# News from the Zoom Desk

## Have Questions?

Please reach out for assistance at any time using our TDX portal: Instructor Zoom Help
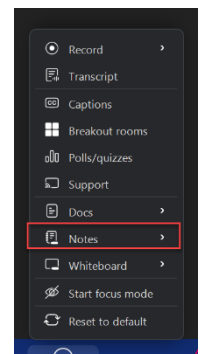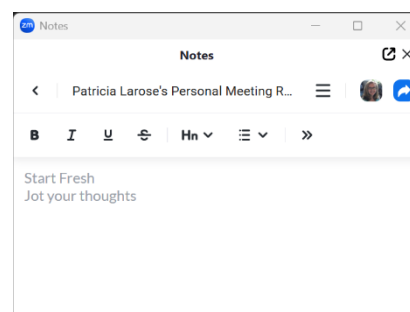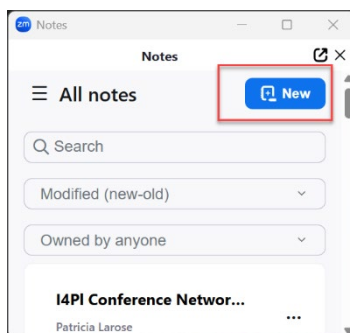
## Zoom Updates

Hello all,

It has been a while since we chatted. Zoom has been fairly stable these last few months with only a few updates that helped in functionality and managing your meetings. However, there have been a couple of updates that I wanted to highlight; **Notes** and **Translated Captions**. First is the **Notes** feature. This little tool is very helpful for creating notes for yourself (or to share) right in the meeting. These notes are then connected to the meeting and can be retrieved easily at any time. Another significant update has been the ability to allow your students to select their own language for translation of the **Closed Captions**. Where appropriate, this is a handy tool.

### Notes

In the global navigation toolbar on the Zoom Workplace screen, you can select the Notes feature from the More menu if it does not already appear in the toolbar.





Once you select Notes from this menu, you can open existing notes or create new notes for the meeting you are in.
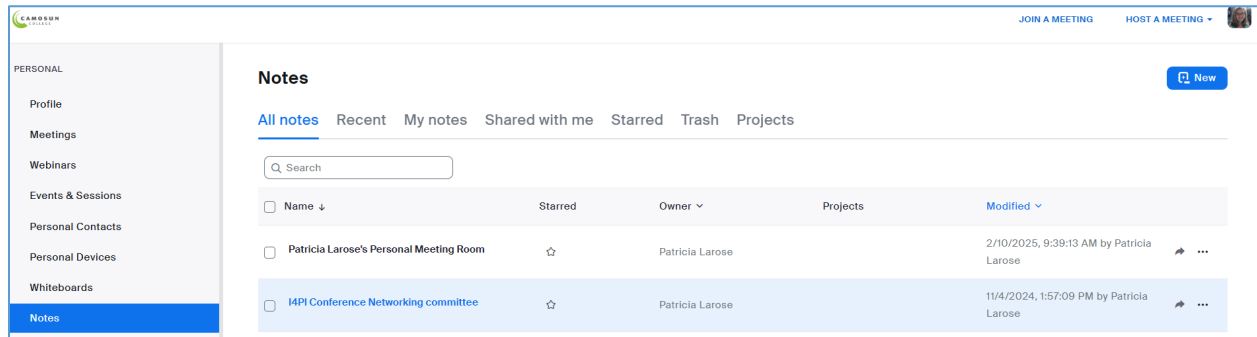
## Notes...

This new note will be titled with the name of your current meeting, this makes it easier to find. You can type directly into the note and format as you go.

Notes will remain even if the meeting is not yours or is not recorded.

To find your notes, connect to your **Zoom web portal** at www.camosun-ca.zoom.us and select **Notes** from the left navigation menu.
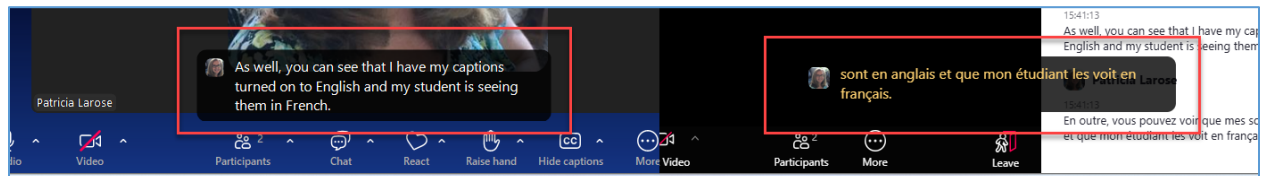


You will see all your notes displayed and you can revisit them anytime you need to.

## Translated Captions

Closed Captions have always been a feature of Zoom but now, you can turn on the ability for your students to have the captions and the transcript translated into their own language.

In this image, you can see the captions in English on the left for the presenter and on the right in French for the student.
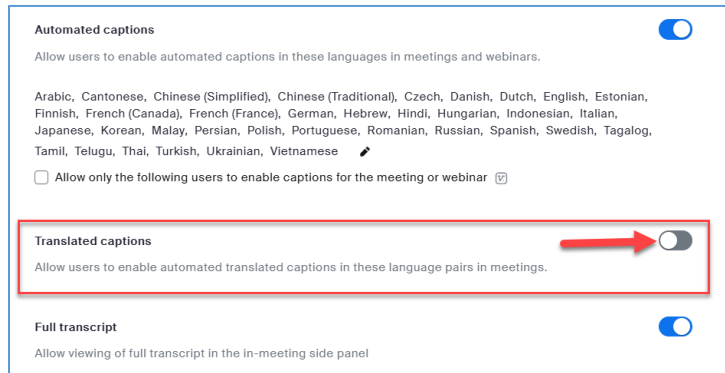


In order to activate this for your students (if appropriate), you will need to adjust your main zoom settings.
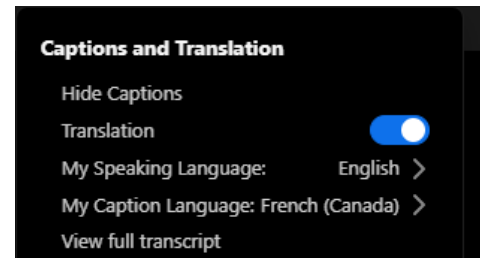
Navigate to the **Zoom web portal** at www.camosun-ca.zoom.us. Select **Settings** from the left menu and **Meeting** from the top menu bar.

Select **In Meeting (Advanced)** from the secondary menu on the left. If you are on a smaller screen, you may need to simply scroll down until you find that section and the Captions settings.

Check the **Translated captions** setting, and turn on (slide indicator to the right if it is off).



Once you have turned this setting on, your students can now access the Closed Captions menu in your meeting and turn on the captions, choose their desired language and even view the transcript.



Once Translation is turned on (you or your students), the choice of language will appear. Once set, if View full transcript is selected, the transcript will appear in English and the transcribed language.

If you have any questions about the above, please book a consult with Patricia Larose (larosep@camosun.ca) or create a ticket through our eLearning Service Portal.

## Useful Links:

Faculty Tutorial: Translated Captions

Student Tutorial: Translated Captions

Zoom Support: How to Enable Translated Captions

Zoom Support: Getting Started with Zoom Notes

Zoom Release Notes: Update Release notes from Zoom website

*You can find this information along with previous News here: News from the Zoom Desk*