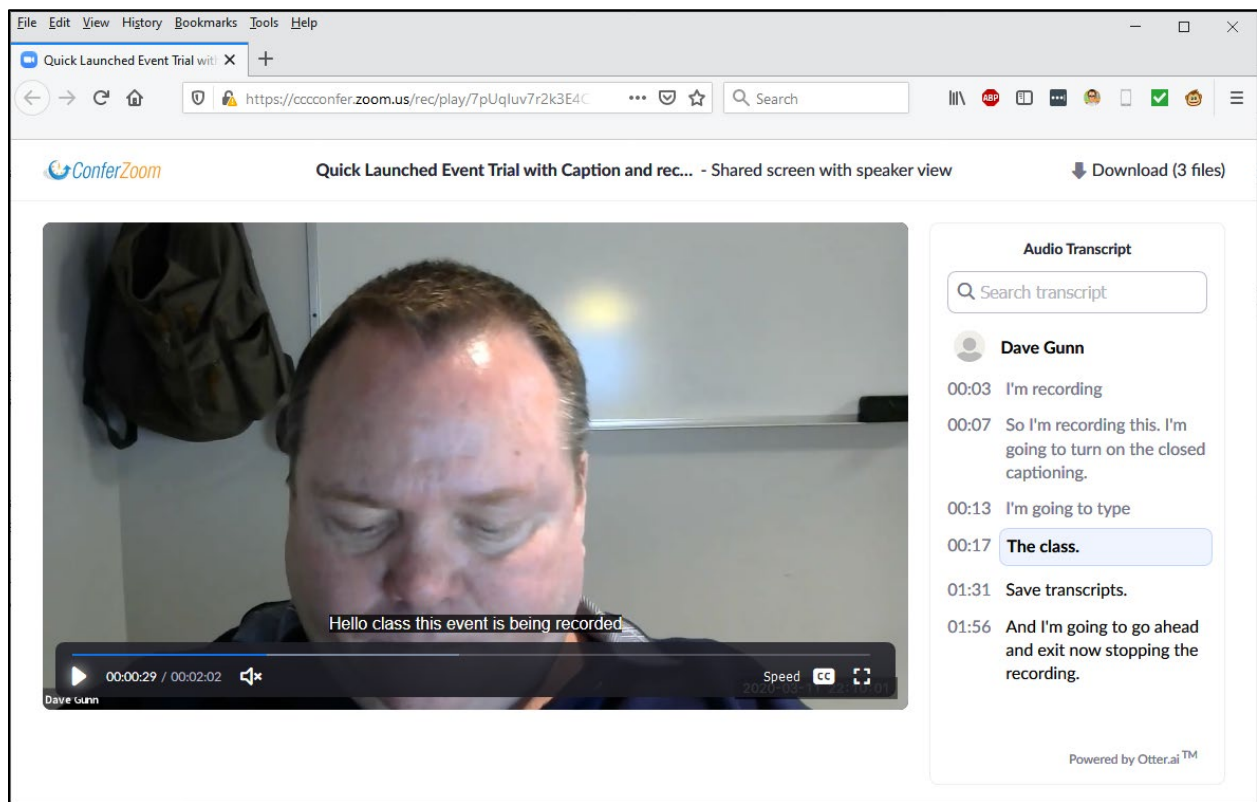


## Using Confer Zoom

It is best when presenting to mute all other participants before you begin so that focus will remain on you [http://www.conferzoom.org/Content/Doc/Audio\\_Mute\\_and\\_Unmute.pdf](http://www.conferzoom.org/Content/Doc/Audio_Mute_and_Unmute.pdf). And please note that if you choose to record your Confer Zoom meeting it will only record the video of main window and not the smaller participant windows. Also, please be aware that because of this the recording would not include the interpreter unless they were doing the presenting and had control of the main window. However, if you had a person typing in captions (subtitles) while you present, it will record this and allow them to be saved as well as showing when playing back the recording. Additionally, if the session is recorded you will later receive an email with a link to the webinar that will contain both the subtitles and the audio transcript similar to the screenshot below.



The screenshot shows a web browser window displaying a Confer Zoom recording. The browser address bar shows the URL: <https://ccccconfer.zoom.us/rec/play/7pUqIuv7r2k3E4C>. The Confer Zoom logo is visible in the top left corner of the page. The main content area features a video player with a man speaking. The video player has a progress bar at the bottom showing 00:00:29 / 00:02:02. A subtitle at the bottom of the video reads: "Hello class this event is being recorded". To the right of the video player is an "Audio Transcript" panel. It includes a search bar labeled "Search transcript" and a list of transcript entries:

- 00:03 I'm recording
- 00:07 So I'm recording this. I'm going to turn on the closed captioning.
- 00:13 I'm going to type
- 00:17 **The class.**
- 01:31 Save transcripts.
- 01:56 And I'm going to go ahead and exit now stopping the recording.

