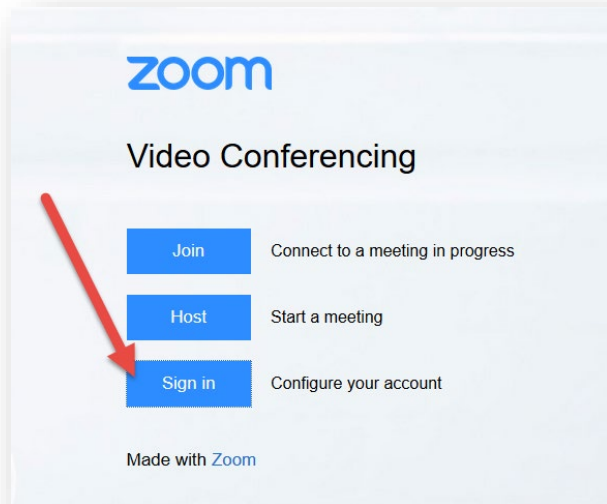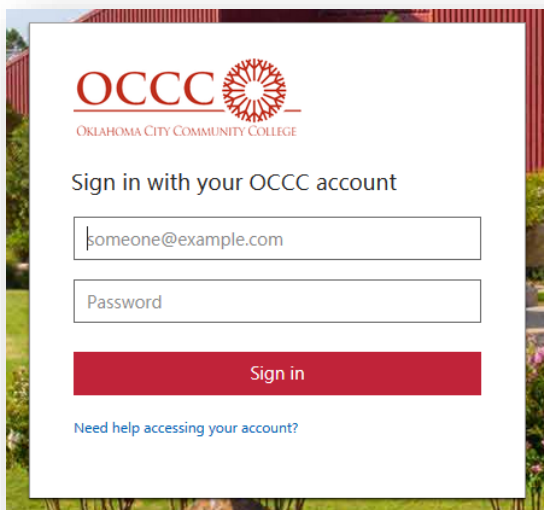# Course Project – Instructions for Creating a Welcome Video with Captions using Zoom

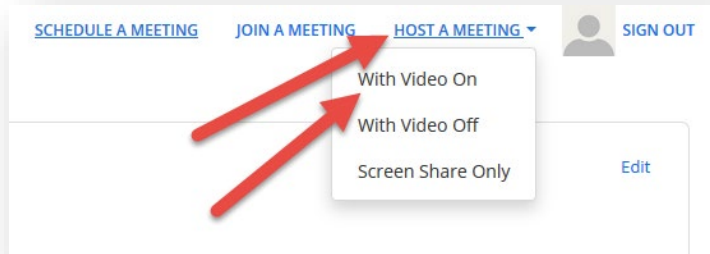Navigate to https://occc.zoom.us and select **Sign in:**

Login with your OCCC Credentials:

Select **Host a meeting**, then **With Video On** in the upper right:

