



## Zoom Meetings Overview

Zoom Meeting is a video conferencing platform that allows us to interact virtually. Zoom allows us to connect face-to-face, work on documents collaboratively, share PowerPoint slides, view websites, watch videos together, and more.

In this Zoom Meetings Overview you can find information about:

- [Attendees' Roles in a Zoom Meeting](#)
- [Host Roles a Zoom Meeting](#)
- [Considerations for American Sign Language \(ASL\) Interpretation in a Zoom Meeting](#)
- [Setting up Captions in Zoom Meeting](#)

### Attendees

Zoom Meeting gives **Attendees** the option to join meetings on video and/or by phone. Attendees can mute and unmute themselves, and turn their videos on and off themselves. Attendees can also:

- Invite others to join the meeting while the meeting is in session
- See other participants who are attending the meeting

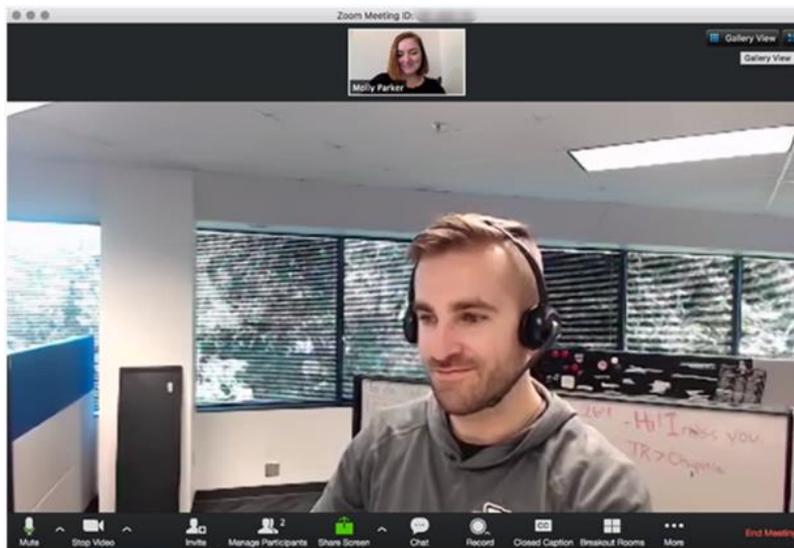
- Use the chat box to communicate with Hosts and other Attendees

Depending on how the Host sets up meeting permissions, Attendees may be able to:

- Share their screens in meetings
- Using icons to communicate, like “raise hand”, “slow down”, and “away”, for example.
- Record the meeting to their computer

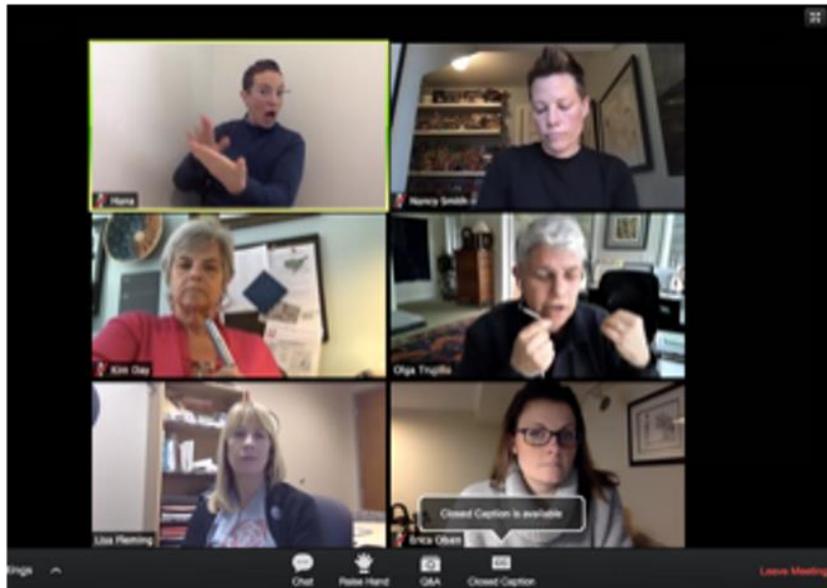
In Zoom Meetings, Attendees can choose how they would like to view their screen. There are a few ways to view the screen:

- **Active Speaker Mode:** This view shows the person who is speaking as the main large video. The other videos will show up smaller along the top of your screen.