At the bottom right of the transcript panel, it says "Powered by Otter.ai™".

### Additional Help for Instructors:

If you would like Confer Zoom to provide live captioning services please contact them 5 days prior to your webinar. For more see here <https://ccctechconnect.zendesk.com/hc/en-us/articles/360015667594-Live-Closed-Captions-How-to-Submit-a-Request>

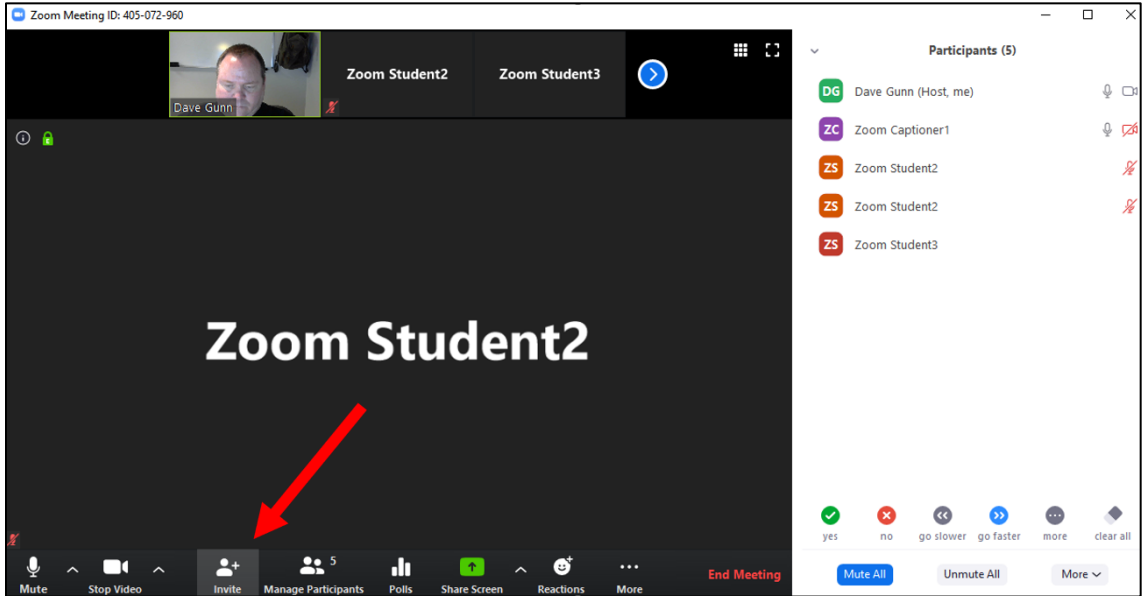
If you are unfamiliar with Canvas please see our Canvas Jump Start [https://www.cerritos.edu/ic/ includes/docs/Canvas/Canvas\\_Jump\\_Start\\_2.pdf](https://www.cerritos.edu/ic/ includes/docs/Canvas/Canvas_Jump_Start_2.pdf)

For more information on creating a Confer Zoom webinar see here [https://www.cerritos.edu/ic/ includes/docs/Canvas/Using\\_ConferZoom\\_in\\_Canvas.pdf](https://www.cerritos.edu/ic/ includes/docs/Canvas/Using_ConferZoom_in_Canvas.pdf)