If you have not already installed the Zoom plugin, this will ask you to do so. Follow the instructions to install zoom on your computer. If you have installed Zoom, it will prompt you to open Zoom. Cancel this menu.
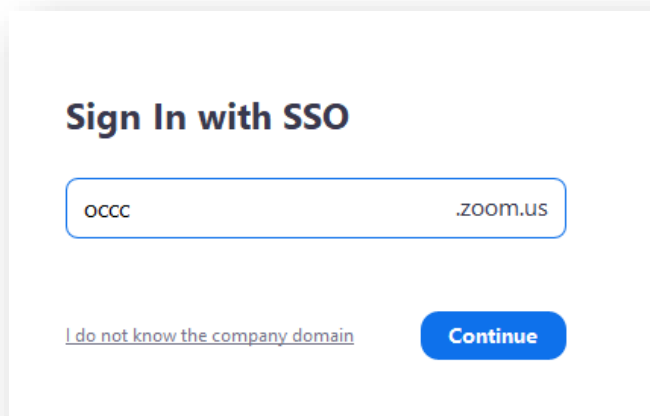
Once Zoom is installed, go to the Windows search bar on your computer on the bottom left and type **Zoom.** Select **Start Zoom** from the list of options that appear.
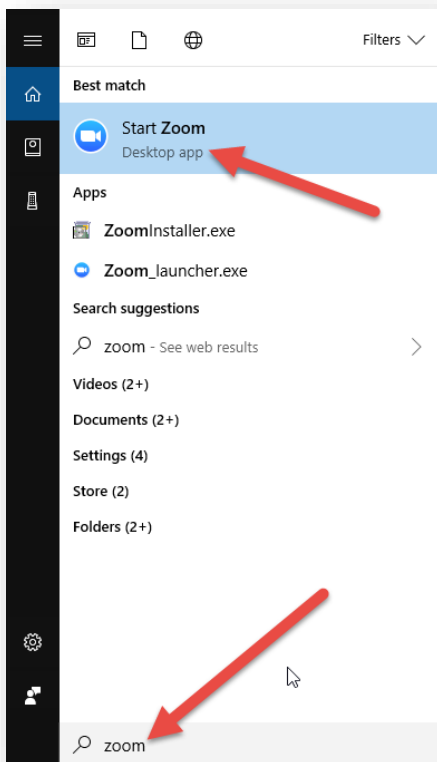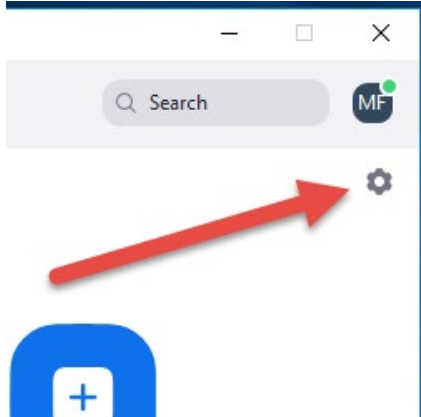
If you are prompted to log in, select **Sign in with SSO** on the right and enter your OCCC login information on the screen that loads.
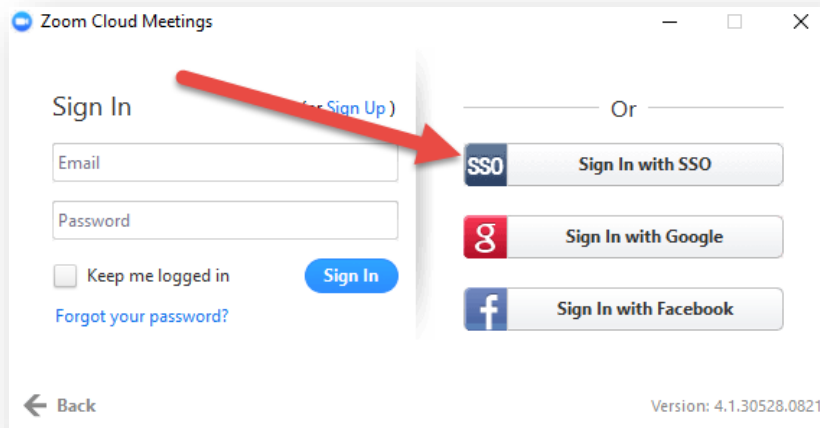
If prompted, enter "**occc**" in the **Sign in with SSO** menu.
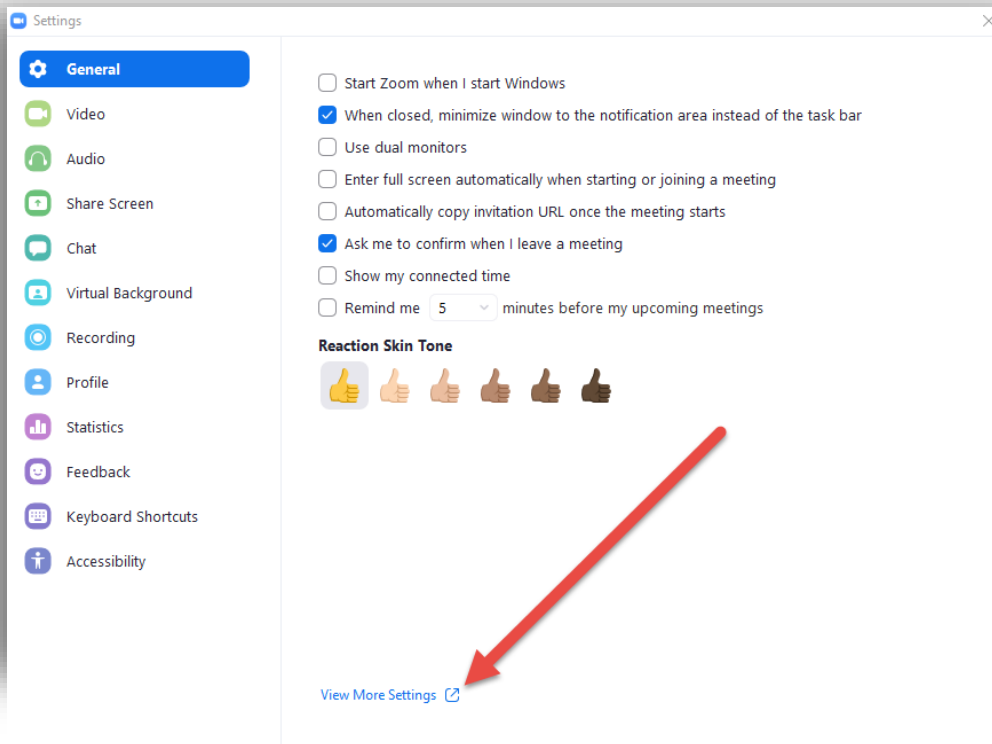