- **Gallery View:** This view shows everyone in the meeting all at once, in smaller videos in a Gallery. As of September 2020, hosts can allow

attendees to customize their own Gallery view screens. When hosts allow attendees to customize their own Gallery views, Deaf participants can place interpreter screens in their preferred locations. Deaf participants can also group other Deaf and signing attendees together in their Gallery view, which can help improve line of sight and cohesion.



## Hosts

**Hosts** initiate Zoom meetings. Hosts should have a Zoom account to start the Zoom meeting and to invite other attendees. Attendees do not need to have Zoom accounts. Hosts can also designate **Co-Hosts** during meetings. Co-Hosts can help manage attendees and can start and stop the meeting recording. Hosts can also assign **Alternative Hosts** before the meeting, so that if the Host cannot be present to start the meeting, the Alternative Host can start the meeting. Alternative Hosts must also have Zoom accounts.

Only **Hosts** have the following controls:

- Start [closed captioning](#) and assign someone provide closed captioning
- Assign attendees as Co-Hosts
- Start live streaming
- Start [breakout rooms](#) or move participants from one breakout room to another
- Start [waiting room](#) (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)
- End meeting for all participants

As of September 2020, hosts and co-hosts can also customize the order of video screens Gallery view for all attendees. Hosts can choose whether to have participants follow their Gallery view. Hosts can customize the Gallery view by dragging the screens in the order they prefer. This can be

especially helpful when the event includes captions and sign language interpreters. Hosts can move interpreter screens to the top of the Gallery while captions appear at the bottom of the Gallery. Alternatively, hosts can give attendees permission to customized their own Gallery view.

You can host meetings with or without registration. Meeting registration can help improve your meeting's accessibility, because you will have the chance to ask Attendees about their access needs. You can live stream your Zoom meetings on Facebook, YouTube, and other sites.

## **Considerations American Sign Language (ASL) Interpretation**

Zoom is an accessible platform for ASL interpretation because participants can see each other face-to-face with high definition videos.

ASL Interpreters should join the meeting as Co-Hosts. Interpreters can also join the meeting as Attendees, and the Host can promote them to Co-Host.

ASL interpreters should check in with participants to be sure they can see each other. Participants who want to see the ASL interpreter should “pin” the ASL interpreter's video.

### ***Pinning a Video:***

Pinning a video in Zoom allows an attendee to see one video consistently throughout the meeting. If you want to see a specific video of someone who is not the speaker on your screen during the entire meeting, (like an ASL interpreter video), you can pin that person's video. Pinning a video overrides the Active Speaker View and Gallery View. The video you pin will appear larger on your screen during the whole meeting. This works well for participants who want to view the ASL interpreter throughout the entire meeting.

Pinning a video only changes the Zoom view for the individual participants who pin the video. If you want to record the meeting to your computer, you can record the pinned video view. When you pin a video, it will not change the layout or the recording for other Attendees or Hosts.

As of September 2020, Hosts can allow attendees to pin multiple videos at once. Attendees can pin up to 9 videos at one time.

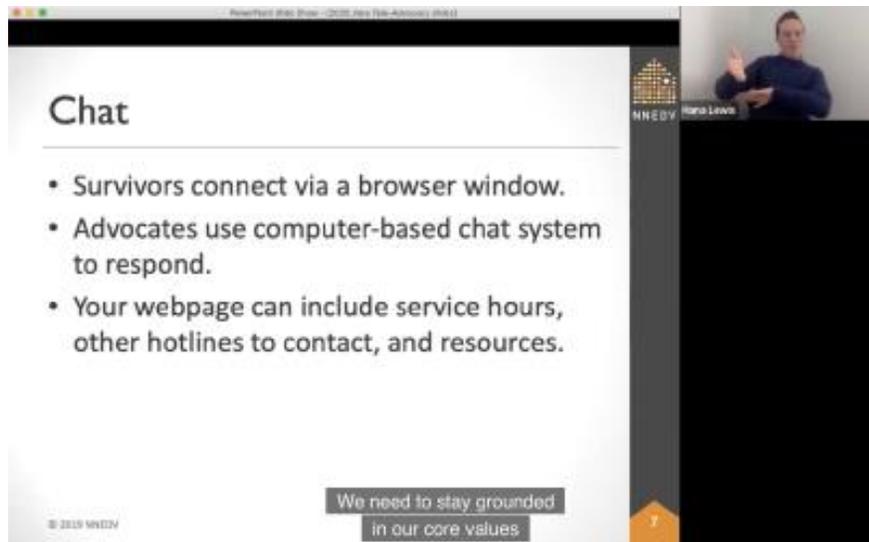
### ***Screen Sharing View:***

When Hosts or Attendees share their screen during a meeting, the screen share becomes full screen. Attendees can adjust the view so that the video is larger than the screen share by selecting "Swap Screen Share with Video" at the top of the screen.