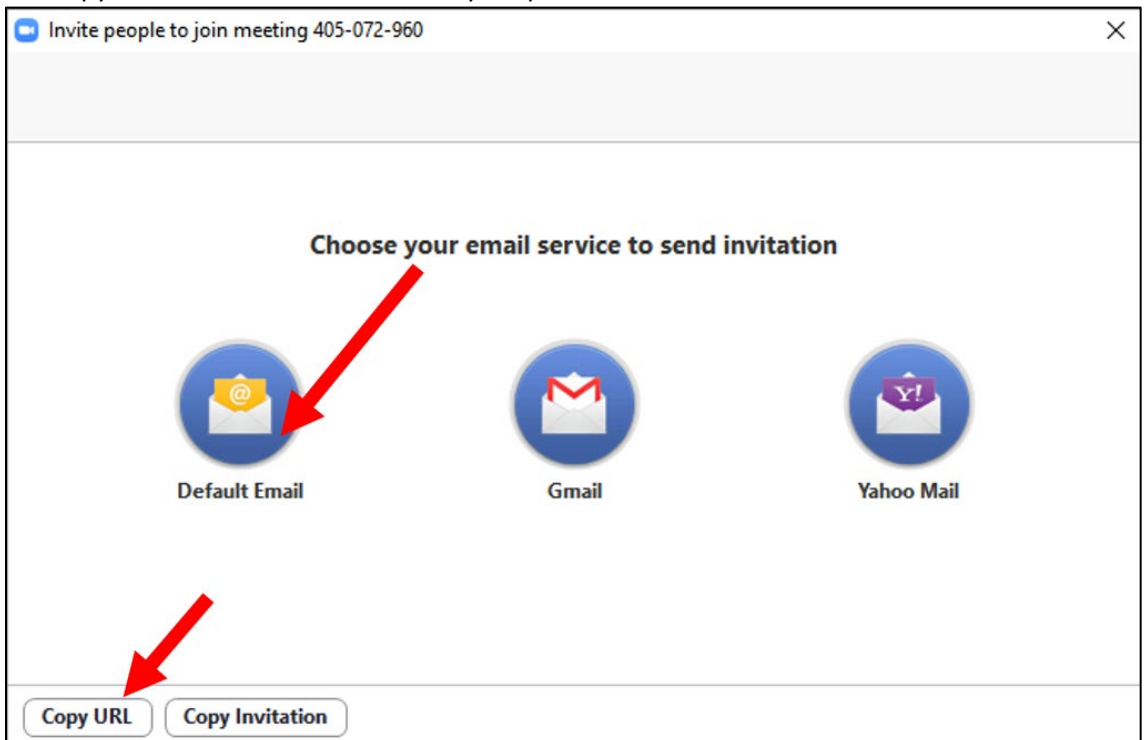
How to add an interpreter and/or real time captioner (RTC) via email invitation.

Once you have created your Confer Zoom webinar you may invite a captioner and/or interpreter to attend even if they are not a member of the Canvas course site by following the steps below.

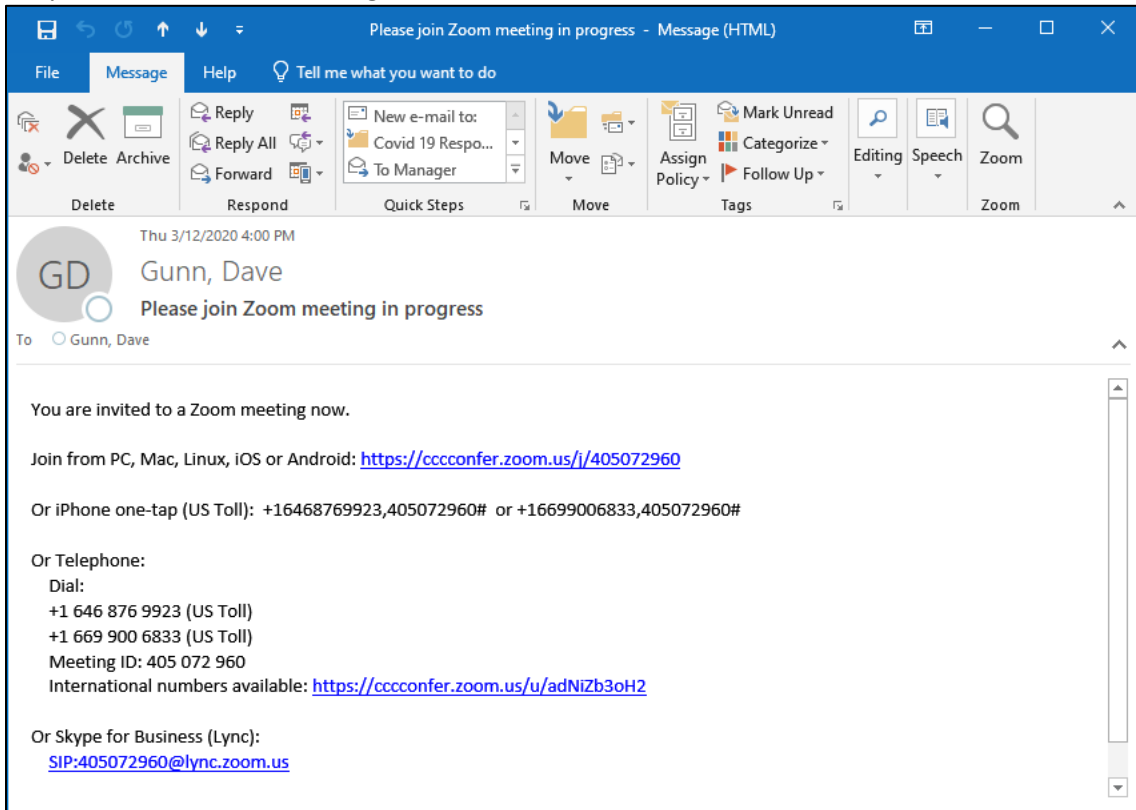
1. Start your webinar and click Invite at the bottom of the page