Once you are logged in, you will see the following Menu. Select the gear icon in the upper right:
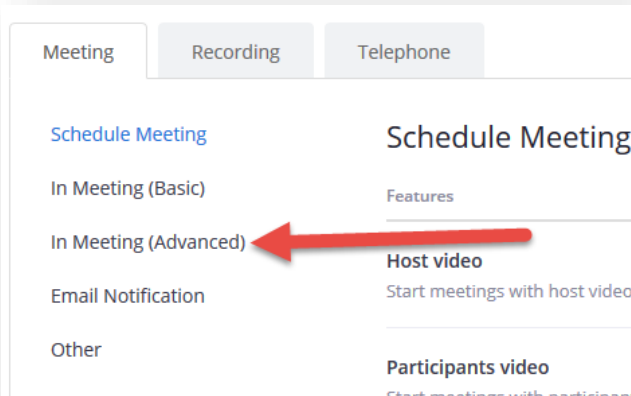
On this page, you can change various general settings, and the audio and video settings if necessary.
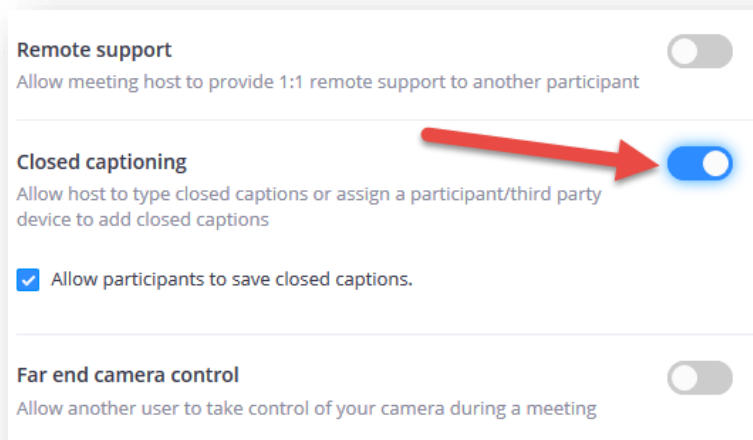
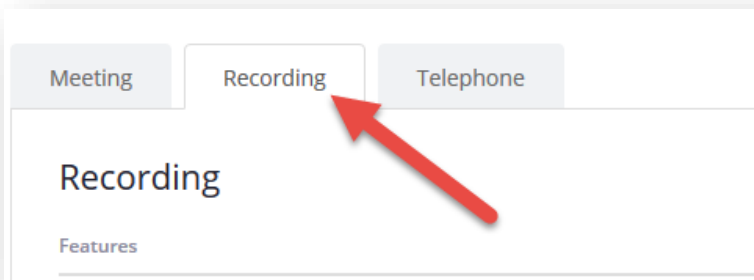Select the **View More Settings** link at the bottom of this page:

