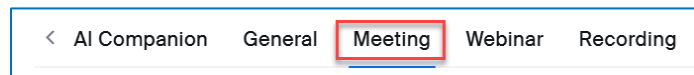
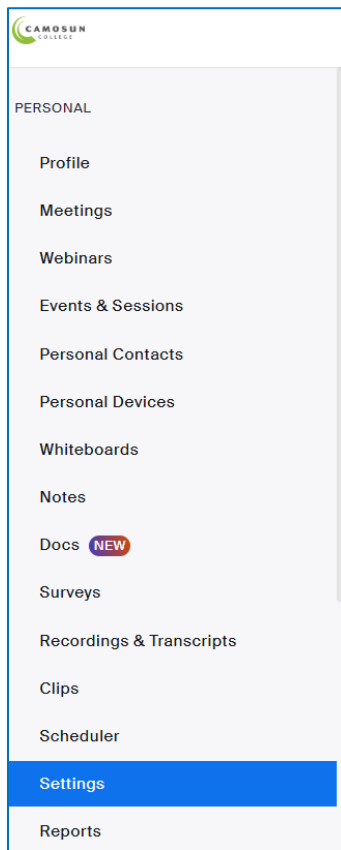


Translated Captions

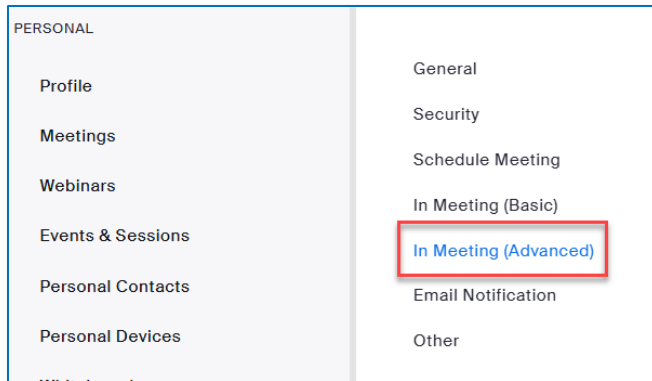
This tutorial describes how to allow your students to have the provided automated Closed Captions translated into their preferred language. For further information or assistance, please visit our [Team Dynamix Support portal](#) and select the appropriate category to submit a ticket.

Step One – Global Settings

1. Log in to the Zoom settings page via the [Camosun Zoom Portal](#).
2. Scroll to select **Settings** from the menu on the left and then select **Meeting** from the submenu at the top.

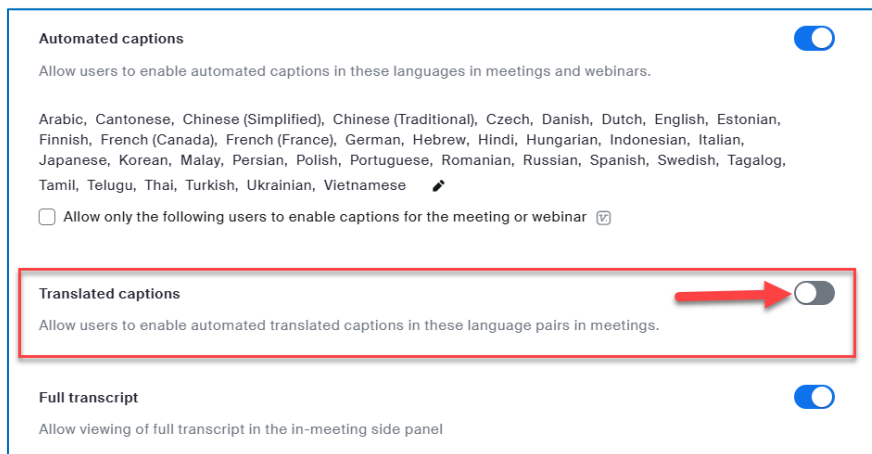


3. Select **In Meeting (Advanced)** from the secondary menu on the left. Please note that if you are on a smaller screen, you may need to simply scroll down until you arrive at that section.



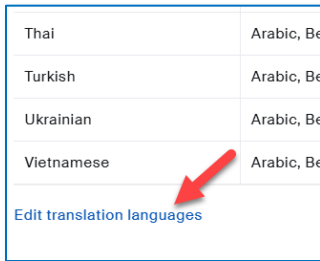
4. Scroll until you find the Captions section. Your settings will look similar to this. The Automated Captions setting should be ON as that allows Closed Captioning (CC) to be invoked by anyone in the meeting.

We will be working with the **Translated captions** setting. Move the slider to the **ON** position.