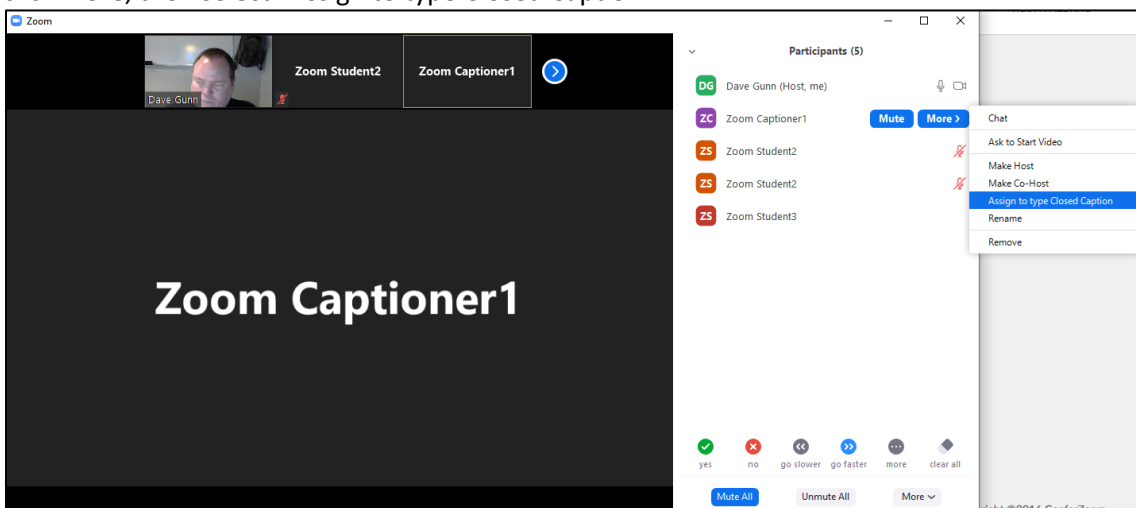
2. To open your default email program with a copy of the invitation in the message body click "Default Email". Note: If you would prefer to send the invitation another way you could click the Copy URL button then send it with your preferred method.



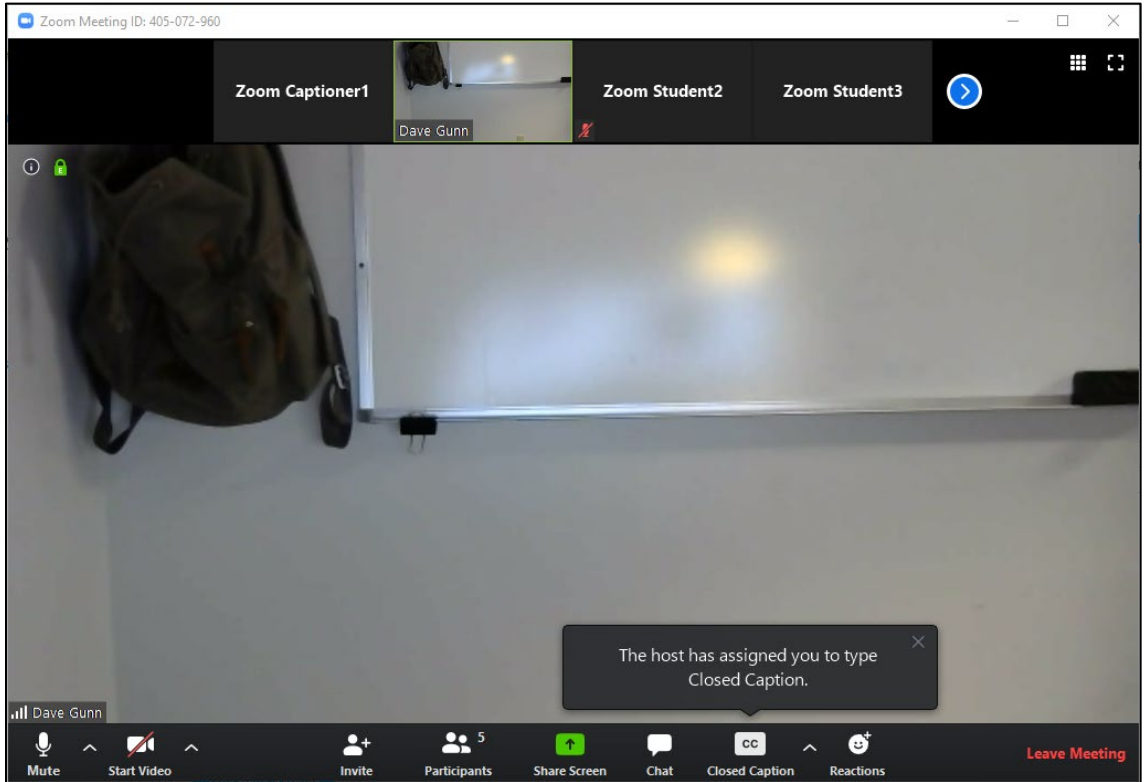
3. They will then receive a message similar to the one below.