This will load the Zoom settings page in your browser. On this page, on the **Meetings** tab, select **In meeting (Advanced).**
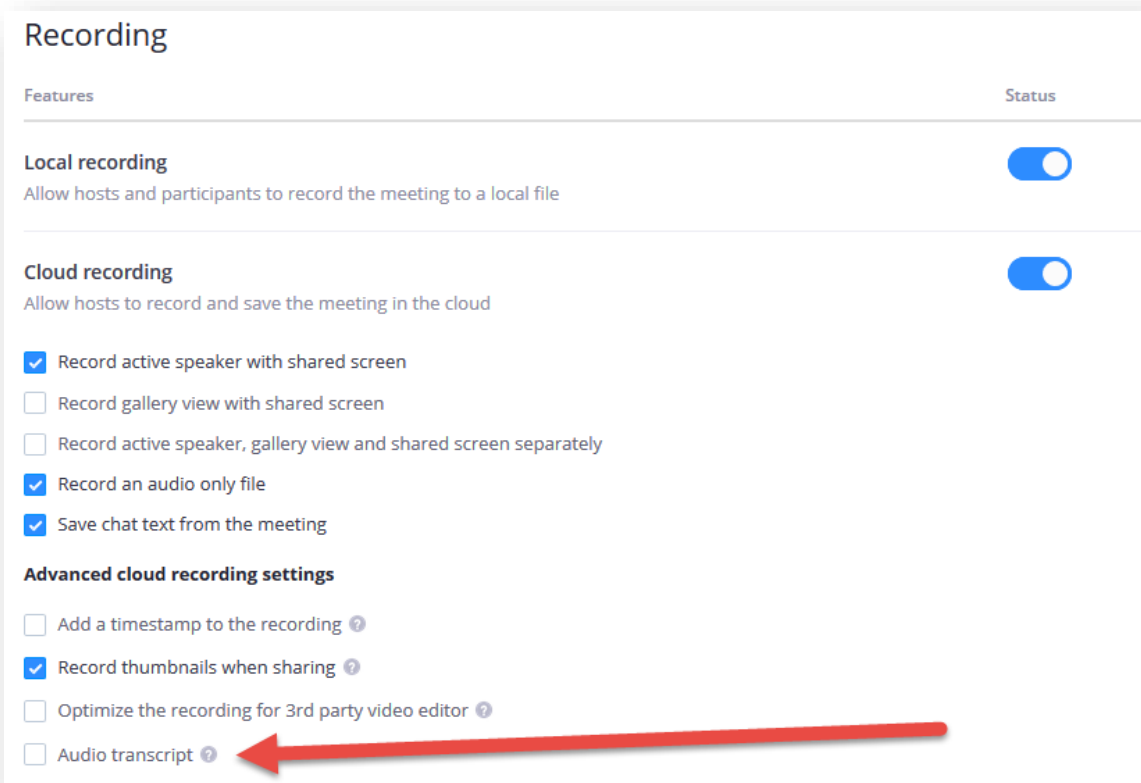

