

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

Navigate to <u>https://occc.zoom.us</u> and select Sign in:



Sign in with your OCCC Credentials:





Select **Host**, then **With Video On** in the upper right corner of the page:



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, first select "**Sign in**", then select **Sign in with SSO** on the bottom and enter your OCCC login information on the screen that loads.

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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.

General	Meeting	AI Companion	Recording	Calendar
Recording				

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

Cloud recording				
Allow hosts to record and save the meeting / webinar in the cloud				
Record active speaker with shared screen				
Record gallery view with shared screen ⑦				
Record active speaker, gallery view and shared screen separately				
✓ Record audio-only files				
Record one audio file for all participants				
Record a separate audio file of each participant ?				
✓ Record the Interpretation				
✓ Record sign language interpreter				
Record language interpreter				
Save chat messages from the meeting / webinar				
Advanced cloud recording settings				
Add a timestamp to the recording ?				
Display participants' names in the recording				
✓ Record thumbnails when sharing ?				
Optimize the recording for 3rd party video editor ⑦				
✓ Create audio transcript ⑦	•			
Save panelist chat to the recording ?				
Save poll results shared during the meeting/webinar ??				
✓ Save closed caption as a VTT file ⑦				

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 the 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 two emails in about 15 minutes. When you receive the emails, click on the email that says "**Cloud Recording**" in the subject line. Then click on "**View Detail**"



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 selecting the pencil icon at the end:

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This is a test 🔚	
Adrian Razo 00:02	
This is a test	
	×

After you have edited the captions, forward the email you received from Zoom to <u>CLT@occc.edu</u>.

We will add the video to our streaming server and send you a code to embed the video in your Moodle course.

If you have any questions about this or need assistance, please contact the CLT at 405-682-7838 or <u>CLT@occc.edu</u>.