

MICHIGAN



HANDS &
VOICES™

CAPTIONS FOR ZOOM

TO SUPPORT KIDS WHO ARE DHH*

Gathered and Tried by Michigan Hands & Voices

PARENTS and PROFESSIONALS - Contact for free support:
248-845-8762 www.mihandsandvoices.org

Is your student struggling to understand in Zoom discussions?

By ADA law, schools are required to ensure children have access to the curriculum.

That includes providing captions in Zoom if that's what the child needs.

There are inexpensive and free captioning options you or your school can set up.

For captioning of videos, see our other guide: [Video Captions](#).

Free Apps:

Place phone with app up close to the mic of device showing the Zoom screen. Note: Difficult viewing two screens at once.

- **Live Transcribe** for Android only
- **Ava** and **Otter** are Android/iPhone

CART (Captioning Access Real-Time Translation):

A trained CART Provider can provide captioning for about \$60-\$100/hour. This is the most accurate option.

Screenline 517-627-2500

REV.com announced  FREE Zoom captions for educators. [CLICK HERE](#)

Zoom Meeting Etiquette for Kids. A Must Read!

Please **MUTE** all students until one needs to talk.

Ask All Students:

- **Only one talk at a time.**
- **State "This is (your name)" before talking.**
- **Use the raise hand feature.**

*DHH=Deaf or Hard of Hearing.

Connect "Otter.ai for Teams" to "Zoom Pro"

A school could purchase and connect "Otter.ai for Teams" account to their "Zoom Pro" account.

A meeting participant just clicks a button within the Zoom window, and another browser window opens up revealing the captions.

PROS:

- Easy to use.
- Adds punctuation.
- Provides full transcript.
- Host can highlight parts of the transcript and download the highlighted parts for condensed notes.
- Can add photos (including screen shots) into transcript easily.

CONS:

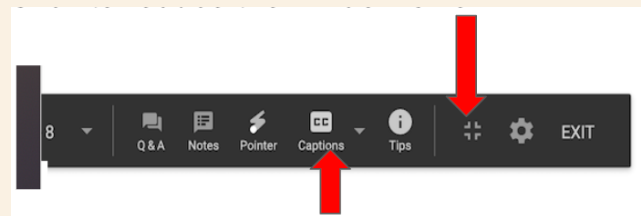
- Slight learning curve in beginning.
- Small annual cost for Zoom Pro and Otter.ai for Teams.

Free trial and demo:
<https://otter.ai/teams>
<https://otter.ai/edu>

Google Slides Captioning Feature

While not intended for this purpose, you can use the Google Slides captioning feature during your Zoom discussion meetings.

1. Open up Google Slides and turn on mic.
2. Click "Present" in upper right corner.
3. The window will expand to fit your whole screen. Click to reduce the window size (see image right).
4. Click captions on. Adjust the font size.
5. Bring up your Zoom in a second window. You can position the Google Slides window behind the Zoom window with the captions still showing.
6. Share your screen in Zoom.



PROS:

- **FREE!**
- Somewhat easy.

CONS:

- Works in a pinch.
- No punctuation.
- Somewhat difficult to juggle the windows on your screen.