On this page, locate the **Closed Captioning** option and set it to **Enabled:**

Scroll back to the top of the page and select the **Recording** tab.
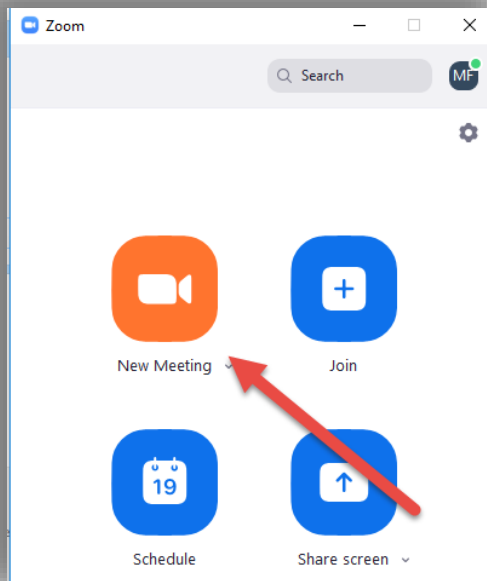

On this page, be sure that **Audio Transcript** is checked:
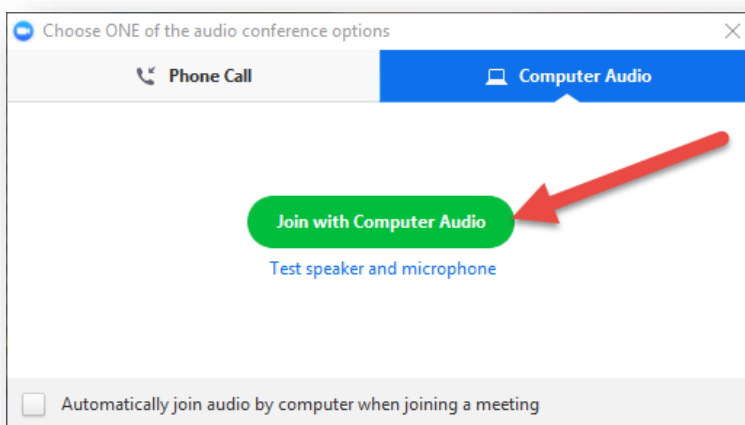

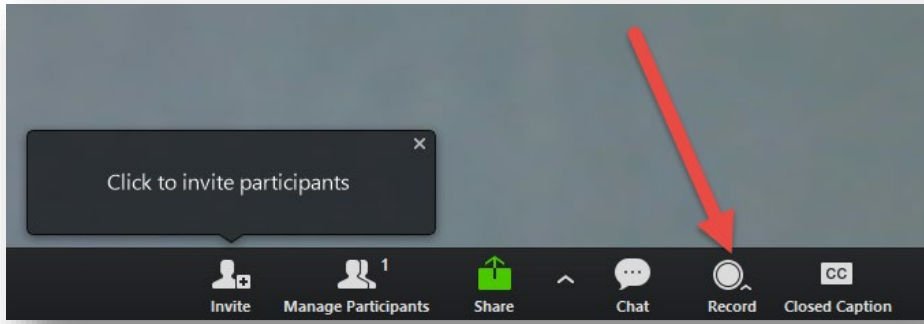**Note:** It is important that the **Add a timestamp to the recording** option is left unchecked.

After checking those settings, navigate to the Zoom plugin outside of your browser window and select **New Meeting:**

Select **Join With Computer Audio.**

This will load the Zoom meeting space. Select **Record** on the bottom menu when you are ready to begin recording.
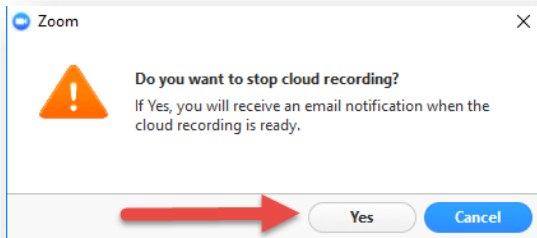

