

INCLUSIVE ZOOMING

TIPS FOR THE HOST

TURN ON AUTO-CAPTIONING

The Host needs to turn on captioning! As soon as you get into your meeting, click CC and enable auto-transcription. For additional information, visit [Zoom: Manage Live Transcription in Meetings](#)



ASK FOR CAMERAS ON



Ask all meeting participants to keep their cameras on during the meeting. You don't have to give specifics, but you could say: "I would ask that you keep cameras on during our meeting to assist people who may rely on lip reading."

RESPOND TO REQUESTS

During the meeting, you may get a request to turn on auto-captioning. You may get a request to record the meeting. The host is notified that the meeting is being recorded, but no other participant is notified. Unless they share it with someone else, no other person has the recording.



CONSIDER RECORDING THE MEETING



Make sure you record to the cloud (this option comes up when they click "Record"). 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.

HYPERLINKS TO
RESOURCES:

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