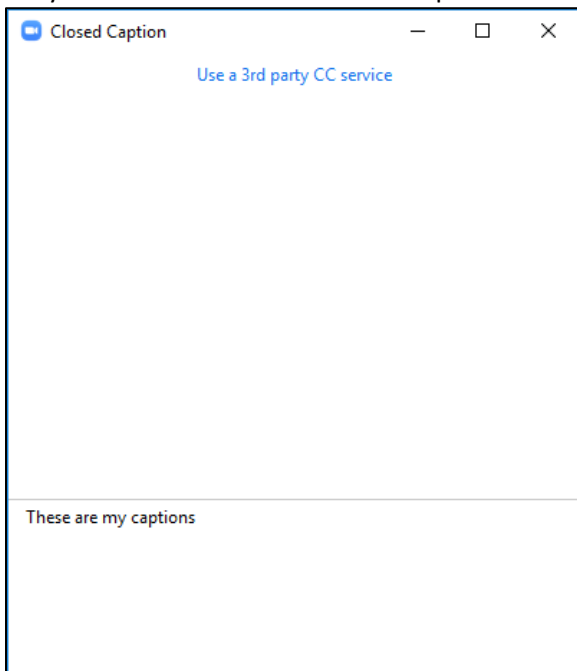
4. The person receiving this invitation can then click the link to be taken immediately to the ConferZoom meeting. And if they do not have the Zoom application installed it will prompt them to install and then run.
5. Once the captioneer has joined the webinar click Manage Participants, mouse over their name, click more, then select "Assign to type Closed Caption".



- The captioner will then see a message in their window stating, "The host has assigned you to Type Closed Caption."

