

How do I enable live captioning for student presentations in Google Meet?

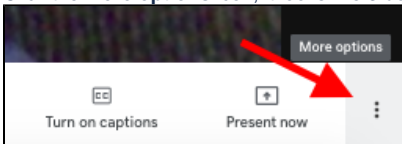
Tell Me



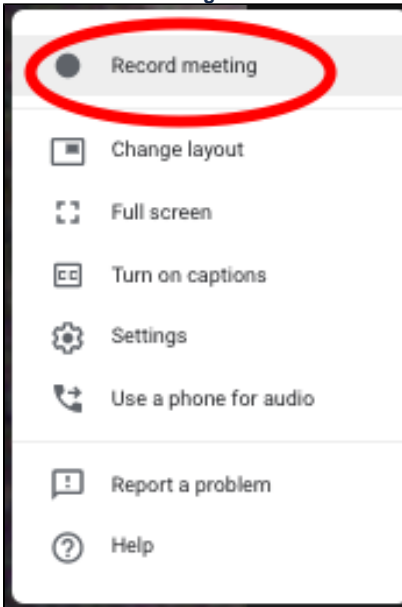
Google has **announced** that the following premium Meet features will be enabled until **September 30, 2020** - see this [FAQ](#) for standard Meet limits and functionality

- Larger meetings, for up to 250 participants per call
- Live streaming for up to 100,000 viewers within a domain
- The ability to record meetings and save them to Google Drive

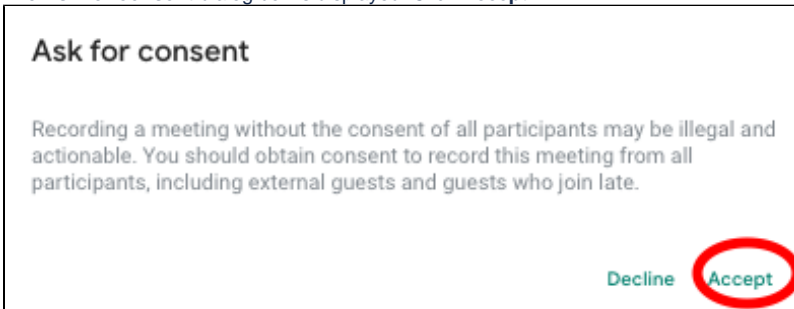
1. Start a Google Hangout Meet
2. Turn on Recording
 - a. Click the **More options** icon, it looks like 3 dots located in the lower right corner of the page



- b. Select **Record meeting**



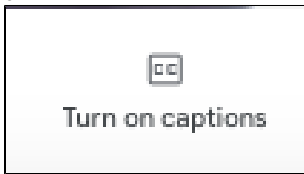
- c. The **Ask for consent** dialog box is displayed. Click **Accept**



- d. It may take a few minutes for recording to begin. You will see the **REC** icon in the upper left corner of the page when Google Meet is recording the meeting



3. Instruct all attendees to click **Turn on captions**, located at the bottom of the page. In order to view captions, each attendee **MUST** turn this option on



4. Instruct the first student presenting to click **Present now**, located at the bottom of the page. Make sure that they share their entire screen and also have captions turned on

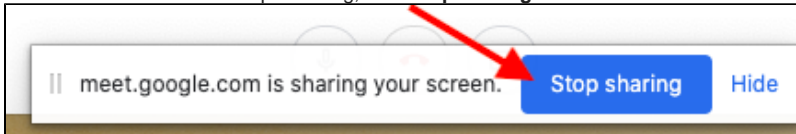


5. The student can use PowerPoint, or other media during their presentation. As they talk, their speech will translate into captions at the bottom of the page for everyone in the class who has turned on captions

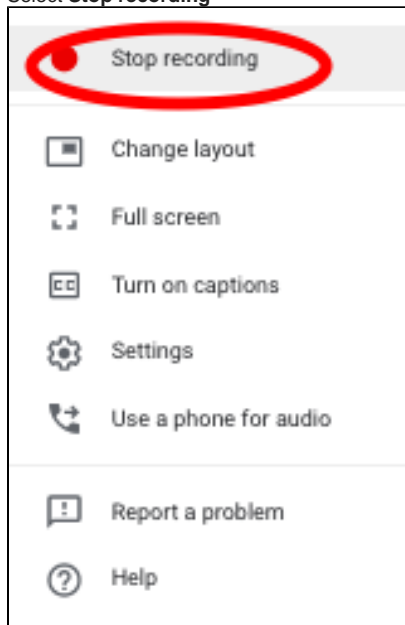


Captioning will still work even if the student presenter has the PowerPoint slides in "full screen" mode. The presenter will not be able to see their own captions, but everyone who has turned captioning on will

6. When the student is finished presenting, click **Stop sharing**



7. Repeat steps 2 - 6 for each presenter
8. When you want to end the meeting and stop recording:
- Click the **More options** icon, it looks like 3 dots located in the lower right corner of the page
 - Select **Stop recording**



9. Your recording will be emailed to your University address. The live captions are not recorded. You will need to upload the recording to your [My Media space](#) or contact [Disability Services](#) to use their captioning services to add captions to the recorded material

Related FAQs

- [How do I use the official UNC Charlotte Google Forms template design?](#)
- [How do I setup my University signature in Gmail?](#)
- [What Google Workspace \(formerly G Suite\) Apps are available at UNC Charlotte?](#)
- [How do I receive Google Form submission responses via email?](#)
- [How do I embed a Google Form on my website?](#)

