatically transferred over to Echo, the transcription is **not** transferred. You can download it separately then import it into the Echo recording.
- Captions can be edited in both the Zoom and Echo.
- Any edits that occur in Zoom affect the transcription/captions, so when the recording is automatically copied into the Echo platform, it copies the original recording and not the edited version which might affect the transcript if any edits were made to the transcript.
- Transcripts can be searched when viewing, allowing for students to locate words or terms spoken during the recording. The video will advance to the first instance of the word.