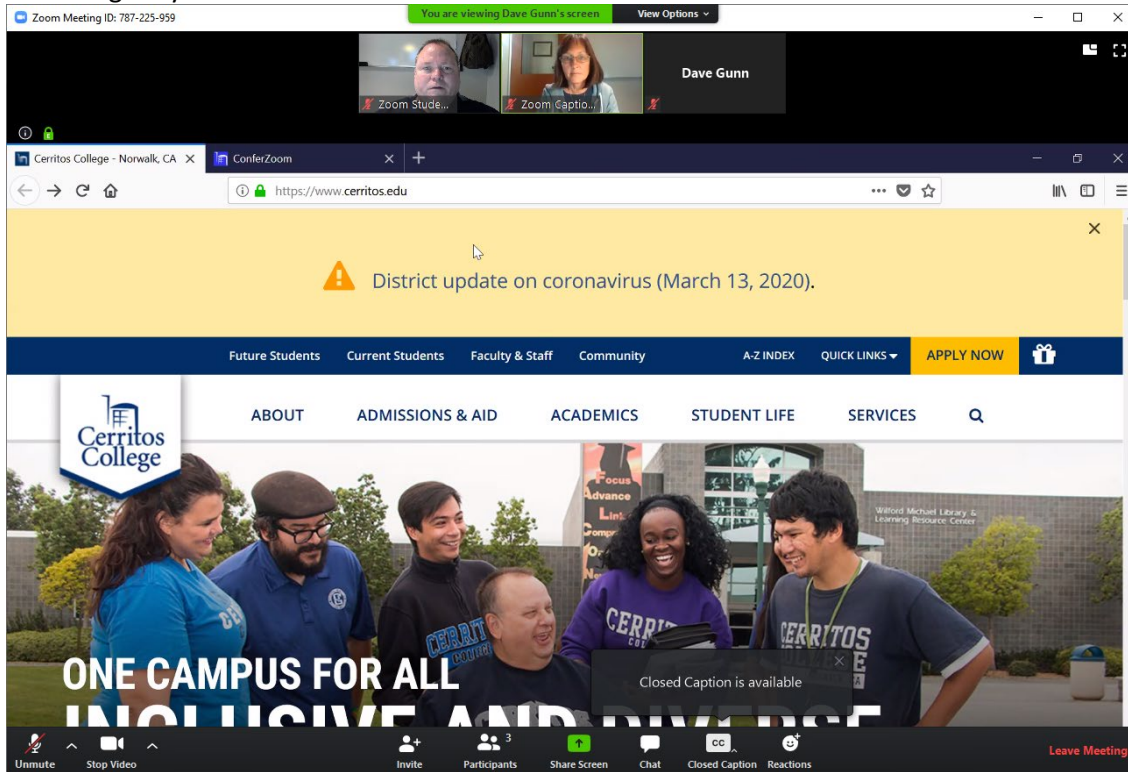


- They can then click on the Closed Caption button to open a window and begin typing.

