Using Live Transcripts in SWC Zoom Meetings & Webinars

Live Transcripts allow participants to read the spoken conversation occurring during a live meeting or webinar. The host can enable transcriptions during the live meeting/webinar, which can be viewed (in English only) by all attendees if they wish to.

This feature is Artificial Intelligence (AI), which basically means a computer is listening to the words being spoken and then types them out at the bottom Zoom window.

Accuracy

The accuracy of Zoom's Live Transcripts feature depends on many variables, such as but not limited to:

- volume and clarity of the speaker's voice
- background noise
- Lexicons and dialects specific to a geography or community

This feature is not perfect and *does* make mistakes. As such, it should not be used in meetings/webinars where true speech-to-text support is needed for compliance or other needs (use a live caption provider instead).

Prerequisites

- Zoom desktop client for Windows, macOS: version 5.0.2 or higher
- Zoom mobile app for Android and iOS: version 5.0.2 or higher
- "Audio Transcript" must be enabled in your account "Recording" settings (see below)

Prepare for Live Transcripts

"Audio Transcript" must be enabled in your account for Live Transcripts to appear in your meetings. To enable "Audio Transcript" in your account:

1. Sign into your SWC Zoom account at swccd-edu.zoom.us
2. Navigate on the left side to "Settings," then select "Recording"
3. Scroll down to "Advanced cloud recording settings"
4. Check "Audio Transcript" and "Save"

Start Live Transcripts in a Meeting or Webinar

Only the host can Enable Live Transcript. Enable when you are ready to share the conversations as transcriptions.

1. Click on the "Live Transcript" icon in the meeting controls
2. Select "Enable Auto-Transcription"
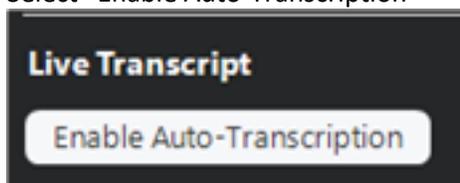
Note: If you choose to "Disable Transcription" after they have started, only the transcriptions that were created while the feature was enabled in the meeting will appear in the recording.

View Live Transcripts

The host and participants can select their personal viewing preference.

1. Click on the "Live Transcript" icon in meeting controls

2. Select the ^ to select your viewing preference
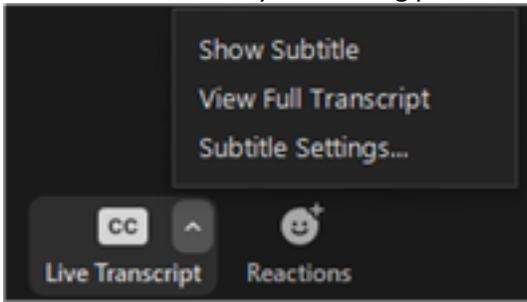
Viewing Preferences

- "Show Subtitle" presents transcriptions at the bottom of the screen. Click the subtitles to drag to another position on screen.
- "View Full Transcript" presents a continuous script on the right panel; "Save Transcript" option is available.
- "Subtitle Settings…" to change the transcription font size; move the slider to the preferred size.
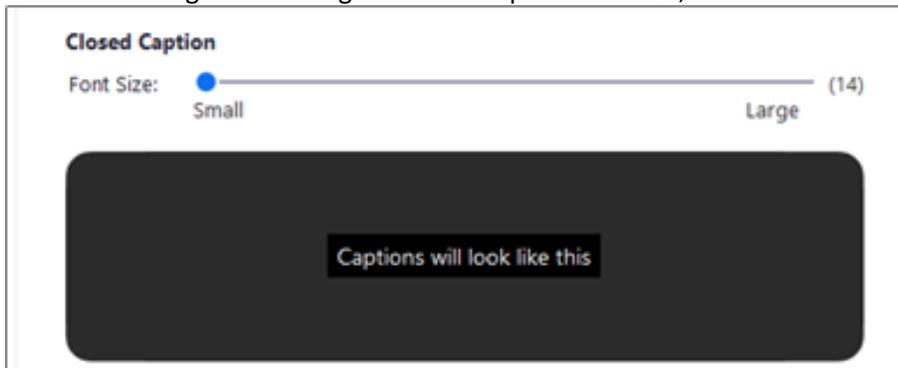
Note: mobile device users will only be able to view the full transcript.