

# Transcription on Zoom

2731 Laurie Sherrod October 12, 2022 [Teaching & Learning](#)

## USING TRANSCRIPTION ON ZOOM

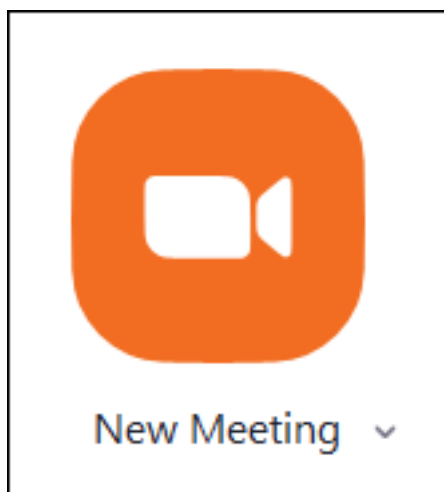
1. Install Zoom. Be sure to click on **SSO** on sign in screen and use Clemson as your domain, [user@clemson.edu](mailto:user@clemson.edu) as your user name.

Here is some information about Clemson Zoom: <https://www.clemson.edu/online/tools/zoom.html>

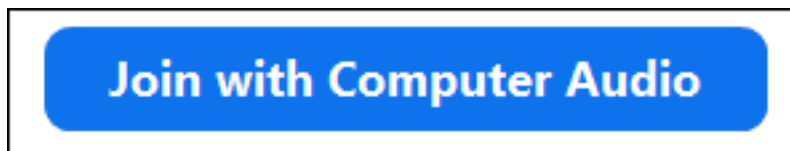
Here is an article on getting started with Zoom at Clemson: <https://ccit.clemson.edu/support/kb/?id=1324>

