

INCLUSIVE ZOOMING

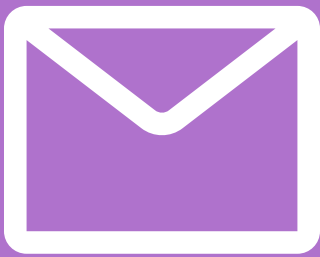
TIPS FOR THE PARTICIPANT

REQUEST AUTO-CAPTIONING

Live captioning is already enabled on all WCU accounts, BUT needs to be turned on in each meeting. While in a meeting, click CC to request the host turn on captioning. This can be done anonymously, if preferred.



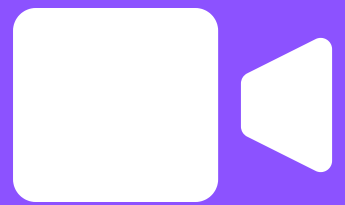
CONTACT THE ORGANIZER



If you have specific needs, contact the organizer before the meeting. They should be able to provide any handouts, PowerPoints, etc. to you for your assistive needs. The organizer information can be found in the invitation.

ASK THE HOST TO RECORD

The organizer should record to the cloud. Once in the cloud, the meeting will be automatically transcribed. Both the video and the transcription will be available to the host for posting on D2L.



ASK FOR PERMISSION TO RECORD



Prior to the meeting, ask the host for permission to record. During the meeting, the host is notified that the meeting is being recorded, but no other participant is notified. The recording is automatically put into the Zoom folder on the participant's computer. To get a transcription, you can upload it to Kaltura.

HYPERLINKS TO
RESOURCES:

- [ZOOM LIVE TRANSCRIPTION](#)
- [SHARING ZOOM RECORDINGS](#)
- [UPLOADING RECORDINGS TO KALTURA FOR AUTOMATIC CAPTIONING](#)