From the View Options at the top of the screen, Attendees can "Exit Full Screen" mode, or select "Side by Side" mode to view the video and

screen share side by side. In this way, attendees who want to view the ASL interpreter video can do so during a screen share.

This image shows how the screen appears in Gallery View with the ASL interpreter video pinned.

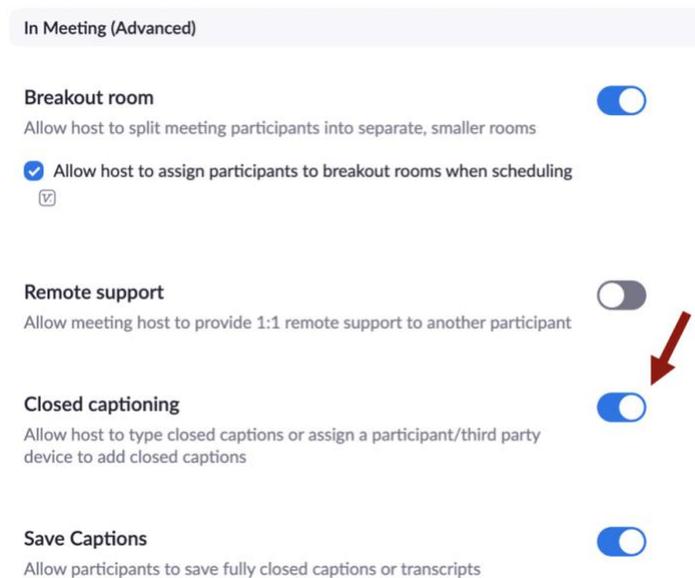


## Setting up Captions in Zoom Meeting

As the **Host**, you can set up closed captions in your Zoom Meeting by first adjusting your meeting settings in your account. You must have the one of these versions of Zoom Desktop Client:

- Windows: 3.5.37712.0111 or higher
- macOS: 3.5.37712.0111 or higher
- Linux: 3.5.37712.0111 or higher

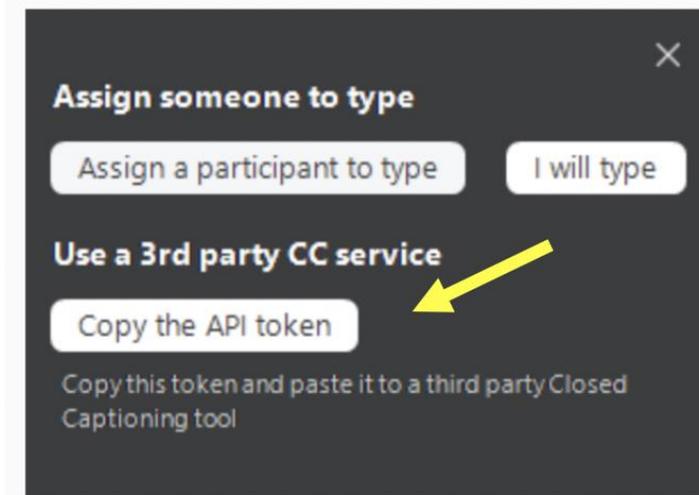
In your Browser, go to **Account Settings**. In the In Meeting Advanced tab, make sure **Closed Caption** is enabled:



### *Start and test the captions in the meeting*

- The captioner must log into the Zoom meeting.
- The Host or Co-Host must click the “closed caption” icon on the Zoom panel. Then, you can either:

- Select “Use a 3rd Party CC service” by clicking the button “Copy the API Token”:



- Send the captioner the API Token/Caption URL through the Zoom Chat. Then they can begin captioning!
- Test the captions with the captioner before the meeting to be sure they are coming through.
- Or, you can:
  - Select “Assign a participant to type”.
  - Assign the captioner to type in Zoom. Then they can begin captioning!

### ***How Attendees view captions:***

Attendees should be able to see the captions by clicking the “closed caption” icon and selecting “Show Subtitles”. They will not automatically appear.