



Education  
and Training



## CaptionConnect Live for Presenters

### What is CaptionConnect Live?

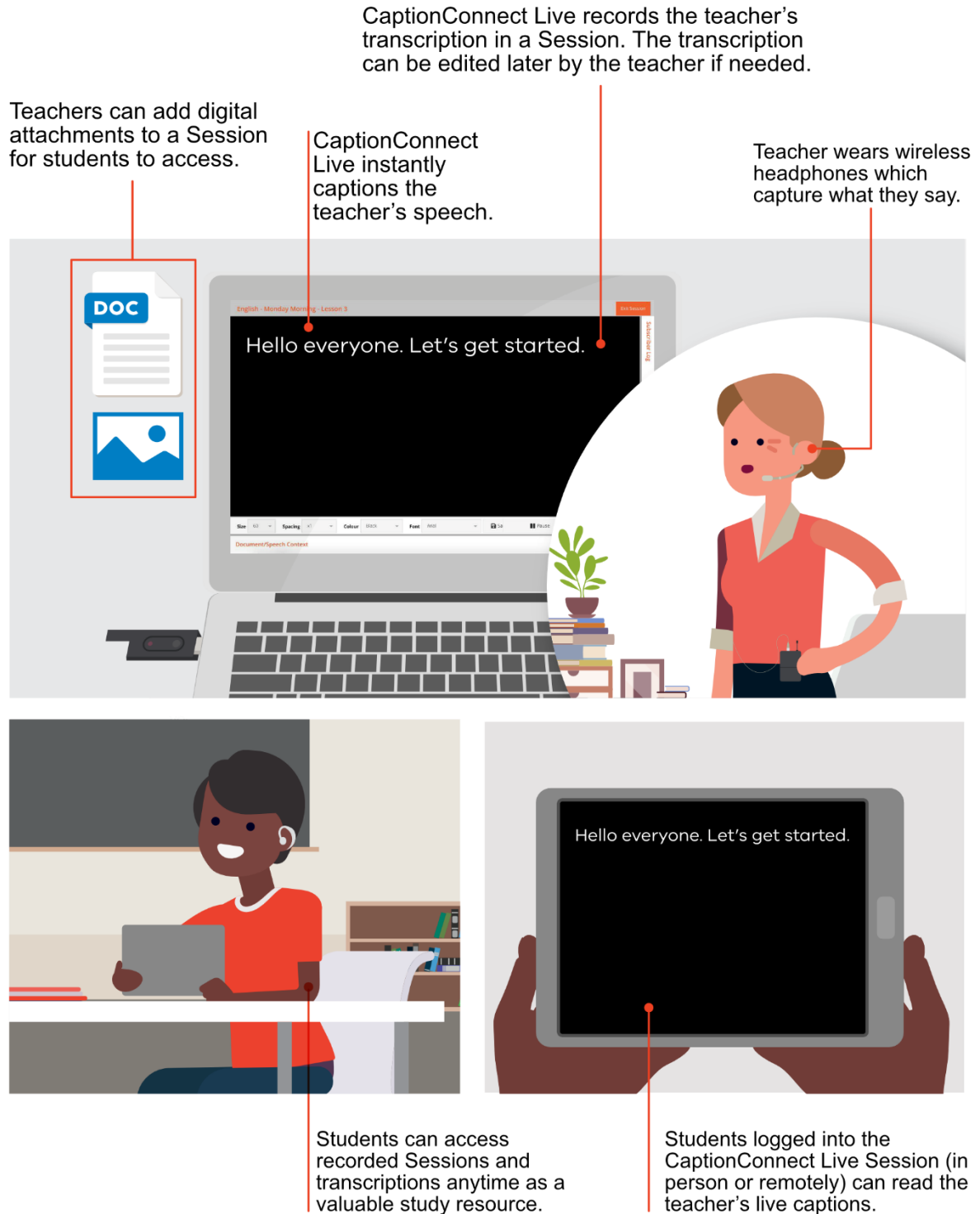
CaptionConnect Live is an innovative, easy-to-use automatic captioning and transcription tool that will reduce learning barriers for students in the classroom, particularly those who are deaf or hard of hearing or have specific learning challenges.

### 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.

The screenshot displays the CaptionConnect Live web application interface. On the left is a dark navigation sidebar with icons and text for Home, Subjects, Years, Classes, Sessions, Help, Settings, VANESSA vanessa.nguyen, and Logout. The main content area shows a header with the Department of Education and Training logo, a greeting 'Good afternoon' followed by the user's name 'Vanessa' in a rounded box, and the CaptionConnect logo. Below the header, there are two tabs: 'Upcoming' (selected) and 'Past'. Under 'Upcoming', there is one session card for 'Aug 9 | 01:00 PM' titled 'English - Monday Mor...' by Ebru Arar. Under 'Recent', there are two session cards for 'Jul 30' with times '09:19 AM' and '08:48 AM', both titled 'Completed' and 'English - Monday Morning - L' and 'Literature - Monday Afternoc' respectively, both by Ebru Arar.

## How does CaptionConnect Live work?



## 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.

The screenshot shows the 'Sessions Details' form in the Caption Connect application. The left sidebar contains navigation options: Home, Subjects, Years, Classes, Sessions (highlighted), Help, Settings, and a user profile for VANESSA vanessa.nguyen. The main content area is titled '+ Sessions Details' and includes 'Save' and 'Cancel' buttons. The form is organized into sections: 'General' and 'People and Language'. Under 'General', there are three required fields: 'Classes\*' (a dropdown menu), 'Name\*' (a text input), and 'Department\*' (a text input). Under 'People and Language', there are two required fields: 'Owner\*' (a dropdown menu showing 'Victorian Deaf Education Institute Melhem') and 'Presenter\*' (a text input showing 'Blair O'Brien').

## 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.

The screenshot shows the 'Transcription' tab in a web application. The interface includes a top navigation bar with tabs for 'General', 'Transcription', 'Description', 'Files', 'Image', 'Access', 'Participants', 'Comments', 'Logs', and 'About'. Below the navigation bar, there are three checkboxes: 'Publish Session' (checked), 'Allow Download Audio File' (unchecked), and 'Allow Download Transcript File' (unchecked). An 'Audio Stream' player is visible with a progress bar at 0:00 / 0:00. Below the audio player is a 'Transcript' editor with a rich text toolbar containing options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, image, table, and undo/redo. The transcript text reads: 'Hello everyone. Let's get started. Today we will continue to discuss our novel, Runner. Who's read the next chapter?'. At the bottom right of the transcript area, it says 'Characters : 115'. Below the transcript editor are three download buttons: 'Download Audio File', 'Download Transcript (PDF)', and 'Download Transcript (DOCX)'. A vertical sidebar on the left contains various icons for navigation and settings.

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

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.

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.