# CaptionConnect Live for Presenters
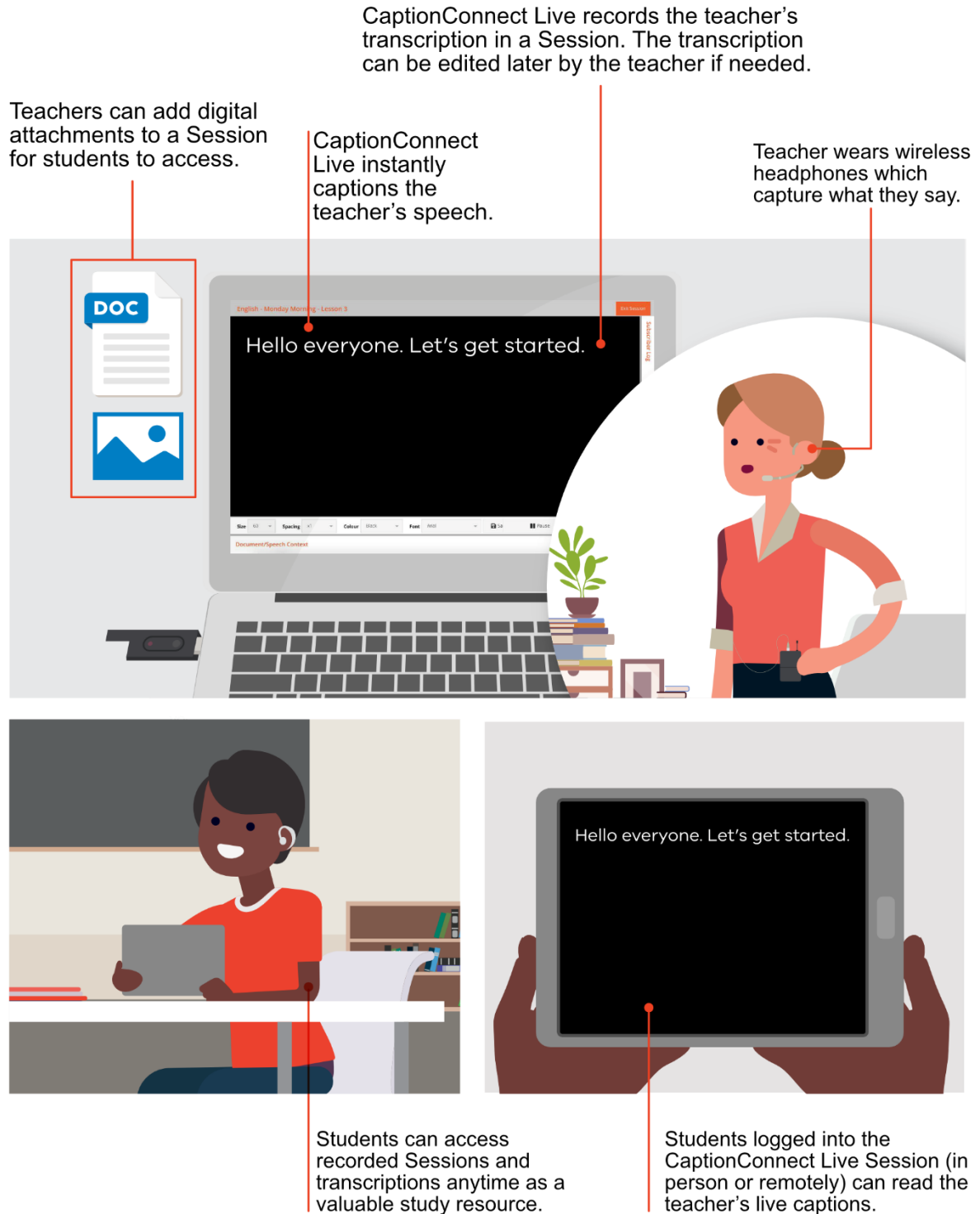
## What is CaptionConnect Live?

CaptionConnect Live is an innovative, easy-to-use automatic captioning and transcription tool that will reduce learning barriers for students in the classroom, particularly those who are deaf or hard of hearing or have specific learning challenges.

### Need help using CaptionConnect Live?

Need help using CaptionConnect Live? Remember that there are some handy step-by-step Presenter Guides available in the Help section of the software.

# How does CaptionConnect Live work?

CaptionConnect Live records the teacher's transcription in a Session. The transcription can be edited later by the teacher if needed.

Teachers can add digital attachments to a Session for students to access.

CaptionConnect Live instantly captions the teacher's speech.

Teacher wears wireless headphones which capture what they say.

Hello everyone. Let's get started.

Students can access recorded Sessions and transcriptions anytime as a valuable study resource.

Students logged into the CaptionConnect Live Session (in person or remotely) can read the teacher's live captions.

**Steps to create a QuickStart session**

You can create a Quick Start session and start recording straight away. To do this:

1. **Select** Sessions in the Menu to display the Sessions screen
2. **Select** the Add button to display the Session Details screen
3. **Select** the Class which the Session relates to – This will automatically populate the Department field too
4. **Enter** the Session name in the Name field
5. **Ensure** the Active, Allow Audio Recording and Allow Transcript Recording check boxes are selected
6. **Set** the Session start date and time
7. **Select** Periodic Session if the session is recurring
8. **Select** the Save button.

The session is now available. To begin recording and transcribing, **select** the Start button.

**Edit a transcript**

The Transcription tab for a recorded Session is displayed. (To access it, go to the Sessions screen, open the recorded session and select the Transcription tab.) Explore the options available to edit and manage recorded transcriptions.

Select the Play icon for a playback of the recorded audio.

Select either option to enable your students to download the audio and/or transcription files.

Select the 'Publish Session' checkbox for the Session to be available to your students.

Use the additional options to add hyperlinks, images and tables.

The ⋮ icon offers emojis, special characters and horizontal lines.



Use the text options to edit the text in your transcript.

The ⋮ icon offers more advanced text options, such as strikethrough font, text colour and size.

Use the paragraph options to add numbering and edit your paragraph style.

The ⋮ icon offers more advanced paragraph options, such as bullet styles, line height and indents.

Select from these buttons to download an audio or transcript file.

Use these options to undo or redo edits.

The ⋮ icon offers functions such as full screen view, print and code view.