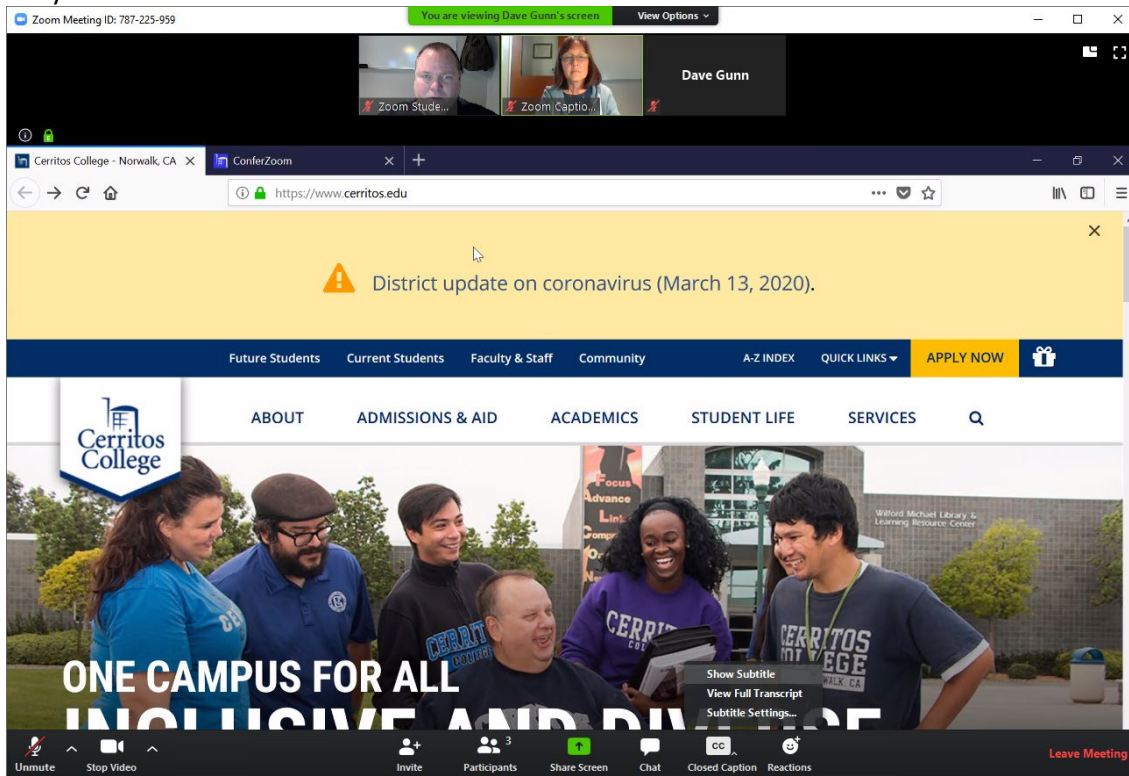


## How Students Enable Captions and Change Their View

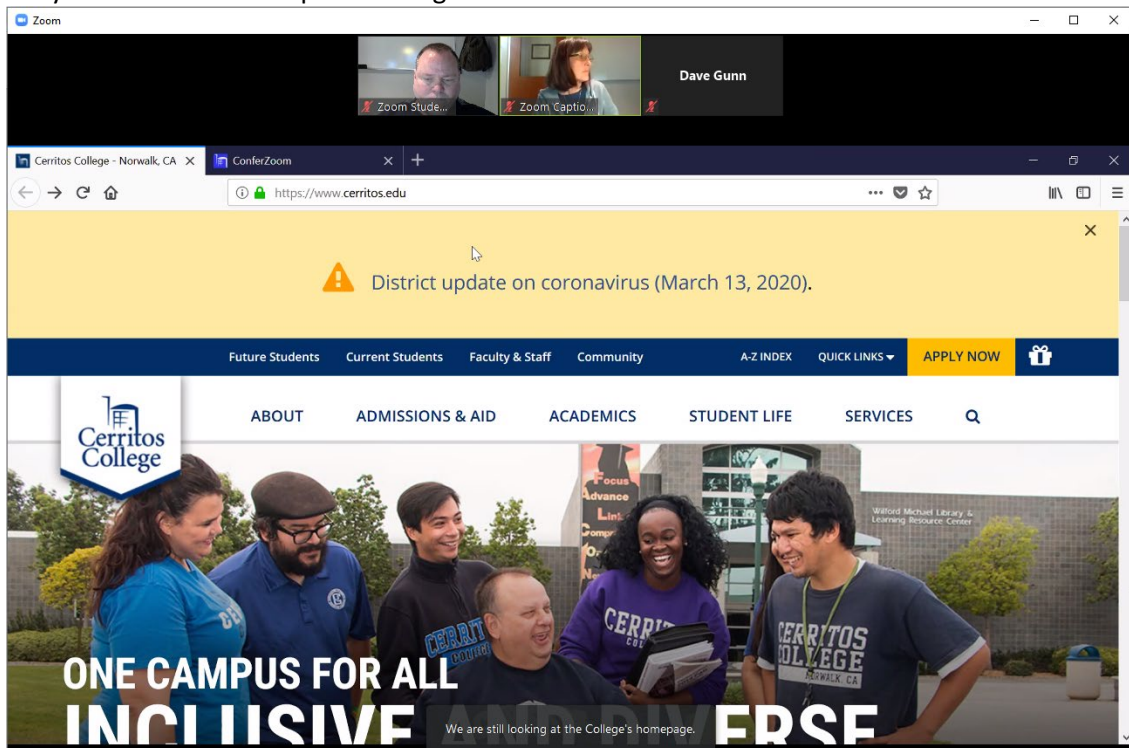
Once a Student has joined the web conference if captions are available they will see a message indicating they are available.



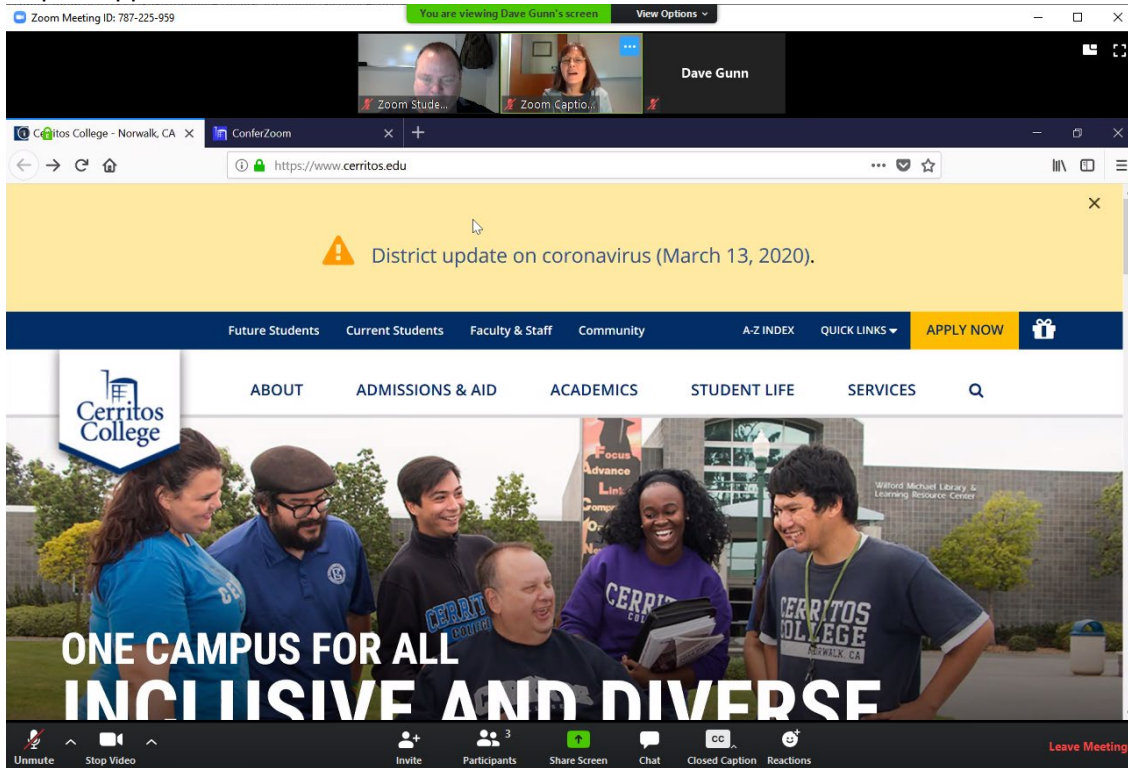
They can click the CC button at the bottom of the Confer Zoom window and then choose Show Subtitle.



