



Education  
and Training



## CaptionConnect Live for System Administrators

### 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?

Remember that there are some handy step-by-step System Administrator Guides available in the Help section of the software.

The Home screen displays when you're first logged in. Return to the Home screen any time by selecting Home in the Menu.

Dashboards gives you a snapshot of how CaptionConnect Live is used at your school, including the number of Sessions saved and people who are using it.

You can access two report options in Reports – one which looks at the activities for a user and another which looks at department usage.

Select any of these options to view, add and edit Subjects, Years, Classes and Sessions at your school.

Access useful System Administrator Guides which document the steps to complete any action in CaptionConnect Live.

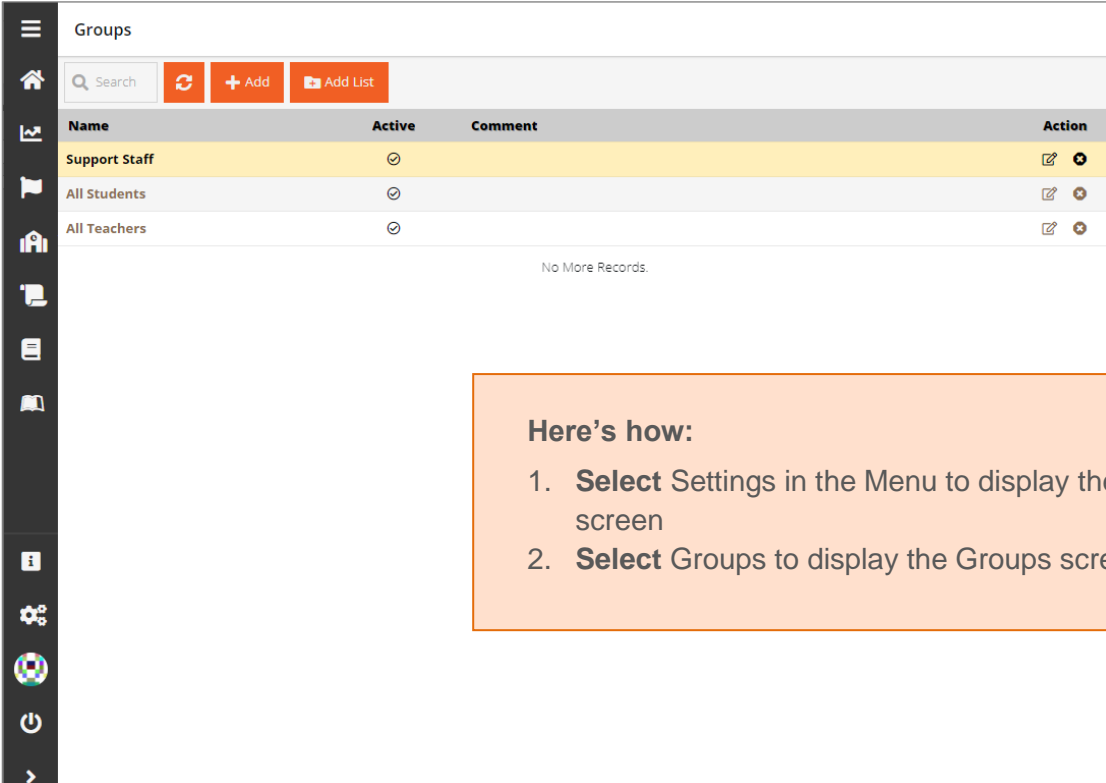
Configure the CaptionConnect Live to suit the needs of your school. You can add and edit Departments, Groups and Users, and modify the settings to display more or less information on the Home screen.

Update your information in Profile.

Select Logout to log out of CaptionConnect Live.

## How do I manage access in CaptionConnect Live?

To manage access in CaptionConnect Live, you'll need to create Groups, add Users to the Groups, then assign the Groups to the Subjects, Years, Classes and/or Sessions you want them to access.



Name	Active	Comment	Action
Support Staff	⊙		✎ ⊕
All Students	⊙		✎ ⊕
All Teachers	⊙		✎ ⊕

No More Records.

**Here's how:**

1. **Select** Settings in the Menu to display the Settings screen
2. **Select** Groups to display the Groups screen

Groups

General Group Members About

Group Members

Search All Users + Add

Name	Active	Username	Profile	Action
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3. **Add** one Group, or multiple Groups

4. **Select** the Ok button.  
The Group(s) are added to CaptionConnect Live.

**To assign users to a Group:**

5. **Select** the edit icon for the Group of your choice on the Group screen

6. **Select** the Group Members tab

*Steps continue on next page*

Classes - Year 7A English

General Image Access About

Access

Is public  ?

Search + Add

Name	Permission	Action
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7. **Add** all the people who belong to the Group.  
The users are now assigned to the Group. To give the Group access to a Subject, Year, Class or Session:

8. **Select** Subject, Year, Class or Session in the Menu

9. **Select** the edit icon for the Subject, Year, Class or Session of your choice to display its details

10. **Select** the Access tab

11. **Add** the Groups you would like to give access to the Subject, Year, Class or Session

12. **Select** the Ok button.

The Groups are now assigned to the Subject, Year, Class or Session