Session 31
Tool Time Tuesday
Updates & closed captions in Zoom & videos
Hello!

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News & Updates
OneDrive Updates  – Transition from Box to OneDrive Summer 2021


Migration steps:

• You will receive an email before files are copied from Box to OneDrive
• You’ll start seeing Box files in OneDrive in the “BoxMigration” folder.
• Shared files from Box will show up in the “Shared” tab in OneDrive. These will only show up once the user has been migrated.
• This summer, all files will be re-synced to capture any changes made in Box since the initial migration.

Recommendations:
• You can continue to edit documents in Box, but it is recommended that you create new documents in OneDrive.
New! eBooks & Magazines

Black History Month eBooks
• Check out a book celebrating Black authors and achievements.  
  https://mdanderson.overdrive.com/collection/1162445
• Are we missing a title? Search for any title in Overdrive and select “Recommend”.

Magazines
• Read magazines on business, cooking, sewing, fishing, hunting and more with our new Overdrive magazine collection:  
  https://mdanderson.overdrive.com/collection/1161495
**Black History Month Events**

**OME Presents: A Taste of Knowledge from Black History**  
Tuesday, Feb 16, Noon – 1pm  
The Organization for Multicultural Employees invites you to participate in an interactive event featuring popular culture, cuisine and a glimpse into Black History.

**Black History Month: Celebrating Excellence**  
Thursday, Feb 18, Noon – 1pm  
Several MD Anderson employees will be recognized for demonstrating excellence and commitment to diversity, equity, and inclusion.

**Addressing Health Disparities in the Black Community**  
Wednesday, Feb 24, Noon – 1pm  
A virtual panel of experts from MD Anderson will discuss ways in which the institution is working to address health disparities in the Black community and efforts to increase understanding of COVID-19, testing and research.
Stat+ provides "in-depth biotech, pharma, policy, and life science coverage and analysis."

Activate your account by following these steps:

- Visit www.statnews.com/subscribe
- Enter your @mdanderson.org email address, along with any password of your choosing
- Click "continue" and you're all set! You will see that you are a member of the group on the "my account" page.
“NOTE: Recording thru Zoom is temporarily suspended since it potentially compromises the privacy and security of our institutional data. If you need recording capability through Zoom, please submit a request through this Zoom Recording Request Form (requires your manager approval).”

- Camtasia Relay – from Academic Analytics and Technology
- SnagIt (4INFO)
- Request Zoom/WebEx recording

Closed Captions
Why should I think about closed captions?

Creating thoughtful content can help provide access to people who:

◉ Have a visual, hearing, or physical disabilities
◉ Are not native English speakers
◉ Have learning disabilities
◉ Learn by taking information in multiple ways (visual or auditory)
◉ Are in noisy or quiet environments where their sound is not optimal
◉ Do not have equipment for audio output
Auto transcription is now available in Zoom. Auto transcription captures any words that are spoken during the Zoom meeting or webinar.

**PROS**
- It is a live capture. This means that the transcript will appear as the presenter is speaking.
- Participants can increase the font of the captions during the meeting.
- Participants can open a transcript window to see the full transcript during the meeting.

**CONS**
- It is not accurate in switching between speakers.
- It may not capture fast speech, specialized vocabulary, or poor audio.
Auto transcription is now available in Zoom.

Before using auto-transcription, hosts must first turn on closed captioning in Zoom settings.

1. Go to https://mdacc.zoom.us, click on “Settings”, and scroll down to “Closed captioning”.
2. Toggle the button to the right of “Closed captioning” to allow closed captions.
3. Next, check the box to “enable live transcription to show transcript on the side panel in-meeting”. This will allow the meeting host to enable auto-transcription during the Zoom meeting or webinar.
4. Select “Save” to begin using this feature.
5. Toggle the button next to “Save Captions” to allow participants to save transcripts.
Turn on Automatic Transcriptions in Your Meeting

Before using auto-transcription, hosts must first turn on closed captioning in Zoom settings.

1. Go to the “Live Transcript” icon.
2. Select “Enable Auto-Transcription”.

Note: Alternatives to auto-captions are to “Assign a participant to type” (requires someone to type transcripts during the meeting) or “Copy the API token” from a third party vendor (requires payment and pre-coordination).
Closed Captions in Zoom

During the meeting, participants can make changes to the live auto-transcript.

1. Select “Live Transcript” icon at the bottom of the Zoom screen.
2. Participants can choose:
   a. “Hide subtitle” to hide live captions.
   b. “View Full Transcript” to see open a panel and view the transcript as it is created.
   c. “Subtitle Settings” to change the font of their closed captions. The Zoom app should open, and attendees can change the font size of the captions by selecting “Normal”, “Medium”, or “Large” closed captions.
Save the Transcript

During the meeting, participants can make changes to the live auto-transcript.

1. Select “Live Transcript” icon at the bottom of the Zoom screen.
2. Choose “View Full Transcript” to see open a panel and view the transcript as it is created.
3. Choose “Save Transcript” to save the full transcript for later.

Transcripts save to your “My Documents” folder, under “Zoom” and the meeting date.
REMINDER: UPDATE YOUR PROFILE

It’s very important that you update your profile to include your full name and a photo if you’re comfortable. Auto-captions rely on you updating your Zoom profile.

- Login at [https://mdacc.zoom.us](https://mdacc.zoom.us)
- Go to “Profile”
- Update your name.
Stream

Stream – Upload a single video or create a channel of videos on a particular topic.
1. You will need to request upload capabilities. Email lgann@mdanderson.org
2. Login to www.office.com
3. Click on the Stream icon (maroon arrow)
4. Select “Create”, “Upload video”, choose the video file you wish to upload.
5. Add a name, description, under “Permissions” choose who you want to share the video with.
6. Under “Options” select “auto generate captions”
Because auto captions are never 100% accurate, you can go into Stream and edit the captions for accuracy.

Go to “My Content” and “Videos”. Select the video you wish to edit. Click on the pencil icon to edit your transcripts.
Download a Transcript of Video

- Go to “My Content” and “Videos”.
- Click on the pencil icon next to the video.
- Choose “Download file”. This will download the auto generated transcript.
- Keep in mind that you will most likely need to edit the transcript for clarity.
Share Stream Videos

Stream

- Go to “My Content” in Stream and use the “Share” button to share your videos. Share with the link, email, or copy the embed code for a website.
- You can also download the video to share elsewhere.
- MD Anderson staff have to login to access the video.
A Few Tips on Video Accessibility

◉ Visualize what you verbalize. Don’t assume that everyone can hear what you are saying. Concisely provide a visualization of your data or description if possible.

◉ Verbalize what you visualize. Don’t assume everyone can see what you are showing. Concisely describe the images or data shown.
Thanks!

Any questions?

Ask the Research Medical Library

- RML-Help@mdanderson.org
- www.mdanderson.org/library/
- Register for future Tool Time Tuesdays: https://mdanderson.libcal.com/event/6632717