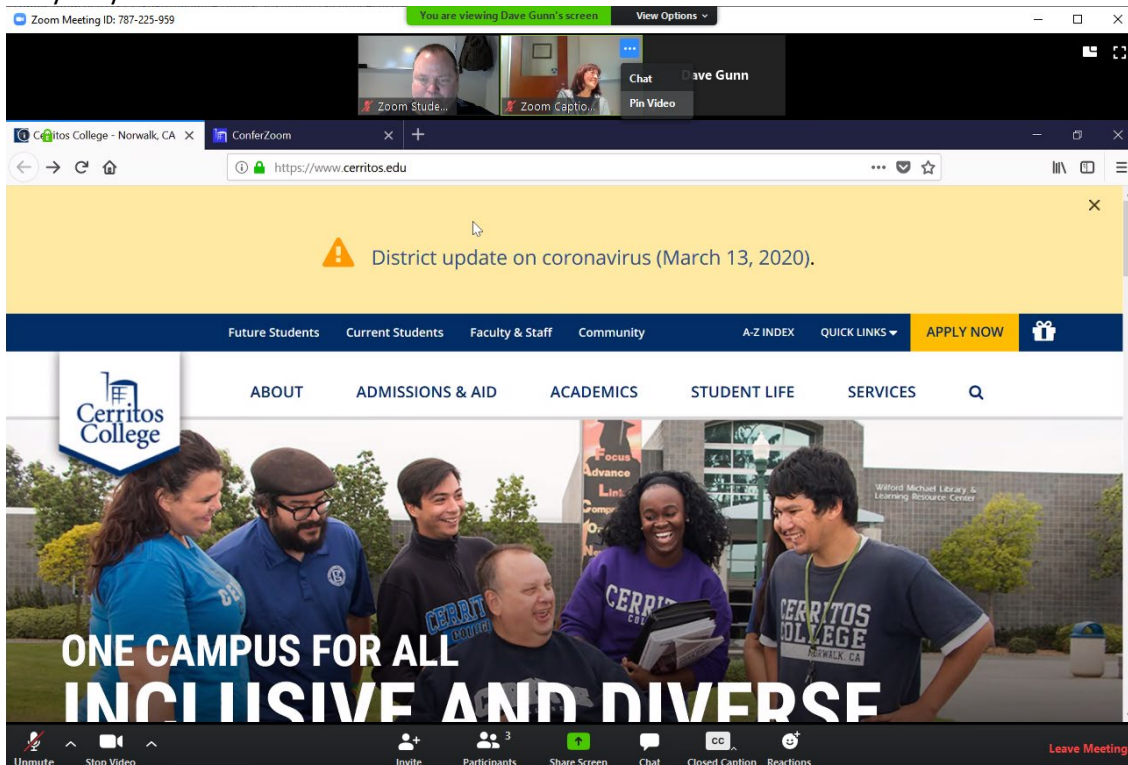
They will then see the captions along the bottom of the main window.



If using an interpreter, a student can focus on that participant by navigating to the appropriate participant, placing their mouse cursor over the small window of the interpreter so the small blue ellipses appears.



They may then click it and choose Pin Video



This will then bring that participant into the main window for easier viewing. To switch back they can click Unpin Video option in the main window.