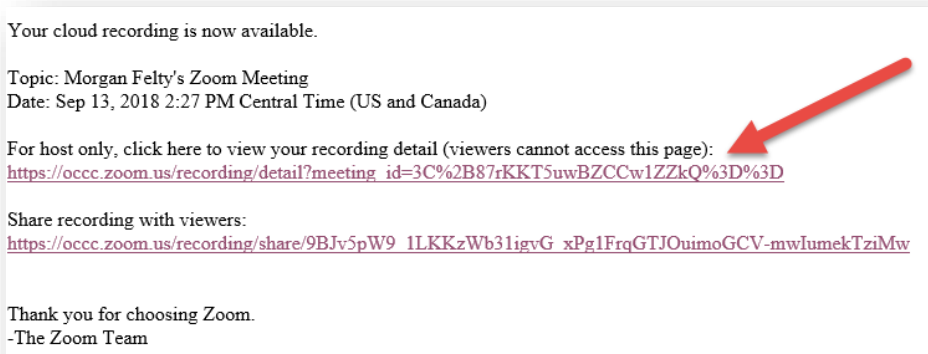Select **Record to cloud.** This will begin the recording.

When finished, select the stop button in the same area as above. The following prompt will load. Select **Yes**.
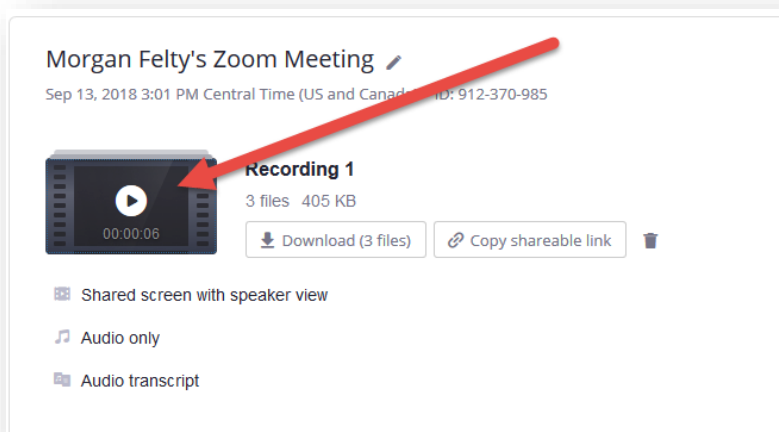
Depending on the size of your video, you will receive an email in about 15 minutes. When you receive the email, click the link it contains that is for the **host only**.

On this page, select this link:

This will load a page that displays your video on the left and your captions on the right. You can play the video, and edit the captions on this page by hovering your mouse over the caption and selectin the pencil icon at the end:
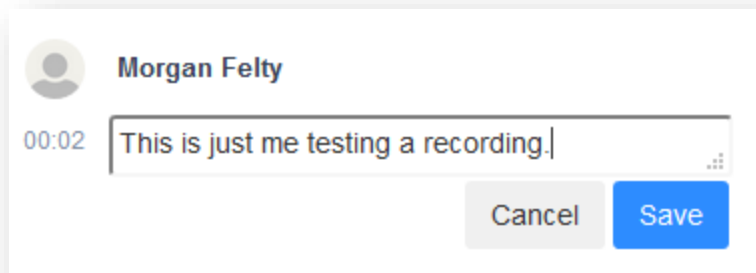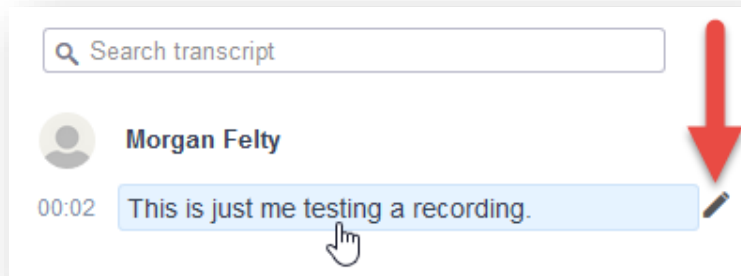
After you have edited the captions, forward the email you received from Zoom to Morgan Felty at **mfelty@occc.edu**.

Morgan will add the video to our streaming server, and send you some instructions for embedding the video in your Moodle classes if you want to do so.

The Center for Learning and teaching has computers with webcams and microphones setup (and help close by!) for this purpose if you would like to record on-campus.

If you have any questions about this or need assistance please contact the CLT at 405-682-7838 or clt@occc.edu.