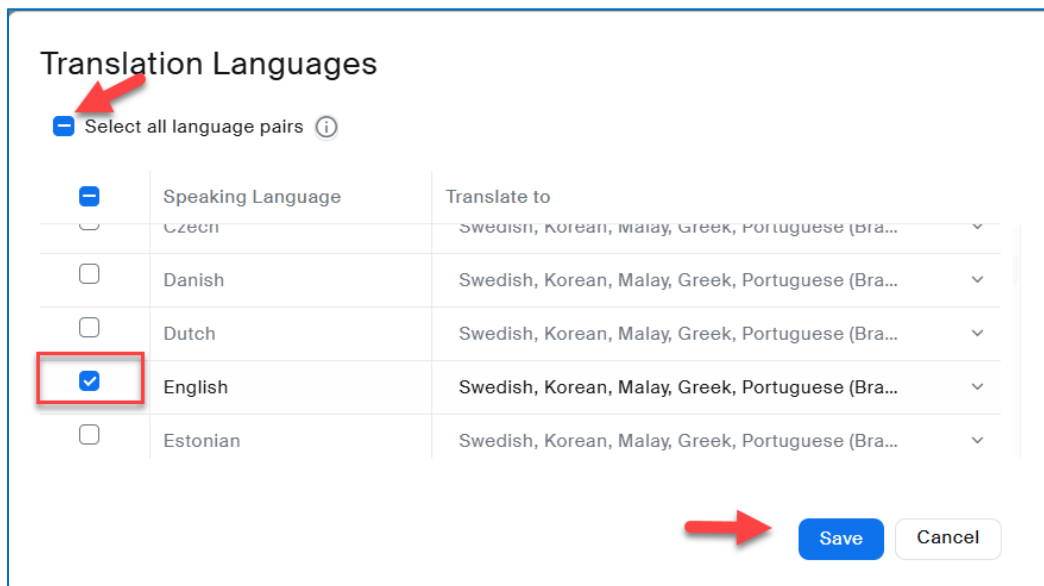


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5. Your view will change to include a long list of options for different types of language 'sets'. Scroll down to the bottom and select **Edit translation languages**.



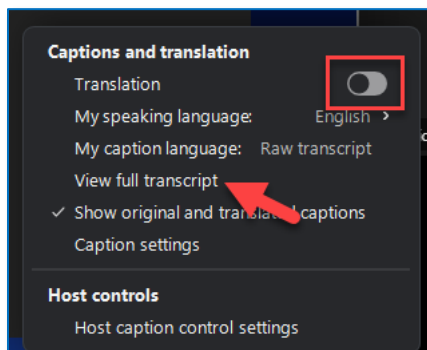
6. Select the top **checkable** box to unselect all the options. Then scroll down to find **English** as the speaking language. Select the checkbox for **English** and **Save**. This will set your speaking language to only English with a large supported additional language set.



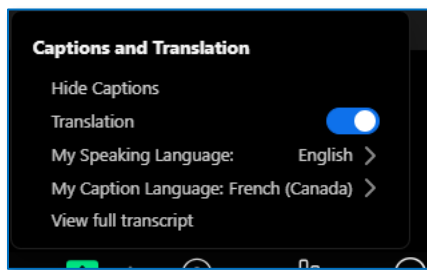
Step Two – In meeting

Once in a meeting you and your students can manage the caption and translation settings individually.

1. Select the **Captions** menu from your toolbar at the bottom. Your speaking language should already set to English but it may ask you to confirm. As an instructor/owner of the meeting, the **translation** for you is off as you don't need to translate your own words. However, this menu allows you to turn on the transcript and manage the captions controls for the meeting as a whole.

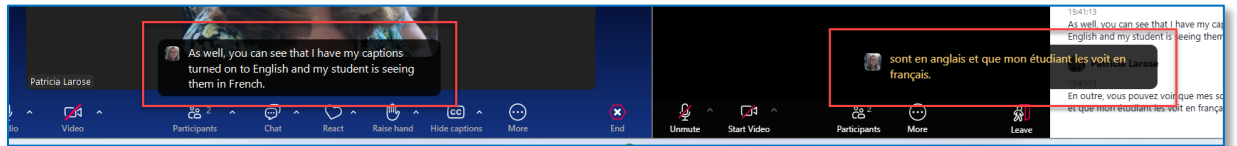


2. Your students can access a similar menu and choose to turn on the translation, set their language, or to turn on the transcript for themselves.

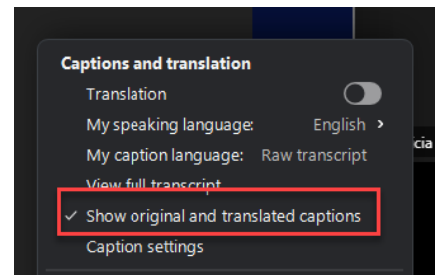
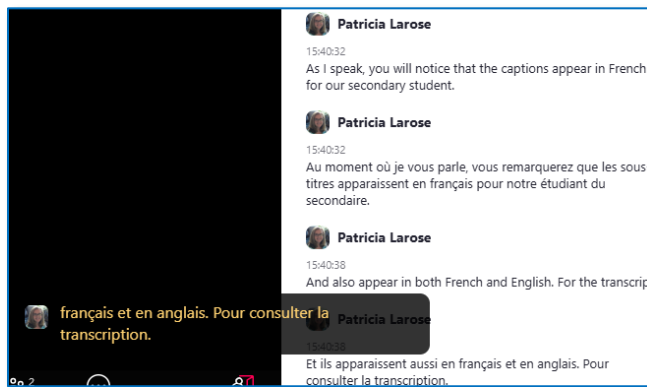


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3. Once this is turned on, the language chosen by the student will display for them only. In the sample below, the instructor is speaking in English and has captions on and the student has their captions set to French.



4. The Transcript will display in both languages provided you have chosen **"Show original and translated captions"** in the settings.



Things to Remember

- For accessibility for all students, Closed Captions should be on for all meetings at all times.
- The translations described in this tutorial do not have to be turned on if the purpose of the session is to learn and speak in English.
- The transcript feature, which is separate from the translations and the captions, can also be turned off if it is deemed inappropriate for the session.



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