2. Open Zoom app.

3. Click on **New Meeting**.



4. Click on **Join with Computer Audio**.



5. When the new meeting opens, click on **More, Live Transcription**. Click on **Enable Auto-Transcription**.

Chat Alt+H

✓ Show Chat Previews

Record on this Computer Alt+R

Record to the Cloud Alt+C

Polls

Live Transcript

Breakout Rooms

Start Focus Mode

Reactions

Recognize hand gestures

Live on Facebook

Live on Workplace by Facebook

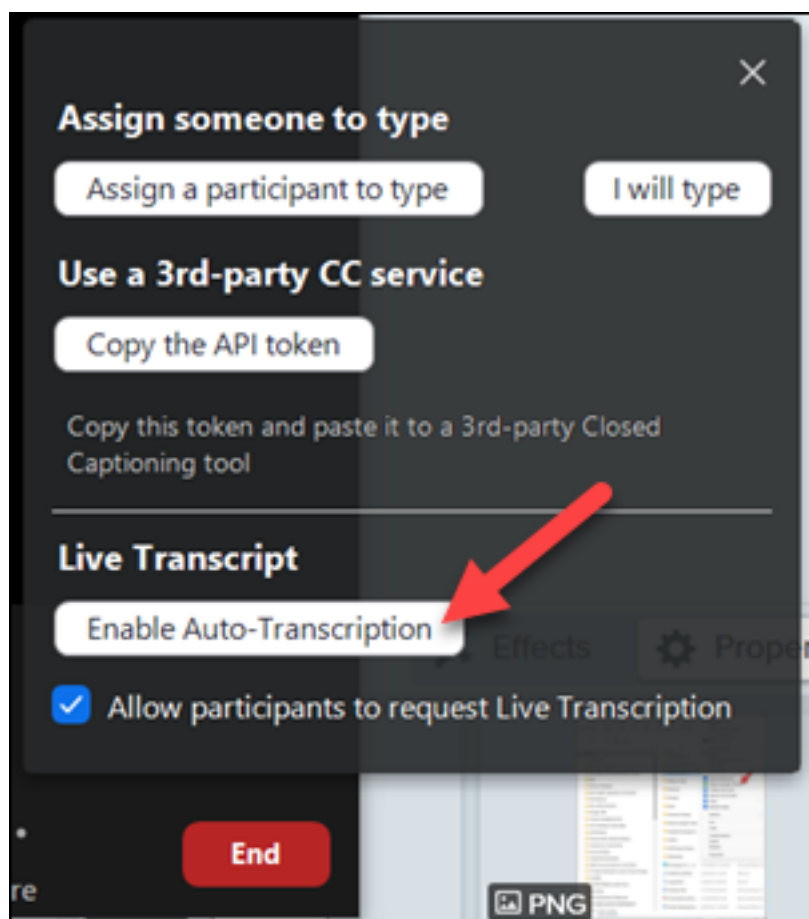
Live on YouTube

Live on Twitch

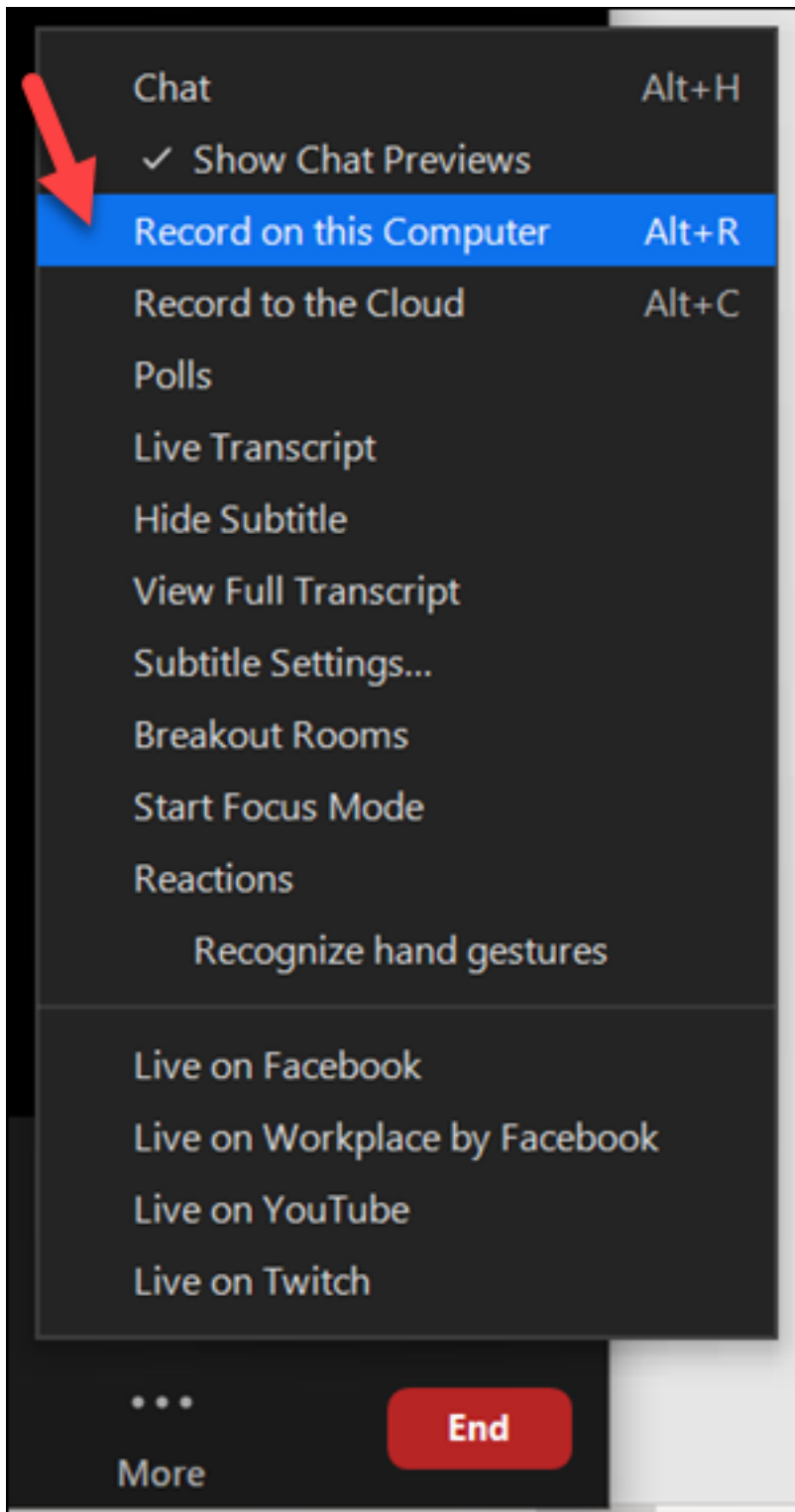
...

More

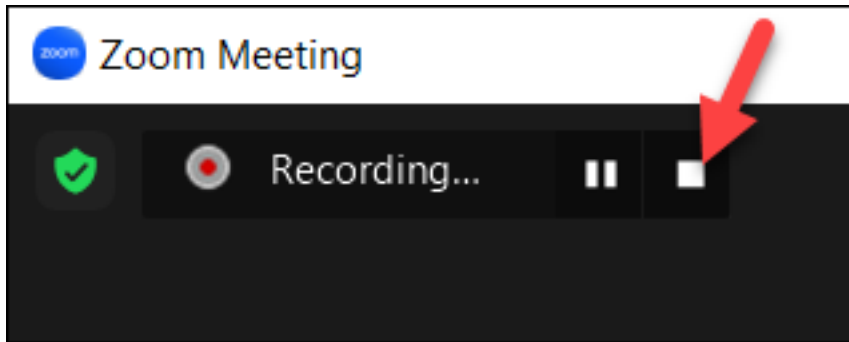
End



6. Click on **More**, **Record** on this computer.



7. Complete meeting speaking as close as possible to microphone (if quality is poor, consider a USB microphone or headset).
8. When finished, click on **Stop recording** (square at top of screen).



9. Click on End meeting for all

10. The folder where the files were saved should open and you will see a file named **closed\_caption.txt** which will contain the transcription.

This PC > Documents > zoom > 2022-10-12 14:27:40 l...j's zoom meeting

Name	Date modified	Type	Size
audio1464455232.m4a	10/12/2022 2:29 PM	M4A File	1,441 KB
closed_caption.txt	10/12/2022 2:29 PM	Text Document	1 KB
recording.conf	10/12/2022 2:29 PM	CONF File	1 KB
video1464455232.mp4	10/12/2022 2:29 PM	MP4 File	2,004 KB
video1464455232.vtt	10/12/2022 2:29 PM	VTT File	1 KB

If you have more questions, email [ITHELP@clermson.edu](mailto:ITHELP@clermson.edu) or call 864-656-3494.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=2731>