Closed Captioning in Live Rooms

Use the Kaltura Meetings Captioning Tool to enable a captioner to write out captions for other participants.

How To Set A Closed Captioner? (Host, Instructor)

Instructors can set anyone in the session as a captioner - including themselves. In order to set someone as a captioner:

1. Find the name of the preferred captioner in the participant list.
2. Click the drop down \( V \) next to their name.
3. Click Set As Captioner.

Once set as captioner, the closed captioning icon (CC) will appear next to their name.
How To Begin Captioning? (Captioner)

Once set as a captioner, this person is ready to caption. The captioner must:

1. Hover cursor in the bottom right and click the **CC** (closed captioning) icon.
2. Select a language.
3. Click **Start Captioning**.

Participants who enable closed captioning in a session will see what the captioner is typing.

How To Stop Captioning? (Captioner)

Once a captioner is finished captioning, they can stop captioning. The captioner must:

1. Click the **Stop captioning** button.

The **Captioning Has Ended** banner will display for participants.
How To Enable Closed Captioning? (Participants)

Participants in the session can view captions with the click of a button. Participants who want to receive closed captioning must:

1. Hover cursor in the bottom right and click the **CC** (closed captioning) icon.
2. Select a language.
3. The text being written by the captioner will appear on their screen in real time.

If there is no room captioner, participants using Google Chrome can enable live captions. Please check out Enable Live Captions In Google Chrome (https://blog.google/products/chrome/live-caption-chrome/) for more information.
Hello there! Welcome to the 2020 Fall Semester Online.